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## TRANSFER POLICY FOR CLASS III & IV MINISTERIAL STAFF IN NHPT

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I As a practice hitherto, the transfers of Class III & IV Ministerial staff who have completed 5 years service and more in one department as on 31<sup>st</sup> December are transferred to other departments based on the recommendations of the General Transfer Committee. However, it is inevitable to have written transfer policy for Class III & IV ministerial staff with certain changes in existing system to maintain transparency as follows :

II Objective of Transfer Policy :

Employees after acquiring necessary required experience are eligible for appointment by promotion to the higher post. It is therefore imperative that the employees should have exposure and experience in different duties and responsibilities. Transfer of staff after a reasonable period from one department is considered to be a good management practice to provide job rotation and to get the best out of it keeping in view of various exigencies, requirement in another department in addition to gaining experience and learning process.

III Types of Transfers:

I. General Transfer :

- (i) General Transfer of Class III & IV ministerial staff those who have completed 5 years and more in one department as on 31<sup>st</sup> March are to be considered for transfer to other department.
- (ii) General Transfer Committee shall be consisting of Secretary as Chairman and other HODs viz., CE(C), CME, DC, TM, FA&CAD, CMO & Sr. DD(EDP). The convener of the Committee is Sr. Dy. Secretary.

- (iii) Assessment and recommendation of staff due for general transfer shall be based on the skills already possessed by the employees working in the departments and also the skills of the employees required for particular department.
- (iv) The process of General Transfer shall be completed taking 31<sup>st</sup> March as cut-off date for determining 5 years or more in one particular department.
- (v) Order of transfer shall be issued in April every year duly indicating the date of relieving the staff i.e., on or before the prescribed date.
- (vi) Accordingly concerned HOD should relieve the transferee without keeping the staff beyond prescribed date of relieve.
- (vii) Physically challenged employees shall be transferred to the departments where such departments have their offices in ground floor.
- (viii) While transferring such employees proper care should be taken that all the physically challenged employees are not posted to only one department.
- (ix) Posting of staff is only to the concerned Department not to particular post.
- (x) Work allocation / re-allocation shall be at the discretion of HOD/HOO's of concerned department/division.
- (xi) There should not be Unions Interference for transfer or posting of staff to a particular post.
- (xii) Disobeying the order of the HOD/HOO's will amount to misconduct and attract disciplinary action.

2 Promotional Transfer :

- (i) DPC for filling the posts by promotion shall be held in advance biannually in the month of Jan/July.
- (ii) Order of promotional transfer duly indicating the date of relieve (i.e., on or before) shall be issued at the earliest not later than 28<sup>th</sup> February.
- (iii) The employees should be relieved by concerned department / division on or before the prescribed date.
- (iv) Employee who has been transferred on promotion shall not insist for a particular work allocation against the vacancy which he is promoted.
- (v) Disobeying the order of the Divisional Officer / HOD will amounts to misconduct which attracts disciplinary action. Canvassing for particular work allocation will also amounts to misconduct.

3. Mutual Transfer : Since the mutual transfer will not serve any good to the organization, it will be decided by the Dy.Chairman/Chairman on the request of the employees.

4. Medical Transfer : Based on case to case situation the transfer due to medical reasons duly recommended by the medical board shall be decided by Dy.Chairman/Chairman .

In administrative exigencies Dy. Chairman, Chairman can relax any of the above provisions and also order any transfer beyond this policy recording reasons.

This Transfer Policy shall come into effect w.e.f. April, 2014.

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