

DRAFT GUIDELINES OF THE TRANSFER POLICY OF NCERT'S ACADEMIC AND NON-ACADEMIC STAFF

1. OBJECTIVE

NCERT shall strive to maintain requisite distribution of its employees across all its constituent units to ensure efficient functioning of the organization and optimize job satisfaction amongst employees. All employees are liable to be transferred to any constituent unit of the Council at any point in time and transfer to a desired location can't be claimed as a matter of right. While affecting transfers, the problems and constraints of the employees shall be given consideration, but will remain subservient to the organizational interest.

2. GUIDING / BASIC PRINCIPLES OF TRANSFER

- i) The guidelines shall be applicable to all categories (Academic, Non-academic and Ancillary Staff).
- ii) A request from a direct recruit for transfer from the place of his / her first posting shall not be considered before completion of the normal tenure, except for posting to NE-RIE, that too only after successful completion of the probation period. An employee recruited under Special Recruitment Drive for NE-RIE shall not be considered for transfer out of the region.
- iii) An employee on initial posting after recruitment/ promotion will be barred from applying for request transfer unless he / she completes the prescribed mandatory tenure/ normal tenure at his/her initial place of posting.

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- iv) Transfer / posting to a place of choice shall not be claimed as a matter of right. Some crucial determinants for such transfers are as under:
- a) Availability of a clear-cut vacancy.
 - b) Domain expertise of an employee.
 - c) Factors such as: due for retirement, medical problems faced by an employee or family members, spouse working at a station, etc.
 - d) Redeployment of surplus staff in excess of sanctioned strength at a location to another location against sanctioned vacancies.
- v) Request transfer of persons posted on promotion will not be considered before completion of their normal tenure at respective stations.
- vi) Attempt to bring any political or other outside influence for transfer on any superior authority of the Council shall be treated as misconduct and would be liable for disciplinary action under CCS(CCA) Rules.
- vii) Faculty recruited for NERIE, CIET and PSSCIVE will be posted in their respective institutes. Transfer to and from these institutes will be considered in exceptional cases only, keeping in view the seniority, discipline and consent of the institutes concerned.

However, the faculty recruited for CIET and PSSCIVE with specific specialization may also be required in other constituents as per the Plan and Programme of the Council. In such cases, Point No.2 (vii) will be considered as per Clause 3(ii) of the policy.

3. TRANSFER POLICY OF GROUP 'A' & 'B' OFFICERS:

i) Timing

General transfer of officers (Academic & Non-Academic) (Gazetted Post) should be made at the commencement of the financial year/ academic

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session so that minimum difficulty is created for the officers transferred on the account of children's education. Where general transfers are made in mid-session on account of administrative exigencies, option to retain official's accommodation will be available as per the provisions of the relevant house allotment rules of the Council.

ii) **Tenure**

All officers (Academic & Non-Academic) belonging to Group 'A' & 'B' (Gazetted Post) will have to serve for at least a 5-year period at one station. However, in case of transfer to NERIE, the minimum mandatory period of posting will be 3 years.

The non-teaching staff will compulsorily be rotated every five years. Academic postings are based on where they are recruited for and where they may be required as per (1).

4. **TYPES OF TRANSFER**

Transfers may broadly be classified in two types:

- i) Administrative transfer, which the NCERT orders *suo moto* in the exigencies of service and administration, in public interest;
- ii) Request transfer which is affected based on the request of an employee. The request of an employee will be forwarded with the recommendation of his / her Officer-In-charge, for consideration of the Council.

Request of an employee factors in such components as:

- i) approaching retirement
- ii) spouse working at a station.
- iii) medical problems

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5. GUIDELINES FOR TRANSFER

A. TO ENABLE DEPLOYMENT IN RIES

Efforts will be made for deployment of staff to all vacant positions of RIEs. To ensure this, staff will be displaced keeping in view the length of service at a particular station. The one having the longest will be displaced first. No employee will be displaced within two years from the date of retirement, except in cases where the employee himself / herself wants transfer to a particular station.

B. ROTATION

The employees will be given option on completion of mandatory period of service. An employee will be asked to give three options in the order of preference and he / she will be suitably adjusted provided a clear-cut vacancy exists; subject to the case that if two or more persons have opted for the same stations then the person senior by virtue of length of service will be given preference.

6. AUTHORITIES COMPETENT TO EFFECT TRANSFER

Under Article 15(a)(3) of Education Code of NCERT, Director, NCERT is empowered to transfer, post and assign any duties to any officer or staff of its constituent units. Therefore, Director shall be competent to exercise all powers under the guidelines to affect transfer and / or grant exemption under various clauses and provisions. However, the Director may delegate power to such authorities with such further limitations for such a period, as deemed appropriate in view of prevailing circumstances either by a general or a specific order to such authorities. Power so delegated is liable to be withdrawn by the Director whose discretion in this regard shall be final.

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7. POWER OF RELAXATION OF GUIDELINES

Notwithstanding anything contained in the guidelines, the Director shall be the sole competent authority to transfer any employee to any place in relaxation of any or all of the above provisions.

8. INTERPRETATION OF GUIDELINES

Director, NCERT shall be the sole competent authority to interpret the provisions above and pass such order (s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administration of NCERT as a whole.

9. SAFEGUARD AGAINST EXTRANEOUS INFLUENCE

Employees shall not bring in any outside influence. If such an influence from whichever source espousing the cause of an employee is received, it shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules.

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