

**A FRAMEWORK OF TRANSPARENCY AUDIT**  
**Dattopant Thengadi National Board for Workers Education and Development**

**1. ORGANISATION AND FUNCTION**

S. No.	Item	Details of disclosure
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	<p><b>(i) Title and nature of the record/ manual /instruction.</b></p> <p>The DTNBWED follows the rules and regulations developed by it and updated from time to time from time to time as per the guidelines of the Government of India as well as it's Governing Body.</p>
		<p><b>(ii) List of Rules, regulations, instructions manuals and records.</b></p> <p>The available List of Rules, regulations, instructions manuals and records is as follows –</p> <p>Administrative Mannual of DTNBWED :  <a href="http://cbwe.gov.in/images/upload/files/AdministrativeManual.pdf">http://cbwe.gov.in/images/upload/files/AdministrativeManual.pdf</a></p> <p>Transfer Policy of DTNBWED :  <a href="http://cbwe.gov.in/images/upload/files/DTNBWED%20Tansfer%20Policy%20.pdf">http://cbwe.gov.in/images/upload/files/DTNBWED%20Tansfer%20Policy%20.pdf</a></p> <p>Rules and Regulations of CBWE :  <a href="http://cbwe.gov.in/images/upload/Rurles-and-Reegulations-CBWE_LXT2.pdf">http://cbwe.gov.in/images/upload/Rurles-and-Reegulations-CBWE_LXT2.pdf</a></p> <p>Recruitment Rules and Service Conditions of CBWE :  <a href="http://cbwe.gov.in/images/upload/Recruitment-Rules-of-CBWE_IL6S.pdf">http://cbwe.gov.in/images/upload/Recruitment-Rules-of-CBWE_IL6S.pdf</a></p> <p>Rules and Regulations of Regional Advisory Committee for Regional Directorates :  <a href="http://cbwe.gov.in/images/upload/Rules-and-Regulations-for-RAC_Sl4X.pdf">http://cbwe.gov.in/images/upload/Rules-and-Regulations-for-RAC_Sl4X.pdf</a></p>
		<p><b>(iii) Acts/ Rules manuals etc.</b></p> <p>As mentioned in point (ii) above.</p>
		<p><b>(iv) Transfer policy and transfer orders</b></p>

**PURPOSE of the Transfer Policy –**

Transfers are, in general, necessitated due to requirements of filling up of posts, meeting staff requirements, matching employee's skills with job requirement,, sharing of shortages, other administrative requirements of meeting personal of tenure related requests, etc.

In order to develop competencies among the employees to efficiently discharge the assigned functions and keeping in view the vast network, the Board has to expose its employees to various activities/functions and rotate them from one place/seat to another. To regulate the placement and rotation of employees to various offices/seats judiciously and in the best interest of the Board and to ensure that these are done in an objective and transparent manner, transfer guidelines are laid down.

**OBJECTIVES –**

2.1 In the changing scenario, role/experience of employees needs to be enriched continuously, similarly, employees need to be retrained and redeployed to meet the requirements of the organisation.

2.2 Transfer/job rotation is required to achieve the following objectives :

- (i) To achieve the goals of DTNBWED through well developed personnel with an all-round personality.
- (ii) To have a mix of personnel positioned at different offices, who have gained varied experience systematically.
- (iii) To distribute the available manpower evenly in all the offices of DTNBWED.
- (iv) To provide opportunities to work in different disciplines and to obviate monotony/drudgery.
- (v) To ensure rotational redeployment of the personnel from sensitive posts.
- (vi) To fulfil the needs of employees nearing retirement for possible placement close to their home town or a location of their choice.

The Transfer Policy as published is uploaded on the website of the Board having following link :

<http://cbwe.gov.in/images/upload/files/DTNBWED%20Tansfer%20Policy%20.pdf>

Transfer Orders :

<http://cbwe.gov.in/DynamicWebPages/DynemicPages?MenuId=81>