

Most Immediate

**File No.A-28022/01/2014-ESA(WE)(Part file)
Government of India
Ministry of Labour & Employment**

Shram Shakti Bhawan, New Delhi
Dated: 21st March, 2017

To,
Director,
Dattopant Thengadi National Board
for Workers Education and Development,
North Ambazari Road
Nagpur - 440033

Sub: Transfer policy guidelines for posting and transfer of officials of the DTNBWED.

Sir,

I am directed to refer to your letter No. A-43011/33/TP/2016/645 dated 7th June, 2016 on the subject mentioned above and to say that the Competent Authority has approved the transfer policy guidelines for posting and transfer of officials of the DTNBWED.

2. The above guidelines to be circulated to all officials of the Board for their information. The Board is also requested to upload the transfer policy guidelines on their website.

3. An action taken report in this regard may furnish to this Ministry.

Encl: Approved Transfer Policy.

Yours faithfully,


(G.A. Raghuvanshi)

Under Secretary to the Government of India
Tel: 23473305

Copy to: The Chairman, DTNBWED, New Delhi for information.

**TRANSFER POLICY GUIDELINES FOR POSTING AND TRANSFER OF OFFICIALS OF THE
DATTOPANT THENGADI NATIONAL BOARD FOR WORKERS EDUCATION AND
DEVELOPMENT (DTNBWED) - 2017**

1. PURPOSE

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 or 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, these transfer guidelines are being laid down.

2. 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 organization.

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 fulfill the needs of employees nearing retirement for possible placement close to their home town or a location of their choice.

3. NEED OF TRANSFER

3.1 Transfer can be effected due to any one of the following criteria:

- (a) To provide replacement for a specific post/cadre with a specialized or desired qualification and/or suitable experience.
- (b) To bridge manpower deficit.
- (c) Placement on compassionate ground.
- (d) To adhere to Government's regulation/ ruling/guidelines as applicable (as amended from time to time).
- (e) Due to administrative exigencies.



4. BASIS FOR TRANSFER

- 4.1 Transfer shall generally be based on tenure. It shall also be based on competencies and skills required to execute the work or to provide an opportunity to employees to develop competencies as per job rotation requirement. Past experience in various functions and nature of jobs handled shall also be considered. Transfers also could be to fill up:
- (a) The vacancies caused due to promotions, creation of posts, resignation or retirement.
 - (b) Surplus and/or shortages at any offices.

5. APPLICABILITY

These transfer policy guidelines are applicable to all the officers and staff working in Dattopant Thengadi National Board for Workers Education and Development (DTNBWED) and no separate transfer policy guidelines will be formulated or laid down or adopted. These guidelines supersede all earlier guidelines laid down by the DTNBWED in this regard.

6. TRANSFER COMMITTEE

Transfer/ Posting Committee (TPC) comprising of following:-

a) Transfer/Posting Committee for the Group 'A' and Group 'B' Officers:

- Director, DTNBWED
- Addl. Director, DTNBWED
- Dy. Director (HQ) DTNBWED
- Sr. Most Zonal Director, DTNBWED
- One of the members shall belong to SC/ST Category, if none available amongst above, one additional member of SC/ST Category shall be inducted.

b) Transfer Committee for the Group 'C' Officers:

- Dy. Director (HQ), DTNBWED
- Sr. Most Zonal Director, DTNBWED
- ZD/RD – Liaison Officer belongs to SC/ST Category.

7. COMPETENT AUTHORITY AND JURISDICTION

- 7.1 The transfer and postings of all staff/officers will be made the approval of the Director after recommendations of the Transfer Committee.

8. TRANSFER ON ADMINISTRATIVE GROUNDS

- 8.1 All employees of DTNBWED have all India transfer liability and they can be posted to place/station of DTNBWED's operation area.
- 8.2 An employee against whom allegation of serious acts of misconduct have been received/being inquired into or employee is found to be involved in vigilance case or disciplinary case, wherever it is considered that for smooth functioning of the office,



the employee/employees need to be transferred out of any establishment/office including HQ/IIWE/Region/Zonal Office, such employees may be accordingly transferred out to a suitable place by the **Director** without referring to the Transfer Committee. Such cases will be informed to the Governing Body.

9. **TENURE OF POSTING**

The minimum and maximum tenure of posting of DTNBWED Officials are as under:

Sl. No.	Grade	Tenure	
		Minimum	Maximum
1.	Group 'A' Zonal Directors/Dy. Directors	03 years	05 years
2.	Group 'B' Regional Directors	03 years	05 years
3.	Group 'B' Education Officers including Selection Grade	06 years	10 years <i>Education Officers will normally not be posted out of Zone. However, transfer committee reserves the right to shift officials by recording reasons in writing in case of administrative exigency.</i>
4.	Group 'B' Accounts Officer/Assistant Director/ Assistant Director (OL)/Commercial Artist/Editor/Librarian/Accountant/ Sr. Hindi Translator and other Group 'B' isolated posts.		<i>From Group 'B' & 'C' isolated posts the work should be rotated after every three years from sensitive to non sensitive seats and vice versa.</i>
5.	Group 'C' Including the MTS Staff.	03 years	20 years <i>Group 'C' Staff will normally not be posted out of Zone/Region. The MTS Grade 'C' staff will not be transferred unless it is essential in exigency of work.</i>

10. **TRANSFER ON COMPLETION OF PRESCRIBED TENURE IN THE STATION/POSTING**

- 10.1 The cutoff date of receiving the application is fixed by 31st January every year and meeting of the Transfer Committee shall be held in February/March. Necessary transfer list shall be released by 15th March every year by considering the academic session.
- 10.2 Employees within two years of superannuation are generally exempted from rotational transfer.

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- 10.3 Request from the employees whose spouses or dependent children are suffering from serious diseases for retention/ extension shall also be considered by the transfer committee.

11. REQUEST TRANSFER

- 11.1 Transfer by way of mutual exchange of employees themselves, after a minimum period of two years can be considered by the Transfer Committee.
- 11.2 Comments of ZD shall accompany in all transfer requests by the employees giving their recommendation on the merit of the representation.
- 11.3 Employees making requests for transfer on medical grounds maybe asked to provide documentary evidence including certificate of the disease issued by the concerned specialist doctor of the Hospital to support their representations. Further, the request made by the employee on medical grounds related to his family member, the comments/documentary evidence on the dependency of the family members of the employees shall be given. The types of diseases considered as valid for transfer on medical grounds are as follows:
- (i) Cancer
 - (ii) Paralytic Stroke
 - (iii) Renal Failure
 - (iv) Motor- Neuron Disease
 - (v) Any other Disease with more than 50% mental disability.
- 11.4 In the Exceptional circumstances, the Transfer Committee based on the medical certificates produced with the representations can also consider the medical cases, other than the diseases mentioned above depending on the gravity of the case.
- 11.5 Only the representations which are received through proper channel would be entertained for consideration. Representations (if any) received directly would not be entertained.
- 11.6 If the transfer is due to personal reasons at the cost of the employee, it should be so mentioned in an unambiguous manner.

12. TRANSFERS ON PROMOTION

- 12.1 All employees on promotion, as far as possible, shall be required to go on transfer to the new place of posting wherever/whenever required.
- 12.2 Incumbents in the posts of Education Officer including Selection Grade/Regional Director/Deputy Director/Zonal Director and equivalent shall be posted out of the existing station on promotion. However, if the officer is due for superannuation within two years he/she may be considered for retention at the same station depending on the availability of the vacancy and administrative exigencies.

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13. POSTING OF HUSBAND AND WIFE

In case where both husband and wife are working in DTNBWED, Government and other Public Sector Undertakings, their request should be considered as per the instructions issued by the Department of Personnel & Training. Employees requesting transfer on grounds of working spouse shall give documentary evidence along with the request.

14. POSTING OF WIDOW, SEPARATED OR DIVORCED WOMEN

Widow, separated or divorced female employees may be considered for posting at the place of their choice, as far as possible, subject to administrative convenience.

15. TRANSFER OF PHYSICALLY DISABLED EMPLOYEES

The request for transfer of physically disabled employees may be considered by the competent authority to their place of choice taking into account the nature and degree of disability of the employee and subject to administrative convenience.

16. TRANSFER OF EMPLOYEES DUE FOR RETIREMENT WITHIN TWO YEARS TO THEIR PLACES OF CHOICE

Request from employees, who are due for retirement within two years, for transfer to their home States or any other States where they want to settle down after retirement may be considered by the Competent Authority subject to administrative convenience.

17. MISCELLANEOUS

- 17.1 The request for transfers will be considered only on the genuineness and merit of the case.
- 17.2 The Transfer Committee/Competent Authorities while effecting the transfer may consider economy aspect, administrative requirement exigencies of work, etc.
- 17.3 No employee shall bring or attempt to bring or attempt to bring any political or other influence for change of his/her transfer orders and such act shall be treated as violation of CCS(Conduct) Rules, 1964.
- 17.4 The transfer order issued by a competent authority be implemented in toto by the concerned authorities within stipulated period or within 10 days, if no time limit is specified in the transfer order.
- 17.5 Registers shall be maintained at Zonal/Head Office level, as the case may be, for all requests of employees to a particular station.
- 17.6 In respect of the matters, which are not covered above, or if the above guidelines are in any way inconsistent with the guidelines issued by DOP&T in this regard from time to time, the guidelines issued by DOP&T will prevail and the same will be taken into consideration by Transfer Committee/Competent Authority.

18. ROTATION OF OFFICERS AND STAFF AT HEAD OFFICE

At Headquarters office an employee irrespective of the category may not generally be posted in the same seat for a period exceeding three years and should be considered for transfer to another seat/place, so that all employees get experience in different sections and no employee develops any vested interest.

19. RELAXATION IN EXCEPTIONAL/EXTRAORDINARY CASES

The Chairman, DTNBWED may in any exceptional/ extraordinary cases, after due consideration may relax any of the above conditions in effecting/ modifying/ cancellation of transfer in respect of all employees belonging to Group 'A', Group 'B' and Group 'C' and transfers made in relaxation of the policy will be reported to the Governing Body.

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