

**Most Immediate**

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

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Shram Shakti Bhawan, New Delhi  
Dated: 21<sup>st</sup> 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 7<sup>th</sup> 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.

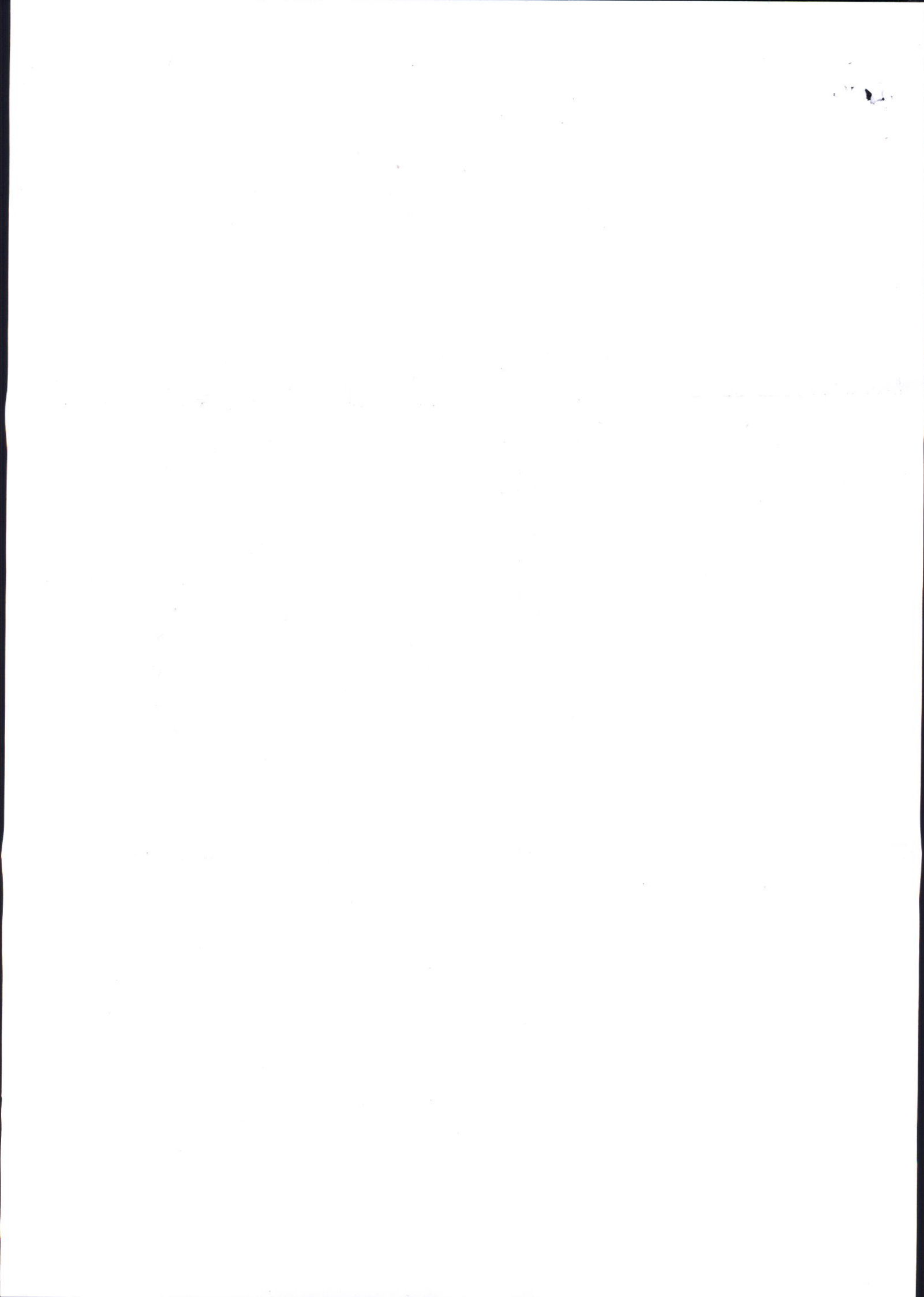
**Encl: Approved Transfer Policy.**

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 anyone 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.

