

Transfer/Job Rotation Policy

Like promotion, a well-defined transfer/Job Rotation Policy and its judicious implementation can provide an environment where employees may get greater satisfaction and contribute their best efforts to their work. The transfer of an employee to a different desk may occur within the same division or to another division under a different controlling officer. With the objective of preparing staff to accept new challenges, acquire multifarious skills and diversified experience and also being a mandatory vigilance requirement, the following transfer/rotation policy has been framed for employees of administrative category of all cadres:

- ❖ Rotation of employees from one desk to another in a division will be made on the recommendations of the concerned division in charge. This is being done so that the staff gets equipped with varied activities.
- ❖ The Institute will make rotation of employees from one Division to another in a planned and transparent way so that employees do not normally remain posted in one division for a period exceeding three years at a stretch. However, a movement in less than three years may also be effected keeping in view the Institute's interest. Such movements would normally be effected at yearly intervals.
- ❖ The number of employees to be transferred from one division to another should normally be 1/3rd of working strength in that particular division.
- ❖ While limiting the overall number of employees to be transferred, the employees with the longest tenure (i.e. anybody who has completed three years)/junior staff member, should be considered first followed by the next senior employee with the next longest tenure.
- ❖ The transfer of persons retiring in next two years shall be done on specific merits and requirement in that particular case.
- ❖ The Director can order posting of an employee any time without citing any reasons keeping in view the organizational interest.

Guidelines for implementation

- ❖ All employees ordered to be transferred will be relieved immediately in consultation with the concerned relieving officer. However, the transferred employee(s) may continue to help each other for a period of one month to develop familiarity with work.
- ❖ Notwithstanding what is contained in the above policy, the Director, NIPGR shall have the overriding power to relax any of the provisions on grounds like technicality/confidentiality, etc. and in the interest of smooth and effective management of Institute's affairs.

Note: The transfer/rotation of other categories of staff shall continue to be governed by the prevailing mechanism.