

P R O C E E D I N G S

Transfer and posting of employees from one station to another - General Norms - Revised - Orders issued.

No.E1/46/98/HRD.

Dated, Thiruvananthapuram 28th April, 1998.

Read:- This office Proceedings No.E1/3071/97/HRD dated 7/4/97.

O R D E R

The existing norms for General transfer vide the Proceedings read above is revised as follows.

1. Employees who have not completed 2 years of service in a station/district shall not ordinarily be transferred. However this norm will not be applicable in the case of employees who are transferred on academic ground and re-deployment of excess staff within the IHRD Service.
2. Priority/exemption for general transfer shall be considered by the Director, IHRD on a case to case basis considering the academic as well as administrative interest of the IHRD.
3. No employee who has completed 2 years of services in a particular station need necessarily be transferred unless there is a claimant who has worked for 2 years or more in an outside station to be provided there or unless the transfer of the existing incumbent has become necessary in public/academic interest. For re-deployment of excess staff and to meet the academic requirement of other sister institutions, this provision is not applicable.
4. For transfer of employees back to their home district/opted District from which they were transferred out for want of vacancies, 2 years duty/service is not applicable and such employees shall be given re-transfer to their home/opted District as early as possible, subject to these guidelines and other rules. For inter-district transfer of those who have worked in more than one station within the District from which transfer is sought, service of the individual in all such stations in the District taken together shall be the criterion. In cases where none of the applicants for inter-district transfer has completed 2 years of duty/service in the District/in all stations in the District, those who have the longest service among them shall be transferred.

contd... (2)

5. Employees who have only 2 years to retire shall be posted to vacancies in station of their choice giving preference to those who are due to retire earlier.
6. Employees returning from maternity leave will, if they so desire, be posted to the same station transferring the substitute.
7. In considering application for General Transfer during a particular year, only those applications submitted to the transferring authority till the end of February, that year will be considered.
8. Applications/representations by relatives of employees shall be rejected summarily.
9. When there are a large number of applications for a particular station, the order of preference shall be as follows:
 - (a) Length of continuous service in the station at the time of his/her applying for transfer under consideration will be a criterion of transfer.
 - (b) Employees who have put in longest period of service outside the particular station will be given the first priority. But employees who have had more than 1 1/2 years service in assignments in tribal and remote areas such as Peermade, Vattamkulam, Vazhakkad and Wynadu District will be given preference by deeming 1 1/2 years of such service as equal to 2 years. If they have equal service thus arrived at, the total service period will be taken into account.
10. The vacancies filled up by promotion shall be filled up first by transferring employees whose application for transfer are pending.
11. Applications for mutual transfer shall not be entertained.
12. As far as possible husband and wife working under IHRD will be given posting at the same District.
13. Transfer of Class IV employees will be restricted within the District.
14. As far as possible Intercaste married couples will be provided with postings in the Home District.

contd..(3)

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5. These guidelines/principles shall not apply to transfers which are warranted on public/academic interest.

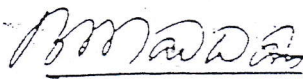
Inter-caste marriage is the one that is not permitted by the usual custom followed by the society.

Sd/-
PROF. N. PUSHPANGADAN,
D I R E C T O R

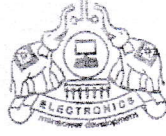
To .

- ✓ 1) The Heads of associate institutions.
- 2) The Finance Officer.
- 3) The Administrative Officer.
- 4) The Senior Superintendent.
- 5) S.F.
- 6) O.C.

Forwarded/By Order,



SENIOR SUPERINTENDENT



**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud
Thiruvananthapuram-14**

PROCEEDINGS

IHRD - Estt - Transfer and Posting of employees from one station to another -
General norms - amendment - Orders issued

No. EB3/13555/2019/IHRD

Dated, Thiruvananthapuram, 31st December 2019

- Read:-** 1 *This office proceedings No.E1/46/98/IHRD dated 28.04.1998*
2 *Government Circular No.A1/274/2017/H.Edn dated 16.10.2017*
3 *Resolution of the 100th meeting of the Executive Committee of IHRD held on 14.11.2019*

ORDER

In this office proceedings read as first paper above, general norms for transfer and posting of IHRD employees from one station to another was fixed and communicated. Government in the circular read as second paper above instructed to retain the trained NSS programme Officer in their respective institution for a period of 3 years if the officer is willing to continue in the same station. As NSS activities are conducted in all associate educational institutions under IHRD the matter was placed before the Executive Committee. As resolved by the 100th meeting of the Executive Committee of IHRD held on 14.11.2019 the following orders are issued.

1. Sanction is accord to retain the NSS trained Programme Officers in all categories of posts in their respective institutions under IHRD for a period of 3 years if the Officer is willing to continue in the same station.
2. The head' of institutions concerned shall furnish the details of NSS Programme Officers in the remarks column of the application for transfer/option as the case may be along with the written willingness of the particular employee.

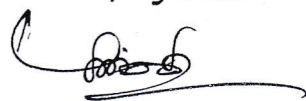
3. This office proceedings read first paper above stands amended to the above extent.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

To:-

1. All heads of associate institution under IHRD
2. Additional Director
3. Deputy Director
4. Finance Officer
5. Administrative Officer
6. All section heads
7. All dealing Assistants in the Establishment Section
- ✓ 8. SF
9. OC

Forwarded/ By Order


Administrative Officer ✓