

CHAPTER IV

TRANSFERS

1. Transferable Staff
2. Effective Date of Transfer
3. Transfers outside the purview of the Transfer Board
4. Mutual Transfers
5. Settling-in-Allowance
6. Re-imbusement of Expenditure
7. Failure to comply with Transfer Orders
8. Appeals against Transfers

CHAPTER IV

TRANSFERS

1. Transferable staff

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| <p>1.1 The holder of any post other than that of teacher and holders of certain posts specific to a particular institution such as Secretary/Chief Accountant/Chief Internal Auditor/Accountant of the Commission, Registrar and Bursar of a university, or Secretary and Treasurer of the University College etc., shall be transferable among the Higher Educational Institutions or from a Higher Educational Institution/ Institute to the Commission or from the Commission to a Higher Educational Institution/ Institute. Such transfers shall be made by the Commission which may for this purpose appoint a Transfer Board, the composition of which shall be prescribed by Rules (Section 78 of the Act as amended).</p> | <p>Other than teachers and certain other posts</p> |
| <p>(a) A teacher for the purpose of this Chapter shall be deemed to include Librarian, Deputy Librarian, Senior Assistant Librarian and Assistant Librarian (Section 79 of the Act as amended).</p> | <p>Interpretation of teacher</p> |
| <p>(b) Transfer of employees from Campuses and Institutes to Universities to which they are attached/ affiliated and vice-versa shall also be made by the Commission and transfer applications of such employees shall therefore be forwarded to the Commission through proper channels as described below.</p> | <p>Employees of Campuses and Institutes</p> |
| <p>1.2 Employees on probation may apply for mutual transfers after completion of one year of service in their probation period in a permanent post with the consent of the two institutions concerned, for consideration by the Transfer Board of the Commission.</p> | <p>Employees on probation</p> |

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| 1.3 Applications for transfer should be made to the Secretary of the Transfer Board of the Commission on the prescribed form (Appendix V). The Transfer Application submitted by an employee is valid for a period of one year with effect from the date of submission to the Secretary, University Grants Commission. | Application for transfer:
Appendix V |
| 1.4 Transfer applications of executive grade employees should be sent to the Chairman of the Commission through the Secretary of the Commission along with his recommendation, Principal Executive Officer of Higher Educational Institution/Institute concerned as the case may be, along with the recommendation of the Registrar of the University/ Secretary of the University College and through line of superior officers of the applicants. Such superior officers are entitled to make their comments or recommendations on the application. | Channelling of applications |
| <p style="margin-left: 40px;">1.4.1 In the case of other employees, the Secretary of the Commission/ Registrar of the University/ Secretary of the University College as the case may be, shall make the final recommendation and forward to the Secretary of the Transfer Board.</p> | |
| 1.5 Transfer applications of employees of an Institute should be sent through the Director of the Institute and the line of superior officers of the applicants to the Secretary of the Transfer Board of the University Grants Commission with their recommendations on such applications. | Employees of Institutes |
| 1.6 The comments and recommendations made on transfer applications should be treated as confidential. | Recommendations Confidential |
| 1.7 Under no circumstances whatsoever should an application for a transfer be given to the employee seeking the transfer to be posted or to be handed over to the Commission. Applications | Not to be handed over to applicants |

should be sent under confidential cover by post to the Secretary of the Transfer Board.

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| 1.8 | Duly filled applications of employees, seeking inter-university transfers to respective Higher Educational Institutions/ Institutes shall be forwarded to the Commission according to the order of sequence of receiving them at respective Higher Educational Institutions/ Institutes. | Order of sequence of forwarding applications |
| 1.9 | The Transfer Board which will normally meet four times each year in the last week of March, June, September and December shall consider at each meeting, processed applications for transfers up to the time of the meeting and make its recommendations. | Meetings of Transfer Board |
| 1.10 | The Secretary of the Commission shall inform the Principal Executive Officer or the Registrar of the Higher Educational Institution/Institute concerned, of the decisions made by the Commission on the transfer applications. | Decisions on transfer applications |
| 1.10.1 | Where an application has been allowed, the Secretary will issue a transfer order to the applicant through the Principal Executive Officer of the Higher Educational Institution/Institute. In the case of applicants from the Commission, the order will be issued through the Head of the respective Division. A copy of the order shall be sent to the Principal Executive Officer or the Registrar or a designated officer of the Higher Educational Institution/Institute concerned or the Divisional Head of the Commission as the case may be. | Applications allowed |
| 1.10.2 | Where such transfer application is allowed the Higher Educational Institution/ Institute may take appropriate action to get the vacant post filled following the proper procedure. | |

- 1.11 When a person who has been transferred fails to assume duties at the Commission/ Higher Educational Institution/ Institute to which he has been transferred, it shall be the responsibility of the Secretary/Registrar or the most senior administrative officer of such institution to immediately inform the Commission and the Higher Educational Institution/ Institute from where he has been transferred for appropriate action as per sub-paragraph 7.2 of this Chapter. Reporting failure to assume duties on transfer
- 1.12 Transfer applications of those employees whose transfers have been effected by the Commission and have assumed duties in the respective Higher Educational Institutions/ Institutes or in the Commission shall not be entertained again until they serve at least for a period of three years at the institution to which they have been transferred. No more transfers within next three years
- 2. Transfers outside the purview of the Transfer Board**
- 2.1 The Transfer Board shall not deal with the following categories of transfers;
- (a) Internal transfers within the Commission Secretariat;
 - (b) Internal transfers within a Higher Educational Institution or Institute; excluding the transfers mentioned in the sub-paragraph 1.1.(b) above
 - (c) Transfers on disciplinary grounds;
 - (d) Transfers necessitated by the exigencies of the service
- 2.2 Transfers on disciplinary grounds, transfers necessitated by the exigencies of the service and mutual transfers will be made by the Chairman of the Commission on the recommendation of the Secretary of the Commission/ Principal Executive Officers/ Registrars of Higher Educational Institutions as the case may be. Transferring authority

2.3 Transfers within the Commission Secretariat will be made by the Chairman on the recommendation of the Secretary.

2.4 Transfers within the same Higher Educational Institution/ Institute will be made by the Registrar with the concurrence of the Principal Executive Officer of the Higher Educational Institution/ Institute.

3. **Effective Date of Transfer**

3.1 Transfers will be made by the appropriate authority with effect from the date specified in the transfer order.

Effective date of
Transfer

3.2 In the case of transfer which involve a change of station, at least one months' notice should be given to enable transferred person to make necessary arrangements for handing over of his duties etc. to his successor.

3.3 Internal Transfers which do not involve a change of station will take effect from the date specified in the transfer order.

3.4 In determining the effective date of transfer, the transfer board may check with the Higher Educational Institution/Institute about the probable date of release of the applicant.

4. **Mutual Transfers**

4.1 A mutual transfer may be considered between persons of the same post/ grade or service working in the Commission or a Higher Educational Institution or Institute who wish to exchange places. An application for a mutual transfer accompanied by a letter of consent from the person who agrees to exchange places with the applicant, should be sent through the Secretary of the Commission/ Principal Executive Officer/ Registrar of the Higher Educational Institution/ Institute to the Secretary of the

Persons of same
grade

Commission with his recommendations as the case may be.

Employees on probation may also apply for mutual transfers subject to the conditions stipulated in sub-paragraph 1.2 above.

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| 4.2 | A mutual transfer should have the consent of both institutions concerned. The personal files of those seeking mutual transfers may be called for and examined before a mutual transfer is recommended. The fact that both institutions have no objection to the mutual transfer should be clearly stated. | Consent of both institutions |
| 4.3 | At least one month notice should be given to a mutual transfer. A transfer at shorter notice may be ordered if both parties to the mutual transfer make a request to expedite the transfer. In either case they will not be eligible for the settling in allowance referred to in paragraph 5 of this Chapter. | Notice of mutual transfer |
| 4.4 | The provisions of paragraph 4 apply <i>mutatis mutandis</i> to a mutual transfer between employees of the Commission and employees of Higher Educational Institutions/ Institutes. | Mutual transfers |

5. **Settling-in-allowance**

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| 5.1 | If a person receives less than one months' notice for a transfer involving a change of station other than on disciplinary grounds or transfer is expedited at the person's own request he will be entitled to a settling-in-allowance for himself only (and not for the other members of his family) at the rate of half the combined allowance applicable to him for the period by which the notice falls short of thirty days. This period is computed from the date appearing on the transfer order to the date on which he actually assumes duties in his new station. | For transfers at short notice |
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5.2 The authority ordering the transfer as referred to in sub-paragraph 2.2 above should therefore ensure for this purpose that transfer orders are dated on the date on which they are posted or delivered and that they are served with the least possible delay.

5.3 Settling-in-allowance is not payable when a transfer is expedited/ effected at the person's own request or is made on disciplinary grounds.

When not payable

6. Re-imburement of Expenditure

6.1 Where transfers are cancelled or deferred in less than three days of the date on which they are to take effect, re-imburement of expenditure actually and necessarily incurred by the person on packing and transport may be authorised by the Chairman of the Commission/Principal Executive Officer of the Higher Educational Institution/Institute on satisfactory proof being furnished that such expenditure has actually been incurred.

Re-imburement of expenditure on deferment or cancellation

6.2 In addition, a combined allowance under the existing travelling regulations may be paid to him and his family for a period not exceeding two days if his furniture and goods had been packed or were in transit during this period.

6.3 The re-imburement and the payment referred to in sub-paragraphs 6.1 and 6.2 above shall not be made if the transfer is deferred or cancelled at the person's own request or on disciplinary grounds.

When not payable

6.4 The authority ordering a transfer at short notice or the cancellation or deferment of a transfer at short notice should bear in mind the extra cost to the Commission/ Higher Educational Institution and the inconvenience caused to persons under transfer order and ensure that except in very exceptional circumstances transfers are not ordered or cancelled or deferred at short notice. The circumstances in which a transfer is ordered,

Responsibility of transferring authorities

cancelled or deferred at short notice should be recorded by the authority making the order on the connected transfer papers and an order made whether or not the payments referred to in paragraphs 5 and 6 of this Chapter should be made.

- 6.5 Where a short notice of a transfer or its deferment or cancellation could have been avoided, the officer responsible is liable to be surcharged the extra cost incurred by the Commission/ Higher Educational Institution under paragraphs 5 and 6 of this Chapter.
- Surcharge for negligence

7. Failure to comply with Transfer Orders

- 7.1 If any employee of the Commission or Higher Educational Institution/ Institute who is transferred under provisions of this Chapter and has been released by the Commission/ Higher Educational Institution/ Institute to which he is attached, refuses to comply with such order, such employee shall be deemed to have been vacated the post on the date of such refusal.
- Consequences of refusal to comply
- 7.2 Where a person on whom a transfer order has been served in accordance with the provisions of this Chapter fails to take up duties at the place and time appointed by the order without prior satisfactory explanation being tendered for his failure to do so, he should be reported to the Commission/ Governing Authority of the Higher Educational Institution from which he was transferred, for a decision on the nature of action to be taken against the employee.
- Consequences of failure to comply
- 7.2.1 Such an employee should not be allowed to resume duties and should be treated as a person who has vacated his post, in terms of paragraph 7 of Chapter V.
- 7.3 Transfer Applications of those who have refused to accept transfers once transfer order has been issued by the Commission shall not be considered
- Refuse to accept transfer

for transfers, until they complete a period of two years from the date of such transfers.

8. Appeals against transfers

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| 8.1 | Where an employee on whom a transfer order has been served, wishes to appeal against such order, he should do so within one week of the date on which such order was served with documentary evidence if any, to the Secretary of the Commission. | Within one week of serving of order |
| 8.2 | Where the transfer is ordered between the Commission and a Higher Educational Institution and/ or an Institute on disciplinary grounds or due to exigencies of the service and is to take immediate effect, the employee should comply with the order and appeal against the order, if he so decides, within one week of his compliance with the order, to the Secretary of the Commission. | Appeals against disciplinary or service exigency transfers |
| 8.3 | Appeals should be addressed to the Secretary of the Commission in the case of transfers between institutions; between the Commission and a Higher Educational Institution/ Institute; or an internal transfer within the Commission Secretariat. | Appeals to the Commission |
| 8.4 | Appeals should be addressed to the Principal Executive Officer through the Registrar of the Higher Educational Institution/Institute as the case may be, in the case of an internal transfer within the institution. | Appeals to Principal Executive Officer |
| 9. | When effecting a transfer of an employee, every effort should be made to do it with a replacement. | With a replacement |
| 10. | ‘Transfer’ in this Chapter does not include transfer involving an appointment to another post which is treated as an “appointment”. | Exclusion |
| 11. | For concessions regarding transfer of Trade Union Officials reference should be made to paragraph 5 of Chapter XV. | Transfer of Trade Union Officials |

12. For concessions regarding transfer of persons who are office-bearers of Central Committees of recognized political parties reference should be made to paragraph 4 of Chapter XVI.

Transfer of
members of
Central
Committees of
political parties