

Guidelines for Relocation/Rotation/Transfer of Group 'A' Officers and Staff (all categories regular, contract and daily waged)

1. Group 'A' Officers and staff in Group 'B' & 'C' including staff appointed on contract, daily waged basis as well as deployed through Outsourcing agency belonging to any one of the classified categories (cadre) i.e. administrative, academic, technical and academic non-teaching, will be due for rotation/relocation/transfer on completion of three (03) years of service in a particular department/section/unit.
2. Further, the officers/staff, who could not be otherwise relocated to other domain, the Head of such Department/School/Unit/Section, in consultation with the Dean/Prof. In-charge (Admin.) will relocate such officers within the unit. A comprehensive annual report of all such movements shall be sent to the Director through Dean (Admin.) on completion of this annual activity.
3. The process of relocation will be an annual activity, and the necessary orders/notification shall be issued in the month of January or any other time, as needed during the year. The officer/staff concerned shall be required to join within fifteen days of issue of order/notification, failing which the salary of the officer/staff concerned will be stopped.
4. Usually, an officer/staff shall not be relocated in the last two years before his/her superannuation.
5. The position of Registrar, Librarian/Deputy Librarian, Chief Medical officer, Institute Engineer, Security Officer, Sports Officer etc., single cadre posts will be excluded from relocation.
6. In addition to the annual relocation of officers/staff as per above guidelines, any officer/staff may be relocated any time to any department/school/section/center/unit, in the interest of the Institute.
7. Technical staff transferred to non-technical work place and vice-versa may be transferred back to the respective work place based on the requirements.

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