

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)

(An ISO 9001 : 2008 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

Ref. No. I-27/11/2022-Administrator (E-8436)

September 13, 2022

OFFICE MEMORANDUM

In view of the changing operational requirements of the organization, the existing transfer policy has been revised and the same has been approved by the Management Board in its 21st meeting held on 26th July 2022. The revised Transfer Policy will come into force with immediate effect. A copy of the Policy is enclosed herewith for information.


(R.P. PANDEY)
Registrar

To:

1. The Executive Directors/Directors/Directors-in-Charge of NIELIT Centres
2. HOWs - NIELIT

Copy to:

1. ITIS Section - For uploading on NIELIT website
2. Staff Officer to DG

National Institute of Electronics & Information Technology
Transfer Policy (2022)



Transfer Policy
of
National Institute of Electronics & Information Technology
(NIELIT)

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1. Introduction

National Institute of Electronics and Information Technology (NIELIT), an autonomous scientific society under the administrative control of Ministry of Electronics and Information Technology (MeitY), Government of India was formed by merger of Regional Computer Centre (RCC), Department of Electronics Accreditation for Computer Courses Society (DOEACC Society) and Centre for Electronics Design and Technology of India (CEDTI). The organization, over the past few years, has presently emerged as a mega organisation having its operations spread at 43 locations across India.

Being an organisation under Government of India, NIELIT falls under the definition of Public Organisation and every employee of NIELIT, can be construed as a public servant, and thus liable for transfer from one Department/Section/Job location within the same Centre/Unit/Office or from one Centre/Unit/Office of NIELIT to another, as required by exigencies of administration.

In this context, it is to be understood that, considering the organizational requirements transfer is incidental to the service of NIELIT and is not optional.

The "Transfer Policy" constitute executive guidelines intended to provide broad guidance while deciding on transfer of employees.

This policy has been framed considering the interest of the organization, location of its Centres, skill and operational requirements and also interest of the NIELIT Staff.

However, this "Transfer Policy" do not vest any right on the employee, whatsoever.

2. Purpose

The purpose of this policy is to provide a guideline and procedure to implement transfers of employees from one Centre/Region/location to another, necessitated by reasons of needs of NIELIT Centres located at various places in the country.

3. Objectives

The Policy would also serve to fulfil the following objectives:

- i. Promoting Excellence at NIELIT centres.
- ii. To make units and centres of NIELIT financially self-sustainable.
- iii. To ensure optimum utilization of skilled manpower & maximize output of unit / centres of NIELIT.
- iv. To groom employees for managerial and other specialized positions.
- v. To provide stability to a staff posted at a specific location for a reasonable duration to achieve professional growth.



4. Scope

The policy would cover all employees working in the NIELIT at HQ, its Centres, Regional Offices, Branch Offices, Extension Centres etc.

5. Authority

As per the Staff Service rules of NIELIT, every employee of the Society is liable to be posted at the discretion of Competent Authority to serve at any of the other offices/Centres of the Society in India or abroad keeping in view the expertise of an individual required at a particular Centre/location and purely in the interest of the Society.

AUTHORITY TO APPROVE TRANSFERS	
Competent Authority	Jurisdiction
Director General	Intra and Inter Centre
Administrative Head of Centre	Intra Centre

6. Grounds for Transfer

Transfers are essentially based on

- Administrative exigencies/requirements.
- Shortage of Manpower of a particular category and/or having particular skill set at a specific location to match with surplus manpower of the same category and/or having same skill set.
- Specific man-power/skill requirements of Projects/Activities at a particular location.
- Job rotation in the interest of the Organization.
- Government/Statutory guidelines.

7. Implementation

- HQs and each Centre of NIELIT shall prepare a statement of shortage/excess manpower with justification and send it to NIELIT HQ by 31st December every year.
- The Competent Authority will analyse the manpower requirements, financial condition of the Centres, experience, capabilities and skill matrix of employees including Technical and Non-Technical background.
- Competent authority will make an optimal decision.

8. Compliance

Whenever a transfer order is issued, the concerned employee & its relieving authority shall comply with the order. However, it would be open to an employee to make representation with justification to the Competent Authority against such order within 7 days from receipt of transfer order.

In the event of a transfer order not stayed/modified/cancelled, within 15 days from the date of written representation, the concerned employee & its relieving authority shall comply with the order as per Government rules.

However, in **special circumstances** Competent authority reserves the right to issue **struck off transfers** where in no request for reconsideration of transfer order shall be accepted and the order has to be implemented with immediate effect.

9. Procedure for dealing with act of Indiscipline

No external influence should be brought by an employee for matter related to transfer or otherwise. In the event of such occurrence, relevant provisions of CCS (Conduct) Rules may be invoked.