

Transfer and Placement Policy for Employees including Job Rotation Aspects

The overarching and overriding principle for placements and postings is that all transfers / postings shall be based on administrative convenience / constraints to meet the organizational objectives.

The objectives of the transfer policy shall be:

1. to fill up vacancies for meeting the organizational needs,
2. competent employees to be placed in key positions in order to achieve organizational objectives,
3. to augment human resources by providing wider departmental and regional / local office exposure to all officers so that they can gain all round experience.

Keeping in mind the aforementioned objectives, the transfer policy lays down guiding principles on various aspects of transfers including: inter-departmental/inter-city transfers and their tenure, request for transfer by staff members, deferment of transfers, transferability of physically handicapped/differently abled officers, transfer of employee couple.