

**DRAFT TRANSFER POLICY – SKILL DEVELOPMENT & INDUSTRIAL TRAINING DEPARTMENT, HARYANA.**

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**1. Objective :**

- i. To deploy available staff in an optimum manner so that, inter-alia, employees are evenly distributed across regions and institutions, with special regard to the interest of trainees.
- ii. To maximize the overall satisfaction level of its employees, subject to protect academic interests of trainees and the administrative efficiency of the department.

**2. Main Features :**

- i) All employees shall be liable to be transferred and posted anywhere in the State, anytime, and for any period, as per requirements either of the public service or of the department or both. Transfers and postings are a right of the department which it would endeavor to exercise in the best interest of the trainees with due regard to the principle of equity and transparency vis-à-vis its employees.
- ii) In the 1<sup>st</sup> phase, trades cadre having 25 or above sanctioned posts will be covered under the Online Transfer Policy from 2017-18 session onwards.
- iii) While effecting transfers, the academic interest of the trainees shall be supreme.
- iv) All transfers and postings shall be made through online procedure on the basis of the choices given by the employees.
- v) The Transfer Policy will be applicable w.e.f academic session 2017-18.
- vi) Transfer policy shall be applicable to the teaching cadre as well as ministerial cadre posts of Industrial Training Institutes / Industrial Training Institutes (W) (including Principals, Headmistress, Group Instructors, Superintendents, Deputy Superintendents, Store Keepers, Assistants, Accountants and Clerks).
- vii) No TA/DA will be given if the transfer is done at the request of the employee himself or if he is being given a posting of his/her choice.
- viii) Transfers will be done preferably in the month of **July** i.e. close of Academic Session. No mid-term transfers shall be done except in the extra ordinary situations.

- ix) Normal tenure of an employee at any place of posting shall be of 3 years. He/she may be allowed to continue beyond three years (maximum upto 5 years) on consideration of 100% result. However, further an employee who has completed tenure of 3 years will be eligible to seek transfer against vacancy or on mutual transfer basis.
- x) Employees due for retirement within next one year will not normally be considered for transfer except administrative exigency or on their own request.
- xi) Posting with an employee spouse (including Central Govt. Employee): as far as practicable request for transfer to join an employee spouse, either at the same station or at nearby station shall be considered. In the event of tie among the same category of employees spouses, lady employee shall be given preference over male employee.
- xii) Transfers of Trade/Craft Instructors will be made keeping in view their qualification based on DGT, Govt. of India, affiliation instructions i.e. the ratio of degree/diploma holders instructors and ITI+CTI/TTC holder instructors would be 50:50 to facilitate affiliation of trade units with NCVT.

### **3. Categories of Transfers**

- 3.1 Transfer on Administrative Grounds
- 3.2 Transfer on Compassionate Grounds
- 3.3 Transfer on request

#### **3.1 Transfer on Administrative Grounds**

An employee can be transferred at any point of time after seeking prior orders of the State Government on administrative grounds. However, specific administrative ground for which an employee is sought to be transferred shall be cited in the noting of the file. Usually, an administrative ground for transfer of an employee shall be of the nature as given below:-

- (a) Any specific written complaint received through MPs/MLAs/Chairman MC/Chairman Zila Parishad/Principal of ITI in such cases, transfer would be implemented after preliminary enquiry and poor results i.e. passing percentage less than 75% or whose teaching performance has been rated poor.

- (b) Failure to comply with the directions issued by the Directorate regarding maintenance of record as per NCVT instructions or other important instructions from time to time.
- (c) Judicial/department proceedings in cases of graft, corruption or official misdemeanor/misconduct.
- (d) Proven cases of misbehavior or misconduct

### **3.2 Transfer on Compassionate Grounds**

- (a) In case of following categories of employees, efforts will be made to adjust them in the same district or within a radius of around 30 km from the desired place of posting in following order of preference:-
  - (i) Blind (100%)
  - (ii) Differently abled persons
  - (iii) Those suffering from serious ailments/chronic diseases like cancer etc. or whose wards are suffering from any chronic disease like Thelesemia etc (in case of medical ground, the certificates issued by All India Institute of Medical Science, New Delhi, PGI, Chandigarh and all Govt. Medical Colleges of Haryana will only be considered).
  - (iv) War Widows (including paramilitary & central forces)
  - (v) Widows
  - (vi) Wives of the serving soldiers.
  - (vii) Women having 2 or more unmarried minor daughters.
- (b) An endeavor would be made to accord the lady instructor/G.I. on the stations opted by her. In any case, if it is not possible, then she would be adjusted on the available nearest station.
- (c) If the husband and wife both are employed under State Govt./Central Govt./Public sectors, efforts will be made to adjust them as near as possible. The preference will be given to those, both of whom are serving in the ITI Department.

### **3.3 Transfer on Request :**

Request of employees for transfer of their preferred stations only be entertained subject to administrative exigencies and keeping in view the interest of training of candidates as per the following:-

- (a) The request shall be made online on department portal from 1<sup>st</sup> June to 15<sup>th</sup> June of the year. It would be mandatory to indicate five choices.

- (b) In case of clash of choice of more than one employee for a particular ITI, merit in case of new appointments and results and overall performance of one complete (August-July) academic session (both one year & two years courses) in case of old employee would be guiding criteria for allotment of ITIs.

In case of Principals/GI Incharge, merit criteria shall be

- (i) new appointment
  - (ii) Trade affiliation
  - (iii) Placement
  - (iv) Apprentices engaged and effective/efficient utilization of budget.
- (c) An **NCC/NSS** Training Instructor/G.I. will be transferred from NCC/NSS wing ITI only when there is another such trained officer in the institute or the replacement instructor/G.I. is also such trained'

#### **4. Time Schedule:**

##### **(i) Periodicity of the transfers**

General transfers shall be made only once in a year, as per time schedule given below or as notified by the Govt. for a specific year. However, transfers can be effected by the Govt. at any time during the year in cases of Administrative exigency, sudden death of spouse, chronic disease/permanent disability of spouse, transfer of spouse of employees of departments/organizations of Govt. of Haryana and on compassionate grounds other than the special categories like women, widows, widowers, differently abled persons, serious ailment. The reasons for transfers under these grounds shall be recorded on file.

- (ii) **Time Line** : The following time schedule shall be followed for various activities every year except the first year in which **online transfer** policy is being implemented :

- a) Decision about opening of new ITIs/ITI (W)s, diversification (addition/ deletion) of trades/ redistribution/ rationalization of instructional staff shall be done from **10<sup>th</sup> April to 30<sup>th</sup> April** every year. The transfer shall be w.e.f 1<sup>st</sup> August of the year.
- b) Notification of actual vacancies and deemed vacancies will be done from **1<sup>st</sup> May to 31<sup>st</sup> May**.

- c) Eligible Instructors will submit their choice of Institutes online, from **1<sup>st</sup> June to 15<sup>th</sup> June** every year.
- d) Display of draft List and points for claims and objections by staff : **16<sup>th</sup> June to 30<sup>th</sup> June.**
- e) Transfer orders will be issued online latest **by 15<sup>th</sup> July every year.**

**5. Criteria for deciding the claim against vacancy:**

- (i) Decision of allotment to a vacancy shall be based on the total score of points earned by the employee. The employee earning highest points shall be entitled for transfer against a particular vacancy.
- (ii) Age shall be the prime factor for deciding the claim of employee against a vacancy since it shall have weightage of 60 points (some employees as per policy retire at 60 years of age).
- (iii) To take care of categories like women, widows, widowers, differently abled persons, serious ailment and Instructors showing improvement in result, a privilege of maximum 20 points can be availed by these categories. The division of points shall be as under:

**a) Age:**

Sr.No.	Major aspect	Max.Points	Calculation process
1.	Age (present date minus date of birth)	60	Age in number of days ÷ 365 (maximum two decimal points)

**b) Special Category:**

Sr. No.	Major aspect	Sub Aspect	Max. Points	Calculation process
1.	Gender	Female	05	05 points shall be given to female employees
2.	Special category female employees	(i) War Widows (ii) Widows/ Divorced/ Legally Separated/ Un-married female employees more than 40 years of age/wife of serving military personal/ paramilitary personal working outside the state	07 05	--

Sr. No.	Major aspect	Sub Aspect	Max. Points	Calculation process
3.	Special category male employees	Widower (a male employee who has lost his wife and his not remarried) and has one or more minor children or unmarried daughters.	05	Eligible male widowers shall be given 5 points only. In case of remarriage of self/children becoming major/daughter getting married, the employee will have to update his profile on the portal and will not be eligible for this advantage any more.
4.	Differently abled persons	Vision	15	40 % to 60% disability= 10 marks Above 60 to 80% = 12 marks Above 80% = 15marks (max.) Above 80% Blind shall get 20 marks (maximum)
		Locomotors	15	
		Deaf and Dumb	15	
5.	Diseases of debilitating disorders  <u>List of Diseases :</u> 1. Chronic Heart disease and Chronic Artery diseases. 2. Chronic Renal Failure 3. Brain Tumours & Malignancy of different organs 4. Paraplegia/Cu adriplegia/He miplegia 5. Multiple Sclerosis, Mysthenia Gravis, Parkinson's Diseases 6. Thalassemia, Haemophillia, Aplastic Anaemis, Myelodisplastc Disorders 7. AIDS 8. Liver and Kidney transplant	Self	8	Certificate issued by AIIMS (including its branches in Haryana), PGI Chandigarh, and all Govt. Medical Colleges of Haryana.  A certificate shall be considered valid for 3 years only – after 3 years new certificate shall be required to be submitted.
		Spouse/un-married children	7	
6.	Differently abled or mentally challenged children	Employee having mentally challenged or differently abled child.	10	Certificate issued by AIIMS (including its branches in Haryana), PGI Chandigarh, and all Govt. Medical Colleges of Haryana.
7.	Well performing Instructors/ Group Instructors/ Vice Principals/ Principals. (not for ministerial staff)	Instructors giving good results (Average of last 3 sessions NCVT/ SCVT/NAC exams)	5	For results following shall be the criteria: 60% to 70%=1 70% to 80%=2 80% to 90%=3 90% to 95%=4 Above 95% =5 State Topper : 5 National Topper :5
8.	Husband and Wife both are working in Industrial Training Department shall be transferred after 5 years.			

\* **Maximum points which can be scored other than age, shall be limited to 20 only**

## 6. Vacant Posts

There shall be two types of vacancies (i) Actual Vacancy (ii) Deemed Vacancy

- (i) Actual Vacancy: A post not occupied by any employee, post which will become vacant due to retirement, promotion, voluntary retirement or otherwise as on date of display of vacancies.
- (ii) Deemed vacancy: A post occupied by an employee for a period of three years or more on the qualifying date; or a post occupied by employee who has given option for transfer.
  - a) Posts occupied by **contractual employees** shall not be considered vacant.
  - b) Some vacancies of all categories of employees will remain unfilled at any given point of time. To avoid their concentration in some institutes, percentage of such vacancies shall be maintained proportionately amongst all institutes.

## 7. Procedure to be adopted:

- i) Within a view to transfer the instructional staff, the task of creating/shifting the sanctioned post (distribution of post) shall be carried out before the general transfer.
- ii) Institute wise vacancies will be assessed before carrying out the transfer exercise.
- iii) Unmarried female employees shall be given a chance to change options after their marriage, within two months, subject to the fulfillment of other conditions. Further married female employees shall also have an opportunity to change their option in case of the death of husband or in case of Legal Divorce from husband. A Male employee shall also be given the opportunity to change his option in case of death of his wife.
- iv) On fresh appointment and in case of promotion, the employees shall give five choices for preferred ITIs and the department will try to accommodate them in order of merit/seniority. However, they will have to serve at the allocated stations for at least three years. For this purpose, they will have to submit an undertaking alongwith the request that they will not make any request for transfer if they are accommodated in one of the five preferred ITIs.  
**An option of 'anywhere in the State' may also be given while submitting the request for transfer.**

- v) Employees joining the department on repatriation from UT Administration or other States or other departments from the State Government, where they were on deputation, shall also be asked to give their option of Institutes as per the policy.
- vi) Minimum stay for seeking transfer shall be 3 years (maximum 5 years except for Persons with disabilities). In administrative exigency, the department shall be at the liberty to post any employee at any of the choices given by him/her, irrespective of preference given.
- vii) On the basis of the re-distribution of sanctioned posts, the employees who are found surplus (without workload), shall compulsorily be shifted from their place of posting even if they have not completed their tenure of three years in the Institute.
- vii) Transfer/Posting to the opted Institutes will not be claimed or treated as a matter of right.
- viii) The option once availed and confirmed shall be final and can be changed only under the provisions of the policy.
- ix) The request for mutual transfer will also be submitted online. However, such request will not be entertained in case both the applicants are posted at the stations within 10 km of each other or in same campus.

## **8. MECHANISM TO BE ADOPTED**

- (i) Every employee will be responsible for the accuracy and regular updation of data on the portal in respect of his/her credentials. In case he/she notices any discrepancy, he/she will get it rectified by adopting due procedure after producing the relevant evidence before the competent authority. He/she will be responsible for updation of profile as and when any status is changed.
- (ii) All the options once exercised will be available for view to all concerned employees in their login.
- (iii) On fresh appointment and in case of promotion, the employee shall be considered for appointment against vacancies not-occupied by any incumbent across the State. However, allocation shall be made on the basis of their choice and in accordance with the score obtained by them.



- (iv) The transfer exercise shall be carried out through online application software, however, 5% cases shall be checked manually on random basis.

**9. POST TRANSFER EXERCISE:**

- (i) All Transfers shall be implemented within fifteen days of their issuance. The copy of transfer orders shall be sent to the Treasury Officer concerned with a request not to draw the salary of such transferred employees from the institution he/she has been transferred.
- (ii) The employees transferred on administrative grounds will not be transferred back to same institute from where they were transferred out on administrative grounds.
- (i) Aggrieved employees can represent to the competent authority within 15 days of issuance of orders, after joining at new place of posting. Their representation shall be considered in accordance with the Policy and appropriate decision shall be conveyed to him/her within 15 days.

**10. Incentive for serving on the choice of “Mewat District”**

If an employee, who is not a resident/domicile of Mewat district either at the time of initial appointment or subsequently, opts for ‘Mewat District’ against a vacancy for which no employee has opted, he/she will be paid additional 10% of the Basic Pay+D.A. during the said posting.

(In this regard approval of Finance department is required and is being taken)

**11. Disclaimer**

These guidelines regarding transfer are meant essentially for the internal use of the Department and do not vest any employee with any right to transfer

**12. Power for relaxation of Guidelines**

Notwithstanding anything contained in the policy, the Administrative Secretary, Industrial Training Department, Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer any employee to any place in

relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

**13. Interpretation of Guidelines**

Administrative Secretary, Industrial Training Department, Haryana shall be the sole competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the policy for the purpose of effect, control and administration of the department as a whole.

**14. Safeguard against irrelevant influence**

Employees shall not bring in any outside influence. If such an influence from whichever source supporting the cause of employee is received it shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant Service Rules/ Employees Conduct Rules and an entry to this effect shall be made in his/her service record.

**15. Authorities competent to effect transfers:**

All transfers of officials shall only be made by the authority empowered to make transfer of the official as envisaged in transfer policy of State Govt. and subject to the directions issued by State Government from time to time.

**16. Code of conduct:**

All employees are expected to observe the civil services conduct rules and the transfer guidelines. Employees will not bring any outside influence. If such an influence from any source is received it shall be presumed that the same has been brought by the Instructor. The request of such Instructors/Group Instructors shall not be considered. Any deviation in this regard will be viewed seriously and disciplinary action as warranted under rules shall be taken.

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