



राष्ट्रीय शैक्षिक अनुसंधान  
और प्रशिक्षण परिषद्

विद्यया ऽ मृतमश्नुते



एन सी ई आर टी  
NCERT

NATIONAL COUNCIL OF EDUCATIONAL  
RESEARCH AND TRAINING

F.No.17-1/2019-DMS/RIE Admn/321

Dated: 22.04.2020

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To

The Joint Director,  
CIET, NCERT

Sub:- Uploading of transfer policy of NCERT-regarding.

Sir,

With reference to RTI Cell letter No.F. 2-5/2019-RTI Cell dated 07.02.2020 subject cited above and to request you kindly uploading the transfer policy of NCERT on Council's website please. A copy of the Transfer Policy of NCERT is enclosed.

Yours faithfully,

AJain  
22/4/2020

(Ashish Jain)  
Under Secretary

6279/SDCIET  
12/05/2020

A. upload  
12/05/2020

H/D/CP

12.5.2020

Please upload.

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No.F.1-5/97-RIEFA  
National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi-110016  
(RIEFA Section)

January 9, 2013

NOTIFICATION

In exercise of the powers conferred by the proviso of Rule 40 of MOA & Rules of the NCERT, the Transfer Policy of Academic and Non-Academic Staff of NCERT duly approved by the Executive Committee in its meeting held on 20.7.2012, along with the modifications approved by the Executive Committee, in its meeting held on 3.12.2012, duly incorporated, is hereby notified for implementing in the Council and its constituent units, with immediate effect. This Transfer Policy shall be called "The Transfer Policy of Academic and Non-Academic Staff of NCERT 2012."

A copy of the Transfer Policy of Academic and Non-Academic Staff of NCERT 2012 is also being uploaded on the NCERT website. The Hindi version of the Transfer Policy will follow.

This issues with the approval of the Competent Authority.

*Moham*

(Mohammad Salim)  
Deputy Secretary

1. Joint Directors, CIET & PSSCIVE, Bhopal.
2. All Principals of RIEs, Ajmer, Bhopal, Bhubaneswar, Mysore & NERIE Shillong.
3. All Heads of the Departments/Divisions/Cells.
4. Dean (Academic)
5. All Deputy Secretaries/Under Secretaries in the Council Secretariat.
6. Chief Accounts Officer, NCERT
7. P.S. to Director, NCERT
8. P.S. to Joint Director, NCERT
9. P.S. to Secretary, NCERT
10. NCERT Website
11. All Notice Boards.

THE TRANSFER POLICY OF ACADEMIC AND  
NON-ACADEMIC STAFF OF NCERT, 2012

1. OBJECTIVE

NCERT shall strive to maintain a requisite distribution of its employees across all its constituent units to ensure efficient functioning of the organization and optimize job satisfaction amongst employees. While effecting transfers, the problems and constraints of the employees shall be given consideration, but will remain subservient to the organizational interest.

2. GUIDING/BASIC PRINCIPLES OF TRANSFER

- i) All employees are liable to be transferred to any constituent unit of the Council at any point in time, and transfer to a desired location can't be claimed as a matter of right.
- ii) The guidelines shall be applicable to all categories (Academic, Non-Academic and Ancillary Staff).
- iii) A request from a direct recruit for transfer from the place of her/his first posting shall not be considered before she/he completes the normal tenure, except for postings to NERIE, which would only be considered after she/he successfully completes the probation period. An employee recruited under a Special Recruitment Drive for a particular Institute, shall normally not be considered for transfer out of that Institute.
- iv) Transfer/posting to a place of choice shall not be claimed as a matter of right. Some crucial determinants for such transfers are as under: -
  - a) Availability of a clear-cut vacancy.
  - b) Domain expertise of an employee.
  - c) Factors such as: due for retirement, medical problems faced by an employee or family members, spouse working at a station, etc.
  - d) Redeployment of surplus staff in excess of sanctioned strength at a location to another location against sanctioned vacancies.
- v) Request transfer of persons posted on promotion will not be considered before they complete their normal tenure at respective stations.

*Mahar*



- vi) Attempt to bring outside influence for transfer on any superior authority of the Council, shall be treated as misconduct, and would be liable for disciplinary action under CCS (CCA) Rules.
- vii) Faculty recruited for NERIE, CIET and PSSCIVE will be posted in their respective institutes. Transfer to and from these institutes will be considered in exceptional cases only, as per plan and programme of the Council, keeping in view the seniority, discipline specialization and consent of the institutes concerned.

### 3. TRANSFER POLICY OF GROUP 'A' & 'B' OFFICERS:

#### i) Timing

~~General transfer of Academic & Non-Academic officers~~ belonging to Group 'A' & 'B', should be made at the commencement of the financial year/academic session so that minimum difficulty is created for them on account of their children's education. Where general transfers are made in mid-session on account of administrative exigencies, option to retain the official accommodation will be available as per the provisions of the "The Rules for Allotment of Residences to the Council's employees, 2012."

#### ii) Tenure

All Academic & Non-Academic officers, belonging to Group 'A' & 'B', will have to serve for at least a 5-year period at one station. However, in case of transfer to NERIE, the minimum mandatory period of posting will be 3 years.

The Non-Academic staff will compulsorily be rotated every five years. Academic postings are based on "where they are recruited for and where they may be required".

Moreover, in case of a vacancy, the principle of "first out – first back in" will be followed in case such a request is received.

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#### 4. TYPES OF TRANSFER

Transfers may broadly be classified in two types:

- i) Administrative transfer, which the NCERT orders suo moto in the exigencies of service and administration, in public interest;
- ii) Request transfer, which is affected based on the request of an employee. The request of an employee will be forwarded, with the recommendation of her/his officer-in-charge, for consideration of the Council.

The request of an employee would be considered, keeping in mind the provisions stated above.

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#### 5. GUIDELINES FOR TRANSFER

##### i) To Enable Deployment In RIEs

Efforts will be made for deployment of staff to all vacant positions of RIEs. To ensure this, staff will be displaced keeping in view the length of service at a particular station. The one having the longest stay will be displaced first. No employee will be displaced within two years from the date of retirement, except in cases where the employee himself/herself wants transfer to a particular station.

##### ii) Rotation

The employees will be given an option on completing the mandatory period of service. An employee will be asked to give three options in the order of preference, and she/he will be suitably adjusted provided a clear-cut vacancy exists, subject to the case that if two or more persons have opted for the same stations then the person senior by virtue of length of service will be given preference.

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6. AUTHOTITIES COMPETENT TO EFFECT TRANSFER

The Director shall be competent to exercise all powers under the Guidelines to affect transfer and/or grant exemption under various clauses and provisions. However, the Director may delegate power to such authorities with such further limitations for such a period, as deemed appropriate in view of prevailing circumstances, either by a general or a specific order to such authorities. Power so delegated is liable to be withdrawn by the Director whose discretion in this regard shall be final.

7. POWER OF RELAXATION OF GUIDELINES

Notwithstanding anything contained in the Guidelines, the Director shall be the sole competent authority to transfer any employee to any place in relaxation of any or all of the provisions above.

8. INTERPRETATION OF GUIDELINES

The Director, NCERT shall be the sole competent authority to interpret the provisions above and pass such order(s) as deemed appropriate and essential to facilitate the implementations of these Guidelines for the purpose of effective control and administration of NCERT as a whole.

9. SAFEGUARD AGAINST EXTRANEIOUS INFLUENCE

Employees shall not bring in any outside influence. If such an influence from whichever source espousing the cause of an 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.