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TRANSFER POLICY OF NIELIT

National Institute of Electronics & Information Technology (NIELIT)
(An Autonomous Scientific Society of Department of Electronics & Information Technology)
Ministry of Communications and Information Technology, Government of India

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ABOUT NIELIT

- 1.1 National Institute of Electronics and Information Technology (NIELIT), formerly DOEACC Society, an Autonomous Scientific Society of the Department of Electronics and Information Technology, Ministry of Communications and Information Technology, NIELIT Society is an amalgamation of three Societies viz. DOEACC Society, Centre for Electronics Design & Technology of India (CEDTI) except its Mohali Centre and Regional Computer Centre (RCC), Chandigarh & Kolkata.
- 1.2 The main objective of the Society is to carry out Human Resource Development and related activities in the area of Information, Electronics & Communication Technology (IECT). The Society is engaged both in the Formal & Non-Formal Education in the area of IECT besides development of Industry oriented quality education and training in the state-of-the-art areas and establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is a National Examination Body, which also accredits institutes/ organizations for conducting courses in the non-formal sector of IT Education & Training.
- 1.3 The Society has its presence at 23 locations in the country through its Centres, Regional Offices, Branch Offices & Extension Centres as under :

Headquarter	:	New Delhi
Centres	:	Aizawl, Agartala, Ajmer, Aurangabad, Calicut, Chandigarh, Chennai, Gangtok, Gorakhpur, Imphal, Itanagar, Kolkata, Kohima, Srinagar, Shillong, Guwahati
Regional Office(s)	:	Patna (Bihar)
Branch Offices	:	Lucknow, Shimla, New Delhi of Chandigarh Centre
Extension Centres	:	Chuchuyimlang of Kohima Centre
	:	Tezpur of Guwahati Centre
	:	Jammu of Srinagar Centre

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1.4 NIELIT Centres are conducting M.Tech in Electronics Design and Technology (EDT) and Embedded Systems, MCA, BCA & Diploma level courses which are affiliated to State Universities/ Technical Boards. Under the Non-Formal sector, NIELIT is offering various long term courses viz; DOEACC O/A/B/C Level IT courses, CHM O & A Level courses in Computer Hardware & Maintenance and BI- O/A/B level courses in Bio-informatics, Certification in Information Security-Level 1/2/3, ITeS-BPO Banking/ Customer Support Service, Entrepreneurship Development etc. NIELIT Centres are also imparting training for Short Term courses in the areas of Information Technology, Electronics Design & Technology, Manufacturing Technology, Maintenance Engineering etc. DOEACC O, A & B Level IT courses are recognized by MHRD as equivalent to Foundation Level, Advanced Diploma and MCA respectively for the purpose of employment in Central Govt. services. About 60,000 students are getting registered for DOEACC O/A/B/C level courses every year.

1.5 The Course on Computer Concepts (CCC) programme launched in the year 1999 is an 80 hour computer literacy programme, which has recognition from various State Governments and Central Govt. Departments as basic course of IT/ Computer Literacy for employment. The CCC examination is currently being conducted online thrice a year nationwide and also on every first and third Saturday of each month from NIELIT Centres on demand. Since inception of the CCC course, more than 6.22 lakh candidates have appeared for examination and more than 4 lakh candidates have been certified.

1.6 Vision of NIELIT

To be the leader in development of industry oriented quality education and training in the state-of-the-art areas, establish standards and be the country's premier institution for examination and certification in the field of Information, Electronics and Communications Technology (IECT).

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2.0 TRANSFER POLICY:

2.1 Purpose:

2.1.1 The purpose of this policy is to provide a Guideline and procedure to implement transfers of employees from one location to another, necessitated by reasons of needs of NIELIT Centres located at various places in the country. The policy would also serve to fulfill the following objects:

2.2 Objectives:

2.2.1. In the changing environment, role/profile of employees needs to be augmented continuously. Middle level Officers need to be given on the job training and exposure in different types of work to develop them to work at senior level. Similarly, non-Executive employees need to be retrained and re-deployed in new jobs/locations to meet the technology related changes etc. and also shortages, if any, at any location of the Society.

2.2.2 To ensure continuity of management and systematic succession planning for key posts in the middle and senior management level.

2.2.3 To ensure rotational transfers from sensitive assignments/areas.

2.2.4 To maintain and to sustain the organizational growth.

2.2.5 To fulfill the needs of employees nearing retirement for possible placement close to their home town or a location of choice.

2.2.6 To enhance productivity and obviate monotony.

2.3 Need for Transfer

2.3.1 To provide replacement for a specific post/cadre with a specialized or desired qualifications and/or suitable experience, as per emergent need.

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2.3.2 To bridge manpower deficit or to provide reinforcement in view of capability addition/expansion etc.

2.3.3 Placement under compassionate grounds.

2.3.4 For adherence to Govt. guidelines/instructions/rulings (as amended from time to time) concerning:

- a) Posting of husband/wife working together to same location.
- b) Rotational postings in Centres located in NE Region.
- c) Any other category covered under relevant rules.

2.4 Existing provisions in Staff/Service Rules of NIELIT

2.4.1 Every employee of the Society is liable to be posted at the discretion of Executive Director 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.

2.4.2 All the appointment letters also carry a clause that services of an employee is transferable any where in India or abroad.

2.5 Proposed Transfer Norms/Criteria

The transfers of personnel will be regulated in the manner hereinafter mentioned.

2.5.1 An employee may be required to serve at any location.

2.5.2 An employee may be required, once in NIELIT career, to serve at a Centre located in NE Region.

2.5.3 Transfer may be considered for those who have worked for more than five (5) years at one place. However, in the exigency of work, such transfers may be done by Managing Director as and when required in the interest of the work of the Society to meet the

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requirement of specialized manpower and emergent need/shortage. Also, if the performance of an employee is not upto the mark at particular location, then such employee based on his capability will be transferred without taking into consideration the period of five years.

2.5.4 The employees nearing retirement would be given option for transfer for possible placement close to their home town or to their location of choice.

2.5.5 Employees with 3 years of residual service before retirement may be exempted from transfers.

2.5.6 Notwithstanding what has been stated above, an employee may be transferred in the exigency of organizational needs and/or public interest.

3.0 SCOPE:

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

4.0 IMPLEMENTATION PROCEDURE:

4.1 Transfer requests will be invited in the month of December with three options of place of postings. The name of the official to be transferred would be finalised by February each year in order to avoid disturbance in academic session of children.

4.2 Every Centre shall also prepare a statement of shortage/excess manpower in Group 'A', 'B' 'C' with justification and send it to NIELIT HQ by 30th November every year.

4.3 A consolidated proposal would be prepared by NIELIT HQ based upon the shortage/excess manpower data, existing/proposed organisational structure and other facts & figures, if any.

4.4 If felt essential by MD, a Committee may be constituted to recommend transfer of employees from one Centre to other Centre.

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- 4.5 Consolidated proposal for transfers would be considered by the above Committee alongwith other aspects, including technical background and suitability of employee, for making recommendations.
 - 4.6 NIELIT upon receipt of recommendations of the Committee, would initiate action to get requisite approval of competent authority for implementation (ED, VC/Chairman, GC, NIELIT, as the case may be).
 - 4.7 In exceptional circumstances, when transfers become necessary due to exigency of organizational needs and/or administrative reasons, the Competent Authority may take requisite action, without making a reference to the Committee.

5.0 GENERAL

- 5.1 To the extent possible transfers would be synchronized with the end of the academic year so that the education of employees' children does not suffer.
- 5.2 Employees opting for transfer, any another time and on their own volition, may make request to the Executive Director through proper channel, who may consider it on merits of each case.
- 5.3 No external influence should be brought in by an employee for changing the transfer order. In the event of such occurrence, relevant provisions of CCS (Conduct) Rules shall apply.
- 5.4 No transfer would be done as a punishment or to harass the employee.
- 5.5 A system of counselling will be designed and followed in the matter of effecting transfers in a transparent manner.

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6.0 APPEAL:

- 6.1 Whenever a transfer order is issued, the concerned employee shall comply with the order. However, it would be open to an employee to make representation to the Executive Director, NIELIT against such order within 10 days from receipt of transfer order.
- 6.2 In the event of a transfer order not stayed/modified/cancelled, within 30 days from date of written representation, the concerned employee shall carry out the order.