

## **TRANSFER POLICY of CPRI**

In supersession of Transfer Policy dated 01.04.2016, CPRI (Revised Transfer Policy) has been framed.

### 1. **OBJECTIVES:**

The main objective of this Transfer Policy is to deploy available staff in an optimum manner so that employees are evenly distributed across the Units/Divisions and HO.

### 2. **GENERAL POLICY.**

- a. The Transfers will be undertaken depending upon the exigencies and requirement
- b. The tenure for transfer for inter-Units will be decided by the Competent Authority considering the areas of work, experience, skill level of employees and such consideration will normally be for an employee who has completed 5 years of service in a station. While reviewing the inter-unit transfers, the officials handling similar nature of work may be considered for posting in similar areas of expertise in order to accommodate the locational preferences of the employees taking into account the organizational interest. The inter Divisional transfers in Bangalore shall be decided by the Competent Authority and in Units the same shall be considered by the Unit Heads, under intimation to the Competent Authority.
- c. Normally, transfers will be made without affecting the academic session.
- d. If the employee is due for superannuation within 2 years, the concerned employee will normally be retained in the same Station.
- e. Preference for transfer to or near their native places as far as practicable would be given to PWD category employees.
- f. As far as possible and feasible, the Policy is to accommodate both the spouses posted in different CPRI Units in one unit on request.
- g. Normally transfers will be made wherever essential depending upon administrative exigencies.

### 3. **TYPES OF TRANSFERS:**

- (a) Transfer on promotion / up gradation of post on Review Assessment.
- (b) General transfer
  - i Transfer on completion of prescribed tenure for Sensitive post (s)
  - ii. Transfer based on the requests from employees
- (c) Transfer on administrative grounds
- (d) Transfer to projects outside unit

Explanatory Note

#### (a) Transfer policy on promotion/ up gradation of post:

In respect of Promotion/ up gradation to Group 'A' posts as per the classification done under CCS (CCA) Rules 1965 carrying Pay Level 10 of Pay matrix and above, posting of employees will be determined keeping in

view vacancies, past experience, seniority, specialization, preference for posting, indispensability etc. Orders for Placement on promotion/up-gradation in respect of all posts will be issued by Chief Administrative Officer as approved by the Competent Authority.

(b) General Transfer

i. Transfer policy in respect of Sensitive Posts:

Posting to the sensitive posts shall be made based on need and requirement. Tenure for the employees working in sensitive positions shall be 3 years. Depending upon administrative exigencies tenure may be altered by the Competent Authority.

ii. Transfer based on the requests from employees:

Mutual transfer: The Request for mutual transfer has to be approved by the Competent Authority and such transfers will be treated as transfers on own requests

Persons with Disabilities: In accordance with PWD Act and amendments there to, Competent Authority would consider the proposals.

Compassionate grounds: Sympathetic view would be taken based on the merits of each case to the extent possible regarding posting of employees who have mentally retarded children, employees who are suffering from special diseases, death of spouse cases etc.,

Unilateral transfers on personal reasons, based on requests from employees on consideration/approval by Competent Authority.

(c) Transfer on Administrative grounds;

Transfer on administrative grounds as decided by the Competent Authority.

(d) Transfer to Projects outside units

Project work involving long period of stay beyond 90 days, outside the Unit, would be treated as temporary transfer. Based on the specific requirement of the project, the period of posting is approved by the Competent Authority. As soon as the project is over, the person concerned may be transferred back to his/her original place of posting depending upon exigencies.

4. **AUTHORITIES COMPETENT TO EFFECT TRANSFERS:**

Director General is the Competent Authority to approve all kinds of transfers. Transfers within the unit or within the Division may be done by the Heads of Unit/Division with the approval of the Director/Group Head. All the Transfer Orders would be issued by the Chief Administrative Officer except transfers within the Unit / Divisions.

5. **POWER TO RELAX:**

The Director General is vested with the powers to relax any or all the guidelines for Transfer.

6. The Transfer Policy is effective from July 2022.

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