

No. F.No. L-19013/24/2020-AS  
Government of India  
Ministry of AYUSH  
(AYURVEDA section)

“B” Block, GPO Complex,  
AYUSH Bhavan,  
INA Market,  
New Delhi-110023.  
Dated : 05.11.2020

To :

- (i) The Director General, CCRAS/CCRH/CCRUM,  
Central Council for Research in Ayurvedic Sciences,  
Janakpuri, New Delhi-110058.
- (ii) The Director General,  
Central Council for Research in Sidha,  
Anna Hospital Campus, Anna Arch. Rd., NSK Nagar,  
Arumbakkam, Chennai-600106 (Tamil Nadu)
- (iii) Director, CCRYN,  
Central Council for Research in Ayurvedic Sciences,  
Janakpuri, New Delhi-110058.

**Sub : Rotational Transfer Policy for personnel employed in the Research Councils,  
functioning under the aegis of Ministry of AYUSH.**

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Sir,

I am directed to say that presently there is no “Rotational Transfer Policy” in force, for the personnel employed in all the five Research Councils, functioning under the aegis of Ministry of AYUSH, which results in large influx of various requests and representations, received in the Ministry, directly or through VIPs. Therefore, in order to avoid such frequent requests/representations, and to address the grievances pertaining to “transfer” of the employees of all Research Councils, a “Rotational Transfer Policy”, has been prepared with the approval of Competent Authority, for immediate implementation in all the Research Councils.

2. A copy of the said “Rotational Transfer Policy for Personnel employed in the Research Councils under the aegis of Ministry of AYUSH”, is attached.

3. This issues with the approval of President of Governing Body of all the Research Councils.  
Regards,

Yours sincerely,

Encl : As above.

(A.J.J. Kennedy)  
Under Secretary to the Government of India.

**GOVERNMENT OF INDIA  
MINISTRY OF AYUSH**

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**ROTATIONAL TRANSFER POLICY FOR PERSONNEL IN THE RESEARCH  
COUNCILS UNDER THE AEGIS OF MINISTRY OF AYUSH.**

**1. APPLICABILITY:** This policy shall apply to all the employees of all five Research Councils under the aegis of Ministry of AYUSH as under..

- 1.1 All Group "A" & 'B' officers of all five Research Councils.
- 1.2 All Group C employees consequent upon their promotion into Group-B subject to availability of vacancy.
- 1.3 All Group 'C' employees consequent upon re-organization of the Institutes/ Units and Research schemes of the Council or some other administrative exigencies.

**2. OBJECTIVES:**

- 2.1 To cater to the changing organizational need.
- 2.2. To ensure optimum manpower utilization, upgrade skills & support creating knowledge based organization.
- 2.3 To accomplish specific tasks / objectives with the available resources.
- 2.4 To meet organizational developmental needs, employees aspiration and future organizational requirements.
- 2.5 To recreate a vibrant organization.

**3. TRANSFER LIABILITY:**

- 3.1 All officers & employees are liable to be posted at Headquarter or in any field unit of the respective Council anywhere in India.

**4. STATION TENURE:**

- 4.1 Normal Station tenure shall be of 7 years. An official can be posted out of Station before completion of Station tenure, but, normally not before 03 years as to meet administrative requirement.

**5. RE-POSTING RESTRICTIONS:**

- 5.1 An officer, normally, may not be re-posted to same Station within 05 years from the date of his/her last transfer from that Station.

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**6. POSTING IN REMOTE/HARD AREAS:**

- 6.1 The normal tenure of posting in North-Eastern region, Jammu & Kashmir, Leh & Laddakh, A & N Islands, Lakshadweep, Dadra & Nagar Haveli shall be 3 years.

**7. TRANSFER ON PROMOTION:**

- 7.1 The promotions will normally entail a change in office/ station.
- 7.2 If the normal tenure of 07 years has not completed and there is a vacancy at the same Station, the official will be retained at the same station and covered in rotational transfer on completion of normal tenure.
- 7.3 If an official is due for superannuation within two years, he will be retained at the same Station against an existing vacancy of the promotional post. In case of no vacancy of the promotional post then he will be transferred to another Station.

**8. REQUEST TRANSFER:**

- 8.1 Request for transfers on compassion may be considered on the following grounds:
- i. Working spouse
  - ii. Serious / terminal disease and / or extraordinary disabilities of self/ family members

**9. MID-TERM TRANSFER:**

- 9.1 Mid-term transfers will be considered only in exceptional circumstances, or on administrative grounds.

**10. OFFICERS EXEMPTED FROM TRANSFER UNDER RTP:**

- 10.1 The Officials of all grades within two years of superannuation will be exempted from rotational transfers.
- 10.2 The Officials likely to be promoted within one year shall be exempted from the RTP as on promotion Officials are transferred, if they have completed the prescribed tenure for the promotional post.

**11. POSTING ON RETURN FROM DEPUTATION/ LONG LEAVE:**

- 11.1 An Official returning from Deputation/ Long Leave will be posted to any station on the Administrative exigencies. In such cases this posting will be treated as a fresh tenure. In case it is decided that an Official is to be posted back to the same station he last served, then his tenure will be limited to the balance period of the tenure prescribed subject to the availability of the vacancy and subject to the condition that at least one year of balance tenure is left.

**12. POSTING INVOLVING VIGILANCE ANGLE:**

12.1 An Official, who is not clear from vigilance angle and who may/ may not be due for transfer under RTP may be transferred out.

12.2 Such an Official will be posted to a non-sensitive post without seeking his option for posting irrespective of the tenure of his posting at that station. No preference will be sought from such Official.

**13. POSTING OF FRESH APPOINTEE:**

13.1 The fresh appointees to Group 'A' post has to serve in tribal/remote areas for a period of 3 years subject to availability of vacancies.

13.2 In case of no vacancy in tribal/ remote/ hard areas, preference will be given to give posting at the nearest Station to his native place subject to availability of vacancy and administrative requirement.

13.3 Failing above, posting will be given as per seniority & choice of place Failing it, in alphabetical order of the Station as per seniority.

**14. MUTUAL TRANSFER:**

14.1 Request for mutual transfer of Officials may be considered subject to the following conditions:

- i. Both of the Officials for mutual transfer should have completed at least 50% of the tenure prescribed for the post.
- ii. The Officials concerned should be clear from the vigilance angle.
- iii. Requests for usual transfers will be considered on case-to-case basis keeping functional consideration in mind.
- iv. Tenure on mutual transfer at the new Station will be afresh for further transfer under RTP.

**15. POSTING OF DIFFERENTLY ABLED:**

15.1 Physically handicapped persons suffer from a range of problems on account of mobility. Requests from differently abled officials will therefore be considered for posting on case to case basis.

**16. CUT OFF DATE AND TENTATIVE SCHEDULE OF TRANSFER:**

16.1 The cut-off date for calculating the period of residency at a Station will be 01<sup>st</sup> July for the year in which rotational transfer is carried out. An Official for being covered under RTP should have completed prescribed tenure as on 01<sup>st</sup> July. The cut-off date for calculating two years in respect of officials superannuating will be calculated as on the last date of the month in which rotational transfer order is issued.

- 16.2 The implementation of the transfer policy will be carried out from 2021 onwards.

## **17. GENERAL CONDITIONS FOR ROTATIONAL TRANSFER:**

- 17.1 Officers/staff who have developed a specialization in a particular field, would be transferred to such institutions/Units where their specialization could be utilized.
- 17.2 In case the spouse of the officer/staff happens to be an employee of State Govt./Central Govt. or Govt. Undertakings, the transfer of such officers/staff will be restricted as far as possible (except on administrative grounds) to the place of posting of his/her spouse subject to availability of vacancy, failing which the posting should be considered at the nearest possible station.
- 17.3 In situations where on administrative and technical grounds, some posts are required to be transferred from one Institute/Unit to another, the incumbents holding such posts would be transferred along with the posts. The Director General shall personally satisfy himself about the necessity of transfer of such post along with the incumbent from one unit to another and certify explaining the reasons that this has been done in the public interest and after obtaining necessary approvals where ever required. This should be done with the prior approval of the Executive Committee and in case of urgency, with the approval of the Chairperson of the Executive Committee.

## **18. PROCEDURE OF RTP:**

- 18.1 The process for annual transfer shall be started 09 months prior to the cut-off date, i.e., in November for transfer falling due on 01<sup>st</sup> July of the following year.
- 18.2 Promotion shall be made against available vacancies. Preferences for posting on promotion shall be accommodated as far as possible within the available vacancies and in the order of seniority.
- 18.3 The list of Officials, who are to be transferred will be notified on the website of the Council along with the vacancy position Station-wise seeking preference choice from the officials concerned. Officials concerned may furnish three preferences for posting with reasons within the available vacancies within 15 days of notification of vacancies.

## **19. ANNUAL ROTATIONAL TRANSFER COMMITTEE:**

- 19.1 There shall be a Transfer Committee to consider the cases of annual transfer. The Committee shall be chaired by DG/ Director of the respective Council.

19.2 The composition of the Committee may be deiced by the respective Council.

## **20. RESIDUARY JURISDICTION AND POWERS TO RELAX:**

20.1 The jurisdiction in all residuary matters and also to relax any of the provisions in deserving circumstances will rest with the Chairperson, Executive Committee of the respective Council. In administrative exigencies, the Chairperson may order any transfer beyond this policy.

20.2 The DG of the respective Council will submit suitable proposal in such case directly to the Chairperson, Executive Committee.

## **21. COMPLIANCE OF TRANSFER ORDERS:**

21.1 After issue of transfer orders, the controlling officers responsible for relieving the transferred officers/employees will be responsible for its compliance. No leave to be sanctioned to any transferee, after his / her transfer, by the Head Quarters.

21.2 Non-compliance of the order will be viewed seriously and will attract disciplinary action.

## **22. COMPETENT AUTHORITY:**

22.1 The powers to review or modify/amend the provisions of this policy shall vest with the Executive Committee.

22.1 The power to approve transfer & posting barring cases under provision at S.No. 20 above shall vest with the DG/Director of the Council.

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