

F.No.11/45/2003-E.II
Government of India
Ministry of Water Resources

R.No.435, Shram Shakti Bhawan, Rafi Marg,
New Delhi, the 13th October, 2004.

To

The Director,
National Institute of Hydrology,
Jal Vigyan Bhawan,
ROORKEE (Uttaranchal).

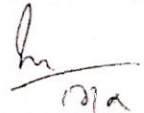
Subject:- Revised Transfer Policy for the Scientists of National
Institute of Hydrology, Roorkee.

Sir,

I am directed to refer to National Institute of Hydrology's letter No.15/18/2004-NIH(DIR) dated the 04th June, 2004 on the subject mentioned above and to forward herewith the "Transfer Policy for the Scientists of National Institute of Hydrology, Roorkee", duly approved by the President of the NIH Society. The approved transfer policy may be placed in the Governing Body/Annual General Meeting of the NIH Society, for information.

Yours faithfully,

Encl: As above.



(GOPAL DASS)
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NATIONAL INSTITUTE OF HYDROLOGY

**TRANSFER POLICY APPLICABLE TO SCIENTISTS OF THE
INSTITUTE**

PREAMBLE :

All appointments to Group "A" (Scientists) in the National Institute of Hydrology inter-alia include the requirement to serve anywhere in India and therefore, there is the provision of transfer or posting to any part of the country. In view of the nature of the functions of National Institute of Hydrology and its Regional Centres and the fact that a good number of posts on its establishment are meant for manning the posts in the Regional Centres, periodically the transfers of Scientists employees of NIH from one station to another is a normal feature of the requirements of service in National Institute of Hydrology.

Further, the present Guidelines for Transfer of Scientists approved in the 37th meeting of the Governing Body of National Institute of Hydrology held on October 26, 1990 stipulate that scientists in the category of Scientist B & C have to work at the Regional Centre atleast for one term before they are considered for promotion or assessment promotion to the post of Scientist E-1. It was, therefore, considered desirable to evolve a "Transfer Policy", so as to ensure harmonising the essential needs of the Institute and the interests of the employees.

THE POLICY :

Clause – 1 : This policy is applicable to all Scientists of the National Institute of Hydrology.

Clause – 2 : Any Scientist is liable to be transferred from Headquarters to Regional Centre or from one Regional Centre to Headquarters or another Regional Centre on administrative grounds and to meet the contingencies :

- a) When transfers become essential for the purpose of adjusting surplus staff / making up deficiencies of staff in the Headquarters or at a Regional Centre.
- b) On the request of employees on compassionate grounds.
- c) On requests for mutual transfer.

-: 2 :-

Clause – 3 : When transfers from one location to another are effected for any of the aforesaid reasons, such transfers shall be on the following criteria :

- a) Scientists with longest stay at the Headquarters / Regional Centre of their posting will be considered first.
- b) Those who volunteer for such transfer will be given priority.

For the purpose of "a" above, the following points shall be taken into account:

- i. Period spent on deputation to other organisation at that place / station and the periods spent on study leave shall be included while counting the longest stay at the Headquarters.
- ii. The period spent on deputation / assignment to other organisations at other places / station or posting outside the country / study leave abroad will be treated as periods spent at Headquarters for counting the period of stay at the Headquarters. Those coming back from deputation abroad may be considered for posting at Regional Centre.
- iii. The scientists will be posted in North-Eastern Region for a tenure of 3 years at a time for officers with service of 10 years or less and 2 years for others. Period of leave, training etc. in excess of 15 days per year will be excluded in counting the total period.

Clause – 4 : The period of tenure at NIH Headquarters as well as in Regional Centre would normally be atleast three years. However, the period may be extended in exceptional cases in public interest.

Clause – 5 : A Scientist who specialises in a particular area acquire higher qualification i.e. Ph.D. would be required to spend one term in the Regional Centre which has corresponding need for such specialisation.

Clause – 6 : Employees due for retirement on superannuation within a period of 2 years shall not ordinarily be transferred if persons of lesser age are available for manning the post.

Clause – 7 : As far as possible, transfers shall be ordered in the months of March / April and compliance of these orders secured by May / June as this will cause the least disruption of the educational schedule of the School / College going wards of the employees except in the cases of posting ordered in view of promotion and other time bound activities.

...3.

Clause – 8 Requests for posting to station where the employee's spouse in Government service is posted would be considered and efforts will be made to the extent possible to accommodate the official at or near the place of posting of the spouse subject to the administrative conveniences. Such transfers may be treated as transfers "on request" on compassionate grounds if effected within a period of stay of three years at that station; otherwise the transfer will be treated as in the "public interest".

Clause – 9 : The following procedures will apply to transfer / posting on compassionate grounds :

- a) Employee seeking posting / transfer on compassionate grounds shall apply to the concerned cadre controlling authority / competent authority to order transfer, through proper channel. No application for such transfers received from relatives or sent by the employee direct shall be entertained. The employees should not influence the VIPs / higher authorities regarding their transfer.
- b) Applications for transfers on compassionate grounds shall invariably be forwarded by the Head of the Division / Head of the Regional Centre of the applicant with suitable remarks to the competent authority.
- c) On receipt, these applications shall be entered in the compassionate transfer register maintained for each grade / post separately by competent authority for processing / dealing such requests in the order of receipt of the request by the concerned section. Transfers shall be decided by the competent authority on the merits of each case.
- d) Consideration of applications for transfers on compassionate grounds shall be subject to verification by and satisfaction of the Institute of the grounds indicated by the applicants. Applications on medical grounds shall be accompanied by appropriate medical certificate from the authorised medical attendant. Where authorised medical attendant is not available, medical certificate from a Civil Surgeon or a Medical Superintendent of a Government Hospital indicating the nature of illness and reasons justifying transfer of the individual shall be needed.
- e) All transfers on compassionate grounds shall be at the expense of the individual, if, it is to be effected within a period of stay of three years at that station.

...4.

Clause – 10 : Representations, if any, regarding the transfer / posting orders shall be made through proper channel, by the affected individuals, within seven days of the receipt of posting orders. When the representation received through proper channel is considered and rejected by the appropriate authority, the concerned individual shall move to the place of postings without further delay and in no case exceeding 15 days, failing which the official shall be relieved / deemed to have been relieved by the competent authority.

Clause – 11 : Appropriate authority for representation in regard to transfer shall be Director, National Institute of Hydrology. In case of Scientist 'F', the appropriate authority will be Chairman, Governing Body.

Appendix - 65.4.1

No.11/45/2003-E.II
Government of India
Ministry of Water Resources

R.No.435, Shram Shakti Bhawan, Rafi Marg,
New Delhi, the 01st March, 2004.

To

✓ The Director,
National Institute of Hydrology,
Jal Vigyan Bhawan,
ROORKEE (Uttaranchal).

Subject:- Revised Transfer Policy for the Scientists of National Institute of Hydrology, Roorkee.

Sir,

I am directed to refer to National Institute of Hydrology's communication No.15/18/2003-NIH(Dir) dated the 12th November, 2003 on the subject mentioned above and to say that the draft transfer policy has been examined and the following observations are made on the basis of which the policy needs to be re-drafted:-

- (i) the transfers should be made on administrative grounds and there is no need to spell out the specific instances as has been done in Clause-2;
- (ii) transfers on request on compassionate grounds of Scientists should be considered if they fall within the transfer policy. However if due to exceptional circumstances any officer is shifted before the stipulated period at a station then it should be treated as own cost (clause 9&10);
- (iii) while shifting Scientists from a Centre, the principle of longest stayee and requests will be taken into account;
- (iv) the minimum period of retention at a station should be three years both for the HQ and for the Regional Centres. Separate period for HQ should not be stipulated, as that would make it difficult for officers outside the HQ to be posted to HQ. Clause 4 & 5 needs to be modified suitably. However, provisions of North East Region will have to be in line with the Government policy i.e. two years tenure for officers with more than 10 years of service and 3 years for officers below that (Clause 3.iv) has to be revised accordingly;
- (v) tenure for posting, the linking of transfers for eligibility for promotions is not in order as there is no such provision in the recruitment rules of NIH for

Scientists. It is also pertinent to mention that the posting in HQ and Regional Centres involves the same kind of work, for e.g. posting in the field office is taken as field experience. This is not so in the case of NIH as the basic research work is done in both places. Therefore work experience in Regional Centres cannot be treated as a criterion. Clause-6 will have to be deleted;

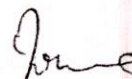
- (vi) Scientists who specialise in a particular area acquire higher qualification i.e. Ph.D. should spent one term in the Regional Centre which has corresponding need for such specialisation. How this will be implemented has to be spelt out;
- (vii) a provision for excluding long spells of leave for computing stay at a station should also be included to avoid instances of undermining the total stay in a Station;
- (viii) the provisions in Clause-7 & 8 are in order and as per DoP&T guidelines; and
- (ix) the representations will be disposed of by the Director, NIH and settled there. It is not possible for all representation of Scientists of various levels to be examined at the level of Chairman, Governing Body.

2. It may be recalled that when this issue came up for discussion in the last Governing Body meeting held on 25.11.2003 (Item No.64.6), the following views were expressed by the Chairman, Governing Body:-

- (i) Transfers should not be linked to promotion and promotions should not be affected due to transfers.
- (ii) The transfer policy followed in other organisations under the MOWR may be looked into.
- (iii) The transfer policy followed in other S&T organisations under the Govt. of India may also be looked into.

3. In view of the observations brought out in para 1&2 above, NIH is requested to re-formulate the ~~promotion~~ promotion policy for Scientists of the Institute and submit the same to the Ministry on priority basis, as the policy after approval by the SMD is to be placed in the next GB meeting.

Yours faithfully,



(GOPAL DASS)

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