

INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
MAIDAN GARHI, NEW DELHI

F.No. :AD/2/NA/Estt./ 2014  
Dated : April, 2007

23/5/07

**CIRCULAR - 1230**

The Board of Management in its 72<sup>nd</sup> meeting held on 01.07.2002 on the recommendations of Establishment Committee in its 31<sup>st</sup> meeting held on 29.05.2002, adopted a comprehensive policy on transfer of Non-academic Staff. This policy was notified vide Notification dated 12.07.2002, and circulated to all Directors of Schools/Heads of Divisions/RCs. To give the transfer policy a wide publicity the said policy as adopted by BOM is again circulated for information of all concerned.

*Ds Tetri*

(Dalip Kumar Tetri)  
Registrar (Admn.)

**Copy to**

1. All Directors of Schools
2. All Heads of Division/Units
3. All Regional Directors, IGNOU Regional Centres
4. DR, VCC
5. SPA to Registrar (Admn.)
6. President of all Staff Associations of IGNOU
7. All Notice Boards
8. Office Copy

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*C.V.O.* *24/5/07*

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# INDIRA GANDHI NATIONAL OPEN UNIVERSITY

## COMPREHENSIVE POLICY ON TRANSFER OF IGNOU NON-TEACHING STAFF

### (A) GENERAL GUIDELINES

1. i) Every employee may be transferred after completing 5 years in a School/Division/Regional Centre to provide them opportunity to acquire proficiency and skills in all the areas of the work in the University. This will also help break the monotony of doing the same type of work for a prolonged period of time and will be applicable to each member of the staff.  
ii) Request for transfer on compassionate grounds : The Competent Authority may access to the request if it is satisfied that such transfer is desirable in the interest of the University and accord its approval. It will, however be seen that a person will not stay for more than five years at a place.
2. School/Division/Regional Centre will not hold or delay in relieving the transferred official(s). Delay in relief of the transferred official affects smooth functioning of the office where the official is transferred.
3. If presence of an official on a particular seat is considered detrimental to the interests of the University, she/he may be immediately transferred. Cases of corruption, favouritism, security lapses, leakage of confidential information slurring the image of the Institution, etc. will fall under this category.
4. A person on promotion may be transferred within the HQ/Regional Centre, if there is a post, provided the official has not completed five years of service at the HQ/Regional Centre. Otherwise, the official will be posted to any other place where the post is available.
5. Posting of Husband and Wife, (if both are employees of IGNOU) may be decided to the extent possible as per the Government Policy.
6. If a person is due to retire within a period of three years, she/he may be transferred on request to the place of her/his choice, subject to availability of the post there.
7. Request for mutual transfers from employees may be considered if the Competent Authority is satisfied that such transfers are desirable and not against the overall interest of the University. It may however be ensured that a person does not stay for more than five years at a place.
8. Notwithstanding anything stated above, transfer of officials may also be done in the interest of work of the University on administrative grounds and if the exigencies of service so require.



## a. OPERATIONAL ASPECTS

1. Transfer Order(s) which involve changes in stations need to be issued well in advance, say about 3 months or so, to enable the official(s) to make arrangements to settle at new place of posting. This may also help the Head of the School/Division/Regional Centre to train the substitute(s). However, there may be occasions where transfers are affected on promotion or on complaints. In such cases it may not be possible for advance notices.
2. Prior consent of the Head of the Division/School concerned will not be necessary if the Transfer Order(s) are issued in advance.
3. There are some Regional Centres where people would like to go on transfer from Hqrs. but do not get transfer for years because of non-availability of vacancies. Similarly people from one RC would like to go to other RC or Hqrs.

Efforts need to be made to rotate staff working at Regional Centres and at Hqrs. Whereas there may not be much problem for staff movement from RC to Hqrs. problems may arise in respect of vacancies on transfer from Hqrs to RC. In order to give equal chance to everyone to go to their place of choice, the following policy may be adopted:

- Request for choice of station may be noted in the Request Register at Hqrs (Admn Division). Priority for the request would be decided by the date of receipt of application in Admn Division.
- If a vacancy exists or arises at anytime at the choice station, the request may be considered as per the priority list.
- If there is no vacancy in the RC for that Post, a person from RC can be considered for posting outside provided she/he has served there for not less than 5 years.
- Requests for transfer from one RC to another/and from RC to Hqrs may be considered similarly.

4. Providing for 'multi-channel' experience will equip our employees with skills and competencies that they can compete favourably with others within and outside the University in matters of career prospects. To this effect work in the University can be categorized into three types:

- Schools and Academic Centres/Institutes/Units
- Support Divisions (Admn and F&A)
- Operational Division (SR&ED, MPDD, RSD and EMPD)



In view of the principle suggested above, transfers may be effected from one category to another category. An employee may return to the original category only after gaining experience across the board.

5. No persons, whose transfer orders have been issued may be with-held for any reasons whatsoever. Persons concerned may be relieved immediately or as directed in the order by the Director/Head of the School/Division/Regional Centres etc.
6. In case of non-compliance of the orders, Registrar may issue relieving orders and if necessary withhold salary of the person. The Registrar (Admn) shall communicate to Finance Officer the list of those transferred to enable her/him to withhold salary in case there is non-compliance of the transfer orders.
7. Directors of Schools/Heads of Divisions/Institutes/Centres may rotate staff within the School/Division etc. if someone is not working to the satisfaction of the controlling officer. It would be desirable not to keep a person on one seat for more than 3 years.