

**TRANSFER AND POSTING POLICY GUIDELINES OF RAJIV GANDHI UNIVERSITY, RONO- HILLS,
DOIMUKH, ARUNACHAL PRADESH**

1. Introduction

Rajiv Gandhi University (formerly Arunachal University) is the premier institution for higher education in the State of Arunachal Pradesh and has completed 37 years of its existence as on 04th February, 2021. The University has got academic recognition under section 2(f) from the University Grants Commission (UGC) on 28th March, 1985 and started functioning from 1st April, 1985. It has got financial recognition under Section 12-B of the UGC on 25th March, 1994. The University was converted in to a Central University by an Act of Parliament "The Rajiv Gandhi University Act, 2006 No.8 of 2007 w.e.f 09/04/2007.

Since the establishment, Rajiv Gandhi University start functioning with few administrative staff and teaching faculty with vision and mission. However, over the years due to expansion of university and opening of new departments the total number of employees has crossed more than 700 (including teaching staff). Hence, to fulfill the mission and vision of RGU, transparent and effective transfer and posting of equitable and need based distribution of employees for administrative and academic welfare of the University as well as to optimize the job satisfaction among the employees in fair and transparent manner is utmost important.

2. Objective

To ensure equitable and need based distribution of employees for administrative and academic welfare of the University as well as to optimize the job satisfaction among the employees in fair and transparent manner. Also for quick delivery of services for smooth and uninterrupted office management.

3. Scope and Applicability

These guidelines shall be applicable to the following:

- a. All Group B and C officials of RGU, Doimukh.
- b. All Contractual and Contingency employees of RGU, Doimukh.

4. Definition and Terminology

- a. Committee: Means Transfer and Posting Committee, RGU.
- b. RGU: Means Rajiv Gandhi University, Rono-Hills, Doimukh, Arunachal Pradesh, 791112.
- c. Competent Authority: Means any person, committee, statutory body to whom powers have been delegated to perform the designated function as per the Acts and Ordinances of RGU and established rules.
- d. Policy Guidelines: Means the Transfer and Posting Policy Guidelines of RGU, June 2021, Version 1.0.
- e. Group B Officials: Means all the officials of RGU listed as Group B Officials (including PS to Statutory Officers and PA to Deans/HODs/Director of department/institutes of RGU)
- f. Group C Officials: All non-teaching staff of RGU listed as Group C Officials of RGU
- g. Contractual employees: All non-teaching contractual employees of RGU
- h. Contingency employees: All non-teaching contingency employees of RGU
- i. Unit: Unit means branch/department/institute of RGU.

5. Committee

There shall be a single Transfer and Posting Committee consisting of at least 3 (three) Group A Officers of Administration of RGU and the senior most amongst them will be the Chairperson. The Committee shall be constituted by Competent Authority, RGU.

6. General Conditions

- a. Notwithstanding anything contained in these guidelines, an official is liable to be transferred/posted to any unit unless it is expressly ordered or otherwise for any particular/specialized task.
- b. Matching of human resource with requirements of posts and placing officials in the existing unit shall be considered for overall context of administrative requirement and austerity measures.
- c. Transfer and posting to Examination and Finance Branch (Audit Section) shall be made preferably from the available regular officials only.

- d. An official shall not be transferred from one unit/post to another before the lapse of a maximum period of 4 (four) years. However, during the said period if he/she is promoted to higher position then placement/transfer of the said employee shall be determined by the board.
- e. If the old and the new unit form parts of a wider unit for the purpose of promotion to a higher cadre, the transferee (whether by mutual exchange or otherwise) will retain his original seniority in the gradation list of the wider unit.
- f. An official transferred from one unit to another will be allowed to seek re-transfer to his/her old unit. However, such cases shall be considered as a fresh transfer subject to all other provisions of these guidelines.
- g. To remove any doubt it is hereby clarified an official on transfer to an unit from where he/she was transferred earlier shall not claim the seniority in the old unit before such initial transfer. Any special privilege to which an official would have been entitled by virtue of his position in the gradation list of the unit from which he is transferred will be forfeited on his transfer to a new gradation list.
- h. Fresh/new appointee under various vacancy/ies in terms of category/ies shall be posted only against similar type/categories vacancy i.e. Direct Recruit shall be transferred against Direct Recruitment vacancy and promote against a promotion vacancy. Further OBC candidate shall be transferred against OBC vacancy, SC candidate against SC vacancy and ST candidate against ST vacancy.
- i. Only such official who has completed probation or put in minimum service of 2 years in the grade where there is no probation period shall be eligible for transfer.
- j. Preference and choice shall be given to statutory officers for transfer and posting of manpower requirement for their respective secretariat/office.
- k. Widow women and a person on medical ground seeking transfer to preference unit may be considered on a priority basis preferably within six months of receipt of such request by the competent authority subject to a maximum of three times in her service life.

- l. In case of any confusion, the relevant guidelines issued by Department of Personnel & Training regarding transfer and posting of employees shall be taken into account while implementing these policy guidelines.

7. Transfer on Request

- a. If any official has any grievance or objection against her/his transfer or posting order, he/she may submit a representation to the competent authority through proper channel.
- b. Transfer of an official when requested for own convenience, shall not be discouraged if they can be made without injury to the rights of others

8. Mutual transfer

- a. Transfers by way of mutual exchange, if in themselves inherently unobjectionable, shall be allowed. But in order to safeguard the rights of employees borne in the gradation lists of both the offices, the official brought in shall take the place, in the new gradation list; that would have been assigned to him had he been originally recruited in that unit or the place vacated by the official with whom he exchanges appointment, whichever is the lower.
- b. When an official is transferred at his own request but without arranging for mutual exchange, he shall rank junior in the gradation list of the new unit to all officials of that unit on the date on which the transfer order is issued, including also all persons who have been approved for appointment to that grades as on that date.

9. Authority competent to approve transfer

- a. Cases ^{where} board has recommended- Registrar
- b. Cases where any of the conditions of these guidelines are not met – Vice Chancellor

10. Power of Relaxation

Notwithstanding anything contained in the policy, in case of administrative exigencies, the Registrar shall be competent to transfer any officials to any unit at any point of time, in relaxation of any or all of the above provisions after recording reasons justifying such relaxation with due approval from the Competent Authority. Any change in the policy shall be made only with the approval of the Executive Council, RGU.