

Transfer & Promotion (Procedure) Transfer policy of the Institute**I. Procedure:**

- i. Every year Department wise and Grade wise manpower budget would be prepared and approved by the Council and accordingly, based on vacancy promotion/upgradation would be considered.
- ii. The cutoff date for promotion/ upgradation is fixed at 31st March of the year.
- iii. The respective promotion boards would conduct promotion/ upgradation interviews in the month of June every year.
- iv. Promotion Criteria:
 - i. Officer to Deputy Director: seniority cum merit
 - ii. Joint Director and above: merit cum seniority.
- v. The candidates need to get combined score of 85% on various criteria of promotion
- vi. Performance rating should be based on the KRA (Key Result Area). Each employee should be given task before commencement of the Financial Year by their respective HoD and there would be midterm review. There should be a system of three stage view:
 - i. Self-Appraisal
 - ii. By Reporting Officer
 - iii. By Reviewing Officer

The Reporting and Reviewing Officer for the purpose of Performance Assessment would be:

S No	Category of positions	Reporting Officer	Reviewing Officer
1	Staff (below Officers)	Respective HoDs	Secretary/CEO
2	From Officers to Joint Director	Respective HoDs	Secretary/CEO
3	Additional Director & above	Secretary/ CEO	President
4	Secretary/CEO	President	Executive Committee

- vii. Performance Schedule effective from 2018-2019 and to be followed in subsequent years. The format would be shared by HR Department.
- Target & Final Goal including weightage to be set : Second Week of March by concerned employees
 - Approval from concerned HoD: Last week of March

viii. Period of Review (Yearly basis)

a. Mid Term Review

Second Week of October: Review/revision of Targets by employee and Reporting Officer

Last Week of October: Assessment of Progress by Reporting Officer

b. Schedule for Yearly review

Second week of April: Self appraisal and self rating by the employees.

Last Week of Appraisal: Assessment by the Reporting Officer

Second Week of May: Assessment by Reviewing Officer

Last Week of May: Stock taking by HR Department

c) Penalty for not conforming to the schedule:

Person	Penalty Delay of Upto 15 days from the given schedule	After 15 days delay, penalty for every 3 days delay
Self Appraisal	5 marks	1 mark
Reporting Officer	Self Appraisal rating would be taken as rating of Reporting officer	
Reviewing Officer	Rating given by Reporting officer would be taken as rating of Reviewing Officer	

ix. Weightage to be considered for promotion.

a) For the category of staff upto the level of Officer:

Sl. No.	Criteria	% of weight age	Segregation of weight age	
1.	Qualification	30	20 for required qualification	10 for extra qualification (1 each extra qualification)
2.	Seniority of Services	30	20 for eligible period	10 for extra additional year of service (1 for each additional year of service)
3.	Performance Rating	40	Based on the aggregated rating of appraiser and reviewer	

b) For the position of Officer and Sr. Officer :

Sl. No.	Criteria	% of weight age	Segregation of weight age	
1.	Qualification	25	20 for required qualification	5 for extra qualification (1 each extra qualification)
2.	Seniority of Services	25	20 for eligible period	5 for extra additional year of service (1 for each additional year of service)
3.	Performance Rating	25	Based on the aggregated rating of self, appraiser and reviewer	
4.	Interview	25	Based on Interview rating	

c) For the position of Assistant Director and Deputy Director :

Sl. No.	Criteria	% of weight age	Segregation of weight age	
1.	Qualification	20	15 for required qualification	5 for extra qualification (1 each extra qualification)
2.	Seniority of Services	15	10 for eligible period	5 for extra additional year of service (1 for each additional year of service)
3.	Performance Rating	40	Based on the aggregated rating of self, appraiser and reviewer	

4.	Interview	25	Based on Interview rating	
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d) From the position of Joint Director and above :

Sl. No.	Criteria	% of weight age	Segregation of weight age	
1.	Qualification	10	8 for required qualification	2 for extra qualification (1 each extra qualification)
2.	Seniority of Services	10	8 for eligible period	2 for extra additional year of service (1 for each additional year of service)
3.	Performance Rating	50	Based on the aggregated rating of self, appraiser and reviewer	
4.	Interview	30	Based on Interview rating	

II. **Approving Authority for Promotion at different levels**

Promotion at all levels will be recommended through different “Promotion Board”.

A. Genesis of Promotion Board:

1. Assessment Board (I) for upgradation

For staff cadre (i.e. Junior Peon to Senior Assistant cum Computer Operator or Equivalent);

- (a) Two Senior Director
- (b) Additional Director / Joint Director

2. Promotion Board – (I) for promotion

For Officer Cadre (i.e Officer to Deputy Director);

- (a) Two Senior Director
- (b) One Additional Director/ Joint Director
- (c) Secretary/Secretary(Actg.)/ CEO

3. Promotion Board – (II) for promotion

For Officer Cadre (i. e Joint Director – above);

- (a) Executive Committee of the Council

B. Process of recommendation for promotion at different levels

Designation	Nature	Initiated By	Process Through Step I	Process Through Step II	Approving Authority
Staff Cadre*	Upgradation	HR Department	Assessment Board(I)	Submitted to Executive Committee Of the Council	Approved by the Executive Committee Of the Council
Officer * (promotion till the level of Deputy Director)	Promotion	HR Department	Promotion Board – (I)	Submitted to Executive Committee Of the Council	Approved by the Executive Committee Of the Council
Joint Director * and above	Promotion	HR Department	Promotion Board-(II)	Submitted to EC further recommend-dation of the EC to Council	Approval of the Council.

C. Post Promotion Probation

- i. There shall be a one year probation period for each promotion. If the performance of the promoted employee is not satisfactory after one year, a six month extension will be given and if after six month his/her performance is not satisfactory then he/she will be reverted back.

Transfer Policy

This transfer policy will be applicable to all permanent employees of the Institute.

1. There should be job rotation for all the employees every after 2 years within the Department wherever feasible.
2. Normal tenure of an employee at any place of posting shall be a minimum of 2 years irrespective of place of posting.
 - i. On completion of seven years (maximum) in the same department, the employee (from Officer to the level of Deputy Director) will be automatically considered for transfer.
 - ii. On completion of five years (maximum) in the same department, the employee (from Joint Director and above) will be automatically considered for transfer.
 - ii. For exceptional cases like transfer with respect to Statutory position, Specialised position, the approval of the Councils are required.
 - (a) Statutory Position (e.g. Secretary, CEO, Director Discipline).
 - (b) Specialised Position (e.g. IT, Examination, Public Relation and HR).
3. An employee can be transferred at any point of time after seeking prior approval of the Executive Council routed through Secretary on account of compelling administrative reasons. Usually, an administrative ground for transfer to a employee shall be of the nature as given below:
 - (a) A complaint established through a preliminary enquiry.
 - (b) Failure to comply with the specific direction Reporting Authority.
 - (c) Employees whose performance is found to be unsatisfactory/poor.
4. Employees who are retiring within next 2 years will not be transferred.
5. If both, the husband and the wife are working in the Institute, efforts will be made to adjust them in the same location.
6. No TA/DA will be given if the transfer is done at the request of the Employee himself/herself or on account of administrative reasons mentioned in clause no. 3 (a)(b)& (c).
7. Transfer orders would be implemented within one week of issue or the applicable joining time whichever is less.
8. Concerned HoDs would ensure relieving / joining of employees within stipulated time.
9. The name of the reliever should be mentioned in each transfer order.

I. Categories of Transfers

(a) Inter Departmental Transfers

Transfer from one Directorate/ Department to another within the same premises.

(b) Transfers within the Institute

Transfer from one location to another, may be under same Directorate/ Department or to another Directorate/ Department / Regional Councils/ Chapter / other offices located within India.

II. Process of Transfers :

All the transfers should be processed through the '**Transfer Posting Board**'.

The Transfer Posting board should be consisting of three officials and all the transfer should be processed through the appropriate Transfer Posting Board only.

III. Genesis of Transfer Posting Board:

4. Transfer Posting Board – I

For staff cadre (i.e. Junior Peon to Senior Assistant cum Computer Operator or Equivalent);

- (c) Director
- (d) Two Joint Director

5. Transfer Posting Board – II

For Officer Cadre (i.e Officer to Deputy Director);

- (d) One Senior Director
- (e) One Director
- (f) One Additional Director/ Joint Director

6. Transfer Posting Board - III

For Office Cadre (i. e Joint Director – above);

- (b) Executive Committee of the Council

Approving Authority(s) of Transfer Proceedings for Different Cadre

Designation	Nature of Transfer	Initiated By	Process Through Step I	Process Through Step II	Approving Authority
Staff Cadre	Inter Departmental	Concerned Departmental Head	HR Department	Transfer Posting Board - I	Secretary
	Transfer within the Institute	Concerned Departmental Head	HR Department	Transfer Posting Board - I	Executive Committee of the Council on recommendation of Secretary.
Officer to Deputy Director	Inter Departmental	Concerned Departmental Head	HR Department	Transfer Posting Board - II	Secretary.
	Transfer within the Institute	Concerned Departmental Head	HR Department	Transfer Posting Board - II	Executive Committee of the Council on recommendation of Secretary
Joint Director and above	For all categories	Secretary	HR Department	Transfer Posting Board - III	Council