



राष्ट्रीय सहकारी प्रशिक्षण परिषद NATIONAL COUNCIL FOR COOPERATIVE TRAINING

No.7-1/1/2013-Pers

Dated: 01.01.2015

OFFICE MEMORANDUM

In pursuance of decision taken in 68th Administration & Finance Sub-Committee Meeting of NCCT held on 08.07.2013 and approval of Government of India conveyed by Ministry of Agriculture, Department of Agriculture & Cooperation vide its letter No.A-11011/04/2012-CET dated 13th September, 2013 (copy enclosed). The transfer policy for the employees of NCCT and its Units is notified for implementation with effect from the issue of this memorandum.

This will become an integral part of the Service Rules of National Council for Cooperative Training.

Sd/

(Manish Bhatia)
Administrative Officer

Encl: As above

1. Director, VAMNICOM, Pune
2. Director, RICMs (All-5).
3. Director, ICMs (All-14).

Copy with compliments to:

1. Joint Secretary (C&C), Ministry of Agriculture, DOAC, Krishi Bhavan, New Delhi.
2. PS to Chairman, NCCT, New Delhi.
3. PS to Director General, NCCT, New Delhi.
4. All Sections of NCCT, New Delhi.
5. Guard file (Pers. Section).

Manish Bhatia
Administrative Officer

Transfer Policy for the Officers and staff of NCCT and its Training Units and Vaikunth Mehta Mehta National Institute of Cooperative Management, Pune

1. General

1. The NCCT has 5 Regional Institutes of Cooperative Management and 14 Institutes of Cooperative Management located in capital states of India. Besides, there is Vaikunth Mehta National Institute of Cooperative Management located in Pune at National Level.
2. The services of the Officers and staff of the NCCT and its Training Units are transferable and liable to be transferred in any of the Training Units, VAMNICOM, Pune and NCCT, Head Quarter in the interest of training and administration.
3. Transfer policy and the instructions issued by the Department of Personnel and Training in the matter of transfers, are in the nature of guidelines and not mandatory. These guidelines have been prescribed for the career development of the Officers governed by the transfer policy and in the interest of training and administration.

2. Definitions

Family : Wife, children including legally adopted children, step children and children taken as wards, Parents

Employees Spouse : This means spouse who is a paid employee in any Govt./Public organisation and not a self employed spouse.

Station : it means any place where Training Institutes of NCCT is located.

Home Station : A station, nearest to his declared Home Town as mentioned in the Service Book or station in his state, where Training Institute of NCCT is located.

Tenure : A continuous stay on a station for a specific period as defined for different categories of employees for different stations after which an Officer becomes liable to be transferred. The tenure of different category of employees is specified as under:

Category	Tenure
Teaching :	(i) 12 years anywhere in India (ii) After 12 years within the region (iii) The rest of service period at Home Station or station nearest to Home Town region
Non-Teaching :	All Officer and Employees of Group 'A', 'B' and 'C' can be transferred keeping in view the requirement of Institute and interest of the training programmes.

Service : Means the period for which a person has been holding charge of a post on a regular basis in the department.

Choice Station : The place where an employee desires to be posted, not necessarily his Home Station.

3. Applicability

This policy will be applicable to Group A, B & C Officer and staff of NCCT, VAMNICOM, Pune and its Training Units.

4. Categories of Transfers

- (a) Transfer on Administrative Grounds
- (b) Transfer on Completion of Tenure/Repatriation
- (c) Transfer on Compassionate Grounds
- (d) Transfer on Request

5. Competent Authorities for Transfers

All Transfers/Postings of Officers and Staff will be done by the Appointing Authority which is as under:

Govt. of India, MOA, DOAC	Director, VAMNICOM & Secretary, NCCT
Director General,	Group 'A' employees
Director, VAMNICOM, Pune	Group 'B' & 'C' employees (including erstwhile Group 'D' employees) of VAMNICOM, Pune
Secretary, NCCT	i) Group 'B' employees of NCCT, VAMNICOM/RICMs/ ICMs with Grade Pay of Rs.5400/- and below. ii) Group 'C' employees (including erstwhile Group 'D' employees)

However, the Orders for Transfer will be issued by the Council

6. Constitution of Placement Committee for transfer of Officers & staff of NCCT, VAMNICOM, Pune & its Training Units

- | | | | |
|-------|--------------------------|---|-----------------|
| (i) | Director General, NCCT | : | Chairman |
| (ii) | Director NI/Registrar NI | : | Member |
| (iii) | Secretary, NCCT | : | Member |
| (iv) | Deputy Director (Pers) | : | Member-Convenor |

The Committee will meet once or twice every year as per the requirement.

7. Procedure for Transfer

- (a) **Forwarding of Requests, along with posting profiles by Controlling Officers -**
The interested Officers and Officers completing their tenure, shall submit his/her

request to the their Controlling Officers. All requests for transfers with choice of station(First, Second and Third) from the Officers shall be collected and forwarded by the Controlling Officer, with their remarks to the Placement Committee

- (b) Placement Committee while giving its recommendation in any particular case(s), shall
- (i) give due reasons/justifications clearly indicating whether the recommendations are in accordance with the norms/criteria/guidelines enshrined in the Transfer Policy and/or instructions issued by Govt. from time to time.
 - (ii) Cases recommended in relaxation of the Policy should be accompanied with justification. Each recommendations should be accompanied with complete past and present posting record of the officer concerned.
 - (iii) Request/transfer cases not recommended by the Placement Committee would also be sent to the competent authority alongwith reasons thereof. It would be the joint responsibility of the Chairman and members of the Committee to ensure that recommendations of the Committee are in accordance with the provision of this Policy.
- (c) **Date of Issue of Transfer Orders:** All such requests will be processed by the Placement Committee and transfer orders shall normally be issued before 31st March.
- (d) **Compliance for Transfer Orders:** After issue of transfer orders, the Controlling Officer shall be responsible for its compliance and immediate relief of the Officer.
- (e) **Cut Off Date :** The cut off date for calculation of number of years Officer/Station shall be 31st March of every year.
- (f) Competent Authority can also, for reasons to be recorded in writing, order suo moto transfers under this category.

8. **Transfer on Request**

- (a) **Superannuation :** An Officer within 2 years of retirement may be posted to Units of NCCT to his home town or nearest to his home town to the extent possible.
- (b) **Employment of both Husband and Wife :** As far as possible and within the constraints of the administrative convenience, husband and wife may be considered for the posting at the same station. If spouse is employed in a job of Govt. of India/Central PSU/Banks transferable on all India basis, the Officer may be posted at the same station. In case spouse is employed in a non-transferable job or in a private sector, efforts shall be made, to the extent possible, to keep both

of them at same/nearby stations. But this cannot become a permanent ground for exemption of rotational transfer policy on this ground.

(c) **Other Grounds:**

- (ii) Medical Grounds & Compassionate Grounds
- (iii) Personal & Children's education
- (iv) Notwithstanding anything contained in this Policy, in particular, in this para, Competent Authority may, if considered necessary, order transfers at any time of the year in relaxation of the policy/norms and criteria stated in this para.

(d) **North-Eastern Postings**

The guidelines issued by the Department of Personnel will be followed.

(e) **On Subject Specialisation**

- (i) Separate guidelines have been prescribed by the Department of Personnel and Training, for uniformity in the matter of transfer of Central Government employees working in North-East Region which refers "while transferring the teaching staff and Officers, the subject matter specialization and experience required for the job should be taken into account".
- (ii) After completing the prescribed tenure in north-eastern region, he/she will be given the choice of his/her posting provided there is vacancy of the post. If there is no sanctioned post in the institute, the employee cannot insist upon for the same. Side by side, the interest of the Council will be protected which will be first priority.
- (iii) If an employee completes his prescribed tenure in the North-Eastern region and thereafter gets promotion and posted in the NE Region, he can again be posted there keeping in view the interest of the Council.

(f) **On Promotion**

In case of promotion to higher post/ranks, transfers to other places should be effected where suitable vacancies are available. Reluctant persons who are not prepared to move outside on promotion should be subjected to forfeiture of promotion. After completion one year, their cases of promotion will be reviewed and if there is chance of promotion again they will be allowed promotion subject to the condition that they have to move outside in case the post is available outside. Transfer cases are reviewed from time to time, if necessary, corrective measures should be taken to rationalize the earlier decisions.

- (g) The Professors of the National Institutes will also be transferred to any of the Unit of the NCCT looking into the financial as well as academic challenges being faced by the NCCT as per their requirement from time to time.

F.No. A-1101104/2012-CET
Government of India
Ministry of Agriculture
(Department of Agriculture & Cooperation)

Krishi Bhawan, New Delhi
Dated 13th September, 2013

To

The Secretary,
National Council for Cooperative Training
3-Siri Institutional Area, August Kranti Marg,
New Delhi -110016

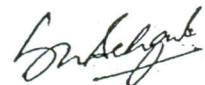
Subject:- Revised Transfer Policy for Officers and Staff of NCCT (HQ), VAMNICOM,
Pune, RICMs/ICMs - Reg.

Sir,

I am directed to refer to NCCT's letter No. 7-1/1/2013-Pers. Dated 27-08-2013 on the above mentioned subject and to say that revised transfer policy for officers and staff of NCCT(HQ), VAMNICOM, Pune, RICMs and ICMs has already been approved in the 68th Meeting of the A&F Sub Committee held on -8-07-2013. The necessary action may be taken by NCCT in this respect.

2. This issues with the approval of Joint Secretary (C&C).

Yours faithfully,



(Surendra Sehgal)
Deputy Director(Cooperation)