

### **Rotational Transfer Policy at IIPS Group B and C staff**

1. Keeping in view of the experience required at a particular unit and considering the interest of the Institute, all Group B and C administrative staff are liable to be shifted at the discretion of the Director and Sr. Professor to different sections of the Institute.
2. Transfer will be considered for all staff except those appointed for a particular purpose (eg: some technical specific staff in estate, accounts, library, IT unit or hostel).
3. Transfer will be mandatorily considered for those who have worked more than five years at one activity except in exceptional cases where Director and Sr. Professor considers that the work will suffer in the interest of the Institute.
4. Employees before one year of retirement may be exempted from the transfer.
5. An employee who wish to get transferred from a particular division can request in case he/she has completed more than five years in the same place which will be considered on priority.
6. Notwithstanding what has been stated above, any employees may be transferred in exigency to any sections of the Institute in short notice.
7. The transfer will be effective from the date of the order and there has to be proper hand over and take over of the records/files by the employee who are transferred from one section to another section under the supervision of the Head of the concern department/section and will be then relieved.
8. Rotation Transfers of Group B & C officials of IIPS would be conducted once in a year i.e in the month June for the employees who have completed 5 years in a department. This transfer policy will come into effect from June, 2020.
9. Transfer of other officials can also be considered before completion of 5 years in the best interest of the institute from one department to another department.
10. No alteration on transfer order will be considered. The decision of Director & Sr. Professor on the transfer will be final