



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
**प्रशासन / ADMINISTRATION**

संदर्भ / Ref.: AD/32/98/Vol.25/88  
दिनांक / Date: 19/01/2022

**परिपत्र / CIRCULAR**  
(C- 06/01/2022)

This is for general information that the Board of Governors in its 109<sup>th</sup> meeting held on 28.12.2021 approved the policy for internal transfer of non-teaching employees, both technical and non-technical staff and officers for implementation in the Institute.

The Internal Transfer Policy of the Non-Teaching officers and staffs (both technical and non-technical) of IIT Guwahati is enclosed herewith.

कुलसचिव (अंतरिम)/  
REGISTRAR (INTERIM)

**Copy to:**

1. Director's Office/ Dy. Director's Office/ Registrar's Office.
2. All Deans/ Assoc. Deans.
3. All HODs/Heads of Schools/ HOCs/HACs/HOSs.
4. Intranet/Circular File/Office order file

## **Internal Transfer Policy for the Non-Teaching Officers and Staffs (both Technical & Non-Technical) of IIT Guwahati**

### **1. Name of the Policy:**

The Policy shall be known as “Internal Transfer Policy of the Non-Teaching officers and Staffs (both Technical & Non-Technical) of IIT Guwahati”.

Internal Transfer means transferring a non-teaching officer or staff from one section/ cell/ department/ centre/ school, etc. to another section/ cell/ department/ centre/ school, etc.

### **2. To whom Applicable:**

This Policy is applicable to all regular Non-Teaching employees of the Institute excluding employees of the following cadre:

- i. Engineering Cadre
- ii. Library & Information Cadre
- iii. Security Cadre
- iv. Medical Cadre
- v. Official Language Cadre
- vi. Physical education, Training & Coach/ Trainers Cadre
- vii. Driver Cadre
- viii. Miscellaneous/ Isolated Posts Cadre

However, if possible, the employees of the above mentioned excluded cadre may be rotated within the Section in every 3 (three) years by changing their job responsibilities.

### **3. Authority Competent to make Transfer:**

The transfer of non-teaching officers and staff shall be proposed by the Registrar and approved by the Director. The transfer order will be issued by the Registrar.

### **4. Transfer policy of the Registry Cadre and Non-Technical Group B & C employees:**

Group-A Officers under Registry Cadre and Non-Technical Group B & C employees shall be transferred from one section/ department/centre/ school to the other

section/ department/ centre/ school on a regular time interval. The maximum period in one place of posting is as under:

<b>Category of employees</b>	<b>Maximum Tenure</b>
Group A Officers	5 years
Group B & C employees	7 years

#### **5. Transfer policy of Officers and staff members of Technical Cadre:**

The Officers and Staff Members of the Technical Cadre shall be transferred from one department/ centre/ school to another department/ centre/ school depending upon

- i. Nature of work and work responsibility
- ii. Expertise

In such case, the maximum tenure in one place of posting shall be as under

<b>Category of employees</b>	<b>Maximum Tenure</b>
Group A Officers	5 years
Group B & C employees	7 years

#### **6. Transfer policy of staff members of Accounts Cadre:**

The staff members recruited for the Accounts service of the Institute may be rotated between F&A Section and other Sections where there is either the accounts related work is prevailing (like R&D, II&SI section) or there is a requirement of manpower of the accounts cadre (like HAB).

Since scope of rotation of places of the Accounts Cadre is limited, the staff members who are not transferred from F&A Section may be rotated within the Section in every 3 (three) years changing their job responsibilities.

#### **7. Transfer policy of the staff members posted in the GATE/Jam, JEE & CCD Office:**

The staff members posted in the GATE/JAM, JEE and CCD office shall be transferred in every two years. However, Competent Authority may exempt transfer of staff of

GATE/ JAM and JEE Office for the year in which IIT Guwahati will be the organising IIT.

#### **8. Exemptions:**

- I. Employee of all grades within three years of superannuation are exempted from transfer.
- II. Differently abled employees are exempted from this transfer policy. The Competent Authority will decide transfer/rotation of such employees on case to case basis taking into consideration of their disability, nature of duties, accessibility etc.
- III. Employees having medical issues which restrict an employee to perform certain specific nature of work are exempted from transfer. Such restrictions should be supported by the medical advice from the Institute Doctors.
- IV. Any other employees as decided by the Competent Authority on case to case basis.

#### **9. Other Provisions:**

- I. Husband and Wife shall not be posted in the same section/ department/ centre/ school.
- II. Parent and Children shall not be posted in the same section/ department/ centre/ school.
- III. Transfer/ rotation may be implemented in a staggered manner so that the functioning of the sections/ departments is not affected.

-----