

# NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR

Hazratbal | Srinagar (J&K) | 190006

## Staffing & Transfer Policy 2023

### 1. Introduction

The Staffing & Transfer Policy 2023 of the National Institute of Technology Srinagar is designed to streamline the transfer process to provide actionable framework for undertaking transfers & addressing staffing requirements across all departments, sections & offices of NIT Srinagar. The primary objectives of this policy are as follows:

- a. To ensure reasonable distribution of human resources across various sections, departments, and facilities at NIT Srinagar
- b. To provide opportunities for career growth and skill development to staff members.
- c. To maintain the optimal staffing levels, ensuring optimal productivity in each department and section.
- d. To accommodate genuine personal and administrative reasons for transfers.

### 2. Applicability

- a. This policy shall be applicable to all non-faculty staff members of NIT Srinagar, excluding Faculty Members working in the Academic Departments.
- b. The Competent Authority may however choose to apply the provisions of this policy for placing manpower working on outsourced / contractual / other arrangement basis in various sections, departments, facilities & offices at the Institute.

### 3. Implementation

- a. The Registrar shall be responsible for overseeing the implementation of this Policy. Registrar shall coordinate transfers and talent mapping exercises.
- b. The Director or an authority delegated by the Director shall have the discretion to make exceptions based on administrative exigencies, continuity and other valid reasons.
- c. Transfer orders shall be issued & communicated to both the transferring and receiving departments, along with the concerned staff member.

### 4. Talent Mapping and Staff Placement

The Institute shall strive to conduct regular talent mapping exercises for all staff members at the Institute. The objective will be to align the skills and preferences of the employees with relevant postings, enhancing productivity and job satisfaction.

## **Section A: Staffing Policy**

### **5. Dean's Office Staffing**

- a. Each Dean's Office shall be staffed with a minimum of 01 Office Staff and 01 Attendant. The services of these staff members shall also be utilized by the Associate Deans' offices. No separate staff shall be assigned for maintaining the offices of Associate Deans.
- b. The Offices of Dean Academic Affairs, Dean Students Welfare and Dean Planning and Development shall be exempted from the provisions stated in section 5(a) and staff shall be provided to them based on the justified requirements.

### **6. Heads of Department/Centre Office Staffing**

Each Head of Department/Centre shall be staffed with a minimum of 01 Office Staff and 01 Attendant.

### **7. Laboratory Staff Placement**

The policy aims to ensure the placement of 01 Laboratory Technician and 01 Laboratory Attendant at each Physical Laboratory within the institute.

### **8. Placement in Critical Sections and Departments**

Regular staff members shall be primarily placed in Sections and Departments of critical importance, and those with significant responsibilities, such as the Academic & Examination Section, Accounts Section, Personnel Department, Planning and Development section & Library & Information Resource Centre etc.

### **9. Staffing Ratio at Major Research Facilities**

Major Research Facilities like the Central Research Facility Centre (CRFC) shall maintain a staffing ratio of 1:2. One staff member for two major equipment, requiring specialized technical, operational, and maintenance skills, as far as possible.

### **10. Staff at Central Facilities & Technical Services Centres**

The staff at central facilities & Technical Services Centres like Medical Unit, Workshop, Computer Services Centre, ERP/SAMARTH, Students Activity and Sports centre, Hostels and Guest House etc. shall be provided based on the requirements of the concerned technical service.

## **Section B: Transfer Policy**

### **11. Periodicity of the transfers**

General Transfers should be made periodically. However, transfers can be affected by the Competent Authority at any time during the year in cases of promotions, recruitment & administrative exigency. In the instance of Administrative Exigencies, the reasons for such transfers should be recorded on file.

### **12. Transfer in the Interest of Institute**

- a) Employees are liable for transfer to any location within the institute, at any time, in the interest of Institute. Transfers will be made keeping in view the employee's skillset, the needs of the department, and administrative requirements.
- b) The competent authority may, in exceptional circumstances and for the sake of continuity, choose not to implement the provisions of this policy. Such instances shall be documented.

### **13. Relieving & Joining on Transfers**

- a. Competent Authority shall issue transfer orders as far as possible on the last working day of the week (generally Friday) and the employee concerned will stand relieved immediately and he/she will be required to join the allocated Department/Section/Office on the first working day of the next week (generally Monday) or immediately on resuming duties, for employees on sanctioned leave/deputation.
- b. The onus to join the new place of posting on the basis of transfer order will be on the employee concerned and it will also be incumbent upon the Accounts Department not to release the salary to the employee if he/she fails to report to the allocated Department. The handing-taking over of charges shall be completed within a week of effecting the transfers, but in no case beyond 15 days from the date of issuance of the Transfer Order.
- c. Failure to adhere to these guidelines may attract administrative action by the Competent Authority.

### **14. Duration of Posting**

The employees shall be transferred after completion of three (3) years at a specific place of posting. However, the competent authority may decide otherwise based on the requirements of the Institute.

### **15. Employees exempted from Rotational Transfers**

- a. Employees of all grades within 01 year of superannuation may be exempted from rotational transfers.

- b. Employees likely to be promoted within one year may be exempted from the rotational transfers.

#### **16. Transfer on promotion and exemption thereof**

- a. On promotion, an employee at any level shall preferably be transferred based on the requirements of the Institute.
- b. If the employee is due for superannuation within six months on promotion, he/she will not be transferred as in such a short period one cannot be expected to contribute usefully in another Department. Further, such a transfer may result in delay in finalisation of pension papers. Such an employee will be retained in the same place of posting.

#### **17. Specialist Staff Exemption**

- a. Specialist staff members posted at the Medical Unit, Students' Activity Centre and Library & Information Resource Centre (LIRC) shall be exempted along with specialized engineering staff from rotational transfers to the extent possible, considering the specialized nature of their roles.
- b. Staff with specialized skill sets such as Networking & IT may preferably be placed in relevant departments/centres/sections corresponding to such skill set.

#### **18. Transfers on Request and procedure thereof**

Employees can apply for transfers due to genuine personal reasons, provided they have completed at least 1 year of service at their current place of posting. While considering such transfer requests, the merit of the staff member, their conduct, performance, and the institute's operational requirements will be taken into account on a case-to-case basis.

- a. *Medical Grounds:* Transfers Requests based on medical grounds shall be considered sympathetically, subject to the submission of appropriate medical certificates.
- b. Section Officers and above on completion of three-year tenure in a Section/Department may on their own volition request for transfer. On such transfer their tenure in the new Section/Department will be counted afresh and they will be required to serve the prescribed full tenure for the post before they are considered for transfer.
- c. *Application:* Staff members seeking transfers on request shall submit an application to their respective Head of Department (HoD) or designated authority.
- d. *Scrutiny and Recommendation:* The HoD shall scrutinize the application and provide their recommendation to the competent authority.
- e. *Competent Authority:* The Director or an authority delegated by the Director shall make the final decision on transfer requests.
- f. *Processing Time:* The institute shall endeavour to process transfer requests within 3 months from the date of application.

#### **19. Conclusion**

The Transfer & Staffing Policy 2023 of NIT Srinagar is formulated to ensure efficient administration, staff development, and optimal resource utilization. The policy recognizes the diverse needs of the institute while striving to balance these with the well-being and job satisfaction of its staff members. This policy shall be subject to periodic review and modification as deemed necessary by the Competent Authority.

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