

ROTATIONAL TRANSFER POLICY FOR PERSONNEL IN TEZPUR UNIVERSITY

Tezpur University came into being on 21st January 1994 by Act No. 45 of Tezpur University Act, 1993 passed in the Parliament of India. It is a unitary and residential Central University having its only administrative-cum-academic-cum-residential single campus at Napaam, about 15 km east of Tezpur town in Sonitpur District of Assam.

While students are accommodated in numbers of well-designed hostels, several residential quarters have been built for accommodating teachers and non-teaching staff with extension of basic amenities such as running water facility, campus security, gymnasium, indoor & outdoor sports facilities, post office, banks with ATMs, schools, etc. to cater to the various needs of the university community and its dwellers.

For all the academic and administrative activities of Tezpur University having being carried out within one surrounded campus, the issue of outstation transfer of the personnel does not arise. However, inter-departmental or rotational transfers of the officers and staff are made from time to time, normally up to the level of Assistant Registrar within the administrative offices/sections or academic departments/centres as per the needs of the University and for the exposure of the personnel to various sections or activities.

The University has mainly two categories of employees in non-teaching section 'Technical' and 'Non-Technical'. The qualifications/experiences of the officers/staff belonging to technical category are generally as per the requirements of the concerned department, while those attached to the officers/staff of non-technical category are as per the Govt. of India/UGC guidelines and this category mainly comprises of administrative or ministerial staff of the University. The administrative conveniences and as per CVC guidelines, the University follows the following policy for rotational transfer of non-technical non-teaching employees:

THE POLICY:

- aims to harmonize divergent objectives of institutional memory, avoid developing vested interest, exposure to different sections/units/working aspects of the University
- prescribes minimum and maximum tenure in the University for different level of functionaries.
- prescribes how transfers will be effected; and
- provides for making rotational transfers in respect of the officials particularly those posted on sensitive posts at periodic intervals.

THE PARAMETERS:

- (1) The minimum and maximum tenure for a particular posting shall be 2 years and 5 years respectively. However, in sensitive section, efforts are made for transfer of the officer/official after expiry of 2 years of posting, subject to availability resources.

- (2) The following sections will be considered as sensitive sections for the purpose of rotational transfer:
- Store and Purchase Section
 - Bill Section
 - Sports & Students' Welfare
- (3) Rotational Transfers in normal occasion i.e. in accordance with the prescribed tenure will be made by the Establishment Section/Administration of the University. The Competent Authority to approve transfers of all regular employees except those in the level of Multi-Tasking Staff and under scheme shall be the Vice Chancellor and such transfers shall be considered on the basis of proposal/advice of the Registrar. However, in respect of contractual/casual/outsourced workers, the Registrar shall have the full power to approve and order transfers on the basis of proposal to this effect made by the Joint Registrar/Assistant Registrar (GA).
- (4) No effort shall be made by any authority to retain any staff on the ground of indispensability.
- (5) Transfers shall be need based and purely in the best interest of the University administration.
- (6) Due cares shall be observed while proposing/ordering rotational transfers of the physically challenged employees and the employees having mentally retarded child/spouse.
- (7) The cases for transfer on medical grounds shall be thoroughly examined by the placement authority, and if needed, shall be referred to medical board.
- (8) The policy shall be subject to periodic review preferably once in 3 years or earlier as may be necessitated after obtaining approval of the Vice Chancellor.
- (9) Rotation of duties of Technical manpower in the technical and academic wings of the University may be considered separately, if felt necessary by the Competent Authority (Vice Chancellor/Registrar/Any other authorized Officer or Head of the Department concerned) including the Placement Committee if so constituted for the purpose.

Sd/- Registrar
Tezpur University



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY
(केंद्रीय विश्वविद्यालय / A Central University)
कुलसचिव का कार्यालय / OFFICE OF THE REGISTRAR

कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016, एनआईआरएफ भारत रैंकिंग 05: 2016 और नाक द्वारा 'ए' ग्रेड प्राप्त
Visitor's Best University Award, 2016, NIRF India Rankings 2016: 05 and accredited with NAAC 'A' grade

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

No.F.06-12/II(E) / 3556

Dated: 06/11/2019

OFFICE ORDER

For administrative convenience, the transfers of the following officers are hereby ordered as under w.e.f. 15-11-2019 until further order:

Sl. No.	Name & designation	Present place of posting	Transferred and posted to/Assigned with additional duty as mentioned below
1.	Sri Partha Sarathi Baruah, Assistant Registrar	O/o the Dean, Students' Welfare	Assigned with additional duty of Estate under the supervision of Deputy Registrar (Estate)
2.	Sri Samaresh Barman, PRIO	General Administration	Assigned with additional duty of Telephone services
3.	Sri Samar Kakoty, Section Officer	O/o the Dean, R&D	SC/T Cell, Outsourcing, House Allotment and other Miscellaneous matters.
4.	Ms. Jinu Keot, Section Officer	Establishment Section (E-III)	Assigned with additional duty of Seminar/Conference / Refresher Course/Orientation Programme of Faculty etc.
5.	Sri Raj Kumar Das, Assistant	Dept. of ECE	O/o the Dean, R&D

The above officers will submit their joining reports in the prescribed format (enclosed herewith) to the Registrar duly forwarded by their respective Controlling Officers of their new/additional location of posting/additional assignment.

This supersedes all office orders issued earlier in this regard.

Issued with due approval.

(Hridoy Saikia)
Joint Registrar

Copy to:

1. Registrar, Tezpur University.
2. Dean, Students' Welfare, Tezpur University.
3. Dean, R&D, Tezpur University.
4. Head, Department of Electronic Communication & Engineering, Tezpur University.
5. Secretary to the Vice-Chancellor, for kind information of the Vice-Chancellor.
6. Webmaster, Tezpur University, for information and necessary modifications in OLAS.
7. Persons concerned. *ERC*
8. Concerned files.



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Visitor's Best University Award, 2016, NIRF India Rankings 2016: 05 and accredited with NAAC 'A' grade

No. F.06-12/II(E)/ 3861


Dated November 22, 2019

OFFICE ORDER

In the interest of the administration, **Mr. Dipak Kumar Deka**, Lower Division Clerk, presently attached to the Training & Placement Cell, School of Engineering, is transferred to the General Administration, O/o the Registrar with immediate effect and until further order.

He will submit his joining report in the prescribed format (enclosed) to the Joint Registrar (GA) duly forwarded by the undersigned.

Issued with due approval of the competent authority.


(Upakul Sarmah)
Assistant Registrar (GA)

Copy for information and necessary action to:

1. Dean, School of Engineering, TU.
2. Registrar, TU.
3. Finance Officer, TU.
4. Deputy Director (T & P), TU
5. Webmaster, TU, for information and necessary modification in OLLAS.
6. Person concerned.
7. Personal File
8. Concerned File


Assistant Registrar (GA)



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Visitor's Best University Award, 2016, NIRF India Rankings 2016: 05 and accredited with NAAC 'A' grade

No. F.06-12/II(E)/792

Dated July 7, 2020

OFFICE ORDER

In the interest of the administration, **Mr. Pranab Kumar Das**, Upper Division Clerk, attached to the Dept. of Mathematical Sciences, is transferred and posted in the Estate Office with immediate effect and until further order.

He will submit his joining report in the prescribed format (enclosed herewith) to the undersigned duly forwarded by the Deputy Registrar (Estate), Tezpur University.

Issued with due approval.


(Hridoy Saikia)
Joint Registrar (Estt.)

Copy for information and necessary action to :

1. Head, Dept. of Mathematical Sciences, Tezpur University.
2. Finance Officer, Tezpur University.
3. Deputy Registrar (Estate), Tezpur University.
4. Webmaster, TU, for information and necessary modification in OLAAS in consultation with the Joint Registrar (Estt.)
5. Ms. Mridula Das, Stenographer Gr-III, Estt. Section, Tezpur University, for necessary record.
6. Person concerned.
7. Personal File (ID 549)
8. Concerned File


(Hridoy Saikia)
Joint Registrar (Estt.)