

UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE

No. AO/ Gen-II / Transfer Guidelines / 5 / 05-06

Administrative Office,  
GKVK, Bangalore-560 065.  
Date : 23-04-2005

CIRCULAR

*Sub :* UAS, Bangalore Transfer Guidelines.

- Ref :*
1. Decision of the Board of Regents in the 309<sup>th</sup> Adjourned Special Meeting held on 31<sup>st</sup> March 2005, (Additional Item - 1).
  2. Approval of the Vice-Chancellor, GKVK, dated : 23-04-2005

In pursuance of the decision of the Board cited at ref. (1) above, the transfer guidelines of the University is enclosed for circulation among all the Teaching and Non teaching staff of this University for information and guidance.

*Encl :* Transfer Guidelines

By order

  
23/4  
Administrative Officer

Copy to :

1. All the Officers of UAS, Bangalore.
2. The Heads of Divisions / Heads of Departments.
3. The Heads of Research Stations for information and circulation to all the employees.
4. The Secretary to Vice-Chancellor, UAS, GKVK, Bangalore.
5. The File.

## UAS, Bangalore, Transfer Guidelines

ANNEXURE

I. These new transfer guidelines are in supersession of the transfer guidelines issued vide Order No. AO / Gen-II / Transfer Guidelines / 2001-02, dated: 2<sup>nd</sup> January 2002 and shall come to effect from the year 2005 and onwards.

### II. Explanation:

1. 'University employee' means a person who is appointed by the University of Agricultural Sciences who holds the post of a Teacher or a Service Personnel.

2. 'Transfer means' posting of a University employee from one place to another place within the operational jurisdiction of University of Agril. Sciences, Bangalore, which includes the College, Research Station, Extension Education Unit and KVKS coming under Directorates of Teaching, Research and Extension in addition to Estate Branch.

Note : Movement of a University employee within the same place or same office will not be treated as transfer.

3. Transfer shall be effected on recommendation of the Head of Teaching/Research/Extension/College/Directorates of the University in the interest of University service/request.

4. Transfer cannot be claimed as a matter of right.

5. Transfer of University employees shall be normally made during the months of April and May. However, in extraordinary circumstances relating to a disciplinary case, transfer may be considered by the University beyond the period of transfer for reasons recorded in writing. The effective date for considering the minimum period of Five years for transfer of a person shall be 31<sup>st</sup> March of the transfer year under consideration.

6. Subject to provision of relaxation clause under item VI of Guidelines the University shall ensure that the University employees transferred in any year is kept to the barest minimum and ordinarily the number of employees transferred in any year in any Station / Campus shall not exceed 10% of the working strength i.e. the total number of employees in teaching and non-teaching at a particular place.

### II. Request Transfer:

1. When applications are received from the employees working in outstations seeking transfer to Bangalore, the cases of only those who have put in more than 5 years of cumulative service at the outstations may be considered on preferential basis against the existing vacancies. If there is no vacancy, the person working in similar cadre posts at Bangalore Campus and has not served

in out stations at least for five years be considered for transfer. However, the person, who have stayed in Bangalore for *MORE NUMBER OF YEARS* [Senior most] to be considered for transfer from Bangalore to outstation campuses.

2. Applications from employees working at Bangalore for transfers to outstations may be considered irrespective of the number of years of service at Bangalore. Applications from employees working in Campuses/ Research Stations other than Bangalore for transfer between the College/ ZARS and between College/ZARS and ARS can be considered for minimum service period of 2 years and vice versa.
3. Request transfer applications should be received by the end of December each year in the prescribed proforma [Annexure]. However, mutual transfers may be entertained by the University at any time in the year so long as it does not affect the interest of the University.
4. The request for transfer will not be entertained from Teachers / Employees who have been appointed against a single / specialised post for more than Five years so that continuity in work is maintained.
5. The Controlling Officers shall forward the requests for transfer, adhering to guidelines along with their remarks / recommendations to the Administrative Officer through proper channel on or before 31<sup>st</sup> January of every year.

#### IV. Transfer on Promotion :

1. Teachers and Service Personnel who have been selected for particular posts as advertised and appointed / promoted for higher cadre posts preferably be posted to similar cadre posts at outstations and the request of persons working at outstations may be considered for their posting to Bangalore against the vacancies so caused.

#### V. Annual General Transfers:

1. Transfer proposals may be received from their subordinate Units/Departments by Heads of Institutions, Director of Research, Director of Extension, Administrative Officer, Comptroller, Registrar, etc., through proper channel for annual General transfers by the end of December each year. The transfer proposals may then be developed by the Officers and forwarded to the University by the end of February every year.
2. As far as possible, transfers may be effected within the same units, i.e., staff working in the Academic Unit of the College may be transferred to the Academic Unit of another, Administrative Personnel or Accounts Personnel to similar positions at other places of the University. However, in respect of Teaching staff such conditions do not apply and the teaching staff are to be transferred *inter-alia* between teaching, research, extension directorates after serving a minimum period of 5 years in a particular Cadre, depending upon the

need to give exposure to all the teachers to serve in teaching, research and extension fields and to improve their academic performance and without prejudice to University interest and the field of specialization of the individuals.

3. It is mandatory that every Teacher /Service Personnel employed by the University, shall serve at least for 5 years, in Campuses other than Bangalore. Such of the teachers/service personnel who have not served in outside campuses at least for 5 years, preferably be transferred to any of the out stations to a similar/equivalent posts, in order to consider the requests of the employees for a transfer to Bangalore who have not served at all, at Bangalore. Such transfers from Bangalore shall be considered on the basis of seniority of their duration of stay at Bangalore.

However, this clause do not apply to the following Category of Employees.

1. Where they are working against specialized posts unique to Bangalore.
2. Where certain teachers have huge outside funded projects as principal investigator [50 Lakhs and above] & presence of such teachers are very essential for operation of such on going projects.

#### Relaxation :

The provision contained in this guidelines may be relaxed in the following cases.

1. University employee who is due to retire with in 2 years on attaining the age of Superannuation may ordinarily be transferred to a place preferred by him or to a place nearest to it during the period of transfers.
2. Where a female University employee is a widow / daughter of a deceased person she may be transferred or in case she is appointed for the first time, may be posted to a place of deceased employee / place of her choice other than Bangalore subject to availability of a vacancy. However, if there a request for posting to Bangalore, the Vice-Chancellor may take a suitable decision for considering the request of the widow / daughter of a deceased person for giving posting to Bangalore, subject to availability of vacancy.
3. Where a University employee or his/her spouse or children are suffering from serious ailments, for which medical treatment is not available at his/her place of work and his/her transfer is necessary to a place where such a treatment is available so as to provide him/her the required medical treatment. However, no transfer shall be made unless the University employee concerned produces a certificate from the Medical Board specifying the nature of ailment, stating the fact that the required treatment is not available at his/her place of work, specifying the place or places where the required treatment is available and certifying that his/her transfer is necessary to such a place to provide him/her the required medical treatment.

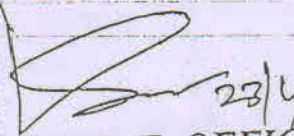
4. Where both the spouses are University employees or one of them is a Govt. employee/ public undertaking and when one of the spouses is transferred, then the other spouse may also be considered for transfer to the same / nearest place even if he or she has not completed the minimum period of stay, subject to availability of a clear vacancy.
5. Where the employees are to be transferred based on the disciplinary proceedings as punishment.
6. Notwithstanding the above guidelines, the teachers/researches / extension workers exceptionally contributed to teaching / research / extension which have enhanced the capability of the students / farmers / scientific field in the form of patent / prestigious National / International awards and received National scholarship / fellowship (not post doctoral fellowship), shall not ordinarily be considered for transfer from their place of work. However, their transfer shall be at the sole discretion of the University.

#### VII. Transfer of 'D' group employees :

Notwithstanding anything contrary to the provision contained in these guidelines, normally 'D' group employees are considered for General/ request transfers within the zone jurisdiction of their work place. The concerned directorate are empowered to effect such transfers within their operational jurisdiction. For transfers between the zones / directorates recommendations of the concerned Officers may be considered by the University.

#### VIII. General :

1. Refusal to comply with the transfer orders after the disposal of the appeal, if any, shall be considered as an act of in-discipline and liable for punishment.
2. Pressure from outside would be deemed to be an act of indiscipline.
3. No post should be shifted or transferred without the specific recommendations of the concerned Officers / University and approval of the Board.
4. The University reserves its right to transfer any employee at any point of time in a year in the best interest of the University work.
5. These transfer guidelines are subject to amendment as per the revised University Orders/ Statutes from time to time.

  
 ADMINISTRATIVE OFFICER  
 UAS, GKVK, BANGALORE

ANNEXURE TO TRANSFER GUIDELINES

Application of Option for Transfer

1.	Name of the Employee	
2.	Present Designation and Full Address of the employee	
3.	District and Zone to which he belongs	
4.	Details of service from the beginning to date including the period of deputation to higher studies [give in the separate statement]	
5.	Particulars of Leave availed a. Medical b. Study leave and EOL c. Deputation / Institution	
6.	Option for the Transfer a. Research to Teaching b. Research to Extension c. Teaching to Research d. Teaching to extension e. Extension to Teaching f. Extension to Research	
7.	Place of option for transfer in the Order of preference :	1. 2. 3. 4. 5. 6.
8.	Category to which the incumbent belongs :	- SC / ST / OBC
9.	Is your spouse employed :	
10.	If yes, give full details of designation : Address and employer [enclose document in support of the claim]	
	Grounds on which the transfer is sought	
12.	Medical [to be supported by a valid certificates]	a. Ailment [Self / Spouse / Children] b. Places where the ailment could be treated
13.	Retirement	a. Whether the opted place in native place b. Nearer to the native place c. Children settled place d. Other considerations

Signature of the Employee :

Recommendation / Remarks of  
the Controlling Officer :

Signature of the  
Controlling Officer :

