



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेंद्रम, तिरुवनन्तपुरम - 695 011, केरल, भारत
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM

THIRUVANANTHAPURAM - 695 011, KERALA, INDIA

(एक राष्ट्रीय महत्व का संस्थान, विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार)

(An Institution of National Importance, Department of Science and Technology, Government of India)

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PERSONNEL & ADMINISTRATIVE DIVISION

No. P&A.I/39/SCTIMST/2022

Date: 28.03.2022

CIRCULAR

Amendment to the General Transfer Policy Guidelines

- Ref: 1. General Transfer Policy Guidelines No. Dir/SCTIMST/GTP/2010 dtd. 29.05.2010
2. Amendment to the General Transfer Policy Guidelines No. Per.&Admn./39/SCTIMST/2012 dtd. 09.11.2012
3. Order No. P&A.I/39/SCTIMST/2016 dtd. 15.06.2016
4. Circular No. P&A.I/36/SCTIMST/2016 dtd. 18.10.2016
5. Circular No. P&A.I/39/SCTIMST/2020 dtd. 01.07.2020
6. Order No. P&A.I/X/24/SCTIMST/2021 dtd. 16.04.2021
7. Minutes of the Meeting of Transfer Committee dtd. 07.05.2021 & 25.01.2022

● NURSING OFFICER

1. Nursing Officer's posted in ICU, OT & Cath Lab having 5 years experience in the respective department will be considered for transfer and those who are posted in Wards, OPD, CSSD and other areas will be considered for transfer after the completion of 3 years in the respective departments.
2. Sr. Nursing Officers will be transferred after completion of 4 years in a particular Ward /ICU /OT /other areas.
3. Transfer from OT and Cath Lab is subject to the condition that only one person will be transferred at a time.

● ADMINISTRATIVE STAFF

1. For all administrative staff, the residency period for considering for general transfer will be 3 years.
2. Fresh recruitees/junior staff will be deployed at the peripheral areas only in the first instance and after getting exposed to the basic areas, they will be transferred to central areas.
3. The residency period of an employee in a Department/Division will be calculated by the total services rendered in that particular Department/Division irrespective of the designation on which he/she has worked.



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4. Internal arrangements of rotation within the same department (section transfer) can be decided by the concerned Head of the Department/Division, with the prior approval of the Director.
5. The employee will be posted in the same Department/Division for a maximum of 2 turns only i.e. 3 years each. The subsequent turn of posting in the same Department will be subject to prior approval of the Director.

● **TECHNICAL ASSISTANT (LAB) - HOSPITAL & BMT WING**

1. The transfer of Technical Assistant (Lab) between Hospital Wing and BMT Wing as well as between laboratories of the Hospital Wing will help all the Technical Assistants (lab) to get exposure to both Research and Development activities as well as Patient Care activities.
 2. All Technical Assistant (Lab) with MLT as basic qualification will be effected transfer on a regular basis such as every 3 years and not more than 50% of Technical Assistant (Lab) be transferred at a time from any one laboratory.
- For all other non academic staff, the residency period for considering for general transfer will be five years.
 - The General Transfer for all staff, irrespective of Departments and Categories, will be effective strictly on 1st July of every year with a condition to ensure introduction and assistance to the new incumbents by the outgoing staff.
 - This will be applicable to all General Transfer Orders w.e.f. 01.07.2021.
 - The Competent Authority has the right to transfer any of the staff members to any other Department/Division of the Institute (both Hospital Wing and BMT Wing) as and when required without assigning any reason.

All other terms and conditions of the referred orders remains the same.

This issues with the approval of the Director.


Administrative Officer Gr.I (i/c)

To

Notice Board (Hospital/AMCHSS/BMT Wing) / Intranet.