



# SRI VENKATESWARA VETERINARY UNIVERSITY

Administrative Office: Tirupati, A.P – 517 502

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**Proc.No.No.8162/SC/2007**

**Dated:22-02-2018**

Sub: SVVU –Transfer Policy – Guidelines on the transfers of Teaching and Non-Teaching Staff– Orders- Issued.

Ref: (1) SVVU Proc.No.8162/SC/2007 Dated 3-9-2007.  
 (2) SVVU Proc.No.8162/SC/2007 Dated 19-9-2017  
 (3) Committee report dated.21.11.2017  
 (4) SVVU Board of Management Resolution No.1603 dated.27.01.2018

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In the proceedings first cited, certain guidelines were issued for transfers of teaching and non-teaching staff. In the reference 2<sup>nd</sup> cited, orders have been issued constituting a Committee to revisit the existing guidelines on transfer policy.

The Committee submitted its report vide reference 3<sup>rd</sup> cited. The report of the Committee (on guidelines on the transfers of Teaching and Non-Teaching Staff) was placed before the Board of Management. The Board of Management have approved the same vide reference 4<sup>th</sup> cited.

Therefore, it is hereby ordered that the Guidelines as appended to this order shall be followed in all the general transfers of teaching and non-teaching staff in all categories. All transfer applications should be submitted in the prescribed proforma (Annexure-A). These orders will come into force with immediate effect.

**Dr. D.SRINIVASA RAO**  
**REGISTRAR**

To  
 All the University Officers  
 All the Heads of Institutions in SVVU  
 All the Asst.Comptrollers of Regional Accounts Offices  
 All Middle Level Officers at Admn.Office  
 Copy to all sections at Admn.Office

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*Immed*  
22/2/18  
**ASSISTANT REGISTRAR**



# SRI VENKATESWARA VETERINARY UNIVERSITY

Administrative Office: Tirupati, A.P – 517 502

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## GUIDELINES FOR TRANSFERS

### **Background:**

Guidelines for transfer of staff in the University were communicated vide Proc No. SVVU Proc.No.8162/SC/2007, dt.3-09-2007. However, to bring in more transparency and objectivity in the transfer process and also to introduce concept of counseling for the purpose of carrying out transfers, following guidelines are prepared for general transfers of Teaching and Non-Teaching Staff.

### **Preamble:**

Transfers happen on the administrative need to post right person at right place or to fill up vacant posts. Transfers also happen to take care of genuine requests of the staff. In the process, situation may arise where there is competing request for same place/post either on administrative ground or on the request of employee. One way to resolve competing request is to exercise discretion. But it may lead to non-transparent decision making. Other way could be to fix certain norms which are verifiable and award certain points to prepare rank list. Call Teaching and Non-Teaching staff in the order of such rank to choose place of posting which is available for posting. But such rigid system may not be successful in posting right person to right place. Hence there is need to evolve a system which can adequately address both the requirements.

Based on the above basic philosophy, following guidelines are issued for General transfers and transfers on promotion of teaching and non-teaching staff in Sri Venkateswara Veterinary University applicable to all the posts in Teaching, Research and Extension wings combined.

### **Counseling Guidelines:**

<b>GUIDELINES FOR GENERAL TRANSFERS</b>		
1.	Classification of Institutes and Departments	(1) The posting in the teaching, research and extension institute are inter-transferable. (2) For the purpose of transfers for teaching staff, each department shall be considered as a separate unit. (3) Within each department cadre of Professor and Associate Professor put together shall be considered as one group, while, Assistant Professors will be considered as separate unit to ensure proper spread of teaching faculty of all cadres across the institutes.
2.	General provisions for transfers	(1) Transfer is an incident of service and competent authority has the right to transfer any person at any point of time on administrative grounds, administrative exigencies or otherwise. (2) However, on the other side, no person can request transfer from one place to another place or from one post to another post as a matter of right.

- (3) These guidelines are only for General transfers which are generally done during the month of April /May/June of every year. These guidelines shall not be applicable for individual transfers done during the year including period of general transfers.
- (4) Competent authority at its discretion, (to be exercised rarely), can keep certain posts outside counseling process. Such posts will not be available for posting through this process. Such posts will be filled by competent authority at its discretion.
- (5) To ensure that vacant posts are filled up uniformly in all offices and minimum number of person are available as per VCI Guidelines/ ICAR guidelines and other requirements. Competent authority may, at its discretion, block certain posts in certain offices.
- (6) Transfer of class IV Employees, Record Assistants and drivers can be made only on administrative grounds. However, transfer can be made on request of any such employee if there is a clear vacancy or on mutual request basis. In no case another employee shall be transferred to adjust request from an employee.

**Subject to above primary conditions, the following guidelines are issued for general transfer of staff:**

- (1) The staff who is going to retire within two years as on 1<sup>st</sup>April of the year will not be transferred except on administrative exigencies/grounds or on request
- (2) The Persons facing disciplinary cases/ACB enquiries and working presently in focal/sensitive posts shall not be continued in focal/sensitive post and such persons will be transferred to non-focal/sensitive post.

Note: Facing ACB Enquiries/disciplinary cases means where decision taken on file to issue show cause notice or show cause notice issued or formal articles of charge issued or FIR filed in criminal case or facing ACB/Vigilance enquiry at any stage

- (3) General transfers shall be done based on counseling process except individual transfers and those transfers which are being proposed on administrative ground.
- (4) Present Service period in all posts in a department/office of an Institute will be counted while calculating period of service for the purpose of compulsory transfer.

		<p>(5) The transfer guidelines stands relaxed with regard to persons working in specialized posts to ensure availability of skilled staff, notwithstanding that the tenure put in has crossed the cut off service period.</p> <p>(6) These guidelines will generally be followed. However, under administrative need/exigencies, any guideline can be relaxed on case to case basis at the discretion of Vice Chancellor.</p>
3.	Eligibility to apply for transfer	<p>(a) No staff, who has not completed three years of service in all posts put together in a department/office of an institute in a city / town excluding study period / lien / sabbatical leave / deputation to outside agency as on 1<sup>st</sup> April of the year shall be transferred except on administrative grounds / exigencies.</p> <p>(b) A person who has completed three years of service in all posts put together in a department/office of an Institute in same city / town as on 1<sup>st</sup>April of the year excluding study period / lien / sabbatical leave / deputation to outside agency can file request for transfer However those who have completed five years of continuous service in all posts put together in a department/office of an institution in same place in same or different capacities as on 1<sup>st</sup>April of the year shall be compulsorily transferred.</p> <p>(c) State is the unit for transfers.</p> <p><b>Note:</b> While calculating service period, period spent on Study leave or on EOL shall be excluded.</p> <p>(d) Newly recruited Assistant Professors except in disciplines of Anatomy and Physiology/JACTs and above cadres/Lab Technicians shall be posted in institutions other than colleges and Polytechnics preferably other than in category III places. However, they can be considered for transfer to any institution or place after completion of 3 years as per rules.</p>
4.	Schedule of transfers	The Deans of the Faculties of the University shall draw schedule and communicate the same to the competent authorities for effecting transfer.
5	Notifying the vacancies	All those positions of the teaching staff who have completed five years of service in all posts put together as on 1 <sup>st</sup> April will be notified as vacant by the committee and will be offered for filling in general transfers by counseling process. However, to ensure minimum staff as per VCI / ICAR guidelines/other requirements certain posts may not be notified.

6.	Committee for recommending Transfers	Vice-Chancellor shall appoint a committee consisting of Registrar, Deans, Director of Extension and Director of Research for conducting counseling and recommendation for transfers and concerned Dean shall act as Convener for faculty and DSA for Physical Directors and Librarians
7.	Issue of transfer Orders by competent authorities	The competent authorities concerned, as per the recommendation of the Counseling Committee, shall issue posting orders to all the staff of one category in one proceedings only, duly enclosing the names of the staff transferred and places of postings on transfer in annexure. No individual transfer orders shall be issued. Transfer orders shall be put on the University website on the date of issue of order itself.
8.	Criteria for transfers	<p>(a) Transfers will be affected as per counseling process. If any person applies for transfer but fails to attend counseling, or persons who have completed maximum service period permissible but did not apply for transfer, such persons will be transferred to the leftover vacancies after counseling and no further correspondence will be entertained in this regard.</p> <p>However, if a person is unable to attend counseling, he can authorize another person, in writing, to attend counseling on his behalf.</p> <p>(b) Once transfer orders are issued by the competent authority, review of orders shall not be considered. The person must join in the place of posting as per transfer order. Disobeying of posting orders will make the individual liable for disciplinary action. In no case request for treating waiting period as duty shall be entertained.</p>
9.	Place of postings	<p>In no case person on transfer shall be posted to same Office/Department where he was working prior to transfer.</p> <p><b>Note:</b> However, persons, who are under compulsory transfer, can request at the end of counseling for same post if no one applies for that post during counseling. Committee, at its discretion, can retain such person in same post in relaxation of above guideline.</p> <p>Any person on transfer shall be posted in a place at least 70 kilometers away from present working place. Employees shall be invariably transferred from existing place of working on promotion by direct recruitment / CAS or promotion in case of Non-teaching Staff. Promotion in case of CAS to different stages shall also be taken in to above consideration. This is relaxable in case where no such equivalent posts exist elsewhere.</p>

		<p>The state President &amp; General Secretary of recognized Association will be eligible for posting at Head Quarters of their organization during one Tenure. However total period of such persons service at Head Quarters should not exceed 5 years in one or more spells.</p>
10.	Entitlement of points	<p>The points as follows shall be awarded to the person who apply for transfers:</p> <p>(1) Service under all posts in the Present office/department located in the following areas:</p> <p><b>Category (i)</b> Proddatur, Mahanandi, Rapur, Madakasira, Bhavadevarapalli, Banavasi, Garividi, Ramathirtham, Aswaraopeta, Naira, Adilabad, Kadiri, Palair, Palem, Malyal, Jagitial, Korutla : 2.50 points per every Six Months of completed service as on 1<sup>st</sup>April of the year Excluding study period / lien / sabbatical leave / deputation to outside agency.</p> <p><b>Category (ii)</b> Siddaramapuram, Anantapur, including Reddypalle, Venkataramanna-gudem, Undi, Balabhadrapuram, Ramachandrapuram, Bapatla, Ongole, Nalgonda, Nizamabad, Khammam, Mahaboobnagar, kamareddy, Warangal, including Mamnoor, Karimnagar, siddapet, Anakapalle, Palamaner:1.50 points per every Six Months of completed service as on 1<sup>st</sup>April of the year with a maximum of 15 points excluding study period / lien / sabbatical leave/ deputation to outside agency.</p> <p><b>Category (iii)</b> Tirupati, Gannavaram, Visakhapatnam, Kakinada, Guntur, Muthukur, Hyderabad including Myladevarapalle:0.50 point per every Six Months of completed service as on 1<sup>st</sup>April of the year with a maximum of 5 points Excluding study period / lien / sabbatical leave/ deputation to outside agency.</p> <p>Example for (i):</p> <p>a) Service period: 5 Months. Zero Points.  b) Service period: 6 months. 2.50 Points  c) Service period: 11 months 29 days. 2.50 points  d) Service Period: 12 months. 5.00 points</p> <p>Same principle for other categories (ii) and (iii)</p> <p><b>Note:</b> Period spent on deputation, on request, will be awarded points based on location of deputed place. For example if person is posted to Proddatur but he goes on deputation on request to Tirupati/Gannavaram he will be awarded points for deputation period @ 0.50 points for every six months of deputation service completed and not @2.50 points for every six months of deputation service completed.</p>

		<p>(2) For cumulative Service at three categories from the date of joining service :</p> <p>1) 0.30 points for every completed year of service in category (i) locations as on 1<sup>st</sup>April of the year.</p> <p>2) 0.20 points for every completed year of service in category (ii) locations as on 1<sup>st</sup> April of the year.</p> <p>3) 0.10 points for every completed year of service in category (iii) locations as on 1<sup>st</sup> April of the year.</p>
11.	Special categories	<p>(i) Five (5) points for persons, who are retiring within 2 years as on 1<sup>st</sup>April of the year.</p> <p>(ii) Five (5) points for un-married Girls/Women as on 1<sup>st</sup>April of the year.</p> <p>(iii) Five (5) points for the persons, whose spouses are working in State Government or Central Government or their Public Sector under takings or Local Body in the same District as on 1<sup>st</sup>April of the year. Further provided that person must opt for posting, the vacant post which is nearest to spouse place. This benefit is available only once in 10 years.</p> <p>Note: This is applicable only in respect of one of the spouses.</p> <p>Note: A copy of certificate issued by the competent authority shall be enclosed to the check list to consider their cases under special category (iii).</p>
12.	Preferential Categories	<p>(a) Persons with disability (Physical or Hearing or Visual)</p> <p>(b) Widows (At the time of filing application)</p> <p>(c) Legally separated women by the time of filing application</p> <p>(d) The persons who are suffering at the time of filing application with the following diseases and undergoing treatment, certified by Specialized Institutions for the concerned diseases:</p> <p>(a) Cancer.</p> <p>(b) Heart Operation.</p> <p>(c) Neuro-Surgery.</p> <p>(d) Bone T.B.</p> <p>(e) Kidney Transplantation.</p> <p>(e) Applicants with dependent children who are mentally retarded at the time of filing application and are under treatment.</p> <p>(f) Applicants with dependent children suffering Juvenile Diabetes at the time of filing application and children suffering with Holes in the Heart by birth and are under medical treatment which is available only at specified places to which they are seeking transfers.</p>

		Note: For this purpose, a copy of the certificate issued by a competent authority i.e., District Medical Board / State Medical Board should be enclosed to the check list for consideration of preferential categories. The benefit of preference shall be given once in 10 years to the above categories.
13.	Filing of Applications and with drawl of application	<p>(i) The persons who are eligible as per these guidelines and desire transfer shall apply in writing to Counseling Committee.</p> <p>(ii) Persons who have not completed maximum service as on 1<sup>st</sup> April, may withdraw their applications before commencement of counseling process. In such cases these posts will not be available for options. However once counseling has started, no person can withdraw his application. But, such persons can opt for existing places if available at their turn.</p> <p>Note : If any person who has submitted application but did not attend counseling or the person who has completed maximum service permissible in a office but did not submit application, they will be transferred to the available left over vacancies by competent authority at its discretion.</p>
14.	Counter signed Check list to be Submitted	The persons who apply for transfer shall submit signed check list to the Counseling Committee through proper channel and copy of the print out shall also be retained by them for their record. On receipt of such application by authority, they shall counter sign the application after thorough verification of the facts mentioned in the application and documents attached to it.
15.	Date of relief & joining	The persons who are transferred should be relieved from the present place of working on receipt of the transfer orders and they should join in the new office where they are posted within the joining time, subject to such conditions as may be prescribed by the competent authority. Under no circumstances, compulsory wait will be sanctioned. Persons who are transferred based on their request applications, will not be eligible for TTA and joining time.
16.	Display of vacancies and names of the applicants:	<p>The following lists should be displayed on the University Website.</p> <ol style="list-style-type: none"> <li>1. The list of names of the persons who applied (as per eligibility) for transfer with entitlement points. These posts can be taken as vacancies for the purpose of giving choice at the time of counseling except those which are blocked by competent authority.</li> <li>2. List of persons who have completed maximum permissible service but not applied. These posts can also be taken as vacancies for the purpose of giving choice at the time of counseling except those which are blocked by competent authority.</li> </ol>



		3. List of existing vacancies except those posts which are excluded from counseling process.
17.	Display of transfers effected	The transfers affected shall be displayed on the University Website on the same day.
18.	Grievance redressal mechanism	(i) Any grievances against the orders of the competent authorities can be submitted to Vice-Chancellor and such application should be submitted within 10 days of issue of order.  (ii) All such grievances shall be disposed off by the authority within 30 days from the date of receipt of the application.
19.	Punishment for furnishing false information	Anybody who has submitted false information and or certificates and the officers who have countersigned knowingly such false information, shall be liable for disciplinary action in addition to criminal prosecution.
20.	Punishment for violating these guidelines	Any person who has issued orders in violation of these guidelines or instructions issued by Vice-Chancellor from time to time in the matter, shall be liable for disciplinary action.
21.	Counseling process	(1) Persons who have applied for transfer will be given rank based on points awarded to them. (2) Announce before commencement of counseling that those persons who have not completed maximum period of service but applied for transfer counseling, can withdraw from counseling and once counseling process start, no one can withdraw application. (3) Call all applicants to counseling hall. If size of hall is not sufficient to hold all persons, then call at least top 5 persons. Once one person leaves hall after counseling, one more person as per rank can come in. (4) First, persons with preferential categories will be called for counseling in the order given under preferential category. Within preferential category, persons will be called in the order of their rank. (5) After preferential categories are over, other persons will be called for counseling in the order of their rank. (6) In case of equality of marks, preference will be given to age. (7) Persons who submitted application for transfer but failed to attend counseling or the persons who completed maximum permissible service period in the same office but did not apply for transfer, such persons will be considered at the end and they will be posted to left over vacancies by the competent authority at its discretion.

		<p>However, applicants can authorize in writing any person who will be allowed to be present in counseling on their behalf and indicate choice on their behalf.</p> <p>(8) At the time of his/her turn for counseling, person can choose any vacant post available subject to his/her eligibility as per these guidelines.</p>
22.	Interpretation	In case of doubt in interpretation of these guidelines, matter will be referred to Vice-Chancellor.

**Dr.D.SRINIVASA RAO**  
**REGISTRAR**

**ANNEXURE - A****TRANSFER REQUEST APPLICATION**

1. Name :
2. Designation (CAS/Direct) :
3. Date of Birth :
4. Date of Retirement :
5. Gender :
6. Marital Status :
7. Date of Joining the Department (Initial Appointment in the University) :
8. Date of Joining the present city/Town :
9. Date of joining in the present Office/department :
10. Date of joining in the present post in present office/department :
11. Period spent on deputation / lien / sabbatical leave with details period :
12. Period spent on study leave outside the university with details of period
13. Period spent on study leave within university for course work with details of period
14. Present place of working office address :
  - a. Office name :
  - b. Office Address :
15. Whether spouse is employee of State Govt. / Central Govt. / Public Sector undertakings / Local Body : Yes / No
16. Whether Unmarried Girl/Women : Yes / No
17. Whether retiring within 2 years as on 1<sup>st</sup> April : Yes / No
18. State whether claiming special benefit under: Yes / No  
(if yes, enclose proof)
  - i) Physically disability
  - ii) Widow
  - iii) Legally separated single women



**DECLARATION**

I \_\_\_\_\_ hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. I know that if any particular is found to be incorrect on verification, I will be liable for disciplinary action as well as criminal action. All the required certificates/documents in support of above facts are enclosed.

Signature  
Name of the applicant  
Designation  
Date:

**CERTIFICATE**

Certified that the particulars furnished by the applicant are verified with reference to certificates/documents/Service Register of the individual and found correct.

Signature of the Controlling Authority  
Designation with Stamp

Note: The person who has submitted false information or certificates and the officers who have counter signed such false information will be liable for disciplinary action as well as criminal action.