

Ref: No. EI-D/P&A/4-11/2020**Date: 11.05.2023****ERNET India's Transfer Policy**

ERNET India is an autonomous scientific society under MeitY, Govt. of India which has been mandated to facilitate Education and Research Institutes in establishment of cutting edge ICT infrastructure. ERNET India is serving the nation in the areas of ICT project consultations, implementation of Central and State Governments in the area of terrestrial and satellite networks, domain registration for education & research institutions, web-hosting services, setting up of smart virtual class rooms and high resolution e-class rooms for the education and research institutions, facilitating Eduroam services for colleges, setting up of Wi-Fi campus in universities, Internet connectivity to education and research institutes in India including in remote areas like North-Eastern States, Union Territory of Andaman & Nicobar Islands and Lakshadweep. Further, ERNET India is also in the area of establishing data centres etc

At present ERNET India has its headquarter in Delhi and having two regional centres located in Chennai and Bengaluru. In future more centres may be opened. Projects which are being undertaken by ERNET India have Pan-India coverage and therefore considering vision, mission and mandate of ERNET India transfer of personnel from one location to another is a necessity in the interest of organisation.

1. Purpose and Objective of this Policy:-

- i) To increase the overall effectiveness of the organization to face future challenges.
- ii) To increase versatility and competence of key positions to meet future requirements.
- iii) To deal with fluctuations in work requirements.
- iv) To provide opportunity to employees to develop (sharpen skill set/ knowledge/ learning/ adaptation) himself/herself in different working environment.

2. Scope:-

This Policy shall be applicable to all employees (Regular and Contract) of ERNET India.

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3. Authority:-

As per clause 7.4.12 of Bye Laws of ERNET India, Members of staff of the Society are liable to be transferred/posted anywhere in India or abroad at the discretion of Director General to serve at any of the offices/units/PoPs of the Society. Such transfer/posting shall be made purely in the interest of the Society.

4. Tenure:-

A tenure of 03 years is normally required at a particular location/Unit for consideration of transfer from one office location to another. However, this limitation is not applicable in case of job rotation at the same location. Further, if the employee is due for superannuation within one year, he/she will be retained at the office location/unit he/she is posted.

5. General Principles and Grounds of Transfer:-

A. Principle:

- (a) **Tenure based:-** The transfer/posting shall be considered with an objective of rotational postings at different center/office/Unit locations in the interest of the organization.
- (b) **Request based:** Transfer/posting based on the request of employees, such request may be considered on the basis of vacancy position at the requested center and in the interest of the organization.

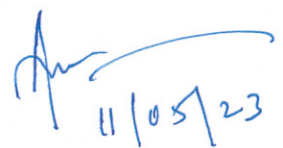
B. Grounds:-

- i) For distribution of manpower across centers to ensure optimal utilization of the manpower to achieve objectives/mandate of the organization.
- ii) For a satisfying career progression and varied exposure to meet future requirement of manpower.
- iii) Organizational interest shall be given highest consideration during the transfer and posting exercise.
- iv) Transfer to a particular unit cannot be claimed as a matter of right.

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- C. Procedure:-** ERNET India Headquarters shall prepare a manpower inventory highlighting the adequacy, shortage or surplus manpower position on 30th June and 31st December every year and the same will be submitted to Director General, ERNET India for appropriate decision.
- D. Compliance and Observance of the Order:-** On issuance of transfer order in respect of the concerned officer/employee/staff the relieving officer shall ensure compliance with the transfer order within 10 days from issuance of the said order. Non-compliance shall be construed as an act of misconduct and may attract provisions of the Conduct Rules of ERNET India.
6. Notwithstanding the above guidelines, the Director General may transfer or retain the officer(s) at/from a particular station/unit/post in the interest of service, as and when required.
7. In case where officer(s) try to influence transfer through means other than proper channel, disciplinary action(s) will be taken for violation of the clause 7.13.2.47 of the Bye Laws of ERNET India which states "No employee shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the society".
8. This issues with the approval of the Competent Authority.


11/05/23