



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY  
THIRUVANANTHAPURAM - 695 011, INDIA.**

(An Institute of National Importance under Govt.of India)  
Phone - (91) 0471-2443152 Fax - (91) 0471-2446433, 2550728  
Email - sct@sctimst.ac.in Web site - www.sctimst.ac.in

No.Per.&Admn./39/SCTIMST/2012

09  
Dated: .11.2012

**Amendment to the General Transfer Policy Guidelines**

Ref:- General Transfer Policy No.Dir/SCTIMST/GTP/2010 dated 29.05.2010

In consideration of the response received from different categories of staff, the above referred guidelines dated 29.05.2010 stands amended to the following extent.

Para.A(4):- In preparing the transfer list of staff under nursing services, Nursing Superintendent, Dy.Nursing Superintendent and the senior most Nursing Supervisor will also be the members of the committee.

Para.A(7) & A(16):- Those employees who have continuously worked for 5 years, in the existing category in Hospital Wing/BMT Wing/Department/Division/Section will be considered for transfer.

Para A.(9):- Those who are to retire within 5 years, irrespective of the categories to which, they belong to, will be exempted from transfer unless they opt for it.

Para A(12):- Transfer on mutual request will be considered, in exceptional cases, by a Committee consisting of Medical Superintendent, Nursing Superintendent, Dy.Nursing Superintendent and Administrative Officer Gr.I.

However all other conditions remain unaltered. The Committee authorized to prepare the transfer list/consider mutual request, may also keep in view of the area of expertise of the transferee and other <sup>to be</sup>unseen circumstances also while formulating the transfer list.

  
09.11.12  
**DIRECTOR**

To: Notice Board (Hospital/AMC/BMT Wing)/Website

Copy to: MS/Head, BMT Wing/Assoc.Head/HODs/AMO/  
Registrar/FA/Secretary to Director/IAO/AOII



07  
A

**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL  
SCIENCES AND TECHNOLOGY, TRIVANDRUM – 695011**

**General Transfer Policy**

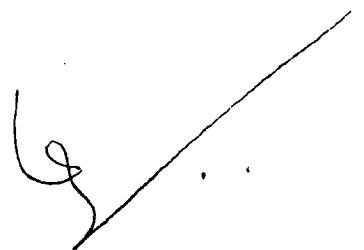
*Dir/SCTIMST/GTP/2010 dtd.29/05/2010*

**A. Guidelines**

1. Director will be the authority to effect general transfers. His decision will be final in all matters concerning transfers.
2. Transfer will be effected in January / July every year. The list of employees to be transferred should reach the Director well in advance for approval. The list of employees to be transferred will be displayed on the Notice Boards and at the Institute Website.
3. Cadre-wise roster and the list of employees to be transferred will be displayed every year.
4. A Committee consisting of Medical Superintendent and / or Head, BMT Wing (as the case may be), Associate Medical Superintendent and Deputy Director (Admn) will prepare the transfer lists. For nursing services Nursing Superintendent will also be a member of the committee.
5. Seniority will not be the sole criterion for transfer. The transfer list will contain a blend of both seniors and juniors from the seniority list so that the juniors will get proper training and the work will not be affected by the age factor of the seniors. The ratio of seniors and juniors will be more or less 40:60.



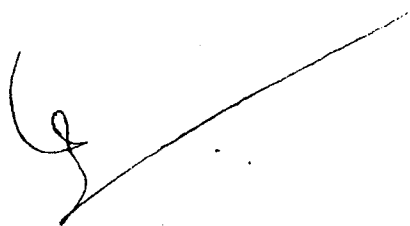
6. Transfer of staff will be made between Hospital and BMT Wing as well as among different Departments / Divisions / Sections / Units within the Hospital Wing / BMT Wing.
7. Those employees who have continuously worked for 3 years (5 years for Nurses and 4 years for LDCT, UDC and Assistant) in Hospital Wing / BMT Wing / Department / Division / Section will be considered for transfer.
8. The transfers will be made for administrative convenience and efficiency / exigency of service.
9. Those who are to retire within 2 years (5 years for nurses) will be exempted from transfer, unless they opt for it.
10. Placement on promotion / occurrence of vacancy will not come under the purview of this transfer policy.
11. Not more than 25 – 30% of employees will be transferred, keeping in view a large number of staff from a particular division / section / department will affect the functioning of that area. While effecting transfers, due consideration is to be given to specialized areas such as ICU, OT, Purchase Section, etc.
12. Transfer on individual or mutual request will not be considered. However, such requests on medical grounds will be considered on the certification of a Medical Board constituted by the institute.
13. Exemption from transfer will be given only on the certification of a Medical Board constituted by the Institute.

A handwritten signature or mark consisting of a stylized 'G' followed by a long diagonal line extending upwards and to the right.

14. Gender based transfer will not be allowed.
15. The concerned Head of the Department / Division / Section would ensure the smooth handing over / relieving of the personnel. The files / records / responsibilities of the staff to be transferred are to be handed over to the next person and recorded.
16. An employee awaiting promotion to a supervisory position might have completed minimum 10 years of service. The residency period of the supervisory staff is fixed as 4 years. He / she would then be able to learn new duties and responsibilities in the new area within one year. The experience in different atmospheres would help the employee to give better output.

**B. Categories of staff liable for periodic transfer**

- Accounts Officer
- A.O. Gr.II
- Assistant
- Cleaning Attendant
- Electrician/Electrician-cum-Lift Operator
- Gardner
- Junior Technical Assistant (Electrical)
- Junior Engineer (Electrical)
- Junior Engineer (Civil)
- Junior Technical Assistant (Civil)
- Lower Division Clerk (LDCT)
- Library Staff
- Office Attendant
- Office Superintendent



- Plumber
- Receptionist-cum-Social Worker
- Refrigeration and AC Mechanic-cum-Plant Operator
- Security Officer
- Security Guard
- Staff Nurse
- Stenographer/PA
- Stores & Purchase Officer Gr.II
- Theatre Sister
- Upper Division Clerk (UDC)
- Unit Helper
- Ward Sister

However, the Director can modify the list from time to time as per requirement. This policy will be implemented from 1<sup>st</sup> July 2010.

**May 29, 2010**



**DIRECTOR**



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY**

**THIRUVANANTHAPURAM—695 011, INDIA.**

(An Institute of National Importance under Govt. of India)

Phone—(91)0471—2443152 Fax—(91)0471—2446433, 2550728

Email-sct@sctimst.ac.in Web site—www.sctimst.ac.in

Personnel & Administration-General Transfer policy-re-constitution of Committee-  
Orders issued.

**PERSONNEL & ADMINISTRATIVE DIVISION**

No.P&A.I/39/SCTIMST/2016

Dated: 15-6-2016

- Read: 1. General Transfer Policy guidelines dt 29-5-2010.  
2. Amdt order No Per & Admn/39/SCTIMST/2012 dt 09-11-2012.  
3. Amdt order No P & A.I/39/SCTIMST/2015 dt 10-6-2015.

**ORDER**

The Committee for implementation of general transfer policy is re-constituted  
as under with immediate effect:-

Medical Superintendent	- Chairman
Head BMT Wing/Asso Head	- Member
Sr. Dy. Director (Admn)	- Member
Nursing Officer	- Member - for Nursing Services
Dy. NS	- Member - -do-
Senior most Nursing Supervisor	- Member - -do-
Administrative Officer Gr.I	- Convenor

In case there is no permanent incumbent in any of the above positions, the  
person holding the charge will become member of the Committee. The committee  
for consideration of requests for mutual transfers and other conditions remain  
unchanged.

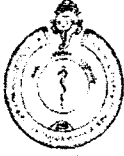
  
**Dr. Asha Kishore**  
**DIRECTOR**

To,

Chairman and members of the Committee.

Copy to:-

Notice Boards (AMC/ Hospital/BMT Wing)/website ✓



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY

THIRUVANANTHAPURAM—695 011, INDIA.

(An Institute of National Importance under Govt.of India)

Phone—(91)0471—2443152 Fax—(91)0471—2446433, 2550728

Email-sct@sctimst.ac.in Web site—www.sctimst.ac.in

Personnel & Administration-General Transfer policy-re-constitution of Committee-  
Orders issued.

**PERSONNEL & ADMINISTRATIVE DIVISION**

No.P&A.I/39/SCTIMST/2015

Dated: 10-6-2015

- Read: 1. General Transfer Policy guidelines dt 29-5-2010.  
2. Amdt order No Per & Admn/39/SCTIMST/2012 dt 09-11-2012.

**ORDER**

The Committee for implementation of general transfer policy is re-constituted  
as under with immediate effect:-

Medical Superintendent	- Chairman	
Head BMT Wing/Asso Head	- Member	
Nursing Officer	- Member	- for Nursing Services
Dy. NS	- Member	- do-
Senior most Nursing Supervisor	- Member	- do-
Administrative Officer Gr.I	- Convenor	

The committee for consideration of requests for mutual transfers and other  
conditions remain unchanged.

  
DIRECTOR

To,

Chairman and members of the Committee.

Notice Boards (AMC/ Hospital/BMT Wing/website)

Copy to:

DMS/CAO/Exe Secretary to Director/  
AO Gr.I/IAO/AO (BMT/Hosp)