



सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र
Centre for Cultural Resources and Training
(Under the aegis of Ministry of Culture, Govt. of India)

CCRT/11017/12/2015/2784
May 21, 2019

OFFICE ORDER

New Transfer Policy – Officers / staff of CCRT

The role, functions and activities of CCRT at its headquarters office and the three Regional Centres have increased manifold over the years, without any commensurate increase in the authorized manpower. More and more new initiatives are being entrusted to CCRT by the MoC and all round shortage of trained regular manpower has a telling effect on the performance of the organization, especially at the Regional Centres. It has, therefore, been felt for quite sometime to formulate a transfer policy in respect of CCRT employees from one place of duty to another, in the interest of the organization, taking into consideration various administrative and functional requirements.


In accordance with Rules 46(1) & (2) of the Service Bye-Laws of CCRT, all employees have an all India service liability and they can be employed by the Centre for performance of such duties as assigned to him/her, in the best interest of the organization.

After deliberating the matter in great detail, the Society, CCRT and Executive Committee, CCRT in its meeting held on January 05, 2019 resolved that Director, CCRT is empowered to henceforth decide and implement cases of transfer of officers / staff, in the overall interest of the organization, after due and diligent examination of individual cases.

The following broad parameters are decided for transfer of the officers / staff of CCRT from and within headquarter and its three Regional Centres:-

1. All Group 'A' officers including Dy. Directors and Group 'B' officers including Field Officers, Accounts Officer, Administrative Officer etc. may be liable for transfer within any department of the Headquarter and to Regional Centres at Hyderabad, Udaipur and Guwahati on completion of a period of three (03) years at one place of posting either at the Headquarter or Regional Centre, CCRT as and when required in public interest.
2. All Group 'C' staff including Secretariat staff, technical staff and professional staff but excluding Safaikaramchari, Chowkidar, Hostel Warden are liable for transfer from Headquarter to Regional Centres and vice-versa on completion of a period of five (5) years at one place of posting.
3. The transfer of the officers and staff will be considered / reviewed in the month of April every year. The review of the transfer will be decided at the level of Director, CCRT and transfer will be effective with the prior approval of Chairperson, CCRT from the effective date.
4. Any request of any officer /employee who has completed five (5) years of posting at one place shall be considered sympathetically provided exigencies of work required at the place of his posting.

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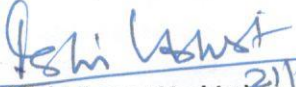

21/5/19

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इस कार्यालय में हिन्दी में प्राप्त पत्रों का स्वागत है।
इस कार्यालय में हर दिन भारतीय आधिकारिक भाषाओं का दिन है।

- 5 Any request of the transferred officer / staff can be made within a period of 10 days which will be considered and decided at the level of the Chairperson, CCRT within a period of 15 days.
- 6 The decision of the Chairperson, CCRT shall be final and be abided by all concerned.

This is issued with the approval of Hon'ble Chairperson, CCRT.



(Rishi Kumar Vashist) 21/5/19
Director (In-charge)

All Departmental Heads

All officers / staff

CCRT, Regional Centres – Udaipur, Hyderabad and Guwahati

} – through Notice Board/By E-mail


(Rishi Kumar Vashist) 21/5/19
Director (In-charge)

Copy to:-

1. PS to Hon'ble Chairperson, CCRT
2. Guard File