

No. 2(01)/2014-Pers.
Government of India
Ministry of Communications & Information Technology
Department of Electronics and Information Technology
National Informatics Centre
A-Block, CGO Complex, Lodi Road, New Delhi- 110003

19 March, 2014

CIRCULAR

Transfer Policy of National Informatics Centre (NIC) approved by Director General NIC is attached for information to all the officers and Staff of NIC.

Dhanraj Meshram 19/3/14

(Dhanraj Meshram)
Joint Director (Pers.)

Copy to :

All Officers and Staff through IntraNIC.

Transfer Policy of National Informatics Centre (NIC)

74

1.0 Introduction

- 1.1 NIC is a Premier Information-Technology Organisation in India providing State of the Art Solutions for Information Management and Decision Support in Government. A number of Services are being provided by NIC to all the Government Ministries/Departments/States/Districts.
- 1.2 NIC is providing network backbone to support e-Governance in Central Government, State Governments, UT Administrations, Districts and other Government bodies. It offers a wide range of ICT services, including Nationwide Communication Network.
- 1.3 NIC presently has a total strength of **3822** S&T personnel and **738** Non-S&T personnel, at different levels, posted at ministries/departments of GoI and States, State Assemblies, High Courts, as well as district headquarters across the country.
- 1.4 This necessitates transfer of personnel from one location to another from time to time.

2.0 The Transfer Committee

- 2.1 Director General, NIC constitute a Committee to examine the cases of Transfers in NIC. The present committee has been reconstituted vide OM No.17(8)/2013-Pers. dated 27.11.2013. (Copy enclosed)
- 2.2 The above-mentioned Transfers Committee comprise of NINE senior level officers. Seven members of these are equivalent to JS-level in GoI, of which Five members are either functioning or have functioned as State Informatics Officer (SIO) at the NIC State Units for long periods.

3.0 The Guidelines / Criteria

- 3.1 Transfers are normally carried out on 'Compassionate ground'. However, sometimes there are urgent requirements/exigencies of posting manpower at NIC Centres. In such cases, transfers are carried out in 'Public interest', in consultation and on recommendation of concerned Controlling Officers.
- 3.2 Requests for transfers on 'Compassionate ground' are invited from interested employees through a web-based closed-group online system (INTRANIC) of NIC, with the recommendations of their respective Heads of Division / Heads of Group / State Informatics Officer.
- 3.3 Individuals are allowed to submit maximum Three choices of Places for transfer in the order of preference. Efforts are made to consider the request as far as possible, subject to the availability of vacancies, posting of substitute and other requirements.
- 3.4 The number of S&T personnel, transferred in a particular year in a State, are normally limited to 5% of the employees in that State, including districts.

Khaj

73

3.5 The criteria followed by the Committee, in the order of priority, are as follows:

- (a) HL: Applications from the officials working in Hard Locations viz. North East, Islands of Andaman & Nicobar, Jammu & Kashmir etc., who have served in the present place of posting for more than three years. Officials working in notified difficult districts in a State for more than 3 years would be given preference for transfer within the state.
- (b) EC: Extreme Compassionate grounds.
- (c) SL: Applications from officials with the request for Spouse Joining (whose spouses are working in Central / State Government / Public Sector) and who have served in the present place of posting for more than three years.
- (d) PI: Applications from officials who were transferred to present place of posting in 'Public Interest', and have completed more than 5 years. If the public interest transfer was a part of any complaint or inquiry, then his / her case would not be considered in this category.
- (e) OT: Applications from officials who are not in the above four categories and have served for more than three years at the present place of posting.

3.6 In addition to the above, Guidelines followed in case of Non-S&T personnel, are as follows:

- (a) When an Assistant level person is promoted to Section Officer level, he/she is mandatorily transferred out from his/her present place of posting in 'Public Interest'.
- (b) The vacancy of a Section Officer is filled by transferring from among the existing Section Officers seniority-wise, after seeking their willingness.

Khay

72


No. 17(8)/2013-Pers.
Government of India
Ministry of Communications and Information Technology
Department of Electronics and Information Technology
National Informatics Centre
A-Block, CGO Complex, Lodi Road, New Delhi - 110003

27 November, 2013

OFFICE MEMORANDUM

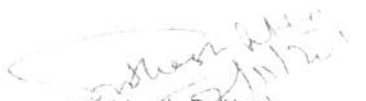
It has been decided with the approval of Director General, NIC to re-constitute a committee with the following composition to examine the cases of transfers in NIC:

- | | | |
|---|-------|------------------|
| a. Smt. P.P. Joag
Scientist-G | | Chairperson |
| b. Shri A. Venkatesan
Scientist-G &
SIO, NIC Karnataka State Unit | | |
| c. Shri Deepak Chandra Misra
Scientist-G | | |
| d. Dr. Ambreesh Kumar
Scientist-G & DDG (Admin.) | | |
| e. Shri Ghan Shyam Bansal
Scientist-G &
SIO, NIC Haryana State Unit | | |
| f. Smt. Ranjna Nagpal
Scientist-G | | |
| g. Shri Rajneesh Mahajan
Scientist-G &
SIO, NIC Gujarat State Unit | | |
| h. Shri Virendra Pasricha
Scientist-F | | |
| i. Shri Dhanraj Meshram
Joint Director (Pers.) | | Member Secretary |


(Subhash Dutta)
Deputy Director (Pers.)

Copy to:

1. All Members of the Committee
2. Deputy Director, DG's Office, NIC for information
3. Guard File


(Subhash Dutta)
Deputy Director (Pers.)