

# **TRANSFER POLICY OF SKUAST – JAMMU**



**SHER-E- KASHMIR  
UNIVERSITY OF AGRICULTURAL SCIENCES & TECHNOLOGY  
OF JAMMU MAIN CAMPUS - CHATHA, JAMMU -180 009**



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UNIVERSITY OF AGRICULTURAL SCIENCES & TECHNOLOGY OF JAMMU  
MAIN CAMPUS, CHATHA, Jammu (J&K)**

**GUIDELINES FOR TRANSFER**

The guidelines to provide equal opportunities to all its employees in serving as many as possible places/farming situations and gain experience in teaching, research and extension during their career; avail the facilities available at different locations and thus improve the competence for rendering efficient services to the University in its development and to its clients have been elucidated here under.

Each "Place" possessing one or more research / teaching centers / schemes / units are considered as "a unit" of transfer.

For the purpose of transfers the Research Stations/ Faculties/Training Centers are classified into the following three categories.

**Category "A"**

- i) Chatha
- ii) R. S. Pura
- iii) Udheywalla
- iv) Dhiansar

**Category "B"**

- i) Samba
- ii) Raya
- iii) Udampur
- iv) Kathua
- v) Chakroi

**Category "C"**

- i) Rajouri
- ii) Reasi
- iii) Baderwah
- iv) Poonch

1. **Transfer of an employee:** If a person serves in a place/preferred place for a period of 5 years or more in the same/different capacities, (except direct selections) he/she is liable to be considered for transfer.
2. Staff seeking transfer should submit application in the prescribed proforma (Annexure) giving three places out of the two left out categories as options in order of their preference. All the three places should not be from one category. Based on the preference of place, specialization, the discipline, crop/species and the experience gained, the person will be considered for one of the opted places for posting.
3. **Newly Recruited persons:** The newly recruited Assistant Professors/ Jr. Scientists shall preferably be posted in the places under category 'C'. They shall have to serve for a period of five years in either of the places of 'C' category. Thereafter they may seek transfer to other centers of their choice.
4. Employees with longer stay in places of category 'C' followed by 'B' shall be preferred for posting in 'A' category places.
5. Persons working at 'A' centers, who were transferred to 'A' Center after already working at the 'B', 'C' centers for the required period earlier may be transferred again to 'B'/'C' centers for a maximum period of 3 years only. All employees at the entry level are required to work for at least one term in each of the three categories i.e. A, B and C.
6. Transfer request will be considered on half yearly basis on 30<sup>th</sup> June and 31<sup>st</sup> Dec. every year.
7. If both spouses are employees of the University and have served at a place of their choice for maximum period of five (5) years, they can be posted individually at different places.
8. Transfers on genuine medical grounds for notified ailments of self duly certified by the Medical board can be considered to places where suitable medical facilities are available.
9. Persons with two or less than two years of service for retirement or superannuation will be given posting in their preferred place nearer to home town.
10. Mutual transfer can be considered without adversely affecting the rightful claims of others or interest of the University.
11. Persons appointed in the University on co-terminus basis with projects shall not be covered under above scheme/norms.
12. The service actually rendered at a particular place shall only be considered for the purpose of determining the period of stay at that particular place i.e. the period spent on deputation/study leave/FIP/sponsorship etc. for more than six months shall not be counted for above said purpose.
13. The period of attachment of a person will be counted at the actual place where he/she has been attached.

14. Persons appointed in KVK's can be transferred on equivalent position (with same grade pay) to other units of University.

15. A discipline wise transfer roster shall be prepared by the registry to effect the transfers systematically. The persons with longest stay at a particular place shall be transferred first.

16. Notwithstanding anything contained here above University reserves the right to transfer any person anytime to any place or station of the University on administrative or disciplinary grounds.

## **B) TRANSFER POLICY OF NON-TEACHING STAFF**

1. Employees of Auxiliary staff and miscellaneous cadres/categories of service can be transferred after a period of (5) year's service. Claimants from the 'C' category followed by 'B' & 'A' shall be preferred while affecting such transfers. Persons with longer stay at a particular place shall be preferred for transfer.
2. **Newly Recruited persons:** The newly recruited Non-teaching staff shall preferably be posted in the places under category 'C'. They shall have to serve for a period of five years in either of the places of 'C' category. Thereafter they may seek transfer to other centers of their choice.
3. Inter-Unit transfers among the staff of Administration/Faculties/Stations/Sub-Stations of Assistants-cum-Typists, Stenographers, Head Assistants, Accounts Assistant & Accountant would be taken up once in every 3 years for their acquaintance in the various office procedures.
4. Inter Unit transfers among the Asstt. Registrars / Asstt. Comptrollers / Admn. Officers would be taken up once in every three years.
5. Inter Unit transfers among the Dy. Registrars / Dy. Comptrollers would be taken up once in every three years.
6. Employees of the categories under S. No. 1-4 can be shifted on promotion to any place in other category of places and/or in case of disciplinary cases and exigencies.
7. Transfer request will be considered on half yearly basis on 30<sup>th</sup> June and 31<sup>st</sup> Dec. every year.
8. If both spouses are employees of the University and have served at a place of their choice for maximum period of (5) years, they can be posted individually at different places.
9. Transfers on genuine medical grounds for notified ailments of self duly certified by the Medical board can be considered to places where suitable medical facilities are available
10. Persons with two or less than two years of service for retirement or superannuation will be given posting in their preferred place.
11. Mutual transfer can be considered without adversely affecting the rightful claims of others or interest of the University.
12. The service actually rendered at a particular place shall only be considered for the purpose of determining the period of stay at that particular place. i.e. the period of attachment of a person will be counted at actual place where he/she has been attached
13. Class-IV employees will be transferred by the registry in consultation of their controlling Office.

14. A Cadre-wise transfer roster may be prepared by the registry to effect the transfers systematically. The persons with longest stay at a particular place shall be transferred first.

15. Notwithstanding anything contained here, the University adopts the transfer policy reserves the right to transfer any person anytime to any place or station of the University on administrative or disciplinary grounds.

**APPLICATION OF OPTION FOR TRANSFER**

1. Name of the Employee:
2. Present Designation:
3. Category of the present Place of Posting (A, B, & C):
4. Permanent Address:
  
5. Service Details from the date of joining:  
(In case of space is insufficient attach separate sheet)
6. Particulars of Leave availed:  
(Medical leave/study leave/EL/Deputations on FIP/  
Deputation to other department)
7. Place - option for Transfer in Order of preference
  - 1.
  - 2.
  - 3.
8. Whether the spouse is an employee of SKUAST-J: Yes / No  
(If Yes please give the service details):  
(In case of space is insufficient attach separate sheet)
9. Grounds of seeking transfer:

**(Signature of applicant)**

