



No.9-1/2016

भारत सरकार

GOVERNMENT OF INDIA

च कत्सा अधीक्षक का कार्यालय

OFFICE OF THE MEDICAL SUPERINTENDENT

वी. एम. एम. सी. & सफदरजंग अस्पताल

V.M.M.C. & SAFDARJANG HOSPITAL

नई दिल्ली 110029 .

NEW DELHI-110029

दिनांक Dated:- 18.07.2017

### Transfer/Rotation policy

Subject: Transfer and posting for officers for Group 'A' & 'B' and officials of Group 'C' & 'D' in SJH & VMMC.

It has been observed that no transfer policy for Group 'A' & 'B' and officials of Group 'C' & 'D' has been made in SJH & VMMC. In pursuance of CVC guidelines vide OM No.11013/10/20-Estt.A, dated 24.12.2013, it has been decided to frame/Transfer/Rotational policy of all offers/officials posted in sensitive and corruption prone area including All Stores, Accounts, Procurement seat in any department of this hospital etc. The detail is given as under:

Sl.No.	Designation of Officer/official	Maximum period	Cooling period
1.	Non Teaching faculty, Teaching faculty, Officer In charge, CMO In charge	2 years	3 years
2.	Sr. Admn. Officer, Accounts Officer, Admn. Officer, A.A.O.	2 years	3 years
4.	Head Pharmacist, Pharmacist holding stores	2 years	3 years
5.	Head Clerk, UDC, Store Keeper, LDC	2 years	3 years
6.	Nursing Orderly, Peon	2 years	3 years

### **Transfer Principles:**

1. Normal tenure for a post shall be 5 years of other than the list of sensitive zone departments.
2. Tenure for a post identified as sensitive zone (corruption prone area) shall be maximum of 2 years as per guidelines issued by CVC time to time.
3. All rotational transfers to be effected in a year shall normally be considered in the month of December of the concerned year, so that transfer orders are issued by the officers by January of the next year. However, submission of choice shall not confer any right to the officer/official to be posted only to the opted posting.

Contd..2/-

4. Officers/Officials may not be posted in same sensitive post after cooling period.
5. Officers/officials tenure of sensitive zone should not be more than of ten years in total length of service (in whole service), so that other officers/officials may be rotated in the sensitive zone.
6. Officers against whom disciplinary proceedings are pending for major penalty may not be posted against sensitive posts.
7. In case of officers try to influence transfer through means other than proper channel, action will be taken as per Clause 20 of the CCS (Conduct) Rules. This rule envisages that “No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service under government”.
8. In any case not less than two years minimum service has to be rendered in a Department. No transfer order will be hold/reverted back.

#### **Identification of Sensitive posts.**

All Stores including General Store, Machinery & Equipment Store, Repair & maintenance store, IV Fluid, Drugs(procurement seat, antibiotic seat, tablet store, liquid store), Surgical(purchase seat & surgical non-consumable & consumable store), Gauze Cotton, Lab Chemical Store, Accounts Deptt., cashier, advances, contingency in concerned Administration, outsourcing seat dealt in concerned Administration, seat dealing with payment of supplier in Accounts Section or any other seat linked with corruption zone/sensitive zone may also be included.

#### **Placement committee for making recommendations for transfer & posting.**

- |                                    |        |
|------------------------------------|--------|
| 1. Additional M.S-                 | Member |
| 2. DDA-                            | Member |
| 3. Admn. Officer, Admn.I, II & IV- | Member |

**(Dr. A.K. Rai)**  
**Medical Superintendent**



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### NOTE

Reference to transfer/rotation policy of VMMC & SJH, dated:18.07.2017, uploaded on official website, all officers/officials are directed to fill up the information in proforma given below **within seven days**. Those who failed to submit information in prescribed proforma within prescribed time limit, their salary will be stopped immediately.

### PROFORMA OF PREVIOUS POSTING SINCE JOINING

Sl. No.	Name of the Officer/Official	Designation	Posting place & period into sensitive zone area (since joining till date)	Posting place & period into non sensitive area (Since joining till date)

(Dr. A.K. Rai)  
Medical Superintendent

Standard Distribution