

## **Food & Nutrition Board**

**Jeevan Deep Building, Sansad Marg, New Delhi-110 001**

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### **TRANSFER POLICY OF FOOD & NUTRITION BOARD, 2015**

#### **1. SHORT TITLE & COMMENCEMENT**

The guidelines fixed herewith will be called "**Transfer Policy of Food & Nutrition Board (FNB), 2015**".

#### **2. APPLICABILITY**

(i) These guidelines will be applicable to only regular officers/staff of FNB holding the posts with Grade Pay of Rs. 4200/- and above and which are commonly available amongst Headquarters, four Regional Offices and 43 Community Food & Nutrition Extension Unit(CFNEU).

(ii) In case of the staff holding a post with Grade Pay less than Rs. 4200/-, Ministry may make transfers either on requests or where considered necessary in public interest, in cases of extreme exigency of service.

#### **3. OBJECTIVE**

(i) The Food & Nutrition Board(FNB) shall strive to maintain equitable distribution of its employees, through its transfer policy, in a transparent way to ensure efficient functioning of the organization, with special regard to protect the overall objective of the organization and optimize job satisfaction amongst employees.

(ii) Employees are liable to be transferred to any office of FNB(Headquarters/Regional Office/CFNEU) located anywhere in India at any point of time and transfer to a desired location cannot be claimed as a matter of right. While effecting transfers, the organizational interest shall be given uppermost consideration and that the problems and constraints of employee shall remain subservient.

#### **4. GUIDING/BASIC PRINCIPLES**

(i) An employee on initial posting after recruitment/promotion will not be considered for request transfer before he completes the prescribed mandatory tenure/normal tenure at his initial place of posting.

(ii) Transfer/posting to a choice place/desired station shall not be claimed as a matter of right. Some crucial determinants for such transfers are as under:

- a) Availability of a clear-cut vacancy.
- b) Subject matter expertise of an employee.
- c) Performance of an employee against tangible parameters wherever possible, for example, APAR Grading in the last five years, or such other parameters as may be prescribed from time to time for different posts.
- d) Factors such as: due for retirement, medical problems faced by an employee or family members (spouse and children only) spouse working at a station etc.
- e) Redeployment of surplus staff in excess of sanctioned strength at a location to other location against sanctioned vacancies.

(iii) Request of direct recruit for transfer from the place of their first posting shall not be considered, before completion of three years or after successful completion of their probation period, whichever is later. The leave taken for 30 days or more will not be counted for the purpose of calculating three years.

(iv) Request transfer of persons posted on promotion will not be considered before completion of their normal tenure of three years.

(v) Transfers on request will normally be made at the commencement of calendar year i.e. in the month of January of the year. However, transfers on account of serious illness, when it is not practicable to defer the transfer till next year without causing serious danger to the life of the employee, his spouse or his ailing son/daughter, may be effected by competent authority at any time during the year against available vacancy.

(vi) Every year in the month of January, HQs (FNB) and all Regional Offices will prepare and forward to the Ministry: -

- a. a list of employees holding sensitive posts and have completed three years at present station of posting; and
- b. a list of employees who have completed four years at Hqrs/Regional office/CFNEU.

Receipt No : 41940/2016/NUTRITION ADMN

(vii) On the basis of these lists, Ministry will consider transfer of employees from Headquarters to Regional Office/CFNEU, from one CFNEU/Regional Office to another/HQs and vice-versa. Such officers/staff who hold the transferable posts and are posted at a particular station for more than four years would be considered for transfer first.

(viii) The tenure of an incumbent holding a sensitive post should not exceed three years in an office of the FNB. Technical Adviser/Jt. Technical Adviser(s) and Deputy Technical Advisors heading the Regional Offices will assist the Ministry in identifying the sensitive posts in FNB.

(ix) Request for transfer shall be considered only after an officer spends at least a tenure of one year at his present posting subject of availability of posts at the place requested for and administrative feasibility for such transfer. Recourse to the provision for transfer on request will be taken only in rarest cases and request for transfer cannot over-ride public interest. Transfer on request will not entail any transfer TA/DA to the officer concerned.

(x) On promotion, an employee may be transferred to any CFNEU, Regional Office or Headquarter of the Board as per availability of post or to accommodate any other employee whose transfer request is pending for consideration subject to para (ix) above.

(xi) Except in case of promotion, no officer and staff who have reached the age of 58 years will normally be transferred.

(xii) Notwithstanding any of the provisions made above, the Ministry will have the right to transfer any of the employees of FNB anywhere if it considers the same in public interest, for reasons to be recorded on file.

(xiii) The applications for request transfer shall be routed through proper channel without endorsing its copy to any higher authorities of FNB. No action will be taken on the applications, if any, sent by the employees in violation of prescribed channel of submission.

(xiv) All employees who are less than 50 years of age will be posted on their next promotion to any office of FNB(Headquarters/Regional Office/CFNEU) located anywhere in India against the available vacancies.

(xv) Employees due for retirement within two years as on 1<sup>st</sup> January will not be normally considered for transfer except in case of re-deployment of surplus staff in excess of sanctioned strength at a location to other location against sanctioned vacancies and also except in case of displacing an employees whose continuation at a particular station is not conducive from administrative point of view.

(xvi) Efforts will be made to ensure that physically challenged employees are posted closer to their home town subject to availability of vacancies and other provisions of these guidelines.

(xvii) Attempt to bring any political or other outside influence for transfer on any

superior authority of the FNB shall be treated as misconduct and would be liable for disciplinary action under CCS (CCA) Rules.

(xviii)These guidelines regarding transfer are meant essentially for the internal use of the FNB and do not vest any employee with any right.

## 5. DEFINITION

Sl.No.	Terms	Explanations
1	Mandatory Tenure	The term shall be applicable only either tenure of 3 years in respect of any offices of FNB located in NER or tenure of 4 years in respect of other offices as on 1 <sup>st</sup> January of the year
2	Normal Tenure	As prescribed under Clause 4, as on 1 <sup>st</sup> January of the year.
3	Transfer	Means transfer of an employee from Headquarters to Regional Office or CFNEU or from one CFNEU/Regional Office to another/HQs and vice-versa.
4	Displacement	Displacement means to transfer an employee from the present place of posting to a new station/place for the purpose of accommodating another employee in his/her place. This is applicable for (i) unifying the couple in FNB where the spouse is also an employee of any Central Govt. organization, or (ii) giving choice place of posting to the employee coming from NER after completion of mandatory tenure
5	Physically challenged employee	Those who are declared as such by the competent authority.
6	APAR	Annual Performance Appraisal Report of the employee
7	Location/Station	Any office of FNB(Headquarters/Regional Office/CFNEU) located anywhere in India.
8	MG	Medical Ground cases of Self, Spouse and dependent children separately defined in Annexure-I

## 6. TYPES OF TRANSFER

Transfer may broadly be classified in two type viz., (i) administrative transfer, which the FNB orders suo motto in the exigencies of service and administration and in public interest, and (ii) request transfer which is affected based on the request of an employee.

## **7. ADMINISTRATIVE TRANSFER OF EMPLOYEES**

Through such transfer FNB shall ordinarily:

- (a) Redeploy surplus staff in excess of sanctioned strength at a location to other location against sanctioned vacancies including those cases where an employee has completed prescribed period of tenure.
- (b) Displace an employee whose continuance at particular station is not conducive from administrative point of view.
- (c) Post employees in the offices located in NER.

## **8. METHOD FOR EFFECTING ADMINISTRATIVE TRANSFERS**

(i) Administrative transfer under clause 7 (a) shall be effected in the very first instance against the available vacancies in any office of FNB(Headquarters/Regional Office/CFNEU).

A. Every year in the month of January, HQs (FNB) and all Regional Offices will prepare and forward to the Ministry: -

a). a list of employees holding sensitive posts and have completed three years at present station of posting; and

b). a list of employees who have completed three years of service in any office located in NER and four years at other offices (Hqrs/Regional office/CFNEU).

B. On the basis of these lists, Ministry will consider transfer of employees from Headquarters to Regional Office/CFNEU, from one CFNEU/Regional Office to another/HQs and vice-versa. Such officers/staff who hold the transferable posts and are posted at a particular station for more than four years would be considered for transfer first.

(ii) As regards administrative transfer of employees covered under clause 7 (b), FNB may transfer the employee to any office of FNB(Headquarters/Regional Office/CFNEU) located anywhere in India as found appropriate after recording reasons of such transfers. Transfers will not be used as a punitive measure.

(iii) Administrative transfer under 7(c) shall be effected as stated in Para 9 below.

## **9. CRITERIA FOR EFFECTING TRANSFERS INTO AND OUT OF NER**

- (i) One mandatory tenure of posting in any office of FNB located in NER will be compulsory. Leave of more than 30 days in a single span, availed by the official, will not be counted for determining total period of stay in NER Centres for transfer purpose.
- (ii) One of the priorities of the FNB will be to fill up the vacancies in the offices located in NER. This is required to be filled up in two ways (a) by posting the employees who are willing to serve there, and (b) by displacing the employees working at other stations who have not been posted in NER Centres earlier and also have not given their willingness to serve there.
- (iii) Willingness will be invited from the employees desirous to serve NER Centres. Based on the willingness given by the employees, posting orders will be straightway issued for filling up of vacancies by March/April. Left over vacancies, shall be filled up invoking the displacement count.

## **10. METHOD FOR REQUEST TRANSFER BASING ON TRANSFER COUNT**

- (i) Request Transfer for a post at a location/station shall be accommodated as per the date of request. A roster shall be maintained in all the offices of FNB(Headquarters/Regional Office/CFNEU) to register representations for transfer from eligible officers.
- (ii) In case of a tie in the transfer count of two or more employees competing for a location the female employee shall be preferred first.
- (iii) In case of tie in two or more employees of the same gender an employee with an earlier date of joining in present post in present station shall be accommodated and in case, if the date of joining in present post in present station also coincides then the older employee shall be first accommodated.

## **11. AUTHORITIES COMPETENT TO EFFECT TRANSFER**

Being the Administrative Head of FNB, the powers to transfer the staff and officers of the Board will rest with Joint Secretary holding the charge of FNB in the Ministry.

## **12. ADMISSIBILITY OF TRANSFER TA**

Transfer TA as per Rules will be admissible in case of transfer on administrative grounds including transfers in Public Interest.

### **13. INTERPRETATION OF GUIDELINES**

Joint Secretary holding the charge of FNB in the Ministry shall be the sole competent authority to interpret above provisions and pass such order(s) as deemed appropriate and essential to facilitate the implementation of the guidelines for the purpose of effective control and administration of the FNB as a whole.

### **14. POWER OF RELAXATION OF GUIDELINES**

Notwithstanding anything contained in the guidelines, the Joint Secretary holding the charge of FNB in the Ministry with the approval of the Secretary, MWCD shall be competent to transfer any employee to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

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**Anexure-1**

**TYPE OF DISEASES PRESCRIBED AS VALID FOR TRANSFER ON MEDICAL GROUNDS**

**TYPES OF DISEASE**

1. CANCER
2. PARALYTIC STROKE
3. RENAL FAILURE
4. CORONARY ARTERY DISEASE AS EXPLAINED BELOW
5. THALASSAEMIA
6. PAKINSONS' DISEASE
7. MOTOR-NEURON DISEASE

Brief description of illness will be considered as medical grounds for the purpose of transfer, in terms of transfer guidelines is as under. Medical terms referred herein will bear meaning as given in the Butterworth's Medical Dictionary.

**(i) CANCER**

It is the presence of uncontrolled growth and spread of malignant cells. The definition of cancer includes leukemia, lymphomas and Hodgkin's disease.

**Exclusions:**

This excludes non-invasive carcinoma(s) in-Situ, localized non-invasive tumour(s) revealing early malignant changes and tumour(s) in presence of HIV infection or AIDS; any skin cancer excepting malignant melanoma(s) are also to be excluded.

**(ii) PARALYTIC STROKE**

(Cerebro-vascular accidents) Death of portion of the brain due to vascular causes such as (a) Hemorrhage (cerebral), (b) Thrombosis (cerebral), (c) Embolism (cerebral) causing total permanent disability of two or more limbs persisting for 3 months after the illness.



**Exclusions:**

- i) Transient/Ischamic attacks.
- ii) Stroke-like syndromes resulting from
  - a) Head Injury
  - b) Intracranial space occupying lesions like abscess, traumatic hemorrhage and tumour.
  - c) Tuberculosis meningitis, Pyogenic meningitis and meningococal meningitis.

**(iii) RENAL FAILURE**

It is the final renal failure stage due to chronic irreversible failure of both the kidneys. It must be well documented. The employee must evidence of undergoing regular haemodialysis and other relevant laboratory investigations and doctor certification.

**(iv) CORONARY ARTERY DISEASE**

1. Cases involving surgery on the advice of a consultant cardiologist to correct narrowing or blockage of one or more coronary arteries or valve replacements/reconstructions shall be considered MG cases up to three years from the date of actual open heart surgery
2. Cases involving non-surgical techniques e. g. Angioplasty through the arterial system. Such cases will be considered MG Cases for a period of one year from the date of procedure.

**(v) THALASSAEMIA**

It is an inherited disorder and it is diagnosed on clinical and various laboratory parameters. Patient with Thalassemia, who is anemic and is dependent upon regular blood transfusion for maintaining the hemoglobin level. In addition he is on chelating agent and other supportive care.

**Inclusions:**

Thalassemia major: History of blood transfusion/ replacement at less than three months interval. It must be well supported by all medical documents. The history should include

Receipt No : 41940/2016/NUTRITION ADMN

- the periodicity/duration of blood transfusion/ replacement required by the patient/Chelation therapy.

**Exclusion:**

(a) Patient may have Thalassemia minor. His anemia may become severe because of concurrent infection or stress. Anemia may become severe because of nutritional deficiency or other associated factor.

(b) Blood transfusion is not required and these patients do not require chelation therapy.

**(vi) PARKINSONS' DISEASE**

Slowly progressive degenerative disease of nervous system causing tremor, rigidity, slowness and disturbance of balance.

Must be confirmed by a neurologist.

**Inclusion:**

Involuntary tremulous motion with lessened muscular power, in parts not in action and even when supported; with a propensity to bend the trunk forward and to pass from a waling to a running pace, the senses and intellects being uninjured.

**Exclusion:**

(i) Patients who are stable with the support of medicine.

(ii) Detection of Parkinson disease within the duration of 5 years.

**Requirement:**

Date of detection of the disease, hospitalization extent of involvement, duration of treatment along with discharge summary should be furnished. Mention should be made about the progressiveness of the disease, and summary of inception of the patient must be confirmed by Neurologist.

Receipt No : 41940/2016/NUTRITION ADMN

**(vii) MOTOR-NEURON DISEASE**

Slowly progressive degeneration of motor neuron cells of brain and spinal cord causing weakness, wasting and twitching in limbs and difficulty in speaking and swallowing.

Must be confirmed by neurologist.

**Inclusions:**

Irreversible/ progressive motor neuron disease with presence of weakness wasting and fasciculation of limbs with/without brisk tendon jerks and extension painter response.

**Exclusion:**

Weakness of muscle due to other causes like infections, neuropathy traumatation, idiopathic, motor-neuron disease involving less than 02 limbs and the muscle power is more than 3 grades.

**Requirement:** It should be duly supported by MRI, EMG and nerve conduction test.

**(viii) "Any other disease with more than 50% mental disability duly examined by and recommended by the respective Regional Medical Board with latest records/ reports (within three months).**

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