In pursuance of the approval of the Board of Management, OUAT vide its Resolution No.4177 dt.10.12.2019, the policies relating to transfer and posting of OUAT Teaching/ non-teaching employees are notified as follows. This policy shall come into effect from the date of its notification.

1. General transfer shall ordinarily be done during the month of May-June. The employees/Officers interested for transfer need to apply for transfer in proper format through proper channel during the month of March. Applications, which have not been routed through proper channel, shall not be considered.

2. Transfer may be done at any time in the year in the circumstances as specified below, namely:

   i) Newly created post or to the posts which become vacant due to retirement, promotion, resignation, reversion, reinstatement, consequential vacancy on account of transfer or on return from leave.

   ii) Where the competent authority is satisfied that the transfer is essential due to exceptional circumstances or for special reasons.

3. No transfer of an employee/Officer, who has not completed three years in the post, shall be considered.

4. An employee/Officer shall not ordinarily be allowed to remain in a particular place for more than 15 years for teaching/research position and six years for non-teaching posts.

5. The employee/Officer shall be posted against the posts for which he/she is selected. When several posts are lying vacant in the headquarters at Bhubaneswar and at different outlying stations and a number of candidates have been selected for the said posts, due regard shall be given to the position of the candidate in the selection panel while making appointment and postings. Candidate shall be considered for posting at the places of their choice against the existing vacancies, as per their rank in the merit list developed through indices developed by the transfer committee before the circulation for transfer.

6. "An employee/Officer in his entire service period will have to serve in different outlying stations for a minimum period of 15 (Fifteen) years”.

7. The employee will have at least one transfer if he/she serves for more than 15 years at Headquarters. However, it may be relaxed for
teachers/scientists/technical personnel based on the expertise and need in the teaching/research. Besides, transfer may be relaxed if the employee possesses special technical qualifications or experience for the particular job and a suitable replacement is not immediately available or the employee is working on a project that is in the last stage of completion, and his/her withdrawal will seriously jeopardise its timely completion. The decision of the Vice-chancellor in this regard will be final and binding.

8. While considering the case of an employee for transfer to outlying station from Bhubaneswar, priority shall be given to the person(s) who have not served in any outlying stations. Person having maximum period at Bhubaneswar will be considered for transfer.

9. Employee/Officer having two years for retirement may be considered for transfer to their preferred station. An employee shall not be ordinarily transferred in last two years of his/her service from one station to another station unless he/she desires.

10. Field staff can be transferred within a station in order to acquaint them with various activities and to gain knowledge for discharging duties properly at higher capacity.

11. In no case more than thirty percent of the employees of one department or office shall be transferred to another department or office at any time, in a year.

12. On promotion, an employee will be posted in any one of the outlying stations. Whenever a vacancy occurs at Bhubaneswar, the case of the person from outlying stations having highest working period at outlying stations shall be considered for transfer to Bhubaneswar.

13. “For both the spouses working in OUAT, or one of the spouse working in OUAT & the other in any Govt./dept., on request of the spouse working in OUAT & submission of application in proper format routed through proper channel the authority may transfer him/her to the same station /nearby station subject to availability of vacancy and administrative convenience & requirement”.

14. Office bearers of the recognised University level service associations such as president, Secretary and Treasurer may be ordinarily allowed to continue in their respective headquarters for a single term not exceeding 3 years unless otherwise decided in exigency of public service.

15. The Vice-Chancellor reserves the right to transfer any employee from one post to another equivalent post on administrative and compassionate grounds, if so required.

16. While approving transfer, care will be taken to maintain equal proportion among all the centres/locations of OUAT including Bhubaneswar so that similar level staff remains at all the centres / locations of OUAT including Bhubaneswar and the work is not affected.

17. The Employees shall not bring in any outside influence. If, any such an influence from whichever source in favour of any employee is received, it shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules.
18. The above transfer policy does not dilute the authority of Vice-Chancellor, OUAT to take decision for transfer of the employees as bestowed on him under the statute. He may take decision for transfer of any person in the interest of the University at any given time.

19. A committee chaired by the Vice-Chancellor will consider and decide the transfer of applicants. Dean, C.A. Bhubaneswar, Dean, CAET, Dean, CVSc & AH and the concerned Dean/Director will be members of the Committee. Registrar, OUAT will be the Member-Secretary.

20. Provided that Vice-Chancellor, OUAT shall be the sole competent authority to interpret the provisions above 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 OUAT as a whole.

By order of the Vice-Chancellor
Sd/- Susamarani Devi,
03.02.2020
REGISTRAR

Memo No. 1469 /UAT. Dated. 04.02.2020
Copy forwarded to all Deans/ Directors/Associate Deans/Head of Departments / Associate Director of Research/ Comptroller/ Controller of Examination/Chief Librarian, Central Library/Medical Officer, OUAT Health Centre/Assistant Registrars/ Accounts Officer for information and necessary action.

Asst. Registrar (Estt.)

Memo No 1470 JAT. Dated. 04.02.2020
Copy alongwith proforma forwarded to the Director, PME, OUAT, Bhubaneswar for information and necessary action with a request to publish the same in OUAT website for wide circulation.

Asst. Registrar (Estt.)

Copy to: S.O. Establishment-I, II & III Section for further action.
Copy to Guard File / 05 spare copies to Establishment –II Section.

SND 612020
PROFORMA FOR TRANSFER OF A UNIVERSITY EMPLOYEE
(will be modified every year & approved by Vice-Chancellor)

1. Name of the Employee with:
   Designation & Scale of Pay of
   the applicant.

2. Date of Joining in OUAT:
   Service.

3. Name of the Office (with detail:
   address) where the employee
   is presently working with date
   of joining in the present post

4. Detail particular of place of:
   i) posting of the employee under
   ii) OUAT. (At Headquarters and
   iii) Outlying Stations)
   iv) 

5. Ground on which transfer from:
   present post is requested.

6. Option for transfer of places in:
   order of preferences. (The
   employee concerned should mention
   names of three different stations in
   order of preferences)

7. Name of Home District of the:
   Applicant.

8. Recommendation of the:
   forwarding Officer/Controlling
   Officer if any.

Certified that the information furnished above by me is correct to the
best of my knowledge.
Date: 

SIGNATURE IN FULL
WITH DESIGNATION OF THE APPLICANT

Countersigned by the
Controlling Officer