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### ODISHA UNIVERSITY OF AGRICULTURE & TECHNOLOGY

BHUBANESWAR-751003, ODISHA

2020

No. E-II-III-05/2019/

1468

/UAT., Dated.

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04.02.2020

#### NOTIFICATION

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

