

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**DEPARTMENT OF TRAINING & TECHNICAL EDUCATION**  
MUNI MAYA RAM MARG, PITAMPURA, DELHI - 110088.

No. F. 26(1)/2005/Trg Admn./ 490

Dated: 23 /05/2014

**MEMORANDUM**

**Sub:- Transfer Policy.**

A policy for making transfers/postings of all Ex-cadre staff working in ITI s/ BTC/ Dy. App. Advisor's office under this Directorate is formulated with the approval of the Competent Authority as under:-

1. Time period:-

The stay of an official in one institute will be taken into consideration. In the 1st phase officials who are working in an institute for more than 15 years shall be transferred from that institute. In the 2<sup>nd</sup> phase officials with a stay of more than 10 years and in 3<sup>rd</sup> phase officials with a stay of more than 5 years in an institute shall be transferred from that institute.

2. Retirement Factor:-

The officials who are going to retire within one year will not be transferred under normal circumstances from the present institute unless there is serious complaint against them or in the public interest or in case there is specific request from individual.

3. Physical handicapped Persons:-

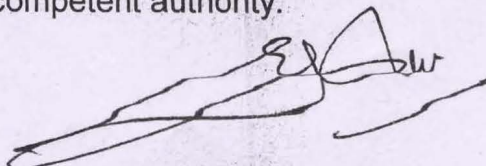
The physically handicapped persons/officials will not be transferred far away from their residence.

4. Distance:-

While making transfers of the officials working in ITI/BTC/DAA office, it will be taken into consideration that the distance from working place and residence should not be more than 20-25 kms one side. However, department may identify the Craft Instructors of Non-functional trades and transfer them to the ITI s where trades are functional to meet the requirement of shortage of staff without considering the travel distance criteria.

5. Transfer on complaint basis:-

In case of complaint of serious nature against the official, his/her transfer can be considered at any time by the approval of the competent authority.



6. Transfer on urgent basis:-

Some transfers can be made on case to case basis to meet out the requirement of the training at various institutes with the approval of the competent authority.

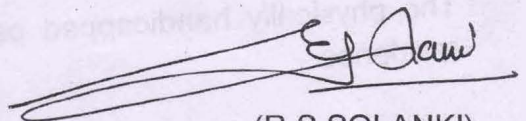
7. Transfer of Contractual Craft Instructors(CCI)

Contractual Craft Instructors (CCI) working in one institute for more than 3 years shall be transferred from that institute.

After transfer, no representation at least for 2 year will be considered. Any reference of VIP/political persons will be viewed seriously and disciplinary action shall be initiated against the erring officials under CCS( conduct)n rules 1964.

No representations for transfer, submitted directly by the official, shall be entertained. Application, if any, for transfer should come through proper channel with recommendations/justifications by the Head of Office after a gap of 2 years from the date of last transfer.

Note: All the Principals/H.O.Os of all the institutes are directed to strictly comply with the aforesaid policy. Any lapse on the part of Principals/H.O.Os will be viewed seriously.

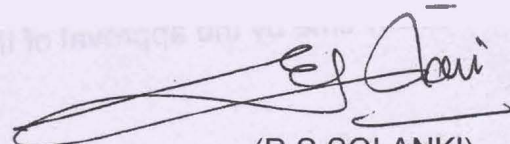
  
(R.S.SOLANKI)  
ASSTT. DIRECTOR-TRG.(ADMN.)

No. F. 26(1)/2005/Trg Admn./ 490

Dated: 23 /05/2014

Copy for information & necessary action to:-

1. PA to Director (TTE), Pitampura, Delhi.
2. Principal, All ITI's/ BTC/DAA/WCSC, Delhi/ New Delhi.
3. Vigilance Officer, Vigilance Branch (HQ), DTTE in ref to the letter no F.3(928)/DTTE / VIG. /2014/285 dt 3.3.14.
- ✓ Programmer, Computer Cell, DTTE (HQ) with the request to upload on website.
4. Guard File

  
(R.S.SOLANKI)  
ASSTT. DIRECTOR-TRG.(ADMN.)