



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్  
भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

# INTERNAL TRANSFER POLICY

FOR NON-TEACHING NON-TECHNICAL EMPLOYEES

**2025**

IIT Hyderabad  
Kandi, Sangareddy  
Telangana - 502284

# **INTERNAL TRANSFER POLICY-2025**

## **(in respect of Non-Teaching Non-Technical Employees)**

### **1. PURPOSE AND SCOPE:**

The Internal Transfer Policy aims to ensure optimal utilization of human resources, promote career growth, and maintain institutional efficiency. This policy applies to all non-teaching employees of the Institute, including regular and deputation staff.

### **2. INTER-SECTION/DEPARTMENT TRANSFER CRITERIA:**

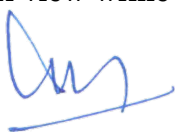
The criteria to be adopted in effecting internal transfers shall be such that it strikes a balance between institutional needs and an employee's interests.

- 2.1 Annual Limit of Transfers: Not more than 25% of the employees in a section shall be transferred in a year so that the continuity and flow of work in the section is not undermined. Employees having longer service in the section should normally be preferred for transfer over the ones with lesser service in each group of posts. However, in cases where the number of staff in a section is less than 4, the decision to transfer may be taken on a case to case basis.
- 2.2 Tenure-Based Transfer: The employees will be eligible for transfer after completing 4 (four) years in a section and will be considered for transfer subject to the conditions mentioned in para 2.1 above.

### **3. TRANSFER PROCESS:**

The transfer process should involve multiple stakeholders to ensure fairness, transparency and smooth transition of the charges between the relievers and the relieved.

- 3.1 Initiation: The HR Section will identify the employees eligible and due for transfer based on tenure, performance evaluations and administrative reasons.
- 3.2 Employee's Interest: Employees may be allowed to express their transfer preferences in the interest of their career progression. Transfers may be considered as per the individual employee's choice to the extent possible. The Institute is, however, not obliged to accommodate his/her choice/preferences.
- 3.3 Employees with Disabilities: As far as possible, persons with disabilities (PwD) may be exempted from the rotational transfer policy and allowed to continue in the same job where they would have achieved the desired performance. Further, preference in place of posting at the time of transfer/promotion may be given to PwD subject to administrative constraints.
- 3.4 The staff deployed in the Office of the Director/Registrar shall be considered for internal transfer only upon specific directions from the Director. This is to ensure continuity in dealing with sensitive matters and the proper upkeep of vital documents and records pertaining to the establishment of the Institute and its various internal entities.
- 3.5 Institutional Needs: Institutional requirements, which shall be assessed from the following factors, should be kept in view while framing the transfer proposals.



- (a) Department/Section workload
- (b) Skill gaps
- (c) Strategic priorities

3.6 Transfer Committee: A Standing Transfer Committee shall be formed to consider transfers and give its recommendations. The Committee may comprise the following members.

- (a) Dean (Admin) – Chairperson
- (b) Registrar - Member
- (c) Head of Dept./Section – Member (on a prior-consultation basis)

3.7 Decision: The Standing Transfer Committee will make recommendations based on institutional needs and employees' interests. In case of conflict, institutional preference shall prevail. The Director shall be the competent authority to decide and approve the final transfers. The Standing Transfer Committee's recommendations shall be submitted to the Director for approval.

#### **4. EXCEPTIONAL CASES:**

Transfers due to exceptional circumstances such as health, family issues of an individual, administrative exigencies and reasons etc. can be directly decided by the competent authority (Director) on a case-to-case basis without the necessity of involvement of the Standing Transfer Committee.

#### **5. IMPLEMENTATION:**

To ensure the smooth transition of the charges from the relieved to the relievers, the following guidelines shall be considered.

5.1 Transfer Period: Transfers shall ordinarily be carried out after the annual performance review period to minimize disruption. As APARs are to be written at the end of a calendar year, transfers, if any, should ideally take effect in the first two months (January/February) of the subsequent year.

5.2 Notice Period: Employees will be given one-month notice prior to the effective date of transfer to allow for adequate preparation. However, in exceptional cases, the competent authority may give a longer notice, but not more than three months.

5.3 Relieving: The outgoing employees as well as the Head of the Section must ensure a smooth handover of responsibilities so that continuity in operations is not affected.

#### **6. INTRA-SECTION TRANSFERS:**

If the Head of the Section considers it necessary in the interest of the Section or in the interest of an employee to transfer a particular charge or duties from one staff member to another, he/she may do so within the Section in consultation with his/her senior and the Dean concerned, at any time during the employee's stint in the section.

#### **7. REVIEW AND REVISION:**

Policy effectiveness shall be ensured through the following actions.



7.1 Policy Review: This policy may be reviewed every 3 years OR as and when required by the Institute to assess its relevance and effectiveness.

7.2 Revisions: Any revision or amendment to this policy will require the approval of the Institute's competent authority.

## **8. APPROVAL AND EFFECTIVE DATE:**

This policy takes effect from the date of its approval by the Competent Authority.

## **9. REDRESS OF GRIEVANCES:**

Employees may submit grievances related to their transfers to the HR Section. The grievances will first be examined by the Standing Transfer Committee and then submitted to the competent authority (Director) together with the Committee's comments, for an appropriate decision.

## **10. THE END:**

By implementing this policy, the Institute aims to promote a dynamic and efficient workforce while supporting employees' career growth and institutional goals.

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