

TRANSFER POLICY
OF
STQC DIRECTORATE

GOVERNMENT OF INDIA
MINISTRY OF INFORMATION TECHNOLOGY
STQC DIRECTORATE
NEW DELHI

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TRANSFER POLICY OF STQC DIRECTORATE

1.0 ABOUT STQC PROGRAMME AND ORGANISATION

1.1 STQC Programme

1.1.1 *Standardisation Testing and Quality Certification** (STQC) programme of Ministry of Information Technology (MIT), formerly Department of Electronics (DOE), came into existence during the year 1977. The STQC programme has been established with an objective to assist Indian electronics industry to improve quality of their products and services. In year 1985, STQC was declared as an "Attached Office" of DOE vide O.M. No. 5(7)/85-Adm.I, dated 2.12.85 (*Annexure-1*), with Director General (DG), STQC Directorate declared as the "Head of Department".

1.2 STQC Organisation

About 1000 persons are employed in STQC Directorate and its subordinate offices as stated below.

- Four Electronics Regional Test Laboratories (ERTLs) in Delhi, Calcutta, Mumbai and Thiruvananthapuram.
- Nine Electronics Test and Development Centres (ETDCs) in Bangalore, Chennai, Hyderabad, Jaipur, Mohali, Solan, Goa, Guwahati and Agartala.
- One Centre For Reliability (CFR) in Chennai.
- One National Supervising Inspectorate (NSI) in Delhi.

1.3 Preamble

1.3.1 STQC Directorate is mandated with the task of assisting the Indian electronics industry in improving quality of their products. Logically, it is imperative on it to have the requisite ability to live up to the mandate and be an exemplary organisation, being in the professional area of Quality.

1.3.2 With the kind of changes sweeping across the country and the world at large, it is imperative for STQC Directorate to reorient itself towards total customer satisfaction, competitiveness, efficiency of operations and finally becoming self-reliant.

1.3.3 Main strength of STQC Directorate lies in its people and their knowledge. The aspirations of the organisation are best realised through its success in harnessing the potential of the large capital and human resource investments in its network of laboratories and centres, located all over the country. An ideal situation would be in creating an environment in which goals are visible and understood, people feel motivated to perform and deliver their best.

* Formerly "Standardisation Testing and Quality Control"

1.3.4 It is in this context that this transfer policy would serve as means to maintain dynamism and efficiency of service and for avoiding conflict of interests detrimental to the objectives of STQC Directorate. It, therefore, follows that the policy of transfer shall be reasonable, fair and equally applicable to all those covered under its scope.

1.4 Terminology

For the purpose of this document, the terms and abbreviations given in Annexure-2 shall apply.

2.0 TRANSFER POLICY

2.1 Purpose

2.1.1 The purpose of this policy is to provide a Guideline and procedure to implement transfers of employees from one location to another, necessitated by reasons of needs of STQC Directorate. The policy would also serve to fulfil the following objectives.

2.2 Objectives

2.2.1 To prepare an officer for taking up higher responsibilities by affording the person concerned an opportunity to acquire an insight into the higher echelons of functions and related issues of various STQC activities through work experience.

2.2.2 To ensure continuity of management and systematic succession planning for key posts in the middle and senior management level.

2.2.3 To ensure rotational transfers from sensitive assignments/areas.

2.2.4 To maintain and to sustain the organisational growth.

2.2.5 To fulfil the needs of employees nearing retirement for possible placement close to their home town or a location of choice.

2.3 Need For Transfer

2.3.1 To provide replacement for a specific post/cadre with a specialised or desired qualifications and/or suitable experience, as per emergent need.

2.3.2 To bridge manpower deficit or to provide reinforcement in view of capability addition/expansion etc.

2.3.3 Placement under compassionate grounds.

2.3.4 For adherence to Govt. guidelines/instructions/rulings (as amended from time to time) concerning:

- a) posting of husband/wife working together to same location
- b) rotational postings in labs located in NE region
- c) any other category covered under relevant rules.

2.4 Transfer Norms / Criteria

The transfers of personnel will be regulated in the manner hereinafter mentioned.

- 2.4.1 An employee may be required to serve at any location.
- 2.4.2 An employee may be required, once in STQC career, to serve at a centre located in NE region.
- 2.4.3 Employees having completed a residency period of 5 years in a specific location may be considered for transfer. In so far as transfers from/to NE region is concerned, the Guidelines issued under GOI MOF O.M. No. 20014/3/83-E.IV, dt. 14.12.83 shall apply.
- 2.4.4 Employees with 3 years of residual service before retirement may be exempt from transfers.
- 2.4.5 Notwithstanding what has been stated above, an employee may be transferred in the exigency of organisational needs and/or public interest.

3.0 **SCOPE**

- 3.1 This policy would cover all employees working in the subordinate offices of STQC Directorate viz. ERTLs, ETDCs, CFR, NSI and also those STQC employees who have been temporarily attached/posted to SETE/CETE.

4.0 **IMPLEMENTATION PROCEDURE**

- 4.1 Every lab/centre shall prepare a statement of shortage/excess manpower in Group 'A', 'B', 'C' and 'D' with justification and send it to STQC Directorate by 30th November every year.
- 4.2 A consolidated proposal would be prepared by STQC Directorate based upon the shortage/excess manpower data, existing/proposed organisational structure and other facts & figures, if any. This proposal would be submitted to a committee viz. STQC Transfer Committee (STC), set up for the purpose as per Annexure-3, for consideration.
- 4.3 Consolidated proposal for transfers received from STQC Directorate would be considered by STC alongwith other aspects, including technical background and suitability of employee, for making recommendations.
- 4.4 STQC Directorate, upon receipt of STC recommendations, would initiate action to get requisite approval of competent authority for implementation.
- 4.5 In exceptional circumstances, when transfers become necessary due to exigency of organisational needs and/or administrative reasons, the STQC Directorate may take requisite action, without making a reference to STC. Such cases would, however, be brought to the notice of STC.

5.0 GENERAL

- 5.1 To the extent possible, transfers would be synchronised with the end of the academic year so that the education of employees' children does not suffer.
- 5.2 Employees opting for transfer, at any other time and on their own volition, may make request to the Head of STQC Directorate, who may consider it on merits of each case.
- 5.3 No external influence should be brought in by an employee for changing the transfer order. In the event of such occurrence, relevant provisions of CCS (Conduct) Rules shall apply.

6.0 APPEAL

- 6.1 Whenever a transfer order is issued, the concerned employee shall comply with the order. However, it would be open to an employee to make representation to the Head of STQC Directorate against such order within 10 days from receipt of transfer order.
- 6.2 In the event of a transfer order not stayed/modified/cancelled, within 30 days from date of written representation, the concerned employee shall carry out the order.

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5(7)/85-Admn
Government of India
Department of Electronics
Lok Nayak Bhavan
Khan Market

New Delhi - 110003
Dated: 2.12.85

OFFICE MEMORANDUM

Subject: Declaration of the Standardisation, Testing and Quality Control Division of Department of Electronics at New Delhi as attached office of the Department of Electronics.

In pursuance of the recommendations of the Department of Personnel & Training in their report on the "Organisation and Paper Management in Department of Electronics", the President is pleased to decide that the Standardisation, Testing and Quality Control (STQC) which is at present an integral Division of the Department of Electronics, will function as an attached office of the Department of Electronics with immediate effect. However, all policy matters relating to these subjects will continue to be dealt within the Department under the Charge of STQC Directorate. The Senior Director (STQC) in the Department of Electronics will also, henceforth, function as Director General, STQC Directorate; and will exercise the power of the Head of Department as indicated in Delegation of Finance Powers Rules and other Service Rules, in regard to the STQC Directorate.

sd/-
(P.J. Vernekar)
Director

1. All Ministries/Departments of the Government of India
2. All Sections/Officers of the Department of Electronics
3. Director of Audit, Scientific & Commercial Departments, Bombay
4. ERTLs/ETDCs/ET&T/CMC/SCL
5. Guard File

sd/-
(P.J. Vernekar)
Director

TERMINOLOGY

TERMS

1. Lab/Centre/Location/Constituent/Unit refers to laboratories, centres and subordinate offices under STQC Directorate viz. ERTLs, ETDCs, CFR and NSI.
2. STQC organisation refers to various offices under the administrative control of STQC Directorate, including headquarters (HQ).
3. HQ refers to STQC Directorate
4. DG refers to Director General, STQC Directorate
5. Secretary refers to Secretary, Ministry of Information Technology (MIT)

ABBREVIATIONS

CETE	Centre for Electronics Test Engineering
CFR	Centre For Reliability
DOE	Department of Electronics
ETDC	Electronics Test and Development Centre
ERTL	Electronics Regional Test Laboratory
MIT	Ministry of Information Technology
NSI	National Supervising Inspectorate
SETE	Society for Electronics Test Engineering
STC	STQC Transfer Committee
STQC	Standardisation Testing & Quality Certification

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STQC TRANSFER COMMITTEE

The STQC Transfer Committee (STC) is mandated to consider the manpower positioning requests of constituent labs/units of STQC, formally communicated to it by the Head of STQC Directorate.

The composition of STC would be as follows.

1. COMPOSITION OF STC

- Director In-charge (Group-I Lab)	Chairperson
- Director In-charge (Group-II Lab)	Member
- Director In-charge (Group-III Lab)	Member
- Deputy Director (Admn) (Group-I Lab)	Member
- Senior Director/Director STQC HQ	Member Convenor

The authority for finalising actual names of members, however, shall vest with the Head of STQC Directorate. Requisite administrative support to STC would be provided by STQC HQ.

2. TERMS OF REFERENCE OF STC

- a) The term of the committee shall be two years from the date of its inception.
- b) STC would generally meet during the month of January every year to take up the transfer agenda. The committee could, however, be convened at any other time of the year to meet any imminent/exigent requirement of the organisation.
- c) While considering the proposal received from STQC Directorate, STC shall take into account the conditions for transfer stated in the STQC Transfer Policy alongwith other facts and figures, if any, including specialisation, manpower profile, organisational structure and lab specific requirements.
- d) STC shall submit its recommendations to the Head of STQC Directorate by 15th February for approval and implementation.

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- NOTES:
1. Group-I labs refer to three ERTLs located at Calcutta, Delhi & Mumbai and one ETDC located at Bangalore.
 2. Group-II labs refer to four ETDCs located at Chennai, Hyderabad, Jaipur, Mohali and one ERTL located at Thiruvananthapuram.
 3. Group-III labs refer to four ETDCs located at Solan, Goa, Guwahati & Agartala, and one Centre For Reliability (CFR) located at Chennai.