

Members of `Transfer Committee`

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| 1. Smt. Mitali Chatterjee, Sr. Director ERTL(East) | - Chairman |
| 2. Smt. S.Beena, Director, ERTL(South) | - Member |
| 3. Sh. U.K.Nandwani, Scientist `G` | - Member |
| 4. Sh. B.Ravi Kumar, Director, ETDC (Chennai) | - Member |
| 5. Sh.M.P.Sharma, Director, ERTL(North) | - Member |

M. Ravi
17/1/14

No.9(3)/2009-PA(TA)
Government of India
Department of Information Technology
STQC Directorate

Dated 11.07.2011

The 'Transfer Committee' in its meeting held on 10th May 2011 has recommended to follow the minimum residency period, while considering the transfer requests of officers/officials on personal ground :

- a) With in same region - 8 years
- b) Inter- region - 5 years

Region means:-

- a) Northern Region comprising - ERTL(North), JETDC (Mohali) and ETDC (Solan). *JETDC JTA Per.*
- b) Eastern Region comprising - ERTL(East) and two labs in the North East namely ETDC (Guwahati) and ETDC (Agartala).
- c) Western Region comprising - ERTL(West), ETDC(Pune) and ETDC (Goa)
- d) Southern Region comprising- ETDC(Bangalore), ERTL(South), ETDC/ CFR(Chennai) and ETDC (Hyderabad).

North East Region, residency period would be as per extant government orders. Such transfer would however, be treated as transfer on request.

2. The committee has also recommended that suitable replacement is required to be provided by the Director, who will receive the manpower. For this purpose, the senior most person on the basis of total residence period in that particular lab, in the same/similar grade will be considered under normal circumstances.

3. DG(STQC) has approved the above recommendations of the Transfer Committee. With this all pending requests till date stands disposed. In future, all labs/centres are requested to make recommendations keeping the above in view.

(Signature)
(S.Ramakrishnan)
Deputy Director

To

Sr. Directors/Directors of All the labs/centres under STQC Directorate.
Sh.B.R.Jarodia, Scientist C- for STQC Website

(Signature)

*issued to all as above
12/7*

Space (original)

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9(2)/08-PA(TA)

18.03.2008

संख्या/No.....

दिनांक/Dated.....

Subject : Review of requests of STQC officers & staff for transfer

A number of STQC officers and staff members have made formal or informal requests to HQ for retransfer to their original place of posting due to various personal reasons. Additionally, it has been observed that there is imbalance between the workload and the available human resource with some of the laboratories, which need to be addressed. To take a consolidated view, a Committee of the following scientists/officers is constituted to review the retransfer requests and elements concerning optimum utilization of human resource :

- | | | | |
|------|---|---|----------|
| i) | Shri Saibal Chatterjee, Sr. Director, ERTL(East) | - | Chairman |
| ii) | Shri B.C. Ashok Kumar, Sr. Director, ETDC, Bangalore- | - | Member |
| iii) | Shri U.K. Nandwani, Scientist 'F', STQC HQ. | - | Member |
| iv) | Shri S. Maiti, Director, ETDC, Guwahati | - | Member |
| v) | Shri B. Ravi Kumar, Director, ETDC, Chennai | - | Member |
| vi) | Shri J.S. Bhatia, JD(STQC), New Delhi | - | Convener |

2. The terms of reference for the Committee are as follows :

- Recommend transfer of manpower keeping in view the productivity of the individual, workload and requirement of staff in the laboratory
- Look into the retransfer requests keeping in view individual hardships and special problems and
- Interact with concerned officers / staff, if required.
- Recommend transfers considering CVC guidelines

3. This is a Standing Committee and may submit its recommendations from time to time.



(Dr. S.L. Sarnot)
Director General (STQC)

To : The Chairman & Members of the Committee

CC : All Sr. Director(s)/Directors of Lab/Centres of STQC Dte.

Department of Information Technology
Standardization, Testing & Quality Certification (STQC) Directorate

**STQC Guidelines on transfer / posting / rotation
of officers / staff in compliance with CVC Guidelines**

Date : 30.06.2008

STQC Directorate, through a chain of Laboratories and Centres provides the following types of services to the Industry :

- (a) Testing and calibration of electro-technical products and instruments
- (b) Certification of Management Systems and Products (STQC Certification Services)
- (c) Information Technology Services in the area of e-security, e-Governance, software testing etc. and
- (d) Training services in the above areas.

All these services are being rendered to the industry and users through Laboratories, IT Service Centres, Regional Certification Cells and Centres for Electronics Test Engineering / IIQM.

2. In the process of rendering the above services STQC entities are constantly in public / industry interaction and hence there is a need to address the issue of rotation / transfer relating to "sensitive" positions. Looking at the STQC operations, the Committee felt that the following positions might be considered "**sensitive**" from the point of view of public interaction :

Administrative Positions

- (a) Director of the Laboratories / Service Centres
- (b) Drawing and Disbursing Officers
- (c) Cashiers
- (d) Officers / staff posted in stores / purchase including members of the Purchase Committees.
- (e) In-charges of Security.

Technical Positions

- (a) Technical officer(s) incharge who are declared as "**Authorized Signatories**" of Test & Calibration Reports.
- (b) Officers / staff working in customer services.

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3. While effecting the rotation / transfer, the following need to be kept in view:
- (a) Transfer is an incidence of service and the employee has no choice. At the same time, Labs / Centres are operating in a service environment and have set annual revenue generation targets. It may be ensured that the transfers are effected in such a way that the normal working of the Lab/Centre, quality of service are not affected.
 - (b) For the position of Director, rotation / transfer out is necessary. In case rotation is decided upon, this can be achieved by assigning the responsibility of Head of Office amongst senior officers of the Lab / Centre in analogous posts. DG may exercise his discretion suitably.
 - (c) As far as rotation / transfer / posting for positions other than Lab Director is concerned, the same within a laboratory/Centre from one area of work to another, **irrespective** of the "sensitivity", should be considered as a continuous rotation. Reviews should be done in every Lab/Centre periodically to decide on rotation. Cases where transfer within a Centre is not feasible, need to be considered for posting out of the Lab / Centre. However, there are a number of STQC Labs whose operations are quite small and they have only a few officers / staff at their disposal for rendering the much needed services. In such cases, the requirement of rotating the technical officer incharge need to be addressed separately to avoid large scale disturbances in service to the industry.
 - (d) It may also be noted that the requirement of service to the industry in the areas of technology which STQC deals with, require development of expertise over a long period, many a time more than five years. It would, therefore, be necessary to take note of this fact and see whether an incumbent needs to be retained for longer period in the interest of quality service to the industry. In such cases, it may be desirable to implement longer rotation period.

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- (e) Since STQC Laboratories are accredited nationally and internationally for which experienced and trained manpower is a very important pre-requisite, it should be ensured that the requirement of rotation does not adversely affect the accreditation status.
- (f) Save as otherwise required in the exigencies of work / public interest, the exercise of rotation / transfer of officers / staff should be taken up by the STQC Directorate, in consultation with the concerned Director Incharge of the Lab / Centre/Service annually in the month of January. As far as practicable, the rotation / transfers should be effected from first of April of the relevant year.
- (g) Save as otherwise required in the exigencies of work / public interest, Group 'C' & 'D' staff may generally be considered for transfer in the same region / zone (viz. East, West, North, South) as recruitment at this level is on regional basis.
- (g) Subject to administrative exigencies / need, general guidelines / instructions issued by the Government regarding posting / transfer of physically handicapped, spouse working in Central / State Government, SC/STs etc. may be kept in view.
- (i) After the proposed guidelines are approved by the competent authority, cases of transfer could be taken up in a phased manner.

B.C. Ashok Kumar
(B.C. Ashok Kumar) 30/6/08
Sr. Director
ETDC, Bangalore

P. N. Maiti
(S. Maiti)
Director
ETDC, Guwahati

Umesh Kumar Nandwani
(U.K. Nandwani)
Scientist 'F'
STQC Directorate

B. Ravi Kumar
(B. Ravi Kumar)
Director
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Joint Director
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Saibal Chatterjee
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