

Policy on transfer of employees of Central Sanskrit University, Delhi approved by the Executive Council of CSU in its 12th meeting held on 27.06.2022 is given hereunder:-

POLICY ON
TRANSFER OF EMPLOYEES OF CENTRAL SANSKRIT UNIVERSITY, DELHI

1. All the teaching and non-teaching staff in service of Central Sanskrit University, Delhi (CSU) except the employees working in the posts/position that are created for functioning in the Headquarter Office of CSU, Delhi can be transferred to any of its Campuses across India.
2. Every employee entering into the service of CSU shall give an undertaking through a contract to join anywhere in any allotted campus all over India.
3. At least one transfer is compulsory in entire service.
4. The place of first posting of an employee should not be his/her Home State.
5. After joining service, the employee should serve at least for 7 years in the first place of posting/or other place other than Home State. In his/her entire period of service, the employee is required to serve for at least 5 years in a Campus located in a Remote/Hill/NER area like; Jammu, Agartala, Devprayag, Garli, Sringeri etc.. In other words, the employee should have to serve outside his Home State for a period of 12 years, which may include 5 years in Remote/Hill/NER area and 7 years in the Station outside his Home State. However, the Competent Authority may permit any employee to serve in any Remote/Hill/NER area beyond the period of 5 years, ignoring the other condition of serving for 7 years in a Station other than the Home State. Posting at the above specified Remote/Hill area would not amount to grant of any extra allowances.
6. The employee who served in the campus located in Remote/Hill/NER area can give the option to choose his/her own choice of campus/campuses with the provision of TTA.
7. Transfer is mandatory when an employee is promoted to the next higher position/cadre under CAS/Promotion or appointment on higher post through direct recruitment/on administrative necessity.
8. Employee, who has left 5 years of service from his/her retirement, may not be disturbed from his/her place of working, unless the incumbent requests for transfer/or any other reason.
9. Request for transfer of the employee within a span of 2 years from retirement, may be considered, if possible.
10. In case of both husband and wife are employees, the same station posting may be *maintained as far as possible*.
11. Local and Non-Local balance is to be maintained in transfers as far as possible.
12. The employees with physical disabilities can be allowed to opt for a campus of their choice, subject to the fulfilment of certain conditions.

13. Employees will be allowed to exercise the option of transfer on mutual basis, subject to the fulfilment of certain conditions.
14. No TTA will be paid in the event of transfers on request.
15. Transfers of female employees on the ground of Medical and Child Care Leave conditions may be considered as exceptional cases.
16. Transfer requests will not be entertained by any sort of influence/pressure. In such case, Administration will take necessary action against such employee under relevant conduct rules.
17. The Vice Chancellor at his/her discretion may or may not transfer any employee from one place to another place without assigning any reason, in administrative / teaching exigency or exceptional cases.
18. This is not a legal document.