

Draft Transfer policy of PSACS employees

Vision: Key considerations of this transfer policy include ensuring fairness, transparency and equal opportunity for employees seeking transfer.

Establishing guidelines for assessing the suitability of candidates for transfer, considering factors such as skill, experience, age, personal grounds etc. Overall this policy plays a role in facilitating organization flexibility resource optimization and promotes employee satisfaction and engagement.

Category A: The mutual transfer will be done on the request of both employees.

Category B: The division head at PSACS will take into account the rationalization of the centres as per the NACO/DGHS directions before giving approval/recommendation for transfer.

Category C: The transfer of employees will be done on Compassionate ground (preference will be given as per following order) against the vacant post on request basis.

Compassionate ground means:

- If an applicant (either male or female) is suffering from Diseases “Debilitating Disorder” subject to the production of relevant medical certificate issued by the Civil Surgeon/ Medical Superintendent.

Diseases “Debilitating Disorder” means: *Currently suffering from cancer or having undergone by-pass heart surgery or kidney transplant or currently undergoing dialysis.*

- If an applicant (either male or female) is suffering from a Differently abled subject to the production of relevant medical certificate issued by the Civil Surgeon/Medical Superintendent.

Differently abled means: *Vision/Locomotors/Deaf & dumb.*

If more than one applicant applies under this category against the same vacant post, the applicant who has higher disability percentage will be transferred.

- If the female applicant is a widow or divorced who has one or more minor children and/or unmarried daughter(s) subject to the production of relevant document.
- If an applicant has child/children is suffering from Diseases “Debilitating Disorder” /Differently abled subject to the production of relevant medical certificate issued by the Civil Surgeon/Medical Superintendent.
- If an applicant has child/children who are mentally challenged.
- If the spouse of an applicant is suffering from Diseases “Debilitating Disorder” /Differently abled subject to the production of relevant medical certificate issued by the Civil Surgeon/Medical Superintendent.
- If elderly parents of the employee are suffering from “debilitating disorder” or “disabled disease” may also be considered.
- Couple case (only for females): Applicant’s spouse working in any Department/Board/Corporation under Punjab Govt in any other district.

Category D: The transfer will be done on seniority basis against the vacant post (on request) who does not fall under Category C.

If more than one employee applies for transfer against the same vacant post, the initial DOJ in PSACS will be considered while doing transfers.

Other general instructions:

1. The transfer of employee will be done after the approval/recommendation of concerned division head at PSACS in which he or she is working.
2. The transfer of Blood Bank employees (MLTs/Counselors) will be done only in Blood Banks **or** Employees working in BTS programme to be transferred from Blood Centres to Blood Centres only as they suffice the eligibility criteria of experience working in Blood Centre as per Drugs & Cosmetics Act.
3. For the need and smooth functioning of the program, the division heads at PSACS can made internal adjustments on their own for specific period (twice/thrice a week).
4. For any administrative reason i.e. low performance/misconduct/absenteeism etc. the division heads can transfer an employee with the approval of competent authority.
5. An employee who has not completed 1 year of service will not be transferred.
6. Transfer within the same hospital/institute from one peripheral unit to another because of load of centre or coordination issue until unless it is recommended by the divisional head on the basis of performance or administrative reasons.
7. General transfers will be preferred at the time of contract renewal, except for compassionate/administrative grounds.
8. Transfer requests will only be considered for new/vacant positions.
9. An employee who has previously requested and been granted a transfer cannot apply for transfers for the next two years, except under compelling circumstances/administrative reasons.
10. The transfer request application will only be send/accepted in the prescribed format sent only by the applicant.
11. Applications of transfer should be invited once a year.
12. The transfer will be done when the general transfers are open as per the orders of Punjab Government.
13. The transfer will be done only at PSACS Head office, Chandigarh with the approval of higher authorities.
14. The Project Director, PSACS will hold the right to accept/reject the transfer request in the interest of the programme.