

# PSACS' Transfer policy

## 1. Objective:

The goal of PSACS is to serve People Living with HIV (PLHIVs). PSACS field staff, hereafter called “employees”, play an extremely important role in providing services to PLHIVs. This transfer policy aims to promote fairness, transparency, and equal opportunities for PSACS employees seeking transfers. It also seeks to enhance the competence and adaptability of key positions within the organization while ensuring the highest employee productivity.

## 2. Nodal division

The Administration division of PSACS is the nodal division for drafting, developing, and finalizing the transfer policy for PSACS' employees. All major activities related to this transfer policy will be coordinated by the Administration division of PSACS.

## 3. Policy preparation

**3.1. Preparatory Phase:** The policy development process involved an in-depth analysis of transfer policies from other states and other departments of the Government of Punjab. The first draft of the transfer policy was shared with PSACS Program division heads for their comments. The revised draft was sent to field staff and the PSACS Employees Association for their comments and suggestions. Thus, the nodal division of PSACS conducted a thorough analysis of existing transfer policy documents and key stakeholder consultations before finalizing the transfer policy.

**3.2. Finalization Phase:** The nodal division submitted the revised draft to a committee chaired by the Additional Project Director and included all the division heads. The revised draft was examined in detail and all the comments and suggestions were thoroughly analyzed by the committee.

#### **4. Importance of Division heads and their role in transfer policy**

The division heads at PSACS are primarily responsible for ensuring that PSACS's services to People Living with HIV are conducted smoothly and PSACS meets the requirements of NACO/DGHS. When employees are transferred the division heads must be involved in the transfer proposals. Thus, the division head shall examine each proposal after carefully rationalizing manpower requirements in each center and ensure adherence to NACO/DGHS guidelines. Thus, *the transfer requests for field staff shall be examined by the Administration division only after an explicit recommendation from the division heads.*

#### **5. Transfer Categories**

The transfer requests of PSACS employees over the years have been analyzed and the following broad categories have been identified.

**5.1. Category A: Mutual Transfers-** Mutual transfers will be considered when both employees request swapping the station and are similarly placed in both centers. Thus a counselor from location A and a counselor from location B within the same division can request a mutual transfer.

**5.2. Category B: Compassionate Grounds (Category B)-** Transfers on compassionate grounds will be given preference based on the priority order below.

**5.2.1. Rationale for the priority order:** The first three sub-categories (I-III) are related to the employee and the remaining sub-categories (IV-VII) are related to the employee's family.

**5.2.1.1. Debilitating Disorder:** Applicants (both male and female) currently suffering from cancer, having undergone bypass heart surgery, kidney transplant, or undergoing dialysis, supported by relevant medical certificates issued by the Civil Surgeon/Medical Superintendent.

**5.2.1.2. Differently Abled:** Applicants (both male and female) with vision, locomotor, or hearing impairments, supported by relevant medical certificates issued by the Civil Surgeon/Medical Superintendent. In the case of multiple applicants under this category for the same vacant post, the applicant with a higher disability percentage will be given priority.

5.2.1.3. **Widows or Divorced Applicants:** Female applicants who are widowed or divorced and have one or more minor children and/or unmarried daughters, supported by relevant documentation.

5.2.1.4. **Employees with Children with Debilitating Disorders/Differently Abled:** Employees with children suffering from debilitating disorders or differently abled, with relevant medical certificates issued by the Civil Surgeon/Medical Superintendent.

5.2.1.5. **Employees with Mentally Challenged Children:** Employees with mentally challenged children.

5.2.1.6. **Spouse's Debilitating Disorder/Differently Abled:** Applicants with spouses suffering from debilitating disorders or differently abled, supported by relevant medical certificates issued by the Civil Surgeon/Medical Superintendent.

5.2.1.7. **Elderly Parents' Debilitating Disorder/Differently Abled:** Employees with elderly parents suffering from debilitating disorders or differently abled, supported by relevant medical certificates issued by the Civil Surgeon/Medical Superintendent.

5.3. **Category C: Seniority Basis-** Transfer requests of employees who have served PSACS for longer periods have to be given primacy over new/fresh employees. Senior employees may have health/family and other considerations and must be given priority over the request of newer employees for vacant posts. Thus, transfers in this category will be considered based on seniority of employees. Seniority shall be determined based on the number of years of service that they have rendered to PSACS (i.e., the initial date of joining PSACS). Therefore, if multiple employees apply for the same vacant post, the senior employee will be considered for that vacant post.

5.4. **Category D: Couple Cases-** Employees with spouses working in any Department/Board/Corporation under the Punjab Government in a different district may request transfers. These requests will be considered only if there are vacant posts, and the transfer doesn't impede services to PLHIV.

## **6. Procedure for processing applications among the different transfer categories**

- 6.1. The nodal division shall design an online form to submit the transfer requests.
- 6.2. After examining all transfer applications, the first preference will be given to category A since this doesn't impede the services to PLHIV.
- 6.3. After exhausting applications belonging to Category A, applications to Category B shall be considered for all vacant posts.
- 6.4. If there are any vacant posts remaining, then Category C followed by Category D will be considered.
- 6.5. The entire list of applications and the transfer category in which the request was considered will be put up on the PSACS website.

## **7. General Instructions**

- 7.1. Blood Bank employees (MLTs/Counselors) will only be transferred within Blood Banks or from Blood Centers to Blood Centers under the BTS program, as per eligibility criteria under the Drugs & Cosmetics Act.
- 7.2. Internal adjustments may be made by division heads at PSACS for specific periods to meet program needs and ensure smooth operations.
- 7.3. Transfers may be initiated for administrative reasons, low performance, misconduct, or absenteeism with the approval of competent authorities.
- 7.4. Employees with less than one year of service will not be eligible for transfer. In general, employees granted transfers in the recent past cannot apply for transfers for the next two years, except under compelling circumstances or administrative reasons.
- 7.5. Transfers within the same hospital/institute between peripheral units may occur based on performance or administrative grounds, as recommended by the divisional head.
- 7.6. General transfers will be prioritized during contract renewal, except for compassionate or administrative grounds.
- 7.7. Transfer requests will only be considered for new/vacant positions and Transfer applications will be invited once a year.
- 7.8. The applicants seeking transfer will apply online through a dedicated link on PSACS website <https://punjabsacs.punjab.gov.in/> which will be uploaded as and when transfers will open. The transfer requests sent by post, email and physically in the O/o PSACS will not be entertained.
- 7.9. In general, transfers will be executed when general transfers are open as per Punjab Government orders. However, under exceptional circumstances and based on program requirements, transfers may be issued by the competent authority. Transfers will only be processed at PSACS Head Office, Chandigarh, with approval from higher authorities.
- 7.10. The Project Director, PSACS is the final competent authority and reserves the right to accept or reject transfer requests in the interest of the program.