



टाटा स्मारक केन्द्र
TATA MEMORIAL CENTRE

टाटा स्मारक अस्पताल
TATA MEMORIAL HOSPITAL

AA No. 1021336

प.ऊ.वि. भारत सरकार का एक सहायता अनुदान प्राप्त संस्थान

A GRANT-IN-AID INSTITUTE OF THE DEPARTMENT OF ATOMIC ENERGY, GOVT. OF INDIA

Ref. : TMC-HRD/F-32/2021

January 20, 2021

CIRCULAR NO.5/2021

Sub : Guidelines for TMC Inter Unit Transfers

1. Eligibility :

All employees of TMC Units shall be eligible to apply for TMC Inter Unit Transfers. Minimum residency period of the applicants to apply for transfers shall be as mentioned below :

Sr. No.	Particulars	Criteria	Minimum Residency Period
1.1	New Appointments	A) The transfer application from employees at units other than TMH-Mumbai and ACTREC-Mumbai shall be considered only after completion of 5 years of service. B) The transfer application from employees at TMH and ACTREC to other units shall be considered on merit. C) Employees from any centre can apply * for the next higher post / Level to other TMC Units against open or internal advertisement upon obtaining no objection certificate from the respective authorities. Selection thereof would not be under the purview of Inter Unit Transfer Committee.	5 years Not applicable Not applicable
1.2	Employees Transferred at their own request	The transfer application of Employees who were once transferred at their own request and seek to transfer again to previous Unit or another Unit shall be considered on completion of 03 years in the existing TMC Unit.	03 years in the existing Unit
1.3	Mutual Transfers	The applications for mutual transfer between two employees, with concurrence of both respective Heads of Department, shall be placed together for consideration before the TMC Inter Unit Transfer Committee (TMC-IUTC). If any one of the application is not recommended, then it would not be considered as mutual transfer and the application shall be considered on its own merit.	Closure of Probation

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2. Guidelines for submission of Application for Transfer :

2.1 The transfer application in the prescribed format shall be forwarded through Head of the Department with recommendation, remarks of HRD Officer / In charge of HRD Department and Director of the respective TMC units. Format of Transfer Application is at **Annexure – A**.

2.2 The application must clearly state grounds on which transfer is being sought with supporting documents.

If applicant is seeking transfer on medical grounds for himself / herself then medical certificate from respective TMC Unit's "Staff Clinic" shall be submitted and if it is on medical grounds of family members then medical certificate from qualified medical practitioner shall be submitted.

2.3 All transfer applications received shall be forwarded to TMC-IUTC for evaluation through HRD Department of respective TMC Unit whether applications are "Recommended" or "Not recommended" for transfer.

3. Methodology for preparation of Wait List of transfer applicants :

3.1 The Transfer wait list shall be prepared in case of unavailability of similar vacant post in the desired TMC Unit when a transfer is recommended by the TMC-IUTC and approved by the competent authority.

3.2 The Transfer wait list shall be maintained TMC Units wise by TMC-IUTC.

3.3 The seniority of the applicant shall be maintained in the transfer wait list "**with effect from the date of forwarding of application**" to the TMC-IUTC by HRD / Administrative Department of TMC Unit for the purpose of transfer.

3.4 Transfer Order shall be issued based on the Transfer wait list, as and when vacancy occurs in the similar post, category and subject to individual reservation roster of TMC Unit.

3.5 Seniority of the transferred employees shall be adjusted as per rules on joining respective TMC Unit.

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4. Pay, Allowances and other benefits on transfer :

- 4.1 **The pay and allowances** shall be applicable as per the Central Civil Service (CCS) rules.
- 4.2 **Allowances** : Allowances such as House Rent Allowance (HRA), Transport Allowance, Special (Duty) Allowance etc. shall be paid as per applicable rates, as per CCS Rules. Any decrease in the amount of allowances due to location of TMC Units, shall not be compensated.
- 4.3 **Medical facility:** Medical facility shall be provided as applicable in respective TMC Units.
- 4.4 **Accommodation:** Residential accommodation shall be provided according to rules applicable, however, provision of accommodation is not obligatory.

5. Travelling Allowance on Transfer: Travelling Allowance is not admissible as per CCS Rules where transfer is at employee's own request.

6. Joining time on Transfer : Joining Time on transfer shall be as per CCS Rules.

7. The decision of Director, TMC shall be final.

Above guidelines shall be with effect from 06/01/2021.


(A.N. SATHE)
CHIEF ADMINISTRATIVE OFFICER

All committee members
All Notice Boards
All Heads of Departments / Divisions / Sections / Units

- Copy to:
1. Director, TMC/TMH/ACTREC/Academics / Dean Academics (Projects)/Administration (Projects) /HBCH & RC, VIZAG / HBCH & RC-Sangrur, Mullanpur / HBCH & MPMMCC, Varanasi / BCCI-Guwahati
 2. DY. Director Academics / TMH / CRI / CRC / CCE
 3. CAO, TMC / JC(F&A), TMC / HRDO, TMH / CAO, HBCH & MPMMCC, Varanasi / Administrative Officer, ACTREC / AAO-HBCH, Sangrur / AAO-BCCI, Guwahati / Dy.AO (HR) HBCH & MPMMCC, Varanasi

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APPLICATION FOR TRANSFER

Date :
Name of the Applicant :
C.C. No. :
Designation :
Name of the Existing TMC Unit :
Contact details of employee : Extension No. Mobile No. Email ID

Details of Transfer

Name of the TMC Unit where transfer is requested :

- Tata Memorial Hospital
- ACTREC
- HBCH & RC, Vizag
- HBCH & RC, Mullanpur, Punjab
- HBCH, Sangrur, Punjab
- HBCH, Varanasi, UP
- MPMMCC, Varanasi, UP
- BBCI, Guwahati, Assam

Grounds for the Transfer request :

Medical Grounds : Self Spouse Parents

Aged Parents :

Same Work station as of spouse :

Any other reason, Please specify :

Detail write up on above grounds :

Copies Enclosed

- Medical Certificate
- Appointment order / Letter from the office of spouse
- Any other

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Remarks of the Head of the Department of respective TMC Unit :

Remarks of the HRD Officer of respective TMC Unit

Remarks of the Director of respective TMC Unit

Transfer Application forwarded to TMC-IUTC, Mumbai on _____