

**Guidelines for transfer / posting of personnel of
Tamil Nadu Textbook and Educational Services Corporation - 2021**

The Tamil Nadu Textbook and Educational Services Corporation is entrusted with various printing and procurement activities of the Government Departments and Agencies. The Corporation is having head office located at Chennai and there are 23 field offices in the name of Regional Offices located in various places in Tamil Nadu.

There are different categories of employees serving in this Corporation and of them certain categories of personnels are required for the Head Office permanently such as Joint Director, Deputy Director, Assistant Directors, etc. and the other categories such as Superintendent, Assistant, Junior Assistant & Office Assistants are being utilised both in the Head office and the Regional Office.

Need to have Transfer Policy

The Corporation does not have an operational transfer policy and hence there is a need to have a policy and share the Officials between Head office and the Regional Office based upon the work load.

Classification :

Considering the work nature and the requirement, the Operational Units are classified into two categories. Category A - Head Office and category B- Regional Office. The work load differs from various Regional Offices and Head Office. In terms of the quantity of stores handled and in the light of the quantum of work load, it is proposed to have a classification of work places into two categories viz. Category -A is Head Office and category -B is Regional Offices. The analysis of existing posts fall under transfer is as follows:

Superintendent

No of Sanctioned Post	:	35
Post filled	:	34
Vacant	:	1

The post of Superintendent in Head Office and the Post of Regional Officer in Regional Office is being filled by staff with pay scale of Level 18. Total No of Regional office are 23. Regional officer Post, being the Apex post in the regional Office, needs to be filled considering its importance and responsibilities. Hence out of 35 post sanctioned, 23 post have to be filled by staff with pay scale of Level 18 Regional officer to be filled in 23 Field Offices (Zone-B) Rest of 12 posts needs to be allotted in Head Office (i.e.) Zone A.

By considering the requirement of officers at both Head office and Field offices, a minimum Service Period of staff with pay scale of Level 18 in Zone-A may be 3 years and Zone B may be 6 year (2-3 spells) and this cycle will continue between Zone A and Zone B.

Junior Assistant/ Assistant

	<u>Assistant</u>	<u>Junior Assistant</u>
No of Sanctioned Post :	31	47
Post filled :	13	32
Vacant :	----- 18 -----	----- 15 -----

Total Sanctioned of Assistant / Junior Assistant post is 78 Nos. There Assistant & Junior Assistant are to re-allotted to Head Office & Field Office based on the workload and administrative requirement.

Nature of work for the Assistants & Junior Assistants in the Regional Office is handling of stock and related files under the supervision of the Regional officer and in Head office their works are related.

The strength of Assistants & Junior Assistants in each godown is presently allotted after taking into consideration of the volume of work in each Regional office. For example, total no of Schools in Coimbatore is 1293 which is higher compared to other region. Similarly, in Adyar godown paper stock is being maintained in addition to textbook and courier packing for dispatching books for online order. Whereas in Sivakasi, the paper stock is being maintained in addition to textbook in association with TNPL.

Based on the volume of workload, Assistants & Junior Assistants the following distribute to all Regional offices and Head office is worked out.

	<u>Assistant</u>	<u>Junior Assistant</u>
Head Office (Zone A)	: 16	23
Regional Office (Field Office) (Zone B)	: 15	24
Total	: 31	47

The Period of Service in Zone A is 4 years and in Zone B is 4 years (2-3 spells) and this cycle will continue between Zone A and Zone B.

Office Assistant.

Similarly, based on the work load in Regional office / Head office, the Office Assistants are also proposed to be allotted as follows.

	<u>Office Assistant</u>
Head Office (Zone A)	: 25
Regional Office (Field Office) (Zone B)	: 27
Total	: 52

Period of service for Office Assistant in Head Office is 4 years and Regional Office is 4 years(2-3 spells) and this cycle will continue between Zone A and Zone B.

Transfer Guidelines:

While posting the employees to different places as indicated above, the following factors would be kept in view that

a) probation / Direct Recruits may have their training in the Head office as well as in the Field offices.

b)the tenure spent in the category A&B during their probation would be taken into consideration for counting of service in a particular category.

c)the Officials on promotion may be posted from Category- A to Category- B and vice versa for tenure of three years.

d) The following will be excluded from the calculation of the tenure at category - B

- The period spent on long leave (more than 30 days in a year including study leave)
- The period spent on a training course on duration of longer than six weeks.
- Any employee spent on deputation in category A area would be treated as if he or she served on Category A posting

The transfer / posting policy will be operated as follows :

1. List of employees in various designations may be prepared on the basis of the total period they have spent in Category-B. Those who have done the least tenure in category-B and most tenure in category-A should be transferred first to category -B.
2. Primary consideration for interconstituent transfer between category- A & B is to ensure the availability of Officials in category –B in adequate numbers.
3. The proposal for posting / transfer may be worked out two months well in advance, so that decisions on transfer takes place and can be issued in the month of March / April.

Due regards may be given to the representation of Officials who have completed a minimum spell of six years in category –B and 4 years in category-A and is due for transfer. For those, whose children's are studying in 12th Std and want to stay in category A or B will notify the Corporation immediately that his or her child has entered 12th Class, so that the Corporation gets the opportunity to take due note of the fact before taking a decision regarding the posting of staff. However, such staff should also submit an undertaking in writing that he / she is willing to be relocated outside the segment on transfer after his or her child has completed 12th Std. Husband and Wife, may subject to the available of posts, be posted in the same category.

After issue of transfer orders, request for leave of any kind should not be made and would not be considered by the Corporation.

The transfer order shall not be cancelled on the grounds of long leave etc. The transfer order will be kept in abeyance and orders will be implemented after completion of leave or training as the case may be. The Official would be relieved to

join in a new place of posting within 15 days from the effective date of transfer and he or she would be deemed to be stand relieved up in this period and his or her salaries will be stopped and disciplinary proceedings be initiated with approval of the competent authority and will be debarred from getting promotion or going on deputation. The category A or B Offices shall relieve the Official transferred within 15 days of transfer order issued with approval of the competent authority.

In order to enforce these guidelines, the following provisions would be considered :

- i. The Officers who joined in category –B after issue of transfer order on one ground or other shall not be allowed for any kind of deputation until they complete the category –B posting as per guidelines.
- ii. Medical Certificate furnished by an Officer in order to seek his transfer or cancellation of transfer on medical grounds would be placed in his or her APAR Dossier and a note to that effect will be made in the column of state of health in the APAR. Every request for representation of Official for cancellation / change of transfer shall also be placed in APAR Dossier.
- iii. Transfer order once issued after that due consideration will be strictly enforced.
- iv. Providing full strength in each segment: Efforts would be made by the Corporation to provide the full strength in each categories.

Calculation of Station Seniority

Station seniority shall be prepared on the basis of total period that the Officers spent in Category A & B areas. Transfer to category B areas shall be based on the station seniority in category A. The Officer who have completed the specified period in Category – B area shall be considered for transfer in category -A areas. The Officials who are reporting back to the Corporation following the completion of deputation, posted to category B areas invariably if they have not served in the prescribed period in Category B areas. The Officials posted in category -B areas, deputed for training before completion of the prescribed tenure shall furnish an undertaking that they would complete the tenure in the respective category after completion of training.