

## **PROCEEDINGS OF THE STATE MISSION DIRECTOR, THIRUVANANTHAPURAM**

**Present : Keshvendra Kumar IAS**

**Sub:-** NHM - Transfer for NHM staff - Revised - Orders issued

**Read:-** 1.Minutes of the 17th Governing Body of the State Health and Family Welfare Society held on 22.03.2018.

2.Minutes of the 20th Governing Body of the State Health and Family Welfare Society held on 17.07.2018.

3.ORDER NO: NHM/3786/CON(ADMIN)/2017/SPMSU,Dated, 27.08.2019

### **ORDER NO: NHM/3786/CON(ADMIN)/2017/SPMSU,Dated, 03.09.2019**

The 17<sup>th</sup> Governing Body of the State Health & Family Welfare Society in its meetings held on 22nd March 2018 has issued the guidelines for transfer of staff. The 20<sup>th</sup> Governing Body of the State Health & Family Welfare Society in its meetings held on 17<sup>th</sup> July 2019 has issued the guidelines for inter-district transfer of staff. In supersession of all orders issued earlier, revised consolidated guidelines for transfer as ordered as below.

#### **1. The conditions for the eligibility of transfer of all employees:**

1. Persons recruited through State rank list and those recruited through District rank list with experience of more than three years are eligible for inter-district transfer. Those persons recruited in the District rank list with less than three years are not eligible for inter-district transfer.
2. Transfer request within the district is to be done by the concerned District Programme Manager and inter district transfer by the State Mission Director (NHM).

#### **2. Conditions for intra district transfer**

- 1.Intra-district transfer is to be done by the District Program Managers on a regular basis as per needs and administrative reasons.
- 2.Women employees will be given their choice of place in district when they rejoin after maternity leave subject to the condition that posting can be made in the particular place without disturbing anyone.
3. Those requiring transfer orders to Rural / Difficult rural areas should be considered as a priority. However, they will not be eligible for any intra-district transfer for the next two years.

#### **3. Conditions for inter district transfer**

3. 1.Inter-district transfer will be given only if there is vacancy in the district where the employee needs to get transferred. Even if a rank list is in existence in a particular district, transfer can be given to the particular district.
3. 2.Applications for inter-district transfers are to be submitted to the State Mission Director through the District Program Manager in the prescribed format.

**3.3.** Once the transfer of employee is sanctioned, he/she will not be eligible for transfer in the future, *i.e.*, inter district transfer of each employee will be done only once.

3. 4. Transfer made on option / compulsory / compassionate / general interest etc is to be mentioned in the transfer order.

**4. Other conditions**

4. 1. Any appeals on inter-district transfer are to be submitted to the State Mission Director through the District Program Manager.

4. 2. Any appeals on intra-district transfer are to be submitted to the Chief Executive Officer / District Program Manager of the District.


4. 3. If the requests of the employees are submitted by their relatives or any other dependents, the same will be rejected without any reason.

Before forwarding the transfer applications to NHM State office, District Program Managers are to ensure that the individuals are eligible for an Inter-district transfer. It is to be understood that an inter district transfer for an individual, ordered by NHM on administrative purpose (*i.e.* without the application from the individual) will not be considered as a transfer under clause 3.3 mentioned above.

Further, District Program Managers are to affix the following certificates for inter district transfer applications.

1. The individual is selected from the State list / District list and the individual has worked for three years in this district.

2. The individual has not been transferred to another district based on his/her representation.

  
Keshvendra Kumar IAS  
State Mission Director

To

All Chief Executive Officers  
All State Nodal Officers  
All District Program Managers

Copy To

SPM (NHM)  
SPM (RCH)  
State Admn & HR Manager  
Director Finance  
File / Spare / Office order