

# SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F - 8282 (Pune) dt. 12/8/93)



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## CIRCULAR

STES/2019-20/4392

30.01.2020

### **Terms and Conditions for Transfer of the Employees to Institutes / Colleges within the same Trust and also run by Associate Trusts**

Prescribing guidelines for easy deployment of teaching and non-teaching employees to various Institutes / Colleges within STES and its Associate Trusts (SPSPM, Kamlapur; SSPM, Kondhapuri and SYCSPM, Mumbai) was under consideration of the Management some time past. It has also become necessary to have such guidelines to effect periodical transfers of teaching as well as non-teaching employees in consonance with the terms and conditions in their Appointment Orders and in the larger interest of students.

Management of STES has now decided to frame following general guidelines for Periodical Transfer of services of the employees of the Colleges within the STES and to the Associate Trusts (Savitribai Phule Shikshan Prasarak Mandal, Kamalapur, Shrinath Shikshan Prasarak Mandal, Kondhapuri, Yashwantrao Chavan Shikshan Prasarak Mandal, Mumbai) or other Organizations, retaining their lien (if required) on the posts in their parent Institute / College. In addition to this, other trusts which are members of Sinhgad Technical Education Society are Flora Education Society, Dattakala Shikshan Prasarak Mandal, Matrix Education Foundation, Adarsh Education Society etc.

No deviation from these guidelines shall be permissible, without prior and specific approval of the President; Sinhgad Technical Education Society, Pune.

1. Every employee appointed in the services of STES or in the services of Associate Trusts is liable for transfer to other Institutes / Colleges in accordance with the condition mentioned in his / her Appointment Order. Accordingly, employee after completion of

total three years' service in one Institute / College shall be liable for transfer to other Institute / College / Campus.

**2. Period of Transfer: -**

(a) Generally transfer of any employee to Colleges / Institutes in Associate Trusts / Societies will be initially for one year / one academic year. Period of transfer can be extended further, depending up on the need of the Institute / College convenience and requirement of the Trust / Society. The transfer shall be in any of the Institutes / Colleges under the aegis of the Transferee Trust or any other Institute / College within the Transferor Trust

However there shall be no such limit fixed for duration of transfer in the Colleges / Institutes within the same Trust.

(b) Maximum period of the transfer from one Trust to other Trust at one time shall not exceed three years.

**3. Commencement of Transfer : -**

Transfer shall commence from the date on which Employee hands over charge of his post / duties after completion of relieving formalities such as "No Dues" etc. as per instructions, given in the transfer order.

4. The Management reserves right to recall employee at any time before expiry of the period of transfer, if his / her services are required by the Institute / College.
5. It shall be open to the borrowing College in Associate Trust to repatriate the employee to the parent Trust / establishment if his / her services are not required for that College. One month prior intimation for such repatriation shall be given to Management by the concerned College. The President shall take decision on such matters by giving hearing to the concerned employee.
6. **Lien** : Lien of the employee if acquired on his / her officiating post / position on the establishment of Institute / College in parent Trust shall be protected during the period of his / her transfer to the borrowing colleges.
7. **Pay** : During period of transfer the employee shall get same amount of pay as per his / her last pay drawn in earlier officiation and allowances as per rates admissible in transferred college / institute, however date of annual increments shall remain same.

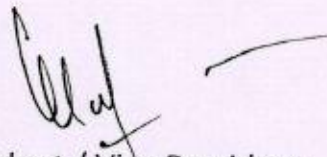


8. **Joining time pay and transfer travelling allowance :** Pay and allowances including travelling allowance for the joining duties at the transferred post and reversion shall be paid by the borrowing Institute / College / Trust to whom employee is transferred. The allowances shall be as per rules if he / she shifts his / her residence to the location of transferee institution.
9. **Travelling allowance :** Travelling and Daily allowance according to the relevant rules for the journeys undertaken for joining duties at transferred post shall be admissible to the employee and shall be paid by the transferred College.
10. **Leave :** Employee while on transfer will be governed by the leave rules of Trust / Society. Balance leave earned prior to transfer and during period of transfer shall also be credited to his / her leave account and admissible to him / her even on his reversion to parent establishment.  
He / she can enjoy leave admissible at the transferred post in accordance with the leave rules only with prior approval from respective leave sanctioning authority.
11. **Employees Provident Fund subscription :** The employee if he / she is already a member of the Employees Provident Fund, shall continue to subscribe to Fund even on transfer in accordance with the relevant rules.
12. **Gratuity :** The employee shall continue to get benefit of calculation of total service for gratuity spent while on transfer.
13. **During the period of transfer, if he / she is eligible for contributory PF as per the Act, amount of Employer's contribution towards E.P.F and Gratuity shall be paid to the respective authorities by the transferred Institute / Trust under intimation to Director (Finance) of Sinhgad Technical Education Society, Pune.**
14. Associate Trust shall consult the Management of STES if it is proposed to permanently absorb the STES employees in their services.
15. On repatriation, Employee can be posted in any one of the Institute / College in the available vacancy and position in as per convenience and need of the Trust / Society.



16. For all purpose, transfer of employee from one Trust to other Associate Trust shall be treated as 'deputation'.
17. Transfer or Placing services of the employee from one institute to other Institute or from one Campus to other campus within the Trust / Society it shall be treated as internal transfer. In such cases all service benefits of the employee shall remain unaffected.
18. (a) Maximum period of officiation at one place shall be three years.  
(b) Every employee shall be eligible for transfer to equivalent or available post in other College / Institute / Office after completion of officiation for three years.  
(c) However there shall be no bar in transferring employee before completion of three years officiation at one place in case of administrative exigencies, convenience or for the reason to be recorded for his / her premature transfer.  
(d) Transfer of the employee can be effected any time during the year / academic year, depending on the circumstances.
19. The employee who has completed minimum three years' service in his / her parent institute shall be eligible for transfer. However after considering academic conditions and other performance, administration if insist for the retention of the employees, the same shall be considered by the Management.
20. Employee after upgradation in pay / post or on promotion shall be liable for transfer to other College / institute.
21. Since condition of 'Transfer' is already incorporated in the Appointment Orders and since employee has accepted the terms and conditions of appointment while joining duties, no advance intimation about transfer from one place to other would be necessary.
22. Management may consider request from employee for change in transfer order on genuine grounds supported by sufficient evidences. However such individual cases would be considered only on merits and administrative convenience.
23. President, in deserving cases reserves right to retain employee in the same Institute / College for two terms of three years each or till his / her upgradation / promotion.

24. Management, at its discretion can consider transfer of any employee from any Trust / Society / Associate or other Trusts or any other organizations.
25. The forced transfers are possible in case of the glaring situation or report given by the HOD or Principal / Director of parent institution, the transfer shall be immediate, however the decision of President or Secretary shall be final.
26. In case of misconduct or strained relations with peons, superiors or subordinates or misbehavior with students, the Management shall transfer the employee on urgent basis if the Principal / Director submit report to that effect.
27. In case of poor performance transfers to associated trusts on same cadre / lower cadre also possible.
28. In case of gross negligence of the duties, punitive transfers in the same or lower cadre or any other cadre which the President or Secretary feels it fits, the same will be done immediately.
29. President, reserves right to interpret; change or modify any of above terms and conditions to decide any doubt / matter if occasion arise, depending on merits in individual matter.
30. Above guidelines in respect of transfers within Trust and to other Associate Trust shall come into force with immediate effect and shall be considered as Transfer Policy for all employees in STES / SPSPM / SSPM and SYCSPM etc.



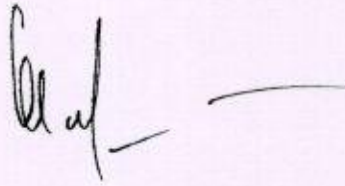
President / Vice President

To,

1. Principals / Directors / Dean of Schools, Colleges, Institutes of STES, Pune, SPSPM, Kamalapur, SYCSPM, Mumbai, SSPM, Kondhapuri
2. Campus Directors of STES, Pune, SPSPM, Kamalapur, SYCSPM, Mumbai, SSPM, Kondhapuri.

Copies to :

- (1) Secretary, Sinhgad Technical Education Society, Pune
- (2) Vice President (Admn.), Technical Education Society, Pune
- (3) Vice President (HR), Technical Education Society, Pune
- (4) Director (Finance) Technical Education Society, Pune
- (5) Director (Education), Technical Education Society, Pune
- (6) CAO (Personnel), Technical Education Society, Pune

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