

No.F.40-73/2024 Estt.I
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi – 110029

Dated the **13 MAY 2025**

OFFICE MEMORANDUM

Sub: Rotational Transfer Policy at AIIMS, New Delhi – Circulation and Implementation.

The Director, AIIMS, New Delhi, constituted a Committee under the chairmanship of the Additional Director (Administration) vide OM No. F.40-30/2023-Estt.I dated 06.08.2024 to formulate a comprehensive Rotational Transfer Policy (RTP) for various cadres at the Institute.

The Committee has submitted its recommendations after detailed deliberations and consultations, taking into account the relevant guidelines issued by DoPT, CVC, and other authorities. The recommendations of the Committee have since been approved by the Director, of AIIMS.

The approved *Rotational Transfer Policy (RTP)* is accordingly enclosed and is hereby endorsed for necessary action. The Recruitment Cell may initiate appropriate steps for the implementation of the RTP.

Further, the PIC, Computer Facility may kindly see for uploading the RTP on the Institute's official website for wider dissemination and transparency.

(Anita Tete)
13/5/2025

(Anita Tete)
Sr. Admn. Officer (DO)

Encl: As above (Rotational Transfer Policy)

Distribution:

1. The Professor-In charge, Recruitment Cell
2. The Professor-In charge, Computer Facility

Copy to:-

1. The Dean (Academics)/Examination/Research
2. All Chief of Centres/Head of the Deptt./Units/Sections.
3. The Medical Superintendent (Main Hospital/Dr.R.P.Centre)
4. The Sr. Financial Advisor/Dy. Secretary
5. The PIC (Gen. Admn.)/Faculty Cell
6. All Union/Associations of AIIMS, New Delhi
7. **The Sr. Hindi Officer** – with the request to provide the Hindi version for the same for uploading on the AIIMS website.

Copy forwarded for information to:

The PPS to Director/PS to AD(A)/CAO, AIIMS, New Delhi

ROTATION TRANSFER POLICY FOR ALL CADRES AT AIIMS, NEW DELHI.

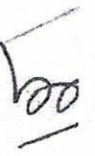
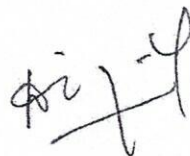
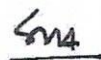
The Director, AIIMS, New Delhi, constituted a committee chaired by the Additional Director (Admn.) to formulate a Rotational Transfer Policy (RTP) for all cadres at AIIMS (OM No.F.40-30/2023-Estt.I dated 6.8.2024). Recognizing that transfers, while essential for the holistic growth of employees and the Institute, often cause discomfort among employees who may perceive them as unfair, the committee aims to establish a transparent, discretion-free RTP as prescribed by DoPT vide OM dated 2nd July, 2015. At AIIMS, New Delhi, while some cadres are similar to Central Government cadres for which RTP has been notified by DoPT (viz. PA, PS, PPS, etc.), numerous other cadres lack formalized RTPs. The Committee shall appraise all relevant OM's of DoPT, CVC, etc., while framing the draft RTP and may also consult with representatives of various cadres, if required. The RTP shall factor in appropriate change management mechanisms to ensure seamless continuity in patient care services whenever an employee is transferred.

The composition of the Committee is as under:-

1. The Additional Director (Admn.) – Chairman
2. The Sr. Financial Advisor – Member
3. The Professor-Incharge, Recruitment Cell
4. The Professor-Incharge, Faculty Cell
5. The Deputy Secretary
6. The Chief Administrative Officer

Two meetings of the committee were held on 17.2.2024 and 3.2.2025 to discuss the issue and frame the RTP.

In the first meeting, after a detailed discussion on the committee's mandate and available DoPT/CVC guidelines for rotation, it was noted that, as per CVC guidelines, rotation is mandatory for sensitive posts. Sensitive posts are those within an organization that involve financial matters, decision-making authority, access to confidential information, or public-facing roles. Apart from this, it was also noted that the Government of India (GoI) has implemented a



Rotational Transfer Policy (RTP) for officers in the Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) cadres.

At AIIMS, New Delhi, there are 67 cadres, and a policy is required to be framed identifying the cadres/posts wherein transfers are required.

After discussion in the first meeting, the following cadres were shortlisted, for which comments/replies are required from the concerned Controlling Authority:

1. Dietician Cadre,
2. Driver Cadre,
3. Laboratory Cadre,
4. Medical Social Service Officer Cadre,
5. Nursing Cadre,
6. OT Cadre,
7. Pharmacist Cadre,
8. Physiotherapist Cadre,
9. Radiology Cadre,
10. Radiotherapy Cadre,
11. Hospital Attendant Cadre, and

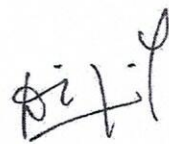
The second meeting of the committee was convened on 3.2.2025 at 12:00 noon in the Committee Room, Office of AD(A), AIIMS, New Delhi. All attendees explained the replies/comments received from the concerned Controlling Authorities of the above-said cadres, stating that most denied rotation transfer in their departments. After taking into consideration the RTP of DoPT, Government of India for CSSS and CSS cadres, and all inputs received from concerned areas, the following was decided:

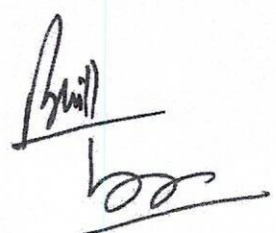
Presently, at AIIMS, New Delhi, the following regular (non-clinical) posts in various cadres and sections have been identified by the Vigilance Cell (vide its minutes of meeting dated 16.11.2023) as sensitive:

S.No.	Cadre/Department	Posts	Sensitive/Not Sensitive
1.	Administrative Cadre	All Posts	Sensitive
2.	Finance Division	All Posts	Sensitive
3.	Store Cadre	All Posts	Sensitive
4.	Engineering Service Dept.	All Posts	Sensitive



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5. Security Cadre All Posts Sensitive
6. Cadre of Medical Record All Posts Sensitive
7. Sanitation Cadre All Posts Sensitive

The committee is of the view that the Vigilance Cell may review the Medical Record Cadre's inclusion in the list of sensitive and rotation posts and indicate the reasons for considering this cadre sensitive. In the meantime, it has been decided that all the sensitive posts identified by the Vigilance Cell will continue to be subject to rotation transfer.

In the Finance Cadre, the Finance Division may periodically rotate the incumbents at the levels of Jr. Accounts Officer, Assistant Accounts Officer, Accounts Officer, and Finance & Chief Accounts Officer, at their own discretion.

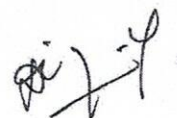
In the Engineering Cadre and Security Cadre, the Superintendent Engineer and Chief Security Officer may periodically rotate the incumbents of their respective cadres.

After due deliberation, the following decisions were taken:

- (i) Officers holding sensitive posts in any of the cadres identified by the Vigilance Cell for more than three years shall be rotated/transferred to similar posts within the respective cadre in different centers/offices/departments.
- (ii) All officers holding their present post for more than three years will be identified and sorted based on tenure, starting with the longest. The rotation should be phased, taking into consideration the potential impact on the work of the areas from which incumbents are being rotated.
- (iii) To ensure strict compliance with transfer orders issued under this mechanism, the salary of officers who fail to join their new place of posting within the stipulated time period specified in the transfer order will be stopped. The rotation/transfer order itself should specify the stipulated time period for completion of the rotation (e.g., 10 days or 15 days).
- (iv) For certain identified posts (e.g., posts in the Examination Section, Academic Section) that require a specific set of expertise and experience, an exemption may be



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granted for a maximum period of three months. This requires a written request with justification for the hold and may be treated as an overlapping period for the purpose of training a new incumbent for that post.

It has been considered that officials working in the administrative divisions, finance division, and store divisions up to the level of Junior Administrative Officer are commonly posted within these divisions and should be rotated outside of their current division to another division. Incumbents should be divided into two groups – Group A and Group B (Annexure). If an officer has served their tenure in Group A, they should be transferred to Group B, and vice versa.


For the Secretarial cadre, it has been considered that the Rotational Transfer Policy will be on the pattern of the Rotational Transfer Policy for Central Secretariat Stenographers' Services (CSSS), and incumbents of the Secretarial Cadre may be rotated as under:

- Stenographer - 10 years
- Personal Assistant - 8 years
- Private Secretary - 8 years
- Principal Private Secretary - 6 years

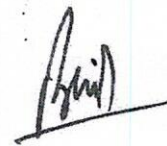
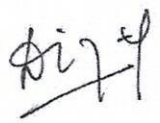
For the Driver Cadre, it has been considered that incumbents in the general pool may be rotated periodically. However, drivers posted with high officials, outside the general pool, may be rotated only on a need basis and upon the recommendation of the concerned official to whom they are attached.

For the Pharmacy Cadre, incumbents may not be rotated in general. However, internal rotation within the cadre may be carried out periodically by the Controlling Officer, based on requirements.

For the Nursing, MSSO, Dietetics, Laboratory, OT, Physiotherapy, Radiology, Radiotherapy, and Hospital Attendant cadres, it has been determined that personnel should generally not be rotated, as they develop specialized skills over time in patient care services within their assigned areas. However, they may be considered for rotation based on the sanctioned positions in the respective area and on a need basis



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The following general principles of the Rotational Transfer Policy may be followed:

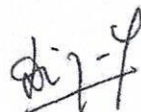
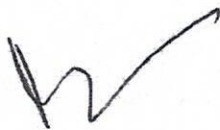
- If the officer is due for superannuation within two years, he/she will be retained in the same area.
- Unilateral surrender or relieving of officers on any ground is not allowed, as surrender or relieving of an officer poses several problems to the Cadre Controlling Authority. If an officer is not performing, the Departments concerned may give reasons for his/her not requirement in the department and then they may only be relieved after their rotation/transfer order is being issued by the administration.

Cut-off Date and Tentative Schedule of Transfer:


- (i) The cut-off date for calculating the period of residency will be 1st July of the year in which the rotational transfer is carried out. An officer, to be covered under RTP, should have completed the prescribed tenure as of 1st July of the year.
- (ii) Equal numbers of officers will be transferred and posted to ensure relievers are available for the officers transferred out. This is possible only if the number of officers covered under rotational transfer in both groups is equal to ensure the provision of relievers in place of transferred officers. If there is a mismatch between the number of officers covered under rotational transfer between the groups, only an equal number of officers will be transferred based on higher length of service, and the remaining left-out officers will be covered in the next round of rotational transfer in the subsequent year.
- (iii) After rotation, it shall be the duty of the concerned controlling officer to relieve the officer concerned within 15 days of the transfer order. If not relieved within 15 days, the officer concerned shall be deemed to have been relieved, and thereafter the officer shall not be entitled to draw any salary and allowances.

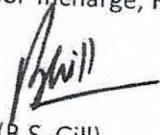
Modification/relaxation in the implementation of the provisions of RTP will be considered by the Grievance Redressal Committee constituted by the Director, AIIMS, for the purpose.

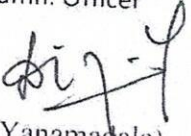
Regarding the any rotation, if any request in writing for the retention of any employee is received, the same may be placed before the Grievance Committee constituted by the Director




(AIIMS) for consideration. Exemptions are to be granted for six months to one year only, on a case-to-case basis, and based on the functional requirements of the concerned area.

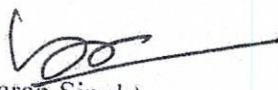

(Dr. Praveen Vashisht)
Professor-Incharge, Rectt. Cell


(B.S. Gill)
Chief Admn. Officer


(Divya Yanamadala)
Sr. Financial Advisor


(Dr. Sanjay Kumar Arya)
Professor-Incharge, Faculty Cell

(Dr. R. Gopinath)
Deputy Secretary


(Karan Singh)
Addl. Director (Administration)

Annexure-I

Group A (Non-sensitive Sections/Cell)	Group B (Sensitive Section/Cell)
All Establishment Sections	Recruitment Cell
General Section	Engineering Services Department
Research Section	Stores Sections
Faculty Cell	Estate Section
Academic Section	Examination Section
Legal Cell	Departmental Stores
ACR Cell	Finance Division
SC/ST/Woman Cell	Vigilance Cell
Coordination Section	
RTI Cell	

