भारतीय प्रौद्योगिकी संस्थान दिल्ली
INDIAN INSTITUTE OF TECHNOLOGY DELHI
समन्वय अनुभाग / COORDINATION SECTION

संख्या.आईआईटीडी/आईसीडीएन/1/6/2025(1)/447573
No.IITD/ICDN/1/6/2025(1)/447573

दिनांक: 18.09.2025
Date: 18.09.2025

विषय: आईआईटी दिल्ली के गैर-शैक्षणिक कर्मचारियों के लिए स्थानांतरण और पोस्टिंग नीति।
Sub: Transfer and Posting Policy for Non-Academic Staff of IIT Delhi.

सक्षम प्राधिकारी द्वारा अनुमोदित गैर-शैक्षणिक कर्मचारियों के लिए स्थानांतरण एवं पोस्टिंग नीति, सूचना एवं आवश्यक कार्रवाई हेतु परिशिष्ट 'ए' में अधिसूचित की गई है।

The Transfer and Posting Policy for Non-Academic Staff, as approved by the Competent Authority, is notified herewith in Appendix A for information and necessary action.

18/9/25

सहायक कुलसचिव (समन्वय)/Assistant Registrar(CDN)

संलग्न: परिशिष्ट ए / Encl: Appendix A

वितरण / Distribution: -

1. सभी संकाय/कर्मचारी / All Faculty/Staff
2. निदेशक कार्यालय / Director's Office
3. उप निदेशक / Deputy Directors
4. कुलसचिव / Registrar
5. सभी डीन/ एसोसिएट डीन/ विभागों/केंद्र/अनुभाग/इकाइयाँ/सेल के प्रमुख/ वार्डन/ प्रमुख, एचएचएस/ संस्थान अभियंता / All Deans/ Associate Deans/ Heads of Deptts./ Centres/ Sections/ Units/ Cells/ Wardens/ Head, HHS/ Institute Engineer

**Indian Institute of Technology Delhi**
**Transfer and Posting Policy for Non-Academic Staff**

1. **Objective:**
The transfer and posting policy of the Institute has been designed keeping in view the functional needs of the Institute, requirements of transparency & uniformity, and the necessity of allowing the officials a wide and deep exposure to various functions of the Institute thereby helping them in their career advancement.

2. **Application:**
This policy applies to all Non-Academic Cadres of the Institute excluding the Technical Cadre. Policy for Technical cadre shall be developed separately.

3. **Definition:**
The Cadres in the policy refer to the cadres as mentioned in the RPR-2022. The Staff refers to all officials under RPR-2022 except those under Technical Cadre.

4. **Eligibility:**
All staff, on completion of 05 (Five) years of their continuous posting in one Administrative / Academic Unit shall become eligible for transfer. However, due to administrative reasons and requirements of the Institute, staff member(s) may be transferred before completion of 05 years period.

5. **Committee:**
The following Committee shall consider the cases of all eligible officials for transfer under this policy on an annual basis:

| | |
|---|---|
| 1. Deputy Director (Operations) | Chairperson |
| 2. Registrar | Member |
| 3. Dean (D&I) or nominee | Member |
| 4. AR/DR/JR (E-2) | Member-Convenor |

**(Administration and Accounts/ Audit Cadre staff posted in any Academic/ Administrative unit shall come under the purview of the above Committee)**
The Committee will submit its recommendations to the Director and once approved by the Director, the transfer orders will be final and binding. The Committee/ Chairperson, if needed, may obtain input from the respective Heads of the Academic/ Administrative Unit regarding transfer of the staff.

6. **Exclusion:**
The following cadres are function specific, and their staff will normally not be transferred outside their Section / Unit, but they shall, to the extent possible, be rotated within the Section / Unit:
- Library Cadre
- Estate & Works Cadre (Civil Cadre & Electrical Cadre)
- Security Staff Cadre
- Hospital Cadre
- Pre-Primary Teacher Cadre
- Sports Administration Cadre
- Hospitality and Caretaking Cadre
- Counselling Cadre

- Rajbhasha Cadre
- Office of Career Service Cadre
- Public Relation Cadre
- Cadre in CSC (Core)
- ETSC Cadre

The rotation of staff in these Cadres shall be decided by the Head of the Section / Unit internally. As already stated, policy for transfer of Technical Staff cadre will be developed separately. However, the Competent Authority in the interest of the Institute and in exceptional circumstances, may transfer official of the above cadre.

7. **Competent Authority:**
The policy is a guiding document to enable the Institute to take a decision in the matter keeping in view a long term perspective. The Director shall have all the powers to allow exemption/ adjustment/ deviation from the policy keeping in view the interest of the Institute.

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