



**OFFICE OF THE MISSION DIRECTOR
NATIONAL RURAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G.S. Road, Christianbasti, Guwahati-781005
Website: www.nrhmassam.in, E-mail: misnrhm.assam@gmail.com

No. NRHM/ HRD/TP/671/2011-12/ 120030

Date: 21.08.2012

TRANSFER POLICY UNDER NRHM

National Rural Health Mission, Assam has formulated a transfer policy for the employees for effective management of human resource and to enhance efficiency of the employees by transferring them to a suitable place. This transfer policy is based on the following criteria:

(A) General Conditions:

1. An employee will have to join in his/her place of posting as mentioned in his selection letter. No request for transfer will be entertained until the employee serve for continuous 3 years in the place of posting. No NRHM employee can apply for transfer if the employee serves NRHM for Less than 3 years as on 1st April of that particular year.
2. At the same time the Mission Director, NRHM reserves the right to transfer or depute any employee at any time if the need arises in the interest of NRHM programme. It is independent of this policy.
3. Only one application will be accepted from one employee in a year.

(B) Transfer on Request

1. The employee has to complete 3 years of continuous service at the same position and at the same place of posting as on 1st April of that particular year.
2. Application regarding transfer to be submitted in prescribed format only which can be downloaded from NRHM website (www.nrhmassam.in). Applications in other formats will not be considered.
3. The employee should mention the district preference / district preference along with BPHC preference in the prescribed format. The Health Institution will be allotted by the Mission Director depending upon availability of vacancy in that BPHC of that particular district.
4. Preference will be given to employees on seniority basis. The seniority list will be uploaded by State Mission Officer in NRHM website from which the transfers will be done as and when vacancy arises.
5. Transfer will be done against the vacancy only.

6. The transfer applications will be accepted in the month of **September (1st Sept-30th Sept) of every year only**. The employee will submit the application to the State Mission Office, National Rural Health Mission, Assam, Saikia Commercial Complex, G.S. Road, Christianbasti, Guwahati-781005.
7. The following documents as mentioned in the prescribed format needs to be submitted along with the application.
 - No objection certificate (NOC) regarding transfer from the Joint Director of Health Services and District Programme Manager, NRHM of respective district. (NOC format can be download from NRHM website)
 - Copy of Selection letter.
 - Copy of Contract Agreement.


(C) Transfer on Mutual Basis:

- In case of **Mutual Transfer**, it will be done on **quarterly basis** and can be applied in the prescribed format (Mutual Transfer Format-1) which can be downloaded from NRHM website (www.nrhmassam.in) in anytime. The employees will have to apply for transfer on mutual consent in the prescribed format only and will submit the application to the State Mission Office, National Rural Health Mission, Assam, Saikia Commercial Complex, G.S. Road, Christianbasti, Guwahati-781005. Applications in other format will not be considered.
- In cases where employees seek other employees for mutual transfer, the employees would submit their applications in the format (Mutual Transfer Format-2) which can be downloadable from NRHM website to the State Mission Office, NRHM, Assam. Such applications would be received only up to 10th September of every year. The applications so received would be uploaded in the NRHM website by the State Mission Office as soon as possible and shall remain uploaded up to 30th September of that year. Any other employees willing to accept such a mutual transfer can then contact that employee and if both agree for a mutual transfer then they would apply in the prescribed format (Mutual Transfer Format-1) within 30th September of that year.

The mutual transfer once done will not be withdrawn under any circumstances.

The following documents as mentioned in the prescribed format needs to be submitted along with the application.

- No objection certificate (NOC) regarding mutual transfer from the Joint Director of Health Services and District Programme Manager, NRHM of respective district. (NOC format can be download from NRHM website)
- Copy of Selection letter.
- Copy of Contract Agreement.


Mission Director, NRHM cum Com. & Secy.
Health & FW Deptt, Govt. of Assam

Copy to:

1. The Addl. Chief Secretary to the Govt. of Assam, Health & FW Deptt, Dispur. Ghy-6.
2. The Commissioner & Secretary (E) Govt. of Assam, H&FW Deptt., Dispur, Ghy-6.
3. The Principal Secretary/ Deputy Commissioner cum Chairman, District Health Society, District.
4. The Regional Director, MoHFW, Govt. of India, Khanapara, Ghy-22.
5. The Director of Health Services, Assam, Ghy-36.
6. The Director of Health Services (FW), Assam, Ghy-36.
7. The Director, RRC-NE, Khanapara, Guwahati-22.
8. The Director, State Institute of Health & Family Welfare, Assam, Khanapara, Ghy-22.
9. The Joint Director of Health Services cum Member Secretary, District Health Society,District.
10. The District Programme Manager, NRHM,District.
11. The P.S. to Minister, H&F.W. Deptt, Govt. of Assam for kind appraisal of Hon'ble Minister.



Mission Director, NRHM cum Com. & Secy.
Health & FW Deptt, Govt. of Assam