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GOVT. OF NCT OF DELHI
BAHA AZAD MEDICAL COLLEGE
BAHADUR SHAH ZAFAR MARG, NEW DELHI-110 002
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No. PA/Dean/MAMC/Misc./2013/2051/5

Dated: 24/11/13

To,
The ~~Special~~ Secretary, (Medical)
Department of Health & Family Welfare,
Govt. of NCT of Delhi,
A-Wing, Delhi Secretariat,
New Delhi-110002.

Subject:- Regarding transfer policy of Teaching Specialists, Non-Teaching Specialists and General Duty Medical Officers (GDMOs) working on regular basis.

Dear Sir,

With reference to Department of Health & Family Welfare office order No. F.7/GDMO/2013/H&FW/4036-40 dated 25.7.2013, the duly constituted committee met on several occasions and finalized the transfer policy of Teaching Specialists, Non-Teaching Specialists and General Duty Medical Officers (GDMOs) working on regular basis, which is enclosed herewith.

Thanking you,

Encl: As above.

HOO - To get it circulated amongst all doctors.

A.O. Acharya

J/c I.T.

for getting it uploaded
it on our website

for
07/12/13

Yours faithfully,

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DA to
upload

Sanj (H&F)

DELHI HEALTH SERVICES

TRANSFER GUIDELINES FOR SPECIALISTS (NON TEACHING) AND GENERAL DUTY MEDICAL OFFICERS (GDMO)

GUIDING PRINCIPLE

The matter governing the transfer of Doctors requires greater care and discretion on the part of the transferring authority as these posts carry great responsibilities. Delhi Health Services (DHS) while effecting transfer of Doctors holding such posts shall strive to maintain equitable distribution of its Doctors across all locations to ensure efficient functioning of the organization and optimum job satisfaction amongst Doctors. All Doctors are liable to be transferred anywhere in Delhi at any point of time and transfer to a desired location cannot be claimed as a matter of right. While effecting transfers the organizational interest shall be given uppermost consideration and that the problems and constraints of Doctor shall remain subservient. The term Doctor would include all Allopathic Doctors, Physicians and Dental Surgeons.

GENERAL GUIDELINES FOR TRANSFERS AND POSTINGS OF DOCTORS:

1. All Doctors would continue to be liable for posting anywhere in Delhi.
2. The new recruits in the DHS in the GDMOs and Specialists sub-category, however be allotted to various Hospitals/Dispensaries as per exigencies of work without seeking/ascertaining their preference in regard to the places of their postings.
3. Specialist will be posted in respective specialty or sub-specialty posts in all the Hospitals.
4. Medical Officers with PG Degree/Diploma/Short Course in Public Health or Hospital Administration may be posted in the posts where their specialty or field of specialization to utilize their expertise.
5. General transfer would normally be made in order to ensure equitable distribution in view the commencement of the academic session. The transfer of Doctors to the employees in securing admission of their wards in the Government Medical College is minimized.
6. As far as possible attempts will be made to post the Doctors in the same or similar posts both working in the DHS) at the same or nearby locations, subject to the exigencies of posts and their suitability.
7. A Doctor in the last year of service would not normally be transferred from a place he/she is posted except on his/her request. However if the exigencies of service require such a transfer, orders thereof will be issued by the Competent Authority after recording the reasons therefor.
8. All the requests for transfers should be sent by the Officers in charge of the Hospital/Dispensary with proper recommendation, so as to reach the Competent Authority before the 31st December of the preceding year.

9. Seniority and performance will be the criteria to post MBSG and SAG Doctors on Senior Administrative Posts.
10. In order to ensure manpower development and to equip them to handle senior assignments, all the Doctors will be rotated among various assignments, both clinical and administrative.
11. Once a transfer order of a Doctor has been issued by the competent authority, the Doctor concerned will not be granted leave of any kind by his controlling authority. All requests for leave of any kind thereafter will be sent through proper channel to the authority who has issued the order of transfer.
12. On administrative grounds and in exigencies of public interest, the competent authority may make deviations from the above guidelines for transfers by recording the reasons in writing on the file.

SPECIFIC POLICIES:

Health facilities should be classified into three categories:

- I. Secondary/Tertiary Care Centres - i.e. Bigger Hospitals - More than 200 beds.
- II. Secondary Care Centres - i.e. Small and Medium sized Hospitals - Upto 200 beds
- III. Primary Health Care Centres

LIST OF DELHI GOVT. HOSPITALS WITH MORE THAN 200 BEDS

S.NO	NAME OF HOSPITAL	ADDRESS	CONTACT NO.	NO. OF BED
1	LOK NAYAK HOSPITAL	JAWAHAR LAL NEHRU MARG, NEW DELHI	28236000	1800
2	GTS HOSPITAL	SHAHNARA, NEW DELHI	22586262	1000
3	GOVIND BALLABH PANT HOSPITAL	JAWAHAR LAL NEHRU MARG, NEW DELHI	28234242 28237264	600
4	DEEN DYAL UPADHYAY HOSPITAL	HARI NAGAR, NEW DELHI	2249442-08	640
5	DR. SABA SAHEB AMBEDKAR HOSPITAL	ROHINI, NEW DELHI	27055585	800
6	SANJAY GANDHI MEMORIAL HOSPITAL	MANGOLPURI NEW DELHI	27312211 28312244	800

LIST OF DELHI GOVT. HOSPITALS WITH UPTO 100 BEDS

S.NO	NAME OF HOSPITAL	ADDRESS	CONTACT NO.	NO. OF BED
1	BHAGWAN MAHAVIR HOSPITAL	PITAMPURA NEW DELHI	27034555	250
2	CENTRAL JAIL HOSPITAL	JAIL ROAD HARI NAGAR NEW DELHI	22820012	150
3	CHACHA NEHRU BAL CHIKITSALYA	GEETA COLONY NEW DELHI	2842249	215
4	DR. HEDGEWAR AROGYA SANSTHAN	KARKARE DODA NEW DELHI	22341155	210
5	GURU NANAK EYE CENTRE	MAHARAJA RANJIT SINGH MARG NEW DELHI	28343112	224

6	*MAHARISHI BALMIKI HOSPITAL	POOTH KHURD NEW DELHI	27761524	150
7	*SATYAWADI RAJA HARISH CHANDRA HOSPITAL	NARELA NEW DELHI	27787304	200
8	JAG PARVESH CHANDRA HOSPITAL	SHASTRI PARK, NEW DELHI	22184455	200
9	ARUNA ASIF ALI GOVT HOSPITAL	RAJPUR ROAD DELHI	23965532	100
10	ACHARYASHREE BHIKSHU HOSPITAL	MOTI NAGAR NEW DELHI	25423011	100
11	ATTAR SAIN JAIN HOSPITAL	LAWRENCE ROAD NEW DELHI	27153,357	30
12	BABU JAGJIVAN RAM HOSPITAL	JAHANGIR PURI NEW DELHI	27631810	100
13	DADADEB MOTHER AND CHILD HOSPITAL	NASIRPUR NEAR JANAKPURI NEW DELHI	25395528	64
14	Dr. NC JOSHI HOSPITAL	KAROL BAGH NEW DELHI	23622498	60
15	GURU GOVIND SINGH GOVT. HOSPITAL	RAGHUBIR NAGAR NEW DELHI	25386410-12	100
16	LAL BHADUR SHASTRI HOSPITAL	KHICHRI PUR NEW DELHI	22731394	100
17	PT. MADAN MOHAN MALVIYA HOSPITAL	MALVIYA NAGAR NEW DELHI	23589399	100
18	SEWA KUTIR HOSPITAL	BEGGARS HOME GTB NAGAR NEW DELHI	25355532	60
19	*RAO TULA RAM MEMORIAL HOSPITAL	JAFFAR PUR NEW DELHI	25318070	100
20	SARDAR VALLABH BHAI PATEL HOSPITAL	PATEL NAGAR NEW DELHI	25351201	60
21	SUSHRUT TRAUMA CENTRE	RING ROAD BEHIND IP COLLEGE	23508021	30
22	HEALTH CENTRE CUM MATERNITY HOSPITAL	KANTI NAGAR NEW DELHI	23532842	30
23	DEEP CHAND BANDHU HOSPITAL	KOKI WALA BAGH, ASHOK VIHAR, NEW DELHI		200

* These hospitals are to be considered as rural postings.

PRIMARY HEALTH CARE CENTRES (under Directorate of Health Services)

1. Dispensaries
2. Mobile Health Scheme
3. School Health Scheme

CRITERIA REGARDING TRANSFER:

SPECIALISTS (NON TEACHING)

1. Initial appointments should be in Category - II (rural posting) and should move to Category -II (non rural) and category-I on seniority basis.
2. Senior most Non teaching Specialist should be posted in DDCH, BSAH or SGMH being the largest non teaching hospitals. However, the officer can be considered for posting at LNH, GBPH, GTB on request.
3. Transfers to be once in three -five years from one hospital to other.
4. Rural postings (RTRMH/SRHOH/MVH and Central Jy) should not be more than three years at a stretch.

MEDICAL OFFICERS:

1. Initial appointments should be in Category - III but, if no post is available there, initial posting can be in category-II and Category -II and should move to Category -I on seniority basis.
 2. Medical Officers with Post Graduate qualifications should (invariably) be posted in Category - I or Category - II however, initial posting should be in category-I or suitably utilized in Category -III.
 3. Transfers to be once in three -five years from one hospital to other in case of Post Graduate Medical Officers and from one district to other district or to other schemes in case of Medical officers posted in Primary Health Care facilities.
 4. Rural postings/Mobile Health postings/School Health postings and Central Jy postings should not be more than three years at a stretch.
- The Medical Officer who completes his regular tenure in a category of category shall have the option to give notice of 30 months in next category in order of preference (through process).
 - If the doctor does not join the new posting in 30 months, he shall be deemed to have resigned from the parent hospital and after expiry of joining time, he shall be deemed to be wilfully absent from duty and will be liable to disciplinary action.
 - A committee under the chairmanship of Social Secretary, District, shall be formulated to decide regarding transfers.

TYPES OF TRANSFER

Transfers may broadly be classified into two types viz. Administrative and Medical. The Department of Health orders and instructions in the Administrative and Medical transfers.

S. Kumar

administration and in public interest, and request transfer which is effected based on the request of a Doctor.

ADMINISTRATIVE TRANSFER OF DOCTORS

After the completion of tenure, a Doctor shall be liable for transfer except where a Doctor's retention after the completion of tenure or a Doctor's exit before the completion of the tenure is necessary in the organizational interest. Efforts will be made to consider bulk of such transfers post-wise at an opportune time during the year. Transfer/posting to a desired station shall not be claimed as a matter of right. Some crucial determinants for such transfers are as under:

- a) Inherent strength/weakness of a doctor to cope with the responsibility.
- b) Domain expertise of a Doctor
- c) Policy of transfer will be same for specialists/GDMO working on sanctioned posts in their respective cadre in Teaching or Non-teaching Hospitals
- d) Factors such as due for retirement, medical problems faced by a Doctor or family members, spouse working at nearby place.
- e) Redeploy surplus staff in excess of sanctioned strength at a location to other location against sanctioned vacancies.
- f) Post Doctors in various categories of Hospitals on rotation
- g) Doctors involved as supervisor/guide of DNB students should normally not be transferred.
- h) Displacement of a Doctor from a location to another location shall be as per the request of the Doctor.

METHOD FOR ADMINISTRATIVE TRANSFER

1. Doctor holding a post at station to eliminate surplus staff and such staff shall be accommodated against clear vacancies.
2. To transfer a needy Doctor, desired hospital/department to which he/she wants to transfer, application, form adjusted at clear vacancy at the station. Doctor shall request transfer can apply for against choice but also transfer will be considered only against vacancy.
3. Provided, exemption can be given to a Doctor or group of Doctors for displacement for such period owing to operational loss or any other administrative exigencies justifying such exemption.

4. Provided, a Doctor can be transferred from a location if the Doctors' stay has become prejudicial to the interest of the organization.
5. Provided further, a Doctor can be transferred to a location in administrative exigencies.

REQUEST TRANSFER OF DOCTORS

Applications for transfer requests received within stipulated period will be considered by the Health Department and in doing so the organizational interest will be the uppermost consideration. Some crucial determinants for effecting such transfers shall be as follows:

- Request of Doctor factoring in such components as:
 - Request for retirement, medical problems faced by a Doctor or family members, spouse working at a nearby Hospital.
- Suitability of a Doctor for the sought Hospital.
- Number of years spent in a Hospital / place.
- On compassionate ground: -
 - Handicapped (80% and above), serious ailments like Cancer, Thalassemia, etc., single female (unmarried, widow & legal dependant).
 - Doctors having less than 2 yrs. of service before superannuation may be considered for posting at a place of their choice subject to availability.
 - In case a doctor requests for retention of a particular Hospital on the ground that his/her child is in class X to XII.

AUTHORITIES COMPETENT TO EFFECT TRANSFER

Principal Secretary (H&FW) is competent to transfer doctors and assign any duties to officers and staff at the Headquarters, Hospitals and Health Centres. The Principal Secretary (H&FW) shall be competent to transfer doctors from one Hospital to another.

POWER OF RELAXATION OR GUIDELINES

Notwithstanding anything contained in the guidelines, the Principal Secretary (H&FW) shall be the sole competent authority to transfer any Doctor from one place to another of any or all the above provisions.

INTERPRETATION OF GUIDELINES

Principal Secretary (H&FW) shall be the sole competent authority to interpret the provisions and pass such other order(s) as deemed appropriate and expedient to facilitate the implementation of the guideline for the purpose of effecting smooth administration of the Department of Health as a whole.

REDRESSAL OF GRIEVANCES

There will be a Human Resources Grievances Redressal Committee with the Fr. Secretary/Sp. Secretary (Medical) as the Chairperson which will include two/three more senior doctors as members. All representations relating to the postings of GDMOs/Specialists, up to and including those in the SAC scale will be referred to this Committee which will meet as frequently as the need arises. This committee will also consider requests for inter-hospital and inter-zonal transfers of GDMOs/Specialists. Representation relating to posting of Senior Administrative Grade GDMOs/Specialist will also be dealt by the above Committee.

SAFEGUARD AGAINST EXTRANEOUS INFLUENCE

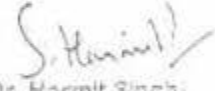
Doctors shall not bring in any outside influence; if such an influence from whichever source espousing the case of a Doctor is received it shall be presumed that the same has been brought in by the Doctor. The request of such a Doctor shall not be considered. Action may also be initiated against such a Doctor under relevant service rules.

TRANSFERS OF TEACHING SPECIALISTS

The teachers (Assistant Professor, Associate Professor, Professor, Director Professor) will not normally be transferred unless:-

- There is a need to utilize the expertise of the particular teacher in other hospital in public interest.
- If a teacher wants to acquire special training that is available in other hospital.


(Dr. Rajpal)
MS, GTBH
Member


(Dr. Harmit Singh)
MS, SVBPH
Member


(Dr. Anandeshwar Narain)
M.S., SRCH
Member


(H.R. Sharma)
Joint Secy (H&FW)
Member


(Dr. Deepak K. Tanna)
Dean, H&FW
Chairman