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**I.G.N.O.U.**  
**ACADEMIC COORDINATION DIVISION**

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F.NO.1-111/AC/2002/  
Dated: 20 May, 2002

**NOTIFICATION**

The Board of Management at its 71<sup>st</sup> Meeting held on 1.3.2002 approved the recommendations made by a Committee appointed by the Vice Chancellor to consider the procedure for transfer of academic staff posted at the IGNOU Regional Centres. The norms/procedure which will be followed in respect of transfer of academic staff (Regional Director and Assistant Regional Director) posted at the Regional Centres is given below:

**For Regional Directors**

- i) The Regional Directors appointed in the scale of pay of Rs.16400-22400 will be posted at the six identified Regional Centres;
- ii) The person selected as Regional Director will be posted at the Regional Centres first and thereafter if a vacancy is still available, the University would post a Dy. Director as the Regional Director of the Centre;
- iii) The practice of having persons on deputation as Regional Director will be avoided to the extent possible; the position vacated by the person on deputation be filled up by posting regular staff and in so doing, the University may keep the proximity of the State to which the person belongs vis-à-vis the place of posting in view;
- iv) Ordinarily a Regional Director will not be transferred before completing 5 years of his stay in that particular Centre;
- v) Any Regional Director will be shifted on administrative reasons and whenever the exigencies of the service so require;
- vi) The continuation or the shifting of a Regional Director will be based on performance as evidenced by:
  - a) growth of the study centers in the region during his tenure;
  - b) additions in the enrolment of learners;
  - c) submissions of monthly reports on assignments, fee collection, counseling, redressal of grievance of students as per schedule or otherwise.

- vii) The University will, except under special circumstances, follow the guidelines of Govt. of India in posting of Regional Director in the region located in his own state, during the last three years of his service (i.e.) three years prior to his attaining superannuation).

**For Assistant Regional Directors**

In addition to the norms/procedure listed for Regional Directors, the University will consider the work report forwarded by the Regional Directors for each ARD on the following while considering his/her transfer from one Regional Centre to another Regional Centre:

- a) promotion of programmes;
- b) feedback to the RSD and various Schools;
- c) publication of papers on student support and system development;
- d) participation in teleconferencing;
- e) participation in counseling sessions; and
- f) discipline and punctuality.

  
(A.K. Agarwal  
Director (AC)

To

- 1. All Regional Directors of RCs – with a request to circulate it among the ARDs posted in the respective Regional Centres;
- 2. Director, RSD.
- 3. AR(VCO)