No. PA/Dean/MAMC/Misc./2013/2/0/27/18

To,

The [Name]
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/HFW/4036-40 dated 23.7.2013, 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,

[Signature]

[Handwritten Notes]

HOD
A.O. Admn.

[Handwritten Notes]

[Signature]

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DELHI HEALTH SERVICES

TRANSFER GUIDELINES FOR SPECIALISTS (INCLUDING) 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 the Doctors across the 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 utmost consideration and that the problems and constraints of Doctor shall be taken into consideration. The term Doctor would include all Allopathic Doctors, Physiotherapists 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 GBMs and Specialist categories, however, be allotted to various hospitals/units/specialties as per eligibilities or part without seeking/ascertaining their preference in advance to the choice of their postings.
3. Specialist will be posted in respective specialty or mentioned post in ACGHS Hospitals.
4. Medical Officers with PG degrees/Diplomas/Post-Graduate in Public Health/PHC hospital Administration may be posted in the department, according to the needs of specialization to utilize their expertise.
5. General transfer would normally be made in the year in view of the commencement of the academic session to the employees in securing admission in their faculty/colleges to minimize.
6. As far as possible attempts will be made to post the same Doctor(s) (both working in the DHSI at the same or near post and suitable posts and their suitability.
7. A Doctor in the last year of service would not normally be transferred from one hospital to another hospital. However, if 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 only via proper channel with proper recommendation, as well as should be considered before the 31st December of the preceding year.
8. Seniority and performance will be the criteria to post MPSG and BAS Doctors on Senior Administrative Posts.
9. In order to ensure manpower development and to assist them in handling senior assignments, all the Doctors will be rotated among various assignments, both clinical and administrative.
10. 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 the Controlling Authority. All requests for leave of any kind thereafter will be sent through proper channels to the Authority who has issued the order of transfer.
11. 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

<table>
<thead>
<tr>
<th>S.NO</th>
<th>NAME OF HOSPITAL</th>
<th>ADDRESS</th>
<th>CONTACT NO</th>
<th>NO. OF BED</th>
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<tr>
<td>1</td>
<td>LOH NAYAK HOSPITAL</td>
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### LIST OF DELHI GOVT. HOSPITALS WITH UPTO 200 BEDS

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<td>Sardar Patel Nagar, Delhi</td>
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<td>Lok Nayak Hospital</td>
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<td>VMMC Hospital</td>
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*These hospitals are to be considered as run by the government.
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 DCOH, BSAN or SOMH being the largest non teaching hospitals. However, the officer can be considered for posting at LNH, GBPH, GTS on request.

3. Transfers to be once in three-five years from one hospital to other.

4. Rural postings (RTRMH/BRCH/MVH and Central Jails) 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 – III 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-III and 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 in case of Medical Officers posted in Primary Health Care facilities.

4. Rural postings/Mobile Health postings/School Health postings should not be more than three years at a stretch.

- The Medical Officer who competes the required category shall have the option to give his/her preference in order of preference through process.

- If the officer does not join at new posting or at parent hospital and after expiry of joining date, it will be treated as unwilfully absent from duty and will be liable for all consequent actions.

- A committee under the chairmanship of Secretary and Member, shall be formulated to decide regarding transfers.

TYPES OF TRANSFER

Transfers may broadly be classified into two types as per the Department of Health orders and rules in the Department of Health.
administration and in public interest, and request transfer 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 after 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 deemed 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 in 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 in 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.

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 must be dully requested by a request transfer application, form adjusted at clear vacancy at the station. A Doctor desiring request transfer can apply for against choice but such 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 extraordinary 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:

a) Request of Doctor factoring in such components as medical problems faced by a Doctor or family members, spouse working at a nearby Hospital.

b) Suitability of a Doctor for the sought Hospital.

c) Number of years spent in a Hospital / place.

d) On compassionate grounds:

   - Handicapped (60% and above), serious ailments, etc., single female (unmarried, widow & legal), etc.

   - Doctors having less than 2 yrs. of service be considered for posting at a place of their choice subject to availability.

   - In case a doctor requests for retention of ground that his/ her child is in class XII.

AUTHORITIES COMPETENT TO EFFECT TRANSFER

Principal Secretary (M&FW) is competent to transfer any Doctor and staff and officers and staff at the Headquarter, Hospital & at any other place. All the above authorities should be consulted to determine their views before finalisation.

POWER OF RELAXATION OR GUIDELINES

Notwithstanding anything contained in the guidelines, the Principal Secretary (M&FW) shall be the sole competent authority to transfer any Doctor in any special instances of any or all the above provisions.

INTERPRETATION OF GUIDELINES

Principal Secretary (M&FW) shall be the sole competent authority to interpret the terms and conditions, as deemed necessary, and special to facilitate the implementation of the guidelines for the purpose of efficient provision and 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 and more senior doctors as members. All representations relating to postings of GDMOs/Specialists, up to and including those in the SAG 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 another hospital in public interest.
- If a teacher wants to acquire special training that is available in other hospitals.

(Dr. Rajpal)
M.S., GTBH
Member

(Dr. Harshit Singh)
M.S., SVBP-H
Member

(Dr. Amareshwar Naretn)
M.S., SRCH
Member

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

Vinit Dixit
Deputy, DMO
Chamber