BACKGROUND :

"**NEEPCO Transfer Policy**" was approved by the Board of Directors' in its 230th Board Meeting held on 08.05.2017.

1. TITLE AND COMMENCEMENT:

This policy shall be called the "**NEEPCO Transfer Policy**" and shall come into force w.e.f **08/05/2017**

2. SCOPE AND COVERAGE:

This Transfer Policy shall be applicable to all the regular employees of NEEPCO in all three categories, v.i.z., Workmen, Supervisors and Executives and shall also include Work-Charged category and Deputations.

3. DEFINITIONS:

3.1 Family:"Family" means an employee's Spouse (not more than one), unmarried children (including legally adopted children) till they start earning or attain the age of 25 years in case of son, 30 years in case of un-married daughter and 35 years in case of physically handicapped, whichever is earlier; and parents/ parents-in–law in case of female employees, wholly dependent on the employees. A female employee has a choice to include either her parents or her parents-in-law and such an option exercised, can be changed only once during service.

When both husband and wife are employed in the corporation, the dependent parents of either of the spouses may be treated, at their option, as parents for the purpose of these rules.

3.2 Category of Locations: For the purpose of transfer, job locations (Projects/ Plants/ Offices of NEEPCO) are categorized as Category-I and Category-II based on specific criteria contained in Clause 5 of this policy.

3.3 Tenure: Number of years for which an employee is posted in location/ locations of a particular Category of Locations.

3.4 Sensitive Post: Employees working in the posts which are identified as sensitive post by the CVO from time to time as per CVC guidelines.

3.5 Transfer: Change of Job location of employees, within or in-between Category/ Categories of locations as indicated at Rule 5.

3.6 Job Rotation: Change in job of employees within the same location.

4. OBJECTIVES:

4.1 To cater to the changing needs of the organization.

4.2 To enable employee acquire multi-dimensional knowledge and skills for self-development to shoulder higher responsibilities through exposure to diverse geographical and operational environment.

4.3 To ensure optimum utilization of manpower and their knowledge & skills.

4.4 To accomplish specific task/ objectives with the available resources.

4.5 To enable cross functional rotations in the strategic interest of organization.

4.6 To meet individual needs of the employee for their job exposure matching with the organizational needs.

5. CATEGORIZATION OF LOCATIONS:

5.1 The job locations of the Corporation are classified as Category –I and Category-II based on the following criteria:

(a) Remoteness of the location of the projects.

(b) Absence/Presence of appropriate education and medical facilities around the location.

(c) Adequacy/ Inadequacy of transportation, telecommunication and other infrastructural facilities.

(d) Availability/ Non-availability of family accommodation facilities in the location.

CATEGORY-I:
Location: **1.** Corporate Office, Shillong, Meghalaya **2.** Guwahati, Assam **3.** New Delhi, NCT **4.** Kolkata, West Bengal **5.** Tezpur, Assam **6.** Itanagar, Arunachal Pradesh **7.** AGBP, Bokuloni, Assam **8.** AGTCCPP, Ramchandranagar,Tripura **9.** Lanka, Assam
CATEGORY-II :
Location: **1.** DHEP, Nagaland **2.** KaHEP, Arunachal Pradesh **3.** RHEP, Arunacahal Pradesh **4.** S&I Locations **5.** PareHEP, Arunachal Pradesh **6.** TrHEP, Mizoram **7.** TGBPP, Tripura **8.** Kopili HEP, Assam

5.2 Any other future projects undertaken by the Corporation shall be included in the said Categories based on the aforesaid classification criteria.

6. PROCEDURE:

6.1 The transfer of an employee will be made keeping in view the manpower requirement at different locations.

6.2 Employee will be considered for transfer from Location Category-I to Location Category-II or vice versa or within the same Category after completion of tenure of 4(four) years in one location.

6.3 Employee who opt to continue to work in any location of Category-II shall be allowed to do so unless decided otherwise in the interest of the work.

6.4 On completion of minimum tenure of 4 years in one location, employees shall submit his/her options for choice of 3 (three) locations as per prescribed form at **Annexure –I** for transfer, so as to reach the Establishment Cell of Corporate Office latest by 15th December of the year. The copy of the same shall also be forwarded to their respective Controlling officer and HOD/ HOP.

6.5 Transfer of employees on promotion shall be made as per the requirement of the Corporation (shall be read with Clause 9).

6.6 Job Rotation: In order to facilitate job exposure and experiences, employees may also be rotated regularly within the same location. In such case, HoP for Project & Plant, HoD for offices other than Corporate Office, Shillong; Functional Directors in case of Corporate Office shall be the Competent Authority.

7. CASES RELATING TO TRANSFER ON PROMOTION :

7.1 In case of transfer on promotion, the promotion of the employee shall be effective from the date indicated in the office order, if he/she joins the new place of posting within a period stipulated in the promotion order.

7.2 Not joining within the period stipulated in the promotion order, shall be treated as a case of foregoing promotion. Not releasing an employee from the present place of posting due to exigencies of work and delay in joining in the new place of posting thereof, shall not affect his/her date of promotion as mentioned in the promotion order. Approval for extension of joining time is to be duly obtained from the Corporate Office in such cases with consent of the Functional Director.

7.3 If an employee forgoes promotion, he/she shall not be transferred to other location for 1(one) year or till he/she is considered for appearing before the next DPC, whichever is earlier.

7.4 The promotion shall be effective from the date of joining the new place of posting, if the delay in joining is due to personal reason of the employee.

8. PREROGATIVE OF THE MANAGEMENT:

8.1 Notwithstanding any provisions contained in this policy, the Management reserves the right to transfer or retain any employee at any place irrespective of his/ her tenure at a particular location in order to meet the organizational requirements and in the interests of works of the Corporation.

9. COMPETENT AUTHORITY:

The Competent Authority empowered to approve transfers of employees is as below:

Sl. No.	GRADE	COMPETENT AUTHORITY	REMARKS
1.	E7 to E9	CMD	CMD may consult concerned Functional Director. However, final decision of CMD shall prevail.
2.	E1 to E6	Respective Functional Director in consultation with Director (Personnel).	
3.	S1-S3		
4.	W1 -W8		

Based on the requirement of manpower in specific functions and locations, vis-à-vis, employees who have completed their tenure of posting and option received in transfer form, proposals for transfer of employees shall be prepared by Corporate HR establishment with recommendation of concerned Functional Director and proposals shall be placed before the Competent Authority mentioned above for decision.

The administrative orders communicating the approval of the Competent Authority shall be issued by the Corporate Establishment Cell of Corporate HR Department. The subsequent deployment of the Employee, upon joining the new location, shall be made by the Head of Project/Head of Department.

10. GENERAL TERMS& CONDITIONS:

10.1 Employees on transfer shall be released within the stipulated time as mentioned in the order.

10.2 Employees shall be generally transferred during the months of February/March/April in consideration of academic schedule of the school/college of wards of the employees. However, transfer of employees, under special case, may be made at any time.

10.3 Group ‘D’ employees shall not be transferred generally. However, this is also subject to Clause 8.1 of the Policy.

10.4 Tenure of employee holding sensitive posts as identified by CVO, shall be determined as per CVC guidelines circulated from time to time.

11. PROVISIONS FOR SPECIAL CASES:

Special consideration shall be made while deciding transfer & posting of employees in the following cases in consideration of organisational requirement and merit of the case.

11.1 Differently-abled employee (not less than 40% of relevant disability) shall be deployed at any location of his/ her choice or nearest to his/ her hometown.

11.2 Employee parenting mentally retarded / autistic children shall be deployed at any location of their choice or nearest to a location where facilities for special education are available. Such employee shall be spared from routine transfers or rotational transfer exercise.

11.3 Employee and his/ her family suffering from Special diseases as defined in NEEPCO MEDICAL ATTENDANCE Rules shall be deployed at any location of their choice or nearest to a location where facilities for treatment of special diseases are available.

11.4 Employee deputed for training in specialized subjects/skills in India / abroad shall, on completion of the training, be posted at location/locations where the experience/knowledge acquired during the training can be utilized to the maximum extent. In such cases, where specialized posts are available at one location or few locations only, the Employee may continue at the same location for a longer tenure or may be transferred to such locations only depending on requirement.

11.5 When both the husband and wife are employed in NEEPCO, both of them may be considered for a posting in the same location provided there are adequate vacancies and requirement.

11.6 In cases when the spouse of an employee is working in other Central/ State Government service or PSU, posting of the employee concerned at the same or near the place of posting of the spouse, may be considered sympathetically.

11.7 Employees due for superannuation within a period of 2(two) years shall normally be considered for posting at locations of their choice or nearest to their hometown.

11.8 Employees whose children are studying in Class IX and Class-XI may not be transferred till completion of Class-X and Class-XII of the children. Length of the employee's posting at the present location shall be considered while deciding such cases. Such cases shall only be applicable when the family of the employee is staying with him/ her at the employee's place of posting or within the distance of 30 kms from his/ her place of posting.

11.9 Mutual request Transfer may be considered on the merit of the case.

12. HRA/LEASE ACCOMMODATION/ACCOMODATION AT LOCATIONS:

12.1 Employee posted in any of the locations of Category-II, shall be provided special facility of HRA as per his/her entitlement for retention of his/ her family anywhere in India or Lease Accommodation anywhere in India for retaining his/ her family as applicable under NEEPCO Lease Accommodation Rules & HRA Rules and at the rates applicable for such places.

12.2 For availing the facility of HRA/Lease Accommodation, he/she shall have to submit documents as listed below to his /her controlling officer & Head of HR, as evidences of physically retaining his / her family at a particular location, as proof of residence & occupation of house at the place of choice. Viz.,

(i) Certificate/Receipt of Monthly Rent from the Landlord//Lease Agreement deed; and any one of the following documents :
   (a) LPG Subscription Receipt
   (b) Children Education fee payment Receipt if any, etc.

(ii) Any other document(s) as felt necessary by the Controlling Officer or Head of HR.

12.2.1 The HR Department shall issue an office order conveying the approval thereof.

12.2.2 The place, declared by the employee concerned, as selected place for retaining his/her family, shall not be allowed to be changed during his/her posting at the location.

13. VISIT TO HOMETOWN/ FAMILY:

Employee posted at any of the locations of Category - II shall be entitled for to & fro travel expenses as per his/ her entitlement, for visiting his/ her hometown/ location where he has been allowed to retain his/ her dependent family as per Rule 12 of this policy under the following criteria:

13.1 When an employee's Spouse and Children are staying at his/ her place of posting, the employee shall be entitled once a year for to & fro TA expenses for Self, Spouse and dependent children as per NEEPCO TA Rules for visiting his/ her hometown.

13.2 When an unmarried employee's dependent parents are staying at his/ her place of posting, the employee shall be entitled once a year for to & fro TA expenses for Self and dependent parents as per NEEPCO TA Rules for visiting his/ her hometown.

13.3 When an employee is staying alone at his/ her place of posting and has retained his/ her family elsewhere as per Rule 12, the employee shall be entitled twice a year for to & fro TA expenses for Self only, for visiting his/her hometown or his/ her family.

14. Additional leave for employees posting in construction projects and S&I units: Employee posted in Construction projects and S&I units under **Category -II**, may be allowed to avail 20 days of leave in a calendar year. This leave shall not be carried forward and shall lapse if not availed during the year and same is not en-cashable. This leave can be suffixed or prefixed with any kind of leave & holidays. The HoP/HoD is authorised to sanction this leave. This leave may be treated as Special Leave.

15. PROCEDURE FOR DEALING WITH TRANSFER ON SPECIAL GROUNDS:

15.1 Request for transfer on Special grounds like medical case of self/ family members (as defined in NEEPCO Medical Attendance Rules), Education of Children, Aged Parents, employment of spouse etc. shall be submitted along with Transfer Option form through proper channel to the respective Functional Director, who will decide taking into account the factors like length of service at a particular place, functional criticality, medical grounds, etc. However, functional criticality/requirement will have over-riding priority over anything else. Such cases shall be examined by a committee as per Rule 15.2.

15.2 A Committee comprising of the following members shall examine each case in order of receipt and consider the request on individual merit to the extent feasible:

(a) Director (Personnel) - Chairman
(b) Executive Director(HR)/ CGM(HR), Corporate Establishment – Member
(c) Concerned Executive Director/HOD – Member
(d) GM(M&HS) – For Medical cases.

16. CANCELLATION

The Competent Authority, as specified at Rule 9, may retain the employee in same location for a specified period, in exceptional cases and on compassionate ground.

17. APPEAL/ REPRESENTATIONS AGAINST TRANSFERS:

Appeal/ Representation, if any, against the transfer shall be made through proper channel by the affected employee within 30 days of the receipt of transfer order. When a representation received through proper channel is rejected by the Competent Authority as specified in Rule 9, the concerned employee shall stand released automatically on completion of 2(two) months from the date of issue of administrative orders and draw salary/wages and avail leave only upon joining at the new place of posting.

18. Management reserves the right to modify and amend any provision in the Transfer Policy. However, representatives of Unions shall be consulted before making any modification / amendment. Views of Associations will also be taken on such modification. In case of any doubt in interpretation of any provision of the Transfer Policy, the decision of the CMD shall be final.

REFERENCES / AMENDMENTS / INCLUSIONS

Existing E1 to E9 grades of Executives revised as approved by the Board of Directors in the 234th Board Meeting held on 14.11.2017	Office Order No. 889 dtd. 09.01.2018 & circulated vide Memo No. Pers/23/109/10,809-60 dtd. 09.01.2018
Revision of Designation of Executives as per DPE Guidelines approved by the Board of Directors in the 251st Board Meeting held on 10.05.2019	Office Order No. 381 dtd. 31.05.2019 and circulated vide Memo No. Pers/25/72/9381-430 dtd. 31.05.2019.

PREPARED BY	REVIEWED BY	APPROVED BY
L. Y. KHUMAN **AM - HR**	**N. K. MEITEI** **DGM - HR**	**P. S. BARTHAKUR** **CGM - HR**

TRANSFER OPTION FORM **ANNEXURE-I**

NAME:		**Employee Code:**	
DESIGNATION:		**Present Place Of Posting :**	
OFFICE/ DEPARTMENT			
Date of Joining the present Place of Posting:		**Date of Joining the Corporation:**	

DETAILS OF POSTING

PLACE OF POSTING	Location Category	DESIGNATION	OFFICE/ DEPARTMENT	FROM (Date)	TO (Date)	No. of years

OPTION FOR TRANSFER

Location Category	Location(Project/ Plant/ Office)
	1st Preference:
	2nd Preference:
	3rd Preference:

Forwarded to Corporate Establishment for consideration

SIGNATURE

Date:.....

Copy to:

1. **HOD/ HOP for kind information.**
2. **Controlling Officer for kind information.**