

TRANSFER POLICY

APPLICABILITY

1.1 The policy for transfer as stated below shall apply to:

- Executives, Supervisors & Workmen,
- Deputationists (unless the deputation terms provides otherwise) hereinafter termed as “employees”.

2.0 OBJECTIVES:

- i) To cater to the changing organizational needs,
- ii) To ensure optimum manpower utilization, upgrade skills & support creating knowledge based organization
- iii) To accomplish specific tasks/objectives with the available resources
- iv) To meet organizational developmental needs, employees aspiration and future organizational requirements.
- v) To recreate a vibrant organization.

2.1 The transfer of employees from one location to another is necessary to meet organizational as well as employee’s developmental and professional needs. The considerations could, broadly, be classified as under: -

- i) To meet organizational requirements, as envisaged in the manpower plan, optimize appropriate placement, meet exigencies of work and the needs at a particular location requiring specialized knowledge/experience.
- ii) Administrative considerations.
- iii) To cater to employees career development through job-rotation.

3.0 PROCEDURE: -

3.1 The transfer of employees will invariably be made in keeping with organizational manpower requirement.

3.2 Criticality of manpower for both the donor and the recipient department / project / office employees will, be considered for transfer after they have spent a minimum of two years at Hard location, three years at difficult station / location and four years in a soft station / location. However, employees with long stay within one region and or one cluster, for more than 10 years, will necessarily be transferred out from region / cluster unless otherwise decided by the CMD in the interest of work. (Amended vide Part-I O/O No.67/2021 dated-01.11.2021).

Note :

- i. Tenure of 2 years at Cluster I i.e. Hard Posting and Tenure of 3 years at Cluster II i.e. Difficult Posting shall constitute only the physical stay of an employee at that particular Project/ Station/Unit. (*Amended vide Part-I O/O No.42/2020 dated-17.04.2020*).
- 3.2.1 In the interest of the organization, employees can be transferred to any location even before they have completed their specified Tenure on account of administrative exigencies. (*Introduced vide Part-I O/O No. 90/2021 dated 30.12.2021*).
- 3.3 For the purpose of transfer, the Projects / Units/ Offices shall be grouped into the following broad clusters:-

A. HARD POSTINGS:

Cluster- I

Nimmo Bazgo, Chutak, Tawang Basin Projects, Dugar HE Project, Dhauliganga Power Station, Sawalkote HE Project* and all other Projects / Stations / Units / Offices located in the similar vicinity as may be notified by the Corporation from time to time.

B. DIFFICULT POSTINGS

Cluster-II

Dibang Multipurpose Projects, Loktak Power Station, Loktak Down Stream Hydroelectric Corp. Ltd. (JV) Uri-I, Uri- II, Dulhasti, Kishanganga, Chenab Valley Power Projects (P) Ltd. (Kiru & Kwar, Pakal Dul), Foreign Postings at Myanmar and all other Projects / Stations/ Units/ Offices located in the similar vicinity as may be notified by the Corporation from time to time.

C. SOFT POSTING

Cluster-III

Subansiri Lower HE Project, RO-Itanagar, Salal, Rangit, Teesta V, Teesta- IV, Teesta Low Dam III & IV, Teesta-VI, R.O- Siliguri, PID Field Unit-Siliguri,Chenab Valley Power Projects(P) Ltd.- Jammu, Chamera-I / II / III, Baira Siul, Regional Office - Banikhet, , Sewa-II, Parbati- II , Parbati III, Tanakpur Power Station, Kotli Bhel – IA and all other Projects/ Stations/ Units/ Offices located in the similar vicinity as may be notified by the Corporation from timeto time.

Cluster-IV

Regional Office- Jammu, Regional Office- Chandigarh, Bihar Rural Road Projects, PID-Pathankot, L.O- Lucknow, NHDC (JV), and all other Projects/ Stations/ Units/ Offices located in the similar vicinity as may be notified by the Corporation from time to time.

Cluster-V

Corporate Office, Foreign Postings (other than Myanmar), Employees on Deputation to other Organizations / Govt. Depts./ PSEs and all other Projects/ Stations/ Units/ Offices located in the similar vicinity as may be notified by the Corporation from time to time.

Note: There are certain locations within the Projects/Power Stations that are very remote, climatically very adverse and lack basic amenities & infrastructural facilities (viz. Gurez in Kishanganga, Bani in Sewa-II Power Station, Khadamukh in Chamara- III, Silagarh & Varshaini in Parbati-II, Tissa in Bairasiul Power Station, Leimatak in Loktak Power Station etc.). It has been decided to rotate employees posted in these locations on periodical basis by HOP to mitigate hardship of the employees posted at these locations. However, if any executive remains posted at above mentioned locations for more than a year due to organizational requirement, his posting may be considered as one level above the difficulty level of respective Projects/Power Stations.

(Amended vide Part-I O/O No.42/2020 dated-17.04.2020 & Part-I O/O No.70/2020 dated-21.08.2020).

*(*Included for 02 years. thereafter project will automatically move to next lower cluster unless there will be a review and decision for continuation in the same cluster. Added vide Part-I Office Order No. 78/2022 dated 05.08.2022)*

- 3.4 Transfer shall be made from hard/difficult to soft posting or vice versa on the basis of requirement and completion of the tenure of an employee at a particular location. As far as possible, for posting at the immediate previous station, cooling-off period of complete tenure of present location or 03 years whichever is earlier is necessary which may be relaxed by CMD in view of organizational requirement. *(Amended vide Part-I O/O No.67/2021 dated-01.11.2021).*
- 3.5 In case due to some reason or the other, transfer of an employee is not possible from hard/difficult to soft or vice versa, then, he will be considered for transfer out from one cluster to the other and not within the same Cluster.
- 3.6 Employee who completes tenure of posting at hard Project, subject to requirement will be considered for posting at choice place for which one may provide Six (06) preferences, not more than three from any cluster i.e, II, III & IV essentially for the next tenure posting, except Corporate Office & foreign postings (other than Myanmar) for which postings shall be based on organizational requirements.
- 3.7 In each Project/ Station /Office, attempt will be made to have a healthy mix of employees from home State and other States in the ratio of 50:50 (Approx.), i.e. 50% employees from the same Region where the Plant /Office is situated and 50% from other Regions.

Note:

While considering Transfers, it may be seen that transfer of not more than 20% of the employees is carried out in a particular year in respect of any division. However, effort should be made that, the total manpower should not exceed the sanctioned manpower strength of the respective division.

- 3.8 On completion of training employees will be placed to Projects / Power Stations/ Units as per requirement and normally they will be considered for job rotation/transfer to

different locations after a period of 3 years except some special circumstances to meet the need of the organization.

- 3.9** Supervisors being promoted to Executive cadre shall necessarily be transferred out to other cluster.
- 3.10** Employees whose meritorious performance has been recognized by grant of a National Award as listed by NHPC for incentive could be considered for choice posting.
- 3.11** An employee who has two years of service remaining for superannuation will be considered for posting of his own choice. In case the same is not possible in that case posting will be made to the nearest of the cluster posting.
- 3.12** The following procedure will be observed while deciding transfers.
- i) The transfer of HOPs & E8-E9 category of employees will be effected by CMD.
 - ii) Transfers of employees in executive cadre (E-1 to E-7) except HOPs will be effected by Committee of Directors consisting of :
 - a) Director (Pers.) & Director (Tech.) for Power Stations/Projects & Divisions under Director (Tech.)
 - b) Director (Pers.) & Director (Projs.) for Projects & Divisions under Director (Projs.)
 - c) Director (Pers.) & Director (Fin.) for HR Discipline, Finance Discipline & Divisions under Director (Pers.) & Director (Fin.)
 - iii) Structural change in the approved manpower module will not be carried out by the Project Heads/ EDs except with the approval of Director (Personnel)
 - iv) In situations involving administrative exigencies where consultation with concerned Functional Director is not possible, CMD may order such transfer in the interest of work.
 - v) Transfer of employees of the level of Supervisors and below shall be effected by
 - a) Director (Personnel) for transfer between one region to another / Corporate Office and vice versa.
 - b) Executive Directors (Regional Office) for transfer within the same region subject to sanction of posts.
- 3.13** In case of request of an employee for transfer to a particular Region/Station/Project, the same could be considered on merits. However, Clause 4.3 shall apply in this case.
- 3.14** The transfer shall, generally be done during the month of April/May or along with orders of promotion, except under exigencies.
- 3.15** The management, however, reserves the right to make transfers on administrative grounds.

- 3.16** The posting of an employee in the state of domicile would be treated as his /her home posting i.e soft posting (irrespective of its location) and the management would reserve the right to transfer out an employee to any location on organizational requirements.
- 3.17** To the extent possible, posting of employees above 57 yrs of age to hard locations with difficult terrains/extreme climate conditions will be avoided. However, management would reserve the right to transfer out an employee to any location on organizational requirement.
- 3.18** The categorizations of Projects / Stations / Units / Offices in various clusters have been provided in the transfer policy only for the purpose of transfers and not for other purposes. For other benefits/facilities etc. it would be governed by respective policies/orders in vogue.
- 3.19** a) *As far as possible, employees with disabilities may be exempted from the rotational transfer policy / transfer and may be allowed to continue in the same job, where they would have achieved the desired performance and preference in place of posting at the time of transfer/ promotion may be given to persons with disability subject to administrative constraints.*
- b) *An employee who is a care giver of disabled child may be exempted from the routine exercise of transfer/rotational transfer subject to administrative constraints. The word disabled includes (i) blindness or low vision (ii) hearing impairment (iii) locomotor disability or cerebral palsy (iv) leprosy cured (v) mental retardation (vi) mental illness (vii) multiple disabilities (viii) Autism. ”*

(Part –I O/O No. 50/2014 dated 29.09.2014 & 11/2015 dated 17.03.2015)

4.0 PROVISIONS IN SPECIAL CASES:-

- 4.1** The management shall take appropriate action against an employee who brings in influence orally or in writing or through HOD or through request made by fellow workmen, representations or goodwill influences or through Ministry for transfer to a particular Region/Station, in respect of his transfer. An entry will be made in his service record and will be communicated to the employee.
- 4.2** All employees in respect of whom orders of transfer are issued will be relieved within seven days on receipt of copy of the order by the Project Head, by the Project/Controlling officer. However, in case it is not done the employee will automatically stand relieved on completion of one month from the date of issue of the transfer order.

Withstanding with it, wherever the employee is supposed to hand over charge, will do so after he joins the transferred place / location and that this exercise shall be completed within three months of such relieving. The employee shall be treated on tour for the above purpose.

However, in cases where the relieving is not possible as above due to the employee being on leave or tour, he may be relieved immediately on his return but not later than 7 days of his resuming office. However, it has, to be taken into consideration that the employee has

preceded on leave / tour before the issue of transfer order.

Note:

In cases of Transfers, the respective Directors shall ensure that the employee concerned is relieved by the HOPs/HODs within the stipulated time.

- 4.3** In case the employee under transfer does not join his new place of posting after relieving within the stipulated period for any reason whatsoever, his eligibility period for promotion to the next higher grade shall stand extended by as many number of months.
- 4.4** Where the employee under transfer is not relieved by the Project Head/Controlling Officer within the stipulated period, for any reason said action shall be viewed as defiance of lawful order and will invite entry in the PAR of the Project Head/Controlling Officer. However same shall be communicated to the HOD/ Project Head.

5.0 Competent Authority:-

- 5.1** The powers to review or modify/amend the provisions of the above scheme shall vest with the Chairman & Managing Director.
