

NESCO UTILITY

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No.AO/NESCO/HR/ 5807 (31)

Date: 24.5.12

To

All DGMs / AGMs (Elect.), Electrical Circle Offices under NESCO Utility.

All Managers (Elect.) /Dy. Manager (Elect.), I/c of Electrical Division Offices under NESCO Utility.

Manager (Elect.), ESD, Balasore.

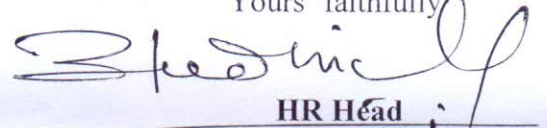
Sub: Transfer Policy Guideline for Executives.

Sir,

Please find enclosed herewith the guidelines on above subject for your information and necessary action.

Encl: As above

Yours' faithfully


HR Head
24/5/12

Copy communicated to:

1. All the Functional Heads of Corporate Office for information.
2. PS to Authorised Officer for kind information of Authorised Officer.
3. Chief Operating Officer, Corporate Office, Balasore for information.
4. DM (IT), Corporate Office, Balasore to upload in the NESCO Utility website.
5. Notice Board, Corporate Office, Balasore.

Transfer Policy Guidelines for Executives

Guiding principles

1. Transfer is a normal incidence of service and all employees shall be liable to be transferred and posted anywhere in the operational areas of the Utility, at any time, and for any period, as per requirement either of the public service or of the Utility or both.
2. Transfer and posting is a right of the Utility which it would endeavor to carry out in the best interest of the employees.
3. These guidelines are meant essentially for the internal use of the organization and do not vest any employee with any right whatsoever nor will it amount to change of service conditions.
4. **Objectives**
 - 4.1 To increase the effectiveness of organization and ensure efficient administration by deployment of executives and officers across the organization.
 - 4.2 To develop skill, versatility and competency to handle key roles/positions and to maximize satisfaction level of employees through job rotation and job enrichment.
 - 4.3 To make the general transfer process transparent and fair.
5. **Definition:**
 - 5.1 Competent Authority means the Authority/Utility Head and such other officers of NESCO/WESCO/SOUTHCO Utility empowered from time to time by the Board or the equivalent Authority in the absence of Board.
 - 5.2 Executive – means Officers/executives as envisaged under NESCO/WESCO/SOUTHCO Officers Service Regulations.
 - 5.3 Transfer – means physical displacement from one Head Quarters to another or from one office to the other in same Head Quarters and not change of job/assignment/work.
 - 5.4 Unless the context otherwise indicates, words importing singular number will include plural and words importing masculine gender shall include feminine gender and vice versa.



6. **Eligibility Criteria**

6.1 **Eligibility Criteria for transfer and posting as S.Es in Revenue/Distribution Circles.**

- He shall have minimum Five(5) Years Experience in Revenue Division and minimum Two(2) years experience in MRT/ HT maintenance.

6.2 **Eligibility Criteria for transfer and posting as E.Es in Revenue/Distribution Divisions.**

- He shall have minimum Two(2) Years Experience in Revenue Division and minimum One (1) Year Experience in MRT/ HT maintenance.

In an event the Utility will not get the incumbent Officers having these criteria, the same be relaxed, recording the reasons in the minutes. This relaxation is however applicable for FY-2017-18 & FY-2018-19. -

7. **Classification of Distribution Division**

For the purpose of transfer:

- 7.1 Division/Subdivision/Section will be classified as GRADE-A or GRADE-B taking the LT RPU in consideration.
- 7.2 50% of the total distribution Divisions/Subdivision/Section with highest LT RPU will be declared as 'GRADE-A' and the rest will be declared as GRADE-B Divisions/ Subdivisions/Sections.

8. **Authority Competent to effect transfer.**

- 8.1 In respect of Executives upto E-6 grade, the Utility head/Authorised Officer shall be the Competent Authority to approve and effect transfers.
- 8.2 For executives in the cadre of E-7 and above and equivalent grades in other cadres viz Finance/Accounts/HRD etc. the Utility Head/Authorised Officer shall effect the transfer with prior approval of Administrator.
- 8.3 A Committee shall be constituted comprising the following to scrutinize and recommend the cases of transfer:
- a. Authorised Officer – Chairman
 - b. Chief Operating Officer – Member
 - c. Head of Finance – Member
 - d. GM(O&M) or GM(Comm) – Member
 - e. HR Head – Member-cum-Convenor

- 8.4 The Committee shall meet in the month of March-April or as may be desired to examine the proposals/requests of transfers. It shall take into consideration the prevailing guidelines as well as administrative exigency/requirements and all other possible factors while making recommendations. All transfers of Executives in the Utility shall be made with the approval of Competent Authority on recommendation of the Committee.
- 8.5 For objectivity and transparency, the Committee shall record its proceedings duly stating the reasons and circumstances of deviations, if any, including the cases of administrative expediency/exigency.
- 8.6 All transfers of Executives in the Utility shall be made with the approval of Competent Authority on recommendation of the Committee.
- 8.7 Head of HR of the Utility shall issue orders of transfers on approval of Competent Authority.

9. **General Principles:**

- 9.1 General Transfer of Executives shall normally be done between the period 15th April and 30th June every year.
The following data shall be kept ready by end of February by HR Dept. for consideration of General Transfer;

Such as:

- (i) Name, Date of Birth & Age of the executives.
- (ii) Present place of posting and duration of posting.
 - a) Whether Urban/Rural/Backward area/ hilly or difficult terrain.
 - b) Tenure of stay.
 - c) Total tenure of stay in Urban/Rural/Backward area in years.
- (iii) Whether spouse is employed or not? If yes, nature of employment i.e., Private/Govt./Utility with details such as location of present posting.
- (iv) Transfer application/request with reasons thereof.
- (v) Whether any ward of the Executive is studying in class 10th or 12th or appearing any board examination.
- (vi) Specialized qualification/training if any, viz. quality, safety, energy audit, power management, etc.
- (vii) Performance record.
- (viii) Disciplinary/Vigilance records.

- 9.2 Executives who have completed 3 years tenure either in one or more posts in a station will be considered for transfer. However, if posted in backward/rural/hilly or difficult terrain/location, the minimum mandated tenure will be considered as 2 years.
- 9.3 An officer may be required to serve a minimum period of time as may be decided by the management in a backward/rural/hilly or difficult terrain/location or less developed area. However, posting to an urban/city area will be done subject to availability of post/requirement.
- 9.4 EEs/ SDOs/Section Officers achieving less than 70% of assigned LT AT&C loss target fixed by the Utility will be transferred from 'GRADE-A' Divisions/Sub-divisions/Sections to 'GRADE-B' Divisions/Sub-Divisions/Sections or non-revenue functions.
- 9.5 EEs/SDOs/Section Officers working in Grade-B Division/Sub-Division/Section, achieving less than 60% of assigned LT AT&C loss target fixed by the Utility will be transferred to non-revenue functions.
- 9.6 To minimize disturbances & financial impact involved, the transfer should not normally exceed 25% of the total executive strength on each occasion.
- 9.7 The Executive with longest tenure should be considered first followed by Executives with Next longest Tenure.
- 9.8 As far as possible, Executive should not be posted to his native place when job requires public dealing. Those who are going to retire within 1 (one) year will be allowed to stay where they are or to come over to their Home Districts or Permanent place of settlement as the case may be, if they represent, provided it is not prejudicial to the interest of the Company. However this will not be applicable if the transfer is to be made on administrative grounds.
- 9.9 Where husband and wife are working in the Utility, as far as possible attempt should be made to post them in the same station or nearby stations, but not at the same office.
- 9.10 Executive whose ward is appearing in class 10th or 12th Board examination during next year shall be allowed to continue in the same station for the corresponding year.
- 9.11 Executives under Transfer will be relieved as per orders. The Officers responsible for non execution of transfer order and Officers under order of Transfers who do not join in their new place of posting without valid reason to the satisfaction of the Competent Authority shall be proceeded with disciplinary action for disobeying the law-ful orders as per service regulations.

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