

NESCO UTILITY
Januganj, Balasore-756019,
Phones: 091-06782-244865, Fax: 06782-244259
E-mail: nesco@nescoorissa.com, **website:** www.nescoorissa.com

No.AO/NESCO/HR/ 5807 (312)

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.

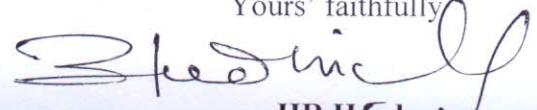
Sub: Transfer Policy Guideline for Executives.

Sir,

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

Encl: As above

Yours' faithfully



Bhavin Patel
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

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- 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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- 9.12 At the time of getting relieved on transfer, an Executive will be required to prepare a detail handing over note to assist the successor to execute his/her responsibilities effectively. A copy of such note shall be given to the reporting and reviewing authorities.
- 9.13 The entire transfer process including relieving and joining, shall normally be completed between 15th April and 30th June every year. Transfers in administrative exigencies and interest of the Company may however be made at any time of the year.
- 9.14 Transfer before completion of 3 years / 2 years as the case may be, in a post will not ordinarily be made other than on administrative ground or on grounds of request.
- 9.15 An officer (Executive Engineer/Sub-Divisional Officer/Jr. Engineer) will not continue in a Circle for more than eight years in a row.
- 9.16 An Officer, who himself is under orders of transfer shall not effect transfer of the employees.
- 9.17 Transfer of employees shall normally be discouraged during the educational session i.e. during July to March. However this shall not apply to administrative exigencies/ground.
- 9.18 An Executive, who is an Office bearer of officers' association, be it registered or not, is also liable for transfer if he is required to be transferred as per the guidelines laid down here-in.
- 9.19 The general principles of Transfer will not be applicable in case of transfer on promotion. In the event of non availability of a suitable personnel to complete the chain/pool of transfer on account of promotion, an executive other than the promotee(s) may also be considered for transfer in such exigencies for smooth operation of the Utility.
- 9.20 Physically handicapped employees may be continued in the same station/headquarters. However, on promotion such employees may be given a job rotation in the same vicinity or may be transferred to a different station/location on his request subject to availability of post.
- 9.21 Leave shall not be granted to the Executives under orders of transfer. He may, however, apply for leave if required after joining at his new place of posting.
- 9.22 The clause that '**employee must reside in his Headquarters failing which action would be initiated against him**' shall be incorporated in the transfer orders.

9.23 These general principles of transfer shall not be applicable in case of transfer on promotion / own request / administrative grounds. No TA/TTA/DA/Transit leave shall be admissible for transfer on request.

9.24 Transfer on Request.

- (a) Executives will forward his application for request transfer through proper channel. One copy in advance may be sent to Corporate Office.
- (b) Executives who completed two years in a post / station will be considered on extreme compassionate reason. Application received before two years of Tenure will not normally be entertained.
- (c) Application must reach the Competent Authority by 31st January each year.
- (d) The Request Transfer on following grounds only will be considered.
 - (i) Transfer on serious medical grounds of self / family members to be supported with medical documents.
 - (ii) Transfer to locations where spouse is working.
 - (iii) Employee whose tenure has exceeded the prescribed period.
 - (iv) Other deserving compassionate cases on grounds not specified here in above.
 - (v) Employees due for Retirement in next one year.

The Committee will consider all applications for Request Transfer and ascertain their genuineness. Depending on vacancy position decision on transfer will be considered.

9.25 Inter Utility Mutual Transfer:

- (i) Mutual Transfer can only be made on the basis of the mutual request of two employees in the same grade/cadre of two Utilities duly recommended by their respective Authorised Officers.
- (ii) Such requests shall be made in the prescribed format (as per Annexure-1) and shall be forwarded to the other Utility for consideration and consent along with all the relevant documents viz. EPAR of last four years, the status of any disciplinary/vigilance proceedings pending against the employee concerned and the copy of the Bond of the employee concerned (if executed).

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- (iii) The employee who has executed training and service bond with the Utility, shall also submit an undertaking to execute a fresh bond with the new Utility to which he/she has opted for transfer.
- (iv) The seniority of both of the employees concerned will be reckoned from the date of their joining at their respective new Utility where they will be placed at the junior most position in the concerned grade/ cadre. An undertaking to this effect shall be given by the concerned employee at the time of submitting application in the prescribed proforma, without which their applications shall not be considered.
- (v) The concerned employees will not be entitled for any TA, TTA, DA and transit leave.
- (vi) The Head of both of the Utilities will be the authority to give consent and approval for effecting inter utility mutual transfers.
- (vii) Mutual transfer shall be allowed twice in the entire service period of an employee.

10 Transfer on Administrative Exigency and, Disciplinary Grounds:

Administrative Transfers can be carried out wherever necessary in the interest of the Utility which may be for the reason of non-performance / non-fulfillment of target of the executive concerned or any other valid ground as may be recorded by the Competent Authority.

11 Temporary Posting:

An executive may be temporarily posted outside his Headquarters for training purpose or to fill up leave vacancy or upon the exigency of work. However, the period of such temporary posting shall not normally exceed a period of three months.

12. Joining Time on transfer:

- 12.1 An employee on transfer shall be eligible for 7 days joining time exclusive of number of days spent on travel.
- 12.2 In calculating the joining time, the day on which the officer is relieved from his old post shall be excluded. Public holidays following the day of his being relieved shall not be included in computing the joining time.
- 12.3 Wherever the employee is already on leave at the time of transfer order, the last day of the leave shall be counted as the day preceding the day on which joining times commences.
- 12.4 Joining time will be calculated as on duty for drawal of emoluments at the new place of posting.

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- 12.5 Where an officer is transferred on exigency and is not permitted to avail joining time admissible to him immediately for administrative reasons, he may be permitted to avail the joining time at a later date after joining. In such event he shall be allowed TA/ TTA/DA/ transit leave, as per his entitlement to travel to and from his previous place of posting to enable him to bring his family and personal effects to the new station.
- 12.6 No joining time is admissible to an employee when transfer is within the same city/headquarters or location.
- 12.7 No joining time is admissible where the posting is of temporary nature. The person however shall be allowed TA/ TTA/DA as per rules applicable to him/her.

13. Maintenance of register

A transfer request register shall be maintained at all concerned offices where transfers are effected to register requests/representations/applications for transfer. As far as possible, processing and consideration of applications be done in order of receipt of such representations. For any departure, such as medical or compassionate ground, the reasons may be recorded in the concerned file/register.

14. Cancellation/Modification:

The Authority for effecting transfers under this guideline shall be the Authority for cancellation/modification/additions/alterations of transfer orders with the approval of Administrator wherever so required.

These guidelines shall come into force with immediate effect and shall supersede all previous orders/circulars/guideline/notification issued in this respect.



05-17

Dir(F)-cum-Head, DMU.

INTER UTILITY MUTUAL TRANSFER REQUEST FORMAT

I, Mr./Ms. _____ (name), _____ (designation) working at _____ (name of the Utility) am willing for mutual transfer from _____ (Present Utility) to _____ (name of the Utility opted for transfer) with Mr./Ms. _____ (name), _____ (designation) working at _____ (name of the Utility. The willingness of Mr./Ms. _____ is under.

UNDERTAKING

In the event of my transfer, I undertake that I will not claim the seniority, TA, TTA, DA and transit leave.

I also undertake that I will execute the fresh bond with the new Utility to which I have opted for mutual transfer.*

*It is only applicable to the employees who have executed the training and service bond with the Utility.

Signature of the applicant

WILLINGNESS OF THE EMPLOYEE WITH WHOM MUTUAL TRANSFER IS SOUGHT TO BE EFFECTED

I, Mr./Ms. _____ (name), _____ (designation) working at _____ (name of the Utility) express my willingness for above mutual transfer and also undertake the following:

In the event of my transfer, I undertake that I will not claim the seniority, TA, TTA, DA and transit leave.

I also undertake that I will execute the fresh bond with the new Utility to which I have opted for mutual transfer.*

Signature of Co-applicant

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