

3. TRANSFER POLICY

OBJECTIVES

Transfer: Policy has been formulated with the following objectives:

- 1.1. To provide stability of tenure to an employee at the place of posting for a specific period.
- 1.2. To bring about transparency and clarity to the employees with respect to their transfers from one field location to another field location or from field location to Corporate Office and vice versa.
- 1.3. To encourage specialization in a particular function while also making available wider exposure for the growth of all individuals.
- 1.4. To meet the organizational requirements while accommodating the aspirations of the individual to the extent possible.

SCOPE AND APPLICATION

- 2.1. This will be applicable to all employees of JCI Executives and Non Executives, including Deputationists.
- 2.2. Employees can be transferred across various offices as under
 - 2.2.1. Executives: from Corporate Office to field locations and vice versa; and across field locations
 - 2.2.2. Non Executives: from Corporate Office to field locations and vice versa; and across field locations. However, effort will be made to retain employees within same region state
 - 2.2.3. All Employees can be transferred to any location at any time on administrative grounds
- 2.3. The transfer will be based on length of stay at the current location. However, for executives, performance will be additional consideration.

DEFINITION

In these rules, unless the context otherwise requires:

- 3.1. "Transfer" means change of Corporate Office Region Office (RO) / Regional Office cum Lead Departmental Procurement Centre (RLD) Departmental Procurement Centre (DPC)/ Marketing Outlet. Transfer from one department to another department at the same Corporate Office/RO/RLD/DPC shall be treated as rotational transfer.
- 3.2. "Executive means an employee in the grade of EO and above
- 3.3. "Non-Executive" means an employee in the grades below EO
- 3.4. Competent Authority means
 - 3.4.1. CMD Director Head HR for all transfer of Executives and Non Executives from Corporate Office to field locations and vice versa and for transfer of Executives across field locations. The recommendations of functional head shall also form basis of consideration.
 - 3.4.2. Regional Manager / Head RLD for transfers, within the Region or within the jurisdiction of the RLD, of Non Executives, with concurrence of the Head Office
- 3.5. Field Location means posting at an RO RLD DPC any other Marketing outlet Administrative locations.
- 3.6. "Corporate Office" means the registered and Head Office of the Corporation.

4.TENURE

4.1. The normal tenure of posting at a location will be as under for all offices of JCI

4.1.1. Executives: 3 years

4.1.2. Non-Executives: 5 years

4.2. Employees with long stay at any location for a period of 10 years or more, will be considered for transfer on priority.

4.3. On completion of tenure, employee will be considered for transfer. However, employees may be transferred before expiry of tenure in cases of exigency of work.

5.TEMPORARY TRANSFER

5.1. All employees shall normally be posted to the Corporate Office or to an RLD or to a Marketing outlet (based on need).

5.2. However, in view of the business dynamics of JCI, employees of JCI may be temporarily transferred to any location with the following conditions:

5.2.1. Employees on temporary transfer will be entitled to allowances as per existing policies/ rules of JCI

5.2.2. Such transfers shall be for a maximum duration of 180 days and can be extended on an exceptional basis, for reasons to be mentioned in writing.

5.2.3. The competent authority to effect such transfers shall be the same as defined in clause 3.4 of this policy

6. PREPARATION TIME AND JOURNEY TIME

6.1. An employee on transfer will be allowed joining time comprising of preparation time and journey time, at the following rates:

6.1.1. Preparation time of 7 days, including Sundays and holidays; and

6.1.2. Journey time of one day for each 800 kms of travel by rail (or) Journey time of one day for each 300 kms of travel by road (or) Actual journey time of travel by air, subject to a minimum of one day in either case. Journey by road shall be admissible if travel by rail is not customary

6.2. Joining time shall commence from the date of relinquishing charge of the old post, if the charge is made over in the F.N or the following date if the charge is made over in the A.N.

6.3. When holidays follow Joining time, the normal joining time is, deemed to have been extended to cover such holidays.

6.4. Extension of joining time beyond the above limits may be granted up to maximum of 2 days at a time by the CMD / Functional Director.

6.5. The guiding principle for sanction of additional joining time would be reasonable transit time including time unavoidably spent due to disruption of traffic caused by strikes, natural calamities etc.

6.6. Not more than one day's joining time shall be allowed to join a new post within the same city or when change of residence from one city to another is not involved.

6.7. Notwithstanding anything mentioned above, employees shall not be entitled to any preparation time in the following cases:

6.7.1. If the transfer is at the request of the employee

6.7.2. Temporary transfers for a period not exceeding 180 days

6.8. An employee on joining time is treated as or duty and is paid pay and allowance as applicable at the old station from which he is transferred.

7. GENERAL TERMS

7.1. The transfer of employees will be made against requirement as per the sanctioned manpower strength and the need of the organization.

7.2. Corporate Office will put up the list based on the criteria spelt out in the policy so that the list is finalized in February / March and the transfer is made effective before the academic session starts. However transfer can take place at any time of the year if Company's exigencies so warrant.

7.3. In case of request of an employee for transfer to a particular place, the same may be considered on merit of each case, keeping in view the vacancy and requirement of the organization.

7.4. In case an employee is transferred on promotion, promotion will not be effective till the employee joins at the new place of posting.

7.5. Employees on transfer shall be provided allowances as per the existing policy rules of the corporation.

7.6. The management will take appropriate disciplinary action against an employee who brings in outside influence, either orally or in writing, for his transfer.

7.7. All employees in respect of whom orders of transfer are issued will be released with immediate effect, unless specified in the order.

7.8. Employees who are trained for a period of 3 months or more in a particular area / discipline will be placed in the job of similar nature as far as feasible for a period of at least 2 years.

7.9. Tenure on sensitive posts will be determined as per CVC guidelines circulated from time to time.

7.10. Corporate Office will identify, in view of the changed business scenario, the excess positions at various locations and draw up a phase wise plan for transfer of personnel from one location to other locations to fill up the vacancies. As a one-time exercise, JCI will seek five choices of place of posting from the employees where they would like to be transferred. While considering the choices of the employees, the following priority shall be followed:

7.10.1. JCI will first consider the choice of those employees who have spent the least period at their current place of posting.

7.10.2. In case two or more employees have the same period of current posting, then employee choices shall be considered as per seniority of employees.

7.10.3. In case two or more employees have the same period of posting and the same seniority then employee choices shall be considered as per the date of birth of the concerned employees; i.e. Employees born on an earlier date being considered senior to employees born on a later date.

7.11. Employees shall be transferred to Corporate Office based on requirement of the Corporate Office. If sufficient posts are not available for rotation, preference will be given to employees who have never worked in the Corporate Office

7.12. Management shall reserve the right to modify amend the provision or repeal the scheme. Head-HR, with the approval of Director / CMD, will be competent to interpret in case any doubt arises and decision will be final and binding.