

# TRANSFER POLICY

## **A** **Transfer Policy for Officers**

The Board of Directors in their 305<sup>th</sup> meeting held on 11.07.15 had approved the revision of Transfer Policy for Officers. The revised Policy is given below:

### **1.0** **Background**

1.1 The organization had formulated a Transfer Policy for movement of employees within CBR and Manali in 1991. The said Policy was reviewed in the year 2003 along with the Transfer benefits. Subsequently, the Board of Directors in their meeting held on 08.09.08 had approved the revision of transfer benefits in line with IOCL. The Board of Directors in their meeting held on 12.02.13 had desired that a Scheme for movement of employees from CPCL to IOCL and vice versa may be worked out.

1.2 Business scenario of CPCL has been constantly changing from a standalone refinery to a subsidiary Company of Indian Oil Corporation Ltd. (IOCL). The working requirements and practices of CPCL are also being benchmarked with IOCL. Hence a need is felt that CPCL Officers are also exposed to the various work practices, challenges, requirements, etc of IOCL / other administrative functions of IOCL by means of transfer.

### **2.0** **Objective**

- i) To enable Officers acquire multi-dimensional knowledge and skills for self-development, to shoulder higher supervisory and managerial responsibilities through exposure to diversified geographic and working environments.
- ii) To enable Officers in the development of their career path for specific job placement/change in job assignment and outstation placements to CPCL / IOCL so as to have an effective linkage with their career development.
- iii) To enable planned movement of Officers from CPCL to other locations of CPCL / IOCL, to meet business and/or administrative requirement of the organisation from time to time.
- iv) To provide flexibility in pursuing specialist tasks for Officers.

### **3.0** **Applicability**

This policy will be applicable to all Officers in Grades A to H and shall be in supercession of the existing transfer policy and tenure posting policy applicable to Officers.

### **4.0** **Broad Principles**

- i) Officers who have completed a period of 5 years at Manali /CBR refinery shall be considered for transfer to other CPCL/IOCL locations keeping in mind the developmental need of the Officers. For this purpose, the period of 5 years from the date of joining the Company will be considered.
- ii) Officers occupying sensitive positions will be rotated / transferred as per the CVC guidelines in vogue from time to time.

- iii) Officers who are due to superannuate within a period of two years shall not be normally considered for transfers unless at their own request or on specific business requirement.

#### **5.0 Guidelines for Job Rotation/Transfers**

- i) Job rotation and transfers will be based on Organizational need; however, to the extent possible, the individual's preferences may be taken into account.
- ii) Generally the Officers who have completed tenure of five years in any CPCL locations shall be considered for transfer to other CPCL / IOCL locations. However, there shall be no bar for transfer of officers to other locations if required by work/business exigencies irrespective of the tenure completed.
- iii) Barring exceptional circumstances, Officers transferred from one location to another shall work for a minimum period of 3 years which may be extended based on business/work requirement. In case of transfers to IOCL locations, extension beyond three years shall be done on mutual agreement with IOCL- CO HR for a period of 1 year and such extensions shall be limited for a maximum of two times.

#### **6.0 Representation Against Transfers**

- (i) Transfer Orders shall be issued with the approval of the Competent Authority. Once transfer orders have been issued, the Officer concerned shall be released on or before the date mentioned in the transfer orders which shall be generally one month from the date of order, notwithstanding any pending representation or request made by the Officer, and the Officer shall report to the place of new posting.

Officers must be released strictly as per the date specified in the orders. Any extension in date of release, should in exceptional circumstances only (reasons to be recorded in writing) be approved by the Competent Authority who had approved the Transfer order.

- (ii) In case an Officer is transferred on promotion, the Officer will be permitted to join the new post only at the new place of posting and the promotion will be effected only after the Officer joins at the new place of posting within the dates specified in this behalf, and the promotion shall stand null and void, without exception, if the Officer fails to join the new place of posting within the specified date. Subject to the Officer joining at the new place of posting within the specified date, seniority and other benefits available to the Officer on promotion shall be affected from the date of promotion.
- (iii) In case of refusal of promotion on transfer, the officer will not be eligible for consideration for promotion for the next two years.

#### **7.0 Transfer Benefits**

Transfer benefits applicable to CPCL officers will be as approved from time to time. Cases of Transfer involving personal request shall be governed as under:

- a) The officer would be entitled to full transfer benefits, as admissible, provided s/he has served for at least three completed calendar years at the location.

As regard transfers of officers (involving personal request) back to the location of their immediate previous posting, the officer may be entitled to full transfer benefits, as admissible, provided s/he has served for not less than five years at the location in line with Transfer Policy.

- b) However, if the officer on transfer involving personal request has served at the location for a period lesser than the above prescribed period, then s/he will be only allowed following transfer benefits (as admissible):
- Journey fare for self & dependent family members,
  - Transportation of household/ personal effects, and
  - Transportation of conveyance.

The benefits applicable in case of transfers on personal request will be subject to review as per the approved policy from time to time.

## **B Administrative Guidelines to Implement the Transfer Policy for Officers**

### **1.0 Administrative Setup for Policy Implementation:**

- i) Job rotation and transfer of the executives shall be a continuous exercise, and needs to be closely monitored along with the individual's record maintained for the career development, succession planning, training and other HRD interventions. It shall also address obtaining and screening the options from each Officer at regular intervals to enable individual Officers to realise the self-rotation profile in relation with their career development path and individuals aspirations and also integrate the same with the organizational needs of CPCL.
- ii) This shall not merely be a one-to-one statistical replacement, but should effectively address the issue of 'functional-support-balancing' at various levels for functional and behavioral efficiency.
- iii) Transfer related matters shall remain vested with the CGM HR,CPCL who, in turn, shall be responsible for maintenance of the employee database, data validation, consistent implementation of the policy and issuance of transfer/posting orders in consultation with Functional Directors of CPCL and with the concurrence of IOCL CO-HR in case of transfer to IOCL locations.
- iv) The approving authority for such transfers shall be as per the Delegation of Authority in case of transfer within CPCL Locations and the Managing Director in case of transfer to IOCL Locations.

### **2.0 Special Provisions:**

- i) To the extent possible, husband and wife employees of the Corporation would be posted at the same location, so as to enable them to lead a normal family life. However, in case of work exigencies, exceptions to such transfers could be considered.
- ii) All cases of declaration of Officers for transfers/postings on medical grounds shall be processed only on the basis of Medical Board recommendations. The composition of Medical Board shall be as under.
  - (a) One Government Doctor at the rank of District Civil Surgeon or his nominee from the Govt. Hospital. The nominee should be only in the next below rank/grade.

- (b) One eminent private practitioner specializing in the discipline; and
  - (c) CMO of CPCL.
- iii) The transfer constraint on Medical grounds for Self and Dependents must have been expressed in the e-PMS of the Officer.
  - iv) In case of request of an Officer for transfer to specific location due to his / her family problems, such transfer shall be treated as transfer due to his/ her own interest, and such requests are to be recorded in the personal record/ e-PMS of the employee. Such requirements are to be declared by the Officer in advance. In such situations, if the Officers' request converges with the organizational interest, transfer to the requested location may be considered.
  - v) A sympathetic consideration shall be taken for transferring/placement of physically challenged Officers / Officers having physically or mentally challenged spouse or children duly keeping in view government guidelines in this regard.

### **3.0 Pay, Allowances, Seniority, etc**

- (a) In case of posting to CPCL Locations  
Pay & Allowances shall continue to be governed as per CPCL Rules
- (b) In case of posting to IOCL Locations
  - Basic pay shall be as per CPCL
  - Other Allowances, PRP, etc shall be as per the rules and regulations of IOCL.
  - Other perquisites / allowances shall be as per IOCL, subject to the following:
    - (i) LTC/ LFA shall be applicable as per CPCL.
    - (ii) Loans/Advances and their recoveries and other perks/facilities like, furniture/Desk-Top PC on hire or furniture provided at office at residence shall be as per CPCL.
    - (iii) Superannuation benefits like PF, Gratuity, defined Contribution Superannuation Scheme and Post-retirement medical shall be as per CPCL.
  - Earned Leave & Sick Leave shall be admissible as per rules of the CPCL.
  - Working Hours, Holidays and Casual Leave shall be admissible as per rules of IOCL.
  - The Officers shall continue to be on the rolls of CPCL and shall continue to be governed under the Promotion Policy of CPCL
  - During the posting at IOCL, the Officer will continue to be governed by CDA Rules of CPCL.
  - Inter-company absorption will not be permitted.

## **C Transfer Policy for Non-Supervisors**

### **1.0 Basic Concept**

In order to achieve career advancement in an organization, the non-supervisory employees are transferred from one location to another either on promotion or after serving certain number of years in a Section / Department. This would help non-supervisory employees not only to enhance their job-knowledge and also acquire varied experience at different Sections / Departments which would pave way for all round growth of an individual and in the process benefits the organization as well. This would

result in synergy with respect to right sizing the organization, which is the order of the day in the deregulated scenario.

## **2.0 Objectives**

- (i) To evolve suitable methodology for effecting transfer of non-supervisory employees from one location to another.
- (ii) To streamline and simplify the procedures with regard to transfer of non-supervisory employees from one location to another.
- (iii) To effect the transfer during a particular period every year so that the change over would be smooth and effective.
- (iv) To enhance the job knowledge and capabilities of our non-supervisory employees.
- (v) To follow the uniform procedures in the transfer of all employees from one location to another.

## **3.0 Coverage**

All regular serving non-supervisory employees in CPCL except the deputationists will be covered under this Policy. All transfers would be effected based on organizational requirements, however, for effecting transfer from one location to another the order of preference will be as follows:

- (i) For those employees who have completed their PII overseas assignments for a period 6 months and above.
- (ii) In case of employees who are transferred from one location to another based on their willingness due to personal reasons with due approval from the competent authority.
- (iii) Intra / Inter-department / division transfers effected either at Manali, CBR or at any other locations will not be covered under this transfer policy.

## **4.0 General Guidelines**

- (i) Transfer will be effected depending upon the vacancies that exist at Manali / CBR or at any other locations during the month of May every year.
- (ii) The employee once transferred shall immediately report to duty to the assigned work place at the place of posting as spelt out in the office order.
- (iii) The Office order indicating the place of posting once issued shall not be withdrawn under any circumstances. However, such transfers may be deferred for a maximum period of six months (in case of individuals who has genuine / valid reasons for not reporting to duty) with the approval of Managing Director with the recommendation of the Functional Directors.
- (iv) Sanctioning of Earned leave (prior to joining the new place of posting) by more than two weeks to the employees who have been transferred from one location to another by the office order need to be duly approved by the Director concerned.
- (v) The non-supervisory employees transferred from one location to another will have to work for a minimum period of 3 years to become eligible for transfer back to his/her original location under this policy.
- (vi) The transfer will be effected purely based on the organizational requirements.