

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(a GOVT. OF INDIA ENTERPRISE)
PLOT NO. 67 – 68, SECTOR – 25, FARIDABAD (HARYANA)
CORPORATE OFFICE

Ref. No.500116/TPR/245

Dated: 2nd August, 2007.

CIRCULAR NO. 07/P-C/8

Subject : NPCC Transfer Policy-2007 for Regular Employees.

The NPCC Transfer Policy-2007 of Regular Employees is enclosed herewith as **Appendix "A"** (containing Page 01 to 04) effective from **01.04.2007** in supersession of earlier Transfer Policy.

This bears the approval of the Competent Authority.

Sd/-
(S. BASAK)
ADDL. GENERAL MANAGER (P&A)

CC :

1. All Zonal Managers, NPCC Ltd. – for wide circulation with a request to forward the said circular to all Units under their control for immediate circulation amongst the regular employees.
2. All Divisional Heads, NPCC Ltd., C.O. for wide circulation with a request to forward the said circular to all Sectional Heads under them with an instruction for immediate circulation amongst the regular employees.
3. SDM(IR)/SDM(L)(P&A)/CS/DM(NE)/PO(EE)/PO(DISC.)/TS-CPF, NPCC Ltd., C.O.
4. The Company Secretary, NPCC C.O. Faridabad.

SPS TO CMD

***bc-cir.07**

**NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED
(A GOVT. OF INDIA ENTERPRISE)**

NPCC TRANSFER POLICY- 2007

ANNEXURE-A

INTRODUCTION

NPCC, is a Construction Company, and is mandated to execute contract of works within a stipulated period of time, wherever the Corporation secures such works in India and abroad. The success of the Company depend inter-alia on the efficiency of the delivery system. A significant contributor towards this is a credible human resource development policy which on the one hand takes the imperativeness to deploy the manpower correctly and usefully wherever the need is, at the same time offers opportunities for career advancement of this manpower through a proper placement strategy through transfers.

The existing transfer policy has been in place for over a decade. Based on the experience of its implementation a new transfer/placement policy has been formulated **w.e.f. 1st April 2007**.

1. APPLICABILITY

This Transfer policy shall apply to all Regular Employees (Executives & Non-executives) employed, in all Units, Zones/ Divisions, Sectors / Regions, Transit Camps/ Liaison Offices and Corporate/ Registered Offices of NPCC located in India or abroad.

2. DEFINATIONS

- 2.1 **Executive:** Executive means an Officer holding the post of Assistant Engineer/equivalent carrying scales of pay of Rs. 6500-200-10500 with CDA (Vth Pay Revision) and Rs. 6550-200-11350 with IDA (1997 Pay Revision) and above appointed on regular basis in the Corporation, but below the Directors on the Board.
- 2.2 **Non-Executive:** Non-Executive means an employee holding post below the level of Assistant Engineer and equivalent in the scale of Rs. 5500-175-9000 with CDA (vth Pay Revision) and Rs. 5600-150-8600 with IDA (1997 Pay Revision) and below in the Regular Establishment.
- 2.3 **Transfer:** Transfer shall mean movement from one place to another within India or abroad.
- 2.4 **Management :** Management includes CMD or an officer(s) authorized by him.
- 2.5 **Hard areas:** These areas shall mean North Eastern Region, Leh & Laddakh, remote/inaccessible (having road/rail head more than 20 km away), hazardous/disturbed (terror prone / environmentally hazardous) & uncongenial areas.

- 2.6 **Soft areas:** The areas other than hard areas shall mean soft areas.
- 2.7 **Competent Authority:** Competent Authority in the matter of transfer/posting of any Executive / Non-Executive shall mean the management of NPCC.

3. **REGULATION OF TRANSFER**

- 3.1 Every employee of the Corporation is liable for transfer from one Unit/Zone/Sector/Division/Region/Corporate/Registered Office to another Unit/Zone/Sector/Division/Region/Corporate/Registered Office within the country. He would also be liable to be transferred outside the country.
- 3.2 The tenure of postings in soft areas (areas other than hard areas) will ordinarily be for a period of three years extendable up to project completion/closure date.
- 3.3. The tenure of postings in hard area will ordinarily be for a period of two years.
- 3.4 Physically handicapped / disabled employees (having more than 50% disability as defined under the Workmen Compensation Act) although have equal liability of all India transfer/ posting at par with other employees, but as far as possible will not be posted to inaccessible and hazardous / disturbed areas, except on their own request.
- 3.5 In case an officer seeks a posting to a particular station on medical ground, the management is empowered to take a decision on his plea. However, if required the management may refer the case to a Medical Board.
- 3.6 In case of working couples, both employed in NPCC, both of them may be considered for a posting in the same station provided there are adequate vacancies, and jointly they do not occupy more than 50% of the posts in that station. If the spouse is working outside the NPCC, such cases may be considered sympathetically for a posting at the same or near the said station of posting of the spouse provided there are vacancies.
- 3.7 Employees posted abroad, on their return shall have to serve at least one Unit/Zone etc. before he/she shall be considered for posting to Corporate Office/Zonal Offices.
- 3.8 Employees due for retirement on superannuation within a period of three years, before their superannuation, shall not ordinarily be transferred, but requests for transfers to places of their choice, if made, would be considered sympathetically.
- 3.9. Officers deputed for training in specialized subjects should, on completion of the training, be posted to project site/Unit, where experience/knowledge acquired during the training could be utilized best.

- 3.10 Rotational and other transfers as far as possible will be ordered once a year in the months of March/April as this will cause the least disruption of the education schedule of the school/college going wards of the employees.
- 3.11 Employees posted in hard area will be rotated to softer area; subject to availability of vacancies ordinarily after they have put in at least two (2) years service in such areas. Further, the employees who have served three years in soft areas after active service rendered in hard area (s) as per clause No. 3.3 above will be considered for transfer again to such hard area depending upon the exigencies of works.
- 3.12 Notwithstanding the above, employees may be transferred to any location either earlier or later than the stipulated period in exceptional circumstances such as foreclosure of Project/ abandonment of site/project and in the exigency of works etc. at the sole discretion of the Competent Authority in the interest of the Corporation.
- 3.13 An employee against whom vigilance proceedings have been initiated should not normally be posted or remain posted at the station where the cause of the vigilance proceedings originated. He shall also not be given any sensitive charge. This restriction will remain in operation till such time the vigilance matter is closed.
- 3.14 An employee under order of transfer shall be granted earned leave/ any other form of long leave only after he has joined his new place of posting. The period spent on earned leave or such long leave will not count towards computation of tenure in that station. Employees who proceed on such long leave without completing his minimum tenure prescribed for the station/area will have to rejoin the same station for completing the prescribed tenure.

4. SURPLUS STAFF

Staff rendered surplus on account of tapering of works nearly before completion will be identified by Zonal Heads, Division Heads, and Units Heads category and discipline-wise and not by name. The P&A Department will maintain a record of such category of employees who are rendered surplus on account of closing of Units/works and also due to tapering of works and will put up proposals for their further transfer / positing taking into consideration the manpower requirement against written demand / requisition from the ongoing and new Projects / Units / Zonal Offices in accordance with the regulatory system laid down under Para-3 of the Policy by keeping proper records with justification for such recommendations to the Competent Authority for consideration and approval.

5. MUTUAL REQUEST TRANSFERS/ COMPASSIONATE TRANSFERS

- 5.1 Request for mutual transfers of the same category may be considered on merits of each such case without transfer benefits to both and at the discretion of Management.
- 5.2 The request of transfer on compassionate grounds may be considered at the discretion of Management, subject to verification and satisfaction of the corporation as to the genuineness of the grounds indicated by the applicants.

6. REPRESENTATIONS AGAINST TRANSFERS/POSTINGS

- 6.1 Representation, if any, against the transfer/posting orders will be made through proper channel by the affected individuals within 7 days of the receipt of posting orders. When the representation received through proper channel is considered and rejected at an appropriate level, the concerned individual will move without further delay, failing which he will be relieved / deemed to have been relieved by the Competent Authority besides that the employee concerned will expose himself / herself for Disciplinary action.
- 6.2 Employees should refrain from bringing any outside or political pressure in the matter of their transfer / posting. Any attempt to bring any political or outside influence to bear upon the Management to further his interests in matters pertaining to his service including transfer / posting will render him liable to Disciplinary action.
- 6.3 In case of not complying with the orders of transfer after an employee has been relieved from his Zone/Units his/her absence will be treated as unauthorized and all necessary action including disciplinary action would be initiated against the said employee as per the Company Rules.

7. INTERPRETATION OF TRANSFER POLICY

In case of any doubt regarding interpretation or implementation etc. of any of the clause of Transfer Policy, the decision of the Management shall be final and binding.

(This is in pursuant to the Minutes of 246TH of Board of Directors held on 17.07.2007)

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