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FOOD CORPORATION OF INDIA
HEADQUARTERS, KHADYA SADAN
16-20, BARAKHAMBA LANE
NEW DELHI

Dated: 22 Mar 2021

(Circular No. EP-03-2021-06)

Subject: Comprehensive Transfer Policy Guidelines for employees of Food Corporation of India

Regulation 17 of Food Corporation of India (Staff) Regulations, 1971 provides that *"An employee shall be liable to serve anywhere in India in the service of the Corporation and to proceed on tour in the course of his official duty to any place within India or abroad."*

To regulate the placement and rotation of employees to various offices / stations judiciously and in the best interest of the Corporation and to ensure that these are done in an objective and transparent manner, certain transfer policy guidelines have to be laid down.

1. Transfer Policy

The primary functions of Food Corporation of India are to undertake procurement, storage, movement, transport, distribution and sale of foodgrains and other foodstuffs as decided by Govt. of India from time to time. In the discharge of these functions, the Corporation has to appoint sufficient number of employees and post them at various places throughout the country. In order to efficiently discharge the assigned functions, the Corporation has to expose its employees particularly at higher levels, to various activities / functions and rotate them from one place to another.

In supersession of earlier instructions issued vide Circular No. EP.13-2006-28 dated 31.10.2006, Circular No. EP-03-2013-02 dated 14.1.2013 and Circular No. EP-03-2014-05 dated 12.2.2014 on the subject, the transfer policy for employees has been formulated as follows:

2. General Guidelines

2.1 Applicability: These transfer policy guidelines are applicable to all the Executives/ Employees working in Food Corporation of India offices.

2.2 Tenure: The tenure at various locations and units of administration in FCI is given below, which is to be adhered to for all employees, for their service in all posts:

Sl No.	CATEGORY AND PLACE OF POSTING	TENURE
(a)	For Cat-I and Cat-II officer posted in Sensitive Seat.	Cat-I and Cat-II officer will serve for a normal tenure of 24 months and extendable upto 36 months when posted in a Sensitive seat/post. The tenure mentioned above, shall not be applicable in following scenarios: (a) A disciplinary action initiated against the officer under Regulation 58. (b) Adverse reporting in writing by controlling authority with proper justification. (c) On Promotion (d) Officers/officials posted in Vigilance Division shall be governed by CVC Circular No. 16/3/06 dated 28.3.2006 which inter-alia states that the normal tenure of officer posted in Vigilance Division shall be 03 years extendable for five years.
b)	For Cat-I and Cat-II officers serving at a Station except sensitive seat/difficult station	Cat-I officer will serve for a normal tenure of 36 months and extendable upto 60 months in a Station at a stretch. Cat-II officer will serve for a normal tenure of 48 months and extendable upto 60 months in a Station at a stretch.
(c)	For Cat-I officer serving at Difficult Station	(a) **Category-I officer posted on transfer/ promotion:** For difficult stations of North East, Union Territories of

		J&K, Laddakh, and Andaman and Nicobar Island, the effective tenure shall be 24 months. (b) **Direct recruited Category-I officer (AGMs):** For difficult stations of North East, Union Territories of J&K, Laddakh, and Andaman and Nicobar Island, the effective tenure shall be 24 months.
(d)	For Cat-I and Cat-II employees serving in FCI Hqrs/IFS/ZO (North)	**CAT I OFFICERS:** (a) No Cat-I Officer shall be posted in a division/section in Headquarters/IFS for more than 3 years. He can serve for a maximum of 05 years at a stretch in FCI Hqrs/IFS. (b) An employee (GMs and below) shall be posted in Headquarters/IFS for a maximum of 10 years in entire service, except officer of Legal Cadre. **CAT-II OFFICERS** Category-II officer can serve for a maximum of 10 years in entire service in FCI Hqrs/IFS/ZO(North).
(e)	For Cat-I officer posted in Region/Zonal Office/ Zone	Category-I officer can serve upto 5 years at a stretch in the Region/Zonal Office. Category I officer can serve for a maximum of 10 years in entire service in a Zone except officer of Legal Cadre. However, the period can be extended in case of officer who is willing to serve more than the stipulated period in difficult station.
(f)	For Cat-II officer posted in Region/Zonal Office	Category-II officer can serve upto 10 years at a stretch in the Region/Zonal Office. Category-II officer can serve for a maximum of 15 years in entire service in a Region/Zonal Office.
(g)	For Cat-III official posted in Divisional	Category-III officials can serve for a maximum of 15 years in a particular Divisional Office (including depots)/

	Office/Regional Office/ Zonal Office/Hqrs	Regional Office/Zonal Office/Hqrs in entire service. Category-III officials can serve for a maximum of 05 years in a seat/Section/Depot/Division (in Zonal/ Regional office) after which he/she shall be posted to other seat/Section/Depot/ Division. In no case, the official shall be posted to same place/seat where he/she has once served.

Tenure mentioned at 2.2 will be applicable in the respective Category only and the period spent in previous category will not be counted.

3. An employee completing an effective tenure of 24 months in NE Zone, UT of J&K, Laddakh and Andaman and Nicobar Island have to give three preferences of Regions/Zones/Hqrs. Leave other than the earned leave, casual leave and restricted holiday availed by the employees shall be deducted from the period of their stay at difficult station for the computing effective tenure for the purpose of reckoning their eligibility for transfer. The request for next place of posting will have to be submitted directly to Hqrs by the concerned employee at least two months before completion of tenure period with copy endorsed to Executive Director (Zone) and concerned General Manager (Region). For this purpose preference to Hqrs/ZO (North)/RO Delhi/IFS will be considered as one unit. Preferences for posting given for Divisional Office/Division in Regional Office/Zonal Office/Hqrs shall not be considered. An employee may be posted to his choice of preference subject to administrative convenience.

If a cat I officer opts for Transfer to NE, he will be preferred over others for posting in NE Zone.

4. **<u>Transfer on Promotion:</u>** The employees on promotion shall be invariably transferred from their present work profile. On promotion from Cat IV to Cat III will involve change of Divisional Office and from Cat III to Cat II post will involve change of Region. The promotion from Cat II to I post and within Cat-I post will involve change of Zone. However, it will not be applicable in case of Cat-I officers who have been posted in anticipation of his promotion to higher post against the vacancy.

5. Posting to difficult Station

5.1 Executive Director(Zone) in consultation with GM(Region) are empowered to identify and declare difficult stations once in three years based on - (a) list of difficult stations notified by the State/Central Government if any, (b) conditions of basic facilities / amenities available at different stations / places etc. covering all the regions of Zone, and (c) If the stations identified by FCI are different from those identified by Central /State Government, then no extra financial benefits for such declared stations will be admissible. A list of the difficult stations so identified may be forwarded to Headquarters for reference and record.

5.2 Every Cat-I officer's is liable to serve at least one tenure during their service at difficult stations declared by the Corporation from time to time.

6. Posting of employees to sensitive seats / posts

6.1 For posting in sensitive Divisional Office, the list of sensitive divisions and posts shall be as per the Headquarters' Vigilance Division Circular dated 25.2.2021 as amended from time to time. The transfer/posting of Divisional Managers/AGMs (QC) in a sensitive Division shall be regulated as per guidelines stipulated in circular dated 25.2.2021.

6.2 Divisional Manager /AGM (QC) of Sensitive Divisions shall not be posted to sensitive seats for AGMs a period of three years after the currency of the punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, officer shall not be posted to sensitive seat for a period of five years, after the currency of punishment.

Any employee who is found guilty of sexual misconduct by the ICC and punished, shall not be posted to a sensitive post during the currency of punishment and 5 years after currency of punishment is over.

6.3 An employee who is involved in a vigilance case in Major Penalty charges should be transferred out of Divisional/Regional/Zonal office, as the case may be. The request for change of transfer from such employees shall not be entertained by the authority concerned.

6.4 Following Regions shall be treated as Sensitive Regions, as amended by FCI Hqrs Vigilance Division from time to time. Further, after

completing the tenure in Sensitive Region, the officer shall not be posted to another sensitive Region for next three years:

(a) Punjab
(b) Haryana
(c) Uttar Pradesh
(d) Jammu & Kashmir
(e) Chhattisgarh
(f) Madhya Pradesh
(g) Andhra Pradesh
(h) Telangana
(i) Assam
(j) Odisha

6.5 Employees (DGM and below)), except DGM (Finance), should be rotated from sensitive to non-sensitive and vice versa. Similarly, employees (DGM and below) may be rotated from field to non-field posts and vice versa. In no case, employees (DGM and below) shall be posted from sensitive seat/Region to sensitive seat/Region.

6.6 An employee (DGM and below) who has been transferred from a sensitive seat/Region may be considered for posting to another sensitive seat/Region only after completion of minimum 3 years on a non-sensitive seat/Region.

6.7 Divisional Manager and AGM (QC) shall not be again posted in the same Divisional Office, where he/she has already served.

6.8 Cat-I officer shall not be again posted in the Region (including Zonal Office/ other Regional office where both the offices are in the same city) from where he has been transferred after completion of his tenure served unless completed 03 years in other Region. For e.g., if an officer is transferred from RO/ZO Tamil Nadu to Zonal Office Mumbai, he/she shall serve five years before being eligible to be posted back to either RO Tamil Nadu or Zonal Office Chennai.

7. <u>Inter-Zonal Transfer/deputation for Cat-II and Cat-III employees:</u> The transfers for inter-zonal transfer on tenure basis or on permanent basis in respect of Cat-II officer and Cat-III employees are subject to following guidelines:

7.1 Any request for transfer on tenure basis or permanent basis or extension of tenure shall be considered by concerned office only if,

(a) application has been given in prescribed format alongwith all the requisite documents as per check list. The Inter-Zonal transfer on tenure basis will be subject to administrative convenience and availability of vacant posts of relevant level and Category.

(a) request is forwarded by the concerned Executive Director (Zone) with unconditional recommendations and concurred by the '"Executive Director" of the recipient Zone.

7.2 Request for extension of tenure must be received at least 3 months prior to expiry of approved period of deputation.

7.3 The transfer will be subject to the availability of vacant posts of relevant level at the place to which deputation is sought by the applicant and subject to administrative convenience. Further, the request will be considered only if the vacancy position (i.e., percentage of vacant post) in preferred zone is less than the parent zone.

7.4 Employees are not entitle for TA/DA/Transfer grant on inter-zonal transfer on tenure/permanent basis unless it is done on administrative grounds.

8. <u>Guidelines regulating Inter Zonal transfer on tenure basis</u>

8.1 Inter Zonal transfer will be available to employees only after completion of four years' service in his/ her cadre/ Unit of seniority as provided under Regulation 4 of FCI (Staff) Regulations, 1971.

8.2 Requests for Inter-Zonal transfer on tenure basis will be considered only in genuine cases in following circumstances:

a) Marital status of the employee: Where husband/wife of an employee is working in FCI/Central Govt. / All India services/ State Govt. or in Central/ State Public Sector undertaking/ Autonomous bodies.

b) On medical grounds in respect of self/spouse and children subject to condition that the treatment for the disease is not available in the present zone.

c) Confirmation of threat to life of self or spouse or dependent children, if reported. In case of request on ground of threat, Zonal Office of the parent Zone shall have the genuineness of the requests assessed by a committee comprising of at least three officers. Employee is to give choice of at least two zones while applying for permanent transfer on the ground of extreme hardship.

8.3 The total allowable period of Inter-Zonal transfer in the entire career of an employee shall be 5 (Five) years further extendable for 01 year. However, in exceptional circumstances Managing Director may consider to extend it for another 01 year subject to his/her satisfactory performance and contribution to the operation of FCI in that station/region/zone.

However, this will not be applicable in cases where the tenure has already been extended beyond 7 years and the employee shall be transferred to his/her parent Zone on completion of extended tenure.

8.4 Further, the request will be considered only if the vacancy position (i.e., percentage of vacant post) in preferred Zone is less than the Parent Zone in the same category/cadre.

8.5 Inter-Zonal transfer is valid for the period for which it is allowed by Personnel Division of FCI Headquarters and any extension is neither automatic nor should it be assumed. The employee may be considered as transferred by competent authority on last date of the completion of tenure and his/her relieving shall be guided by circular dated 07.01.2020 issued on the subject.

8.6 In all Inter-Zonal transfer cases, ED(Zone)/GM(Region)/ Divisional Manager concerned shall be responsible for ensuring that such an employee on deputation is relieved immediately on the last day of his/her tenure and provide substitute to take over his/her charge. In exceptional cases, maximum duration of three months extension may be sought from ED (P) duly recommended by ED (Zone)/GM (Region).

9. Guidelines regulating Inter-Zonal transfer on permanent basis

9.1 Inter-Zonal transfer on permanent basis from one unit of seniority to another as defined under Regulation 4 of FCI (Staff) Regulations, 1971 shall be governed by following conditions:

(a) Where husband /wife of an employee is working in FCI / Central Government / All India services State Government or in Central/State Public Sector Undertaking/Autonomous bodies and Private Companies/Multi-National companies of repute.

(b) On grounds of self and dependent family members suffering from serious/life threatening diseases.

(c) On grounds of extreme hardship in the rarest of cases constituting threat to the life of the employee or Spouse or dependent children. In case of request on ground of threat, Zonal Office of the parent Zone shall have the genuineness of the requests assessed by a committee comprising of at least three officers. Employee is to give choice of at least two zones while applying for permanent transfer on the ground of extreme hardship.

(d) Widow/Widower/Divorcee/Single Parent

9.2 An employee on his transfer on permanent basis from one Zone to another at his / her own request will be treated as a fresh entrant in the, latter Zone for the purpose of seniority. Employee will be placed at the bottom of the panel(s) drawn / to be drawn in the year of transfer for that particular post. In case of more than one employee joining in a particular post from different zones, their inter se seniority will be determined by panel year of their selection in the particular post in their parent zone. In the event of their panel year being same, inter-se seniority will be determined as per their respective Date of Birth. Employee born earlier to be treated as senior.

9.3 At the time of transfer on permanent basis, it should be examined that the employee who is transferred from parent zone should not be senior in the zone where he is transferred. For e.g., If an AG-II Depot is to be transferred from 'X' to 'Y' Zone, then it should be ascertained

that all the AG-III Depot who is having same or earlier joining date are promoted to AG-II at "Y" Zone.

9.4 An employee once transferred to a Zone on permanent basis would have no claim on seniority / promotion etc. in the parent Zone irrespective on any revision of seniority etc. at a later stage as a result of any court case or other administrative decision. A legally valid undertaking will have to be furnished by the employee in this regard while making a request for Inter Zonal transfer on permanent basis.

9.5 Managing Director is the Competent Authority to allow Inter Zonal transfer of Cat II, III and IV employees on permanent basis. Executive Director (Zone) will be the Competent Authority for Inter-Regional transfer in case of Cat IV employees.

9.6 In case of Cat IV employees, the words "Inter-Zonal" may be construed as "Inter-Regional" also in the foregoing paras.

9.7 Any request for Inter-Zonal transfer on permanent basis will be entertained only if it is forwarded by the concerned Executive Director(Zone) with unconditional recommendations and concurred by the '"Executive Director" of the recipient Zone.

9.8 Any request should be acceptable by concerned office only if, application has been given in prescribed format alongwith all the requisite documents as per check list. The Inter Zonal transfer on permanent basis will be subject to administrative convenience and availability of vacant posts of relevant level and Category.

9.9 The transfer guidelines mentioned in the Circular will not bestow any right on employees to such deputation / transfer.

10. <u>Posting of Cat-II and Cat-III employees under Direct Recruitment</u>

The posting in respect of Cat-II and Cat-III candidate on appointment by Direct Recruitment shall be decided by the Zonal Offices/Regional Offices as per following guidelines:

(a) The allotment of Region to the selected candidates should be done as per preferred Region of posting (given by the candidate) in order of merit, subject to availability of vacancies

and after taking 03 Regions of their preference in order of priority.

(b) The candidates recruited should not be posted in Regional Office/Zonal Office/in and under Divisional Office located in Home District to which he/she belongs, except difficult station. Further, the candidate shall not be posted in Zonal Office/Regional Office whose home district falls even under the local FCI Divisional Office. For e.g., if an employee belongs to Hoshangabad District under FCI Divisional Office Bhopal, he shall not be posted to FCI Regional Office Bhopal/in and under Divisional Office in Bhopal.

11. Guidelines for Special Cases:

In addition to the above, the following special cases may be considered by the competent authority:

11.1 Transfers of office bearers of recognised Union/ Association

The office bearers of any of the Union / Staff Association including recognized Unions are not exempted from transfers. However, subject to administrative convenience, the President and the Secretary of the recognised Unions at the All India, Zonal and Regional levels may not be transferred outside the station upto two tenures in the capacity of President or Secretary. Further, the protected workmen declared by the Corporation are also exempted from transfer for maximum two tenures subject to administrative convenience.

11.2 Posting of Husband and Wife

In view of the utmost importance attached to the enhancement of women's status in all walks of life and to enable them to lead a normal family life and also to ensure the education and welfare of the children, it has been decided to consider posting/ transfer of the employees in the following situations subject to administrative convenience::

(a) Where the spouses are employed in FCI and belong to same unit of seniority, the Competent Authority may post them at the same station.

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(b) Where one spouse belongs to an All India Service and the other spouse belongs to FCI, the spouse employed under FCI may apply to the competent authority and said authority may post the employee to the station, or if there is no post under FCI in that station, to the State where the other spouse is posted.

(c) Where one spouse belongs to a Central Service and the other spouse belongs to FCI, the spouse employed under the FCI may apply to the competent authority and the said authority may post the employee to the station or if there is no post under FCI in that station, to the station nearest to the station where the other spouse is posted. If, however, the request cannot be granted because FCI has no post in the said station, then the spouse belonging to the Central Service may apply to the appropriate cadre controlling authority and the said authority may post the said employee to the station or if there is no post in that station, to the station nearest to the station where the spouse employed under FCI is posted.

(d) Where one spouse is employed in FCI and the other spouse is employed under the State Govt. or Central/State PSU, the spouse employed under FCI may apply to competent authority which may post the said employee to the station or if there is no post in that station, to the State where the other spouse is posted.

11.3 <u>Transfer of Specially Abled Employees</u>

The posting and transfers of Specially Abled employees may be considered by the Competent Authority as per Central Government guidelines issued vide DoP&T O.M. No. DoPT OM No. AB 14017/41/90-Estt (RR) dated 10.5.1990 and OM No. AB 14017/16/2002-Estt (RR) dated 13.3.2002 which stipulate that such persons may be given posting, as far as possible, subject to administrative convenience, near their native places.

11.4 Transfer of Sports Person

A sports person actively involved in sports, as players and administrators or both should be exempted from transfer till the time they are associated with sports, subject to administrative convenience.

11.5 Transfers of employees due for retirement within two years to their places of choice

Requests from officers/ employees, who are due for retirement within two years, for transfer to their home State/towns or other stations where they want to settle down after retirement, may be considered by the Competent Authority, subject to administrative convenience. The period of tenure/stay as mentioned in para 2.2 shall not apply.

11.6 Posting of employees having Divyangjan with specified disability as dependent

The posting and transfers of an employee who serves as the main care giver of dependent daughter/son/parents/spouse/brother/sister with specified disability as certified by the certifying authority as a Person With Benchmark disability may be exempted from the routine exercise of transfer/rotational transfer, subject to the administrative constraints, by the Competent Authority as per Central Government guidelines issued vide DoP&T O.M. No. 42011/3/2014-Estt (Res) dated 08.10.2018 as amended from time to time.

12. Miscellaneous

12.1 The Competent Authorities while affecting the transfer may consider economy aspect, administrative requirement, exigencies of work. The endeavour should be to post the right person at the right place so that the interest of the Corporation is best served.

12.2 Rosters/Registers shall be maintained at District/Region/Zone/ Headquarters level as the case may, for all request transfers of employees to a particular station and transfers shall be affected as per roster position.

12.3 All transfer orders shall be normally issued two times in a year i.e., before commencement of RMS and KMS. For the purpose of calculation

of the tenure/stay the period shall be taken as 30th June and 31st Dec respectively.

12.4 A correct and complete database is a prerequisite for effective implementation of the Transfer Policy. Personnel Establishment Division of Headquarters/Zonal/Regional offices shall ensure that the database containing the profiles of all employees falling within their respective jurisdiction is updated regularly in HRMS.

12.6 The employees transferred on their own request will not be eligible for travelling allowance. However, the employees transferred after completion of full tenure will be eligible for transfer benefit even if posted to the place of their choice.

12.7 AGMs shall not be posted in and under the FCI Divisional Office in which their home district falls except difficult station.

12.8 The DOP to transfer employees is given by circular dated 19.01.2005, and remains applicable. Further, the revised DOP for transfer of employees in following cases is given below:

(a) Managing Director is the Competent Authority to allow Inter-Zonal transfer of Cat II, III and IV employees on permanent basis. Executive Director (Zone) will be the Competent Authority for Inter-Regional transfer in case of Cat IV employees.

(b) Powers to transfer employees within the Region vested in GM (Region) are also exercisable by DGM (Pers)/DGM (R) in his absence.

(c) Powers of all transfers of officers of DGM and above is vested with Managing Director.

(d) Powers of posting of Divisional Manager and AGM (QC) to Divisions declared as sensitive by Vigilance division is vested with Managing Director.

13. Transfer/posting orders issued with the approval of competent authority in FCI Hqrs are strictly implemented and in a rare case, where

good and sufficient reason exists for making changes in such orders, prior approval of competent authority of Hqrs should invariably be obtained.

14. RELIEVING OF OFFICERS/OPFFICIALS AT THE TIME OF TRANSFER/PROMOTION:

All controlling officers should adhere to the following timelines for relieving of employees on transfer on promotion and regular transfer:

A. TRANSFER ON PROMOTION:

(a) All employees who have been promoted and transferred by the competent authority shall be mandatorily relieved by the controlling authority within a maximum of 15 days from the date of issue of promotion order by appointing authority.

(b) Employee under transfer should join the next place of posting within the Joining Time as admissible.

(c) If the officers/officials do not join the next place of posting within the applicable joining time, an administrative/disciplinary action shall be initiated by the controlling authority of the new place of posting.

(d) An employee may refuse promotion by making a written request for foregoing promotion within 15 days of issue of promotion order to the competent authority and only in such scenario employee can be retained at the place of posting

(e) If the competent authority has decided to reject the request for foregoing promotion, the employee shall be stand relieved from the date of decision of the competent authority and the employee shall have to join at the next place of posting within the joining time available.

(f) An employee can also make a written request for cancellation/modification of transfer order within 07 days of issue of order by competent authority and if no reply is received by the applicant/controlling authority, it is to be assumed that the representation has not been accepted by the competent authority and the employee is to be relieved within the time limit as specified above,

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without waiting for any communication/decision from competent authority.

B. REGULAR TRANSFER

(a) All employees who have been transferred by the competent authority shall be mandatorily relieved by the controlling authority within a maximum of 10 days from the date of issue of transfer order by the competent authority.

(b) Employee under transfer should join the next place of posting within the Joining Time as admissible.

(c) If the officers/officials do not join the next place of posting within the applicable joining time, an administrative/disciplinary action shall be initiated by the controlling authority of the new place of posting.

(d) An employee can also make a written request for cancellation/modification of transfer order within 07 days of issue of order by competent authority and if no reply is received by the applicant/controlling authority, it is to be assumed that the representation has not been accepted by the competent authority and the employee is to be relieved within the time limit as specified above, without waiting for any communication/decision from competent authority.

15. Officers who are on the verge of their retirement shall not issue any transfer/posting orders, thirty days before their retirement. Further, no posting/transfer shall be ordered by an officer who himself is under orders of transfer, between the date of his transfer orders and the date of his relieving.

16. Officers and Officials shall submit a declaration in Rice/Wheat Procurement Region regarding ownership of rice/flour mill in the name of their family members such as father, father-in-law., mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, husband/wife and children. In case any of their relatives mentioned above has a rice/flour mill, then in the case of Cat-II and Cat-III employees, they should not be posted in the same Divisional Office and in the case of Cat-I officers, they should preferably be posted outside the State and in any case in a District which is far (say 100 Kms) from location of the rice/flour mill.

17. **OUTSIDE INFLUENCE:** No officer shall bring or attempt to bring any political or other outside influence to further his own interest in respect of matters pertaining to his service including transfer as this will render them liable for disciplinary action as per provisions contained in FCI (Staff) Regulations, 1971 Section 32(A) for violating the provisions mentioned in Regulation 50 which stipulates that *"No employee shall bring or attempt to bring, any political, personal or other influence to bear upon any authority of the Corporation to further his interests or the interest of any other person in respect of matters pertaining to his service or the service of such other person or in respect of any other mater involving a pecuniary or other benefit to him or so such other person".* It is clarified that adequate avenues are available for employees to submit representations/appeals against their transfers/postings and other grievances and seek redressal, subject to administrative requirement/ convenience.

18. **General**

The authorities competent to issue transfer orders may also consider the cases which do not strictly fall within the policy but administratively required to be considered. Such cases shall be thoroughly examined;

a) At Headquarters level, by a committee of three EDs chaired by ED (Personnel), CVO and one Executive Director nominated by CMD from time to time.

b) At Zonal Level, by a committee comprising of CGM, GM (Personnel) and any other GM/ DGM nominated by ED (Zone).

c) At regional Level by a committee comprising of DGM (Personnel), AGM (Personnel) and any other DGM nominated by GM (Region).

On the committee report, suitable decision regarding transfer of such officer/ employee may be taken by competent authority.

22/3/2021

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