File No. EP. 3(3)/2021
FOOD CORPORATION OF INDIA
HEADQUARTERS,
16-20, BARAKHAMBA LANE, NEW DELHI

Dated:15.12.2021

(CIRCULAR NO. EP-03-2021-37)

Sub: Comprehensive Transfer Policy Guidelines for employees of Food Corporation of India- Modifications- Reg-:

Ref: 1) Circular No. EP-03-2021-06 dated 22.03.2021
2) FAQ No. EP.3(1)/2013/Pt File dated 31.03.2021
3) Lr.No. EP 3(2)/2021 dated 01.07.2021
4) Lr.No. EP 3(1)/2021 dated 10.08.2021
5) Lr. No. E.I 32(2)/2016/ E. I dated 03.09.2021

Comprehensive Transfer Policy Guidelines for employees of Food Corporation of India was issued vide circular 1st cited and addendums to the same were also communicated vide references 2nd to 5th cited.

Now, considering the demands of the staff bodies, various provisions of the Comprehensive Transfer Policy Guidelines dated 22.03.2021 has been reviewed for necessary modifications / incorporation of new provisions.

Accordingly, with the approval of the competent authority, following modifications to the Comprehensive Transfer Policy Guidelines dated 22.03.2021 is communicated.

Clause of Transfer Policy guidelines	**Modified/ New provision**
2. General Guidelines (New addition) 2.3	Cat II & III employees will be eligible for transfer back to his/her preferred Region on completion of the normal tenure as prescribed at clause 2.2 of the Transfer Policy Guidelines dated 22.03.2021.
7. Inter Zonal Transfer/ Deputation for Cat-II & Cat-III employees Modified 7.4	Employees shall be eligible for transfer benefits for joining back in the parent zone on completion of Inter Zonal Tenure of minimum 03 years. This benefit shall be available only once in career. Employees shall also be entitled for Transfer benefits on Inter Zonal Permanent Transfer.
8. Guidelines regarding Inter Zonal Transfer on Tenure Basis Modified 8.2 (b)	On the medical ground in respect of dependent family members (including parents) subject to the condition that the treatment for the disease is not available in the parent Zone.
9. Guidelines regarding Inter Zonal Transfer on Permanent Basis	Minimum qualifying service to be eligible for Inter Zonal Permanent Transfer is modified as 2 (two) years including period of probation. However, there shall be no such minimum qualifying service in cases where threat to life of the employee is involved and such cases will be considered immediately for Inter Zonal Permanent Transfer. In addition, the word "dependent family members" has been replaced with "family members" in clause 9.1 (b) of the transfer policy guidelines.

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10. <u>Posting of Cat II & III employees under direct recruitment</u> Addition 10 (b)	Newly recruited Cat III employees will be allowed to be posted to their hometown subject to availability of vacancies, on merit cum priority basis.
11. <u>Guidelines for special Cases</u>	
Mutual Transfer (New Addition) 11.7	Mutual Transfer is allowed to the Cat II & III employees on the following conditions; i. Mutual transfers shall be allowed in case of employees of same designation, cadre and Category only and subject to completion of standard tenure as stipulated at clause 2.2 of the Transfer Policy Guidelines. ii. Conditions regarding the maximum tenure prescribed at clause 2.2 shall prevail. iii. Mutual transfers would be allowed Inter Zone and Inter Region only. iv. In case of Inter Zonal mutual transfer of Cat II & III employees, provisions relating to seniority shall be governed as stipulated under clause 9 of the Transfer Policy.
(New Addition) 11.8	Employees whose children are studying in Class X & XII will be exempted from routine transfers. However, this exemption can be availed only in case of transfer occurs during such specific academic year and up to the end of the academic session only.
(New Addition) 11.9	Newly recruited Ex-servicemen employees will be given posting to their place of preference subject to availability of vacancies.
(New Addition) 11.10	Widow/ single parent employees belonging to Cat II & III will be exempted from routine transfer subject to availability of vacancy.
(New Addition) 11.11	Employees appointed on compassionate ground will be posted to their preferred ZO/RO/Division subject to availability of vacancies.

The above modifications shall come in to force with immediate effect i.e. date of issuance of the circular.

15/12/21

(Subhash Chander)
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Distribution:

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