

CENTRAL WAREHOUSING CORPORATION
(A GOVT OF INDIA UNDERTAKING)

" WAREHOUSING BUILDING "
4/1, SIRI INSTITUTIONAL AREA
HAUZ KHAS, NEW DELHI - 110016.

CWC/I-TP/Rectt/96

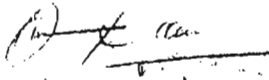
Date: 3rd January, 1997

CIRCULAR No. 358

SB: - TRANSFER (POSTING) POLICY OF THE CORPORATION.

The Board of Directors in their meeting held on 5.6.96 has approved the Transfer (Posting) Policy of the Corporation placed before them. A copy of the same is enclosed herewith for your ready reference and record.

The Posting/Transfer of the employees of the Corporation shall be regulated in accordance with the aforesaid Transfer (Posting) Policy. This may be kept in view while deciding posting of the employees. The contents of the same be brought to the notice of all concerned.


For Personnel Manager

Encl: - as above.

(Authority: - Agenda Item No.7 CXCVI (196)
Meeting of the BOD held on 5.6.1996)

Distribution:

1. All HODs in HO (2 copies each)
2. All RMs/SEs/EEs/SROs, CWC (2 copies each) - with the request to circulate a copy of this to all Ws/Units under their jurisdiction.
3. DME/DM(IR)/SME(I&II), CWC HO (2 copies each).
4. O&M Cell, CWC, HO (2 copies).
5. Guard file.

for hosty
31/8

केन्द्रीय अंतरण निगम
भारत सरकार का उपक्रम

"वेणरहाउसिंग भवन"
4/1, सीरी इन्स्टीच्युशनल
होजिंग, नई दिल्ली-110016

सं. सी. डब्ल्यू. सी. / टीपी / रि.कू. / 96

दिनांक 13

परिपत्र सं. 358

विषय: निगम की स्थानान्तरण (तैनाती) नीति ।

निदेशक मंडल ने अपनी दिनांक 5.6.1996 को हुई बैठक में उनके तमक
रही गयी निगम की स्थानान्तरण (तैनाती) नीति को अनुमोदित कर दिया है ।
इसकी एक प्रति आपके तुरन्त संदर्भ एवं रिकॉर्ड के लिए इसके साथ संलग्न है ।

• निगम के कर्मचारियों की तैनाती/स्थानान्तरण उपरोक्त स्थानान्तरण
(तैनाती) नीति के अनुसार नियमित किया जाए । इसे कर्मचारियों की तैनाती
के बारे में निर्णय लेते समय भी ध्यान में रखा जाए । इसकी विषय-वस्तु को
सभी संबंधितों के नोटिस में लाया जाए ।

संलग्न-उपरोक्त ।

सी. सी. आर. सी.
सी. सी. आर. सी.
कृते प्रबन्धक (कार्मिक)

अधिकार:- निदेशक मंडल की 5.6.1996 को हुई
(196) बैठक की कार्यसूची मद सं. 7.

वितरण:

1. सभी विभाग अध्यक्ष, मुख्यालय (प्रत्येक को 2 प्रतियाँ) ।
2. सभी डी.पू./अधी.अभि./अधि.अभि./उप.धे.का., सी. डब्ल्यू.सी. (प्रत्येक को
2 प्रतियाँ) इस अनुरोध के साथ कि वे इसकी प्रति अपने क्षेत्राधिकार में स्थित
सभी वेअरहाउसों/यूनिटों में परिचालित कर दें ।
3. उ.पू.स्था. / उ.पू. (आ.ड. आर) / वरि. सहा.पू. (स्वा. II), सी. डब्ल्यू.सी., मुख्यालय
(प्रत्येक को 2 प्रतियाँ) ।
4. जो. एंड. इम. सेल, सी. डब्ल्यू.सी., मुख्यालय (2 प्रतियाँ) ।
- गार्ड फाइल ।

POSTING POLICY

INTRODUCTION

Over a period of time factors like eligibility, tenure, compassion, service exigencies, etc. have been at play for ordering the postings of officers and staff in the Corporation. No formal posting policy has so far been evolved. As such, the need for a well defined Posting Policy in the Corporation has been long felt.

2. No Posting Policy can be absolutely rigid if it is to serve the organisational and functional necessities of any organisation from time to time. However, broad guidelines for regulating normal Postings and transfers of the employees are essential in order to prevent arbitrary and adhoc movements of the individuals. In view of this as well as long outstanding demand of the workers' unions and officers' associations, the Posting Policy given in succeeding paragraphs has been evolved. The Posting shall generally conform to this policy frame work.

GUIDELINES

3. Organisational and functional requirement will be an over-riding consideration.

4. Qualifications, experience, personality make up, disciplinary background and job content shall guide the selection of an individual for an appointment.

5. With a view to give proper exposure to officers and staff to different work environments and to develop their complete personality, their rotation appointments in field and Offices shall be alternated within the overall framework of organisational and functional requirements.

6. Normally transfer shall be ordered in the month of March/April so that the individuals can take up positions at the new place of posting before the commencement of the academic session and the education of the children is not adversely affected. However, for administrative and specific reasons, if transfer is considered imminent, the same can be ordered any time during the year. For computing the period given at para 11 below, cases upto 30 June of the year shall be considered for planning the transfers.

7. Normally employee on promotion shall not be retained at the same place of posting. However, to avoid hardship to the employees, as far as possible, they shall be posted nearby States/adjoining Regions subject to availability of vacancy.

8. Frequent transfers of an employee shall be avoided as it not only affects the morale of the employee but is also quite expensive for the organisation in view of transfer TA/DA and other expenditure.

POSTING POLICY

9. As per the CWC (Staff) Regulations, 1986, persons recruited to any post under the Corporation shall be liable to serve anywhere in India/abroad. However, as far as possible, transfer of different category of employees shall be ordered as given below:

- (a) Employees in Groups A & B - anywhere in India.
- (b) Employees in Group C (other than Warehouse Assistant Grade II) - anywhere within the Zone. There are four Zones namely, East, West, North and South as follows:
 - (i) East - Calcutta, Guwahati, Bhubaneswar and Patna Regions
 - (ii) West - Bombay, JLNP, Ahmedabad and Bhopal Regions
 - (iii) North - Chandigarh, Delhi and Lucknow Regions
 - (iv) South - Madras, Hyderabad and Bangalore Regions
- (c) ~~Employees in Group C (WAG-III), and Group D - within the Region.~~

10. Under administrative exigency, an employee can be transferred outside his/her Region/Zone.

11. Following periodicity shall normally be maintained while ordering transfers:-

- (a) Employees in Groups A&B - Not exceeding three years if in a sensitive post and five years in other posts.
- (b) Employees in Groups C&D - Five years.

Note: Notwithstanding the above periodicity, transfer can be ordered any time on grounds such as changes in establishment, promotion, unsatisfactory performance and administrative reasons.

12. Group C & D employees working in sensitive posts/seats shall be shifted within three years to a non-sensitive post.

13. The sensitive posts/seats shall be identified by the Chief Vigilance Officer from time to time.

14. Once the transfer is ordered, the individual shall move within a period of 30 days or as specified in the transfer order.

15. In case retention of an individual becomes absolutely necessary for administrative reasons due to exigencies/ expediency of service, written permission of the Competent Authority shall be obtained within 15 days of the transfer order.

16. Employees who refuse to move to other station either on promotion or otherwise and proceed on leave to avoid such transfer shall not be retained on the same post and shall be relieved in absentia.

17. The transfer order shall normally specify the date of move of the individual and also as to who would move first, in case of the common moves.

REPRESENTATIONS

18. No representations should normally be made and shall be discouraged. However, in genuine cases, representations against the postings, if any, shall be processed as under:

- (a) Representations shall be made by an individual within 15 days of receipt of transfer order through proper channel. An advance copy shall be sent to the Authority issuing the posting order.
- (b) Representations through proper channel shall reach RO/HO within next 15 days.
- (c) Decision shall be communicated within 15 days of the receipt of the representation.
- (d) If rejected, no further representation shall be entertained and the employee shall be relieved forthwith.
- (e) No action shall be taken on the representations received direct or through any other source outside the proper channel and the individual shall move as ordered in the transfer order.

OPTIONS

19. While considering transfer, the choice of posting given by the employees shall normally be taken into consideration. For this purpose, employees can exercise options as follows:

- (a) Employees in Groups A&B can give 5 stations on all India basis as choice of posting: out of which not more than 2 stations shall be from the same Zone.
- (b) Employees in Group C (other than WAG-II) can give 5 stations in order of their choice of posting: out of which not more than 2 stations shall be from the same Region.

20. No staff has a right for posting at the choice station indicated by him. However, they may be offered such postings subject to availability of vacancy and if the posting is in the interest of the Corporation.

EXECUTIVE TENURE

21. Executive tenure may be extended/curtailed based on the performance of the officer on specific recommendations of RMS/HODs.

22. Officers of outstanding merit may be considered for additional executive tenures.

HARD STATIONS WITH BENEFITS

23. Hard stations shall be defined from time to time. Employees shall be drafted from nearby Regions as notified from time to time. For example, for posting to North Eastern States, i.e. Guwahati Region individuals shall be taken from Calcutta Region, Patna Region and Bhubaneswar Region. A roster shall be maintained and the transfers shall be ordered on rotation basis. The employees working in other Regions than those notified can also opt for a hard station.

24. The following benefits, as circulated vide Head Office circulars dated 28.10.93 and 11.12.95, shall be extended to the employees posted at hard stations.

- (a) Tenure posting for 2 years.
- (b) Special (Duty) allowance, wherever applicable.
- (c) Weightage for training abroad and special mention in CRs.
- (d) Benefit of double HRA, wherever applicable.

- (e) Joining time with leave.
- (f) Concession in LTC.
- (g) Telephone facility, wherever applicable.

25. Individuals other than the local employees posted at hard stations, shall normally be transferred out after two years tenure to their choice place of postings.

COMPASSIONATE/SUPERANNUATE POSTING

26. Employee who himself or his dependent family member is suffering from major diseases such as cancer, tuberculosis, mental/physical disorder, etc. for which treatment is not available at the place of posting, shall be considered for transfer to a place where such treatment is available on the basis of the Medical Certificate from the Medical Board specifying the nature and duration of the disease and continuance of the medical treatment.

27. As far as possible subject to availability of post/vacancy, an employee shall be considered for posting at a station where his/her spouse is working.

28. Employees due to retire within a period of two years shall, as far as possible, be posted near to their home town and they shall be entitled to full transfer benefits even if the transfer is made on their request.

29. Widows, handicapped employees and unmarried girls may be considered for transfer to their choice stations or near to their home towns as far as possible.

MUTUAL TRANSFERS

30. Wherever there is a request by an employee of similar grade to exchange their position in the respective offices by way of transfer to each other office, such a mutual transfer can be ordered at their request. However, such mutual transfer shall be subject to the Management's right to transfer the employees concerned to some other centre later on if the situation so warrants. While considering mutual transfer request, the following aspects shall be kept in view:

- (a) Availability of vacancy in the office where the transfer is sought.
- (b) Smooth and efficient work of the centre.
- (c) Maintenance of equilibrium of strength of the persons in the relevant category.
- (d) Suitability of the applicant to carry out duties in the office where the transfer is sought.

POSTING OF OFFICE BEARERS

31. Office bearers of registered/recognised Unions/Associations shall not be immune to transfers and shall be subjected to transfers as per the norms laid in this Posting Policy especially with regard to the sensitive posts. They may, however, if possible, allowed to continue in the same station during their tenure of office in the Unions/Associations.

TRANSFER BENEFITS

32. The transfer benefits like joining time, travelling allowance lump-sum grant, packing allowance, etc. will be admissible to the employees when transfer is effected on administrative grounds.

33. No transfer benefit shall be admissible in case of mutual transfers.

34. No transfer benefit shall be admissible in case of request transfers unless the individual has put in more than five years of service outside his home town for which the request is sought.

POWERS TO MODIFY/CHANGE NORMS

35. The norms for postings as given above are mere guidelines for planning purposes and cannot be claimed as Statutory rights by any employee. The Management shall have the right to make changes necessitated for administrative reasons in the interest of the Corporation. The Managing Director shall have the power to change/modify any of the clause/conditions stipulated in the Posting Policy.

CONCLUSION

This Posting Policy has been evolved for regulating the transfers of the employees in a fair and reasonable manner. It is also aimed to provide maximum satisfaction to the employees. In order that the Policy is applied objectively, no outside pressure or recommendations should be brought on to the management with regard to the transfers. The Unions shall also not interfere on matters related to transfers.

The employees will be given full opportunity for seeking redressal to any genuine matters connected with the postings/transfers. However, after a decision has been conveyed by the Competent Authority, the employee shall comply with the same in letter and spirit.

Changes in the posting orders will be discouraged. The employees should, therefore, make representations or give options towards their transfers if necessary well before the orders are issued.