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Azadi Ka  
Amrit Mahotsav



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)

**CENTRAL WAREHOUSING CORPORATION**

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-PD0PLCY/41/2020-PERS

Dated: 08.10.2022

## **CIRCULAR**

### **SUB: TRANSFER POLICY FOR EMPLOYEES OF THE CORPORATION.**

In order to provide comprehensive and diverse "on-the-job" learning opportunities to all employees for their growth and development, Transfer Policy of the Corporation has been revised and is enclosed herewith.

This Policy is in supersession to all the earlier instructions issued in this regard. The Policy shall come into force with immediate effect.

Digitally signed by  
ANIL MANIK RAO  
Date: 2022.10.08  
10:52:44 +05'30'

**(Anil Manik Rao)**  
**Group General Manager (Personnel)**

Encl: As above

**(Authority:** Agenda item No. 374.08  
of 374th meeting of the Board of  
Directors held on 23.09.2022)

### **Copy to:**

1. All HoDs, CWC, CO, New Delhi.
2. All Regional Managers, CWC, Regional Offices.
3. AGM(Establishment)/Manager(IR), CWC, CO, New Delhi.
4. PS to MD /PS to Dir(Pers.)/ PS to Dir(MCP)/PA to Dir(F&A)/PS to CVO, CWC, CO, New Delhi
5. Secretary General, Federation of Central Warehousing Corporation Employees Unions, New Delhi.
6. SAM(MIS)-with the request to upload the Circular on website

# TRANSFER POLICY

## 1. SHORT TITLE AND COMMENCEMENT

- 1.1 This policy/ rules shall be called the Central Warehousing Corporation (CWC) Transfer Policy for all executives/ employees. This policy shall be deemed to have come into force immediately.

## 2. APPLICABILITY

- 2.1 This transfer policy/ rules shall apply to all executives/ employees including employees on probation working at the CWC offices in the country whether posted at the Corporate Office, Regional Offices or Warehouses of the Corporation. This policy/ rules supersede all earlier guidelines/policy issued in the matter.

## 3. OBJECTIVES

- 3.1 Broad objectives of the transfer policy are as under:
- a) To achieve Corporate goals through properly developed personnel with all around subject knowledge
  - b) To provide varied experience systematically through personnel positioning at different locations/ jobs.
  - c) To maintain/ upkeep the on-going functional activities/ tasks at all times.
  - d) To provide adequate manpower at regions/ warehouses to meet the necessary workload.
  - e) Provide opportunity to employees to work in different disciplines.
  - f) To obviate work monotony and enhance personnel productivity.
  - g) Rotation/redeployment of personnel from sensitive posts/ positions.
  - h) Provide for systematic succession/ planning through job rotation for posts in middle and senior management levels.
  - i) Meet employee requirement of movement from difficult / hard stations.
  - j) To meet requirement of employees nearing superannuation by providing posting near their home town.

## 4. DEFINITIONS

- 4.1 **Corporation** means the Central Warehousing Corporation established under Section 3 of the Warehousing Corporations Act (58 of 1962).
- 4.2 **Managing Director** means the Managing Director of the Corporation.

- 4.3 **Director (Personnel)** means the Director Personnel of the Corporation.
- 4.4 **Director (Finance)** means the Director Finance of the Corporation.
- 4.5 **Director (M&CP)** means the Director Marketing and Corporate Planning of the Corporation.
- 4.6 **CVO** means the Chief Vigilance Officer of the Corporation.
- 4.7 **Employee** means a person who is in the whole-time service of the Corporation but does not include a person engaged by the Corporation on Daily Wages / Contract, etc.
- 4.8 **Corporate Office** means the Registered Office of the Corporation located at 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi.
- 4.9 **Regional Office** means the Office controlling the activities of the Regions.
- 4.10 **Difficult/ Hard Station** means the stations so defined by the Corporation from time to time.
- 4.11 **Sensitive Posts** means the posts so defined by the Corporation from time to time.
- 4.12 **Station Seniority** means the length of service of the employee at a particular place of posting in the same post or different posts put together.

## 5. CLASSIFICATION OF ZONES

5.1 For Administrative convenience and ease of operations, the following Zones have been created:

- a) **East Zone** comprising of Kolkata, Guwahati and Patna
- b) **West Zone** comprising of Mumbai, Ahmedabad, Bhopal and Jaipur.
- c) **North Zone** comprising of Chandigarh, Delhi and Lucknow.
- d) **South Zone** comprising of Chennai, Hyderabad, Bangalore and Kochi

If any other new region is created, Managing Director will decide its zone.

## 6. CLASSIFICATION FOR TRANSFER& TENURE OF STAY

6.1 As per CWC (Staff) Regulations, 1986 persons recruited to any post under the Corporation are liable to serve anywhere in India. However, as far as possible, transfer of different categories of employees shall be regulated as under:

- a) Employees in Group A & B – anywhere in India.
  - b) Employees in Group C (other than Warehouse Assistant Grade II) – anywhere within the Zone.
  - c) Employees of Group C (Warehouse Assistant Grade II) & Group D – within the Region.
- 6.2 Organisational, operational and functional requirements will be an over-riding consideration. Under Administrative exigencies, an employee, irrespective of categories and period spent, can be transferred outside his/her Region/Zone.
- 6.3 Normally, the tenure of stay of an employee at a station shall be of 3 years in case of Sensitive Location / position and 5 years in case of Non-Sensitive Location / Position.
- 6.4 Normal Tenure of 3 or 5 years shall be calculated as on 31<sup>st</sup> March of every year unless a directive is issued by the CVO / Director Concerned / Managing Director as an administrative decision.
- 6.5 Generally, the process of (Sensitive and Non-Sensitive) transfer shall be started by the Personnel Division before 31<sup>st</sup> December every year and transfer orders shall be issued by the 28<sup>th</sup> of February.
- 6.6 Once the transfer is ordered, the individual shall move within a period of 30 days or as specified in the transfer order, whichever is earlier.
- 6.7 In case retention of an individual becomes absolutely necessary for administrative and operational reasons due to exigencies/ expediency of service, written permission of the Competent Authority shall be obtained within 15 days of the transfer order.
- 6.8 Salary of an employee, 45 days post release of his / her transfer order, shall not be released from the earlier place of posting till such time further order is issued by the Personnel Division with the approval of the Competent Authority.
- 6.9 Even if employee is promoted to a higher post or otherwise, the entire period of service will be counted based on the total length of service irrespective of cadres such as A, B, C or D.

## 7. POSTING OF EMPLOYEES TO SENSITIVE SEATS/POSTS

- 7.1 As per instructions on posting of employees to sensitive seats / posts in Offices, Warehouses, CFS, ICDs etc. contained in Circular No. CWC/XIII-13/89/97/AV/244 dated 17.02.2020, as amended from time to time, an employees posted on sensitive seats / posts should invariably be transferred after completion of three years. The same employee may be considered for posting on the same sensitive seat only after he/she has completed minimum three years on other seat.
- 7.2 Employees, against whom disciplinary proceedings have been initiated or contemplated may be transferred anytime irrespective of his / her tenure.

## 8. INTER-REGIONAL / ZONAL TRANSFER

- 8.1 Inter-Regional/Zonal transfer on permanent basis from one unit of seniority to another (in case of Group-C (WAG II) & Group D) as defined under Regulation 16 of CWC (Staff) Regulations, 1986 shall be governed by following conditions:
- a) Where husband/ wife of an employee is working in CWC/Central Government/All India services/ State Government or in Central/ State Public Sector Undertaking.
  - b) Woman employees of the Corporation may be considered for posting, if husband is working in Private Company / Multinational Company of repute.
  - c) On grounds of self and dependent family members suffering from life threatening diseases such as cancer, etc.
- 8.2 Inter-Regional/Zonal transfer on permanent basis shall be subject to administrative convenience and availability of vacant posts of relevant level and Category.

## 9. TRANSFER ON SELF REQUEST

- 9.1 Transfer on self-request shall be entertained / accepted in Personnel Department only during the period 1<sup>st</sup> October to 31<sup>st</sup> October every year. Applications received earlier or later than these dates shall not be entertained by the Personnel Department.
- 9.2 Where an employee of Group C (WAG II) and Group D makes self-request for transfer from one Region to another, he / she shall be treated as a fresh entrant in the latter Region for the purpose of seniority. Such employee shall 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, their inter-se-seniority shall be determined by panel year of their selection in the particular post in their parent region. In the event of their panel year being same, inter-se-seniority shall be determined as per their respective Date of Birth. Employee born earlier shall be treated as senior.
- 9.3 All self-requests for transfer made during the period defined in Rule 9.1 above, which are not converted into actual transfer, shall automatically be deemed as lapsed. Such employees, if interested, will be required to make a fresh request during the next year when the option for transfer requests is entertained. However, request transfer which are repeating for maximum years, shall be given priority.
- 9.4 Where self-request for transfer for a particular place of posting is made by two or more employees from their respective place of posting, employee having higher station seniority at the place of posting shall be considered earlier.

- 9.5 Transfer on self-request shall not be a matter of right and shall be considered keeping in view all aspects e.g., availability of sanctioned at the requested station, availability of substitute at the current location, other administrative constraints, etc.

## 10. CALENDAR OF ACTIVITIES OF ANNUAL TRANSFER

<b>S.No.</b>	<b>Phases of transfer process</b>	<b>Period</b>
1.	Filling of request transfer application through respective Regional Office	01 <sup>st</sup> October to 31 <sup>st</sup> October
2.	Verification & Processing of transfer application at Corporate Office	Up to 31 <sup>st</sup> January
3.	Issue of transfer orders	Up to 28 <sup>th</sup> February
4.	Relieving of transferred official	Up to 15 <sup>th</sup> April

## 11. TRANSFERRING AUTHORITY:

As per the Delegation of Powers conferred from time to time.

## 12. REPRESENTATIONS

- 12.1 No representation should be made and shall be discouraged. However, in genuine cases, representations against the posting, if any shall be processed as under:
- a) Representation shall be made by an individual within 15 days of receipt of transfer order through proper channel. An advance copy may be sent to authority issuing the posting order.
  - b) Representation through proper channel should reach RO/CO 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 directly or through any other source outside the proper channel and the individual shall move as ordered in the transfer order.
- 12.2 Any outside influence brought by an employee to cancel/defer the transfer orders, shall be construed as having been made on his/her behalf. Apart from action as provided in Conduct Rules, an endorsement to this effect shall also be made in the PAR of the officer/employee by the Reporting Officer concerned who is in possession of all correspondence in this regard.

### 13. OPTIONS

- 13.1 While considering transfer, choice of posting given by an employee shall normally be taken into consideration. For this purpose, employees can exercise option as follows:
- a) Employees in Group 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 WAGII) 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.
- 13.2 No staff has a right for posting at the choice station indicated by him / her. However, they may be offered such postings, subject to availability of vacancy and if the posting is in the interest of the Corporation.
- 13.3 Request transfer of an employee involved in Vigilance case under major penalty charges shall not be entertained.

### 14. COMPASSIONATE POSTING / POSTING PRIOR TO SUPERANNUATION

- 14.1 If an employee or his/her dependent family member, is suffering from chronic disease 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 Medical Board specifying the nature and duration of the disease and continuance of the medical treatment.
- 14.2 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.
- 14.3 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. However, such officers/ employees, on their posting to Home Station/ States can be considered by the Competent Authority, subject to administrative convenience, for posting to sensitive seats as may be determined by the Competent Authority from time to time provided, they are found suitable in all other aspects.
- 14.4 An employee who is a care giver of differently abled (Divyangjan) child may be exempt from the routine exercise of transfer/rotational transfer subject to administrative constraints. The word differently abled (Divyangjan) includes:
- a) Blindness or low vision,
  - b) Hearing impairment,
  - c) Loco motor disability or Cerebral Palsy,
  - d) Leprosy cured,

- e) Mental Retardation,
- f) Mental Illness,
- g) Multiple Disabilities,
- h) Autism.

14.5 Differently abled (Divyangjan) employee may be considered for transfer to their choice stations or near to their home town as far as possible.

## 15. MUTUAL TRANSFER

15.1 Wherever there is request by employees 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, if the situation so warrants. While considering mutual transfer request, following guidelines shall be kept in view:

- a) Availability of vacancy in the office where the transfer is sought,
- b) Smooth and efficient work of the center,
- c) Suitability of applicant to carry out duties in the office where the transfer is sought.

## 16. POSTING OF OFFICE BEARERS

16.1 Office bearers of any of the Union / Staff Association, including recognized Unions are not exempt from transfer. However, subject to administrative convenience, the President and the Secretary of the recognized Unions at the All India, Zonal and Regional levels may not be transferred outside the station for a maximum of two tenures in the capacity of President or Secretary (two tenures on consolidated basis). Further, protected workmen, declared by the Corporation are also exempt from transfer for a maximum of two tenures, subject to administrative convenience.

## 17. TRANSFER BENEFITS

17.1 Transfer benefits like joining time, travelling allowance, lump sum grant, packing allowance, etc. shall be admissible to an employee when transfer is affected on administrative grounds, as per laid down guidelines of the Corporation.

17.2 No transfer benefit shall be admissible in case of self-request transfer or mutual transfer's request; until the request is received after five years' stay at the same location.

17.3 As an exception to Rule 17.2 above, even when transfer is affected on self-request or mutual transfer on request, transfer benefits shall be paid when request for transfer to Home Town or any place



other than home town is received within 05 (five) years before the date of superannuation.

- 17.4 Benefits on transfer as mentioned in Rule 17.3 above shall be allowed only once during the entire service career of the employee.

## 18. OTHER TERMS & CONDITIONS

- 18.1 Sports persons who are actively involved in sports are exempt from transfers till the time they are associated with sports.
- 18.2 An employee transferred from one station to another shall not have any claim to go back to his/her old station before completion of 03 years of service at the new station.
- 18.3 Where an employee under transfer doesnot join at his new place of posting after being relived within the stipulated period due to unauthorised absence, his / her eligibility period for promotion to the next higher grade shall stand extended for the equivalent time period.
- 18.4 Routine transfer on promotion shall be avoided to reduce financial burden. Official so promoted shall be considered for transfer according to transfer seniority in the promoted posts.
- 18.5 Where an officer applies for leave after receipt of transfer order for period beyond the stipulated date of relieve, the concerned controlling officer shall relieve the transferred officer not later than the stipulated date of relieve and forward his / her leave application to the officer under whom the officer in question has been transferred. It shall be left to the new controlling officer to sanction or refuse the leave so applied for. In such a situation:
- a) The current Controlling officer may ensure taking over the charge by the incumbent official and relieve the transferred official from the due date.
  - b) The new Controlling officer may deny leave and for the denied leave period the official shall be treated on leave without pay.
- 18.6 Children Education Ground (CEG) exemption from transfer may be given to an employee if his/her son/daughter is studying in the final year of high school, Senior Secondary, 10<sup>th</sup>/12<sup>th</sup>of the final 10+2 system of a recognized Board and higher studies with reference to first year admission process in Graduation. This concession would be available subject to maximum of 2 CEG exemption in the service of an official and further subject to the condition that the official applies atleast three months in advance, supported by a certificate from the authority of the recognized Institution and the certifies that he / she has not availed this concession earlier.
- 18.7 Transfer shall, generally be done during the months of March/April or along withorders of promotion, except under administrative exigencies.

- 18.8 An employee can be transferred to any place at any time as per administrative requirement and exigencies of work.
- 18.9 Where on Administrative exigencies, an employee is transferred during ongoing academic session and the employee has school going children, such an employee shall have an option to avail HRA of the current station of posting or the new station, whichever is higher. This facility shall be allowed to the employee concerned from the date of relieve from current station for two months. After completion of two months, facility of HRA of the current station of posting or the new station, till completion of academic year i.e. 31<sup>st</sup> March, may be availed with the approval of Managing Director. To avail the facility, concerned employee shall have to provide a self-declaration in the format as given in **Appendix-A**.

## 19. AMENDMENTS / MODIFICATION

- 19.1 The Transfer rules are provided guidelines for planning purposes and cannot be claimed as statutory rights by any employee.
- 19.2 Management reserves the right to make changes necessitated for administrative reason in the interest of the Corporation.
- 19.3 In case any doubt or difficulty arises in interpretation of these rules, or in giving effect to them or if any lacuna, inconsistency or anomaly is discovered in it's application, it shall be open to the Managing Director to issue general instructions to remove such doubt, difficulty, lacuna, inconsistency or anomaly.

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**Appendix-A**

**SELF DECLARATION**

I \_\_\_\_\_ (Name of Employee) \_\_\_\_\_ (post)  
\_\_\_\_\_ (Posted at) do hereby certify that my Son/  
Daughter namely \_\_\_\_\_ studying in Class \_\_\_\_\_  
Sec \_\_\_\_\_ Roll No. \_\_\_\_\_ during Academic  
Year \_\_\_\_\_ in \_\_\_\_\_ School  
located at \_\_\_\_\_.

It is certified that in the event of any change in the particulars given above which affect my eligibility for higher HRA. I undertake to intimate the same promptly and refund excess payment, if any made to me.

Signature of Employee

Name: \_\_\_\_\_

Post: \_\_\_\_\_

CPF Code: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_