



TRANSFER POLICY FOR EXECUTIVES

1.0 INTRODUCTION:

To fulfil the manpower requirement in various POWERGRID locations and also for self-development, executives shall be rotated as per the said Transfer Policy.

2.0 OBJECTIVES:

- 2.1 Enable planned deployment of executives all across the Company offices/ Sub-station/Site offices in order to meet operational requirements and/or administrative requirements of the organization from time-to-time.
- 2.2 Enable executives acquire multi-dimensional knowledge and skills for self-development to shoulder higher managerial responsibilities through exposure to diversified geographical and operational environment.
- 2.3 Enable executives develop their own career path so as to have effective linkage with their career-development.
- 2.4 To enable cross functional rotations at senior positions in the strategic interest of organization.
- 2.5 To ensure transparency and consistency in transfer & posting.

3.0 DEFINITIONS:

- 3.1 **Executive** means regular employees in Executive pay-scale.
- 3.2 **Inter-Regional transfer** means transfers outside the Region.
- 3.3 **Intra-Regional transfer** means transfers within the Region.
- 3.4 **Competent Authority** for transfers shall be as per authority defined under Delegation of Power.

4.0 APPLICABILITY:

- 4.1 Transfer policy shall be applicable to all executives in regular pay scale from E-1 to E-7 grade but shall not cover executives engaged on fixed tenure or contractual basis. Further this transfer policy shall also not be applicable to



executives posted in POSOCO, Joint Venture Companies of POWERGRID and Foreign Consultancy Assignment.

5.0 **TRANSFERS:**

5.1 **Deployment of Executives on initial Appointment:**

At the time of joining, executives will be allotted Regions/CC based on requirement and as per suitability, knowledge, choice, merit etc. along with other relevant factors, if any. No executive on joining/on regularization/after joining shall be allowed to change the Region/CC of their initial posting before completion of 03 years. Any change or departure from this rule shall be permitted only in extraordinary circumstances with the approval of CMD.

5.2 **Hardship Station:**

5.2.1 Executives (including initial appointee) posted to Hardship locations such as locations in NRTS-II like Leh-Transmission System, Kashmir Valley and Doda on completion of single tenure posting of 02 years, North-Eastern Region (including Sikkim) and Andaman & Nicobar Islands on completion of single tenure posting of 03 years shall be considered for transfer to one of the three preferences given by an individual.

5.2.2 Executives who have completed the tenure of hardship station and desire to continue in the present station shall preferably not be transferred unless otherwise in the interest of work.

5.2.3 Every year in the month of January, NER & NR-II Region shall forward the list of executives who will be completing hardship tenure in their Regions and have requested for transfer with three choices.

5.2.4 The tenure posting in Hardship Station of 02 years in NRTS-II and 03 years in NER shall not be applicable to Executives who are selected through Campus Recruitment for NRTS-II (Leh-Transmission System, Kashmir Valley and Doda) and NERTS (including Sikkim). Their tenure of posting in hardship station shall be governed by their terms of appointment.

5.3 **Transfer on Promotion:**

5.3.1 Transfer on promotion shall be done based on Company exigencies & requirement and shall be treated as administrative transfer.

5.3.2 Employees promoted as executives in E-1 grade shall generally be considered for transfer out of Region/ Location.



- 5.3.3 About 5% of executive promoted in the grade of E2 to E5 in each Region/CC shall be transferred to other Regions (Inter- Region transfer).
- 5.3.4 Apart from above, executives in the rank upto E5 and having completed 10 years (inclusive of training period of 01 year) at a particular location shall be transferred to a different location/different Region on promotion, except in specialized field/special circumstances for which certification to this effect by concerned ED (GM, if ED is not in position) and approval of CMD would be mandatory. In such cases the executive would be retained for a specific duration i.e 1 to 2 years after obtaining approval of CMD, during which period shall be utilized to groom a substitute.
- 5.3.5 In case of transfer on promotion, the promotion shall be effective from the standard date, provided the concerned executive joins at the new place of posting within a period of not more than 60 days from the date of issuance of promotion order failing which the matter shall be treated as a case of forfeit and the promotion order shall stand automatically withdrawn & cancelled and the executive shall continue to exist on post prior to promotion.
- 5.3.6 Executives shall be encouraged to indicate a time period for site posting beforehand to minimize their disturbance. The Company shall consider the same to the extent possible.
- 5.4 **Transfer against Manpower Requirement:**
- 5.4.1 Based on the manpower requirement in different POWERGRID locations, generally list of executives who can be transferred will be sought from Regions/CC by Corporate HR Department from time-to-time. The list of executives provided by the Regions/CC-Departments will be examined by Corporate HR Department based on their past profile, manpower requirement in different Regions/requisite domain knowledge requirement and after assessing suitability, Inter-Regional transfer orders will be issued. Applications from willing executives can also be invited, if needed.
- 5.4.2 Besides suitability and other relevant factors the nature of previous postings of the concerned executives shall also be taken into consideration while deciding Inter-Region transfer.
- 5.4.3 Requirement of substitutes, if any, shall be dealt with separately by Corporate HR Department based on overall requirement of executives in Regions and CC.



- 5.4.4 In case of manpower requirement in a particular location within the Region similar exercise as mentioned at 5.4.1, 5.4.2 & 5.4.3 shall also be carried-out by the Region. In such case Regional HR department shall solicit list of manpower requirement from heads of Sub-Station/ Site Offices within the Region and issue Intra-Region Transfer Order after obtaining approval of Competent Authority.
- 5.5 **Request & Mutual Transfer:**
- 5.5.1 In case of initial appointment, Executive can be considered for transfer including request transfer outside the Region/CC after they have spent a minimum of 3 years at a particular Region/CC. However, transfer request to location within the Region of posting on initial appointment shall be considered on completion of 02 years stay at existing location.
- 5.5.2 Request transfer on medical condition of self, dependents and parents, education of child etc. shall be considered provided the concerned Head of Region/ Head of Department at CC shall record his recommendation with regard to transfer and tenure of transfer along with reasons/justification for consideration of Competent Authority. In case of requirement of substitute the same may be provided later or at that time.
- 5.5.3 Mutual swap or exchange request transfer after spending the minimum specified duration of 03/02 years as applicable shall generally be considered by Competent Authority. The mutual swap transfer request has to be routed through Head of the Regions of both the executives where they are posted and forwarded to CC in case of inter-region transfer for approval of Competent Authority. In case of mutual swap transfer within the Region (Intra-Region), the Head of Region can approve transfers for which he is Competent Authority.
- 5.5.4 No baggage allowance, Packing Charges, Transfer Grant, Settling Allowance and Preparation Time shall be allowed to executives in case a request transfer on whatever grounds takes place within 03 years of joining the location from where transfer of posting shall be done.
- 5.5.5 Any transfer request shall be recorded in personal file.
- 5.6 **Posting under Special Situation:**
- 5.6.1 Preference shall be given for request transfer to otherwise abled/ differently-abled executives. Preference for request transfer shall also be given to executives having abled/ differently-abled children.



- 5.6.2 To the extent possible, efforts shall be made that husband and wife, if both are working in POWERGRID are accommodated at nearest places.
- 5.6.3 Executive due to superannuate within 02 years shall generally not be shifted from their existing place of posting unless they so desire otherwise.
- 6.0 **GENERAL:**
- 6.1 All executives during service period shall serve in site postings for minimum of 03 years before the executives becomes eligible for E7A. (Those who have fulfilled the above conditions on the date of issue of this policy is deemed to have already complied with the specified requirements).
- 6.1.1 Executives not meeting the criterion of 6.1 but still found suitable to be promoted as E7A shall have to be transferred at site on promotion for a minimum period of next 3 years or upto the period he is short in meeting condition of 6.1.
- 6.1.2 a) Site-Posting for technical executive from E-1 to E-6 level shall mean and include places other than Corporate Centre and Regional Head Quarters. Site-Posting for technical executive from E-6A to E-7 level shall also include Regional Head Quarters.
- b) Other executives shall mean executives in HR, Finance, Vigilance, Law or any other function which may be included from time-to-time. Site-Posting for other executives shall mean and include places other than Corporate Centre.
- 6.2 Executives shall be encouraged to indicate a time period for site posting beforehand to minimize their disturbance. The Company shall consider the same to the extent possible.
- 6.3 On transfer of an executive from one Region to another, the recipient Region shall decide the place of posting of an executive in advance before his joining and communicate the concerned executives well in advance so that the executive has not to visit RHQ first and wait there for few days for posting.
- 6.4 Executives shall be released necessarily before completing 60 days from date of issue of orders and preferably on the last day of month but within 60 days.
- 6.5 Notwithstanding anything contained above, the Management reserves the right to effect transfers on administrative grounds or any other reasons deemed fit.



6.6 The powers to review, modify/ amend or to make changes/ add in the policy shall vest with the Chairman & Managing Director (CMD).

7.0 POSTING & TRANSFER OF EXECUTIVE IN VIGILANCE DEPARTMENT:

7.1 The tenure of all executives in Vigilance Department at one station will be for 03 years extendable upto 05 years.

7.2 Vigilance Executives with technical background shall be considered for reposting in Vigilance Department only after a break of 03 years.

7.3 Regular Vigilance Executives shall be considered for a posting to a station where they had been posted only after a break of 02 years.
(If the break is less than 2 years, time spent at the present station shall be clubbed with earlier posting for the purpose of calculating the 3/5 years tenure for the transfer as per clause 7.1 above).

7.2 To encourage the Technical executive to opt for posting in Vigilance Department duration of their posting in Vigilance Department will not be counted for the stay in one station for general transfer policy purpose. On exist of Executive from Vigilance department, contents of Circular No: 16/3/06 dated 28.03.2006 issued by CVC shall be applicable or as amended from time to time.
