

TRANSFER POLICY FOR EXECUTIVES

1.0 ¹Judicious deployment of Human Resource is essential for fulfilment of the short & long-term objectives of an organization. In POWERGRID, with a large number of establishments spread across India, deployment of manpower through transfer plays an important role in optimal utilisation of manpower and developing employees with multi-dimensional knowledge/ competencies. Due to the differences in the nature of responsibilities, site conditions and suitability of employees, transfers and postings impact employee perception of fair treatment by the company and consequently, their motivation and morale. In order to align the organizational objectives/ requirements with individual aspirations in the best possible way, transfer policy for executives has been formulated with the following objectives.

2.0 OBJECTIVES

- i) Optimal utilization of manpower.
- ii) Ready availability of manpower having required competencies.
- iii) Competency development and grooming of the executives for leadership positions by giving them varied professional exposure in different locations and functions.
- iv) Uniformity and fairness in implementation of transfers/ job rotations
- v) Consideration of personal preferences and special situation of employees in transfers subject to organizational needs and administrative considerations

3.0 SCOPE

The policy shall be applicable to all executives in regular pay scales upto E8 (upto Sr. GM) grade but excluding trainees, lien holders, those engaged on fixed tenure or contractual basis and deputationists in POWERGRID.

Executives designated as CGMs and Sr. GMs proposed to be designated as CGMs (in E8 Grade) are hereby excluded from scope and coverage of the Transfer Policy for Executives.

4.0 DEFINITIONS

- 4.1 **Transfer** shall mean as defined under the Travelling Allowance Rules of POWERGRID.
- 4.2 **Inter-Regional transfer** means a transfer to a location outside jurisdiction of the current Region/ Project / CC of the employee.
- 4.3 **Intra-Regional transfer** means a transfer within the jurisdiction of the current Region/ Project / CC of the employee
- 4.4 **Competent Authority** with reference to the exercise of any powers under this policy shall mean the authority defined under Delegation of Powers.
- 4.5 **Nodal HR department** shall mean Corporate HR Department for Inter-Regional transfer and the respective Regional HR departments for Intra-Regional transfers.

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- 4.6 **Project** shall mean any large-scale project/ scheme so identified from time to time, with a separate organizational setup (other than Region).
- 4.7 **Posting** shall mean placement of employee and shall include posting on initial appointment, posting on transfer and temporary posting.
- 4.8 **Site posting:**
- 4.8.1 In respect of all executives, site-posting shall mean posting at any sub-station, HVDC station, TL office, RTAMC, Regional Telecom Control Centre, Telecom POP (including at RHQ), or any other establishment, excluding a posting at the Corporate Center, a Regional Head Quarter or a Project Head Quarter.
- 4.8.2 In respect of executives recruited in Finance/HR/ Law/ PR/ Rajbhasha/ ERP/ IT/ ECE or eqv. (working in Telecom/ ULDC/ GA&C function)/ Environment & Social function/ Safety/ Library/ Secretarial/ Company Secretariat/ Vigilance/ General Management (selected through campus) disciplines and any other specialized discipline declared by the management (Cyber security, M.Tech./ PhD. recruited for specific functions), in addition to locations under clause 4.8.1, posting at a Regional Head Quarter or a Project Head Quarter shall also be considered as a site posting.
- Executives recruited in disciplines other than those as above and posted in any of these departments/ functions shall continue to be governed under clause 4.8.1 unless specific approval is taken for their absorption in such functions.
- 4.8.3 Posting outside the Country at any foreign project or for any assignment shall be considered as site posting.
- 4.8.4 Management may declare posting at a Project Head Quarter located at a non-metro location as site posting for the purpose of clause 4.8.1.
- 4.9 **Difficult locations** for the purposes of this policy shall mean locations notified as such from time to time based on considerations such as availability of education, medical facilities, accessibility to basic infrastructure, geographic conditions, law and order situation etc.

The locations notified as difficult locations under Category I, Category II and Category III as on date of this policy are listed in **Annexure I**, **Annexure II** and **Annexure - III** respectively. The management reserves the right to add/ delete any location or otherwise modify the list of Difficult Locations from time to time as per requirement.

5.0 TENURE OF POSTING

- 5.1 An executive in the service of POWERGRID is liable to be posted at any of its Regions/ Offices/ Projects/ divisions/ establishments/ subsidiaries/ joint venture/consultancy assignment or any other government departments/ statutory body/ Public Sector Undertaking, anywhere in India or abroad, as may be required by POWERGRID.

- 5.2 An executive shall be generally posted at any location for a period of 3 to 6 years so that he/she is able to contribute effectively in the assigned role and also to reduce the personal inconvenience arising from a transfer.

However, due to work requirements, administrative and other exigencies, an executive can be posted at a location for a shorter/longer duration as per the decision of the management.

(Management for this purpose shall mean authorities competent to approve transfer of executives as per the DOP)

- 5.3 An executive upto the level of E8 (upto Sr. GM) can generally be retained at a location for a maximum of 10 years or in NCR (Delhi, Gurgaon, Manesar and Faridabad) for a maximum of 15 years, in one stretch.

Executives sent for long duration/ temporary assignments outside their Region/ outside NCR (for executives working in NCR), for 01 year or more at a stretch (excluding any leave for a period of more than 3 months, except on medical grounds), can be retained at their headquarter/ NCR (for executives working in NCR) upto 3 to 6 years after completion of such assignment, even in excess of the maximum tenure mentioned above, subject to work requirement.

- 5.4 The above condition at 5.3 can be relaxed on recommendation of the Head of Region/ Project/ Department at CC and with approval of the concerned Functional Director/ CMD (where the concerned HoR / HoD at CC reports directly to CMD), for retention of specialized expertise/ development of substitutes/ business continuity/ work requirement/ exigencies. Such relaxation may be reviewed on next promotion/ re-designation of the executive.

- 5.5 The tenure of posting at difficult locations shall normally be as given below:

Difficult locations under Category I (Annexure I)	2 years
Difficult locations under Category II (Annexure II)	3 years
Difficult locations under Category III (Annexure III)	4 years

The above categorization of locations has been done for the sole purpose of this policy and not for location-based benefits under any other policy or rules.

- 5.6 Executives posted at any difficult location who is willing to work there for a period exceeding the maximum tenure, may continue to remain posted there till their services are required at such location/region.
- 5.7 The initial period of posting of executives selected through campus/ special recruitment drives for hardship locations/Regions, shall be governed by the terms and conditions of their appointment. Upon completion of the initial period, the provisions of this policy shall apply to such executives.

- 5.8 Mandatory Tenure:

- 5.8.1 All executives shall serve at a site posting, cumulatively in one or more occasions, for a minimum of 03 years (or 02 years at a category I difficult location or foreign posting) before they are promoted to E8 grade.

Executives upto E7 grade (as on 27.10.2021 or those joining or being promoted to executive cadre thereafter) without meeting the condition and found suitable for promotion to E8 grade, can be promoted if they (i) are at a site posting or (ii) are given a site posting on promotion. Such executives shall be considered for role assignment as Chief General Manager only upon completion of site posting tenure.

- 5.8.2 Executives upto E5 level as on 27.10.2021 (and those joining or being promoted to executive cadre thereafter) shall complete at least one tenure at difficult location(s) before being considered for promotion to E7 grade.

An executive who has not completed one tenure at a difficult location, shall be considered for promotion to E6 grade with transfer to a difficult location, so that they complete such difficult tenure before being considered for promotion to E7.

Female executives/ single male parent executives shall be posted to difficult locations, only if opted for the same. If opted, such employees shall generally be posted to category III difficult locations, unless they specifically opt for category I or II.

- 5.8.3 In order to ensure optimum manpower utilization and to meet functional requirement of the organization, Head of the Region/ Project/ Department at CC may recommend upto 30% of executives promoted from E5 to E6 level (who are otherwise due for mandatory difficult posting on becoming E6) for exemption from difficult posting on promotion, within one week of issue of promotion order. The exemption may be recommended on the following grounds:

- a) The executive has acquired/ developed specialized knowledge/ skill in the concerned functional area where he/she is currently posted, and the transfer of such executive to a difficult posting will hamper the key/ essential functioning of the department/ Region/ station. Also, such skills/ expertise cannot be utilized properly in case of posting at a difficult location, rather it can be more suitably utilized in the current assignment.
- b) Executive is going to superannuate before becoming eligible for E8 level (based on eligibility period).

Such exemption shall be subject to approval from the concerned Functional Director/ CMD (where concerned HoR / HoD at CC reports directly to CMD) for upto 30% of the executives promoted to E6 (under their administrative control, who are otherwise due for mandatory difficult posting) for exemption from difficult posting.

Apart from the above, Clause 5.8.2 may also be relaxed in cases where the executive or their dependent family members are suffering from critical/ terminal illness and posting of such executive to difficult locations may threaten deterioration in the medical condition of the employee or dependent family member. The relaxation shall

be given with approval of Director (Personnel) over and above the 30% limit. An indicative list of critical illness for the said purpose is enclosed as **Annexure - IV**.

Transfer orders linked to promotion shall be issued thereafter.

- 5.8.4 The provisions of Clause 5.8.2 shall not be applicable to:
- executives in disciplines listed in 4.8.2
 - executives who have served for 02 years at foreign locations in consultancy assignments.
 - Executives who are going to superannuate before becoming eligible for E7.

Executives in Company Secretariat function and CTUIL shall be exempt from the provisions of clause 5.0. Executive Secretaries shall be exempt from provisions under Clause 5.3.

- 5.9 Executives in E7 grade who opt for posting at difficult locations and complete one tenure a difficult location shall be given preference (the assessment on other parameters being at par) in promotion to E8 level.
- 5.10 Executives who have completed a tenure at a difficult location (Cat-I/ II) shall not be posted to another difficult location (Cat- I/II) before completion of 3 years, unless they are willing for the same. However, such executives can be posted to a category III difficult location for the immediate next posting. Further executives completing a tenure at Category III difficult location can be posted at a Category I/ II/ III difficult location as per requirement.
- 5.11 For the purposes of clauses 5.8 and 5.9, the total period spent at site/ difficult locations in one or more occasions, including by way of long duration/temporary assignment (as defined under TA Rules), shall be counted against the prescribed tenure.
- 5.12 Generally, posting of executives who are superannuating within one year will not be changed except on own request or administrative grounds.
- 5.13 For non-executive employees promoted into the executive cadre, tenure served as non-executive shall also be counted for the purpose of mandatory site posting, difficult posting and maximum tenure at a location.
- 5.14 Generally, female executives will be posted to locations where one or more other female employees are also posted.

6.0 TRANSFER ON PROMOTION/ PLACEMENT/ REDESIGNATION/ CHANGE OF ROLE

- 6.1 Transfer on promotion/ placement/ redesignation/ change of role shall be done based on work exigencies, organisational requirements etc., and shall be treated as an administrative transfer.
- 6.2 Non-executive employees promoted to executive cadre shall generally be transferred out of the current Region/ Project/ CC.

6.3 The promotion/ placement/ redesignation/ change of role of an executive shall be effective from the standard date/ notified date, provided he/she joins at the new place of posting within 30 days from the date of issuance of the order or later date specified in the order. If the executive does not so join within the specified period, the promotion/ placement/ redesignation/ change of role shall be forfeited and cancelled and the executive shall continue to be on the post held prior to his/her promotion/ placement/ redesignation/ change of role.

7.0 TRANSFER AGAINST MANPOWER REQUIREMENT

7.1 Based on the manpower requirement, Nodal HR Department may invite willingness through online portal for posting to different regions/ locations/ specific assignment/ projects/ Joint Ventures/ overseas assignment etc.

7.2 Corporate HR department may also identify executives who can be transferred in consultation with the Regions/Project/ departments at CC to meet any requirement. In case of intra -regional/ project requirement, Regional HR department may also carry out similar exercise.

7.3 Requirement of substitutes, if any, shall be dealt with separately by the Nodal HR Department based on overall manpower requirement and availability.

7.4 In case of any requirement, an executive can be posted to a project/sub-station/any other establishment for a long duration/temporary assignment under TA Rules.

8.0 TRANSFER ON REQUEST

8.1 An employee seeking transfer from present location can register his/her request on the Transfer Request Portal.

8.2 The requests shall give reasons for seeking the transfer with relevant supporting documents.

8.3 A request by an executive for an Inter-Region transfer from the Region of initial appointment / regularization can be considered after a minimum of 3 years in the concerned Region/ Project/ CC.

8.4 A request by an executive for an Intra-Region transfer from the place of initial appointment / regularization can be considered after a minimum of 2 years at the concerned location.

8.5 The inter region transfer requests received through the portal in one quarter shall be examined in the next quarter by a GM level committee at Corporate Centre to be constituted by Director (Personnel) comprising representatives of Corporate HR, one Regional HoP and two other members from any other department in CC. For intra region cases, a committee comprising the Regional HoP and two other members (GM level) shall be constituted by Regional Head for consideration of requests on quarterly basis. The committee shall consider all requests including request for mutual transfer if any, on merits and administrative requirement and make its recommendations for approval of Competent Authority.

8.6 Requests for transfer shall be considered and the response shall be communicated to the employee by the end of the quarter next to the quarter in which such request is registered.

8.7 Transfers on own request shall be recorded in transfer order and in personal file.

9.0 SPECIAL DISPENSATION ON GROUNDS OF DISABILITY OF SELF/DEPENDENTS

9.1 Employees with Benchmark Disability* and those who are care givers of a dependent daughter/ son/ parents/ spouse/ brother/ sister with Benchmark Disability* shall be exempt from the routine exercise of transfer/ rotational transfer, subject to administrative constraints.

9.2 Provisions regarding tenure of posting as mentioned under clause 5 shall not be applicable to such employees.

9.3 On initial appointment, executives with Benchmark Disability* shall be posted as per their preferred Regions/ locations.

9.4 While considering requests for transfer, employees with Benchmark Disability* and those who are care givers of dependent daughter/ son/ parents/ spouse/ brother/ sister with Benchmark Disability* shall be given preference, subject to administrative constraints.

** Specified Disability shall include disabilities as defined in the schedule to the Rights of Persons with Disabilities (RPWD) Act, 2016. Person concerned should be certified as a Person with Benchmark Disability (extent of disability more than 40%) as defined in the Act.*

For being caregiver to a family member, they must be residing with the employee concerned, whether or not dependent as per POWERGRID Medical Rules.

10.0 TRANSFER/ROTATION FROM SENSITIVE POSTS

Transfer of executives holding sensitive posts shall be done in accordance with POWERGRID's extant policy/ guidelines on sensitive posts and job rotation.

Regular or ad hoc promotion of an executive to a higher post with distinct or higher responsibilities, shall qualify as job rotation. However, re-designation of a post with similar or marginally different responsibilities shall not constitute job rotation.

11.0 GENERAL GUIDELINES FOR IMPLEMENTATION

11.1 On initial appointment/ regularization, an executive shall be allotted to CC/Region/Project/ subsidiary/JV Company, based on requirement, suitability for the post, performance during training and other relevant factors. Posting of the executive to a specific location within the Region/ Project/ Subsidiary/ JV Company shall be made by the Regional/ Project/ Head of the Subsidiary/JV Company.

Generally, executives shall be given site posting as their first assignment upon regularization.

- 11.2 If the spouse of the employee is working in POWERGRID, effort shall be made to post both husband and wife at the same or near-by station/ location.
- 11.3 All executives joining POWERGRID will be required to indicate their preference for initial posting and preferred period and location for posting at difficult locations at the time of joining/ regularization. Executives in E2 and E3 grades as on date will also be required to indicate their preferences for posting to difficult locations. Executives who have completed or nearing completion of the maximum tenure at a location/ NCR in terms of 5.3 and 5.4 shall also give their preference for transfer on the online portal.
- 11.4 Executives shall be encouraged to indicate a time period for transfer/ rotation in advance on the online portal. The Company shall consider the same to the extent possible. This shall not be considered as Request Transfer.
- 11.5
- a) Every year before 31st December, Corporate HR department shall inform executives who are completing their respective maximum tenures/ difficult tenure as per clause 5 of this policy by April of next year, to submit their preferences for posting on transfer. An executive completing a tenure at a Category I/ II difficult location shall be allowed to indicate preference of any two states/union territories in different regions for his/her next posting which shall be considered subject to requirement and suitability.
 - b) All executives interested in a site posting including posting to difficult locations may also register their preference for Intra Region Transfer / Inter Region Transfer on online portal.
 - c) Considering the vacancies arising out of completion of tenure/ preference for site including difficult postings, indicative list of locations shall be notified by the CC HR Dept in online portal.
 - d) Choice of posting given by an executive shall be considered to the extent possible. Executives who have completed tenure in difficult locations shall be given priority.
- 11.6 Executives posted to a Region/Project shall be rotated amongst difficult locations and other locations within the Region/ Project as per this policy keeping in consideration the overall career progression and development of the executive.
- 11.7 Generally, scheduled/ planned transfers shall be issued by the end of February/March to minimize disturbance to employees taking the academic year into consideration.
- 11.8 Once transferred, an employee will not be transferred back to the same location before completion of 03 years.
- 11.9 An executive returning from deputation/long leave / long term training/ study leave may be posted at any location based on organizational requirement with the approval of Competent Authority. In case the executive seeks to be posted at the same location he/she last served, the same shall be allowed subject to the condition that at least one year of balance tenure is left from the maximum permissible period for that location as provided in clause 5 above.

- 11.10 Any leave for a period of more than 3 months, except on medical grounds, shall not be counted against the tenure at difficult locations.
- 11.11 Executives transferred shall stand relieved upon completion of 30 days or such period as may be specified in the order, from the date of issue of the transfer order.
- 11.12 Rotation of Vigilance executives including those in Core-vigilance, may also be affected through their lateral transfer to other departments by the Management in consultation with CVO in line with extant CVC guidelines. After transfer from POWERGRID Vigilance, a compulsory cooling off period of three years shall be observed for Core-vigilance and Non-Core Vigilance, before an executive can be considered again for posting in POWERGRID Vigilance.
- 11.13 Transfer orders shall be issued by the Nodal HR department after approval of Competent Authority.

12.0 INTERPRETATION AND AMENDMENTS

The powers to review/ relax/ modify/ amend or to make changes/additions in this Transfer Policy shall vest in the Chairman & Managing Director (CMD), in due consultation with CVO in so far as clause 11.12 is concerned.

Annexure - I: Difficult Locations Category - I

Annexure - II: Difficult Locations Category - II

Annexure - III: Difficult Locations Category - III

To be notified separately

*Annexure - IV***Indicative list of critical illness**

1. Neurological Diseases including Dementia, Dystonia Musculorum Deformans, Motor Neuron Disease, Ataxia, Chorea, Hemiballismus, Aphasia, Parkinson's Disease, Degenerative brain disorder or Alzheimer's disease
2. Cancers
3. Full Blown Acquired Immuno-Deficiency Syndrome (AIDS),
4. Chronic Renal failure
5. Hematological disorders including Hemophilia and Thalassemia
6. Myocardial Infarction, Open Chest CABG/ Angioplasty, Heart Valve repair/ replacement, cardiac implants or other serious coronary heart disease
7. Brain Stroke
8. Major transplantation of an organ such as heart, kidney, lungs, liver, or bone marrow
9. Multiple sclerosis
10. Primary (Idiopathic) Pulmonary Hypertension
11. Paralysis with the complete and permanent loss of one or all the limbs
12. Coma
13. Third-degree burns or major burns on the body covering at least 20% surface of the body
14. End-stage lung failure
15. End-stage liver failure
16. Major head trauma
17. Muscle dystrophy
18. Chronic persistent bone marrow failure which leads to anemia
19. Benign brain tumor
20. Encephalitis
21. Poliomyelitis
22. Bacterial meningitis due to an inflammation of brain membranes or the spinal cord
23. Craniotomy or brain surgery
24. The universal necrosis of the brain cortex or Apallic syndrome