

FCI ARAVALI GYPSUM AND MINERALS INDIA LIMITED
(A Govt. of India Undertaking)
Jodhpur

FAGMIL TRANSFER POLICY

1.0 OBJECTIVE

The Company in its endeavor to acquire, nurture and retain expertise and to synchronize with organizational objectives and goals with continued emphasis on growth and developmental aspirations of individual employee shall seek to

- 1.1 Deploy manpower for optimal utilization based on needs and requirement.
- 1.2 Provide opportunity to employees to develop and hone knowledge and skills in various functions related to his/her domain.
- 1.3 Ensure rotation of executives holding sensitive positions to non sensitive positions.
- 1.4 Accommodate posting of employees and his/her spouse at the same station and those who solicit transfer on request.

2.0 SCOPE

The policy shall cover all regular executives, Supervisors and Workmen including those who are on deputation.

3.0 DEFINITIONS

“Transfer” means the movement of an employee from one Headquarters Station to another Headquarters Station with the approval of the Authority competent to transfer the employee, and it includes temporary Transfer also.

4.0 IMPLEMENTATION PROCESS

Transfers shall be regulated as follows:-

- i) **Executive and Supervisor:** the posting of the executive / supervisor shall be at the discretion of the management and at any location within India. At any point of time during the service period, the executive shall be transferred with immediate effect.
- ii) **Workmen:** the posting shall be on all India basis. However, the workmen shall be posted at the location for which they are posted. If the requirement of personnel at a particular location ceases, the employee shall be liable to be transferred to any other location of the company based on organizational requirements with payment of TA & DA as applicable. Further the service condition shall be taken into consideration of the employee.
- iii) **Transfer on request:** Where an employee seeks transfer on personal grounds, such transfers shall be considered sympathetically, subject to availability of vacancy. No TA, DA & benefit shall be extended in such case.
- iv) **Temporary Transfer:** The Company reserves the right to transfer employee on temporary posting within the Organization. During the period of such transfer, he/she shall be entitled to pay and allowances as applicable to his/her grade/level and shall be governed by terms of service as applicable to him/her under the service rules.

The temporary nature of the transfer shall be mentioned in the transfer order. During the temporary transfer period (up to 180 days), **Joining Time, Daily Allowance (D.A) and Disturbance/Transfer Grant shall not be admissible.** On completion of 180 days, the transfer shall be treated as permanent and the employee shall become eligible for permanent transfer benefits as per the Company's rules. The employee on temporary transfer will continue to draw HRA at the rates admissible in respect of his old headquarters. Or he may opt to take HRA of new location.

5.0 JOINING TIME, TA/DA & FACILITIES ON TRANSFER

Joining time is granted to employees on transfer to enable them to join new post either in the same station or in the new station.

- For execution the joining shall be with immediate effect as per instruction mentioned in the order of transfer.
- It is not admissible for temporary transfer.
- Joining time commences from the date of relief if the charges are handed over in the forenoon and from the next day if the charges are handed over in the after noon.
- The joining time is calculated from old head quarters or tour station for all purposes.
- Not more than one day joining time is admissible for transfer within the same station or where no change of residence is involved. Same station for this purpose includes areas falling within the localities of Municipality, Corporation, suburban limits, Cantonment and other notified areas.
- Joining time on account of transfer is admissible provided if change of residence is involved with reference to the distance between old and new station. It is allowed at the following rate.

Up to 1000 KMs	10 Days
More than 1000 KMs but less than 2000 KMs	12 Days
More than 2000 KMs	15 Days *

*(In the case of travel by Air, joining time will be limited to 12 days.)

- Distance means the actual distance and not the weighted distance for the joining time.
- Unavailed joining time can be credited to the EL subject to the restriction on the accumulation of EL
- When holidays follow joining time, it is deemed as extended one.
- When transfer order is modified by posting employees to a new station during transit, a fresh spell of joining time from the following day of the receipt of revised order is admissible.
- Special Casual Leave in lieu of joining time is not admissible.
- Joining time can be combined with all kinds of leave, vacation and holidays. It cannot be combined with Casual Leave and Special Casual Leave.
- At the time of deputation joining time will be allowed as provided in the Department/ Organization of joining unless different provisions are agreed mutually.

Joining Time, TA/DA & facilities (including lease/HRA) on transfers shall be governed by the relevant rules of Company.

6.0 PROCEDURE FOR RELIEVING ON TRANSFER

All employees in respect of whom orders of transfers are issued shall be relieved as stipulated in the issued orders and shall be required to handover/take over charge in before relieving as per instruction of the order whichever is earliest.

7.0 COMPETENT AUTHORITY for transfer shall be as per Delegation of powers. On the Approval of Competent Authority, HR Unit shall issue the office orders.

8.0 GENERAL

Employees are liable to be transferred anywhere in India / abroad at the discretion of the Management and from one work / department / section / job to another keeping in view the exigencies of service and the suitability of the employee for the post to which transferred.

CMD shall have the power to interpret, modify, amend or delete and withdraw any or all provisions of this policy.
