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ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Government of Odisha Undertaking)
Regd. Office: Janpath: Bhubaneswar-751022.
Telephone: (0674) 2540051 (EPABX), Website: www.optcl.co.in
CIN: U4102OR2004SGC007553

No.AW-GE-II-05/2018 - ୧୯୯୦୩

/ Dated, ୧୩.୧୨.୨୦୨୧

OFFICE ORDER

In pursuance to the approval of the Board of Director of Odisha Power Transmission Corporation Limited, in its 124th meeting held on 30.11.2021, the "OPTCL Transfer Policy for Executives" is hereby notified and enclosed at Annexure-I, which comes into force with immediate effect.

DIRECTOR (HRD)

Memo No. - ୧୯୯୦୪

/ Dated, ୧୩.୧୨.୨୦୨୧

Copy to All Functional Directors / All C.G.Ms / Company Secretary / All Sr. G.Ms / All G.Ms / All Divisional Heads / All SDOS/ All HR Officers through e-mail for information and necessary action.

Chief General Manager (HRD)

C.C. 1. DGM (TC), for uploading the circular on the office website.
2. Sr.PS to Chairman for kind information of Chairman.
3. PS to MD for kind information of MD.



OPTCL TRANSFER POLICY FOR EXECUTIVES



**ODISHA POWER TRANSMISSION CORPORATION
LIMITED**

DECEMBER 13, 2021

PREAMBLE

Every employee of the Company, being a public servant, is liable for transfer from one Department/ Section/Job within the same Unit/Office or from one Unit/Office of the Company to another as required by exigencies of administration. For an Employee, transfer is an incident of service. The Transfer Guidelines in this Policy constitute executive instructions intended to provide broad guidance to the Competent Authority. While ordering transfer of employees, the Competent Authority shall exercise authority keeping the said instructions in mind. The Transfer Guidelines in this policy do not vest any right on the employee, whatsoever.

1.0 TITLE AND COMMENCEMENT

1.1 These Rules hereinafter known as "**OPTCL TRANSFER POLICY FOR EXECUTIVES**" and shall come into force with effect from the date of notification.

2.0 OBJECTIVES

- 2.1 To ensure proper utilization of human resources through a transparent transfer process.
- 2.2 To increase the effectiveness of organization and ensure efficient administration in deployment of executives.
- 2.3 To develop executives in terms of their knowledge, skill and overall competency to handle key/higher roles / positions in different functional areas. This involves Job Rotation.
- 2.4 To enhance job satisfaction of executives through job rotation and job enrichment.
- 2.5 To provide creative opportunities to deserving employees.
- 2.6 To meet administrative requirement of the Organisation.

3.0 APPLICABILITY

- 3.1 This policy is applicable to all executives of Odisha Power Transmission Corporation Limited (OPTCL), State Load Despatch Centre (SLDC) and executives deputed to GRIDCO.
- 3.2 However this policy will not be applicable to single cadre posts and the posts which are available in corporate office only. Ex. Company Secretary, Legal, Corporate Relations etc.

4.0 GUIDING PRINCIPLES:

- 4.1 Transfer is a normal incidence of service and all executives shall be liable to be transferred and posted anywhere in the operational areas of OPTCL, as per the operational/ business requirement of the Corporation.
- 4.2 Change of location for more than 50 kms distance will be considered as Transfer only. Otherwise it will be treated as Job rotation.
- 4.3 Job Rotation involving movement of Executives within offices for the purpose of knowledge enhancement and enhancement of managerial capacity will not be considered as Transfer under this policy.
- 4.4 These guidelines are meant essentially for the internal use of the organization and do not vest any executive with any right whatsoever nor will it amount to change of service conditions.

5.0 DEFINITION

- 5.1 **Corporation:** Corporation includes, Odisha Power Transmission Corporation Limited, State Load Despatch Centre and Gridco.
- 5.2 **Executive:** Executive means Officers/ Executives of OPTCL and SLDC E-2 to E-10 Grade and the Executives of OPTCL deputed to Gridco.
- 5.3 **Competent Authority :** The Officer of the Company authorised to approve the transfer of employee.
- 5.4 **Transfer:** Transfer means physical displacement from one office/ location to another office/location . Change of location for more than 50 kms distance will be considered as Transfer only. Otherwise it will be treated as Job rotation.
- 5.5 **Backward Area:** All areas of KBK Districts along with Phulbani and Gajapati districts (Excluding the District Hqrs and Jeypore).

6.0 AUTHORITY

- 6.1 The authority competent to effect transfer is as follows:

Sl No	Executive Grade	Competent Authority
01	E-2- E-4	Functional Director
01	E5-E7	Managing Director
07	E-8-E-10	Managing Director/ Chairman

- 6.2 Transfer of employees in executive cadre (E-2 to E-7) will be recommended by the Transfer Committee.
- 6.3 In situations involving operational exigencies MD/ CMD in consultation with Functional Directors may order such transfer. Where consultation with concerned Functional Director is not possible, MD/CMD may order such transfer in the interest of work.

7.0 TRANSFER COMMITTEE:

Committees shall be constituted comprising the following Officers to scrutinize and recommend the cases of transfer:

7.1 For Executives of the grade E-5- E7

Functional Director	: Chairman
Director (HRD)	: Member
Concerned CGM(s)	: Member
CGM (HRD)	: Member

Head of Executive Establishment: Convenor

7.2 For Executives of the grade E-2- E4

Functional Director	: Chairman
Concerned CGM(s)	: Member
CGM (HRD)	: Member

Head of Executive Establishment: Convenor

Note: In the absence of Functional Directors, CGMs , the next below officer (not below the rank of GM) shall act as the member of the Transfer Committee.

8.0 GUIDING PRINCIPLES FOR THE TRANSFER COMMITTEE:

- 8.1 Transfer shall be on two grounds i.e. either on Administrative Grounds or on Personal Grounds. Transfer on Administrative Grounds shall include transfers carried out to rationalise requirement of personnel in various units/offices.
- 8.2 The Committee shall meet well ahead of the academic session or as may be desired to examine the proposals/ requests of transfers and the total procedure should be finalised and the Transfer Order should be issued before the month of **March**. It shall take into consideration of the prevailing guidelines as well as operational exigency/requirements and all other possible factors while making

recommendations. Midterm transfers will be considered in exceptional circumstances or on operational requirements.

- 8.3 For objectivity and transparency, the Committee shall record its proceedings duly stating the reasons and circumstances of deviations, if any, including the cases of administrative exigency.
- 8.4 The recommendations of the Transfer Committee will be placed before the Competent Authority for approval. HRD department shall issue orders of transfers.

9.0 TRANSFER GUIDELINES/ PRINCIPLES TO BE FOLLOWED

- 9.1 Executives should ordinarily be transferred after completion of tenure of 3(three) years in a particular station/ post. But no official shall be allowed to continue in a particular post/place for more than 5 (five) years.
- 9.2 The Executive has to stay in backward area for a minimum period of 3(Three) years before assuming the rank of Dy General Manager and 5(Five) years during his career before he/she assumes the rank of General Manager. However, there will be exception for the cadres/ posts, where sufficient field posting is not available.
- 9.3 Every executive of electrical cadre should have job rotation and they should have minimum 3 (Three) years of experience each in O&M/ E&MR and Construction and preferably worked at least at two (2) locations, before he /she holds the post of Dy General Manager (E-8 Grade).

Efforts must be given to give exposure to all executives in Electrical Cadre in Procurement or RT & C or Power Purchase (Gridco) or Load Dispatch (SLDC) function before he /she holds the post of General Manager (E-8 Grade).

However, in deserving cases, the above requirement will be relaxed with the approval of MD.

- 9.4 Due consideration shall be given for job rotation across various functions while transferring executives of electrical cadre.
- 9.5 The Executives, who have completed 5 (Five) years in SLDC/ Gridco shall be transferred in a phased manner. As these are specialised functions, pools of talent need to be created through proper transfer and job rotation.
- 9.6 Executive who has served in any of the Backward areas for 5(Five) years continuous service excluding the period spent on leave, shall be offered the place of posting of choice. The concerned employee will give 3(Three) options and as far as practicable

his/her 1st option will be respected failing which the other options will be taken into consideration. His/ her option will be in favour of entire districts and not for any particular place of posting. The option shall be considered subject to availability of the suitable vacancies in the opted districts. The request of the concerned employee will be considered if his / her performance is satisfactory.

- 9.7 The Executives upto E-6 Grade, those who are going to retire within 2 (two) years will generally be allowed to stay, where they are or to come over to their Home Districts or Permanent place of settlement as the case may be, if they represent, provided it is not prejudicial to the interest of the Corporation and subject to availability of vacancy. However this will not be applicable if the transfer is to be made on administrative grounds.
- 9.8 As far as possible and keeping in view the administrative feasibility and necessity the husband and wife (where both are employees of the Corporation) may be considered to be posted in the same locality or nearby location. However, this is not binding on the Corporation.
- 9.9 No Executive shall be permitted to stay in the same location for over 10 (Ten) years in his career up to the rank of DGM.
- 9.10 In respect of executives, where sufficient posts are not available for transfer to other locations, nobody shall hold a seat for more than 3 (three) years. Job rotation to be made into different areas. In special circumstances this can be extended only up to 5(five) years. No officer can hold a sensitive post (in view of the management) for more than 3(three) years under in any circumstances.
- 9.11 After 3(three) years of field exposure, one executive will be eligible to be posted at Hqrs offices, SLDC and Gridco. However, there will be exception for the cadres/ posts, where sufficient field posting is not available.
- 9.12 General Transfer of Executives shall normally be done before the month of April of every year.
- 9.13 The required information of the executives' i.e, Name, DoB, Age, DoR, Details of Place of Posting, Qualification/ Training, Performance Record, Disciplinary/ Vigilance record shall be kept ready by end of January by the HRD Department for consideration of General Transfer and placed before the transfer committee for their consideration.

- 9.14 To minimize disturbances & financial impact involved, the transfer should not normally exceed 20% of the total executive strength each year. It excludes the promotional transfer.
- 9.15 The Executive with longest tenure should be considered first followed by Executives with next longest tenure.
- 9.16 Executive whose ward is appearing in class 10th or 12th Board examination in the current year or year thereafter shall be allowed to continue in the same station for the corresponding year. This facility is available only in case of first two(2) children.
- 9.17 Executives under order of transfer will be relieved as per orders. Non execution of transfer order by any executive or non-joining at new place of posting, shall be treated as disobedience of order and in such cases action as deemed fit will be taken against them.
- 9.18 The entire annual transfer process including relieving and joining, shall normally be completed by the month of **April** every year. Transfers in administrative exigencies and in interest of the Corporation may however be made at any time during the year.
- 9.19 The general principles of transfer will not be applicable in case of transfer on promotion. In the event of non-availability of a suitable personnel to complete the chain/pool of transfer on account of promotion, an executive other than the promotee(s) may also be considered for transfer in such exigencies for smooth operation.
- 9.20 No TA/ TTA/ DA shall be admissible for transfer on request for the executives, those who have not completed 5 (five) years in his/her present place of posting. However, transit as applicable shall be allowed.
- 9.21 PWD employees can continue in the same station/headquarters. However, on promotion, such employees may be given a job rotation in the same vicinity or may be transferred to a different station/location on his request, subject to availability of post.
- 9.22 Leave shall not generally be granted to the Executives under orders of transfer.
- 9.23 Any proposal for transfer not covered under the principles enunciated above will require the specific approval of the CMD/ Chairman before the transfer is affected.

10.0 TRANSFER ON REQUEST:

10.1 The Request for Transfer on the following grounds only may be considered by the Committee:

- (i) Serious medical grounds of self / spouse/ children. Members to be supported with medical documents for extraordinary disability of self/ family members.
- (ii) Transfer to the districts where spouse is working.
- (iii) Employee whose tenure has exceeded the prescribed period.
- (iv) Employees due for retirement in next two years.

10.2 No request for transfer to be entertained in the Training period and Probation period.

10.3 The Committee will consider all applications for Request Transfer and ascertain their genuineness. Depending on vacancy position, decision on transfer will be considered.

10.4 The employees shall submit their requests on the Transfer Portal of the Corporation.

10.5 When a transfer is made on the request of an employee or on mutual consent, no transfer T.A. / TTA/ DA shall be admissible to the concerned employee. However, joining time as applicable shall be allowed.

11.1 TRANSFER ON OPERATIONAL EXIGENCY AND DISCIPLINARY GROUNDS:

Administrative Transfers can be carried out wherever/ whenever necessary in the interest of the Corporation which may be for the reasons such as non-performance/ administrative ground or any other valid ground as may be recorded by the Competent Authority.

12.1 COMPLIANCE OF TRANSFER ORDER:

Transfer orders, shall be implemented within 7(Seven) days of the issue of the Transfer Order. The controlling officers responsible for relieving the transferred officers will be responsible for its compliance. No leave shall be sanctioned to any transferred officer. If the employee under transfer is not relieved within 30 days of issue of the Transfer Order, he/she will be treated as deemed to be relieved on the 30th day of the issue of the Transfer Order.

13.0 DISCIPLINARY MEASURES

Executives having any grievance regarding transfer should take recourse to internal grievance redressal mechanism rather than bringing outside pressure. In case any external pressure is brought by the Executive, the same will be viewed very seriously by the Management and disciplinary action will be taken against the Executive.

14.0 SAVING

14.1 Notwithstanding any of the provision(s) above, the Corporation reserves the right to change, delete, amend, modify; any of these rules with the approval of the Board of Director.

14.2 The Policy will be reviewed after three years by a Director Level Committee and the changes/ amendments, if required will be placed before the Board of Directors.

15.1 INTERPRETATION

In case any doubt arises regarding any ambiguity/interpretation of these rules, the decision of MD/ CMD will be final.

16.1 REPEAL

All regulations of erstwhile OSEB, Gridco/ OPTCL related to Transfer Rules of Executives shall stand repealed from the date of notification of this regulation.
