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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

File No. NEE- I-1/2007/ 20308

Date: 05.11.2020

OFFICE ORDER

In pursuance of the approval of the Board of Directors in its 115th meeting held on 20.10.2020, the existing Rules and Regulations applicable to the Non-Executive Employees of OPTCL have been compiled and is hereby notified and enclosed at Annexure-I, which comes into force with immediate effect.

DIRECTOR (HRD)

Memo No.20309

/Dated. 05.11.2020

Copy forwarded through e-mail to all Functional Directors/ All CGMs/ All Sr. GMs/ All GMs/ All DGMs/ All SDOs/ Company secretary/ DDO, Hqrs/ HR database Cell/ ERP Cell for information and necessary action.

Chief General Manager (HRD)

/Dated. 05.11.2020

Memo No. 20310

Copy to Labour Commissioner for kind information.

Chief General Manager (HRD)

C.C. Sr PS/PS/ PA to Chairman, MD and all Functional Directors of OPTCL for kind information of Chairman, MD and Directors.

CHAPTER-V

TRANSFER POLICY

5.1 TRANSFER POLICY:

These regulations are intended to regulate transfer of Non-Executives with a well formulated Transfer policy for effective conduct of its business through optimal utilization of its available manpower. Every employee shall be liable to be transferred from one job to the other in which he is acquainted or trained or from one section to other section or from one station to another station or from one unit to another unit under the administrative control of the Corporation depending upon the requirement and exigencies of work without effecting his/her status or wages adversely.

5.2 OBJECTIVES:

- To meet current requirement of the organization by placing right people in right job.
- To ensure proper utilization of human resources through a transparent transfer process
- To develop skills of the employees for preparing them to occupy jobs/ positions in case of vacancy created by resignation, dismissals, promotion, and expansion of business etc.
- To increase the competence of the employees in key areas.
- To provide satisfaction to the employees by meeting their aspiration.
- To ensure effective job rotation.
- To meet administrative requirement.

5.3 APPLICABILITY:

This shall be applicable to all non-executive employees of ODISHA POWER TRANSMISSION CORPORATION LTD. (OPTCL).

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5.4 AUTHORITY

- a) The transfer of the employees in Administrative cadre shall be made by the Corporate HRD Office only with the approval of Director-HRD/ Head of HRD.
- b) The Circle Head / Divisional Head can forward the proposal for transfer and posting of their subordinate employees in Technical cadre within their respective jurisdiction/ control to Non-Executive Establishment, Corporate HRD Department. The Non-Executive Establishment will process the proposal through concerned CGM for approval of Director-HRD/ Head HRD.
- c) In case of work exigencies, the Circle Head / Divisional Head may issue a temporary deployment order of their subordinate employees in technical cadre within their respective jurisdiction/ control for a temporary period of one month.
- d) All the transfer order will be issued by the Corporate HRD department only.
- e) The absolute Authority regarding transfer and posting of the Corporation's Non-Executive employees shall rest with Director-HRD.

5.5 GENERAL PRINCIPLE:

- a) Transfer of employees shall normally be made during April to June every year. However, due to work exigencies and in the interest of organization, transfer of employee (s) may be done at any time during the year with approval of the Competent Authority.
- b) Due consideration shall be given for job rotation across various functions while transferring Non-Executives of Electrical cadre.
- c) Transfer shall not ordinarily be made before completion of a tenure which is 3(Three) years at a particular station in one or more postings except on administrative ground and / or work exigencies or need of the Corporation.
- d) Every Non-Executive has to work in extremely backward/ backward / remote place minimum for a period of 5 (five) years in two spells during his career.
- e) Employees who have completed 5 (Five) years tenure either in one or more posts in a station will be considered for transfer.
- f) The tenure in a station can be extended beyond 5(five) years in the organizational interest.
- g) No employee shall be permitted to stay in a Major city for over 10 (Ten) years in his career.
- h) Nobody should be allowed to continue in particular district beyond the period of six years, provided that the post he/she hold is available in other districts also.
- i) Those who are willing to continue in their respective posts in backward / extremely backward districts will not normally be disturbed except on administrative ground.

- j) The employee who is transferred shall be relieved without delay to enable him to join his new assignment by the date stipulated as in the order.
- k) When the relieve of the employee is not possible due to reasons beyond the control of the controlling officer e.g. substitute not joined; the matter should be brought to the notice of the Transferring Authority.
- l) The employee(s) on transfer shall take all care to join in their new place of posting in the specified time limit.
- m) All the possible aspects should be taken into consideration while preparing the transfer proposal. It should be so arranged that there will be no disruption of work.
- n) No mutual transfer of employees within one year of transfer is admissible.
- o) Mutual transfer or transfer on own request shall be considered only in genuine cases, such transfer will be effected if the same is not prejudicial to the interest of the Corporation and concerned transferring authorities obtained concurrence of the concerned unit head before effecting such transfer.
- p) Leave shall not be granted to an employee under order of transfer unless and otherwise on medical exigencies.
- q) An employee on transfer shall have to stay at the new place of posting.
- r) No request for retaining the transferred employee shall be entertained except on extreme compassionate ground or in the interest of organization.
- s) Any of the above-mentioned principles may be relaxed by the CMD only in organisational interest, on administrative grounds and/in compassionate cases supported by detailed reasons to be recorded.
- t) Job rotation amongst the administrative staff shall be made from one assignment to another within the same Division Office/ Circle office/ Unit / Branch / Corporate Office as and when required.
- u) In respect of employees of non-transferable services (if any) in the Corporate offices, no body shall remain in a seat for more than three years. This, can only in special circumstances be extended up to 5(five) years.
- v) The general principle/ time period 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 employee other than the promotee (s) may also be considered for transfer in such exigencies for smooth operation.
- w) Ordinarily an employee having 2(Two) years or less period of retirement should not be transferred and should be posted to their place of interest. But In case of organisational interest the transfer can be made.
- x) 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.

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5.6 JOINING TIME:

The joining time shall be admissible to the concerned employees for joining in a new place of posting on transfer with the following terms:

- a. An employee shall be eligible for joining time not exceeding 6 (Six) days excluding the number of days spent on travel by the shortest route to enable him to join at his new place of posting on his transfer.
- b. In calculating the joining time, the day on which the employee is relieved from his old post/ station shall be excluded. The Public holidays following the day of his relief shall not be included in computing the joining time provided that if his joining time is granted in continuation of leave, the last day of leave shall be the day preceding the day on which joining time commences.
- c. During the joining time, an employee shall be eligible to draw the wages applicable to the place of new posting. But in case of transfer on promotion, the employee can draw promotional pay after joining in the new place of posting.
- d. Where an employee is transferred on emergency basis and is not permitted by the competent Authority to avail joining time for administrative reason, he may be permitted to avail joining time leave at a later date and also may get to reimburse the cost of his fare as per his entitlement for his journey to and from his previous head quarter to enable him to bring his family to new station.
- e. No joining time shall be admissible to an employee when the transfer is within the same city/ town or place and does not involve a posting to a different station.
- f. No joining time other than travel time by the shortest route will be admissible to an employee when his posting is of a temporary nature.
- g. The employee on transfer shall be entitled to traveling allowance, conveyance charges, daily allowance, and baggage allowance for self and family members as per the provisions laid down in the Rules of the Corporation.

5.7 SENIORITY ON TRANSFER:

The Non-Executive employees shall be under one single cadre. Hence in case of transfer from one unit to another, his/ her seniority shall not be affected on transfer.

5.8 MISCONDUCT:

- a. The officers responsible for not relieving the employees on transfer within stipulated period without any valid reason, shall be liable to explain for the reason of his action and may even call for disciplinary action if the Competent Authority is not satisfied with his/her explanation.

- b. When the employee under transfer does not join in his/her new place of posting within the stipulated period of relief without valid reason and on the plea of personal representations, disciplinary action shall be initiated against him/her for disobeying the lawful orders of the Superior Authorities.
- c. Further an employee under the order of transfer, who does not join his/her post after his/her relief within his/her joining time will not be entitled to any pay or leave salary after the end of joining time. Willful absence from duty after the expiry of the joining time will be treated as misconduct on the part of employee concerned for which he/her will be liable for disciplinary action.
- d. Employee under order for transfer if found bringing extraneous pressure/intervention/influence for cancellation/stopping/ staying/ postponing his transfer, it shall be construed as misconduct.

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