

PERS/P&P/02-06/2016

Dated: 29th December 2016

OFFICE ORDER NO. PP: 072:2016

SUB: TRANSFER AND JOB ROTATION POLICY

In supersession of existing instructions on the subject, transfers and job rotation of RITES employees shall henceforth be regulated as under:

1. OBJECTIVES:

- (i) Ensure planned movement of employees across locations to meet operational and administrative needs of the organization.
- (ii) Garner diversified knowledge pool by rotating officers from one core area to another, and to provide job enhancement and enrichment opportunities to employees.
- (iii) Provide opportunities for self satisfaction among employees and reduce monotony of job.
- (iv) Ensure strategic and systematic succession planning for key posts at senior and middle management level.
- (v) Ensure rotational re-deployment of employees from "sensitive" posts.
- (vi) Adherence to Government regulations/guidelines as applicable and as amended from time to time.

2. APPLICABILITY:

These rules shall apply to all regular employees of RITES.

3. MANAGEMENT'S RIGHT:

The Management shall reserve the right to transfer/rotate employees from one post or job to another, within or outside the current place of posting, on temporary or permanent basis, as per business requirements of the Organization.

4. BASIS FOR TRANSFER:

Transfers shall be based upon:

- (i) Requirement of manpower in new/existing business at any location/project.

- (ii) Vacancies created due to creation of new posts, promotions, retirements, resignations, death of an employee etc.
- (iii) Requirements arising due to surplus or shortage of staff.
- (iv) Job rotation requirement in synchronization with specified period for a post/role/project/location.
- (v) Strategic and business needs, suitability or otherwise of an employee for a specified time.
- (vi) Organizational needs

5. SENSITIVE POSTS FOR THE PURPOSE OF JOB ROTATION:

Following posts/roles shall be considered as sensitive posts:

- (a) Non Executive Cluster – III (Posts: Sr. Asst., SOs)
 - (i) Purchase department
 - (ii) Recruitment section
 - (iii) Accounts/Finance
 - (iv) Tender/Inspection other than Bhilai steel plant
- (b) Executive cadre, Cluster – I (Posts: Engineer/Jr. Manager, AM, Manager)
 - (i) Purchase department
 - (ii) Recruitment section
 - (iii) Accounts/Finance
 - (iv) Construction supervision
 - (v) Inspection, other than Bhilai steel plant
 - (vi) CR Cell
 - (vii) Vigilance section
 - (viii) Staff dealing with tender in all divisions
 - (ix) Staff supervising contracts including maintenance
- (c) Executive cadre, Cluster – II (Posts: DGM & Sr. DGM) and Cluster – III (Post: JGM)
 - (i) Purchase department
 - (ii) Recruitment section
 - (iii) Accounts/Finance
 - (iv) Construction Supervision
 - (v) CR cell
 - (vi) Vigilance section
 - (vii) Staff dealing with tenders in all divisions
 - (viii) Staff supervising contracts including maintenance
- (d) Executive cadre, Cluster – III (Post: AGM) and Cluster – IV (Posts: GM, GGM, ED)

- (i) All posts excluding those dealing with arbitration, legal cases, feasibility studies, project formulation, surveys, design, office documentation, project monitoring, preparation of progress reports, office management and any other area identified later on.
- (e) Staff posted in inspection offices dealing with Laboratory works, Capacity assessment, SAIL conversion works, Vendors shall be treated as working on sensitive posts whereas staff not dealing with Inspection and those dealing with stage inspections or testing at BEML, ICF, BSP, SAIL, Pailways Pus, PSUS shall be excluded from the sensitive category.

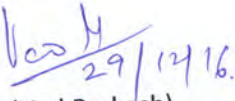
(6) GUIDING PRINCIPLES:

- (i) Employees of RITES are liable to be transferred from one post/role/project/location to another, with the proviso that such transfers will not affect the pay, grade and seniority of the employee except when such transfer takes place incidental to a punishment duly imposed under the RITES Limited (Conduct, Discipline and Appeal) Rules, in which case pay, grade and seniority might be affected consistent with the punishment imposed.
- (ii) Transfers and job rotation shall purely be based on organizational needs.
- (iii) At the time of transfer all the employees would be required to make a handing over note to assist the successor execute his responsibilities effectively. A copy of such note would be given to the immediate reporting authority. The handing over note shall be examined by the immediate reporting authority.
- (iv) In case an employee is transferred on promotion, he/she will be allowed to join the promoted post only at the new place of posting. However, in case of mid-project or mid academic session, Management may take decision on case to case basis.
- (v) Promotion shall be effective only after joining at the new place of posting within the specified period. However, seniority and other benefits shall be effective from the date of promotion only if the joining takes place within a reasonable time. Promotion shall become null and void, without exception, in case transfer is not affected unless the transfer orders are reviewed.
- (vi) It shall be incumbent on the authority responsible to release the employee as per the orders. Any unauthorized non-release of a transferred employee will be treated as non compliance. Disciplinary action under RITES (Conduct, Discipline and Appeal) Rules, 1980 can be taken if the employee does not relocate to the newly assigned post within the time frame specified in the transfer order as it shall amount to non-obeying of orders.

- (vii) In case an employee tries to influence transfer, it would be taken as violation of conduct rule.
- (viii) To the extent possible, husband and wife employees of the Organization would be posted at the same location, so as to enable them to lead a normal family life. There would, however, be no bar on separate posting in case of work exigencies.
- (ix) Personal constraints of employees on grounds of children's' education or medical reasons for self and/or dependents may be considered by the Management, provided such a constraint is declared in advance.
- (x) Transfer request of an employee on account of family problems or medical grounds shall be treated as his/her own interest.
- (xi) A sympathetic consideration will be taken for transferring/posting the physically challenged employees or employees having physically or mentally challenged spouse or children in accordance with the guidelines of Govt. of India.
- (xii) All SBU Heads shall review the list of employees deployed on sensitive posts as mentioned in clause 5, once in 3 months. They shall generally ensure that all such employees are shifted to a different post/role/project/location as far as possible after completion of 3 years in such a post/role/project/location.
- (xiii) Wherever there are constraints in the number of locations or employees being partly deployed in activities mentioned in clause 5, if it is not possible to shift all the employees within this stipulated period, SBU Heads must ensure that the employees are shifted to a different post/role/project/location on completion of 3 years. Such cases shall be brought to the notice of concerned ED/Director.
- (xiv) Normally no employee should remain on a post/role/project/location continuously for more than 10 years. If it is not possible to rotate the employees on completion of 10 years within the SBU, such cases should be brought to the notice of ED/Director concerned. The Management shall endeavor to rotate them as feasible to different post/role/project/location as deemed necessary.
- (xv) Change of location/SBU/unit or the work within the same SBU shall meet with the requirement of job rotation.
- (xvi) In CV based appointments where deployment is for a specific position and duration, and it requires approval of the client to change the personnel, rotation policy would not be applicable.

- (xvii) For staff posted in project offices dealing with multifaceted activities like tenders, design, project monitoring where continuity of personnel during the currency of the project is essential, review for rotation shall be conducted by concerned Executive Director and in case it is not possible to rotate such staff, case shall be put up to Director concerned for his approval for exemption.
- (xviii) Job rotation policy would not be applicable for core business units of the company. Core business units shall be identified with the recommendations of Director concerned and approval of CMD.
- (xix) In case a staff is posted back to same office / location within a period of two years of his rotation, the period spent in spells shall be counted for the purpose.
- (xx) Compensation for transfer from place to another shall be governed as per Section II - Chapter V of RITES HRM Manual 2004, as amended from time to time.
- (xxi) The Competent Authority shall be as per provisions contained in RITES Standard Operating Procedure.

This issues with the approval of Chairman and Managing Director.


29/12/16.
(Ved Parkash)

Group General Manager (P)

Distribution:

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