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## TRANSFER AND JOB ROTATION POLICY FOR OFFICERS

### **PREFACE**

The efficiency of the Corporation depends largely on the level of utilization, improvement and retention of human resources. In order to make effective utilization of human resources in all disciplines and for its retention, job rotation of employees is inevitable as per the needs and exigencies of the Corporation. Keeping in view the changes in the insurance & reinsurance business scenario and to meet growing requirements of the Corporation it is of paramount importance to have employees with varied experience and enriched job knowledge. Therefore the Corporation has designed the transfer and Job Rotation Policy.

### **PURPOSE**

The purpose of this policy is to establish a framework for job rotation within the office. Although the policy outlines a whole of office approach to job rotations, it in no way limits rotation within branches and liaison offices.

### **OBJECTIVES**

Job Rotation is required to achieve the following objectives:

- (i) To achieve the goals of the Corporation through well-developed personnel with all-round personality.
- (ii) To have a mix of personnel positioned at different offices, who have gained varied experience systematically.
- (iii) To provide opportunities to work in different disciplines and to obviate monotony/ drudgery.
- (iv) To ensure rotational redeployment of the personnel from sensitive posts.
- (v) To provide replacement for specific post/cadre with a specialized or desired qualification or suitable experience.
- (vi) To bridge manpower deficit
- (vii) Placement on compassionate ground
- (viii) To adhere to Government's regulation/ ruling/ guidelines as applicable (as amended from time to time).

## APPLICABILITY

- a. These guidelines will come into effect from the date of approval of the Policy by the Board.
- b. These transfer/ job rotation policy guidelines are applicable to permanent employees of the Corporation.

## GENERAL GUIDELINES

- 1) The Corporation shall, on annual basis, determine the cadre strength in each cadre in terms of norms adopted. Distribution of such strength among the departments in each cadre shall be determined by a Committee of General Managers (HR & other respective departments) so as to ensure need based and equitable distribution of available manpower.
- 2) No officer shall continue in a department in the same class viz Class I for a period exceeding 5 years at a stretch and no officer shall continue in a sensitive department, in the same class viz Class I for a period exceeding 3 years at a stretch.
- 3) No Officer shall continue in sensitive assignments for a period exceeding three years at a stretch.

**“Sensitive Assignment”** for this purpose shall mean Investment Operations, Officers working in ITMG (Scale IV & above) and Officers working in Office Services Department. Additions and deletions to this list of sensitive assignments would be made by the CMD as per CVC guidelines.

- 4) At a time, one-third of the employees whose tenure is five or more years in the same department/ section (three or more years in case of Sensitive Departments) will only be transferred subject to a minimum of one officer from the concerned department (longer the tenure, the first to be considered for transfer). However, the Management reserves the right to transfer more such persons at a go, if required
- 5) Tenure shall not be the only criteria to transfer an employee. It shall also be based on competencies and skills required to execute the work or to provide an opportunity to employees to develop competencies as per job rotation requirement. Past experience in various functions and nature of jobs handled shall also be considered. Transfers/ rotations could also be to fill up:

- (a) the vacancies caused due to promotions, creation of posts, resignation or retirement.
  - (b) surplus and/ or shortages in any department/ liaison/ branch office.
- 6) Officers recruited for specialized discipline (not officers recruited under General Stream), Competent Authority reserves the right to retain or transfer such officers in view of office exigencies, except in case of sensitive assignments.
- 7) Transfers shall normally be effected at a suitable time every year, as far as possible, to match with the promotion exercise in the Corporation. However, the Management reserves the right to transfer any employee at any point of time, if required
- 8) For the purpose of application of Job Rotation Policy on all departments, all the Reinsurance underwriting Sections are to be considered as one Department and Reinsurance Claims Department as one separate department. Business Accounts Section, General Accounts Section and Investment Accounts departments are to be considered as three different departments.
- 9) Persons with disabilities would be given postings, as far as possible, subject to administrative constraints, near their hometown. Request by PWD employees for transfer to or near their hometown would be given preference. However, the Competent Authority reserves the right to transfer such Officers depending on their nature of functions involved.  
Employee with disabled child/children (physically or mentally challenged) may be exempted from the routine exercise of transfer/job rotation, subject to administrative constraints.  
The word 'disabilities' includes (i) blindness, (ii) hearing impairment (iii) locomotor disability or cerebral palsy.
- 10) Transfer and Job Rotation of married or unmarried female officer when transferred away from their husbands or parents, as the case may be, to distant locations face genuine hardships and develop a feeling of insecurity, may be considered in terms of Government of India, MOF, DFS's letter No. S-110/04/2014-Ins.1 dated 23<sup>rd</sup> September, 2014. Keeping this in view, it has been decided:-
- a) To accommodate as far as possible transfer/posting of a married female employee, on her request, at a place where her husband is stationed or as near as possible to that place or vice versa; and
  - b) To accommodate as far as possible transfer/posting of an unmarried female employee, on her request, at a place where her parents are stationed or as near as possible to that place.

11) Request transfers from one department to another department and from HO/Liaison/Overseas offices and vice-versa will not be entertained, if the officer's service in the same department and in the same office i.e. Liaison office and overseas Offices is less than two years. Only in an office exigency, the CMD may waive the condition.

#### **OFFICERS DUE FOR RETIREMENT WITHIN 2 YEARS**

Officers who are due for retirement on Superannuation within 2 years reckoned from 1st April of the year in which transfer is affected shall not be transferred unless necessitated by extenuating circumstances, provided he will not be holding a key/sensitive post.

#### **POWER TO MODIFY/ RELAX THE PROVISIONS OF THIS POLICY**

The Board may authorize CMD to modify/relax the provisions of these guidelines, except as applicable to '**sensitive assignments**' to such an extent it may consider necessary for dealing with the individual cases of genuine hardship of officer in a just and equitable manner or for meeting exigencies of work situation.

In case of any doubt on any of the provisions of these guidelines, the Chairman-cum-Managing Director may issue necessary clarifications.

It is confirmed that the above guidelines are in line with Government of India's guidelines.

#### **COMPETENT AUTHORITY FOR TRANSFERS**

For Scale I to Scale IV – Committee consisting of at least three General Managers

For Scale V & above – Committee consisting of CMD, senior most GM & Director and another General Manager as required by the CMD

**Nothing contained herein above shall affect any transfer necessitated due to adverse factors such as CDA / Vigilance cases. Directions/guidelines notified by the CVC from time to time would be incorporated by placing the matter before the Board.**

**This Policy shall supersede any and all policies/instructions concerning transfer/job rotation issued by the Corporation, hitherto.**