

Chapter 18

TRANSFER POLICY

A **Transfer Policy for Officers**

The Board of Directors in their 305th meeting held on 11.07.15 had approved the revision of Transfer Policy for Officers. The revised Policy is given below:

1.0 **Background**

1.1 The organization had formulated a Transfer Policy for movement of employees within CBR and Manali in 1991. The said Policy was reviewed in the year 2003 along with the Transfer benefits. Subsequently, the Board of Directors in their meeting held on 08.09.08 had approved the revision of transfer benefits in line with IOCL. The Board of Directors in their meeting held on 12.02.13 had desired that a Scheme for movement of employees from CPCL to IOCL and vice versa may be worked out.

1.2 Business scenario of CPCL has been constantly changing from a standalone refinery to a subsidiary Company of Indian Oil Corporation Ltd. (IOCL). The working requirements and practices of CPCL are also being benchmarked with IOCL. Hence a need is felt that CPCL Officers are also exposed to the various work practices, challenges, requirements, etc of IOCL / other administrative functions of IOCL by means of transfer.

2.0 **Objective**

- i) To enable Officers acquire multi-dimensional knowledge and skills for self-development, to shoulder higher supervisory and managerial responsibilities through exposure to diversified geographic and working environments.
- ii) To enable Officers in the development of their career path for specific job placement/change in job assignment and outstation placements to CPCL / IOCL so as to have an effective linkage with their career development.
- iii) To enable planned movement of Officers from CPCL to other locations of CPCL / IOCL, to meet business and/or administrative requirement of the organisation from time to time.
- iv) To provide flexibility in pursuing specialist tasks for Officers.

3.0 **Applicability**

This policy will be applicable to all Officers in Grades A to H and shall be in supercession of the existing transfer policy and tenure posting policy applicable to Officers.

4.0 **Broad Principles**

- i) Officers who have completed a period of 5 years at Manali /CBR refinery shall be considered for transfer to other CPCL/IOCL locations keeping in mind the developmental need of the Officers. For this purpose, the period of 5 years from the date of joining the Company will be considered.

(only for reference of employees)

- ii) Officers occupying sensitive positions will be rotated / transferred as per the CVC guidelines in vogue from time to time.
- iii) Officers who are due to superannuate within a period of two years shall not be normally considered for transfers unless at their own request or on specific business requirement.

5.0 Guidelines for Job Rotation/Transfers

- i) Job rotation and transfers will be based on Organizational need; however, to the extent possible, the individual's preferences may be taken into account.
- ii) Generally the Officers who have completed tenure of five years in any CPCL locations shall be considered for transfer to other CPCL / IOCL locations. However, there shall be no bar for transfer of officers to other locations if required by work/business exigencies irrespective of the tenure completed.
- iii) Barring exceptional circumstances, Officers transferred from one location to another shall work for a minimum period of 3 years which may be extended based on business/work requirement. In case of transfers to IOCL locations, extension beyond three years shall be done on mutual agreement with IOCL- CO HR for a period of 1 year and such extensions shall be limited for a maximum of two times.

6.0 Representation Against Transfers

- (i) Transfer Orders shall be issued with the approval of the Competent Authority. Once transfer orders have been issued, the Officer concerned shall be released on or before the date mentioned in the transfer orders which shall be generally one month from the date of order, notwithstanding any pending representation or request made by the Officer, and the Officer shall report to the place of new posting.

Officers must be released strictly as per the date specified in the orders. Any extension in date of release, should in exceptional circumstances only (reasons to be recorded in writing) be approved by the Competent Authority who had approved the Transfer order.

- (ii) In case an Officer is transferred on promotion, the Officer will be permitted to join the new post only at the new place of posting and the promotion will be effected only after the Officer joins at the new place of posting within the dates specified in this behalf, and the promotion shall stand null and void, without exception, if the Officer fails to join the new place of posting within the specified date. Subject to the Officer joining at the new place of posting within the specified date, seniority and other benefits available to the Officer on promotion shall be affected from the date of promotion.
- (iii) In case of refusal of promotion on transfer, the officer will not be eligible for consideration for promotion for the next two years.

7.0 Transfer Benefits

Transfer benefits applicable to CPCL officers will be as approved from time to time. Cases of Transfer involving personal request shall be governed as under:

- a) The officer would be entitled to full transfer benefits, as admissible, provided s/he has served for at least three completed calendar years at the location.

As regard transfers of officers (involving personal request) back to the location of their immediate previous posting, the officer may be entitled to full transfer benefits, as admissible, provided s/he has served for not less than five years at the location in line with Transfer Policy.

- b) However, if the officer on transfer involving personal request has served at the location for a period lesser than the above prescribed period, then s/he will be only allowed following transfer benefits (as admissible):
- Journey fare for self & dependent family members,
 - Transportation of household/ personal effects, and
 - Transportation of conveyance.

The benefits applicable in case of transfers on personal request will be subject to review as per the approved policy from time to time.

B Administrative Guidelines to Implement the Transfer Policy for Officers

1.0 Administrative Setup for Policy Implementation:

- i) Job rotation and transfer of the executives shall be a continuous exercise, and needs to be closely monitored along with the individual's record maintained for the career development, succession planning, training and other HRD interventions. It shall also address obtaining and screening the options from each Officer at regular intervals to enable individual Officers to realise the self-rotation profile in relation with their career development path and individuals aspirations and also integrate the same with the organizational needs of CPCL.
- ii) This shall not merely be a one-to-one statistical replacement, but should effectively address the issue of 'functional-support-balancing' at various levels for functional and behavioral efficiency.
- iii) Transfer related matters shall remain vested with the CGM HR, CPCL who, in turn, shall be responsible for maintenance of the employee database, data validation, consistent implementation of the policy and issuance of transfer/posting orders in consultation with Functional Directors of CPCL and with the concurrence of IOCL CO-HR in case of transfer to IOCL locations.
- iv) The approving authority for such transfers shall be as per the Delegation of Authority in case of transfer within CPCL Locations and the Managing Director in case of transfer to IOCL Locations.

2.0 Special Provisions:

- i) To the extent possible, husband and wife employees of the Corporation would be posted at the same location, so as to enable them to lead a normal family life. However, in case of work exigencies, exceptions to such transfers could be considered.

(only for reference of employees)

- ii) All cases of declaration of Officers for transfers/postings on medical grounds shall be processed only on the basis of Medical Board recommendations. The composition of Medical Board shall be as under.
- (a) One Government Doctor at the rank of District Civil Surgeon or his nominee from the Govt. Hospital. The nominee should be only in the next below rank/grade.
 - (b) One eminent private practitioner specializing in the discipline; and
 - (c) CMO of CPCL.
- iii) The transfer constraint on Medical grounds for Self and Dependents must have been expressed in the e-PMS of the Officer.
- iv) In case of request of an Officer for transfer to specific location due to his / her family problems, such transfer shall be treated as transfer due to his/ her own interest, and such requests are to be recorded in the personal record/ e-PMS of the employee. Such requirements are to be declared by the Officer in advance. In such situations, if the Officers' request converges with the organizational interest, transfer to the requested location may be considered.
- v) A sympathetic consideration shall be taken for transferring/placement of physically challenged Officers / Officers having physically or mentally challenged spouse or children duly keeping in view government guidelines in this regard.

3.0 Pay, Allowances, Seniority, etc

- (a) In case of posting to CPCL Locations
Pay & Allowances shall continue to be governed as per CPCL Rules
- (b) In case of posting to IOCL Locations
- Basic pay shall be as per CPCL
 - Other Allowances, PRP, etc shall be as per the rules and regulations of IOCL.
 - Other perquisites / allowances shall be as per IOCL, subject to the following:
 - (i) LTC/ LFA shall be applicable as per CPCL.
 - (ii) Loans/Advances and their recoveries and other perks/facilities like, furniture/Desk-Top PC on hire or furniture provided at office at residence shall be as per CPCL.
 - (iii) Superannuation benefits like PF, Gratuity, defined Contribution Superannuation Scheme and Post-retirement medical shall be as per CPCL.
 - Earned Leave & Sick Leave shall be admissible as per rules of the CPCL.
 - Working Hours, Holidays and Casual Leave shall be admissible as per rules of IOCL.
 - The Officers shall continue to be on the rolls of CPCL and shall continue to be governed under the Promotion Policy of CPCL
 - During the posting at IOCL, the Officer will continue to be governed by CDA Rules of CPCL.
 - Inter-company absorption will not be permitted.

C Transfer Policy for Non-Supervisors

1.0 Basic Concept

In order to achieve career advancement in an organization, the non-supervisory employees are transferred from one location to another either on promotion or after serving certain number of years in a Section / Department. This would help non-supervisory employees not only to enhance their job-knowledge and also acquire varied experience at different Sections / Departments which would pave way for all round growth of an individual and in the process benefits the organization as well. This would result in synergy with respect to right sizing the organization, which is the order of the day in the deregulated scenario.

2.0 Objectives

- (i) To evolve suitable methodology for effecting transfer of non-supervisory employees from one location to another.
- (ii) To streamline and simplify the procedures with regard to transfer of non-supervisory employees from one location to another.
- (iii) To effect the transfer during a particular period every year so that the change over would be smooth and effective.
- (iv) To enhance the job knowledge and capabilities of our non-supervisory employees.
- (v) To follow the uniform procedures in the transfer of all employees from one location to another.

3.0 Coverage

All regular serving non-supervisory employees in CPCL except the deputationists will be covered under this Policy. All transfers would be effected based on organizational requirements, however, for effecting transfer from one location to another the order of preference will be as follows:

- (i) For those employees who have completed their PII overseas assignments for a period 6 months and above.
- (ii) In case of employees who are transferred from one location to another based on their willingness due to personal reasons with due approval from the competent authority.
- (iii) Intra / Inter-department / division transfers effected either at Manali, CBR or at any other locations will not be covered under this transfer policy.

4.0 General Guidelines

- (i) Transfer will be effected depending upon the vacancies that exist at Manali / CBR or at any other locations during the month of May every year.
- (ii) The employee once transferred shall immediately report to duty to the assigned work place at the place of posting as spelt out in the office order.
- (iii) The Office order indicating the place of posting once issued shall not be withdrawn under any circumstances. However, such transfers may be deferred for a maximum period of six months (in case of individuals who has genuine / valid reasons for not reporting to duty) with the approval of Managing Director with the recommendation of the Functional Directors.

(only for reference of employees)

- (iv) Sanctioning of Earned leave (prior to joining the new place of posting) by more than two weeks to the employees who have been transferred from one location to another by the office order need to be duly approved by the Director concerned.
- (v) The non-supervisory employees transferred from one location to another will have to work for a minimum period of 3 years to become eligible for transfer back to his/her original location under this policy.
- (vi) The transfer will be effected purely based on the organizational requirements.

D. Transfer Benefits

1.0 Categorisation of employees

For the purpose of TA, the Company's employees are classified as under :

| | |
|--------------|--|
| Category I | Officers in Grade 'D' & above |
| Category II | i) All Officers below Grade 'D' ii) Non-supervisors who are drawing BP of Rs.15950/- and above. |
| Category III | Non-supervisors who are drawing BP of Rs.14700/- and above but below Rs.15950/-. |
| Category IV | Non- supervisors who are drawing BP below Rs.14700/-. |

2.0 TA on Transfer

- 2.1
 - a) TA will be admissible to an employee on transfer from one station to another as per entitlement on tour.
 - b) In the case of journeys between places not connected by rail, employees will be entitled only to the actual fare incurred on travel either by road or by steamers.
 - c) If an employee or his family travels by a class lower than that admissible for his grade under the rules, only the lower class fare actually paid shall be reimbursed.
 - d) Officers in Grade 'D' and above may travel by air on transfer. The same provision for availing option to travel by air would also apply to the eligible family members who are otherwise entitled to travel by AC 1st Class.
 - e) If an employee, who is not entitled to travel by Air, but performs journey by Air between two stations connected by Rajdhani Express while on transfer, his TA shall be restricted to Rajdhani fare by the entitled class of travel.
- 2.2
 - a) One ticket for each dependent adult family member and half ticket each for children over 5 years but under 12 years by the employee's entitled class of travel will be allowed.

(only for reference of employees)

- b) TA in respect of the family will be admissible only where the family accompanies the employee or precedes the employee by one month or follows him within 6 months from the date he is relieved from duty to join the new post. The same time limit will apply for the reimbursement of the cost of transportation of personal effects.
- c) If the members of family undertake the journey by road between places connected by rail, the actual cost of road journey limited to rail fare of the appropriate class may be paid provided the employee actually incurs the expenses involved in the travel by road.

3.0 Entitlements on Transfer

- 3.1 The various entitlements on outstation transfer as well as local transfer (involving change in residence) are as under :

| Officers | Non-Supervisors |
|--|------------------------------|
| OUTSTATION TRANSFERS | |
| Joining Time | |
| See clause 4.0 | Same as in case of officers. |
| Settling Allowance | |
| One month's salary (BP + DA) | One month's BP + DA. |
| Displacement Allowance | |
| An amount equal to DA at the rate admissible while on tour to the station to which an officer is under transfer, is payable for a period of 30 days. | Same as in case of officers. |
| An amount equal to 60 days' DA will be admissible in case an officer and his family shift to the transferred station within 60 days from the date of transfer order. A 'single' officer (i.e., he/she does not have a family as defined under the Rules), who moves to the transferred station within the prescribed period of 60 days, shall also be entitled to Displacement Allowance equivalent to 60 days DA. | Same as in case of officers. |
| The enhanced Displacement Allowance will also be admissible in the following cases: | |
| a) where release of the employee could not be effected within the specified time of 60 days due to exigencies of work with the prior approval of the Functional Director. | |

(only for reference of employees)

| Officers | Non-Supervisors |
|---|------------------------|
| b) in case an officer on release has joined the transferred station within 60 days of posting orders but movement of his family/house-hold effects is delayed beyond the prescribed period due to non-availability of earmarked accommodation because of justified reasons like renovation, delay in vacating the premises by the present occupant etc. which are beyond control (the case may be examined under official exigencies for the approval of Functional Director). | |

| Travelling Allowance | |
|--|---|
| One ticket for self and each adult family member and half ticket each for children over 5 years but below 12 years by the entitled class under TA Rules. | Same as in case of officers. |
| Transit Allowance | |
| DA at the applicable rate for self and an amount equal to such DA for each entitled family member if the travel is undertaken by train, for the duration of rail travel only, whether in different spells or by different trains. 50% of the normal rate of DA in case of children with half tickets. In case of travel by road, one day's DA at the applicable rate for self and family members will be payable for every 300 kms of rail distance between the existing and transferred station covered by road travel. For a fraction of 300 kms, half day's DA will be admissible. | Same as in case of officers. -- |
| Carriage of Personal Effects | |
| <u>Goods Train</u> One full 4-wheeler wagon load. The wagon load allowed for transportation of personal effects does not include transportation of an officer's personal car/ scooter. <u>Railway Containers</u> 2 containers for officers in Grade 'A', 'A1', 'B' & 'C' and 4 containers for officers in | <u>Goods Train</u> <u>BP Range</u> <u>Max. weight limit</u> Rs.15950 & above 5000 kg. Rs.14700- Rs.15940 4000 kg. Below Rs.14700/- 3000 kg. ----- |

| | | |
|---|------------------------------------|---|
| Grade 'D' & above. | | |
| <u>Road</u> | | <u>Road</u> |
| <u>In case of carriage of Personal / Household Effects by Road</u> | | An employee may avail the facility of carrying household effects by truck instead of rail subject to the ceiling of charges for carriage of household effects by goods train to the extent of above weight limits. However, on request, the Corporation shall arrange a truck (of capacity not exceeding 9 tonnes) for transportation of household effects the charges for which will be paid by the Corporation directly to the transporter or transport organisation. |
| The reimbursement in case of self-arrange road transportation for movement of house-hold goods shall be regulated as per Actuals on the basis of receipts OR as per the prescribed slab based rate as below for the distance below two locations, whichever is less:- | | |
| Distance Slabs* | Slab based rate per km | |
| | Normal Location | Part: A/B/C/D^ |
| | (Rs. per km. for respective slabs) | (Rs. per km. for respective slabs) (+25% of normal rate) |
| First 200 kms | 55 | 68.75 |
| Next 200 to < /= 500 kms | 40 | 50.00 |
| Next 500 to < /= 1000 kms | 25 | 31.25 |
| More than 1000 kms | 20 | 25.00 |
| * Distance shall be assumed as the rail distance by the shortest route between the two locations if connected by rail, otherwise distance will be assumed as per online maps, as may be suitably considered. | | |
| ^ Areas identified as difficult and far flung areas for payment of Special Allowance, as advised under DPE's OM No. W-02/0028/2017-DPE(WC)-GL-XVI/17 dated 07.09.17. Either the old location or the new / transferred location should fall under one of the identified areas. | | |
| The capacity of truck for officers is limited upto 12.5 tonnes. current limit of two | | |

(only for reference of employees)

| | |
|---|--|
| <p>trucks of upto 12.5 tonnes each for officers in Grade-D & above shall be modified to one truck. However, in case any officer in Grade-D above considers the truck of 12.5 tonnes as of insufficient capacity, the concerned shall have an option to avail truck of higher capacity upto 15 tonnes. In such case, the prescribed rate per km. as specified in the table above for reimbursement shall be at a rate higher by 10%.</p> <p><u>Other modes of transport like QTS, break van etc.</u></p> <p>Reimbursement of charges will be limited to the cost of transportation of personal effects by one railway goods wagon load</p> | |
|---|--|

| Officers | Non-Supervisors | | | | | | | | | | |
|--|---|-----------------|-------|---------|-------|---------|----------|---------|-------|---------|--|
| Transportation of Conveyance | | | | | | | | | | | |
| See clause 6.0 | See clause 6.0 | | | | | | | | | | |
| Excess Baggage | | | | | | | | | | | |
| To the extent of 50% of the normal allowance given by Railways at the Corporation's expense provided the travel is undertaken by train. Carriage of excess baggage by air is not permissible. | To the extent of 50% of the normal allowance given by Railways at the Corporation's expense provided the travel is undertaken by the train. | | | | | | | | | | |
| Packing Charges | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th style="text-align: center;">Grade</th> <th style="text-align: center;">Ceiling(in Rs.)</th> </tr> </thead> <tbody> <tr> <td>A, A1</td> <td>30000/-</td> </tr> <tr> <td>B & C</td> <td>38000/-</td> </tr> <tr> <td>D, E & F</td> <td>48000/-</td> </tr> <tr> <td>G & H</td> <td>58000/-</td> </tr> </tbody> </table> <p>Upon certification of the transferee officer towards packing of household effects when actually moved through truck/rail.</p> | Grade | Ceiling(in Rs.) | A, A1 | 30000/- | B & C | 38000/- | D, E & F | 48000/- | G & H | 58000/- | <p>Gr. I, II & III - Rs.12,500/- (w.e.f. 01.10.17)</p> <p>Gr. IV & V - Rs.15,000/- (w.e.f. 01.10.17)</p> <p>Gr. VI to IX - Rs.17,000/- (w.e.f. 01.10.17)</p> <p><i>(Refer MOS dated 17.05.2019)</i></p> <p>Upon certification of the transferee Workman towards packing of household effects when actually moved through truck/rail.</p> |
| Grade | Ceiling(in Rs.) | | | | | | | | | | |
| A, A1 | 30000/- | | | | | | | | | | |
| B & C | 38000/- | | | | | | | | | | |
| D, E & F | 48000/- | | | | | | | | | | |
| G & H | 58000/- | | | | | | | | | | |
| Officers | Non-Supervisors | | | | | | | | | | |
| Loading & Unloading Charges | | | | | | | | | | | |
| Clubbed with Packing Charges | Clubbed with Packing Charges | | | | | | | | | | |

| Insurance Charges for breakage in transit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--------------------|--|-------------------|--------------------|---|-------|-------|---|-------|-------|---|-------|-------|--|------------------------------------|--|--|-------------------|--------------------|---|---------|---------|---|---------|---------|---|---------|---------|
| Actuals against receipt | Same as in case of Officers | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Octroi Charges | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Octroi charges actually paid for personal effects and vehicle will be reimbursed on production of money receipts. | Octroi charges actually paid for personal effects will be reimbursed on production of money receipts. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reimbursement of expenses incurred towards admission of school going children | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>An employee shall be reimbursed the amount given below per child, limited to two children upto 18 years of age (In case of employees who joined service on the basis of Letter of Appointment issued on or after 1.7.88 the facility is limited to the oldest of two surviving children), Option to claim either against Receipt OR on Self-certification towards cost of school admission at the transferred location provided the family is taken there. This facility is available only in cases where expenses are incurred for securing admission to schools other than those subsidized / owned by the Company.</p> <table border="1" data-bbox="300 1081 836 1333"> <thead> <tr> <th rowspan="2">Cities (as per HRA classification)</th> <th colspan="2">Ceiling (in Rs.)</th> </tr> <tr> <th>Against receipt**</th> <th>Self certification</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>90000</td> <td>20000</td> </tr> <tr> <td>Y</td> <td>75000</td> <td>19000</td> </tr> <tr> <td>Z</td> <td>60000</td> <td>16000</td> </tr> </tbody> </table> <p>** Receipt issued by the school authorities of the initial payment(s) at the time of fresh admission of the child (except for payment of refundable and recurring nature) (Refer Notice No. PD / 04 / 2019 dated 21.01.2019)</p> <p>No payment shall be made either against receipt or self-certification, if the child is admitted in any Play School, Preparatory School, Day Care Centre, Creche and Coaching institutes.</p> | Cities (as per HRA classification) | Ceiling (in Rs.) | | Against receipt** | Self certification | X | 90000 | 20000 | Y | 75000 | 19000 | Z | 60000 | 16000 | <p>An employee shall be reimbursed an amount given below per child, limited to two children upto 18 years of age (In case of employees who joined service on the basis of Letter of Appointment issued on or after 1.7.88 the facility is limited to the oldest of two surviving children), Option to claim either against Receipt OR on Self-certification towards cost of school admission at the transferred location provided the family is taken there. This facility is available only in cases where expenses are incurred for securing admission to schools other than those subsidized / owned by the Company.</p> <table border="1" data-bbox="885 1050 1421 1396"> <thead> <tr> <th rowspan="2">Cities (as per HRA classification)</th> <th colspan="2">Ceiling (in Rs.) (w.e.f. 01.01.2018) (Ref. Notice No. PD / 40 / 2019 dated 21.05.2019)</th> </tr> <tr> <th>Against receipt**</th> <th>Self certification</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>55000/-</td> <td>12000/-</td> </tr> <tr> <td>Y</td> <td>45000/-</td> <td>12000/-</td> </tr> <tr> <td>Z</td> <td>30000/-</td> <td>10000/-</td> </tr> </tbody> </table> <p>** Receipt issued by the school authorities of the initial payment(s) at the time of fresh admission of the child (except for payment of refundable and recurring nature)</p> <p>No payment shall be made either against receipt or self-certification, if the child is admitted in any Play School, Preparatory School, Day Care Centre, Creche and Coaching institutes.</p> | Cities (as per HRA classification) | Ceiling (in Rs.) (w.e.f. 01.01.2018) (Ref. Notice No. PD / 40 / 2019 dated 21.05.2019) | | Against receipt** | Self certification | X | 55000/- | 12000/- | Y | 45000/- | 12000/- | Z | 30000/- | 10000/- |
| Cities (as per HRA classification) | | Ceiling (in Rs.) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Against receipt** | Self certification | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| X | 90000 | 20000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Y | 75000 | 19000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Z | 60000 | 16000 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cities (as per HRA classification) | Ceiling (in Rs.) (w.e.f. 01.01.2018) (Ref. Notice No. PD / 40 / 2019 dated 21.05.2019) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Against receipt** | Self certification | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| X | 55000/- | 12000/- | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Y | 45000/- | 12000/- | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Z | 30000/- | 10000/- | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Reimbursement of Re-Registration expenses on conveyance, Road Tax and State Entry Tax

An employee shall be reimbursed actual expenses incurred on Re-registration of his/her car/two-wheeler at the new place of posting subject to production of receipts. This facility will be admissible only for one vehicle for which he/she has been claiming reimbursement of maintenance expenses. The employee shall also be reimbursed actual expenses incurred on payment of lumpsum Road Tax, provided the officer has paid one time Road Tax at the earlier place of posting and State Entry Tax, if any, at the new place of posting on production of receipts are reimbursed.

The employees would be required to submit their claims for re-registration expenses, Road tax, State Entry tax and parking fees, if any, within two months from date of issue of requisite receipts issued by Statutory Authorities / transport department

| Officers | | Non-Supervisors | |
|---|-------------------------|--|--|
| LOCAL TRANSFERS (from one set up to another involving change in residence) | | | |
| Settling Allowance | | | |
| 1/4 th of one month's salary (BP + DA + NPA, wherever applicable) | | 1/4th of 45 days' BP or Rs.125, whichever is less. | |
| Carriage of Personal Effects | | | |
| Option-I: | | Basic Pay | Ceiling (in Rs.) |
| Grade | Ceiling (in Rs.) | Greater than or equal Rs.14700/- | X* cities – 10,000/- Y*/Z* cities – 7,500/- |
| A, A1 | 15000/- | Less than Rs.14700 | X* cities - 8,000/- Y*/Z* cities - 8,500/- |
| B & C | 20000/- | | |
| D & above | 24000/- | | |
| Option-II: | | Effective from 01.10.2017 | |
| Discontinued | | * As per HRA classification | |
| <i>(Refer Notice No. PD / 04 / 2019 dated 21.01.2019)</i> | | <i>(Refer MOS dated 17.05.2019)</i> | |

3.2 General Conditions for Claiming Transfer Benefits

- 3.2.1 Reimbursement of the actual cost of transporting personal effects upto the prescribed ceilings is admissible on production of satisfactory evidence of expenditure when the personal effects precede the employee by one month or follow him within six months from the date he is relieved from duty.
- 3.2.2 An employee in transit from one post to another, will be entitled to the benefits of the lower post.

(only for reference of employees)

- 3.2.3 A non-supervisory employee selected as officer (along with eligible members of his family) will be entitled to rail fare by the entitled class of Grade 'A' officer. Other transfer benefits will be allowed as per his entitlement as a staff member.
- 3.2.4 When both husband and wife are employees of the Company and are transferred at the same time or within six months from one and the same old station to one and the same new station, either of them may prefer the transfer benefits, the other being treated as a member of the family. However, the cost of transportation of personal cars of both husband and wife may be reimbursed.
- 3.2.5 (a) An officer under transfer, who has been permitted by the Management to maintain his family at a station other than his previous or new station of posting, will be allowed transfer benefits as admissible under the rules for his family moving to a station other than his previous or new station of posting. However, this will be restricted to the actuals or the limits applicable for movement to the new station of posting of the officer, whichever is lower.
- (b) In case an officer, who is not under orders of transfer, relocates his family to a station of his choice and is later on transferred to the same station, may be allowed transportation of household effects as per actuals limited to entitlement at the time of his transfer.
- (c) In case the transfer of the officer is to a station other than where family was relocated and the family also wish to join him at the transferred station, the transfer benefits will be admissible restricted to actuals or as applicable from the place of transfer to new place of posting, whichever is lower.
- 3.2.6 No transfer benefits are payable in the case of inter-Division transfer of non-supervisory employees on the basis of fresh appointments on the employee's own request. The employee who sought Voluntary Transfer and accordingly transferred from one place to another will not be eligible for any of the monetary transfer benefits except for the joining time.
- 3.2.7 For journeys on tour, transfer and LTC (on through ticket basis), the route between Mathura and Calcutta via Delhi will be deemed as practicable and convenient route.
- 3.2.8 Reservation charges are also payable to an employee on transfer. However, no local conveyance charges on the analogy of the corresponding entitlement on tour are admissible.
- 3.2.9 A claim in respect of transfer TA should be supported by money receipts or ticket numbers for the tickets purchased and money receipts showing the actual weight and the amount paid for the transportation of personal effects and conveyance by rail, road, etc.

4.0 Joining Time

4.1 An employee shall be allowed a reasonable time to join a new post or to travel to or from a station to which he is posted which shall ordinarily be treated as on duty.

4.2 The joining time in cases involving transfer from one station to another is normally subject to a maximum of 30 days. The time for preparation and period to cover the actual journey will be admissible as follows:

| <u>Mode of Travel</u> | <u>Joining Time (including Journey Time)</u> |
|--|--|
| For journey by Air | - 7 days |
| For journey by Rail/ Road | - 8 days |
| For journey partly by Rail/ Road/ Air- | 8 days |

Note : 1. TA on transfer is admissible as per entitlement under TA Rules.
2. Joining time shall be calculated by the route which travelers ordinarily use.

4.3 Not more than one day's joining time shall be allowed to an employee in order to join a new post which does not necessarily involve a change of residence from one station to another. A holiday counts as a day for this purpose.

4.4 In calculating joining time, the day on which an employee is relieved from his old post, except when he is relieved in the forenoon, and the intervening Sundays shall be excluded. However, the intervening festival holidays shall be included in joining time. The joining time shall be calculated from old headquarters in all cases.

4.5 In special circumstances, the authority sanctioning the transfer may curtail the period of joining time.

4.6 Combination of Holidays / Leave with Joining Time

4.6.1 The intervening festival holidays shall be included in the joining time but Sundays shall be excluded. Sundays are, however, included for purposes of calculating the maximum period of 30 days.

4.6.2 Saturdays are included for calculation of joining time for employees.

4.6.3 If an employee takes leave while in transit from one post to another, the leave shall be deemed to commence from the date of handing over charge. On the expiry of such leave, the employee may be allowed normal joining time.

4.7 Joining Time in Two Spells

4.7.1 An employee may avail Joining time in two spells.

(only for reference of employees)

4.7.2 The facility of availing joining time in two spells is admissible to an employee within a period of 6 months and the joining time period that remains un-availed at the time of completion of 6 months period (from the date an employee gets relieved from the previous place of posting) shall be credited **[limited to 7 days only irrespective of mode of journey]** to the Earned Leave account of the concerned individual subject to overall ceiling of 300 days of EL (*Refer Notice No. PD / 04 / 2019 dated 21.01.2019* read with *Notice No. PD / 34 / 2020 dated 07.05.2020*).

4.7.3 **Reimbursement of Travel Expenses for movement on Single Status Basis During Preparatory Trip**

A transferred officer is permitted to proceed to the new place of posting on single status basis for which TA and transit DA are payable as per his entitlement subject to the condition that he would shift his family at a later date. He would also be entitled to TA and transit DA for his trip back to his old place of posting for taking his family and personal effects.

An officer, under transfer on promotion, may also join at the new place during preparatory trip in which event he will be entitled to TA/Transit DA as per new entitlement for the return trip. However, for the journey with his family members to new place of posting the travel entitlement would be restricted to the pre promoted scale of the officer.

5.0 **Regulation of Pay and Allowances During Joining Time**

5.1 When an employee joins a new post either at the same or new station without availing any leave, he shall, during the period of his joining time be entitled to draw pay during this period which he would have drawn if he had continued in his old post or the pay which he will draw on taking charge of the new post, whichever is less.

5.2 An employee may draw compensatory allowances like HRA during joining time when his transfer is to a place carrying similar allowances. However, if the rates of HRA differ in the two posts, only the lower rates will be admissible. The grant of compensatory allowances during joining time is subject to the following conditions:

- i) The employee should have drawn the allowance in his previous post;
- ii) He actually incurred expenditure on account of rent and other expenses during joining time.

5.3 NPA is admissible during joining time.

5.4 An employee who does not join the new post within his joining time is not entitled to pay (or leave salary) after the expiry of joining time. Wilful absence from duty after the expiry of joining time may be treated as misconduct and construed as good and sufficient reason for taking disciplinary action against the employee concerned.

5.5 In case of transfer on promotion, the payment of salary and attendant allowances (except TA) during the second spell of joining time will be related to the promoted post.

6.0 Transportation of Conveyance While on Transfer

6.1 Travel by own conveyance

In case the officer transport their conveyance by road (self-driven / through driver), the reimbursement shall be allowed based on road mileage at the prescribed rate per km, as applicable, for the distance between the two locations **plus** toll charges (against original receipt).

6.2 Transportation by train

All officers may be permitted the option to transport their conveyance by passenger train or goods train / rail wagon without the extant restriction of reimbursement being limited to transportation cost by passenger train.

6.3 Transportation by trucks

In case an officer under transfer desires to transport his personal car or scooter / motorcycle / moped by truck instead of by rail wagon / passenger train, the reimbursement shall be allowed based on Actual payments (against original receipt) **OR** as per the road mileage at the prescribed rate per km (as applicable for other than petrol version vehicle), whichever is lower.

For the areas identified as difficult and far flung areas for payment of Special Allowance, as advised under DPE's OM No. W-02/0028/2017-DPE(WC)-GL-XVI/17 dated 07.09.2017, the mileage rate shall be allowed at a higher rate of (+)25% of the normal applicable mileage rate. Either the old location or the new / transferred location should fall under one of the identified areas.

7.0 Regulation of Benefits While on EL/Tour

7.1 When an employee is compulsorily recalled to duty before the expiry of his earned leave, he will be paid TA as for journey on tour from the place at which the order of recall reached him to the station of his headquarters unless on recall from leave he is transferred and proceeds to new station direct from the station of recall in which case the journey to the new station will be treated as on transfer. The journey of family and transportation of personal effects will also be treated as on transfer provided that the amount so drawn shall not exceed the amount admissible as on transfer from the old to the new headquarters.

7.2 In case an employee receives orders of transfer, while on leave not exceeding 4 months, at a station other than his headquarters and proceeds direct from there with his family to join his new post, he is entitled to TA from his old station to the new station of posting.

7.3 An employee whose headquarters is changed, while on tour, and who proceeds to the new headquarters, without returning to his old headquarters, is entitled to TA as on tour from the old headquarters to the tour station and from the tour station to the new headquarters. In addition, TA for conveyance of family and personal effects will

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be admissible from the old to the new headquarters at the prescribed rates and conditions.

8.0 Salary Advance on Transfer

8.1 Officer

An officer on transfer from one station to another may be allowed to draw salary advance upto 3 months' BP + DA to be recoverable in 12 equal monthly instalments. However, the liberalised advance will be regulated in such a manner that where it is not possible to recover the full installments on account of salary advance in view of deductions on other accounts, the amount of salary advance shall be suitably reduced.

Note : The 3 months' BP + DA is the upper limit for an Officer to draw salary advance at the time of transfer. It is not necessary that the maximum amount should be allowed in all cases.

Non-Supervisor

A salary advance of 3 months salary (Basic Pay plus DA) can be drawn. The above advance will be recoverable in 10 equal monthly installments.

- The time limit of claiming salary advance by transferee employee shall be one month preceding the date of his / her relieving or within 6 months from the date of relieving.
- The claim for salary advance shall be based on salary as existing prior to joining new place of posting.
- Salary advance shall be claimed on one-time basis (i.e not in more than one instalment).

Advance, if any, drawn by the transferee need to be settled within 30 days from the date of drawing of advance. In the event, the advance drawn by the transferee was not settled with the stipulated period, the entire advance amount will be recovered from his/her salary in two monthly installments.

Personnel Department will be Nodal Department for sanctioning of Advance and also for certification of final settlement of advance drawn by the transferee.

- 8.2 In case of Transfer of Officers/ Workmen moving under single status and who are allowed to retain family at a place other than the place of posting, the salary advance shall be 1 months' BP+DA. Further, telephone facility will not be admissible to them at the place of family retention.