

No.TCL/Cor.HR/0270/Trans.Policy

Date: 11.04.2023

**TRANSFER POLICY IN RESPECT OF OFFICERS/EMPLOYEES OF
TROOP COMFORTS LIMITED**

Background

1. With the corporatisation of Ordnance Factory Board, 7 New Defence Companies have been formed including Troop Comforts Limited. The employees of erstwhile OFB units have been transferred to the new Defence Companies on deemed deputation. Since the employees retain their original status as Government servants, the cadre controlling authorities for different categories continue to be the Directorate of Ordnance (Coordination and Services)/DDP, as the case may be. Since each new Defence Company is a separate and independent corporate entity and since the cadre control of the employees on deemed deputation, is retained by the DoO/DDP, transfer of employees between different DPSUs can be effected with the clearance by the cadre controlling authorities. However, full powers have been given to the Board of the new Defence Companies for transfer of employees within the respective Company units. Due to this change in the environment, the existing procedure for transfer of employees amongst the erstwhile OFB units, require a change.

2. In view of the above, the issue of an appropriate Transfer policy in respect of all Officers/Employees of TCL, has engaged the attention of TCL Board. After due deliberation, a policy has been approved by the Competent authority, laying down the conditions and procedure for transfer of employees within the Company as well as with other New Defence Companies.

Applicability

3. These policy guidelines are applicable to all the Officers/Employees working in Troop Comforts Limited. The policy covers transfers within the units of TCL only. For transfers to other New Defence Companies and on deputation, guidelines already promulgated by DoO (C&S) will continue to apply.

Grounds for Transfer

4. Transfer of employees may be undertaken on the following grounds: -

- (a) Individual's own interest - On Compassionate grounds/Mutual Basis.
- (b) In the interest of the organization/Company's interest.

Transfers on Individuals' Interests

5. The grounds for requesting a transfer on individual's requests may be any of the following: -

- (a) Transfer on medical grounds – individual or any of his dependent family members (as per service records) suffering from serious/critical/terminal ailments (Supported with relevant medical documents) for which no treatment is available at the current place of posting.
- (b) Transfer on the grounds of posting of husband and wife at the same station (Supported with service certificate of the spouse) in terms of existing DOPT orders.
- (c) Transfer of persons with Benchmark Disabilities (PWBD) (Supported with nature of Disability Certificate with disability of minimum 40%)
- (d) Transfer application of single working lady (supported with necessary proof).
- (e) Any other ground considered reasonable by competent authority.

6. **Procedure.** Requests for transfer within TCL units may be considered for acceptance subject to adequate grounds for the same as given out in Para 5 above.

- (a) An employee desirous of putting forth his application may do so by clearly indicating the category with adequate proof thereof to his HOD.
- (b) The Head of the Unit on receipt of the transfer application from the Officer/Employee will examine the grounds with supporting documents and service record.
- (c) The application along with the service details and disciplinary/vigilance case status will be forwarded to the HR Division of TCL Corporate Office, with recommendations of the unit, for consideration.
- (c) All such applications received would be consolidated on a quarterly basis and would be put forth before a Committee consisting of the representatives of Operations Department, Finance Department and HR Department of Corporate Office for in depth examination of such requests.
- (d) The composition of the Committee will be as under: -
 - (i) For Group A Officers – Director (Ops) and Director (HR).
 - (i) For Group B and below – One Group A officer each from Operations Department and HR Department.

(e) The recommendations of the committee will thereafter be put up to the competent authority for consideration and decision. The competent authority for approval of the recommendations of the Committee are as under: -

- (i) Group A Officers – CMD.
- (ii) Group B Officers – Director/HR.
- (iii) Other employees – Sr. GM/HR or the highest ranking officer in HR Department of Corporate Office.

(f) On approval of competent authority, necessary orders for transfer of the applicant, shall be issued by TCL Corporate Office/HR.

(g) The HOD of TCL Unit to which the selected officer/staff belongs, must release the concerned officer/Staff within 15 days after issue of transfer orders by the Corporate HQ.

7. **General Guidelines.**

- (a) No TA/DA, joining time etc will be admissible to concerned employees.
- (b) All the other existing instructions (erstwhile OFB instructions) in matters related to seniority, pay fixation, trade change etc. arising out of such transfers, shall continue to apply till those are modified by the Company.
- (c) The transfer applications of Industrial Employees will not be considered for posting at TCL Corporate Office.

Transfers on Functional / Company Interest

8. All transfers on Functional / Administrative Grounds / Company Interest will be considered based on functional/administrative/operational requirement, exigency of service, rationalization of manpower, adjustment of surplus manpower or any other ground considered appropriate by the Competent Authority.

9. **Procedure for Functional Requirements at Corporate HQ.**

- (a) In case of requirement of additional staff at Corporate HQ, the user section will raise a demand for the same to Corporate HR Section of TCLHQ after approval of the concerned Director. After obtaining in-principle approval of the CMD, Corporate HR Section of TCL Headquarters will ask nominations from factories through a circular. On receipt of nominations, a Committee headed by an officer of the Section requesting for the additional staff along with a member from Corporate HR Section, will scrutinise the applications and recommend the most suited officer/staff to be posted to the Corporate HQ.

- (b) The composition of the Committee will be as under: -
- (i) For Group A Officer – Director (Ops) or Director (Fin) depending on the requesting section and Director (HR). In case officer is required by HR Department, the Committee will consist of Director (Ops) and Director (HR).
 - (ii) For Group B and below – One Group A officer each from the requesting Department and HR Department. In case the individual is required by HR Department, the Committee will consist of one Group A officer each from Operations and HR Departments.
- (c) The recommendations of the committee will thereafter be put up to the competent authority for consideration and decision. The competent authority for approval of the recommendations of the Committee are as under: -
- (i) Group A Officers – CMD.
 - (ii) Group B Officers – Director/HR.
 - (iii) Other employees – Sr. GM/HR or the highest ranking officer in HR Department of Corporate Office.
- (d) On approval of competent authority, necessary orders for transfer of the applicant, shall be issued by TCL Corporate Office/HR.
- (e) The HOD of TCL Unit to which the selected officer/staff belongs, must release the concerned officer/Staff within 15 days after issue of transfer orders by the Corporate HQ.

10. **Procedure for Functional Requirements at Factories / TCLTA.**

- (a) In case of requirement of justified additional requirement of manpower (other than Group A Officers) for functional purpose at Factories/TCLTA, the concerned unit will raise a demand for the same to Corporate HR Section of TCLHQ after approval of the concerned GM. After obtaining views of the concerned Department at Corporate HQ, the same will be processed for in-principle approval of the CMD by the Corporate HR Section. The case will not be processed further in case the concerned Department is of the view that the request of the unit is not justified.
- (b) On receipt of in-principle approval of CMD, the Corporate HR Section of TCL HQ will intimate the same to the concerned unit. The concerned unit will ask nominations from other units through a circular. On receipt of nominations along with recommendations of donor units, a Committee headed by an appropriate officer from the concerned receiving unit will scrutinise these applications and forward their recommendations to GM of the unit. On acceptance of the recommendation by the GM, the name of the selected person will be forwarded to Corporate HR.

(c) On receipt of recommendations from GM of the receiving unit, necessary orders for transfer of the applicant, shall be issued by TCL Corporate Office/HR.

(d) The HOD of TCL Unit to which the selected officer/staff belongs, must release the concerned officer/Staff within 15 days after issue of transfer orders by the Corporate HQ.

(e) This procedure is applicable only for transfer of officers below Group A officers. For Group A officers, Corporate HQ will solely be responsible for processing inter unit transfers based on functional requirements.

11. **Transfer on Administrative Grounds.** Transfer on administrative grounds will be carried out as per the following procedure: -

(a) A Standing Committee consisting of Director/Ops and Director/HR will be constituted to examine all cases where transfer on Administrative Grounds is envisaged to be carried out. Cases will be considered by this committee on occurrence / necessity.

(b) The recommendations of the committee will thereafter be put up to the competent authority (CMD) for consideration and decision.

(c) On approval of competent authority, necessary orders for transfer of the concerned individual, shall be issued by TCL Corporate Office/HR.


12. **General Guidelines.**

(a) TA/DA, joining time etc will be admissible to concerned employees as per extant rules.

(b) All the other existing instructions (erstwhile OFB instructions) in matters related to seniority, pay fixation, trade change etc. arising out of such transfers, shall continue to apply till those are modified by the Company.

Overriding Powers

13. Notwithstanding anything contained in this SOP, the CMD, TCL will have overriding authority to give directions to the Units to order transfer/posting or to cancel transfer/posting of any employee within the Company.


(P. Mohanty) 11/04/23
Sr. General Manager/HR

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To

The General Manager(s)
OEFEC, OCFS, OEFHZ, OCFAY, TCLTA, TCLHQ


Sub: Transfer Policy in respect of Officers/Employees of Troop Comforts Limited.

1. Reference TCL Letter No. TCL/Cor.HR/0270/Trans.Policy dated 06.07.2023.
2. The following amendments are hereby made in the TCL Transfer Policy circulated under letter No.TCL/Cor.HR/0270/Trans.Policy dated 11.04.23 as appended below: -

Para 6 (e) (iii)- The category mentioned in Other Employees will be restricted upto **Non-Industrial Employees Cadre.**

In respect of **Industrial Employees Cadre posts**, the approving authority for inter unit transfer will be the General Manager(s) of the concerned units.

3. This issues with the approval of competent authority.


(Dr.Pramod Kumar)
Works Manager (Cor.)/HR(P)