

ट्रूप कम्फर्ट्स लिमिटेड

भारत सरकार का उपक्रम  
रक्षा मंत्रालय



**TROOP COMFORTS LIMITED**

A GOVT OF INDIA ENTERPRISE  
MINISTRY OF DEFENCE

CIN - U18109UP2021GOI150744

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

Date: 24.02.2025

To

The General Manager(s)  
OCFAv, OEFC, OCFS, OEFHz, TCLHQ, TCLTA

Sub: Employee Transfer Policy Issuance- Reg.

1. The transfer policy in r/o employees of Troop Comforts Limited is enclosed herewith for strict compliance please.
2. This is for kind information please.

Encl: as above.

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**TROOP COMFORTS LIMITED**

# Employee Transfer Policy

Standard Operating Procedure (SOP)/Guidelines



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## Document Control Log

<b>Title</b>	<b>Employees Transfers Policy and SOP of Troop Comforts Limited (TCL)</b>		
<b>Location</b>	TCL Corporate & Units	<b>Department</b>	HR Management Team
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## **1. BACKGROUND**

1. With the corporatization of the 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.

2. In view of the above and considering the business needs of the company, as a commercial Defence PSU, the issue of an appropriate Transfer policy in respect of all Officers/Employees of TCL has become important. After due deliberation, a policy has been approved by the Competent authority, laying down the procedure/guidelines for transfer of employees within the Company.

## **2. OBJECTIVE**

Enabling a performance-based/Function oriented rotational transfer policy for employees of TCL across all units and categories Executive & Non-Executive cadre equivalent (Grade A, B, and C) to meet organizational goals and compliance requirements. The cornerstone of this policy is Functional/ Performance based rather tenure based to align the policy with the strategic placements of Officers and staff in line with business needs from time to time.





### 3. APPLICABILITY

TCL This policy applies to all employees of TCL in Executive & Non-Executive cadres or equivalent excluding industry employees (Grades A, B, and C) across the four units, facilitating both intra-unit and inter-unit transfers. This policy may be subject to any directives received from DDP (MoD) and DPE guidelines from time to time.

### 4. GROUNDS FOR TRANSFER

Transfer of the employees may be undertaken on the following grounds;

#### 4. (A) In the interest of the organization / Company's interest

- (i) Functional requirement at Corporate HQ
- (ii) Functional Requirement at TCL Units
- (iii) On Administrative Ground

#### 4. (B) Individual's own interest - On Compassionate grounds/Mutual Basis.

While executing above transfer following key parameters shall also be considered,

- i. **Function-Oriented Transfers:** Transfers will prioritize the functional needs of the organization, ensuring the right person is deployed in the right role to maximize efficiency.
- ii. **Performance-Based Transfers:** Employees may be transferred based on performance evaluations to positions where their skills and competencies are best utilized.
- iii. **Vigilance Mandate:** Officers in sensitive positions will be rotated after a maximum tenure of three years extendable to 5 years after approval to uphold integrity and compliance. However, for certain specific areas like Civil, Engg, etc, where persons are exclusively recruited, they may be rotated between different roles & units with or without public dealings i.e. designation/office working viz procurement & financial dealings.

#### **4. (A): IN THE INTEREST OF THE ORGANIZATION / COMPANY'S INTEREST**

All transfers on Functional / Administrative Grounds / Company Interest shall be considered based on functional/ administrative/ operational requirements, exigency of service, rationalization of manpower, adjustment of surplus manpower including Trade/Grade/Educational Qualification & expertise etc. or any other ground considered appropriate by the Competent Authority.

#### **4.(AA): PROCEDURE FOR FUNCTIONAL REQUIREMENTS AT CORPORATE HQ**

- (a) In case of requirement of additional manpower or on functional requirements from a Division of TCLHQ, the user section will raise a demand for the same to Corporate HR Division of TCLHQ after approval of the concerned Director. Corporate HR Division of TCLHQ will obtain in-principle approval of the CMD.
- (b) However, if required the concerned Division, demanding the manpower on specific functional competencies may recommend the names of officers / employees who have requisite experience / expertise for functioning at TCLHQ level.
- (c) Based on the functional competencies, Corporate HR Division of TCLHQ shall put up recommended list / names along with remarks on experience and expertise of the employees for further approval of CMD for Gr-A officers and Dir/HR for Gr-B and below.
- (d) On approval of the competent authority, necessary orders for transfer shall be issued by TCL Corporate / HR Division.





- (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 TCL Corporate HQ.

#### **4.(AB): PROCEDURE FOR FUNCTIONAL REQUIREMENTS AT TCL UNITS**

(a) There may be a need to balance/rationalize the manpower from time to time, based on work distribution in various units and need for posting of experienced & expert employees. The transfer/posting is also required considering the grooming & exposure of employees for career progression. Accordingly, TCLHQ shall review on regular basis and consider the above requirement.

(b) In case 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 Division of TCLHQ after approval of the concerned GM. After obtaining views of the concerned division at Corporate HQ, the same will be processed for in-principle approval of the CMD by the Corporate HR Division. The case will not be processed further in case the concerned division of TCLHQ is of the view that the request of the unit is not justified. If, required applications/nominations may also be invited from interested employees from various/suitable units.

(c) On receipt of in-principle approval of CMD, the Corporate HR Division of TCLHQ will take the following actions.

- (i) The Corporate HR Division of TCLHQ will review & analyse the available strength in the required stream/discipline/ experience & expertise for which demand has been raised, in other TCL Units.





- (ii) If, other TCL units are having sufficient/surplus manpower against required stream/discipline, considering the workload & functional expertise, a proposal/recommendation shall be processed by HR Division of Corporate Office. If, the required functional need can be met by way of rationalization of manpower in different units, in other words transfer may be done from unit which is having excess/sparable manpower to the unit who is seeking manpower in the required stream / discipline.
- (iii) Operation division's recommendation may be obtained for workload & functional requirement.
- (d) On receipt of recommendations from the Corporate HR Division of TCLHQ, Dir / HR may approve transfer order and necessary orders for transfer order shall be issued by TCL Corporate Office/HR. However, Dir/HR will take CMD in confidence before approving such transfer order.
- (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 TCL Corporate HQ.
- (f) This procedure is applicable only for transfer of officers below Group-A officers. For Group-A officers, TCL Corporate HQ will solely be responsible for processing inter unit transfers based on functional requirements from time to time.

#### **4.(AC): PROCEDURE FOR 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 / HR Division.

#### **4.(AD) GENERAL GUIDELINES FOR TRANSFER ON ADMINISTRATIVE GROUNDS**

(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.

#### **4.(B): INDIVIDUAL'S OWN INTEREST - ON COMPASSIONATE GROUNDS/MUTUAL BASIS**

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.

#### **4.(BA): PROCEDURE FOR TRANSFERS ON INDIVIDUAL'S INTEREST**

Requests for transfer within TCL units may be considered for acceptance subject to adequate grounds for the same as given out in Para 4(B) 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 Staff Posting Committee (SPC) or the designated body. The said committee shall deliberate all the relevant aspects like administrative, functional, rotational policy, core-competence, tenure, personal ground etc. and minitize the deliberation in the form of 'Minutes of the Meeting'.
- (d) There shall be different SPC for the different categories of employees viz Executives ((Gr-A & B) and Non Executives {C (NIEs and IEs)})

For Non Executives Industrial Employees (IEs) SPC shall be formed at Unit level consisting of one Group-A Officer each from Admin and Production Section of receiving factory.



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

- (i) Executives (Group-A Officers) – CMD.
- (ii) Executives {Group-B (GO & NGO) Officers} – Director/HR.
- (iii) Non Executives {Group-C (NIEs)} – GM/HR or the highest ranking officer in HR Division of Corporate Office below Dir/HR.
- (iv) Non Executives Industrial Employees (IEs) – General Manager(s) of the concerned unit will be the approving authority for inter unit transfer of IEs in consultation with HR Division of TCLHQ.

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

(g) General Manager (s) of the concerned unit will publish transfer order for inter unit transfer of IEs. The copy of the same will be forwarded to TCL Corporate /HR Division for reference and record.

(h) 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.

#### **4.(BB) GENERAL GUIDELINES FOR TRANSFERS ON INDIVIDUAL'S INTEREST**

- (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.

#### **5. OVERRIDING POWERS:**

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, based on organizational interest/administrative ground.

#### **6. SUPERSESSION:**

This supersedes all the internal transfer policy issued vide letter of even no. dated 11.04.2023 and its amendment dated 10.07.2023 and 19.07.2024.

**End of the Document**