



भारतीय निर्यात व्रण
गारंटी निगम लिमिटेड
EXPORT CREDIT GUARANTEE
CORPORATION OF INDIA LTD

कार्मिक/आदेश/07/99

27 जुलाई, 1999

महोदय,

विषय : स्थानांतरण संबंधी मार्गदर्शी सिद्धांत

परिपत्र सं. 36 दिनांक 12.10.83 द्वारा जारी (प्रति संलग्न है) वर्तमान स्थानांतरण संबंधी मार्गदर्शी सिद्धांतों में अनुबद्ध मार्गदर्शी सिद्धांतों के अतिरिक्त, उसमें कुछ और अनुबंध जोड़े गए हैं। वर्ष 1998-99 के दौरान हुए वार्षिक स्थानांतरणों के दौरान इनका अनुकरण किया गया। आपके तत्काल संदर्भ व जानकारी के लिए इसकी प्रति संलग्न है। आप अपनी शाखा/क्षेत्र/विभाग में कार्यरत कर्मचारियों को इन मार्गदर्शी सिद्धांतों संबंधी जानकारी देना चाहेंगे।

इसके अतिरिक्त हम वार्षिक स्थानांतरण सूची को अंतिम रूप देने के पूर्व उन अधिकारियों को भी सूचित करेंगे जिन्होंने एक स्थान पर 5/6 वर्ष पूरे किए हैं तथा तैनाती हेतु किसी विशिष्ट स्थान के लिए उनकी प्राथमिकताएँ भी जानेंगे।

शुभकामनाओं सहित,

भवदीय

डी. एस. एन. मूर्ति

(डी. एस. एन. मूर्ति)

उप महा प्रबंधक (मा. सं. वि.)

संलग्न : यशोवत



भारतीय निर्यात ऋण
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PERS/II/ORD/707/99
29th July, 1999

Dear Shri.


Sub: Transfer Guidelines

In addition to the guidelines stipulated in the existing Transfer Guidelines issued vide Circular No.36 dated 12.10.83 (copy enclosed), some additional stipulations have been made. These were followed at the time of effecting the Annual transfers during the year 1998-99. A copy of the same is enclosed for your ready reference and information. You may like to inform employees working in your Branch/Region/Department regarding these guidelines.

In addition, we shall also be informing Officers who have completed 5/6 years in a place in advance and also seek their preferences for any particular place of posting before finalising the Annual Transfer List.

With kind regards.

Yours sincerely,


(D.S.N.MURTHY)
DGM (HRD)

Encl : as above.

TRANSFER GUIDELINES

It has been decided to follow in addition to the guidelines issued vide, our Office Order No. 36 dated 12.10.83 the following guidelines for various transfers.

- 1) An Officer who has put in longest service in a particular place shall be considered for transfer outside his current place of posting. If it is proposed not to transfer such an officer, then specific reasons should be recorded;
- 2) To the extent possible request made by an Officer for transfer may be considered subject to administrative convenience;
- 3) Officers' representation for retention in a particular place and request for re-transfers to their original places before expiry of the normal period of three years is to be examined individually and approvals/orders from CMD should be obtained on file;
- 4) Officers who are due to retire in the next two years may not normally be transferred;
- 5) While in larger offices, the officers are allowed to stay beyond 3 years, in the case of officers in small branches, officers posted in sensitive departments and Officers in the position of Branch Managers are generally to be transferred once in three years. However transfers would be undertaken even earlier for administrative exigencies;
- 6) The newly recruited Officers shall to the extent possible, be posted in small and medium offices to get overall exposure;

The above are broad guidelines. However, exceptions can be made for any administrative exigencies/promotions or any other reasons. Further, the Management also reserves the right to transfer any employee, any time, if so required.



Pers/TG/83
October 12, 1983

CIRCULAR NO. 36

Re: Transfer Guidelines.

This is in continuation of Office Order No. 24 dated 22nd July, 1983.

It has been decided to follow, as far as possible, the following guidelines for various transfers.

1. Head Office Departments: A staff member will normally be allowed to continue in any department for a minimum of 2 years and a maximum of 3 years. This will give him/her a chance to work at least in 2 or 3 departments before he/she is considered for promotion to the next category. At the end of this period of 2 or 3 years, efforts will be made to transfer an employee. Transfer orders may however be issued outside these guidelines in the interest of exigencies of service.

Officers would normally be allowed to continue in a department for a minimum of 3 years and a maximum of 4 years. No Officer will be allowed to continue in a particular position for more than 4 years. Transfers at any time earlier than this prescription would be undertaken, if exigencies of service require such a transfer.

150 000 yndm2: Bombay Regional Office: "Bombay Regional Office" for the purpose of this order, may be treated as a separate unit, but transfers would be effected between Head Office and Bombay Regional Office and vice versa so that employees in Bombay get wider exposure.

However, since 3 distinct and important functions are undertaken in this Regional Office, transfers could be undertaken inside that office within the overall period stipulated below. The work in the office can be divided into the following departments:-

- a) Policy issue, declarations and claims;
- b) Guarantee issue, declarations and claims;
- c) Accounts and Development.

An employee could get overall knowledge of the Regional Office working if he/she gets an opportunity to work in all the 3 departments mentioned above. It has, therefore, been decided, that staff members may be permitted to continue in the Bombay Regional Office for a period longer than 4 years, but generally not for more than about 6 years. During this period, the Regional Manager would rotate the duties of each employee preferably among all the 3 important departments, within the stipulated period of 6 years.

The Officers of the rank of E.O./A.M. in the Bombay Regional Office would be continued in that Office for atleast 4 years and they should preferably have worked in atleast 2 departments during this period.

Any Manager would normally be allowed to continue in Bombay Regional Office only for 2/3 years.

Officers below the rank of Regional Manager, posted in Regional Offices outside Bombay, would generally be allowed to continue for atleast 4 years and during this period they should have preferably worked in 2 departments.

Regional Managers and Branch Managers would generally be posted for a minimum period of 3 years and no RM/BM would be continued for more than 4 years. However, transfers would be undertaken even earlier for administrative exigencies.

With regard to the clerical staff in the Branch and Regional Offices outside Bombay, it has been decided that as far as possible the present arrangements will not be disturbed. However, since E.C.G.C. is an all India service, transfers would be inevitable especially for Sr. Clerks and experienced Assistants. All categories of staff will be liable for transfers. In the matter of promotions in any particular office, promotions would be considered only if there is a vacancy; eligible staff members will have to move to a place where a post is vacant, on promotion.

However, the Corporation on effecting such transfers would normally provide accommodation, if available; alternatively special HRA as per the rules of the Corporation would be admissible to mitigate hardships to transferred staff members.

Lady staff members of the Corporation who become officers would also be liable for transfers to a place other than the place at which the employee is recruited. The transfer policy would apply to them as well, equally.

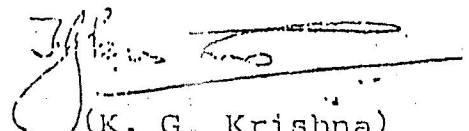
It is desirable that all E.O.s/A.M.s and Managers should work atleast in 1/2 offices other than their place of recruitment during their service period. The total period of such transfers outside the place of recruitment would generally have to be between 5/6 years, but this need not be at a stretch.

Outstation transfers shall be effected atleast 2 or 3 months in advance of commencement of the next academic year.

Internal transfers in the Accounts Department of the Head Office and Branch/Regional Offices of the Corporation should be taken up only after the finalisation of accounts closing of the year.

These are broad guidelines. However, exceptions will be made for any administrative exigencies/promotions or other reasons. Further, the management also reserves the right to transfer any employee, any time, if so required.

Branch Manager's and Regional Manager's may note the above guidelines and rotate their staff members in different departments accordingly. Personnel Dept.(H.O.) is advised to follow these guidelines.


(K. G. Krishna)
General Manager

SMK
Copies to: BMS/RMs/HODs and all employees for information