

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
BEEJ BHAVAN, PUSA COMPLEX
NEW DELHI – 110012

No. 144(1)/17-HR/NSC

Dated: 01st June, 2018

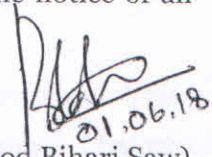
C I R C U L A R

Sub: Notification of Transfer Policy of NSC.

The Board of Directors in their 276th meeting held on 23rd March, 2018 has, inter-alia, approved the Transfer Policy of NSC for the employees of Corporation. The Transfer Policy of NSC will be made applicable to all the employees of the Corporation from the date of its notification.

The approved Transfer Policy of NSC has been placed on the website of NSC for reference.

In view of above, it is requested that the same may be brought to the notice of all employees of the Corporation.


(Binod Bihari Saw)
Sr. General Manager (HR)

Distribution:

1. Director (Finance), Corporate Office, New Delhi
2. All Heads of Departments, Corporate Office.
3. All Regional Managers, Head of Farms, Area Managers, NSC.
4.  GM(Engg./IT) for uploading on the website of NSC.
5. PS to CMD.
6. Notice Board
7. Guard file.



NATIONAL SEEDS CORPORATION LIMITED

Transfer policy

Transfers are made in accordance with the Service Rules of NSC and these are necessitated due to requirement of filling of post, meeting staff requirement, sharing of shortages, movement of staff from sensitive post, make the employees versatile, utilize their skills/ potential in areas in which an employee has been trained/ skilled, personal requests of employees, vigilance angle and any other administrative exigencies in the interest of the Corporation. The present Transfer Policy will be applied to all executives, non executives except the board level appointees.

Definitions:

Transfer: Means the movement of employee from one station to another or one Unit to other whether or not it involves a change in the position of the employees. Change of branch/ office, without any change in station or Unit will not be treated as transfer.

Normal Transfer Season : Would be January to February each year except in case of exigencies of work.

Inter Regional Office/Farm Transfer: Transfer from one Regional Office/Farm to another Regional Office/Farm and from Corporate Office to Farm/Regional Office and vice versa.

Intra Regional Office Transfer: Transfer from one Area Office/Production Center to another within the same Regional Office or from Regional Office to Area Office and vice versa..

Mutual Transfer: Transfer of the employees of the same status and working in the same discipline at different stations, on mutual requests of employees received through proper channel. The request of an employee who was transferred on vigilance ground/complaint from a unit will not be considered for mutual transfer to the same unit.

Request Transfer: Transfer on employee's request subject to requirement at Regional Offices, Farms and Corporate Office.

Temporary Transfer: Temporary transfer is a transfer in which employee from different units are transferred to another unit with a view to complete specified work within a specified time. It may be agricultural / Engineering / Marketing activities or sale of seeds etc. The period will be based on the completion of the specified work. On completion of the work, the employee will be relieved to join his parent unit.

Normal Tenure for Transfer: As per general policy, individual may be transferred after three years in case of sensitive positions and in five years in other cases. However, in case of exigency of work/organizational need or any pending disciplinary action, any employee can be transferred even without completion of the above time period.

Home Town: The permanent home town as accepted by the NSC and entered in the service book of the employee.

A. General Guidelines-

1. Transfers when made shall be in accordance with the seniority in stay at the Regional Office/Farm, of a particular cadre.
2. Executives at the level of Dy. GM & above are also liable to be transferred as per the policy however, suitability of these executive for particular assignment shall be given due consideration and accordingly to be decided.
3. Transfer of employees within the Regional Offices/Farms shall be done by the concerned Regional Manager/Head of Farm, with prior approval of Director (Commercial) / Director (Finance) through Sr. GM (HR), Corporate Office New Delhi.
4. Annual general transfer would normally, and as far as possible be made in January to February each year by HR Department of Corporate Office keeping in the interest of the Corporation being slack season. In case of promotion the employees may be transferred as per requirement of the work at a particular office/place.
5. Transfers during the course of the year can, however be made in the exigencies of work or on own request or on promotion and/or Vigilance / Administrative ground. But this will constitute the exception rather than the rule.



The request for transfer must come through concerned Head of Departments/ Regional Manager/Head of Farms with specific comments/ recommendations. After examination of the request at Corporate Office, the employee will be intimated through concerned Head of Departments/Regional Manager/Head of Farms whether his/her request has been acceded to or not. In case the request transfer of an employee is not acceded to by the Competent Authority and same has been communicated to him/her, then the Head of Departments/Regional Managers/Head of Farms shall not forward further request within next six months from the date of communication of the decision of the Competent Authority.

6. On or before 31st October each year, those of the staff members who have put in a minimum of three years of service at a station and who would like to submit a representation for transfer etc. should submit their request for consideration by the management at the time of annual general transfers. All such requests would be registered category- wise by the HR Department.
7. In case of transfer/ posting of an employee whose wife/ husband is in government service or in the service of a public sector undertaking, within the constraints of administrative feasibility, his/her posting would be appropriately considered keeping welfare of children and family in view in accordance with the instructions issued by the Ministry of Personnel, Public Grievances & Pension, Govt. of India from time to time.
8. Keeping in view the size of the corporation as well as number of employees requiring frequent transfer, the work handled by employee, it would not be feasible to have routine transfer only for the sake of transfer every year.
9. Intra Regional Office and inter Regional Office/ Farm's transfer would be taken note of while determining the number of transfer an employee has undergone in a particular period of time.
10. Posting at Corporate Office will normally require a minimum of five years experience from the date of joining as a regular employee subject to vacancy/ requirement at Corporate Office.



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11. Where at a particular sub-unit, there are two to three person of a particular category who happens to be posted in the same year they would be liable for transfer in accordance with the seniority judged by length of service. Where there are only two persons eligible for transfer both should not be transferred at same time as it would dislocate the work.

Note:-For determining seniority for the purpose of transfer the entire service rendered by an employee in all grade will be reckoned.

12. Mutual transfer may be considered by the management if it does not prejudice the interest of the Corporation.
13. An employee who has two years of service to retire may be given an option to stay at the same station or getting transfer to a place of his/her choice **subject to availability of vacancy in normal circumstances**, provided he/she has already served three years in the existing location. In case there is any vigilance case against the employee (either pending or contemplated), he/she may be transferred even if he/she has less than two years of service left.
14. The tenure on sensitive post at one location should not be more than three years. The employee holding sensitive post will be considered for transfer to another place after three years as per Government guidelines. The list of sensitive post will be notified by Vigilance Department from time to time.
15. In case an employee seeks a transfer to a particular station on medical ground management is empowered to take a decision on his plea. However, if required the management may refer the case to a Medical Board and upon recommendations of the Board such transfer will come under the category of request transfer subject to availability of vacancy and need of organization at that place. This is further subjected to the condition that such employee must be able to perform the role which other employee in similar category is performing.
16. As stated, normally transfer shall be ordered in the month of January/February keeping in view the interest of the Corporation being slack season, however such employees whose children are taking education, they may be allowed to retain the accommodation/ establishment at the old place of posting till the end of current academic session so that the education of their children does not affect adversely.
17. An employee against whom vigilance proceedings have been initiated should not normally be posted or remain posted at the station where the cause of the vigilance



proceedings originated. He shall also not be given any sensitive charge. Vigilance Department advice will be taken in this respect.

18. Physically handicapped / disabled employees (having more than 40% disability) although have equal liability of all India transfer/ posting at par with other employees but sympathetic consideration of his disability will be given while transferring him to a particular place/office.
19. Once the transfer is ordered, the individual should move immediately and join his duties within prescribed joining time or as specified in the transfer order. If he/she is not relieved by the concerned HOD, RM or Farm Head, then HR Department of Corporate Office will issue the relieving order on the 15th day from the date of transfer order with a warning to Controlling Officer. When an employee is relieved from present place of posting in compliance of transfer order and he didn't join at new place of posting within stipulated period, the period from date of relieving from present place of posting to the date of joining at new place of posting will be treated as unauthorized absence from duty.
20. In case retention of an employee became absolutely necessary for administrative reason due to exigencies / expediency of service, written permission of the Chairman cum Managing Director shall be obtained before his/her relieving.
21. Employees who refuse to move to other station either on promotion or otherwise and proceeded on leave to avoid such transfer shall not be retained on the same post and shall be relieved in absentia and absence period will be treated as unauthorized.
22. On promotion all employees are subject to transfer. However, for executives of DGM and above, it will be decided on case to case basis.
23. As per Company rules, those employees who are eligible for promotion, have to give his/her willingness of transfer, in advance, for posting on the promoted cadre. Once willingness is given and if he/she is considered for promotion after DPC meeting/interviews, he/she can not withdraw the willingness given or forego promotion.
24. The DPWs/DWWs who are regularized as per Company's policy or otherwise, through legal means, are also subject to transfer on regularization.
25. No employee has a right for posting at a place of his choice at another location. However, they may be offered such posting subject to availability of vacancy and if the posting is in the interest of the Corporation.



26. Availing HRA at old place of posting for family may be given to an employee if his/her son/ daughter is studying in the final year of high school (10th) & intermediate (12th) of a recognized board till completion of 10th or 12th standard. This concession would be available twice in the entire service.

B. Transfer Benefit

Except in case of Request & Mutual Transfer an employee will be eligible for transfer benefit as per TA/DA rules. In case of temporary transfer, the employee will be entitled for TA/DA as per NSC TA/DA Rules and House Rent Allowance for the relevant period will be payable as per NSC Pay & Allowances Rules. However, no benefit will be given in case of request/mutual transfer.

C. Joining Time Facility

Employee transferred from one location/unit to another location/unit involving change of residence except in case of Request & Mutual Transfer, are entitled to joining time by modifying the clause 7 of NSC Leave and Joining Time Rules, which is mentioned at the end of the policy. However, in case of transfer between CSF, Jetsar & Suratgarh/Sardargarh, and between CSF, Raichur & Area Office, Raichur, two days joining time & disturbance allowance will be admissible. In case of transfer between CSF Suratgarh & CSF Sardargarh, no joining time will be admissible. Further, in case of urgency the concerned to join at the transferred location immediately and to avail the joining time leave later.

Distance (KM) between old HQ and New HQ	No of days of joining time
Up to 500	05 days
More than 500 but less than 1000	10 days
More than 1000 but less than 2000	12 days*
More than 2000	15 days*

Note: *In case travel by air, the maximum period will be 10 days.

D. Exemption to women employee for inter unit transfer upto the level of S-3.

The women employees holding the post of NS-o to S-3 may not be transferred as far as possible from Regional Office to Regional Office or Regional Office to Farm and Corporate Office to Regional Office/Farms and vice versa. However, inter departmental transfers may be made within Regional Office/Farm/Corporate Office. If disciplinary proceedings is either pending/contemplated against any women employee holding the post of NS-o to S-3, she may be transferred from Regional Office to other Regional

Office/Regional Office to Farm and Corporate Office to RO/Farms and vice versa in the interest of the Corporation.

E. INTERPRETATION:

- (a) The Corporation reserves itself the right to modify, cancel or amend all or any of these rules or any supplementary rules/ amendments thereto issued in connection with these rules without previous notice of its intention and the right to give effect thereto from the date of issue or from any other date.
- (b) In case of doubt or dispute in regard to the interpretation of these rules and/ or the supplementary rules and or amendments issued thereto, the decision of the Chairman-cum-Managing Director shall be final.
- (c) In case any aspect related to these rules is not covered, the matter shall be referred to CMD along with rule position applicable in Government of India/ other major PSUs, for taking a final decision, which shall also be updated in these rules and will form part of this policy.