



HR – Officers' Manual
CHAPTER - II
POLICIES, PROCEDURES & RULES
B-5 : Transfer Policy

Issued On : 28.10.1986

Updated On :

Page B 5 / 1

1. Every Executive of the Company is liable to be transferred within or between Sections, Departments or Divisions, in the larger interest of the Company. For this purpose, the Company will be divided into the following Divisions and Departments:
 - 1.1 SHIPBUILDING DIVISION
 - a) Shipbuilding - Works, comprising of Hull, Engineering, Electrical, Weapons, Maintenance and Project Support
 - b) Design Department
 - c) Materials Department
 - d) Planning Support & Coordination
 - e) Quality Assurance
 - f) Outsourcing
 - g) Project -17 (P-17)
 - h) Project -15 (P-15A)
 - i) MSV
 - j) Project Accounts
 - 1.2 SUBMARINE CONSTRUCTION & REPAIRS
 - a) Production Departments-Hull, Engineering, Electrical and Weapons, Maintenance
 - b) Design, Planning, Infrastructure & Special Projects
 - c) Commercial
 - d) Quality Assurance
 - e) Project-75 (P-75)
 - f) MR-SSK
 - g) Project Accounts
 - 1.3 CORPORATE PLANNING & PERSONNEL
 - a) Corporate Planning - Long Term Planning & Reports, Exhibitions
 - b) Technical Services - Capital Works & MMP
 - c) General Administration including Security & Fire Fighting
 - d) Human Resources – Corporate HR including Hindi Cell, HR – Executives, Management Development, Medical, Divisional HR and Employee Relations, Recruitment (Workmen) & Sub-Contract, Safety, Apprentice Training School & METC
 - 1.4 FINANCE DIVISION



HR – Officers' Manual
CHAPTER - II
POLICIES, PROCEDURES & RULES
B-5 : Transfer Policy

Issued On : 28.10.1986

Updated On :

Page B 5 / 2

- a) Central Finance & Accounts
- b) Finance Project
- c) Costing & Budget
- d) CIT including ERP

1.5 **OTHER INDEPENDENT DEPARTMENTS**

- a) Secretarial and Legal
- b) Vigilance
- c) Internal Audit

2. **GUIDELINES FOR TRANSFERS**

Though services of an Executive can be utilised in all Divisions of the Company, transfers would generally be considered on the following grounds:

- a) For adjustments within a department to meet particular work requirement or to cater for contingencies arising out of retirement, resignation, long leave etc;
- b) Adjustment of surplus Executives by transfer from one department to another;
- c) Job rotation for training and career development;
- d) Placement of an Executive in a specialised slot for which he has been trained or qualified;
- e) As a measure of succession planning;
- f) On promotion to a senior rank;
- g) At an Executive's own request.

3. As a policy, transfers in sensitive departments may be effected on completion of three years service in such sensitive departments. The following sections are identified as sensitive for purposes of periodic transfer:

- a) Project Commercial
- b) Materials, including Purchase
- c) OTS, including Subcontract cell
- d) Suppliers relationship & registration
- e) IT Purchase Section
- f) Inventory Disposal Cell
- g) Recruitment (Executives, operatives & staff)
- h) Capital Works, excluding Planning
- i) Finance Sections of Treasury/ Naval Projects Payment, Bill ONP
- j) Project Finance
- k) Vigilance



HR – Officers' Manual
CHAPTER - II
POLICIES, PROCEDURES & RULES
B-5 : Transfer Policy

Issued On : 28.10.1986

Updated On :

Page B 5 / 3

4. AUTHORITY FOR APPROVING TRANSFERS

4.1 Authority for approving and ordering transfers is delegated as under:

- a) Within the Department : Departmental Head
- b) Inter-Department within the same Division : Director of the concerned Division / Executive Nominated by the Director-in- Charge in case of Submarine Yard
- c) Inter-Division : Chairman & Managing Director

4.2 In the absence of an Executive to whom the above authority is delegated, the said powers will be exercised by his superior Executive. For independent departments at Para 1.5, CMD will exercise powers of Director-In-charge.

5. PROCEDURE FOR EFFECTING TRANSFERS

5.1 Within the Department: As these transfers do not affect other departments, Departmental Heads may themselves plan and implement such placements keeping the HR-Executives Section and the Director-In-charge informed. Changes in the place of mustering, if any, are also to be intimated to HR – Executives Section.

5.2 Within the Division: All proposals for inter-Departmental transfers within Division are to be initiated by the Departmental Head. These transfers will be ordered by the Director-In-charge / Executive nominated by the Director-in-Charge in case of Submarine Yard after due consideration of the workload in various departments, suitability of the Executive and the period served in various departments. HR - Executives Section is to be kept informed.

5.3 Inter-Division Transfers: All proposals for induction into or transfer out of a Division, are to be initiated by the Directors of the concerned Divisions for approval of the Chairman & Managing Director through Director (Corporate Planning & Personnel).

6. REPRESENTATIONS AND REFUSAL OF TRANSFER

6.1 Representation against Transfer: Representation against transfer order will be permitted only on extreme compassionate grounds. Such representations are to be made, through proper channel, to the authority who ordered the transfer. If after due consideration the application is rejected, the Executive will be required to take up his new appointment within a reasonable period of time or as per the revised date that may be intimated.



HR – Officers' Manual
CHAPTER - II
POLICIES, PROCEDURES & RULES
B-5 : Transfer Policy

Issued On : 28.10.1986
Updated On :
Page B 5 / 4

- 6.2 Refusal of Transfer: Refusal of a transfer will render an Executive liable to administrative / disciplinary action. Refusal of a transfer on promotion will tantamount to forfeiture of promotion. Executives who so forfeit promotion will not be reconsidered for promotion for one year.

REFERENCE MEMORANDA

Sr.No.	Circular No	Date	Subject / Amendments
1.	CH/57/86	28.10.1986	Transfer Policy for Officers