

## 12: Transfers Posting Policy

### Title: Transfers Posting Policy

#### Objective

The policy objective is to emphasize that the Company exercises its discretion in transferring employees to other jobs as well as in other locations for operational reasons and to give the employee exposure to different jobs and working conditions.

#### Policy

Significant policies related to staff transfers are summarized below:

1. A transfer is effected by the company mainly for operational reasons to fill a vacancy in a department or field office. Mutual consent of the heads of the transferor and transferee departments is obtained.
2. As part of the job rotation programme to groom and develop employees for higher posts, the Company may post an employee in another department with the consent of the concerned departmental heads and approval of the competent authority. The need for progressive exposure may be indicated by the head of a department in the performance appraisal form.
3. An employee may be placed in other locations of the company temporarily or permanently by the Head of Department according to the requirement.
4. All travel and associated relocation expenses will be paid by the company according to the entitlement specified for different job grades.
5. When under transfer, an employee cannot apply for leave until such time as he / she has joined the place of new postings.

#### Procedure

In case of any vacancy, the concerned department will initiate a Personnel Requisition form on the prescribed format. The Head of Human Resource function is responsible for evaluating the possibility of transferring an employee with the requisite credentials if surplus staff is available in any other department/field office.

#### Responsibility

Responsibility	Action
Head of Department/field office	<ol style="list-style-type: none"><li>1. Complete a personnel requisition form giving details of the requisitioned position including job title, proposed grade, and date by which required, attach job profile and person specifications etc., obtain approval from the competent authority and forward the requisition to Head of Human Resource function.</li></ol>

Head of Human Resource function	<ol style="list-style-type: none"> <li>2. Receive the Personnel Requisition, ensure that details are correctly and completely provided by the requisitioning department, and check to ensure that it has been duly signed by the concerned competent authority.</li> <li>3. Compare details of the requisitioned position against the approved manpower budget to ensure that the requirement is in accordance with the approved budget.</li> <li>4. Where the personnel requisition is outside the approved budget, ensures that the justification is enclosed; then forward it to the competent authority for approval.</li> <li>5. Forward personnel requisition form to representative of HR function to compile lists of vacancies in each cadre.</li> </ol>
Representative of HR function	<ol style="list-style-type: none"> <li>6. Compile lists of vacancies in each cadre and forward to Head of Human Resource function,</li> </ol>
Head of department/field office	<ol style="list-style-type: none"> <li>7. Receive compiled lists of vacancies in each cadre and circulate copies of the lists to head of all departments / field offices to identify available surplus staff for transfer.</li> </ol>
Head of Human Resource function	<ol style="list-style-type: none"> <li>8. Refer to the information compiled on surplus staff. Identify the vacancies, which can be filled by internal transfer(s) and notify the names of surplus staff available in other departments to the requisitioning department.</li> </ol>
Head of Department/field office	<ol style="list-style-type: none"> <li>9. Receive and review the recommendations of Head of Human Resource function. If necessary, request Head of Human Resource function for interview of the candidate(s) for transfer.</li> </ol>

Head of Department/field office	10. Approves or disapproves proposed transfer(s) and informs the Head of Human Resource function.
Head of Human Resource function	11. Submit approved transfer case(s) to the competent authority for final approval.
Competent authority	12. Receive and review the recommendations for employee(s) transfer. Approve the recommendations after careful consideration and return the same to the Head of Human Resource function.
Representative of HR function	13. Prepare Transfer Advice, obtain signature from competent authority and forward it to the concerned Head of departments.
Head of Department	14. Receive Transfer Advice, fill required information and forward a copy to the Head of Human Resource function,
Head of Human Resource function	15. Receive the copy of Transfer Advice and check to ensure that required information has been entered, acknowledgements obtained from all concerned and forward it to Representative of HR function to prepare Payroll Advice.
Representative of HR function	16. Receive Transfer advice, prepares Payroll Advice mentioning if the transferee is entitled to any special allowance(s) or become ineligible for existing allowance due to change of location. Obtain Approval from the competent authority and forward a copy to the Accounts function and file copy of Transfer Advice in the personal file of the employee.
Head of Department or Head of Field office	17. Receive employee, and ask him to submit Joining Report. Send memo to the Representative of HR function

	indicating date of joining, also enclosing Joining Report.
Representative of HR function	18. Receive memo and records change of location in the database, and place copy in the personal file of the employee.
Employee	19. Obtain travel expense statement, cash voucher from Head of department, complete the documents and submit these to the Head of department for recommendation.
Head of Department or Head of Field Unit	20. Check that the documents submitted are correct and complete. May also refer to the HR function for confirming the entitlements and make corrections if necessary. Forward to the Representative of Accounts function for processing and payment.

<b>Competent authorities</b>			
<b>Transfer</b>	<b>Recommend / Verify</b>	<b>Approve</b>	<b>Remarks</b>
BPS 1-10	SDO	XEN	
BPS 11-15	XEN	SE	
BPS 16 and 17	SE	HOD	
BPS 18 and 19	HOD	CEO	
BPS 20 and above	CEO	BOD	