



No. GMDC/HR/9867/2014-15

Date : 20th December, 2014

OFFICE ORDER

It has been under consideration of the Management to introduce a transparent and effective transfer policy to address the issues related to the transfer in GMDC. After careful consideration, the Transfer Policy of GMDC is hereby introduced with effect from 16th December, 2014.

All the transfers in GMDC will now be governed by the policy prescribed under this Officer Order.

This Order is issued with the approval of the Competent Authority.


Chief General Manager

To,

1. PA to Managing Director, Corporate Office
2. All the General Managers, Corporate Office and Projects
3. Dy. General Managers (HR), Corporate Office
4. Manager (HR), Corporate Office

Gujarat Mineral Development Corporation Limited
(A Government of Gujarat Enterprise)

CIN : L14100GJ1963SGC001206

"Khanij Bhavan", 132 Ft. Ring Road, Near University Ground, Vastrapur, Ahmedabad-52
Phone : 2791 0665 / 2791 1662 / 2791 3200 / 2791 3200 TeleFax : 079 – 2791 1151
Website : www.gmdcltd.com Email : persn@gmdcltd.com



Transfer Policy
Version: 1.0

Department: HR Department

**GUJARAT MINERAL DEVELOPMENT
CORPORATION LIMITED**

(A Govt. of Gujarat Enterprise)

**Khanij Bhavan, Near University Ground, 132 feet Ring Road, Vastrapur,
Ahmedabad-380 052**

1. Purpose

1.1. To relocate or reassign the services of the employee or trainee from one project to other, from one location to other, or from one department to other etc. Page | 2

1.2. To lay down the guidelines for reimbursing expenses on transfer / relocation.

2. Objective

2.1. This transfer policy shall be applied fairly and consistently to all eligible employees.

3. Categories of Transfer

3.1. Transfer on Requests

3.1.1. Minimum Term

3.1.1.1. An employee on initial posting after recruitment/ promotion will be barred from applying for request transfer unless he / she completes the prescribed mandatory tenure/ normal tenure at his/her initial place of posting

3.1.2. General Principles

3.1.2.1. The employee will forward application for request transfer in writing to Competent Authority through proper channel.

Handwritten signature

3.1.2.2. Contractual employees will have no right of request transfer.

3.1.2.3. The request of an employee shall be forwarded with the recommendation of his / her Officer–In-charge, for consideration of the Corporation

Page | 3

3.1.2.4. Request for transfer when made shall be subject to the availability of vacancies and the merit of the case.

3.1.2.5. The request transfers on the following grounds only will be considered.

3.1.2.5.1. Transfers on serious medical grounds of individual/dependent family members – chronic diseases such as Cancer, Heart operation, Neuro Surgery, Bone T.B, Kidney transplantation or any other very serious disease. A Certificate of Competent Medical Authority duly countersigned/recommended by the Civil Surgeon is mandatory. For clarity, family includes the employee and his or her spouse, dependent children and parents.

3.1.2.5.2. Transfers on the ground, where dependent children/spouse are handicapped and require continuous medical attention. A Certificate of Competent Medical Authority duly countersigned/ recommended by Civil Surgeon is mandatory.



- 3.1.2.5.3. Transfers to locations where spouse is working.
- 3.1.2.5.4. Employees due for retirement in next two years for posting to place of settlement after retirement.
- 3.1.2.6. A Committee constituted by the Managing Director will scrutinize all requests and will submit its report to the Managing Director.
- 3.1.2.7. If the transfer is done at the request of the employee, it will be done at the cost of the employee.
- 3.1.2.8. In the complete span of employee service two request transfers shall be permitted. Employee while making request should give in writing that he is asking for request transfer. In his application circumstances under which transfer is required need to be explained clearly.
- 3.1.2.9. For assessing the request transfer/s at Corporate Office, an employee's working at various projects of the Corporation would be taken into consideration as per the following categories which are based on the difficulty level of the respective projects:

Difficulty	Projects
------------	----------

Q

Level	
1	Bhavnagar, Rajpardi, Tadkeshwar
2	Shivrajpur, Kadipani, Ambaji, Bhatia, Gadhsisa
3	Panandhro, Mata No Madh, Umarsar, ATPS

Page | 5

3.1.2.10 At Corporate Office, the HR Department will maintain a request transfer register where in the requests received from the employees will be entered. The register will be in the following format :

Request Transfer No.	
Name of the Employee	
ERP No.	
Place of Posting at the time of request	
Place where posting is requested	
Reasons of Request	
Details of Supporting documents submitted, if any	
Date of Request	
Remarks, if any	

3.2. Transfer on Administrative Grounds:

3.2.1. The Corporation may pass Transfer orders suo moto in the exigencies of service and administration, in public interest; and includes -

2

3.2.1.1. Transfer on Administrative Disciplinary grounds and in organizational interests;

3.2.1.2. Transfer on Completion of Tenure/ Repatriation;

Page | 6

3.2.1.3. Transfer on promotion;

3.3. Lateral Transfers

3.3.1. Lateral Transfer shall mean Transfer of an employee from one department to another or within a section in a department without a change in employment status at the same project or Corporate Office

3.3.2. Lateral Transfers shall be applicable to the Clerical employees (contractual and regular) of Corporation

3.3.3. All transfers from one location to the other will have to be proposed by the Head of the Department along with justification to HR. Post review of the request HR will seek approval from the MD.

4. Joining Period after Transfer

4.1. A employee on transfer shall join the new location of duty immediately.

4.2. Joining time is admissible when the new post is in an office located at a place other than the one from where the employee has been transferred and at a considerable distance.

4.3. Disciplinary action shall be taken if the employee does not relocate to the newly assigned post within the time frame specified in the transfer order and it shall amount to non-obeying of orders.

Page | 7

4.4. Procedure of the Transfer

4.5. Except in cases where operational/administrative reasons warrant, transfers shall normally be avoided. Transfers when made shall be in accordance with the seniority in stay at the station in the project.

4.6. Depending on business need, the services of an employee may be transferred to any Project/Joint Venture of the GMDC or even inter-departmentally. On reassignment and/or transfer, the employee shall be governed by the conditions and benefits of employment as applicable for his/her new assignment.

4.7. The period of transfer of an employee will be at the sole discretion of the Management. The decision will be governed by a number of factors such as but not limited to :

4.7.1. Vacancy in an office.

4.7.2. Business need.

4.7.3. The present assignment of the employee is not being suffered

4.7.4. The employee's present profile should match the profile required in the other branch/department/project.

4.7.5. The employee's current performance



5. Allowances during Transfer

Transfer allowances to a transferee shall be admissible as per the prevailing policy of Government of Gujarat / GMDC from time to time.

Page | 8

6. Interpretation of Transfer Policy

Managing Director of the Corporation shall be the sole competent authority to interpret the provisions above and pass such order (s) as deemed appropriate and essential to facilitate the implementation of this Transfer Policy for the purpose of effective control and administration of Corporation as a whole.

7. Safeguard against Extraneous influence

Employees shall not bring in any outside influence. If such an influence from whichever source espousing the cause of an employee is received, it shall be presumed that the same has been brought in by the employee. The request of such an employee shall not be considered. Action may also be initiated against such an employee under relevant service rules.

8. Effect

The transfer policy will be effective with effect from 16th December, 2014.

9. Compliance of Transfer orders

After issuance of Transfer Orders the controlling officer shall be responsible for its compliance and immediate relieving of the employee.

10. Transferring Authority

The authority for transfer of employees for all levels Corporation's Employees shall vest in the Managing Director.

Page | 9

11. Management Rights

The management has the right to move or not to move employee(s) from one post/job to another, to different locations, to different shifts, temporarily or permanently, as per business requirements changed or special needs arrived.

12. Definitions

In case of need, the words used in these policy will be interpreted as per the definitions provided in GMDC's Service Rules / Conduct Rules.
