

Transfer Policy



भारत सरकार

Government of India

विद्युत मंत्रालय

Ministry of Power

केन्द्रीय विद्युत प्राधिकरण

Central Electricity Authority

प्रशासन-1 अनुभाग

Administration-I Section

No.6/2/2018-Adm.I(CEA)

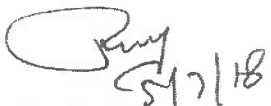
Dated: 05.07.2018

CIRCULAR

Subject: **Transfer Policy in respect of Central Power Engineering Service officers of CEA.**

Please find enclosed herewith Transfer Policy in respect of Central Power Engineering Service officers of Central Electricity Authority duly approved by the competent authority.

Encls: As above


(Prakash Ekka)
Under Secretary (P)

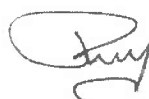
Copy to:-

1. PPS to Chairperson, CEA
2. PPS to Member (Power System/Hydro/Planning/Thermal/GO&D/E&C), CEA
3. PPS to Principal Chief Engineers, CEA
4. PPS to Secretary, CEA
5. All Chief Engineers, CEA
6. Member Secretaries, RPCs, CEA
7. SEs, RIO (North/South/East/West), CEA
8. DD, RPSO (North/South/East/West), CEA
9. DD, IT with the request to upload on CEA website.

Central Electricity Authority
Transfer Policy for CPES Cadre officers

Scope:

- a. This policy is applicable to all CPES officers.
 - b. This transfer policy shall cover posting of CPES officers between units or to different units and encadred posts. Each division of CEA viz TPM-I, HE&TD, HPM, PSPM, RA, PAC, Admin etc, RPC, RIO, RPSO to be considered as a unit for the purpose.
2. **Objective:** Transfer and posting of officer shall be made in a transparent manner so that grievance/litigation is minimized and exposure is given to officers in diverse fields/ responsibilities with the aim of enhancing employee satisfaction level and organisational excellence
3. The General Guidelines for Transfer/posting would be as under :
- 3.1. It will be endeavored that during entire service period each officer is given experience of at least three wings of CEA.
 - 3.2. The general transfers would be undertaken normally once in a year during the month of February, for which the process would be initiated during the month of December of the preceding year. The transfer from one unit to another unit (involving outstation transfers also) would be made to meet any of the following reasons
 - i) To provide exposure of working in different division/ Wings
 - ii) Exigencies of service or administrative requirements;
 - ii) Requirements of different formations of Headquarters and subordinate offices of the Authority;
 - iii) Providing field experience as per Service Rules, as also for development of officers for manning right positions in the organization; and,
 - iv) On promotion/retirement of an individual.
 - 3.3. The recommendation for transfer/posting of Officers shall inter-alia take into consideration the following:
 - (i) Functional requirement of the post(s)
 - (ii) Area of expertise of the Officer
 - (iii) Optimization of the existing manpower; and,
 - (iv) Feasibility of posting considering the prospects of promotion in near future.
 - (v) Preference of the officer.
 - 3.4. The minimum and maximum tenure to be governed by the following provisions
 - A. Minimum tenure:
 - (i) The minimum tenure of an officer shall normally be three years



except for NER and other place of postings with specified tenure.

- (ii) The minimum tenure of an officer at the level of AD/DD at a particular post in a particular place will be three years under normal circumstances.
- (iii) Officers posted in headquarters should have at least one tenure of three years as field posting outside Delhi or subordinate office.
- (iv) Officers posted outside headquarters should have at least one tenure of three years in Headquarters.
- (v) Chief Engineer with tenure of 3 years in a division and based on expertise to be considered for transfer to other divisions/encadred posts. Considerable weightage to be given to Chief Engineer preference/choice of division while deciding the posting.

B. Maximum Tenure:

- (i) For post up to Chief Engineer level Maximum tenure at a level in a unit shall be Five year.
- (ii) In case of promotion during five year and period of posting in a unit is less than three years then at most additional three years can be given in the present unit subject to vacancy and willingness of officer.

4. C. In view of status of CEA as Apex body in Power Sector and its technical advisory role, there is need to develop expertise in respective technical field. The rotational transfer should be balanced with the development of core technical skills and knowledge repository in each functional area. At present CEA is facing manpower shortage so the objective of development of technical skill should have priority over rotational transfer so, the period of Minimum / Maximum tenure may be relaxed by Chairperson, CEA by two years in exceptional circumstances with reasons to be recorded in writing.

4.1. The Employee information management system including tenure information for all officers CPES officers will be maintained by HRD division of CEA.

4.2. The guiding principle for consideration of cases for transfer /posting shall be as under:

- i) Officers due for retirement on superannuation within a period of 2 years shall not normally be transferred if suitable persons of lesser age are available for manning the post.
- ii) Normally the Officers would not be considered for outside transfer/posting if he/she has already served a tenure of minimum 3 years outside Delhi during the preceding 5 years.
- iii) The posting of Officers to North Eastern (N.E.) Region will be governed by the order of G.O.I. in this regard.
- iv) The Officers who have served in North Eastern (N.E.) Region for a minimum period of Two years as per G.O.I. guidelines shall not



ordinarily be transferred again to that region before the expiry of seven years from the date of their return from that place, unless they desire so.

- v) The preference for place of posting may be sought from Officers for transfer.
- vi) The period spent by an Officer on deputation or foreign service abroad will be treated as period spent at the place from where the officer proceeded on deputation and on his return his priority for preference of posting shall be the least.

4.3. Based on minimum and maximum tenure period defined above, list of post likely to fall vacant over next quarter will be prepared and willingness will be sought from eligible officers.

- i) If number of candidates are more than available position/location then based on seniority senior most officer in the Grade will be considered for posting against the vacant post.
- ii) If no candidate is willing then junior most candidate in the Grade, including those for whom DPC has been held for promotion to that Grade and **who have no earlier tenure in units outside headquarters**, will be considered for the posting against the vacant post.
- iii) The grading in past three Annual performance appraisal reports (APARs) will be one of the criteria while giving posting as per willingness.

4.4. Officers posted to sensitive places as declared by Administration shall not be ordinarily be retained in that post for a period more than three years and shall not be brought back to the same posts within three years of transfer from that post.

4.5. Transfers on compassionate grounds/ mutual transfers will be governed by the orders of Government of India and the following procedure will apply:-

- a) Employees seeking posting/ transfer on compassionate grounds/mutual transfer shall apply to the competent authority for transfer, through proper channel. No application for such transfers received from relatives or sent by the employee direct i.e. not through proper channel, shall be entertained;
- b) Applications for transfers on compassionate grounds/mutual transfer shall invariably be forwarded by the existing office of the applicant with suitable remarks to the competent authority.
- c) Consideration of applications for transfers on the compassionate grounds/mutual transfer shall be subject to verifications of the grounds indicated by the applicants. Applications on medical grounds shall be accompanied by appropriate medical certificate from the authorized medical attendant indicating the nature of illness and reasons justifying transfer of the individual. The Administration, if required, may refer the officer to Medical Board for examination prior to acceding to the request for transfer on medical grounds.

4.6. For maintaining continuity of Division's works, normally, not more than two officers



at consecutive level from a Division would be transferred in a year.

- 4.7. It will be endeavored to give at least one posting as per choice during entire career for at least three years.
 - 4.8. As far as possible, transfers shall be affected ensuring the least disruption to the education schedule of the School/College going wards of the employees except in the cases of posting orders in view of promotions or exigencies of service or administrative requirements.
 - 4.9. No official shall bring or attempt to bring any political or other outside influence to bear upon his superior authority against the 'transfer/posting order issued. The same shall be viewed adversely and dealt with in accordance with relevant provisions of CCS (Conduct) Rules.
 - 4.10. **Representation**, if any, in case of any difficulty being faced by the concerned officer in following the order the same can be brought to the notice of appropriate authority through proper channel within 7 days from the date of issue of transfer /posting order.
 - 4.11. In case of non consideration by appropriate authority, the concerned individual shall move without any further delay, failing which the official shall be relieved/ deemed to have been relieved by the competent authority.
5. In pursuance to the directions of DoP&T for compliance of the Judgement dated 31.10.2013 of the Hon'ble Supreme Court in WP (Civil) No.82/2011 in the matter of Shri T.S.R. Subramanian & Others Vs. Union of India & others, 'Board for CPES Officers transfer/posting' (BCOT) was constituted in Central Electricity Authority to enable and facilitate transfer/posting of CPES officers of CEA. The Board is comprised of the following officers:-
- | | |
|-------------------------------|-----------|
| (i) Members of the Authority* | Member(s) |
| (ii) Secretary (CEA) | Convener |
- * One of the Members as Chairman of the Board as decided by Chairperson CEA.
- The BCOT shall recommend cases for transfer/posting of CPES officers from headquarter to subordinate offices & vice versa and amongst the subordinate offices of CEA where change of station is involved.
6. The Transfer/posting of CPES officers recommended by the BCOT shall be recommendatory in nature.
 7. This transfer policy will supersede all the earlier transfer policies for CPES officers.



Procedure for implementation of Transfer Policy of CPES cadre officers.

1. The transfer Policy will be put up on website site of CEA.
2. HRD division in consultation with Admin and IT division shall prepare the Employee Management Information System (EMIS) which shall include at least the following details of CPES officers.
 - Basic details like Date of Joining Tenure, Date of Birth, Batch Year, Qualification, Domicile etc.
 - Tenure details with period in each unit and at each level
 - Training details
3. EMIS shall include features of report generation which would facilitate Management/BCOT in arriving at recommendations.
4. Admin CEA to publish likely vacancies to be created during a financial year by 1st November of the preceding year.
5. CPES officers to register their willingness/ options on the EMIS.
6. Admin to finalize decision on transfer/posting latest by January.

