

Transfer Policy for Coimbatore Sub-Region

All the employees of the ESI Corporation join the services of the Corporation with the prior knowledge and clear understanding that they are liable to be transferred from one station to another. The employees in the cadre of Social Security Officers are liable to be transferred anywhere in India while the employees in the cadres of Lower Division Clerks, Upper Division Clerks and Assistants in the Sub-Region are liable to be transferred within the region. All these officials are transferable anywhere within the Sub-Region of Coimbatore so long as they remain within the Sub-Region.

Considering the various issues involved in such transfers, it has been decided to introduce and enforce a transparent policy for transfer and placement of these officials within the Sub-Region. This policy is intended to strike a reasonable balance between public interest and the private needs of the officials so that they can plan their personal lives accordingly. The following guidelines will be adopted while considering the transfers and postings of the officials in the cadre of Lower Division Clerks, Upper Division Clerks and Assistants and Social Security Officers:

1. General Transfers:

General transfers would, normally, be made in the months of March, April or May of every year, keeping in view the commencement of the academic sessions so that the hardship caused to the employees in securing admissions for their wards in educational institutions is minimized.

2. Tenure:

All postings of the employees of these categories shall, normally, be for a period of three years. Only the active service in a particular tenure will be counted for determining the duration of the tenure. Any kind of regular leave taken by the officials will extend the period of their tenure. An official, however, is not to remain in a particular station for a continuous period of more than six years. The cut-off date for calculation of the tenure is 31st May of every year.

If an official is transferred before the completion of the normal tenure of three years, the reasons therefor will be recorded in file while ordering the transfer. In case the transfer is ordered in the mid-academic session on account of administrative exigencies, an option to retain the Corporation's accommodation facility up to the end of the academic session will be allowed, if any child is studying at that station.

3. Option:

All the officials who request for transfers to the places of their choice should send their applications through proper channel, so as to reach the Sub-Regional Office on or before the end of the month of February, every year.

4. Special consideration for husband and wife:

As far as possible, attempts will be made by the Administration to post the husband and wife, if both of them are working in the ESI Corporation, at the same station, subject to availability of vacancy.

5. Officials due for retirement:

An official in the last year of service would not normally be transferred from where he / she is posted. If exigencies of services require the transfer of such an official, orders thereof will be issued by the competent authority after recording the reasons therefor.

6. Leave after transfer:

Once the transfer order of an official has been issued by the competent authority, the official concerned will not be granted leave of any kind for more than one month. The concerned controlling officers of the Branch will ensure that they do not recommend leave of any kind for more than one month.

7. Rotation of Officials in various posts:

In order to ensure all-round development of manpower and to equip the officials to handle the varied nature of works of the organization, all the officials are expected to work both in the field and in secretarial assignments. They will be rotated among the Branch Offices and the Sub-Regional Office for this purpose periodically. Within the Sub-Regional Office too, they will be rotated among various Branches, as the Administration considers fit.

8. Rotation of Officials in various stations:

The Sub-Region of Coimbatore consists of Coimbatore City and suburbs, and the towns of Ooty (90 Km. from Coimbatore), Mettupalayam (45 Km. from Coimbatore), Pollachi (45 Km. from Coimbatore), Udumalpet (65 Km. from Coimbatore), Palladam (40 Km. from Coimbatore), Tirupur (55 Km. from Coimbatore) and

Karungalpalayam (90 Km. from Coimbatore). The former four towns carry HRA @ 10% while the latter two carry HRA @ 20%. Besides, Ooty is a hill-station too.

All the officials will be permitted to remain in the same station for two continuous tenures only, i.e., for a continuous period of six years, as already mentioned in Para 2. All of them will be asked to intimate their station of choice only once, immediately after the introduction of the Transfer Policy or, in the case of new recruits in future, at the time of their joining service in the Sub-Region. The Station chosen by them will be their Home-Station.

They will be permitted to remain in their Home-Station for two tenures at a stretch, whereafter they will, necessarily, be transferred to out-stations within the Sub-Region. They must serve in that outstation, at least, for one tenure. They will, thereafter, be brought back to their Home-Station, subject to availability of vacancy, and they can remain there for a period of six years, i.e., two tenures. If an official of Coimbatore is transferred to an outstation that carries 10% HRA, his next posting to outstation will be to an outstation that carries 20% HRA and *vice versa*.

In the case of the officials of Coimbatore City and suburbs, they will be accommodated only for one spell of two tenures, in a place near their residence. Their services will be utilized by the Administration in any other part of the city in the remaining spells of their service within the Metro.

To make things clear, the following example is given:

If there is an employee posted in Coimbatore as LDC with a scope for 30 years of service in this Sub-Region, he will be accommodated in the following manner, if he chooses Coimbatore as his Home-Station:

Sl.No.	Occasion	Place of posting	Tenure
1.	Joining service	Coimbatore. Any office	Two Tenures - Six years
2.	First Transfer to Outstation	An outstation carrying 10% HRA	One Tenure - Three years
3.	Home-Station	Coimbatore. An office near his residence.	Two Tenures - Six years
4.	Second Transfer to Outstation	An outstation carrying 20% HRA	One Tenure - Three years

5.	Home-Station	Coimbatore. Any office	Two Tenures - Six years
6.	Third Transfer to Outstation	An outstation carrying 10% HRA	One Tenure - Three years
7.	Home-station	Coimbatore. Any office	Last Tenure - Three years

9. Request Transfers:

Transfers on any ground made by the Administration even if at the request of the officials will be ordered in public interest, if the official has put in more than three years of service in the present station.

10.Redress of Grievances

A Grievance Redress Committee consisting of the Joint Director (Revenue), the Branch Officer (Administration), and the Branch Officer (Inspection) will consider the representations, if any, received from the officials who feel aggrieved by the transfers ordered.

On administrative grounds and in exigencies of public work, the competent authority may make deviations from the above guidelines for transfer of individuals by recording, on the file, the reasons in writing.

Raji
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(C.N Raji)
Assistant Director (Admn.)
For Director