



CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Government of India Enterprise)

No. CRWC/I/Guidelines/ Posting and Transfer/13-14

1929

05.06.2013

CIRCULAR

(Reference: Minutes of BOD's, 30th Meeting held on 10.5.2013 – Agenda Item No. 30.14)

'CRWC guidelines for posting and transfer' has been approved by the Board of Directors for implementation in the company, in its 30th Meeting held on 10.5.2013 which is made available on CRWC's website www.crwc.in for information and reference to all concern. A copy of same is enclosed herewith.

Encl: as above


(P. K. Jain)
SE (E&A)

To,

1. GM (F&A)/DGM (M&O)-I&II, CRWC, CO, New Delhi
2. All officers and staffs at CRWC, CO, New Delhi
3. All Terminal Managers/ EEs.
4. CS, CRWC, CO, New Delhi for uploading the same on CRWC website.
5. PS to MD, CRWC, CO, New Delhi

CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

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SUB: GUIDELINES FOR POSTING & TRANSFER IN CRWC.

1. INTRODUCTION:

CRWC is All India Organisation and the employees would be required to perform their official duties at various CRWC offices in different state. As such, the need for a well defined posting guidelines in the company has been felt necessary to regulate normal posting and transfer of the employees, which are essential in order to prevent arbitrary and adhoc moments of the individuals. The posting guidelines given in succeeding paragraphs has been evolved. The posting shall generally conform to this policy frame work.

2. GUIDELINES:

- 2.1 Organisational and functional recruitment will be on over-riding consideration.
- 2.2 Qualifications, experience, personality make up, disciplinary background and job content shall guide the selection of an individual for an appointment.
- 2.3 Rotation of the employees in the fields and office within the overall framework and functional requirement shall be carried out so as to provide adequate experience and keeping in view the potential growth of the employees in the organisation.
- 2.4 Normally, the transfer shall be ordered in the month of March/April, so that the individual can take a position at the new place of posting before the commencement of academic session, to ensure that the education of their children is not adversely affected. However, transfers during the course of year can be done on the administrative grounds.
- 2.5 Normally, employee on promotion shall not be retained at the same place of posting. However, to avoid hardship to the employees, as far as possible, they shall be posted nearby centre subject to availability of vacancy.

2.6 Frequent transfers of an employee shall be avoided as it affects the output and contribution of the employee, besides expenses in view of transfer TA/DA and other expenditure.

2.7 Any employee can be transferred anywhere in India in the offices and units in the CRWC under administrative exigency.

3. POSTING GUIDELINES:

3.1 The officer and staff including deputation should liable to be transferred/ change of posting for sensitive post for three years and other category of post for 5 years.

NOTE: Transfer can be ordered anytime on grounds such as changes in establishment, promotion, unsatisfactory performance and administrative regions.

3.2 The sensitive posts/ seats shall be identified by the Chief Vigilance Officer from time to time.

3.3 Once the transfer is ordered, the individual shall move within a period of 10 days or as specified in the transfer order.

3.4 In case retention of an individual becomes absolutely necessary for administrative reasons due to exigencies/ expediency of service, written permission of the Competent Authority shall be obtained within 15 days of the transfer order.

3.5 Employees who refuse to move to other station either on promotion or otherwise and proceed on leave to avoid such transfer shall not be retained on the same post and shall be relieved in absentia.

3.6 The transfer order shall normally specify the date of move of the individual and also as to who would move first, in case of the common moves.

4. REPRESENTATIONS:

4.1 No representation should normally be made and shall be discouraged. However, in genuine cases, representation against the postings, if any, shall be processed as under:

- a) Representation shall be made by an individual within 15 days of receipt of transfer order through proper channel. An advance copy shall be sent to the authority issuing the posting orders
- b) Representations through proper channel shall reach Corporate Office within next 15 days.
- c) Decision shall be communicated within 15 days of the receipt of representation.
- d) If rejected, no further representation shall be entertained and the employees shall be relieved forthwith.
- e) No action shall be taken on the representations received direct or through any other source outside the proper channel and the individual shall move as ordered in the transfer order.

5. OPTIONS:

- 5.1 While considering transfer, the employees may be asked to give options of 3 stations as choice of posting which may be considered, if it is in the interest of the company.
- 5.2 No staff has a right for posting at the choice station indicated by him. However, they may be offering such posting subject to availability of the vacancy and in the interest of the company.

6. EXECUTIVE TENURE:

- 6.1 Executive tenure may be extended/ curtailed based on the performance of the officer on specific recommendation of his superior.
- 6.2 Officers of outstanding merit may be considered for additional executive tenures.

7. HARD STATIONS WITH BENEFITS:

Hard station shall be defined from time to time as per direction of the Ministry.

8. COMPASSIONATE/SUPERANUATE POSTING:

- 8.1 Employee who himself or his dependent family member is suffering from major disease such as cancer, tuberculosis, mental/ physical disorder etc. for which treatment is not available at the place of posting, shall be considered for transfer to the place where such treatment is available on the basis of the medical certificate from the medical board specifying the nature and duration of the disease and continues of the medical treatment.

8.2 As per as possible subject to availability of post/ vacancy and employee shall be considered for posting at a station where his/ her spouse is working.

8.3 Employee due to retire within a period of 2 years shall as per as possible be posted near to their hometown and they shall be entitled to a full transfer benefit even if the transfer is made on their request.

8.4 Widows, handicapped and unmarried girls may be considered for transfer to their choice station or near to their hometown as per as possible.

9. MUTUAL TRANSFER:

Mutual transfer can be considered by the management on merits, subject to availability of vacancy.

10. TRANSFER BENEFITS:

The transfer benefits like joining time, travelling allowance, lump sum grant, packing allowance etc will be admissible to the employees as per instruction issued time to time in this regard

11. POWER TO MODIFY/ CHANGE NORMS:

The norms for posting are mere guidelines for planning purposes and can not be claimed as strictly rights by any employee. The management shall have right to make changes necessitated for administrative regions in the interest of the company. The Managing director shall have the power to change/ modify any of the clause/ condition stipulated in the posting policy.
