

IT Department

Inward / Dispatch

Diary No.: 83

Date: 25.8.2017

**INDRAPRASTHA POWER GENERATION COMPANY LIMITED
(HR DEPARTMENT)**

(Regd. Office: Himadri, Rajghat Power House Office Complex, New Delhi – 110 002)

Corporate Identity Number (CIN) – U40103DL2001SGC111530

Website: www.ipgcl-ppcl.gov.in

No:F.11/HR/Policy/17-18/45

Dated: 25th August, 2017

OFFICE ORDER

This is in continuation to Office Order no.HR/Pol.21/184, dated 14.6.2006 and Circular no. F.8/87/2012/DM(Vigilance)/163, dated 1.5.2012 with regard to posting and transfers of employees of IPGCL / PPCL. Following guidelines shall be followed:

- All the proposals for transfers & postings will be moved by HR Department based on manpower requirement and exigencies of work.
- Proposals may also be put up by other Departments / Sectional Heads to HR Department with appropriate justification for transfer or posting.
- Main thrust shall be given on the transfers and posting on sensitive posts of various Departments / Sections with a view to give exposure to employees across the disciplines / departments.
- Normal tenure has been kept as 03 years at one post, however, transfers prior to stipulated period may be done with the approval of MD.
- Transfers on account of inefficiency or misconduct shall only be considered on written recommendations of the concerned Department.
- **The transfer orders will be issued from Administration and Personnel section for Executives and non-Executives respectively with the approval of Competent Authority.**
- Disciplinary action has been recommended if the employee does not join within 07 days' of issuance of transfer orders.
- Transfer order is only allowed to be revoked by the higher authority than the issuing authority.
- Transfer requests of employees are to be considered once in a year w.e.f. 1st April to 15th May on the recommendations of Department / Sectional Heads.

- Transfer proposals in respect of officers e.g. Dy. Manager / Asstt. Managers to be approved in consultation with concerned Director in case of employees other than HR Branch.
- For inter departmental transfers i.e. from Finance to HR, HR to Tech. vice versa etc. approval of competent authority as per DoP may be considered.
- DoP shall be considered for obtaining approval for any posting or transfers of employees instead of the table given in Office Order dated 14.6.2006 as DoP were issued afterwards i.e. on 22.9.2006 vide no. F.23/IPGCL / CS/796.

Henceforth, in order to implement the Office Order dated 14.6.2006 in its true spirit, any transfer or posting order of staff is required to be issued by HR Department in accordance with the relevant guidelines.

This issues with the approval of Competent Authority.

Anil Taneja
25/8/2017
(Anil Taneja)
AM (HR) Policy

Copy to:

1. Sr. PS to Managing Director
2. PS to all Directors / EDs
3. Sr. PS / PS to All GMs / CMO
4. Sr. PS to Company Secretary
5. Sr. Manager (HR).I
6. Manager (HR) Establishment
7. Sr. Manager (IT): For uploading on the Company's Website. 'JOB ROTATION'
8. Notice Board