



सिक्वोरिटी प्रिंटिंग एंड मिंटिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई/Miniratna Category - I, CPSE.
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No. SPMCIL/12039/25/2021-HR/804

दिनांक: 10.03.2026

प्रति,

सभी मुख्य महाप्रबंधक/ महाप्रबंधक तथा विभागाध्यक्ष,

टकसाल/ मुद्रणालय/ कागज कारखाना

Sub: Guidelines on 'Request Transfer' and request for 'Mutual Transfer' of Non-Executives.

Ref: Earlier guidelines on this subject dated 17.06.2014

महोदय,

With a view to streamline and regulate the issue of 'request transfer' and request for 'mutual transfer' of Non-Executives working in various Units of SPMCIL, the following guideline will come into force with immediate effect:

2. Eligibility Criteria:

2.1 A period of 3 years at one Unit will be considered as "tenure" for the purpose of consideration of request / mutual transfer. The employee will be considered eligible for request transfer/ mutual transfer only after completing the tenure of 3 years at the present Unit. Cut-off date for calculating the tenure will be 31st December of the year. Mid-tenure transfers should be kept down to minimum, in the interests of the Organization.

2.2 For Mutual transfer, both the employees should be from same functional area/ trade so as to fill the other's position rationally and gainfully.

2.3 For request transfer, if the relevant functional area/ trade is not available in the Unit to which the employee seeks transfer, the application shall not be considered. However, in extreme circumstances, such cases will be reviewed by the Unit Heads and to be recommended for the approval of the Committee of Functional Directors.

2.4 Special consideration will be given in cases where both husband and wife are employed in SPMCIL, or where the employee's spouse works in a Central Govt./State Govt./CPSEs/State PSEs. In such cases, the request may be considered to allow the employee to be posted closer to their spouse as far as possible.

2.5 An employee shall be eligible for an inter-unit request/ mutual transfer only once throughout the entire service in SPMCIL.

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2.6 Employee applying for request transfer/mutual transfer must have at least five years of service remaining before superannuation i.e. if an employee is due for superannuation in Sept., 2032, in this case the employee may apply before Sept., 2027.

2.7 Employees applying for a request transfer shall be given preference according to their seniority in the current unit, with senior employees to be considered before junior employees.

3. Terms and conditions

3.1 Seniority on request transfer/ Mutual request transfer:-

In case of request/ mutual transfer, the seniority of the employee in the transferred Unit will be fixed at the bottom of the respective level to which the employee belongs. The rationale behind the same is to avoid disrupting the existing hierarchy and potential grievances among employees in the new location.

3.2 Financial Upgradation:-

Employees transferred on request as well as on mutual basis shall be granted Financial upgradation to next immediate higher pay scale as per the provisions of Promotion Policy for Non-Executives on counting the service rendered in previous Unit.

3.3 Transfer Benefit:-

Employees opting for request/mutual transfer will not be eligible for any Transfer benefit.

3.4 How to Apply:-

- Applications for request transfer or mutual transfer shall be submitted in the prescribed proforma attached as **Annexure-I & Annexure-II** during the year. Applications received on or before 30th September shall be taken up for consideration for that calendar year.

For example, if an employee submits the application by 25th July 2026, it will be considered for transfer during the calendar year 2026. However, if the application is submitted on or after 30th September 2026, it will be considered in the next calendar year, i.e., 2027.

- **Process for Request transfer:**

- i. Upon receipt of an application for request transfer, the Parent Unit shall forward the employee's application to the concerned Unit where the transfer is sought. The Head of the concerned Unit shall examine the request and submit its

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recommendation/ non-recommendation to the Parent Unit within 10 (ten) working days from the date of receipt of such application.

- ii. In case no recommendation is received within the stipulated period, the request shall be treated as deemed to have been agreed to by the concerned Unit.
- iii. Thereafter, the Parent Unit shall forward the complete proposal for request transfer, along with the recommendations received, to the Corporate Head Office for approval.

- **Process for Mutual transfer:**

- i. In case of a Mutual Transfer request, the Parent Unit shall recommend and forward the request to the concerned Unit where the mutual transfer is sought in Annexure-I (for Mutual Transfer).
- ii. The Head of the concerned Unit on agreement, shall submit its recommendation along with the duly filled Annexure-II to the parent Unit, within 10 (ten) working days from the date of receipt of the application. Thereafter parent Unit shall forward the case to Corporate office for approval.
- iii. If the request of the parent Unit is not considered favourably by the concerned Unit the request for mutual transfer shall not be considered.
- iv. In the event that no recommendation is received from the concerned Unit within the stipulated period, the Parent Unit shall forward the application to the Corporate Head Office, treating the request as deemed concurrence of the concerned Unit for suitable approval.

- The Unit Head may take inputs from the Apex Bipartite Member, if required.
- The Unit should create a dedicated email ID for employees who are applying for request/mutual transfer and may submit their request through proper channel.

3.5 Issue of transfer order:-

The transfer order for a particular calendar year shall be issued in the month of December/ January and the concerned employee must join the new Unit by 15th of April.

3.6 Joining Time:-

An employee applying for a request transfer or mutual transfer shall not be eligible for joining time.



4. Essential provisions

4.1 Unit's operational requirement and administrative exigencies will have precedence over the convenience of individual. The request has to be duly forwarded by Unit Management considering the functional and operational necessity.

4.2 Transfer or posting to a particular Unit cannot be claimed as a matter of right by employees.

5. Duration and Review of Policy

Initially, this policy shall remain in force for a period of one year from the date of issue of this order. Upon completion of this period, its effectiveness and overall impact will be reviewed. Based on the review, a decision regarding its further continuation shall be taken.

6. Competent Authority

The Competent Authority for Inter-Unit including Corporate Office posting shall be Concerned Director on the recommendation of Chief General Managers/ HoDs of the respective Unit. While transferring the employees on request transfer / mutual transfer, final decision will be taken with regards to the administrative & operational exigencies and the merit of each case.

7. Power to Amend/Modify Changes

Management reserves the right to make any changes in the guidelines due to administrative reasons and in the interest of the Corporation. The CMD shall have the power to change / modify any of the clause / condition / provisions stipulated in the above guidelines based on the functional needs of the organization.

भवदीय,
अभिषेक 10/3/26
(अभिषेक श्रीवास्तव)

संयुक्त महाप्रबंधक (मा.सं.)

प्रतिलिपि/Copy to:-

- i. अध्यक्ष तथा प्रबंध निदेशक कार्यालय
- ii. निदेशक(मा.सं.) कार्यालय/ निदेशक(वित्त) कार्यालय/ मुख्य सतर्कता अधिकारी कार्यालय
- iii. मुख्य महाप्रबंधक - मा.सं./सू.प्रौ(निगम कार्यालय)
- iv. उप मुख्य सतर्कता अधिकारी/ अपर महाप्रबंधक (तक. प्रचा.), निगम कार्यालय
- v. संयुक्त महाप्रबंधक -तक. निय./मा.सं/वित्त एवं लेखा/विधि/कंपनी सचिव, निगम कार्यालय

APPLICATION FORM FOR REQUEST TRANSFER

1.	Name of the Employee	:	
2.	Educational Qualification	:	
3.	Date of Joining in SPMCIL	:	
4.	Designation & Level	:	
5.	Unit, Functional Area alongwith Trade in which working at Present	:	
6.	Date from which serving in the present Unit	:	
7.	Permanent residential address	:	
8.	Unit to which transfer is applied	:	
9.	Reasons for transfer applied for	:	

DECLARATION:

I hereby affirm and declare that the statements made in the application are true. I undertake to accept bottom seniority in the substantive grade in the transferred Unit.

Date:
Place:

(Signature of the Employee)

(Signature of the section/department head)

(Recommendation of CGM/GM & HoD of the Parent Unit)

(Recommendation/Non-Recommendation of CGM/GM & HoD of the Concerned Unit
in which transfer is requested)

APPLICATION FORM FOR MUTUAL TRANSFER

1.	Name of the Employee	:	
2.	Educational Qualification	:	
3.	Date of Joining in SPMCIL	:	
4.	Designation & Level	:	
5.	Unit, Functional Area alongwith Trade in which working at Present	:	
6.	Date from which serving in the present Unit	:	
7.	Permanent residential address	:	
8.	Unit to which transfer is applied	:	
9.	Reasons for transfer applied for	:	
10.	a. Name of the Employee who is willing to come on mutual transfer basis b. His/ Her Designation & Level c. His/Her Unit, Functional Area alongwith Trade d. Date from which serving in the present Unit e. Consent of the Employee duly recommended by concerned CGM/GM & HoD (attached as Annexure-II)	:	

DECLARATION:

I hereby affirm and declare that the statements made in the application are true. I undertake to accept bottom seniority in the substantive grade of the transferred Unit.

Date:

Place:

(Signature of the Employee)

(Signature of the section/department head)

(Recommendation of CGM/GM & HoD of the Parent Unit)

(Recommendation of CGM/GM & HoD of the Concerned Unit
in which mutual transfer is requested)

Annexure-II

LETTER OF CONSENT FOR INTER UNIT TRANSFER ON MUTUAL BASIS
(Clause no. 9 of the Application Form for Mutual Transfer (Annexure-I))

I _____ working as _____ in the
_____ (Name of the Unit) of SPMCIL do hereby extent my consent to be
transferred to _____ (Name of the transferred Unit) on Mutual Basis with
Shri./Smt./Ms. _____ working as _____ in the
_____ (Unit). I undertake to accept bottom seniority in the substantive
grade in the transferred Unit.

Date:

Place:

(Signature of the Employee)

(Signature of the section/department head)

(Recommendation of CGM/GM & HoD of the Unit)