

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड 317  
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)  
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CHO(HR)/Policy/27-12/2013 | 6/6

Date: 17.06.2014

To

All General Managers,  
Mints, Presses and Paper Mill.

**Sub: Guidelines for Inter-Unit and Intra-Unit transfer of SPMCIL Employees.**

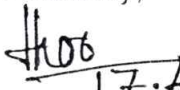
Sir,

Attached please find herewith the guidelines for Inter-Unit and Intra-Unit transfer of SPMCIL Employees which shall be the basis for all transfers and posting in the Company.

2. The Intra-Unit Transfer and Posting including redeployment of Employees shall be within the purview of Unit management. Due to administrative reasons and under compelling circumstances the Unit Management after careful consideration is free to suggest the Corporate Office to authorize for inter-unit transfer and posting of any individual employee or group of employees to a different location or Unit.
3. Inter-Unit transfer and posting of corporate cadre Executives including the Employees at S-2 level on their promotion to E-1 level as an Executive shall be decided by the Corporate Office.

This is issued with approval of Competent Authority.

Yours faithfully,

  
(P. K. Sahoo)  
DGM (Pers.)

Copy to:

1. OSD to CMD
2. EA to D(HR)/ EA to D(Tech.)/ EA to CVO
3. GM(IT)
4. Addl. GM(F&A)
5. All Dy. GMs in Corporate Office
6. Dy. Manager(OL) – for Hindi version
7. Assistant Company Secretary
8. ✓ HR Master Folder



SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD.  
NEW DELHI

CORPORATE HR CIRCULAR  
No. 15 Dated 17.06.2014

GUIDELINES FOR INTER-UNIT AND INTRA-UNIT  
TRANSFER OF SPMCIL EMPLOYEES

1. OBJECTIVE:

- (i) SPMCIL is a security sensitive organization and hence transfer of employees from one Unit to other Unit is in the larger interest of organization.
- (ii) It is the philosophy of the Company to make employees multi-skilled and hence exposure to different post and/or verticals shall enhance their skill sets.
- (iii) To fill up the gap in the sanctioned strength of Executives, transfer and posting on promotion to another Unit is inevitable.
- (iv) Supervisors appointed by the Company at S-1 level are having a condition in their appointment issued by the Units for Inter-Unit transfer. 4
- (v) Working at one post and/or in the same Unit for a longer period is likely to develop complacency which is counterproductive for the organization.
- (vi) CVC guidelines provide for periodic transfer of Employees holding sensitive posts.

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2. APPLICABILITY :

- (i) The guidelines shall be applicable to all regular employees of the Corporation which includes Executives, Supervisors, Office Staff and Industrial Workers.
- (ii) Employees of SPMCIL are liable to serve in any Unit of the Company but shall be ordinarily regulated as per the following norms:
  - a. Executives – Anywhere in India
  - b. Supervisors – Anywhere in India
  - c. Office staff – Within the Unit/Office
  - d. Industrial workers – Within the Unit

3. PERIODICITY:

- (i) Transfer of Executives shall be generally after four years of tenure on a post. However, if it is not possible to carry out transfer after four years of tenure because of functional requirements and operational necessity, in that case Employee shall continue till further orders.
- (ii) Vigilance Department in consultation with concerned Unit Heads will identify the sensitive posts as per the CVC guidelines. Hence, the employees holding the sensitive posts will be rotated / transferred as per CVC guidelines and Corporate Vigilance guidelines of Company as amended from time to time.

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4. COMPETENT AUTHORITY:

(i) **Corporate Cadre Executives**

- a. E4 – E8 - CMD
- b. Functional Heads irrespective of level - CMD
- c. E1 – E3 - Functional Director

(ii) **Unit Cadre Supervisors and Workmen**

- a. Within Unit - GM of the concerned Unit.
- b. Inter-Units including Corporate Office posting - concerned Director in consultation with GMs.
- c. Within Corporate Office - concerned Director

5. TRANSFER BENEFITS:

- (i) Benefits as per entitlement shall be admissible as a matter of routine on transfer and posting once formally decided by the Competent Authority.
- (ii) No transfer benefit shall be admissible for request transfers and in case of mutual transfers also.
- (iii) Transfer benefits shall be considered in case of request transfers provided employee has put in more than ten years of service and would like to be posted in a preferred Unit.

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6. REPRESENTATIONS:

- (i) Representations for transfer and posting of the Employee shall be discouraged by both the Units and Corporate Office.
- (ii) However, for valid and justified reasons representations for transfer can be considered by the Competent Authority provided;
  - a. Representation has been made by the employee himself /herself giving the reasons with supporting documents and duly forwarded by the Unit to Corporate Office.
  - b. If the request for transfer is rejected, no further representation shall be entertained for one year.
  - c. No action shall be taken on the representations received from the family or relatives.
  - d. Any influence on the Management through external sources shall be construed as misconduct under SPMCIL CDA Rules.

7. SPECIAL CONSIDERATIONS:

- (i) If both husband and wife are employed in SPMCIL or if the spouse of the employee of SPMCIL is employed in Govt./PSU, efforts will be made to place them at the same station subject to availability of vacancy and his/her suitability.

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- (ii) An employee who is left with three years of service shall be considered for posting at the place of his choice, subject to availability of vacancy and his/her suitability.

The above exceptions are only within the discretionary power of the Competent Authority as defined in the guidelines.

**8. POWERS TO MODIFY/CHANGE NORMS:**

- (i) The guidelines for Inter-Unit and Intra-Unit transfer are strictly for planning purpose which is administrative in nature and cannot be claimed as a matter of right by any Employee or group of Employees.
- (ii) The Management reserves the right to make any changes in the guidelines due to administrative reasons and the interest of the Corporation.
- (iii) The CMD shall have the power to change/modify any of the clause/condition stipulated in transfer and posting guidelines based on the functional needs of the organization.
- (iv) The Management has the right to transfer any Employee at any time without assigning any reason in the interest of the Company.

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