



NTPC LTD.
CORPORATE-HR
COE- Strategic HR & Talent Mgmt.

Ref.No.:01:HR-Policy/Wages:53E

Date:02.07.2021

CORPORATE HR CIRCULAR NO. 914 / 2021

Sub: PLACEMENT AND TRANSFER POLICY FOR EXECUTIVES

- 1.0 Keeping in view the changing business environment and for ensuring the optimum utilization of manpower, the existing Placement and Transfer Policy for Executives has been comprehensively reviewed & revised.
- 2.0 The new Placement and Transfer Policy for Executives is placed at **Annexure**.
- 3.0 This comes into force with immediate effect and supersedes the existing Placement and Transfer Policy for Executives notified vide CHRC 749/2014 dated 25.04.2014 and its subsequent amendments.

This issues with the approval of the Competent Authority.


(A K Jadli)
GM (HR)

Encl: Placement and Transfer Policy for Executives

Placement and Transfer Policy for Executives

1.0 Objectives:

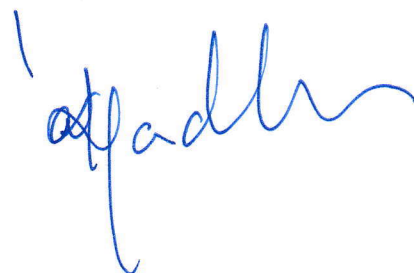
- 1.1 To cater to the changing needs of the organization.
- 1.2 To ensure optimum utilization of manpower & their skills.
- 1.3 To accomplish specific tasks/objectives with the available resources.
- 1.4 To meet the career and developmental needs of the executives.
- 1.5 To align the individual needs of executives to the organizational requirements.
- 1.6 To ensure greater objectivity, transparency and consistency in placement and relocation of employees.
- 1.7 To meet the needs at a particular location requiring specialized knowledge / experience.

2.0 Definitions:

- 2.1 Executive would mean regular employee in executive pay-scales / grades.
- 2.2 Business Unit Head (BUH) will be executive heading a project / station i.e. General Manager / Chief General Manager (CGM) / Group General Manager (GGM) (E8) or Executive Director (E9).
- 2.3 Regional Executive Director (RED) will be executive at E9 level heading a region.
- 2.4 Functional Executive Director (Functional ED) will be executive at E9 level at Corporate Office heading a department / departments.
- 2.5 Head of Department (HOD) at Project / Station / Corporate Office / Regional Headquarter shall be as under:

2.5.1 At project / Station

Executives heading a department at a project / station and reporting to either the BUH or Head of Operation & Maintenance (O&M) / Head of Project activities. Shall also include the Head of O&M / Head of Project activities.



2.5.2 At Regional HQ (shall include attached offices)

Executives heading a department / section and reporting to the RED.

2.5.3 At Corporate Office

Executives heading a section or sections at E8 (AGM) or above level within a department and reporting to Functional ED (E9) or GM (E8) level executive. Shall also include such GM (E8) level executive.

2.6 Competent Authority shall be the authority competent to approve transfers / placement.

3.0 Applicability:

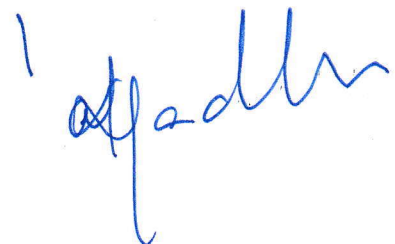
All employees in the executive category from E0 to AGM (E8) Level.

4.0 Transfers against Manpower Requirement:

4.1 Placement / Transfer of executive will invariably be made against requirement as per the sanctioned manpower strength. Criticality of manpower for both the donor and the recipient department / project / office shall also be kept in view. However, for posting in Engineering, Contracts & Materials and other departments identified as specialist departments at Corporate Office, selection shall be made from amongst executives who have spent at least 6 years in projects / stations.

4.2 It shall be the endeavor of the Management to circulate vacancies (at existing and upcoming projects / stations / offices) for executives to express their option. Executives shall express their option through Employee Self Service (ESS) module in SAP. These options shall be forwarded by the Head of Department (HOD) and BUH at Project / Station, HOD and Regional ED at RHQ and HOD and Functional ED at Corporate Office within 7 working days from receipt.

4.3 While forwarding such requests, the concerned superiors shall be allowed to record their observations including requirement of substitute. In case application is not forwarded within the stipulated period, the system shall on its own forward the application, treating the same as having been forwarded without comments. However, message of request having been forwarded shall be made available to the concerned superiors.



- 4.4 Besides suitability and other relevant factors the nature of postings (soft / difficult) of the concerned executive shall also be taken into consideration, in deciding transfers.
- 4.5 Concerned HR shall provide the entire list of applicants along with background information including Bio-data, qualification, experience profile, postings profile and performance profile of last 5 years along with a shortlist of suitable candidates for consideration of the Competent Authority.
- 4.6 Requirement of substitutes, if any, shall be dealt with separately by Corporate HR based on requirement of the concerned unit.
- 4.7 However, Management may choose not to circulate the vacancies due to paucity of time or any other pressing circumstance and effect transfers to meet the requirements based on suitability, the nature of postings of the concerned executive and other relevant factors. Such transfers against requirement / vacancies, whether based on options given or otherwise, shall be treated as administrative transfers.
- 4.8 Transfer on completion of specified years of service at a location/Position:
- 4.8.1 Executives up to Sr. Managers completing 10 years (inclusive of training period) at a particular location may be transferred to a different location, preferably in a different region
- 4.8.2 DGMs & AGMs completing 06 years at a particular location may be transferred to a different location, preferably in a different region.
- 4.8.3 Executives occupying identified sensitive posts across NTPC shall be rotated in line with the approved guidelines based on CVC Norms.

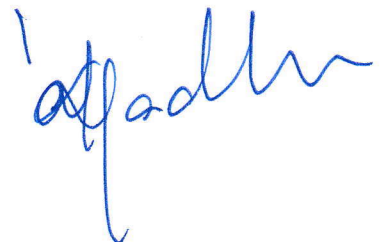
5.0 INITIAL PLACEMENT:

5.1 Placement of Induction Level Executive

Newly recruited induction level executives (E0/E1/E2) after successful completion of training would be placed in project/station as per requirement of the company in plant Operation function. Thereafter, change of location may be considered only after completion of at least 5 years at the initial place of posting.

5.2 Placement in case of recruitment in executive category in all other cases

In case of recruitment in executive category in all other cases, the location of placement shall be as decided by the Management, in individual cases,



based on requirement at Projects/Stations, choice of the person and overall performance in the selection process. Thereafter, change of location may be considered only after completion of at least 5 years at the initial place of posting.

6.0 REQUEST TRANSFERS:

6.1 Except in case of company's exigencies:

6.1.1 Executives will be considered for transfer, including request transfer outside the Region, after they have spent a minimum of 5 years at project / station locations in the Region to which they were posted on initial appointment.

6.1.2 However, request transfer to projects / stations from office locations shall not be subject to the prescribed minimum duration of stay of 5 years.

6.2 In order to further simplify and streamline the system of request transfers, the "**Online Transfer Request System**" has been introduced for employees in Executive Category [E0 to E8 (AGM) level] as placed in Annexure-A1.

6.3 Mutual swap or exchange request transfers after spending the minimum specified duration at location, shall be considered by the Competent Authority irrespective of ground, if the job requirements and skill sets of the concerned executives are interchangeable.

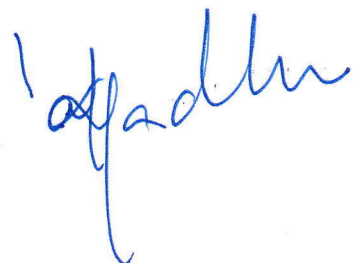
6.4 In case an employee has already been transferred on request, his/her next request shall be on last priority vis-à-vis the executives who are seeking request transfer for the first time.

6.5 In case request transfer is made on false grounds, concealment of facts, wrong declaration, disciplinary action and/or transferring him/her back to original place of posting shall be done.

6.6 No baggage allowance / transfer grant shall be payable to executives in case of a request transfer.

7.0 POSTINGS IN SPECIAL SITUATIONS

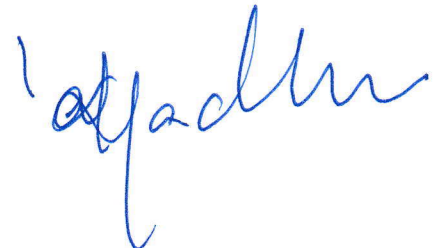
7.1 Subject to requirement, preference shall be given to request for placement / transfer from persons with disabilities / differently-abled executives and executives whose spouse / children have special needs.



- 7.2 To the extent possible, efforts shall be made to ensure that husband and wife, if both are working in NTPC are accommodated at the same location / State, subject to requirement.
- 7.3 Transfers effected in terms of Clauses 7.1 and 7.2 above shall be treated as administrative transfers and shall not be governed by the stipulations regarding minimum duration of stay at project / station locations.

8.0 TRANSFER ON PROMOTION

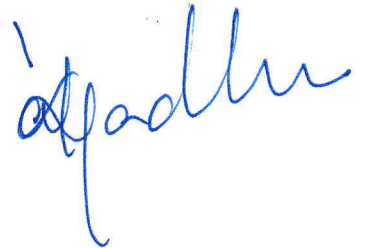
- 8.1 Transfer on promotion would be done based on company's exigencies and requirements and treated as Administrative Transfer. Accordingly, suitability, willingness of individual, postings profile and other relevant factors shall be considered. The willingness would be captured in a form to be filled by executives before promotion.
- 8.2 In case of transfer on promotion, the promotion will be effective from the standard date, provided the concerned executive joins at the new place of posting within the period mentioned in the specific order failing which the matter shall be treated as a case of foregoing of promotion and the promotion order shall stand automatically withdrawn and cancelled.
- 8.3 In case of exigencies of work, on the certification of concerned BUH/RED/Functional ED/CEO/MD the executive on promotion shall at the first instance get released at the end of the period mentioned in the specific order & join the new place of posting. Subsequent to joining at new place of posting, executive may be deputed to the earlier place of posting on tour for a maximum period of 90 days, with the approval of Director (HR).
- 8.4 All Executives (up to AGM) completing 05 years (exclusive of training period) at a particular location will be transferred to a different location, preferably in a different region, on promotion.
- 8.5 Normally executives transferred on promotion may not be posted back to their last place of posting.
- 9.0 The Competent Authority for transfers will be as notified in DOP from time to time.
- 10.0 Further, the following procedure shall be observed while effecting transfer:
- 10.1 No structural change in the approved manpower module should be carried out by the BUH & RED excepting with the approval of Director (HR) in consultation with the concerned Functional Director. Generally, efforts shall be made to ensure uniform structural pattern of various departments



depending on the technology and size of the station or location. Standard manpower module and changes thereof shall be approved by Director (HR) in consultation with the concerned Functional Director as the case may be.

11.0 GENERAL

- 11.1** For any transfer requirement, employees to apply only through MANAS portal. Efforts will be made to meet the requirement for various organizational requirements through MANAS subject to availability and suitability.
- 11.2** In case of transfers other than transfers on promotion, the executive shall be required to join at the new place of posting within the period mentioned in the specific order, failing which he shall automatically stand released.
- 11.3** Notwithstanding anything contained above, the management reserves the right to transfer any executive at any point of time to meet the requirement of company / on administrative grounds.
- 11.4** The powers to relax the norms stipulated in the policy wherever required shall be done only with the approval of Chairman & Managing Director (CMD).
- 11.5** The powers to review, modify/amend the provisions of the above policy shall vest with the Chairman & Managing Director (CMD).



ONLINE REQUEST TRANSFER SYSTEM

- The online transfer request system will be applicable to all executives, who are on regular rolls of the Corporation in E0 to E8 (AGM) level.
- There shall primarily be two types of transfers (Administrative and Request). This system is primarily meant for Request Transfers. The types of transfer request and respective grounds on the basis of which request can be made has been mapped and maintained in the system. The employee has the option to choose only one (the most preferred) reason from the dropdown list for request transfers.
- The employee will be provided access to his basic details like Date of Birth, career progression with place of posting in various departments/Sections/Levels, and promotions etc. through a read only document in ESS. However, in case any error in mapping the individual details is noted by the concerned employee, he/ she may immediately inform the same to the HR department of the concerned location/ project/ station/ RHQ/ Corporate Centre. Once the employee applies, the system will generate a Request Transfer Code (RTC), which needs to be quoted for further correspondence, if required.
- The employee can view the manpower position scenario i.e. possible requirements at a Location/Project/Station/Level, for which he/ she wants to submit the request in the system.
- The individual transfer requests shall move in the system through proper channel as per the existing system.
- The applications shall also be routed through concerned HOHR for due diligence / interaction / counselling.
- The system will enable attachment of multiple documents either by the concerned employee or by any of the concerned approving authority/ies in the request work flow.
- The option for modifying choice of location, request matter / details and attaching additional supporting documents with the application shall be provided. However, modifications in the application shall not be allowed during the month of March and



September, for smooth processing of the applications received till the last date of respective cycle.

- The concerned approving authorities in the work flow can also see the details regd. the impact on manpower position at the current location as well as the requested one along-with the comments and documents uploaded in the work flow.
- All the concerned approving authorities will have to forward the application with their observations compulsorily, if any. If the request is pending for more than 15 days, the request shall get auto escalated to the next level (except at CMO level in medical cases). Further, once the request is made by the Employees, it will be automatically taken into consideration.
- The system will have the provision of auto generation of e-mails / SMSs.
- The request transfer shall be processed taking into consideration the request of the employee for preferred locations, the possible requirement vis-à-vis in-position status at the locations and applications of executives already in process for the same location on the first come first serve basis. In case the application is not considered for want of requirement, the case will be carried forward for consideration in the next cycle and the employee need not apply afresh.
- The request transfer applications of the employees shall also be taken into consideration based on their suitability, while effecting the administrative transfers.
- The request transfer order will be issued only on two standard dates i.e. 1st April & 1st October every calendar year. The last date for submission of request transfer application for 1st April cycle shall be 28th February and for 1st October cycle, the same shall be 31st August.
- Once the employee is transferred to the place of his/her request, employee would not be able to exercise this option again upto a period of 3 years or till next promotion whichever is later. Employee can exercise option only once in the same grade.
- In case disciplinary action is initiated against employee, his/her request application is liable for rejection based on the gravity of misconduct.

