

ENERGY EFFICIENCY SERVICES LIMITED
5th & 6th Floor, Core 3, NFL building ,Scope Complex, Lodhi Road, New Delhi


Ref No.: EESL/HR-01/19/3212

Date: 22.08.2019

Circular No: 19 of 2019
Sub: EESL Transfer Policy

01. In the order to match the organization goals and objectives with the growth & career development aspirations of employees, it has been decided to formulate an EESL Transfer Policy. EESL, a policy has been formulated.
02. The detailed policy is enclosed with the circular.
03. This policy comes into force with immediate effect.

This issues with the approval of competent authority.


Harleen Sachdeva
AGM (HR)

Copy to:

- All EESL Employees
- Director (Commercial)/Director(Projects & BD)
- All CGMs
- ES to MD {for kind information of MD}
- AGM (Finance-I)
- All Project Office
- SAP-HR/Travel Desk/PMS
- Apps Portal under Office Order/Circulars section



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EESL Transfer Policy

1.0 Preamble

EESL as an organization is in a massive growth phase. The organizational restructuring requires rationalisation of manpower and optimum utilisation of human resources at various locations of the organization. This EESL Transfer Policy is being introduced to match the organizational goals and objectives with the growth and career development aspirations of employees.

2.0 Objectives:

- To cater to the changing needs of the organization.
- To ensure optimum utilisation of manpower
- To provide opportunities for career growth and development to employees.
- To ensure job rotation and building a leadership pipeline in the organization.

3.0 Scope:

The policy shall cover all employees on regular rolls of the organization. It shall also be applicable to fixed tenure/contractual employees.

4.0 Eligibility Criteria for Transfer.

- 4.1** The transfer of employees shall be made against the notified vacancies/needs of the organization from time to time.
- 4.2** Employees will generally be considered for transfer after they have spent a minimum of 3 years period at one location, except in case of company's exigencies. After completion of 3 years at a location employees would be rotated to ensure their growth and development and to enable the organization to build an internal leadership pipeline.
- 4.3 On Fresh Joining:** An employee on fresh appointment shall be posted / deployed to a position as per the need of the organization.



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4.4 Transfer to Subsidiary / JV companies: To augment and meet the manpower requirements of EESL Subsidiary / JV companies, the employees of EESL may be transferred on secondment basis to such companies.

4.5 Posting of Husband and Wife at the station :

Where an employee and his / her spouse are working in EESL on its subsidiary / JV companies, the company shall as far as possible consider to post both the employees his/her spouse at the same station. This shall also be applicable in case spouse is employed in any other PSU, State/Central organization to the extent possible subject to vacancy at the location.

4.6 Transfer at hardship locations.

Transfers at hardship locations shall be tenure based. The maximum tenure at such location shall be 3 years. Hardship location shall be as defined in the GOI list as well as any additional location identified as hardship location by EESL management. Employees posted in hardship location shall be given postings at other locations (non-hardship) after completion of their tenure at the hardship location

4.7 Transfer before Superannuation:

An employee shall not be transferred to any location if he/she is going to superannuate within the next 2 years. Such employees shall also be allowed to opt for a particular place of posting based on their personal requirements before superannuation subject to vacancy and organisational requirements.

5.0 Request Transfer

5.1 Application for request transfer before shall be forwarded through the respective Regional Cluster Head / State Operations Head / HoD as applicable.



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5.2 A committee at corporate level would examine all such requests on individual merit subject to availability of vacancy and organisational requirements. The committee at corporate level shall consider request transfer cases of employees in the level of E5 & above.

5.2.1 A committee at Regional cluster level shall consider the request transfer cases of employee's up to the level of E4 within the same cluster.

5.2.2 The constitution of committee for request transfer shall be communicated separately from time to time.

6.0 Temporary Transfer

Depending on work urgencies EESL shall transfer employees temporarily at any regional cluster/ state. The duration of such transfer shall be from 3-6 months. A temporary transfer up to 3 months shall be treated as tour. For temporary transfer exceeding 3 months but up to 6 months. HRA as applicable and special allowance on transfer for the period beyond 3 months shall be paid. No other transfer benefits as per clause 7.0 shall be admissible in case of temporary transfer. In case of exigencies, MD shall be authorized to extend the duration for additional 3 months.

7.0 Facilities on Transfer.

7.1 In case of transfer of an employee, the entitlement on transfer shall be regulated as under.

7.2 The transfer benefits in case of request transfer shall be admissible if the employee has spent a period of 3 years at the previous place of posting. Request Transfer shall be made effective from 1st April and 1st Oct, as the case may be.

7.3 Journey fare: An employee and family members shall be reimbursed single joining fare to the new place of posting as per entitlement. The journey from



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airport / railway station from residence at old place of posting to the new headquarter shall also be reimbursed as per entitlement.

- 7.4 Daily Allowance:** An employee along with family members shall be entitled to daily allowance during journey for self and each family member.
- 7.5 Baggage Allowance:** An employee shall be entitled to reimbursement of actual expenditure on transportation of baggage as per entitlement as specified in TA rules.
- 7.6** Cost of transportation of conveyance (two wheeler / four wheeler) shall also be reimbursed as per entitlements specified in TA rules. The charges for the re-registration of vehicle in the new state of posting shall also be reimbursed as per actuals subject to submission of bills.
- 7.7** Packing charges shall be reimbursed as per actual bills of movers and packers. Any octroi duty, entry taxes, insurance charges on house hold effects shall also be reimbursed as per actuals subject to submission of bills.
- 7.8** Transfer Pay advance and joining time provisions shall be as mentioned in the TA rules.
- 7.9** Transfer Grant shall be payable in all cases of transfer where there is a breakup of establishments at previous place of posting and a new establishment is setup at the new place of posting.
- 7.10** Special HRA / lease to retain family at previous place of posting / any other locations in India. A special HRA/Lease for retaining family at the previous place of posting / any other location in India is admissible at the rate of HRA / lease as applicable for the city / state where the family is being retained. This retention of family at previous place of posting shall be up to the end of current academic year. However, in case of posting at hardship location this facility shall be for the entire duration of posting at that location. During this time the employee shall also be eligible for HRA at the place of posting as



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per rate of HRA as applicable for that place. The definition of family for this purpose shall include spouse, children who are dependent or upto the age of 24 years and dependent parents/parents-in-laws of the employee.

7.11 For posting at hardship locations, a home passage shall be allowed to employees once in 6 months at company's expenses to visit their family as per their travel entitlement specified under TA rules.

7.12 The first 7 days of joining the new place of posting the employee shall be treated as if he / she is on tour and TA/DA as applicable shall be paid.

7.13 Special Allowance on Transfer

A Special allowance @30% of basic pay shall be payable for transfer to hardship locations.

7.13.1 Expression of Interest for postings on transfer shall be allowed for locations as decided by management from time to time.

7.14 As far as possible, an employees with disabilities may be exempted from the rotational transfer policy / transfer and may be allowed to continue in the same job, where they would have achieved the desired performance and preference in place of posting at the time of transfer / promotion may be given to persons with disability subject to administrative constraints.

7.15 An employee who is a care giver of disabled child may be exempted from the routine exercise of transfer / rotational transfer subject to administrative constraints. The word disabled includes (i) blindness or low vision (ii) hearing impairment (iii) locomotor disability or cerebral palsy (iv) leprosy cured (v) mental retardation (vi) mental illness (vii) multiple disabilities (viii) Autism.

8.0 Competent Authority

8.1 The Competent Authority (CA) for transfer will be as under:

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a horizontal line.



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8.1.1 Within a State from one department / State to another.

| | |
|----------|---|
| Level | CA |
| Up to E4 | Cluster Head (in consultation Corporate HR) |
| E5 & E6 | Functional Director |

8.1.2 From one Regional Cluster to another and corporate office to cluster

| | |
|---------|---------------------|
| Level | CA |
| Upto E6 | Functional Director |

8.1.3 All transfers in the level of in the level of E7 and above shall be with the approval of MD, EESL

9.0 All employees in respect of whom transfer orders have been issued shall be released in time by the respective reporting officers at states / regional clusters / corporate centre. The release date be defined in every transfer order.

10.0 The powers to remove difficulty in implementation of above rules shall vest with MD.

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