



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

मिनिरत्न, श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)  
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No CHO (HR)/32-1/Pers/1-2011/6909 Dt.15.12.2011

All GMs  
Mints, Presses, Paper Mill and Corporate Office

Subject: Guidelines for forwarding of applications for employment outside of SPMCIL.

Dear Sir,

It has been observed that the applications of the employees received from the units by Corporate Head Office for employment outside of SPMCIL are not complete in some respect and also in some cases applicants do not fulfill the eligibility criteria for the post applied for. Even, the applications of employees who are under probation are being forwarded to Corporate Office for consideration. In order to remove any ambiguity in this regard and to ensure consistency and uniformity in the matter across SPMCIL the guidelines have been framed and approved by the competent authority for forwarding applications for employment outside of SPMCIL. A Copy of Corporate HR Circular no-CHO (HR)/32-1/Pers/1-2011dt.15.12.2011 containing these guidelines is enclosed herewith for information and compliance.

2. The instructions contained in the aforesaid circular must be followed scrupulously by the concerned officers while processing the applications of the employees for employment outside SPMCIL. The same guidelines may be notified for information of all employees of Units/Office.

Yours faithfully,

Encl. : As above

*Hoo*  
(P.K. Sahoo)  
DGM (Per.)

Copy to

1. OSD to CMD
2. Director (Tech.)/ Director (HR)/Director (Finance)
3. CVO - in-charge
4. DGM (Fin)/ DGM (IR)

SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD.  
CORPORATE HR : NEW DELHI

No.CHO(HR)/32-1/Pers/1-2011

Date:15.12.2011

CORPORATE HR CIRCULAR

SUB: GUIDELINES FOR FORWARDING OF APPLICATIONS FOR EMPLOYMENT  
OUTSIDE OF SPMCIL.

In order to streamline the procedures and for proper monitoring the forwarding of applications from employees for outside employment, the following guidelines are issued to be followed across the 9 Units and Corporate Office of SPMCIL with immediate effect:

Guidelines & Procedures:

1. All the applications of Executives starting from E-1 level to E-8 level coming under the Corporate Cadre shall be forwarded by the Corporate Office of SPMCIL.
2. The applications of Supervisors in S-1 and S-2 level and of the Staff Workers and Industrial Workers of the Units coming under Unit cadre shall be forwarded by the respective Units.
3. The applications of employees, who are on the regular rolls of Company, will be considered to be forwarded through proper channel by the Company.
4. No applications from employees, who are under probation/contract, will be considered for forwarding.
5. Maximum 04 (Four) numbers of applications will be considered for forwarding in a calendar year. However, this restriction is not applicable to the employees belonging to SC/ST/OBC category.
6. The applications for outside employment will not be forwarded in the cases, where the employee is under suspension or disciplinary proceedings are pending against him and charge-sheet has been issued, or decision has been taken by the Competent Authority to issue the charge-sheet.
7. During currency of any Punishment, the application will not be considered for forwarding.

*Handwritten signature*

8. Before forwarding applications, the following procedures/conditions must be fulfilled:
  - i. Ensure that application is complete in all respect and in the standard format prescribed by the organization where, the applications are being forwarded.
  - ii. Fulfilling the eligibility criteria for post applied as per advertisement.
  - iii. Applications must be recommended by Controlling Officer and Unit Head (in case of Units)/concerned Director in case of Corporate Office.
  - iv. Clearly indicate the position, level and the pay-scale of the employee and date from which he is holding the same.
  - v. Vigilance clearance obtained in respect of employee.
9. Forwarding of applications for lower posts/equivalent posts will be discouraged.
10. Request for forwarding the applications for posts on deputation basis outside SPMCIL will not be entertained, however, the discretion is left with the Competent Authority to forward or not to forward for coherent and valid reasons.
11. While forwarding the applications of Executives to Corporate Office, the Units shall ensure that the applications in original complete in all respect sent to the Corporate Office to do the needful.
12. It is incumbent on the part of the Employee to inform about their selection enclosing therewith a copy of offer of appointment and make a request for formal relieving or resign, as the case may be.
13. The employees who are selected for employment in other organization will be relieved after expiry of applicable notice period OR on payment in lieu of notice period OR appropriate from the earned leave accrued. However, Competent Authority may waive this condition in deserving cases.
14. Now withstanding anything contained in the initial guidelines, the Competent Authority reserves the right to withhold relieving/refuse acceptance of the resignation of any employee even on selection in other organization

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subject to exigency of service and in the interest of SPMCIL.

15. Authority Competent to forward the applications/authorize deputation/accept or refuse the reliving or resignation are as follows:

E-6 & Above	CMD
E-1 to E-5	Director (HR)
S-1 to S-2	GM/Unit Head
W-1 to W-6	HR Head of the Unit

16. The Management of SPMCIL reserves the right to add/delete, amend or modify guidelines in the larger interest of the organization.

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*Handwritten: 15/12/11*  
(P.K.Sahoo)  
DGM (PER.)

SPMCIL, Corporate Office

Distribution :-

1. OSD to CMD
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3. GM (IT)/ CVO-in-charge
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