



प्रतिभूति कागज कारखाना, होशंगाबाद-461005 (म0प्र0)
(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई)
भारत सरकार के पूर्ण स्वामित्वाधीन

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सूचना क्रमांक : 24

प्र.का.का., होशंगाबाद के समस्त अधिकारियों/पर्यवेक्षकों/कर्मचारियों को सूचित किया जाता है कि निगम मुख्यालय, नई दिल्ली द्वारा निगम के कर्मचारियों की अंतर यूनिट एवं बाह्य यूनिट में स्थानान्तरण (Guidelines for Inter-unit and Intra-unit transfer of SPMCIL employees) के संबंध में पालिसी प्रकाशित की गई है जो कि इस सूचना के साथ प्राप्त निगम एच.आर. परिपत्र क्रमांक 15 दिनांक 17/06/2014 संलग्न कर सूचनार्थ प्रेषित है ।

अभिषेक 19/6

(अभिषेक श्रीवास्तव)

सहायक प्रबंधक (मा.सं.)

एवं कार्यालय अध्यक्ष

क्रमांक : 1(5)/सूचना/1604

दिनांक : 18/06/2014

प्रतिलिपि :-

1. महाप्रबंधक, प्रकाका, होशंगाबाद को सूचनार्थ ।
2. उप महाप्रबंधक, प्रकाका, होशंगाबाद को सूचनार्थ ।
3. समस्त अधिकारी, प्रकाका, होशंगाबाद
4. समस्त सूचना पटल, प्रकाका, होशंगाबाद
5. समस्त यूनियन, प्र.का.का., होशंगाबाद
6. रक्षा पंजी



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**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.
- (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 - concerned Director in consultation
Corporate Office posting 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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