# THE COTTON CORPORATION OF INDIA LIMITED, NAVI MUMBAI

## TRANSFER POLICY of CCI (Amended)

### 1. Introduction:

Transfer and postings of Officers and staff is done as per necessity. Transfers are made in the best interest of the organization. The guidelines being followed in this matter is the instructions issued by the Govt. of India which primarily deals with rotation of staff and officers working in the sensitive posts. These rotations are effected within the ambit of certain principles elaborated below. Therefore, in majority of the cases, transfers are effected as per administrative grounds.

The Central Vigilance Commission (CVC) and the DOPT have issued instructions for effecting rotational transfers of officials posted on sensitive posts. The Central Vigilance Commission in the superintendence of vigilance administration over the years has observed that such rotational transfers are not effected in many organizations due to which officials continue to remain in the same posts for long periods. Such overstay and continuous posting afford scope for developing vested interests etc. which may not be in the interest of the organisation. The CVC has, therefore, emphasized that periodical rotation of officials holding sensitive posts/jobs needs to be ensured.

Therefore, it has become necessary to propose, formulate, and introduce a transparent transfer policy for Officers/Staff of the Cotton Corporation of India. While formulating the Transfer Policy, all relevant guidelines issued by the Government from time to time in the matter along with the relevant provisions of Recruitment Rules and also the terms and conditions provided in the Appointment orders issued to the employees are considered. Accordingly, the Transfer policy for the officers and staff of the Corporation is formulated as under.

### 2. Applicability:

This policy will be applicable to all Officers/Staff of the Corporation posted in the Branch Offices and Head Office of the Corporation.

### 3. Posting Tenure:

Continuous posting on a station for a specific period for different categories of employees as per details given in the table below.

**Posting Tenure for various cadre of posts:** The Transfer Policy envisages Continuous posting at a station for a specific period or (a fixed tenure at a station before consideration of transfer) for different categories of employees as per details given in the table below:

| Category | Maximum Service tenure for transfer |
|---|---|
| Branch Managers/Officers in HO | Three Years |
| Officers posted in the Branches | Three Years |
| Field Staff | Field officials to be transferred from one branch to another branch after completion of 5 years. However rotational transfer from one center to another (within the same branch) will take place on completion of 3 years.<br><br>**Note:** Notwithstanding any criteria referred above, the Chairman-cum-Managing Director reserves its right to transfer center-in-charge before completion of five years or retain him in the same center even after completion of 3 years in case of unsold stock or in the best interest of the Corporation. |



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|---|---|
| Staff (Jr. Assistant & above) | In respect of office staff, their maximum tenure will be 5 years in one section however in case of sensitive post rotational transfer should be done every 3 years. |
| Drivers, Peons, Maintenance Staff etc. in the Branches | On Administrative Grounds |

4. **Categories of Transfer:**

(a) Transfer on Administrative Grounds.
(b) Transfer on completion of the posting tenure
(c) Transfer on request
(d) Rotational transfer of persons holding sensitive posts.

**(a) Transfer on Administrative Grounds:**

- On Functional requirement of the organization.
- On Administrative exigencies e.g. disciplinary action initiated under Conduct Discipline & Appeal Rules of the Corporation or due to ongoing Vigilance proceedings against any officer/staff, wherein his posting at same station will be detrimental to the ongoing proceedings till the closure of Vigilance case.

**(b) Transfer on completion of the posting tenure:**

- Transfer of an Officer or Staff will be considered on completion of the tenure of service (as prescribed in Para-3) subject to availability of vacancy. Such transfers will be done by Competent Authority as defined in clause No.5.
- However, in exceptional cases, the management reserves its right to retain an Officer or staff and allow him to continue in the same station even after completion of the tenure of service as stipulated in Para-3 as per exigencies of work and in the best interest of the Corporation.

**(c) Transfer on Request:**

Will be considered on case to case basis by the Competent Authority subject to availability of vacancy. In such cases, the employee transferred will not be eligible for any transfer benefits except the travel time to be taken as 'on duty'. No employee will be displaced to accommodate the request of the other.

**(d) Rotational transfers of Officers and staff holding sensitive posts:**

However, in the case of persons holding 'Sensitive posts' which are identified, transfers should be made on completion of Three years service in the said posts. Details of posts identified as 'Sensitive posts' are listed below:

**I. At Head Office:**

i) Incharge of Sales Section dealing with private mills
ii) Incharge of Clearing & Forwarding Section
iii) Incharge of Export Section
iv) Incharge of Construction Activities
v) Incharge of Internal Trade Accounts
vi) Incharge of Vigilance Section
vii) Incharge of Internal Audit Section
viii) Incharge of Administration Section



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II . **At Branch Offices:**

i) General Managers/Dy. Gen. Managers/ Branch Managers
ii) Managers/Dy. Managers/Assistant Managers(Accounts)
iii) Managers/Dy. Managers/Assistant Managers(Vigilance)
iv) Marketing – Purchase, Cotton Seed sales & FP bale sales
v) Accounts – Purchases & Sales
vi) Line In charge

5. **Competent Authorities for Transfer:**

All transfers/ postings of officers/staff in the Head Office and/or Branch offices of the Corporation for branch to branch transfer/H.O or H.O. to branch transfer shall be done with the approval of the Chairman-cum-Managing Director of the Corporation in consultation with the concerned functional Directors except upto Centre-In charges and equivalent which shall be done with the approval of Functional Directors.

6. **Grievance Redressal Clause:**

Notwithstanding any criteria referred in this policy, any aggrieved employee who has some critical illness or for any other bonafide reasons has a grievance consequent upon his transfer may request to CCI management about his grievance. The decision taken by the CMD will be final.

7. **Interpretation clause:**

CMD will be the Competent Authority for interpretation of any clause in the Transfer Policy and his/her decision will be final.

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