

**TRANSFER POLICY IN RESPECT OF INDUSTRIAL / NON-INDUSTRIAL & GROUP-B EMPLOYEES OF AVNL****01. BACKGROUND:**

With the corporatisation of Ordnance Factory Board, 7 New Defence Companies have been formed including Armoured Vehicles Nigam Limited. The employees of erstwhile OFB units have been transferred to the new Defence Companies on deemed deputation. Since the employees retain their original status as Government servants, the cadre controlling authorities for different categories continue to be the Directorate of Ordnance (Coordination and Services)/DDP, as the case may be. Since each new Defence Company is a separate and independent corporate entity and since the cadre control of the employees on deemed deputation, are retained by the DOO/DDP, transfer of employees between different DPSUs can be effected with the clearance by the cadre controlling authorities. However, full powers have been given to the Board of the new Defence Companies for transfer of employees within the respective Company units. Due to this change in the environment, the existing procedure for transfer of employees amongst the erstwhile OFB units, required a change.

In view of the above, the issue of an appropriate Transfer Policy in respect of Industrial/Non-Industrial and Group B Employees of AVNL, has engaged the attention of AVNL Board. After due deliberation, a policy has been approved by the Competent Authority, laying down the conditions and procedure for transfer of employees within the Company as well as with other new Defence Companies.

**02. APPLICABILITY:**

These policy guidelines are applicable to all the Industrial/Non-Industrial and Group B Employees working in Armoured Vehicles Nigam Limited. The policy covers transfers within the units of AVNL and also transfers to other new Defence Companies. Transfers from other new Defence Companies to AVNL will also be regulated by these guidelines.

**03.** Transfer of employees takes place on two grounds; (i) individuals' own interest/on compassionate grounds and (ii) in the interest of the organization/Company's interest.

**A. OWN INTEREST TRANSFERS:  
GROUNDS FOR TRANSFERS IN OWN INTEREST**

The Grounds for consideration of Transfer are given below:

- (a) Transfer request by the employee or any of the dependent family members (as per service records) suffering from serious/critical/terminal ailments (Supported with relevant medical documents).
- (b) Transfer on the grounds of posting of husband and wife at the same station (Supported with service certificate of the spouse) in terms of existing DOPT orders.
- (c) Transfer of persons with Benchmark Disabilities (PWBD) (Supported with nature of Disability certificate with disability of minimum 40%)
- (d) Transfer application of single working lady (supported with necessary proof)
- (e) Any other ground considered reasonable by Competent Authority

### **A.3 TRANSFER APPLICATIONS (IN OWN INTEREST) RECEIVED FROM EMPLOYEES OF OTHER NEW DEFENCE COMPANIES**

#### **Policy:**

The request of employees of other new Defence Companies for transfer to AVNL Unit(s) will normally be considered positively on the merit of the requested grounds. **Preference will be given to Mutual transfers.**

#### **Procedure:**

- The transfer application of employees from other new Defence Companies must be accompanied by service details, disciplinary/vigilance clearance and the recommendation/clearance of their Corporate Office.
- Such cases shall be considered at AVNL CO and the decision of acceptance or otherwise will be communicated to the Corporate Office of the other Company.
- If acceptable to AVNL CO, then the other Company shall take up the case with DOO for cadre clearance and issuance of necessary orders for transfer/release of the employee at their end.

#### **Exceptions for Rejection:**

- (a) Employees under currency of penalty/under Disciplinary Procedure (contemplated/pending)
- (b) Functional necessity

### **B. TRANSFER ON FUNCTIONAL GROUND/COMPANY INTEREST**

#### **Policy:**

All such transfers on functional ground will be considered based on functional/operational requirement, exigency of services, administrative grounds, rationalization of manpower, adjustment of surplus manpower or on any other ground considered appropriate by the Competent Authority in Company's interest.

#### **Procedure:**

- All the transfer(s) on functional ground, within the AVNL Units will be decided by the AVNL Corporate Office ONLY
- All such transfers with other New Defence Companies will be processed with the Cadre Controlling Authority after obtaining the clearance from other New Defence Companies.

#### **C. Other General Conditions:**

All the other existing instructions (erstwhile OFB instructions) in matters related to seniority, pay fixation, trade change etc. arising out of such transfers, shall continue to apply till those are modified by the Company.

#### **D. Overriding interest of the Company:**

The policy guidelines have been framed to facilitate smooth transfer of employees within the Company (AVNL) as well as to the other new Defence Companies. The policy aims at balancing both the interest of the employees as well the functional interest of the Company. Notwithstanding anything contained in this policy/procedure, the interest of the Company shall have overriding effect. The Company retains the authority to take any decision in any case on functional, operational and administrative grounds.

#### **E. Interpretation:**

If any question arises regarding interpretation of these policy guidelines/procedure, it will be decided by the Chairman and Managing Director (CMD)/AVNL.

#### **Relaxation:**

Chairman and Managing Director (CMD)/AVNL will have full powers to relax any of the provisions of the policy guidelines, with reasons recorded in writing, on functional, operational and administrative grounds.

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