



ROTATION TRANSFER POLICY FOR INCUMBENTS OF IDENTIFIED SENSITIVE POSTS

1. OBJECTIVE

The aim of the Policy is to lay down the methodology for implementing CVC Guidelines and Instructions on rotation of employees holding sensitive posts with a view to provide transparency, objectivity and increased perception of fairness and clarity as also for promoting integrity, efficiency and improved performance in the Company.

2. SCOPE

It applies to all regular employees – Executives and Non-Executives – of Hindustan Copper Limited (HCL) working in identified sensitive posts whether in Projects/Units/Offices and shall not apply to any post the appointment to which is regulated by the Central Government.

3. SENSITIVE POST

A post may be identified as 'sensitive' if the incumbent to the said post frequently comes in contact with the Public and/or Contractors / Suppliers or deals with preparation/handling of Contracts and related matters, concurrence of Contracts, allotment of Quarters, Recruitment of Personnel, procurement of Stores, etc., which involve financial transactions/decisions or where there is a possibility of developing a nexus / vested interest that may adversely affect organization's working in the long run. While identifying a post as 'sensitive', the nature of work of the individual incumbent is to be taken into account and mere posting in a sensitive department ought not be the sole criteria to gauge the sensitivity of the job of the individual.

4. IDENTIFIED SENSITIVE DEPARTMENTS / POSTS

The various categories of posts in different departments of HCL identified as sensitive are detailed in Annexure-1.

5. REVIEW OF SENSITIVE POSTS

The job profile of various posts, including the identified sensitive posts, shall be reviewed on an annual basis by the respective Unit/Office Head along with HR Head of the Unit/Office for continuance as a sensitive post or addition / deletion from the list of identified sensitive post. This shall be the starting point in the exercise for effecting rotational transfer. Any modification in the identified list of 'sensitive' posts shall be communicated to D(P) / CVO.

(* Amended vide Office Order no. Misc./13.66 dated 09.09.2011)

6. TENURE

Normally, the maximum tenure of an employee in a 'sensitive' post shall be THREE years at a time. However, in case of exigencies of work, with proper justification and approval of CMD, it may be extended upto another TWO years, i.e., maximum FIVE years, for incumbents to the post of Executive Director / General Manager and Departmental / Unit / Office Head. In respect of any other post, the matter shall be decided on a case-to-case basis subject to adequate justification and approval of CMD.

An incumbent of a sensitive post after transfer on completion of tenure should not normally be posted back to the erstwhile sensitive post before two years.

7. TRANSFER MECHANISM

An employee working in a sensitive post shall be transferred to another post on completion of tenure. For identification of employees who are due for rotation on completion of tenure, the cut-off date shall, henceforth, be 31st March of each year.

While effecting such transfer, effort shall be made to accommodate the said employee in another post without change of station, i.e., at the same Headquarter. However, if it is not possible to do so or the exigencies of the situation so demand, the said employee may be transferred to another Unit/Office. This shall be decided by the Corporate Office based on inputs received from Unit/Office Head. Employees likely to superannuate in the next twelve months shall, generally, be kept out of purview of Inter-Unit transfer and shall be rotated within the Unit/Office concerned.

In general, effort shall be made to accommodate the said employee in a non-sensitive post after completion of tenure in a sensitive post. However, there shall be no bar in transfer of

an employee from one sensitive post to another in view of paucity of manpower or limited availability of skilled/trained manpower.

8. CALENDAR OF ACTIVITIES

The calendar of activities for effecting Rotational Transfers is at Annexure-2.

9. COMMENCEMENT

This Policy shall come into force with effect from 08.07.2011.

Annexure 1**IDENTIFIED SENSITIVE POSTS IN HCL**

Sl. No.	Department	Employees posted as or dealing with...
1.	Marketing	<ul style="list-style-type: none"> i) Head of Marketing ii) Development and implementation of strategic marketing policies iii) Regional Marketing Head iv) Customer Relations/Complaints and Delivery Orders
2.	Materials & Contract	<ul style="list-style-type: none"> i) Preparation and handling of Contracts/Tender for materials/ logistics. ii) Stores, Despatch & Receipt Sections iii) Weighment Section iv) Inspection and Scrap Disposal Section
3.	HR & Admn.	<ul style="list-style-type: none"> i) Recruitment/Selection ii) Selection of consultant for studies in HR matters. iii) Contracts in Admn. Deptt. (e.g., Security, Transport, Stationery, Guest-House/Canteen, Furniture etc.) iv) Allotment of Quarters v) Local purchase
4.	Finance	<ul style="list-style-type: none"> i) Concurrence of Contracts ii) Checking and payment of bills mainly of Contractors/Vendors.
5.	Mechanical, Electrical, Plant, Mining & Operations	<ul style="list-style-type: none"> i) Preparation and finalization of Contracts ii) Placing indents for procurement of items/stores iii) Inventory Control
6.	Geology	<ul style="list-style-type: none"> i) Identification of rock classification ii) Contractual excavation in Mines
7.	R&D	Testing of materials supplied by the parties for acceptance/rejection
8.	Civil	Processing of Tenders and Execution of Contracts
9.	Vigilance	Conducting investigation / examination of Complaints

Annexure 2**CALENDAR OF ACTIVITIES FOR EFFECTING ROTATIONAL TRANSFER**

Sl.No.	Activity/Steps	Timeline	Key Responsibility
1.	Review of the job profile of employees working in 'sensitive' departments to identify sensitive posts	31 st January	<u>For Units/Offices</u> Unit/Office Head with HR Head
2.	Identification of employees working in 'sensitive' areas/posts based on input at Sl.No. 1		<u>For Corporate Office</u> Sr.Mgr.(HR) with Functional Directors
3.	Forwarding list of Sl.No. 2 to D(P) / CVO		
4.	Forwarding identified case for Inter-Unit transfer to CO	28 th February	Respective HR Head with approval of Unit / Office Head
5.	Forwarding of exception list for retaining employees beyond 3 years with adequate justification to CO		
6.	Finalization of Rotation Plan and Effecting Rotation Transfers	31 st March	Respective Unit/Office Head with HR Deptt.
7.	Forwarding consolidated list to D(P)/CVO regarding employees in list at Sl.No. 4, 5 and 6	10 th April	Respective HR Head
8.	Consolidation of details received from Unit and forwarding to Vig. Deptt.	30 th April	Estt. In-charge, CO [Sr.M(HR)]
9.	Submission of details to Board for information		