	From: Head Office New Delhi	To: Shri RO	Date: 28.3.2002
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Dept.: AGM[P] Secretariat


**Re: Transfer Guidelines of Class I Officers/
Class III/IV Employees**

It has widely been felt that existing guidelines on job rotation/transfer for Officers and Class III/IV employees are not sufficient to cope with the changing scenario to meet new challenges. Detailed deliberations at the corporate level have taken place in the recent past to evolve a common approach. As a consequence of these deliberations the 'Transfer Policy' for Officers/Class III & IV employees have been prepared and adopted by our Board and are enclosed for your information and future reference.


You are now requested to take the following steps immediately.

1. Both the Transfer Policies are required to be exhibited on the Notice Board of all the Offices under your control within 7-10 days time. *You may take out sufficient copies at your end.*
2. Please send us a list of all such Officers, cadrewise, who have completed more than 5 years in the present place of posting, taking into account, the period spent at the Station "comprising of all cadres". The list should be in a descending order with the longest serving Officer at the top of the list.
3. You are also requested to send us the cadrewise list of all such Officers who have completed 3 years in the existing cadre at the same place of posting and have been requesting for a transfer elsewhere. The Officer must also give us atleast 2/3 choices of transfer sought.

Kindly acknowledge receipt of the 2 transfer policies and confirm compliance of the above advices.


[SUPARAS BHANDARI
GENERAL MANAGER

Encl.: a/a





THE ORIENTAL INSURANCE COMPANY LIMITED
A-26/27, ASAF ALI ROAD,
HEAD OFFICE, NEW DELHI

II. Transfer and Mobility Policy for Officers

1. PREAMBLE

In the context of the need to adapt ourselves to emerging scenario of competition and restructuring of organization, introduction of total computerization of our operations and inevitable exit of experienced manpower, the placement and transfer policy of Officers requires review. This takes into account the following objectives:

- (a) To provide for an opportunity in improving competency, self development and career path of Officers;
- (b) To ensure grooming up of an Officer for taking position in higher cadre by following job rotation;
- (c) To achieve organizational goals;
- (d) To maintain sectoral balance in all regions with a view to provide adequate service to insuring public

2. APPLICABILITY

- (a) These guidelines will come into effect from **1.4.2002**.
- (b) These guidelines are applicable to all Officers up to the rank of Dy. Managers. Transfers / Posting of Officers in the rank of Managers and above shall be at the discretion of the Management keeping in view Office exigencies and distinct nature of duties of Officers of these cadres.
- (c) These guidelines are not applicable to Officers (i) posted / deputed to foreign operations, (ii) deputed to other organizations in India and abroad during their tenure of such posting/deputation. **These guidelines are also not applicable in the case of local transfers.**

3. DEFINITIONS

- 3.1 Transfers shall mean relocation of an Officer from one town/city/urban agglomeration to another town/city/urban agglomeration.
- 3.2 Metro centers shall mean and include :
Mumbai (including New Mumbai and Suburban areas upto Virar on Western Railway and upto Kalyan on Central Railways)
Kolkata (entire urban agglomeration including Howrah & 24 Parganas)
Chennai (including Tambaram, Avadi, Red hills & Manali)
Delhi (Including Gurgaon, Bahadurgah, Noida & Faridabad) & Ghaziabad
Regional Centers shall mean – centers other than Metro centers where Regional Offices are located.


B. K. SARKAR
Asst General Manager



THE ORIENTAL INSURANCE COMPANY LIMITED
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HEAD OFFICE, NEW DELHI

3.3 Geographical Zones shall mean as under :

Northern Zone	- National capital territory of Delhi, States of Haryana, Punjab, Rajasthan, U.P., Uttaranchal, Jammu and Kashmir, H.P., and Union Territory of Chandigarh
Western Zone	- States of Maharashtra, Gujarat, M.P., Chattisgarh, Goa, Union territory of Daman & Diu, Dadra & Nagar Haveli
Eastern Zone	- States of West Bengal, Bihar, Jharkhand, Orissa, Sikkim, Assam, Meghalaya, Negaland, Tripura, Mizoram, Manipur, Arunachal Pradesh. and Andaman & Nicobar.
Southern Zone	- States of Tamil Nadu, Karnataka, Kerala, Andhra Pradesh, Union territories of Pondicherry, and Lakshadweep & Minicopy.

3.4 Normal period of posting (NPP) shall mean continuous posting in all cadres of Class I taken together for a period of 3 years in a centre.....


3.5 Local transfer shall mean a transfer of an Officer from one Department to another Department in the same Office or from one Office to another Office within the same town/city/urban agglomeration.....

4. GENERAL REGULATIONS

4.1 The Company shall endeavour to determine on annual basis, the cadre strength of each cadre in terms of norms adopted. Distribution of such cadre strength among the individual Regions and HO in each cadre shall be determined by a Committee of General Managers (Personnel & Marketing) so as to ensure need based and equitable distribution of a available manpower.

4.2 On completion of NPP, an Officer may be considered for transfer from existing place of posting irrespective of assignment. This exercise shall be done during the first quarter of every year.

Nothing contained herein shall be construed to limit the powers of the Management to transfer any Officer before completion of the normal period of posting. However, such authority shall vest with the 'Board of the Company.'


B. K. SARKAR
Asst. General Manager



THE ORIENTAL INSURANCE COMPANY LIMITED

**A-25/27, ASAF ALI ROAD,
HEAD OFFICE, NEW DELHI**

4.3 While considering transfers on account of NPP under Para 4.2. above, if the number of Officers for consideration of such transfer in any cadre is found to be large at a particular station, and transfers of all at one time is likely to dislocate the operation of the Company, CMD may allow consideration of such transfers in a phased manner.

While restricting transfers in such a phased manner the order of transfer shall be in accordance with the length of continuous posting i.e. longer the posting, the first to be considered for transfer.

4.4. REVOLVING PLAN

Officers who are transferred in a particular year other than on request would be eligible for consideration of transfer to one of the three places of their choice after completing 3 years in that place of posting. However, such transfer to one of the places of choice would depend on the availability and requirement of Officers in his cadre at the relieving and receiving stations so that balance in distribution of manpower is not disturbed. If effected, such transfer would not be treated as a request transfer.

4.5 After earmarking the exits, due to proposed transfers on account of NPP as provided hereinabove, the position of vacancies at these stations from where the exits would take place shall be examined, having regard to the regional cadre strength determined.

Vacancies thus identified would be filled up by considering transfers on account of office exigencies, voluntary transfer requests, transfers under revolving plan, transfers based on NPP, postings on promotion and transfers on account of Job Rotation.

4.6 Officers in the rank of AAO and AO shall ordinarily be considered for transfer within the Geographical Zone indicated in para 3.3. and/or adjoining States. In respect of other cadres the transfers will be on All India basis.

5. JOB ROTATION

5.1 No Officer shall ordinarily continue in a sensitive assignment for a period exceeding 3 years at a stretch.

"Sensitive assignment" for this purpose shall mean and include handling claims and in-charge of offices.


B. K. SARKAR
Asst. General Manager



THE ORIENTAL INSURANCE COMPANY LIMITED

**A-25/27, ASAF ALI ROAD,
HEAD OFFICE, NEW DELHI**

6. REQUEST TRANSFERS

- 6.1 No transfer request shall ordinarily be considered until an Officer has completed a minimum of 3 years at his present place of posting. However, in cases of extreme hardship involving sickness of self/spouse or dependent children due to Major Diseases as listed in the provisions for Special Sick Leave, CMD may relax this provision recording the reasons therefore and direct to place such request transfers before the 'Board of Directors' of the Company for approval.
- 6.2 Not more than 2 request transfers shall be considered from an Officer in the entire service career.
- 6.3 Where the number of transfer requests for a particular station is more than the number of vacancies available at that station, the selection out of the available transfer requests for the vacancies shall be made on the basis of the length of stay of the officers at their present places of posting. The longer the stay, the first to be considered.
- 6.4 If and under any circumstances, a transfer request is considered after 3 years of posting at the present place, the revolving plan guidelines as per para 4.4 shall be applied and the transfer shall not be considered as a request transfer.

7. SPOUSE CASES

Cases of transfer/postings where the officer wishes to join his/her spouse in different locations may be given preferential treatment as far as possible.

8. PHYSICALLY HANDICAPPED OFFICERS

Cases of transfer/postings of officers suffering from physical disability of a nature and extent that causes hardship in the mobility of the officer may be considered sympathetically by the CMD.

9. DIFFICULT AREAS

Officers who have been transferred and posted to difficult areas from other parts of the country may be considered, after the expiry of three years, for posting to one of the three places of their choice, subject to availability of vacancies at the places of their choice. Such choice posting if made, shall be considered as a Company transfer. This provision will not apply to officers whose home town falls within the difficult area. For the purpose of this rule, "difficult area" would mean the area declared as such by the Chairman-cum-Managing Director of the Company.

10. COMPANY TRANSFERS

Officers posted at a place on transfer/promotion, shall normally remain at the same place at least for a period of 3 years unless it is extremely necessary to shift him in interest of the Company for administrative/vigilance cases or on account of non-performance. Such


B. K. SARKAR
Asst. General Manager



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**A-26/27, ASAF ALI ROAD,
HEAD OFFICE, NEW DELHI**

cases shall be examined by the GM (Marketing) and GM (Personnel) jointly, who shall submit their Report to CMD for final orders for shifting of such Officers. However, where it is felt necessary to shift an Officer from one Centre/Location to another Centre/Location due to "Office Exigencies" only, before completion of 3 years at their present place of posting, such cases are required to be placed before the 'Board' of the Company for approval.

11.1 OFFICERS DUE TO RETIREMENT WITHIN 2 YEARS

11.1 Officer who are due for retirement on Superannuation within 2 years reckoned from 1st April of the year in which transfer/posting is effected shall not be transferred unless necessitated by extenuating circumstances, provided he will not be holding a sensitive post.

12. TRANSFER BENEFITS

An officer transferred from one station to another is entitled to transfer benefits as may be allowed from time to time as per guidelines issued by the Company. For local transfers within the City, no transfer benefit is allowed. In the case of request transfers, if considered before completion of 3 years, no transfer benefits shall be allowed.

12.1 In cases of officers under order of transfer, who have represented to the transferring authority on grounds of extreme hardship, if any, for extension of time to join at the new place, the authority concerned may, at his discretion, grant a maximum of additional 30 days beyond the date specified in the Transfer Order or the 30 days ordinarily available when no such date is specified.

13. POWER TO MODIFY/RELAX THE PROVISIONS OF THIS POLICY

The Chairman-cum-Managing Director may by order and for reasons to be recorded in writing dispense with or relax the provisions of these guidelines except the matters which are required to be placed before the 'Board' of the Company.

14. COMPETENT AUTHORITY FOR TRANSFERS


As may be decided by the Management from time to time.

15. Nothing contained herein above shall affect any transfer necessitated due to adverse factors such as CDA/Vigilance cases.

16. REMOVAL OF DOUBTS & CLARIFICATIONS

In case of any doubt on any of the provisions of these guidelines, the Chairman-cum-Managing Director may issue necessary clarifications.

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B. K. SARKAR
Asst. General Manager

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THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD
NEW DELHI 110 002

Job Rotation & Transfer Policy for Supervisory,
Clerical & Sub-ordinate Staff

PREAMBLE:

In order to meet the needs of organisation and exigencies that may come up and also to ensure planned career growth and development of employees through adequate exposure to all functions of the organisation, it is considered necessary to formulate a codified and comprehensive transfer policy for the Supervisory, Clerical and Subordinate Staff in the General Insurance Public Sector Companies.

1. This Transfer policy is being framed with the following objectives:

- (i) To provide for an opportunity in improving the competency, self-development and career path of the employees.
- (ii) To achieve the organizational goals
- (iii) To achieve better customer service
- (iv) To ensure equitable distribution of available manpower among the various offices.
- (v) To take care of the needs of employees based on genuine hardships.

2. The following provisions shall supercede all guidelines or instructions issued in this regard earlier.

3. APPLICABILITY:

The provisions of this Policy shall be applicable to all Supervisory, Clerical and Subordinate Staff on the rolls of the Company.

This Policy shall come into force with effect from 1.4.2002.


B. K. SARKAR
Asst General Manager

THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD
NEW DELHI 110 002

4 [a] **Outstation Transfer** means relocation of an employee from one City/Urban agglomeration/town to another City/Urban Agglomeration/Town.

4[b] **Local Transfer** shall mean relocation of an employee from one Office to another within the same City/Urban agglomeration/town.

4[c] **Maximum period of posting [MPP]** shall mean

(i) 5 years for the purpose of local transfer and

(ii) 10 years for the purpose of outstation transfer

5] GENERAL REGULATION:

5[i] All transfers including request transfer shall be made as far as possible so as to coincide with the commencement of the academic year as annual exercise.

5[ii] On completion of MPP, every employee shall be subject to outstation transfer/local transfer as applicable.

5[iii] Employees who are due to retire within 2 years will not be subjected to Outstation transfer based on MPP.

5[iv] On promotion, every employee shall be subjected to outstation transfer/local transfer irrespective of the period spent in place of his/her current posting.

5[v] No Request Transfer shall be effected during the period between the commencement and completion of a promotion exercise in the respective cadres.

5[vi] Nothing contained herein shall be construed to limit the powers of the Management to transfer any employee before completion of MPP or subject an employee to job rotation.



B. K. SARKAR
Asst. General Manager

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NEW DELHI 110 002

6. JOB ROTATION:

Every employee shall on completion of a continuous period of 3 years in the same Department/functional area of a particular office, be posted to another department/functional area as a measure of job rotation.

7. TRANSFER:

Transfers other than those of office exigencies may be classified as under:

7[a] Transfer of completion of MPP

7[b] Transfer on promotion

7[c] Request Transfers

8. TRANSFER ON COMPLETION OF MPP:

Transfer on completion of MPP shall fall under 2 categories viz.,

8[a] Outstation Transfer

8[b] Local Transfer

9. OUTSTATION TRANSFER:

Every employee who has completed a period of 10 years in a station shall be transferred to another station.

Provided that all such transfers shall be to an office situated within the same State for Supervisory & Clerical Staff. The transfers in respect of Subordinate Staff shall be limited to the Divisional Office and Branches thereunder.


B. K. SARKAR 3
Asst. General Manager

THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD
NEW DELHI 110 002

10. LOCAL TRANSFER:

Every employee shall be transferred from one office to another within the same station on completion of 5 years.

11. TRANSFER ON PROMOTION

11[a] In locations where there is only one office, the employee promoted from that office may be retained there, provided a vacancy has been declared in that office subject to MPP.

11[b] After complying with the above provision, the principle of 'higher the ranking nearer the posting' shall be followed.

11[c] In places where there are more than one office every employee, on promotion, shall be posted to an office other than the one in which he/she was working at the time of promotion, irrespective of the period of posting in the current office.

12. REQUEST TRANSFER


12[i] Request for a transfer can be considered only to a place where there is a vacancy and subject to staff position in the relieving office.

12[ii] No transfer request shall be considered until an employee completes a minimum of 3 years at the present place of posting.

12[iii] Not more than 3 such transfers shall be allowed during the service period of the employee in the Supervisory, Clerical and Subordinate Staff cadre.

12[iv] Where the number of transfer requests for a particular station is more than the number of vacancies available at that station, the selection for such transfer shall be made on the basis of the length of the period counted from the date of reporting to the present place of posting.

12[v] Employees transferred out of a station due to exigencies of offices or due to implementation of MPP norms shall have priority


B. K. SARKAR
Asst. General Manager

THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD
NEW DELHI 110 002

over other categories of request transfers, subject however to all other conditions.

12[vi] Transfers on request on the grounds of 'spouse joining' shall be considered after completing a period of 2 years in the current place of posting, where the spouse is employed in Govt./Public Sector Undertaking. Such transfers shall be limited to 2 times in the entire service period of the employee in the Supervisory, Clerical and Subordinate Staff cadre. It is essential that sufficient documentary proof to the effect that the spouse is not in a position to secure a transfer from his/her employer is produced.

12[vii] Request transfers on grounds of sickness of self, spouse or dependant children involving major diseases as listed in the provisions for Special Sick Leave may be considered without insisting on the requirement of the minimum period of stay of 3 years. Consideration of such requests shall be subject to satisfactory Reports from the Medical Board nominated by the Company. Such cases are required to be placed to 'Board' for approval.

In order to ensure the above provisions, every transfer request shall be registered in a Transfer Request Register.

13. TRANSFER BENEFITS:

13[a] An employee on transfer from one station to another shall be entitled for all the transfer benefits as per rules in this regard.

13[b] In the case of request transfer, no transfer benefit other than single passage by the entitled class and mode of travel only for the employee and joining time for the duration of travel shall be allowed.

14. IMPLEMENTATION OF TRANSFER ORDERS:

An employee on transfer shall join at the place of posting within 15 days of receipt of transfer order.



B. K. SARKAR
Asst. General Manager

THE ORIENTAL INSURANCE COMPANY LIMITED
A-25/27, ASAF ALI ROAD
NEW DELHI 110 002

15. AUTHORITY FOR ISSUE OF TRANSFER ORDERS:

Sl. No.	Nature of Transfer	Authority
1.	Placement within the same Office on account of Job Rotation	Officer-in-Charge of the Office concerned
2.	Transfer from one office to another within the same location	Manager/Regional Chief at Regional Office concerned.
3.	Transfer from one location to another	Manager/Regional Chief at Regional Office concerned
4.	Transfer from one Region to another on request	Manager/Asst. General Manager, Personnel Dept., Head Office
5.	Transfers on promotion	Promoting Authority specified in the Promotion Policy

16 POWERS TO MODIFY/RELAX:

The Board of the Company may by order and for reasons to be recorded in writing dispense with or relax the provisions of this Policy to such an extent as he may deem fit for dealing with individual cases of genuine hardship in a just and equitable manner or for meeting the Organisational exigencies.

17. REMOVAL OF DOUBTS AND CLARIFICATION:

In case of any doubt on any of the provisions of this Policy, the Chairman-cum-Managing Director may issue necessary clarification.


B. K. SARKAR
Asst. General Manager

ORIENTAL	From: Head Office	To: Regional Incharge RO _____	Date: 11.3.03
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Deptt.: Personnel

RE: AMENDMENTS TO TRANSFER & MOBILITY POLICY FOR OFFICERS

This has reference to Transfer & Mobility Policy for Officers effective from 1.4.02. The Board of Directors of the Company have approved the following amendments in the aforesaid Transfer & Mobility Policy.

1. Under Para 3.2 at present Ghaziabad is treated as part of Delhi Metro Centre. Consequent upon this amendment, Ghaziabad will be treated a separate Centre/ Station and not as a part of Delhi Metro Centre subject to the proviso that no transfer grant and benefits will be admissible in case of transfer from Metro Centre **Delhi to Ghaziabad** and vice-versa. The Para 3.2 consequent upon amendment will now read as under (Amended Vide Board Note dtd. 3.9.02):-

Metro centers shall mean and include;

Mumbai [including New Mumbai, Sub urban areas upto Virar on Western Railway and Sub areas upto Kalyan on Central Railways]

Kolkata [entire urban agglomeration including Howrah & 24 Parganas]

Chennai [including Tambaram, Avadi, Red hills & Manali]

Delhi [including Gurgaon, Bahadurgah, Noida & Faridabad]

Regional Centers shall mean – centers other than Metro centers where our Regional Offices are located.

No transfer grant and benefits will be admissible in case of transfer from Metro Centre Delhi to Ghaziabad and vice-versa.

2. **PARA 4 : under the Head "GENERAL REGULATIONS" will Now read as under (Amended vide Board Note dtd. 3.9.02)**

On completion of NPP, an Officer may be considered for transfer from existing place of posting irrespective of assignment. ***However, Officers who could not be considered for promotion to higher cadre as a result of their refusal of promotion for the first time (with posting given in the preceding year) will not be considered for transfer in that particular year (in which they are not considered for promotion). This relaxation is available on the first occasion only in a particular cadre and it is clarified that if the Officer refuse promotion-cum-posting given for the second time, no relaxation will be available to him and he will be transferred as per this Policy.*** This exercise shall be done during the first quarter of every year.

Nothing contained herein shall be construed to limit the powers of the Management to transfer any officer before completion of the normal period of posting. However, such authority shall vest with the 'Board of the Company'.

3. **PARA 10 ; under the Head "COMPANY TRANSFERS"
will Now read as under (Amended vide Board Note dtd. 28.11.02)**

It is provided that Officers posted at a place on transfer / posting shall normally remain at a place atleast for a period of three years. However, where it is felt to shift officer from one centre / location to another centre / location due to office exigencies before completion of three years at their present place of posting, such cases are required to be placed before the Board for their approval. However, keeping in view the business considerations and office exigencies in respect of vacant DOs/BOs, the Board of Directors have approved the amendment in Para-10 and the revised provision would read as under:-

"Officers posted at one centre / location shall normally remain at a same place atleast for a period of three years unless it is extremely necessary to shift him in the interest of the company for

1 - administrative / vigilance angles

2 - on account of non-performance

3 - for direct posting as Divl./Branch Head in vacant DOs/BOs from shortlisted panel of officers.

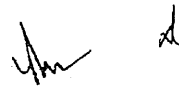
Such cases shall be examined by GM(P) and GM(Marketing) jointly who shall recommend / submit their report to CMD for final orders for shifting of such officers. **However, for posting of Officers directly from the shortlisted panel in vacant DOs/BOs, under no circumstances, these officers will be considered for posting to their immediately preceding / prior place of posting.**

Where it is felt necessary to shift officer due to office exigencies **other than as enumerated above**, before completion of three years at their present place of posting, such cases are required to be placed before the Board of the company for approval.

You are, therefore, requested to take note of the revised provisions.



ASSTT. GENERAL MANAGER



ORIENTAL	From: Head Office	To: Regional Incharge RO _____	Date: 9.7.04
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Deptt.: Personnel

RE: AMENDMENTS TO TRANSFER & MOBILITY POLICY FOR OFFICERS

This has reference to Transfer & Mobility Policy for Officers effective from 1.4.02 and further amendment notified vide our memo dtd. 11.3.04. The Board of Directors of the Company have now approved the following amendment in the aforesaid "Policy".

Under Para 3.2 "Kolkata Metro Centre" presently includes Kolkata and entire Urban Agglomeration including Howrah and 24 Parganas. Consequent upon the amendment, the revised Proviso of Para 3.2 will now read as under (amended vide Board Meeting held on 29.4.04).

Metro centers shall mean and include;

" **Mumbai** [including New Mumbai, Sub-urban areas upto Virar on Western Railway and Sub areas upto Kalyan on Central Railways]

Kolkata [entire urban agglomeration]

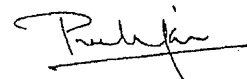
Chennai [including Tambaram, Avadi, Red hills & Manali]

Delhi [including Gurgaon, Bahadurgah, Noida & Faridabad]

Regional Centers shall mean – centers other than Metro centers where our Regional Offices are located.

No transfer grant and benefits will be admissible in case of transfer from Metro Centre **Delhi to Ghaziabad** and vice-versa. "

You are therefore requested to take note of the revised Provision.



ASSTT. GENERAL MANAGER





GENERAL INSURERS' [PUBLIC SECTOR] ASSOCIATION OF INDIA
Ground Floor, Jeevan Tara Building, Sansad Marg, New Delhi-110001

1st January, 2019

To,

GMs (P) of Member Companies & GIC-Re,

Dear Sir,

Done (P)

Re: Relaxation in Minimum Period of Posting for Request Transfer for Lady Officers (up to Scale III) Transferred Upon Promotion.

This is further to our letter dated 14.03.2017 on Review of Transfer and Mobility Policy (TMP) for Officers.

As per the provisions of TMP for Officers, no transfer request is ordinarily considered until an officer has completed a minimum of 3 years at his present place of posting. However, as communicated vide our aforesaid letter dated 14.03.2017, the Governing Board in its Meeting held on 22.02.2017, while reviewing the TMP Policy, decided that in the case of a lady officer in Scale I, II or III transferred under TMP, the said minimum period for making transfer request shall be relaxed from 3 years to 2 years, excluding period of LOP, if any, subject to availability of vacancy in that cadre in the desired place of posting as also keeping in view exigencies of office. Further, it was clarified that a lady officer on her first posting on recruitment or transferred on promotion shall not be eligible for this relaxation.

Representations were received from lady officers / Officers' Associations that the above said relaxation in the minimum period of posting from 03 years to 02 years in Transfer under TMP Cases may be extended to Transfer under Promotion Cases also. The matter was considered in GMs (P) Meeting held on 19.09.2018 and GMs (P) recommended extension of the said relaxation to transfer under promotion cases.

We now wish to inform you that the Governing Board of GIPSA, in its Meeting held on 11.12.2018, considered the above matter and approved extending relaxation in minimum period of posting for making transfer request from 03 years to 02 years to the cases where a lady officer in Scale I, II or III was transferred to the present station of posting consequent upon promotion.

You are requested to seek approval of the Competent Authority in your Company for the above proposal and thereafter, implement the same.

Thanking you,

Yours faithfully,

(Signature)

(RAVI RAI)
CHIEF EXECUTIVE

(Signature)

Mr. Arun

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THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE, NEW DELHI

Deptt. : Personnel

Item no: **II-23**

Date: 14 FEB 2019

NOTE TO BOARD FOR APPROVAL

Re: Amendment in Transfer Policy

GIST OF PROPOSAL

To consider amendment in Transfer Policy for relaxation in minimum period of posting for Request Transfer of Lady Officers (upto Scale-3) transferred upon promotion.

BACKGROUND

As per the provisions of TMP for Officers, no transfer request is ordinarily considered until an officer has completed a minimum of 3 years at his present place of posting.

In case of a lady officer in Scale-I, II or III transferred under TMP only shall be eligible to seek request transfer after completion of 02 years, excluding period of LOP, if any, subject to availability of vacancy in that cadre in the desired place of posting as also keeping in view the exigencies of office.

However, a lady officer on her first posting on recruitment or transferred on promotion shall not be eligible for the above relaxation.

ANALYSIS

We have now been informed by GIPSA vide their letter dated 1st January 2019 that representations were received from lady Officers/Officers' Associations that the above said relaxation in the minimum period of posting from 3 years to 2 years in Transfer under TMP cases may be extended to Transfer under Promotion cases also.

The Governing Board of GIPSA in its meeting held on 11.12.2018 considered the above matter and approved extending relaxation of minimum period of posting for making transfer request from 3 years to 2 years to the cases where

a lady officer in Scale I, II or III was transferred to the present station of posting consequent upon promotion.

RECOMMENDATION:

It is recommend to the Board for approval of extending above relaxation to lady officers in Scale-I, II and III who have been transferred to the present station on promotion also.

RESOLUTION

Board is requested to consider and if approved, pass the following resolution:-
"Resolved that the Management be and is hereby authorized to approve extending relaxation of minimum period of posting for making transfer request from 3 years to 2 years to the cases where a lady officer in Scale I, II or III was transferred to the present station of posting consequent upon promotion".

Submitted for approval of the Board.


(NAVNEET DOBA)
GENERAL MANAGER

THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE, NEW DELHI.

Deptt.: Board Sectt.

February 28, 2019

Extracts of the Minutes of the 446th Board
Meeting held on 14th February, 2019

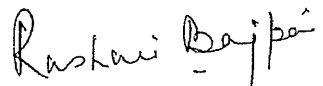
Item No.

6.1.8 Amendment in Transfer Policy. (Item No. II – 23)

Board was informed that the Governing Board of GIPSA at its Governing Board Meeting held on 11.12.2018 has approved extending relaxation of minimum period of posting for making transfer request from 3 years to 2 years to the cases where a lady officer is transferred on promotion.

Thereafter, the Board considered the Note and passed the following Resolution:-

“Resolved that the Management be and is hereby authorized to approve extending relaxation of minimum period of posting for making transfer request from 3 years to 2 years to the cases where a lady officer in Scale I, II or III was transferred to the present station of posting consequent upon promotion.”


(RASHMI BAJPAI)
COMPANY SECRETARY

Shri D Singh

THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE, NEW DELHI.

Dam (P)

Deptt.: Board Sectt.

May 19, 2009

Extract of the Minutes of the 382nd
Board Meeting held on 14th May, 2009

Item No.

6.1.3 Amendment to Transfer and Mobility Policy, 2002. (Item No. 9)

Shri D. Singh informed the Board that the Transfer and Mobility Policy, 2002 needs to be amended to provide exemption to Officer who himself or whose spouse / any of the dependent children is suffering from any of the nine specified major diseases (for which special sick leave is admissible) from transfer from one station to another, on the lines it is so allowed in the case of Class II / III / IV employees.

He further informed the Board that a committee consisting of CMD, General Manager (Personnel) and General Manager (Marketing) is required to be formed, whereby the powers of the Board are delegated to the said Committee, for considering the cases of shifting an officer from his present assignment, before completion of three years due to Office Exigencies.

Thereafter, Board considered the Note and passed the following Resolution:-

"Resolved that the Management be and is hereby authorized to insert the following para in the Transfer and Mobility Policy for Officers after para 8 (Physically Handicapped Officers):

8A. CASES OF HARDSHIP DUE TO MAJOR DISEASES

An Officer, who himself or whose spouse / any of the dependent children is suffering from any of the nine specified major diseases (for which Special Sick Leave is admissible as per Rules relating thereto), subject to the satisfaction of the CMD on the basis of documentary evidence to that effect, may not be transferred from one station to another, for the period specified by the CMD, but he will continue to be liable to job rotation in terms of para 5.

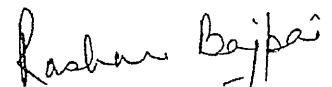
Para 10 shall hereafter read as under

Officers posted at one centre / location shall normally remain at the same place at least for a period of 3 years unless it is extremely necessary to shift him in interest of the Company for

- a. Administrative / vigilance angles cases
- b. On account of non-performance
- c. For direct posting as Divl./Branch Head in vacant DOs/BOs from shortlisted panel of Officers
- d. Closing / Downgrading of Office

Such cases shall be examined by the GM (Marketing) and GM (Personnel) jointly, who shall recommend / submit their Report to CMD for final orders for shifting of such officers. However, for posting of Officers directly from the shortlisted panel in vacant DOs/BOs, under no circumstances, these Officers will be considered for posting to their immediately preceding / prior place of posting.

Where it is felt necessary to shift an Officer due to "Office Exigencies" other than as enumerated above, before completion of 3 years at their present place of posting, such cases are required to be placed before the 'Committee' consisting of CMD, GM (Personnel) & GM (Marketing) of the Company for approval."



(RASHMI BAJPAI)
COMPANY SECRETARY

THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE, NEW DELHI.

Deptt.: Board Sectt.

September 14, 2020

Extract of the Minutes of the 459th Board Meeting
held on 29th August 2020

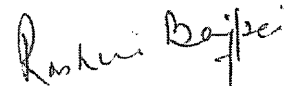
Item No.

6.1.2 Amendment in Transfer policy. (Item No. II – 15)

Board considered the note as vetted by the HR Committee and passed the following Resolution:

“Resolved that as recommended by the HR Committee in its meeting held on 28.08.2020, the amendment to definition of sensitive posts and the maximum period of stay as three years in a sensitive post in Transfer and Mobility Policy, as detailed in Note placed in 3rd HR Committee Meeting held on 28.08.2020 and 459th Board Meeting held on 29.08.2020, be and is hereby approved.”

Board was also informed that as directed by HR Committee in its meeting held on 28.08.2020, more clarity will be sought from GIPSA on the definition of Sensitive post.



(RASHMI BAJPAI)
COMPANY SECRETARY

सिन/CIN : U66010DL1947G01007158
THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE, NEW DELHI

Deptt. : Personnel

Item no: II-15
Date: 29 AUG 2020

NOTE TO BOARD FOR APPROVAL

Re: Amendment in Transfer Policy

GIST OF PROPOSAL

To consider amendment in provisions of Transfer and Mobility Policy regarding identification of sensitive posts and the maximum period of stay in a sensitive post.

BACKGROUND

The existing provisions of Para 5.1 of Transfer Mobility about Job Rotation (as amended) is reproduced as under :-

"No officer shall ordinarily continue in a sensitive assignment for a period exceeding 5 years at a stretch. BMs/DMs may be shifted from one office to another in the same location on completion of 5 years.

Claims including Service and TP Hubs, Estate and In-charges of DO/BO, excluding Micro Offices/Business Extension Counters I/Cs are declared as Sensitive posts."

ANALYSIS

We have now been informed by GIPSA vide their letter dated 11th December 2019 that Governing Board of GIPSA, in its Meeting held on 11.11.2019, discussed the Rotational Policy in GIPSA Member Companies vis-à-vis CVC Guidelines in the light of CVC's various OMs on Guidelines on Rotational Policy and decided that provisions regarding identification of sensitive posts and the maximum period of stay in a sensitive post shall be modified as under:-

- (3) Definition of 'Sensitive Posts' in Transfer and Mobility Policy for Officers shall be amended to read as under:-

"Sensitive Posts: Posts of –

- (b) Estate, Establishment and Publicity Department carrying financial authority for expenditure to third parties (other than employees).

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(b) Claims Department, on Department to Department basis (Fire, Marine Hull, Marine Cargo, Motor OD, Motor TP, Health, Engineering, Aviation, Liability & Other Misc.), i.e., each Department's Claims Department shall be a separate Sensitive Post." However, Specialist Officers, namely, Doctors and Legal Officers would not fall within the definition of 'Sensitive Posts'.

(4) Maximum period of stay in a Sensitive Post in Transfer and Mobility Policy for Officers shall be amended as under:-

Subject	Existing Provision	Proposed Provision
Maximum period of stay in a Sensitive Post	The maximum period of stay in Sensitive Post is increased to 5 years. BMs / DMs may be shifted from one office to another in the same location on completion of 5 years.	The maximum period of stay in 'Sensitive Post' shall be 3 years.

RECOMMENDATION:

A note was put up before the HR Committee of the Board for approval and allowing the same to be put up before the Board for final approval. A copy of the note is attached herewith.

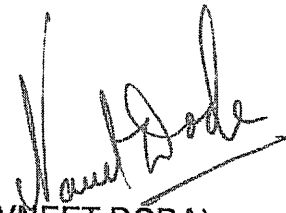
It is proposed that the Board may approve amendment in the definition of sensitive posts and the maximum period of stay in a sensitive post in Transfer and Mobility Policy.

RESOLUTION

The Board is requested to consider the resolution as vetted by the HR Committee of the Board and if approved, pass the following resolution:

"Resolved that amendment to definition of sensitive posts and the maximum period of stay as three years in a sensitive post in Transfer and Mobility Policy, as detailed in the Note", be and is hereby approved.

Submitted for approval of the Board:-


 (NAVNEET DODA)
 GENERAL MANAGER

Am

THE ORIENTAL INSURANCE COMPANY LIMITED
HEAD OFFICE, NEW DELHI.

Deptt.: Board Sectt.

May 29, 2017

Extracts of the Minutes of the 435th Board
Meeting held on 5th May, 2017

Item No.

Me Amend

6.1.3 Amendment in Transfer and Mobility Policy for Officers. (Item No. II - 21)

This item was tabled.

Board was informed that the amendments in transfer & mobility policy for officers are required in tune with changing requirements of organization to meet the exigencies like succession planning, providing relaxations to PwDs and female employees. These have been approved by Governing Board of GIPSA in its meeting held on 22.02.2017.

Thereafter, Board considered the Note and passed the following Resolution:

"Resolved that amendments to Transfer & Mobility Policy for officers as detailed in Note No. II-21 placed in 435th Board Meeting held on 5th May, 2017, be and is hereby approved."

Rashmi Bajpai

(RASHMI BAJPAI)
COMPANY SECRETARY

Sankar M. Chakravarty
DCM
[Signature]
09/06/17

REVIEW OF TMP & JOB ROTATION POLICY FOR OFFICERS APPROVED BY GOVERNING BAORD AT ITS MEETING HELD ON 22.02.2017

S No.	Proposal	Existing Provision	Revised Provision (subject to approval of the individual Member Co.'s Board)
1	Introduction of Succession Planning as a key requirement under TMP	No existing provision	New Para: It shall be ensured that replacement officer is posted to a specialized / sensitive post sufficiently in advance prior to the incumbent's expected transfer under TMP / Job Rotation / Retirement.
2	Exemption from TMP due to office exigencies	No such provision	New Para: In cases of constraints due to office exigencies (relating to specialized/ niche functions/posts) to transfer an officer under TMP, a maximum exemption of 1 year may be given, with the approval of CMD, during which period a suitable replacement officer shall be identified and deployed.
3	Identification of Sensitive Posts as required by CVC	Not defined	Claims including Service & TP Hubs, Estate and In-charges of DO/BO, excluding Micro Offices / Business Extension Counters I/Cs are declared as Sensitive Posts.
4	Maximum period of stay in a Sensitive Post	No Officer shall ordinarily continue in a Sensitive Post for a period exceeding 3 years at a stretch.	The maximum period of stay in Sensitive Post is increased to 5 years. BMs/DMs may be shifted from one office to another in the same location on completion of 5 years.
5	Minimum period of posting on Administration side due to job rotation. (Sub-para (2) of para on Job-Rotation)	No officer may generally hold any post as in-charge of operating offices continuously for more than 10 years. However, in exceptional circumstances where for exigencies of office if any relaxation is required, C.M.D. shall relax this provision for reasons to be recorded in writing. On rotation from development functions to administrative assignment, an officer shall have to serve on the administration side for a minimum period of 3 years before being considered for development assignment again.	The existing para to be deleted. (It was felt that in the present competitive scenario, companies may be constrained to exempt some good BMs/DMs from the cooling period. Moreover, as per the Sensitive Post provisions, rotation of DC/BO Incharges is envisaged by rotating them to a different office after 5 years of posting in a particular DO/BO. Hence, sub-para (2) of the para on Job Rotation Policy shall be deleted)

S No.	Proposal	Existing Provision	Revised Provision (subject to approval of the individual Member Co.'s Board)
6	Posting in Difficult Areas (To be decided by the CMD)	Officers transferred and posted in Difficult Areas are considered for posting to one of the three places of their choice after the expiry of <u>03</u> years.	Period of stay at a Difficult Area for choice posting shall be relaxed from minimum 03 years to 02 years, excluding period of LOP, if any
7	Minimum period of posting under TMP or otherwise to be eligible for seeking request transfer back to the earlier location or any other location	Completion of minimum <u>03 years</u> in the current place of posting to be eligible to apply for a request transfer.	<p>Relaxation: A lady officer in Scale I, II or III transferred <u>under TMP only</u> shall be eligible to seek request transfer after completion of 02 years, excluding period of LOP, if any, subject to availability of vacancy in that cadre in the desired place of posting as also keeping in view the exigencies of office.</p> <p>It is clarified that a lady officer on her first posting on recruitment or transferred on promotion shall not be eligible for the above relaxation.</p>
8	Deficit Offices to be identified. Need to leverage TMP to ensure that sufficient pool of officers in different cadres are available for redeployment so as to cater to the needs of such Deficit Offices (where premium potential is good but with less than optimum number of officers to exploit the same and ensure good customer service delivery)	No such Provision	<p>a) The Company may, if so required, declare and publish a list of Maximum 25 Divisional Offices as Deficit Offices in a year (RO-wise) with acute requirement of scale-wise officers (Scale I, II and III) on or before 30th April of the year.</p> <p>b) Offices located in Metro Cities as per CCA Rules and at RO Centres shall not be declared as Deficit Offices.</p> <p>c) If so found necessary, applications from willing officers with desired profile for transfer to a Deficit Office may be invited.</p> <p>d) The officer transferred to a Deficit Office shall be eligible to apply for request transfer after completion of 2 years stay in a Deficit Office, excluding the period of LOP, if any, to a place of his/ her choice.</p> <p>e) The above provisions shall not apply to an officer on his / her first posting after recruitment or transferred to the said office on promotion.</p>
9	Exemption from TMP any specified Deficit area/RO/City	No such provision	For any year, CMD may declare a specified area/RO/City which is facing an acute deficit of officers as exempt from TMP for that year.

S No.	Proposal	Existing Provision	Revised Provision (subject to approval of the individual Member Co.'s Board)
10	List of Major Diseases for exemption under TMP by CMD for a specified period.	<p>Presently, List of Major Disease contains following 09 diseases:-</p> <ol style="list-style-type: none"> 1. Cancer, 2. Leprosy, 3. TB, 4. Paralysis, 5. Brain Tumour, 6. Cardiac Ailment, 7. Kidney Diseases, 8. AIDS and 9. Mental Diseases 	<p>List of Major Disease shall be revised as under:-</p> <ol style="list-style-type: none"> 1. Malignant Cancer 2. Leprosy 3. Tuberculosis 4. Paralysis 5. Brain Tumour 6. CABG / Heart Valve Replacement / Angioplasty (Max. 1 year) 7. Chronic Kidney Disease 8. AIDS 9. Mental Disease 10. Total replacement of Joints (exemption – Max. 1 year) 11. Spinal Surgery 12. Diseases of liver leading to Hepatic failure or transplantation 13. Thalassaemia Major <p>The above exemption is allowed ONLY if the Officer, his / her spouse, dependent children is suffering from any of the above mentioned diseases.</p> <p>Further, exemption from transfer shall be subject to Company nominated doctor certifying that the officer, his / her spouse or dependent child is suffering from one of the above diseases which requires continuous treatment / follow up treatment necessitating posting of the concerned officer at the existing station. The exemption so granted shall be subject to review every year.</p>
11	Exemption from TMP of Officer who falls in the definition of 'persons with benchmark disability' under clause 2(r) of The Rights of Persons with Disabilities Act 2016	No Existing Provision	<p>CMD may examine the individual cases falling under this category and decide to exempt an officer from transfer to another station on merits. Such Officer, however, shall be liable to be shifted / rotated within the station as and when he enters TMP list.</p>

S No.	Proposal	Existing Provision	Revised Provision (subject to approval of the individual Member Co.'s Board)
12	Exemption from TMP of an Officer with a differently-abled dependent spouse / son / daughter who falls in the definition of 'persons with benchmark disability' under clause 2(r) of The Rights of Persons with Disabilities Act 2016	No Existing Provision	CMD may examine the individual cases falling under this category and decide to exempt an officer from transfer to another station on merits. Such Officer, however, shall be liable to be shifted / rotated within the station as and when he enters TMP list.
13 (a)	<u>Officers reaching superannuation:</u> Exemption from transfer	Officers are exempted from transfer if retiring within 2 years	This provision shall be applicable to an Officer up to Scale III only.
13 (b)	<u>Officers reaching superannuation:</u> Transfer back to home town or place of choice	Officers retiring within 2 years are considered for transfer back to home town or place of choice.	This provision shall be applicable to an Officer up to Scale III only. Secondly, the remaining period of service shall be reduced from 2 years to 1 year.
14	Request for Choice Posting under Revolving Plan.	Under the Revolving Plan, an Officer transferred other than on request is eligible for consideration of transfer to one of the three places of his/her choice after completing 04 years of posting and transfer is not treated as a Transfer Request.	This para shall be deleted.
15	Convergence of Posting of Promotee Officers and Officers transferred under TMP.	No Existing Provision	The Company shall endeavour to ensure that posting of officers on promotion and transfer of officers under TMP/ job rotation and on request are all converged into a single exercise for the year.
16	Relaxation of any the provisions of the Policy in respect of individual cases	Board is authorized to dispense with or relax the provisions of this Policy in dealing with individual cases of genuine & extreme hardship, in a just and equitable manner or for meeting exigencies of work situation.	The authority to relax the provisions under the Policy in respect of an individual officer on grounds of genuine hardship or to meet office exigencies of an office shall be vested in CMD.