



UNITED INDIA INSURANCE COMPANY LIMITED
Regd. Office: 24 Whites Road, Chennai – 600 014


HO:HR:CIR:073:2017

09.08.2017

FOR NOTICE BOARD

Re: Review of Transfer and Mobility Policy for Officers

The Board of our Company has accorded approval for the modification in some of existing provision of the Transfer and Mobility Policy for officers and also introduction of some new provisions as per the Annexure-I with immediate effect.



DY. GENERAL MANAGER

AMENDMENT IN TMP & JOB ROTATION POLICY FOR OFFICERS

Annexure - I

Sl No.	Proposal	Existing Provision	Revised Provision
1	Introduction of Succession Planning as a key requirement under TMP	No existing provision	<u>New Para:</u> 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	<u>New Para:</u> 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 1/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 DO/BO in charges 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)

(Signature)

SI No.	Proposal	Existing Provision	Revised Provision
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 03 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 03 years in the current place of posting to be eligible to apply for a request transfer.	<u>Relaxation:</u> 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. 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.
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 transfer 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.

Sl No.	Proposal	Existing Provision	Revised Provision
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. Thalassemia 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 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.

SI No.	Proposal	Existing Provision	Revised Provision
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 endeavor to ensure that posting of officers on promotion and transfer of officers under TMP/ job rotation and on request are all converged to 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.