



## **TRANSFER AND MOBILITY POLICY - OFFICERS**

### **A. PREAMBLE:**

In the context of the need to adapt ourselves to emerging scenario of competition restructuring of organization, introduction of total computerization of our operations and the likely exit of experienced manpower, the placement and transfer policy is evolved.

This policy aims :

1. To provide for an opportunity in improving competency, self development and career path of Officers;
2. To ensure grooming up of an officer for taking position in higher rank by following job rotation;
3. To achieve organizational goals;
4. To maintain sectoral balance in all Regions with a view to provide adequate service to insuring public.

### **B. APPLICABILITY:**

- i. These guidelines will come into effect from 1<sup>st</sup> June 2002.
- ii. These guidelines are applicable to all officers upto the rank of Deputy Managers. Transfers / posting of officers in the rank of Manager 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.
- iii. These guidelines are not applicable to officers (a) posted / deputed to foreign operations

### **C. DEFINITIONS:**

1. Transfer shall mean relocation of an officer from one town / city / urban agglomeration to another town / city / urban agglomeration.
2. Metro centres shall mean and include :  
Mumbai (including New Mumbai, Sub Urban areas upto Virar on Western Railway and upto Kalyan on Central Railway)  
Kolkata (entire Urban agglomeration)  
Chennai (including Tambaram, Avadi, Red hills & Manali)  
Delhi (including Gurgaon, Bahadurgarh, Noida & Faridabad)  
Regional Centres shall mean – Centres other than Metro Centres where our Regional Offices are located
3. Geographical Zones shall mean as under :  
Northern Zone – National Capital Territory of Delhi, States of Haryana, Punjab, Rajasthan, UP., 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, Nagaland, Tripura, Mizoram, Manipur, Arunachal Pradesh and Andaman & Nicobar.  
Southern Zone – States of Tamil Nadu, Karnataka, Kerala, Andhra Pradesh, Union Territories of Pondicherry and Lakshadweep & Minicoy.
4. Normal period posting (NPP) shall mean continuous posting in all cadres of Class I taken together for a period of 5 years in respect of all centres.



5. Local transfer shall mean a transfer of an officer from one department to another in the same office or from one office to another within the same town / city / urban agglomeration.

#### **D. GENERAL REGULATIONS:**

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

3. While considering the transfers on account of NPP under para C(4) 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 transfer in such a phased manner the order of transfer shall be in accordance with the length of continuous posting i.e. the longer the posting, the first to be considered for transfer.

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 4 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.

5. After earmarking the exits, due to proposed transfers on account of NPP as provided herein above, 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.

6. Officers in the rank of A.A.O. & A.O. shall be ordinarily be considered for transfer within the Geographical Zone indicated in C(3) and / or adjoining States. In respect of other cadres the transfers will be on All India Basis.

#### **E. JOB ROTATION:**

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.**

2. 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.

#### **F. REQUEST TRANSFERS:**

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 case of extreme hardship involving



serious health of the individual concerned, the Board of the Company may relax this provision recording the reasons therefore.

2. Not more than 3 request transfers shall be considered from an officer in the entire service career, the first such request transfer being counted since March 1, 1990.
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 place of posting. The longer the stay, the first to be considered.
4. If and under any circumstances, a transfer request is considered **after 5 years** posting, at the present place, **the transfer shall not be considered as a request transfer.**

5. 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.

6. Physically Handicapped Officers :

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

6A. 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 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 6A inserted vide HO/PER/CIR-34, 05.10.2009**

7. Difficult Areas :

Officers who have been transferred and posted to difficult areas from other parts of the Country shall 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 place 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.

#### **G. OFFICERS DUE TO RETIREMENT WITHIN 2 YEARS:**

Officers who are due for retirement on Superannuation within 2 years reckoned from 1<sup>st</sup> 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.

"Request for transfer from an Officer to his declared home town or place of choice during the last 2 years of this service would be considered subject to vacancy provided no further transfer benefits shall be allowed at the time of retirement".

#### **H. TRANSFER BENEFITS:**

1. 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.
2. In cases of officers under orders of transfer, who have represented to the transferring authority on grounds of extreme hardships, 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.

#### **I. POWER TO MODIFY / RELAX THE PROVISIONS OF THIS POLICY:**

1. The Board of the Company may by order and for reasons to be recorded in writing, dispense with or relax the provisions of these guidelines to such an extent the Board may consider necessary for dealing with the **individual cases of genuine hardship of officer in a just and equitable manner or for meeting exigencies of work situation.**

#### **J. COMPETENT AUTHORITY FOR TRANSFERS :**

\*REGIONAL CHIEFS CONCERNED (Transfers conforming to transfer norms)

A.A.O & A.O. within the region (excluding Officers in-charge and those with development functions) and A.Ms within the same station.

\* COMMITTEE OF GMs { GM (P) & GM (Mktg)} AT HO

(a) A.A.O & A.O. within H.O. and inter-region.

(b) A.A.O. & A.O. (Officers in-charge & those with development functions)

(c) A.A.O & A.O. (including Officers-in-Charge) excluding AMs within the same city

(d) AMs & Dy Ms including SDMs.

\* CHAIRMAN-CUM-MANAGING DIRECTOR

(a) Managers & above.

**NOTE : For this purpose, Head Office will be considered as a separate Region.**

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

#### **L. Removal of doubts & Clarifications**

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

**APPLICATION FOR REQUEST TRANSFER**

Date :

To,  
The General Manager,  
Head Office ( Personnel Dept),

\_\_\_\_\_  
\_\_\_\_\_ .

Dear Sir,

(THROUGH PROPER CHANNEL)

Re : Request for transfer from \_\_\_\_\_ ( \_\_\_\_\_ RO)  
To \_\_\_\_\_ ( \_\_\_\_\_ RO) .  
\*\*\*\*\*

I furnish the following details and would request you to consider my transfer

1. Name :
2. Designation :
3. Present Basic Pay :
4. Date of Birth & Age :
5. Qualification
  - a) Academic :
  - b) Professional :
6. Date of Joining & Cadre :
7. Date of Promotion, of any :
8. Full details of present posting including nature of job preferred :
9. Date since when working in the present location :
10. Details of previous request transfers effected :

Date of TransferFromTo

11. Reasons for the present request transfer (Please attach documentary evidence where necessary) :



**12.** Full address of applicant :

Yours faithfully,

(Signature)

**For Office use Only**

(A) Recommendations of the Regional Manager

Date :

Place :

(Signature of Regional Manager)

(B) For Head Office use only :

Initials

- i)** Date, when received
- ii)** Date, when entered in Register
- iii)** Sl.No. and Folio No. in Register

( C) Action taken.



# युनाइटेड इंडिया इश्यूरेन्स कंपनी लिमिटेड UNITED INDIA INSURANCE CO. LTD.

पंजीकृत व प्रधान कार्यालय: 24, वाइट्स रोड, चेन्नै - 600 014  
Regd. & Head Office : 24, Whites Road, Chennai - 600 014  
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## CIRCULAR

HO/PER/CIR-34, 05-10-2009

- Re: 1) Amendment in the Transfer & Mobility Policy for Officers  
2) 3<sup>rd</sup> Amendment in Promotion Policy for Officers-2006

The Governing Board of GIPSA in its meeting held on 20<sup>th</sup> April, 2009 had recommended the following amendments in the Transfer and Mobility Policy for Officers and the Promotion Policy for Officers, for adoption by our Company. After discussion, our Board has accorded approval for the same.

### 1. Transfer & Mobility Policy for Officers :

The amendment exempts officers who himself or whose spouse / any of dependent children is suffering from any of the 9 major diseases, from transfer from one station to another under TMP. Accordingly, after Para 6 (Physically Handicapped Officers), the following para shall be inserted :

*"6A. 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 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".*

### 2. 3<sup>rd</sup> Amendment in Officers' Promotion Policy (Officers retiring within 2 years) :

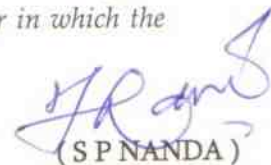
The amendment stipulates a minimum of two years of remaining service for eligibility for inclusion in the zone of consideration for promotion to higher cadres, i.e. Scale VI and Scale VII and suitable amendments in the eligibility criteria as provided in Para 8.1 of the Promotion Policy is being made along with corresponding amendment to Para 4 of the guidelines and administrative instructions to Promotion Policy. The amendment which is effective from 2010-11 Promotion Exercise is as under:

"In Para 8 (eligibility and zone of consideration), in sub-Para 8.1 before the words, 'subject to the provisions of Para 17', the following words shall be inserted :

*'and should have minimum two full years of balance service remaining before attaining the age of superannuation'."*

### 3. Cut-Off date for reckoning eligibility in promotion to Scale VI & Scale VII (Para 8.1) :

*For the purpose of reckoning completion of two years' service, as also the two years balance of service, the cut-off date shall be the first April of the year in which the promotional exercise is conducted.*

  
(S P NANDA)

DEPUTY GENERAL MANAGER

Mh





**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)



Sl 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 <b>not</b> 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 <b>not</b> 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.	Presently, List of Major Disease contains following 09 diseases:- 1. Cancer, 2. Leprosy, 3. TB, 4. Paralysis, 5. Brain Tumour, 6. Cardiac Ailment, 7. Kidney Diseases, 8. AIDS and 9. Mental Diseases	List of Major Disease shall be revised as under:- 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  The above exemption is allowed ONLY if the Officer, his / her spouse, dependent children is suffering from any of the above mentioned diseases.  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.
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.

**UNITED INDIA INSURANCE COMPANY LIMITED**

REGD. &amp; HEAD OFFICE : 24, WHITES ROAD, CHENNAI – 600 014

HO:HR: 64 :2019

29.05.2019

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

Transfer and Mobility Policy (TMP) for Officers was reviewed vide our circular dated 09.08.2017.

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 Competent Authority has 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.

  
Chief Manager