TRANSFER POLICY FOR EMPLOYEES

Introduction

Transfer policy in HRM is a document which consists of all the important information related to the job transfer of the employee. It has list of types of job transfer which can took place in the Ministry along with the terms and conditions which has to be followed while transferring the employee. It provides the information about the officers who are given authority to initiate and implement the job transfer in the Ministry.

Purpose: The purpose of employee transfer policy is to build up more skillful, satisfied and motivated work force. The purpose of the employee job transfer are listed below-

- To improve the effectiveness of company
- To increase the competence and versatility of the key position in the organization.
- To deal with changes in work requirement based on the change in market or technology.
- To maintain healthy employee relations.
- To correct the error in the initial placement of the employee.
- To provide relief from the job monotony
- For the adjustment of workforce in the organization in order to reduce the chances of lay-off.
- Sometimes to punish the employees for misuse of the authority or position.

Scope: The transfer policy is applicable to all the regular employees of the ministry

Guidelines for transfer Policy

1. Employees can apply for the transfer due to following reasons:
    - Interest in open position available in another department/section/unit of Ministry
    - To enhance the skills and competence
    - To explore new work challenges at different work location
    - Due to health issues or personal issues

2. Ministers / D G can put the request of transfer due to following reasons:
    - Need of more competent employees in the team/department
    - Sudden demand of more work force due to increase in work load
    - To replace ill or frequently absent employee
    - To introduce the team member to new work skills
    - Decrease in requirement of work force
    - To resolve the conflict among employees.
3. The approval or selection of employee for transfer is totally depending on the interview and skilled work performs by the employee.
4. If the employee is unwilling to join the new position under the transfer, the employee as to justify the unwillingness with suitable reasons or documents.
5. The salary, job status and rank of the employee remains same after transfer
6. It is mandatory for the employee to join the new job position on assigned joining date.
7. In the case of temporary transfer the employee need to shift to other job once the given task is accomplished.
8. The permanent transfer refers to the long time period for which the employee has to continue working on the assigned job.
9. The transfer can be initiated by minister / DG/employee only after every 2 years.
10. The transfer decision taken by HR department is mandatory to follow

Transfer Procedure

The procedure of the employee job transfer depends on who has requested or initiated the transfer process. Either **Minister /DG or** employee can initiate the transfer process. Here are two different employee transfer procedures followed in the Ministry.

Minister /DG Initiated Employee Job Transfer	**Employee Initiated Job Transfer**
• Minister or Director General convey to HR department about a requirement of the position. • The HR department checks the skills and	• Employee check the open job position in the Ministry through internal portal and apply for it. • HR department verify that the skills and

competence required for the job profile and later recognizes the employee who can fulfill the job requirement within the Ministry. • The employee is conveyed about the open position in the Ministry and his/her willingness to join the new job position is checked by HR department. • Sometimes the new manager or department takes interview of the employee to ensure the best fit for the new job position. • The transfer form is issued to the employee along with the details of the new job to be joined. • After the approval of the employee the transfer order is issued.	competence of the employee matches to the job he/she applied. • The HR department calls the employee for interview and to check the suitability of the employee for new job position. • Once HR department confirms the employee is suitable for new job, the current manager of the employee is contacted and HR department ensure that the employee is properly relived from the old job. • After selection in the interview transfer form is issued to the employee along with the details of the new job to be joined. • After the approval of the employee the transfer order is issued.

Revision of the policy

The ministry reserves the right to revise, modify any or all clauses of this policy depending upon demand of the ministry.

Explanation of Leave policy

Ministry HR department will be sole authority to interpret the content of this policy