

Ref No.HR/HRMS/ 28782

Date : 17/07/2015

CIRCULAR

Sub : Auto Relieving of the Transferees/Promotees through HRMS System.

On line transfer modules under HRMS System has been made operational and it is being used for issuing Transfer Orders/ Promotion Orders/ detailed positing orders at Corporate office, Zone, Circle and Division level. Similarly, all transferees/promotees are being relieved through HRMS System only by the controlling officers. However, it is observed that the controlling officers are not relieving some of the transferees/promotees on due date for one or other reasons. The employees who are under transfer are unnecessary approaching the Authorities for modification/ cancellation of place of posting.

In view of the above, the Managing Director in consultation with the Executive Director(HR), Director (Projects), Director (Operations) and Director(Finance) has accorded approval to streamline the relieving procedure as under :-

- a) The Officials involved in the Transfer/Promotion orders issued between 26th of earlier month to 10th of the current month should be relieved by the Controlling Authority immediately. If they are not relieved by the Controlling Authority or the justified proposal for modification/retention submitted, if any is not accepted by the Competent Authority within prescribed period, the Transferee/Promotee shall be automatically relieved through HRMS System on 15th of the current month and the salary cannot and shall not be drawn at previous place.
- b) The official involved in the Transfer/Promotion orders issued between 11th to 25th of the current month should be relieved by the Controlling Authority immediately. If they are not relieved by the controlling officer, or the justified proposal for modification/retention submitted, if any is not accepted by the Competent Authority within prescribed period, the Transferee/Promotee shall be automatically relieved through HRMS System on 30th of the same month. Thereafter salary cannot and shall not be drawn at previous place.
- c) If the officials who are relieved from the previous place, do not join the place of transfer within the prescribed period, the controlling authority to whom he/she needs to report shall start Disciplinary Action as stipulated in the Service Regulations.

All the Competent Authorities and Controlling Officers are directed to note the above directives and brought to the notice of the employees working under them. The above directives are being implemented with immediate effect.

The Circular is available on R-APDRP Portal of the Company.


(Neelesh Gatne)
Executive Director(HR)