

M.P. STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED
BHOPAL

REF:MPSEDC:PGA:ESTT(MGR):90:259

Dated 12.12.1990

C I R C U L A R

SUBJECT : TRANSFER RULES

1.0 Scope

1.1 These Rules will be applicable to all employees of MPSEDC & OTL.

2.0 Policy

2.1 Every employee of the Company is liable to transfer from one Department/Section/Job within the same Unit/Division of the Company to another or from the Company to any other MP State Government Department/Public Sector Undertaking as and when required by the Company at the discretion of the Management. Such transferees are eligible, unless otherwise stated, for the following benefits subject to the conditions stated hereunder:-

(a) In case the transfer is to a place away from the present place of posting, the employee will be entitled to payment of allowances as admissible for movements on permanent duty under the Travel Rules of the Company.

(b) The employee will be entitled to carry forward the unavailed portion of leave to his credit, if any, at the time of transfer. Entitlement to LTC and Medical Reimbursement shall also be similarly carried forward.

(c) Transfer shall not constitute a break in service and employees will be entitled to count the past service to claim all benefits that are related to length of service.

(d) The employee will be entitled to payment of bonus at the rate applicable to identical employees in the Unit/Division to which the person has been transferred.

(e) Unless otherwise stated, the employee is entitled to protection of his seniority held at the time of his transfer.

(f) Employees occupying Company accommodation/accommodation leased by the Company at the place of their present unit will be allowed to retain such accommodation for a maximum period of three months from the date of relieving, provided such accommodation is retained for the bonafide use of their family (spouse and children only). The recovery of rent will continue to be effected at the same rate as before the transfer was effected. In addition, during this period, HRA shall be admissible at the new place of posting under the relevant Rules. In case the accommodation provided by the Company at the place from where transfer has been made is not vacated within the maximum specified period of three months as provided herein, then market rent/penal rent will be charged and/or admissibility of HRA in the new place will be reviewed. Company accommodation at both the places shall not be admissible.

2.2 (a) A transferred employee's family will be entitled for medical attendance and treatment at the previous station of posting if the employee is unable to take his family to the new station for reasons such as want of suitable accommodation, children's education etc., and for which reason he has been permitted to retain Company (owned or leased) accommodation at the old station.