

नेशनल शेड्यूलड कास्ट्स फाइनेंस एंड डेवलपमेंट कॉर्पोरेशन, दिल्ली।
National Scheduled Castes Finance and Development Corporation, Delhi.

No.:NSFDC/HR/046/2/2021

30 दिसंबर, 2021

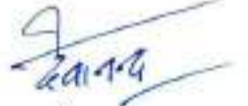
कार्यालय आदेश/ OFFICE ORDER

दिनांक 06 दिसंबर, 2021 को आयोजित हुई 157वीं बोर्ड बैठक में निदेशक मंडल ने एनएसएफडीसी की स्थानांतरण नीति को अनुमोदन प्रदान किया है। इस संबंध में, निगम की स्थानांतरण नीति सभी अधिकारियों/कर्मचारियों के सूचनार्थ इसके साथ संलग्न है।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

The Board of Directors, in the 157th Board Meeting held on 06th December, 2021 has approved the NSFDCs Transfer Policy. In this regard, the Transfer Policy of the Corporation is enclosed herewith for information of all officials/employees.

This issues with approval of the Competent Authority.



(देवानन्द)

मुख्य महाप्रबंधक

वितरण:

1. सभी अधिकारी एवं कर्मचारी All Officials & Employees,
2. सीएमडी सचि. CMD Sect./ मु.म.प्र. - II/III CGM- II/III,
3. सूचना पट्ट Notice Board, हिंदी विभाग Hindi Cell,
4. सभी संपर्क केंद्र All Liaison Centres.

National Scheduled Castes Finance and Development Corporation

NSFDC Transfer Policy

1. ABOUT NSFDC:

- 1.1 The National Scheduled Castes Finance and Development Corporation (NSFDC) is a Company 'not-for-profit' under Section-8 of Companies Act, 2013(earlier Section 25 of the Companies Act, 1956) under the aegis of Ministry of Social Justice & Empowerment, Government of India.
- 1.2 The broad objective of the Corporation is for financing, facilitating and mobilizing funds for the socio-economic development of Scheduled Caste persons having annual family income up to Rs.3.00 lakh for both rural and urban areas. It provides financial assistance for income generating schemes for the target group through State Channelising Agencies (SCAs) which are nominated by respective State Government /UT Administrations and other Channel Partners such as Public Sector Banks, Regional Rural Banks, NBFC-MFIs, Cooperative Banks/Societies and other development organizations with whom NSFDC has signed memorandum of agreement (MOA).
- 1.3 The Corporation has its presence at 4 locations in the country through its Head Office in Delhi and Liaison Centres at Bengaluru, Kolkata and Mumbai.

1.4 Vision of NSFDC:

To be the leading catalyst in systematic reduction of poverty through socio-economic development of eligible Scheduled Castes, working in an efficient, responsive and collaborative manner with channelizing agencies and other development partners.

1.5 Mission of NSFDC:

Promote prosperity among Scheduled Castes by improving flow of financial assistance and through Skill Development and other innovative initiatives.

1.6 Objectives of NSFDC:

- (i) To finance income generating schemes of eligible Scheduled Caste persons through State Channelizing Agencies (SCAs) nominated by the State Governments/UT Administration and other Channelizing Agencies (CAs).
- (ii) To provide Educational Loans to target group through SCAs and or CAs for pursuing full-time professional/technical education through recognized institutions.
- (iii) To provide loans to target group through SCAs and/or CAs for pursuing employment linked long term Vocational Education & Training Courses.
- (iv) To provide grants for Skill Development Training Programmes of the target group.

- (v) To provide advisory services to SCAs/CAs & target groups.
- (vi) To upgrade professional skill levels of the Officers of SCAs/CAs.
- (vii) To develop competencies of its employees by providing professional training in emerging fields.
- (viii) To organize/participate in the Exhibitions cum Fairs for marketing of the products of beneficiaries.

2. TRANSFER & POSTING POLICY

2.1 Purpose:

2.1.1 The purpose of this policy is to provide a guideline and precedence to implement transfers of employees from one location to another, necessitated by reasons of needs of NSFDC Liaison Centres located at various places in the country. The policy would also serve to fulfill the following objectives:

2.2 Objectives:

2.2.1 The Corporation in its endeavour to acquire, nurture and retain expertise and to synchronize with organizational objectives and goals with continued emphasis on growth and developmental aspirations of individual employee shall seek to:

- (i) To cater to the changing organizational requirement.
- (ii) To ensure optimum utilization of manpower based on needs.
- (iii) Provide opportunity to employees to develop knowledge and skills in various functions related to his/her domain.
- (iv) To accomplish specific tasks/goals by deploying available human resources based on skills, ability and aptitude.
- (v) To facilitate intellectual growth of employees and upgrade their domain knowledge in their respective area of specialization.
- (vi) To broad-base areas of experience and groom the employees for leadership positions.
- (vii) To provide stability of tenure, as may be considered reasonable, to an employee at the place of posting for a reasonable duration, so as to enable him/her achieve professional targets.
- (viii) To reconcile personal preferences of employees with the organizational needs, without prejudice to claims of other employees.
- (ix) Accommodate posting of employees and his/her spouse at the same station and those who request for transfer.
- (x) To ensure rotation of executives holding sensitive positions to non-sensitive positions.
- (xi) To maintain and to sustain the organizational growth.

- (xii) To fulfill the needs of employees nearing retirement for possible placement close to their hometown or a location of choice.

2.3 Scope and Application:

The Transfer Policy will be applicable to all employees of the Corporation including those who are on deputation.

2.4 Need for Transfer:

- (a) To provide replacement for a specific post/cadre with a specialized or desired qualifications and/or suitable experience as per emergent need.
- (b) To bridge manpower deficit or to provide reinforcement in view of capability addition/expansion etc.
- (c) Placement under sympathetic/compassionate grounds.
- (d) For adherence to Government guidelines/instructions/rulings (as amended from time to time) concerning:
 - (i) Posting of husband/wife working together to same location.
 - (ii) Rotational postings in Centres located in North-East/J&K Region.
 - (iii) Any other category covered under relevant rules.

2.5 Existing Provisions in Service Rules:

- 25.1 Every employee of the Corporation is liable to be posted at the discretion of the Competent Authority to serve at any of the other offices/centres of the Corporation in India keeping in view the expertize of an individual required at a particular centre/location and purely in the interest of the Corporation.
- 25.2 All the appointment letters also carry a clause that services of an employee is transferable anywhere in India.

2.6 Proposed Transfer Norms/Criteria:

The transfer of employees will be regulated in the manner hereinafter mentioned as under:

- (i) An employee may be required to serve at any location.
- (ii) An employee may be required, at least once in NSFDC career, to serve at a Centre located in different locations.
- (iii) Transfer may be considered for those who worked for more than 2/4 years at one place. However, in the exigency of work, such transfers may be done by the Competent Authority as and when required in the interest of the work of the Corporation to meet the requirement of specialized manpower and emergent need/shortage. Also, if the performance of an employee is not upto the mark at particular location, then such employee based on his/her capability will be transferred without taking into consideration the period of 2/4 years.

- (iv) The tenure for the posting/transfer is indicated below :

S.No.	Post/Level	Tenure
1.	All Executives (E-0 level and above)	3 Years
2.	All Non-Executives (except Assistants/Jr. Assistants)	4 Years
3.	Posts declared as sensitive	2 Years

However, CMD is authorized to keep an employee posted at Head Office without any time limit in public interest.

- (v) Posts dealing with matters of Finance & Accounts (where payment matters are dealt), Administration (where the matters of tendering and procurements are dealt), and also posts of Desk Incharges shall be treated as sensitive posts. Such holders of sensitive posts shall necessarily be transferred to another post as may be decided by the Competent Authority based on need and requirement.
- (vi) At the time of transfer, all the employees would be required to prepare a handing over note to assist the successor to execute his/her responsibilities effectively. A copy of such note should be given to the immediate reporting and reviewing authorities.
- (vii) The handing over note shall be examined by immediate reporting authority and final handing over note shall be sent to the reviewing authority.
- (viii) Disciplinary action shall be taken if the employee does not relocate to the newly assigned post within the permissible time frame and shall tantamount to disobedience of official orders.
- (ix) The employee nearing his/her retirement would be given option for transfer for possible placement close to their hometown or to their location of choice.
- (x) Employee with 2/3 years residual service before retirement may be exempted from transfers.
- (xi) Notwithstanding what has been stated above, an employee may be transferred in the exigency of organizational needs and/or public interest as the Competent Authority deems fit in the prevailing situation.

3. **IMPLEMENTATION PROCEDURE:**

- (i) Transfer requests (only for outside Delhi at NSFDC Offices) will be invited in the month of December with 2/3 options of place of postings. The name of the employee to be transferred would be finalized by February each year in order to avoid disturbance in academic session of children.
- (ii) Every Liaison Centre shall also send a statement of shortage/excess manpower in Group 'A', 'B' & 'C' with justification and send it to NSFDC Head Office by 30th November every year.
- (iii) A consolidated proposal would be prepared by NSFDC Head Office based on the shortage/excess manpower data, existing/proposed organizational structure and other facts and figures, if any.

- (iv) If it is felt essential by the Competent Authority, a Committee may be constituted to recommend transfer of employees from one Centre to other Centre.
- (v) Consolidated proposal for transfers would be considered by the above Committee along with other aspects, including technical background and suitability of employee, for making recommendations.
- (vi) On receipt of recommendations of the Committee, NSFDC would initiate action to get requisite approval of the Competent Authority for implementation.
- (vii) In exceptional circumstances, when transfers become necessary due to exigency of organizational needs and/or administrative reasons, the Competent Authority may take requisite action, without making a reference to the Committee.

4. IMPLEMENTATION:

Transfers shall be regulated as under:

(i) On joining:

Generally an employee appointed shall be posted/deployed to a position as per needs identified at the time of his/her keeping in view his/her qualification and experience. Such posting should continue for at least 3 years to enable him/her to utilize and develop his/her skills and knowledge. Thereafter, they would be periodically rotated. Inter divisional transfers should be effected after ensuring that the concerned official/employee posted has a requisite qualification, knowledge, skills and competence required for the position to which he/she is transferred. In case of deputationist, consent of the deputationist and his/her parent department shall be taken prior to effecting such transfer, if such transfer involves posting at a place other than for which he/she was deputed.

(ii) Transfer to Liaison Centres:

- (a) Where an employee is posted at Liaison Centre for more than 6 years, he/she shall be eligible to be considered for a transfer to Head Office or other Liaison Centre.
- (b) Due care shall be taken that outstation transfers are not effected in the mid-session and as far as possible, transfers are effected either at the time of promotion or after the completion of financial year. This condition could be relaxed in case of official exigency.
- (c) Executives (E-0 level and above) posted at Liaison Centres of the Corporation shall be rotated every three years and shall be assigned specific target oriented tasks including implementation of NSFDC schemes in their respective Zone/States, liaison with State Government Departments/SCAs/CAs/PSBs/RRBs/NBFC-MFIs etc. for Government Guarantee/sanctions/disbursements/Utilization Certificates/Over-dues, field visits and monitoring of training programmes/beneficiaries, maintenance of office of

Liaison Centres, any other task to be assigned from Head Office from time to time.

(iii) Posting of Husband and Wife:

Where an employee and his/her spouse are working in the Corporation or its Liaison Centre, the Corporation shall as far as possible consider to post both the employee and his/her spouse at the same station. In case of an employee whose spouse is also employed in State/Central Government Organizations/PSUs, Corporation will post such employees at the place where spouse is posted subject to availability of vacancy and requirement of the Corporation.

(iv) Transfer before Superannuation:

Employees who are due to retire on attaining the age of superannuation within the next year shall have the option to request for a transfer to his/her choice of station, subject to availability of vacancy, corporate requirement and other factors.

(v) Transfer on Request:

Where an employee seeks transfer on personal grounds, such transfers shall generally be considered sympathetically, subject to availability of vacancy.

Applications for request of transfer may be made by an employee. Such applications for request of transfers will invariably be forwarded by the concerned Head of the Department to the CMD. The request has to be forwarded through proper channel. The grounds of request transfer in order of priority would be as under:

- (a) Medical: Primarily Self or Spouse. (medical condition to be defined by CMD)
- (b) Physically handicapped condition of Son/Daughter as per GOI guidelines.
- (c) Employment of Spouse.

Such transfers shall be considered subject to exigencies of administration such as organizational constraints, availability of suitable replacement, overall organizational interest etc.

(vi) Special provisions for eligible categories:

As per DOPT guideline posting of employees who have children with hearing impairment or multiple disability shall be considered sympathetically as far as possible in such station where facilities of medical care and education of children with hearing impairment or multiple disability be available.

Lenient view may be taken in respect of employees with disabilities, while considering rotational transfers and they may be allowed to continue in the same or similar posting. Preference in place of posting at the time of transfer/promotion may be given to persons with disability subject to administrative exigencies.

(vii) Posting to North-East/J&K:

Employees posted to North-East/J&K areas shall also be entitled for North-East allowance, if applicable, as per DPE guidelines/Central Guidelines Rules. Further, the employees transferred to North-East/J&K will be considered for posting at the place of their choice after a period of two years subject to availability of vacancy and requirement of the Corporation.

Further, transfer to North-East and J&K will be governed/regulated as per DPE guidelines/ Central Government Rules.

5. JOINING TIME, TA/DA & FACILITIES ON TRANSFER:

Joining Time, TA/DA and facilities (including lease/HRA) on transfers shall be governed by the relevant rules of the Corporation/Government of India.

6. PROCEDURE FOR RELIEVING ON TRANSFER:

All employees in respect of whom order of transfer is issued shall be relieved within 10 days after issuance of the order and shall be required to handover/takeover charge before relieving. Such order shall be promptly uploaded on Corporation's website.

7. LOBBYING FOR TRANSFERS:

- (a) Employees either directly or indirectly should not bring any outside influence from sources such as Ministers/ MPs/MLAs/other officials for sponsoring his/her individual case. Bringing or attempting to bring political, non-official or other outside influence by employee or any one purportedly acting on behalf of the employee shall attract disciplinary action under Conduct, Discipline & Appeal (CDA) Rules/Standing Orders of the Corporation.
- (b) Sending copies of representation on service matters including transfers to persons or bodies outside the Corporation such as Ministers, Secretary, Members of Parliament, etc. shall tantamount to objectionable practice, contrary to official propriety and subversive of good discipline and liable for disciplinary action.
- (c) The management will take appropriate disciplinary action against an employee who brings in outside political/non-political influence or undue pressure either orally or in writing, for his transfer to a particular station/office in violation of Corporation's Conduct, Discipline & Appeal Rules/Standing Orders. A written warning will be issued by the Disciplinary Authority, in the first instance. An entry to that effect will be made in his/her APAR and Service Record.
- (d) If the employee is found guilty of repeating the misconduct and violating the provision of CDA Rules/Standing Orders despite issuance of warning to him/her, disciplinary action shall be initiated against him/her by the Disciplinary Authority under the provisions of Conduct, Discipline and Appeal Rules. An entry will be made in his/her APAR and service record and same will be communicated to the employee.

8. GENERAL:

- (i) The extent possible transfers would be synchronized with the end of the academic year so that the education of children of employees does not suffer.
- (ii) Employees opting for transfer, any other time and on his/her own volition, may make request to the CMD through proper channel, who may consider it on merits of each case.
- (iii) No transfer would be done as a punishment or to harass the employee.
- (iv) All employees in respect of whom orders of transfer are issued will be released within seven days of issue of the order. These orders shall be promptly uploaded on Corporations website. The Project Head/Controlling Officer shall ensure compliance. However, in case it is not done, the employee will automatically stand released on completion of period mentioned in Transfer Order.
- (v) The transfer of employees will be made against requirement as per the sanctioned manpower strength. While effecting transfers, specialization will be an important criterion for consideration. However transfer can take place at any time of the year if administrative exigencies so warrant.
- (vi) Management reserves the right to transfer the employee before completion of prescribed tenure at particular location owing to exigencies of administration.

9. COMPETENT AUTHORITY:

The Competent Authority for transfers shall be the Chairman-cum-Managing Director (CMD), NSFDC. On approval of the Competent Authority, HR Department shall issue the office order.

10. APPEAL:

- 10.1 Whenever a transfer order is issued, the concerned employee shall comply with the order. However, it would be open to an employee to make representation to the CMD, NSFDC against such order within 10 days from receipt of transfer order.
- 10.2 In the event of a transfer order not stayed/modified/cancelled, within 30 days from the date of written representation, the concerned employee shall carry out the order.

11. INTERPRETATION:

CMD, NSFDC shall have the power to interpret, modify, amend or delete and withdraw any or all provisions of this policy.
