

**LIC OF INDIA CLASS III EMPLOYEES**  
**(MOBILITY) POLICY, 2015-DRAFT**

**1) Vision:**

To have optimally functioning offices across the Country for best possible Marketing Operations and Servicing to customers to ultimately achieve the Objectives of the Corporation.

**2) Objectives:**

- a) To ensure growth of the organization
- b) To ensure proper man power placement in all offices
- c) To provide an opportunity for each employee to grow
- d) To address individual aspiration of each employee regarding his/her placement
- e) To have transparency in postings
- f) To discourage creation of vested interests and prevent financial irregularities which may affect the interest of Corporation's stakeholders
- g) To provide a fair, just and equitable policy for each employee across geographical areas

**3) Applicability:**

This Mobility Policy is applicable to all Class-III cadre employees of the Corporation

**4) Basis:**

This Policy is formulated in accordance with **Regulations 20 & 80 of LIC of India (Staff) Regulations 1960**, which are as under:

**Regulation 20 - Scope of an Employee's Service:**

"Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Corporation and he shall serve the Corporation in its business in such capacity and at such place as he may, from time to time, be directed".

**Regulation 80 - Transfers:**

"The Competent Authority may transfer an employee from one department to another in the same office or from one office of the Corporation to another office"

Regulation 4 of LIC of India (Staff) Regulations, 1960 authorises Chairman to issue such instructions or directions, as may be necessary to give effect to and carry out, the provisions of the Regulations, from time to time.

## **5) Definitions:**

In this Mobility Policy, unless there is anything repugnant in the subject or context:

- a) **Sanctioned cadre strength:** Cadre strength, decided by the Competent Authority for a particular Unit, from time to time.
- b) **Station:** Town or city upto the municipal limits or an urban agglomeration or a territorial area as per Census of India where the same salary and allowances including HRA and CCA are payable. It also includes a territory notified by the Government as Project area or an area defined for development like National Capital Territory etc.
- c) **Transfer:** The Competent Authority may transfer an employee from one department to another in the same office or from one office of the Corporation to another office. As defined in Life Insurance Corporation of India( Staff) Regulation 1960.
- d) **Administrative Transfer:** Transfer effected without any request but for office exigencies. Employee may be posted anywhere as per Corporation's need.
- e) **Request transfer:** Transfer for which the order is issued by the Competent Authority considering the request of the employee for his/her posting at a Station of his/her choice.
- f) **Re-deployment:** Movement from one Branch/office/Department to another Branch/Office/Department within the same Station.
- g) **Departmental Transfer:** Transfer from one department to another in the same office.
- h) **Age attained:** No. of completed years of age as on 01<sup>st</sup> of April every year( Age nearer birthday).
- i) **Period of stay:** Reckoned as on 01<sup>st</sup> of April every year.
- j) **Normal Period of Posting (NPP): Normal Period** of Posting shall be decided as under:
  - Record Clerk: Continuous posting in SAME POSITION for a period of 5 years.
  - HGA & Assistant: Continuous posting in SAME POSITION for a period of 3 years.
- “All words and expressions used herein and not defined herein but defined in the LIC of India (Staff) Regulations, 1960 or the various Rules made there under shall have the meaning assigned to them in the said Staff Regulations.
- k) **Nbd:** Age nearer birthday.

## **6) Scope of redeployment:**

Redeployment shall be confined to mobility within a station, such redeployment could be between branches/Divisional Offices/Zonal Office/Central office.

## **7) Promotion:**

Promotions to the cadres of HGA, Assistant & Record clerk shall be effected from among the eligible employees in all the offices situated within the territorial limit of the Zone.

### **8) Posting on Promotion:**

Posting on Promotion will be done within the territorial jurisdiction of Divisions where the applicant has been selected for promotion.

### **9) Redeployment within the station:**

Redeployment of Class-III employees within the station shall be upto age 58 (nbd) as under:

#### **A) Assistant & HGA:**

- a) Departmental transfers will take place after completion of 3 years period.
- b) Re-Deployment will take place after every eight years

#### **B) Record Clerk:**

- a) Departmental transfers after every five years
- b) Re-Deployment after every ten years

### **10) Transfer out of the station:**

There are instances of shortage of staff and/or inequitable distribution of Class-III employees in mofussil branches. Administrative Transfers will be effected on the basis of length of stay at that station and will be based on the principle 'first-come-first-go' i.e. employee with longest stay at that station will be transferred first. Transfers out of the station shall be done upto age 55(nbd) in case of male & 54 years in case of female.

On transfer out of the station of an employee from a higher HRA/CCA to a lower HRA/CCA station, the HRA/CCA being drawn by him immediately prior to transfer will be protected in cases where the employee retains his family at higher HRA station. The difference between higher HRA and CCA payable at the original station and the eligible lower HRA and CCA payable at the station where the employee is transferred will be paid as 'Personal Allowance' which shall not count for any other benefit like DA, Pension, PF etc.

### **11) Preparation of List:**

For transfer from one station to another station, list of employees (Cadre wise) shall be prepared by each Branch Office/Divisional Office/Zonal Office in the descending order of their length of stay at that station. In case of same length of stay the list will be in ascending order of age. The concerned Sr.Divisional Manager will ensure the accuracy of the list prepared by Branch Office/Officers under his control. The list will be prepared as on 1<sup>st</sup> April every year and will be updated yearly.

## **12) Specialized postings:**

The Specialized postings shall be governed by **LIC of India (Special Allowance for In-House Development of Actuarial Capability) Amendment Rules, 2010 & LIC of India Information Technology Specialist Group (Selection, Terms and Conditions of Service and Payment of Allowance) Rules, 2007** and the instructions issued from time to time. Maximum tenure (stay) conditions shall not apply for those having actuarial qualifications including those in Core Group and those selected for as a part of Specialist Groups in IT/Investment. Maximum tenure at a particular station shall not be applicable in the case of Steno and HGA (Steno). Notwithstanding the above, Appointing authority reserves the right to retain or transfer such employees.

## **13) Request transfers:**

### **A) Within Division**

Employees can apply for transfer but the Employees whose service is more at outside centre will have right to get priority in transfer. In case of female employees concession of one year in outstation stay will be granted.

### **B) Inter Divisional/Zonal Transfers:**

- i) Criteria for drawing the Panel: On completion of two years stay for Record Clerk and three years stay for Assistant & HGA, at a Station in the present cadre. However, in case of Female employees it will be two years.
- ii) Maximum of three choices of place, in the order of preference, will be considered.
- iii) Transfers shall be effected once in a year
- iv) Number of transfers shall be limited to 20% of promotional vacancies subject to minimum of one.
- v) Transfers shall be based on the seniority in terms of submission of application for transfer duly renewed every year.
- vi) Length of stay will be reckoned as on 01<sup>st</sup> April.

## **14) Transfers based on Government OMs:**

a) Posting of PWD employees shall be as per DOPT OMs dated 10/05/1990 {ref: A-B 14017/41/90-Estt. (RR)} & dated 13/03/2002 (ref: A-B 14017/16/2002-Estt. (RR)) and C.O. circular Ref: CO/Per/ER-A/CL5 dated 19<sup>th</sup> October, 2012. As per the above OMs, requests from Physically Handicapped employees for transfers to near their native places may be given preference subject to administrative constraints.

b) In case of employees who have differently abled dependent, posting shall be done as per DOPT OM dated 06/06/2014 (No. 42011/3/2014-Estt. (Res)) and C.O. Circular Ref: Per/Adm/Trf/1415 dated 10<sup>th</sup> October, 14. As per the above OM, an employee who is also a care giver of disabled child may be exempted from the routine exercise of transfer subject to Administrative constraints.

c) Posting of Spouse working in LIC may be considered at the same place subject to availability of vacancy. Spouse who is senior in terms of cadre or position would be posted as per the requirements of the Corporation and the other partner would be accommodated accordingly.

d) Transfer/Posting of female employees shall be based as per Government of India, Ministry of Finance, Department of Financial Services letter Ref: No. H-12011/02/2014-Ins.1 dated 23<sup>rd</sup> February, 2015 addressed to our Chairman.

e) **Transfer/Postings of SC/ST Officers:** Due care and diligence would be exercised in view of the social disabilities they suffer from. To the extent possible, their posting should be considered near their native place, in accordance with circulars issued on 12/10/89 (ZD/703/ASP/89), 05/11/90 (ref: ZD/735/ASP/90) & 29/09/14 (ref: CO/Per/ER-A/084/2014).

f) **Medical Grounds:** Transfer of employees who themselves or members of their nuclear family (Wife and Dependent Children) are suffering from any of the diseases entitled for reimbursements of High Cost treatment will be considered, as far as possible, to their desired place.

**15) Refusal on promotion:**

Posting of employees on Refusal on Promotion shall be done in accordance with NPP (Normal Period of Posting) criteria.

**16) Reversion on Promotion:**

On reversion, the employee shall be posted at the earlier Station/Station of choice as far as possible subject to vacancies and NPP criteria. While deciding NPP, period spent at the place of posting on promotion shall be treated as posting at earlier Station.

**17) Employees recruited through Sports Quota:**

Employees recruited through Sports quota shall be posted only at a place where adequate facility for training for that particular discipline is available.

**18) Regulation 50:**

No employee shall bring or attempt to bring any political or outside influence/pressure in the Corporation to get a desired transfer. Any breach of this rule shall be construed as Misconduct as per Staff Regulations 1960 and appropriate disciplinary action shall be initiated against the defaulting employee.

**19) Posting of employees due for retirement:**

Employees aged **58 years (nbd)** & above shall not be transferred from a station even on promotion unless the place where the employee is posted does not have the vacancy for the elevated cadre. Age has to be reckoned as on 01<sup>st</sup> of April of the particular year.

## **20) Relieving Instructions:**

Instructions regarding relief etc. shall be issued by the Competent Authority at the time of issuing the transfer order itself.

## **21) Vigilance/Non vigilance complaints:**

**Requests for transfer received from employees against whom disciplinary proceedings have been initiated or Vigilance/Non vigilance case is contemplated shall not be considered till the matter is taken to logical conclusion. However, they may be re-deployed at same Station.** Here contemplated means where decision for issuance of Charge Sheet has been taken by the Competent Authority but same is not served.

## **22) Competent Authorities:**

The competent authorities are as defined in Schedule-IV, Regulation 80 of LIC of India (Staff) Regulation, 1960.

## **23) Discretionary powers:**

In deserving cases, consideration of transfers in each cadre shall be at the discretion of Zonal Manager (I/C)/ED(P).

## **24) Miscellaneous:**

- a) Once the Request Transfer is affected, minimum stay of 5 years at the new station is required for further transfer to another station.
  - b) An employee transferred from one station to another station will be entitled to transfer benefits, as may be allowed by the Corporation from time to time.
  - c) Employees in the cadre of Steno, HGAs (Steno), working as PAs, may also be redeployed as per Transfer policy.
  - d) Panel for transfer requests within the Division & Inter Divisional/Zonal shall be drawn by the Divisions concerned. Where more than one Division is located in a Station, the existing practice of having a nodal DO to continue.
  - e) Assistant includes all employees in the scale of Assistant, viz. Assistant / Cashier / Typist / MPO. HGA includes all employees in the scale of HGA, viz. HGA (Admn.) / HGA (Prog.) / HGA (Steno)}.
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