



## **(DRAFT) TRANSFER AND MOBILITY POLICY FOR CLASS-I OFFICERS**

### **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 match Organizational goals with individual aspirations
- b) To have a work force, fully engaged in the performance of their duties
- c) To create a cadre of specialists.
- d) To conform to various Government guidelines, as far as possible
- e) To Implement CVC guidelines regarding rotation of officers in sensitive posts
- f) To have right person at right position and place
- g) To maintain cadre-wise balance
- h) To meet organizational need of officers with varied experience and enriched job knowledge
- i) To provide an opportunity to the officers to improve their proficiency, self development and career path
- j) To groom the officers for taking positions in higher rank
- k) To bring in transparency.

### **3) Applicability:**

This Transfer and Mobility Policy is applicable to the officers of the Corporation upto Sr. Divisional Manager Cadre except Officers posted on deputation. For Officers posted on deputation, Deputation Policy (as approved by the Board) shall be applicable.

### **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 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 authorizes Chairman to issue such instructions or directions, as may be necessary to give effect to the above Regulations, from time to time.

**5) Definitions:**

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

- a) **“Transfer”** means transfer of 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)
- b) **“Re-deployment”** means Movement from one Branch/Office/Department to another Branch/Office/Department within the same station.
- c) **“Station”** means 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 & 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.
- d) **“Normal Period of Posting”** means Continuous posting of officers in the cadre of ADM and above in SAME POSITION for a period of 3 years and in SAME STATION for a period of 6 years (For Metros it is 10 years) & continuous posting of officers in the cadre of AAO/AO in SAME POSITION for a period of 3 years and in SAME STATION for a period of 8 years (For Metros it is 10 years) after which an officer becomes due for Redeployment/ Transfer.
- e) **“Administrative Transfer”** means Transfer made without request due to office exigencies. He/She may be posted any where as per needs of the Corporation.
- f) **“Qualifying/Active Service for Request Transfers”** means No. of years of stay at one station at a single stretch, to be reckoned from the Date of Joining. If the Officer avails leave beyond 90 days (inclusive of all leave) in a year, that will not be counted as “qualifying service” for Request transfer .
- g) **“Request Transfer”** means such transfer for which the order is issued by the Competent Authority considering the request of the officer for his/her posting at a station of his/her choice.
- h) **Nbd** : Age nearer birthday.

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.

**6) Maximum tenure:**

The maximum tenure for various cadres is as under:

- a) For AAO/AO: 3 years in a position/assignment and 8 years in a particular station (10 Years in case of Metros).

- b) For ADM and above Cadre Officers: 3 years in a position/assignment and 6 years in a particular station. (10 Years in case of Metros).
- c) Officer in the cadre of ADM/AO/AAO will be redeployed after every 3 years.

**In case there are no incoming transfer requests for a particular station, maximum tenure conditions shall not be applicable in these cases. However, in the office exigencies the Competent Authority will have the right to transfer any officer irrespective of tenure.**

#### **7) 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 AAO (PAs). Notwithstanding the above, Appointing authority reserves the right to retain or transfer such officers.

#### **8) Rotation of officials working in sensitive posts:**

The Rotation of officials working in sensitive posts/Departments shall be governed by **circular letter dated 17/07/2014 (ref: Per/Adm/GRF/642/1415/ 0003)**, viz. Officers posted in sensitive departments/positions are to be compulsorily **Redeployed/Transferred** every Two/Three years. Departments/Positions, identified as sensitive, are listed in the circular.

#### **9) Request transfers:**

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

#### **10) Newly promoted AAOs and Direct Recruit AAOs:**

Initially these officers shall be posted in Branch Offices for a minimum period of 3 years.

#### **11) Posting of officers due for retirement:**

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

## **12) 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) 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.
- d) **Transfer/Postings of SC/ST Officers:** To the extent possible, posting of officers belonging to SC/ST community 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).
- e) **Medical Grounds:** Transfer of officers 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.
- f) **Posting of Spouse:** 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.

## **13) Transfer to Marketing side:**

Officer on transfer to Marketing side shall not be retained in the same Branch. Officer in the cadre of Branch Manager shall not be posted either as BM(Sales), BM(Training) or any other such position. (**circular dated 03/11/1999 Ref: Per;Admn/D/64**).

## **14) Transfer to Administrative Side:**

Continuous/total stay at a particular station shall be considered on transfer to Administrative assignment/premature transfer to administration in accordance with NPP (Normal Period of Posting).

### **17) Posting on Promotion:**

The following shall be the basis in case of posting on Promotion:

Request Transfers will be considered before promotion round and balance vacancies will be filled up as under:

- a) AAO to AO & ABM (S) to BM will be posted within the same Division subject to availability of vacancy. Surplus, if any, will be allotted to other Division by the Zone based on his/her stay in parent Division/Zone and Age.
- b) AO to ADM & BM to SBM will be posted in the same Zone subject to the availability of vacancy. Surplus, if any, will be transferred to the another Zone based on his/her stay and age.
- c) ADM/SBM to DM: Officer on promotion shall be transferred out side the zone. However, officers aged more than 58 (nbd) years may be retained in the same zone on promotion subject to availability of vacancy.
- d) DM to SDM: Officer on promotion shall be transferred out side the zone.
- e) Whenever posting on promotion to the cadre of ADM & above is considered outside the zone, the officer who was posted outside the zone in an earlier stint compared to other officer who had not worked outside the zone should be posted to a nearby zone irrespective of age.

### **18) Refusal on promotion:**

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

### **19) Reversion cases:**

On reversion, the officer shall be posted at the earlier station of choice as far as possible subject to availability of vacancy and NPP(Normal Period of Posting) criteria. If his/her stay exceeds 6/8 years at a place (10 years for Metros), administratively, he/she will be transferred/posted to some other station. While deciding NPP(Normal Period of Posting), period spent at the place of posting on promotion shall be treated as posting at original (earlier) station.

### **20) Deputation to other organizations:**

The Officers deputed to other Organizations shall be governed by the Deputation Policy, approved by the Board.

### **21) Officers from Sports Quota:**

The Officers recruited through Sports quota shall be posted during the active sporting period only at a place where adequate facility for training for that particular discipline is available.

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

Requests for transfer received from Officer 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.

## **23) Relieving Instructions:**

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

## **24) Competent Authorities:**

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

## **25) Discretionary powers:**

In case of request transfers/administrative transfers at variance with the defined criteria herein above, discretionary powers to consider such transfers shall be as under:

<b>Nature of Power</b>	<b>Authority as per Reg. 80 read with Schedule-IV</b>	<b>Discretionary Power</b>
<b>(a) Appointed to posts in the cadres of AAO/ABM and equivalent cadres working in:</b>		
<b>Central Office</b>	ED(P)	MD
<b>Internal Audit &amp; Inspection Department</b>	ED(Audit) ED (Inspection)	MD
<b>Zones</b>		
If transfers are within the Divisions	Sr.DM In charge	ZM In charge
If transfers are within the Zones, from one Zone to another	ZM In charge	ED(P)
If the transfers are from Zones to Central Office or vice-versa and from India to a foreign country or vice-versa overseas.	ED(P)	MD
<b>(b) Appointed to posts in the cadres of AO/BM and equivalent cadres working in:</b>		
<b>Central Office</b>	ED(P)	MD
<b>Internal Audit &amp; Inspection Department</b>	ED(Audit) ED (Inspection)	MD
<b>Zones</b>		
If the transfers are within the	Sr.DM In charge	ZM In charge

Divisions		
If the transfers are within the Zones	ZM In-charge	ED(P)
If the transfers are from one Zone to another, from Zone to Central Office or vice-versa and from India to a foreign country or vice-versa	ED(P)	MD
<b>(c) Appointed to posts in the cadres of ADM/Sr.BM and equivalent cadres:</b>		
If the transfers within the Zones	ZM In charge	ED(P)
If the transfers are from one Zone to another, from Zone to Central Office or vice-versa and from India to a foreign country or vice-versa	ED(P)	MD
<b>(d) Appointed to posts in the cadres of DM/SDM/DZM and equivalent cadres</b>		
	MD	Chairman

**26) Regulation 50:**

No Officer 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 officer.

**27) Miscellaneous:**

- a) Officers posted to "Hard Station" shall be considered for request transfer after completion of 2 years subject to availability of vacancies. (Places mentioned in the LIC of India (Special Area Allowance) Rules, 1988, as amended from time to time, are called as Hard Stations. (Vide Inter-Office memo dated 28/07/2004 Ref: Per.Admn/GK/798).
  - b) Officers in the Marketing assignment (ABM(S)/BM/SBM, CM, MM, and SDM): NPP is 3 years in a position & 5 years at a place.
  - c) Maximum tenure at a station (See S.No. 6 of TMP) will not be applicable, if Request Transfer applicants are there for a particular station then officer whose stay is more than 3 years at that station will be transferred out to accommodate the incoming officer even though his/her place duration is less than 6/8/10 years.
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