

CHAPTER V

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUCTIONS

Important Internal Rules, regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions are given below:

- Matters pertaining to Company Affairs**
 - Memorandum & Articles of Association.
 - Government Guidelines including "Miniratna" guidelines
 - Presidential Directives issued from time to time
 - MoU Targets
 - Schedule of Powers
 - Whistle Blower Policy

- Matters pertaining to Finance & Accounts**
 - Accounting policies
 - Accounting standards
 - Accounting Manual
 - Internal Audit Manual

- Matters pertaining to Works, Contract, Commercial, Procurement, etc.**
 - General conditions of contracts & guidelines issued by the Govt. of India
 - Engineering ISO Manuals.
 - Reference & Standard Quality Plans.

- HR Related matters**
 - Employees' (Conduct, Discipline and Appeal) Rules.
 - Leave Rules.
 - Medical Attendance Rules.
 - Promotion Policies.
 - Directives regarding recruitment & promotion of SC/ST
 - Directives regarding recruitment of OBC, Physically Handicapped, etc.
 - Service Rules.
 - Various Internal policies
 - Rules & Regulations pertaining to HR Deptt. Notified from time to time.

- Human Resources Development & CSR**
 - Training Polices
 - CSR & SD Policy



No.RCIL/2007/P&A/46/1

Dated 09.06.2016

OFFICE ORDER NO. 437

Sub.: Rotational Transfer Policy in RailTel Corporation of India Limited

It has been approved by the competent authority in RailTel that, notwithstanding the provisions contained in Rule.11.0 of RailTel General Condition of Service Rules, 2012, there is need to have a 'Rotational Transfer Policy', for all-round development of the employees. Accordingly, a 'Rotational Transfer Policy', as detailed hereunder is framed. This rotational transfer policy aims to harmonize various organizational objectives which may seemingly be opposite to one another.

1. Essential Features:

A) Scope of applicability-

This policy shall be applicable to-

- i) the regular employees of RailTel;
- ii) those on deputation, subject their willingness for change of station.

This policy shall not be applicable to-

- i) those engaged on contract basis for specific project;
- ii) re-employed in RailTel;
- iii) Personal Assistants/Private Secretaries.

A) Tenure:- 3 to 4 years.

B) Organizational Objectives

- (i) **Expertise and Diversity of Experience:-** In a high technology driven organization like RailTel, it is desirable that a person is given adequate exposure to the technical functions to develop in-depth awareness while real technological expertise is expected to come from the technology partners. Accordingly employees should have diverse experience & exposure.
- (ii) **Stability:-** From the personal consideration of the employee, there is a degree of stability required for an employee to remain at a place for a reasonable period. Generally it may be possible to achieve above objectives without change of station within any cluster.

2. Key Features for Rotational Transfer

- (i) E-8/E-9/Regional Heads as the Functional and Geographical Heads would be the nodal officers for proposing/approving the rotational transfer (within S.O.P) based on the guidelines.
- (ii) The Transfer of nodal officers shall be considered by CMD, if required, in consultation with functional director(s).

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- (iii) For all below Board level RailTel employees following Rotational transfer policy shall be followed:
- a. All employees are to be considered for rotational transfer on completion of 3-4 years on any particular post/ assignment.
 - b. Employees, within the cluster, would essentially be shifted after 3-4 years to a post with different job content preferably at the same station keeping the stability factor in mind.
 - c. In case of change of cluster on promotion, the employee may invariably be transferred to a different region/station.
 - d. Rotational transfer should be considered in a manner that continuity and institutional knowledge is not severely impaired. If necessary, system of parallel working for the period as deemed fit, to transfer the institutional memory, may be adopted.
 - e. In case of small cadres like P&A and Finance with the scope of rotation limited to CO & RO, the job assignment may be changed wherever shifting of regions/ stations is not feasible, even in cases of change of cluster on promotion.
 - f. Total stay at a stretch at a particular station should not be more than 10 years and the total cumulative stay (in broken spells) should not be more than 15 years. Deputation to other PSUs / Ministries will not be counted for this purpose. This will be implemented in phased manner.
 - g. No request for transfer will be considered till completion of 5 years in assigned Region. However, in administrative exigencies transfer orders may be issued as and when required.
 - h. As regards, rotational transfer of vigilance employee, the extant policy as per Indian Railway Vigilance Manual Para 1206.2, may be followed in RailTel for employees in cluster III & IV in Vigilance Department.

3. **Exemptions:-** All exemptions with appropriate justification for cluster IV can be approved by Director whereas exemptions for Cluster I, II, III can be considered by CMD. Specific approval, in this regard, is to be processed/obtained by the Nodal Officer mentioned above.


(Manik Sinha)

Jt.General Manager(P&A)

The Executive Directors, RailTel Corporation of India Ltd.,
Eastern Region/Kolkata, Northern Region/Delhi and
Western Region/Mumbai.

The Regional General Manager, RailTel Corporation of India Ltd.,
Southern Region/Secunderabad and GGM/Chennai.

Copy to-

- 1) OSD to CMD;
- 2) PPSs to DF, DNPM;
- 3) All GGMs/GMs/Addl.GMs/JGMs/DGMs, Corporate Office - by e-mail