TRANSFER POLICY AND TRANSFER BENEFITS GUIDELINES

1. INTRODUCTION

Due to spatial spread of HUDCO's Corporate, Zonal, Regional, Development Offices and Retail Financing Units throughout the length and breadth of the country and keeping in view the need for the employees to have experience of work both at Corporate Office as well as the Zonal/ Regional / Development Offices / RFU so as to be thoroughly conversant with the HUDCO's working in its entirety, it is absolutely necessary that their services are utilized in the most effective manner and placement for posting to be decided periodically. At the same time, it is also necessary that transfers and postings are effected in a systematic manner. A healthy and acceptable system of transfers is, therefore, necessary. The transfer policy guidelines will be followed subject to administrative requirements and exigencies of work.

2. OBJECTIVES

2.1 To subserve the interest of the organization and meet the operational needs.

2.2 To cater to the changing needs of the organization.

2.3 To meet the business exigencies and statutory requirement.

2.4 To accomplish specific tasks / objectives and ensure optimum utilization of available human resources.

2.5 Job rotation for (i) job enrichment, (ii) grooming them for further growth, (iii) statutory requirements, (iv) implementation of CVC instructions for rotation on sensitive posts.

2.6 To meet individual employee needs and matching it with organizational requirements.

3. APPLICABILITY

3.1 For the purpose of transfers, employees are divided in the following four categories as shown in the Table below. As far as possible, the transfers will be effected as indicated against each category:

Level of Post	Applicability
NE - 1 to NE-5 (Category – I)	Transfer can be effected within the station
E-0 (Category – II)	Transfer can be effected within the state
E-1 to E-4 (Category – III)	Transfer can be effected within the zone
E-5 and above (Category – IV)	Transfer can be effected on all India basis

The offices falling under each zone are shown in Annexure – I.

3.2 Notwithstanding the above, in case of exigency of work all the employees are liable to be transferred to any of HUDCO's offices in the country against the posts in the respective cadres, which are operated at the particular location.

3.3 Posts, which are falling under the sensitive category will be prepared with the approval of the Competent Authority and circulated by the HRMA Wing, keeping in view the CVC guidelines.

3.4 The operational staff manning key / sensitive posts shall, after completion of their tenure, be transferred to other place unless their retention on that post for additional period is essential for which the transferring authority would give a speaking order and same shall be reported to Board in a periodical manner.

3.5 **Authority & Tenure of Transfer**

Category	Tenure	Authority
Category-I & II: Upto E-0	Normal tenure will be 2 – 5 years. Reasons to be recorded in case of transfer before the minimum & non transfer after the maximum period.	ED-HR in consultation with RC and HoD. In case ED-HR is not there then the power shall be exercised by the Director Incharge/CMD.
Category III: E-1 to E-4	Normal tenure will be 2 – 5 years. Reasons to be recorded in case of transfer before the minimum & non transfer after the maximum period.	Director Incharge of the department. In case, the department does not fall under any Director, the authority will be: (a) Upto E-2 level – ED(HR) in consultation with concerned HoD. In case ED-HR is not there then the authority will be CMD; and (b) E-3 & E-4 level - CMD with recommendation of HoD.
Category IV: E-5 and above	Normal tenure will be 2 - 5 years. Reasons to be recorded in case of transfer before the minimum & non transfer after the maximum period	CMD with the recommendation of concerned Director. In case department is not operating through any Director, then it will be with the recommendation of HoD.

3.6 Notwithstanding the above, CMD has full powers for transferring any employee anywhere in HUDCO Offices.

3.7 Executives Working in the Dy Chief level posts of all Operational cadres will invariably have Corporate and Field office exposure as part of overall grooming

process for leadership positions i.e. Regional Chief / HOD etc. Officers will be rotated appropriately so as to ensure adequate exposure before being elevated to leadership positions. Such rotational attachments will be subject to availability of post/ vacancies as per approved organogram

3.8 All employees of HUDCO working under different cadres are covered under these guidelines except statutory positions eg. Company Secretary. Transfers including rotational / and other job attachments will be subject to availability of posts within the respective cadres and operated at a particular office / location.

4. TRANSFER CRITERIA

4.1 Employees, may generally be transferred (from one department to other department as per Annexure – II and not the station/ location) after they have spent minimum prescribed tenure in one department. In case of exigencies of work, transfers may be effected as per clause 3.1. However, in case of employees posted at Field Offices (ROs, Dos and HN offices etc.) where rotation to different departments is not feasible, then the above period of two years will be taken as five years

Rotation of employees to different departments is desirable for job enrichment/experience, increased efficiency, creation of versatile personnel and transparency

4.2 In case the outstation transfer of an employee is essential due to office exigencies, the employee who has spent the maximum tenure at one station should be considered first, and then the employee with lesser tenure and so on.

Notwithstanding the above the Management can transfer an employee outside a department /base station/zone depending upon the organizational exigency. However the option of the employee will be kept in view. The station seniority will normally be the basis for outstation transfers. However, decision of the management will be final.

The employees who have already spent one or more tenure outside their base station/zone (to be declared by employee now) shall be considered first for transfer to their Base station/zone from their present posting subject to their option and shall be entitled to transfer benefits

4.3 Employees, two years before their superannuation may be considered for transfer to the station of their choice subject to vacancy and the employee have not served at the said station in the previous two years and not having any poor/ adverse performance record in that particular station of posting.

4.4 Normally the transfers shall be finalized in the last quarter of the financial year and shall be effective from the first quarter of the ensuing financial year.

5. TENURE OF POSTING IN HARD STATIONS

5.1 North-Eastern Region, Sikkim, Andman & Nicobar Islands, Jammu & Kashmir and any other area notified by Govt. as hard station from time to time will be treated as hard stations and there will be a fixed tenure of posting of 3 years at a time for employees with service of 10 years or less and 2 years for employees with more than 10 years of service. Further, the CMD may sanction the incentives extended to employees transferred to hard station on similar terms and conditions as applicable for North-East Region. The employees after having served in the above specified areas for full tenure shall be given posting out of first or second choices of posting indicated by them.

5.2 Management may relax the above conditionality in case of highly skilled employees or where no suitable post exists for him at other station.

5.3 Choice posting shall be considered, as far as possible, after two years tenure at hard station specified in clause no. 5.1.

6. TRANSFER BENEFITS .

6.1 TA/DA, transportation of personal effects / conveyance, porter charges etc. shall be paid as per existing rules.

6.2 The employee may be sanctioned an advance of Rs.24,000/- per child upto a maximum of two children towards the facilitation charges for admission of his/her ward(s). The advance will be interest free, to be recovered in equal monthly installment @ Rs 2000/- pm.

6.3 A disturbance allowance of 10 percent of basic pay subject to a ceiling of Rs.1500/- per month may be paid to the transferred employee for a period of six months only. This will not be admissible to transfer within same station or when an employee is transferred on promotion or at his own request

6.4 The transferred employee will be entitled for lump sum transfer grant equivalent to one month's basic pay. He will also be reimbursed transportation cost of his personal effects/ conveyance as per entitlement and in addition he will be paid packaging allowance equivalent to 15 days basic pay. The benefits to be provided on revised Basic Pay.

6.5 Double HRA shall be restricted to six months only. However, those employees who are staying in company/leased accommodation at the time of transfer may retain the same for a maximum period of six months

6.6 Unavailed joining time to be credited to the EL account of transferred employee as below:

Distance between the old and new Headquarters	Joining Time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 km.
1000 km or less	10 days	12 days
More than 1000 km and upto 2000 km	12 days	15 days
More than 2000 km	15 days*	15 days

* In case of travel by air, the maximum joining time admissible is 12 days

6.7 One emergency passage during the tenure of posting will be allowed to all category of employees as per their entitlement while on tour. Fare and local conveyance will only be reimbursed. This will be subject to the conditions that emergency is based on medical exigencies as per the guidelines (Annexure-III).

6.8 The charges for staying in some hotel/guest house for one months either in one stretch or in broken spell shall be available after joining the place of posting as per following monetary limits

Upto E3 : Rs.1500 per day
E4-E5 : Rs.2000 per day
E7-E8 : Rs.2500 per day
E9 : Rs.3000 per day

The above monetary limit shall be enhanced by 10% after every year (the base year for above limits is 2009). The benefit of stay at hotel/guest house will not be available to an employee if he/she is being transferred to his/her Base Station. The payment/reimbursement will be subject to production of receipt.

The option of seven day hotel stay as per one's entitlement will continue.

7. OTHERS

7.1 In case of transfer on promotion, the promotion will be effective only if the employee assumes the charge of the post at the new place of posting.

7.2 Request transfers shall be decided based on merit of each case. Special consideration shall be given for serious ailments requiring sustained medical attention, hospitalization of self, spouse and dependents for which requests to be forwarded through controlling officer and to be considered by HR in the month of November/ December once in a year. However, request transfer of urgent nature can be considered as and when possible. A register for such requests will

be maintained and reviewed every month by the HRD Wing and the same will be put on HUDCO Intranet.

7.3 In all cases, where an employee fails to report for duty at the new place of posting after transfer, such period will be treated as unauthorized absence and action as per HUDCO service regulations/ CDA rules will be taken.

7.4 Any outside influence used for transfer shall be treated negatively with a copy endorsed to Personal File.

7.5 The controlling officer should relieve employees as per transfer order and may ask for substitute separately without linking it to transfer order. However, the order should specify as to who moves first in case of chain transfers.

7.6 Transfer from one department to another department (as per Annexure II) shall be strictly followed. However, in case of office exigency when transfer to an outstation (within the Zone) is unavoidable, then the employee will be transferred, as far as possible, to any of the three choices indicated by him / her. Such choices may be obtained through APAR every year and a register for the same shall be maintained by HRMA. However, in a very rare case of office exigency, an employee may be transferred to a station outside the allocated zone. The tenure of such posting shall not be more than one year after which he / she will get posting to his / her choice Station or State or Zone as per the categorization of the employee. The decision of management in regard to the place of posting will be final.

7.7 Efforts will be made for keeping husband and wife working in HUDCO either at same place or nearby station as per availability of post and exigencies of work. However, both husband and wife if working at one station shall be posted in different departments.

7.8 A request for transfer (valid for one year) and request for mutual transfers (valid for six months) would be considered on the merits of the case, Further, in such cases, no transfer TA / DA and other benefits (except for journey time, ticket) as admissible under these rules would be allowed if the tenure of the outstation posting is not less than two years. Corporation will try to accede to the mutual consent / request transfers, as far as possible. A register shall be maintained by HRMA for recording mutual / request transfers and it should be reviewed every month.

7.9 Preference would be given to an employee who has registered his request for transfer to a particular station in the event of occurrence of vacancy.

7.10 Decision taken by the CMD would be final and binding under these guidelines.

Annexure -I

List of Offices under different zones

Sl. No.	Zone	Office
1.	East	Kolkata, Bhubaneshwar, Patna, Ranchi, Raipur.
2.	North-East	Guwahati, Shillong, Kohima, Agartala, Imphal, Aizwal, Itanagar and Kokrajhar
3.	North	Chandigarh, NCR, Jaipur, Jammu, Lucknow, Dehradun, Shimla
4.	South	Bangaluru, Chennai, Hyderabad, Thiruvananthapuram, Port Blair, Puducherry, Vijayawada, Vishakhapatnam, Kochi, Kozhicode, Coimbatore, Madurai, Nagercoil
5.	West	Ahmedabad, Bhopal, Mumbai, Goa, Surat, Indore

Annexure - III

Guidelines for availing emergency passage

The "Emergency Passage" as stated in Rule 6.7 may be availed henceforth in the event of any calamity in the family (comprising of Spouse, Children, Parents / In Laws, Brother / Sister) or for the treatment of self or any of the family members for any of the following medical reasons:

1. Injury due to accident involving fracture or requiring admission in hospital.
2. Cancer in advance stage requiring hospitalization.
3. Heart ailment emergency requiring admission / hospitalization.
4. Brain tumor emergency or any other life threatening emergency requiring admission in hospital.

The exigency would be required to be supported by medical certificate / prescription from the authorities concerned initially / subsequently. Controlling Officers approval before leaving the place of duty is a must. Controlling Officer within his / her means must ensure that emergency is genuine and situation warrants emergent travel by the employee.

It may also be noted that:

1. The emergency passage will be available only once during the tenure of a posting at a particular station.
2. The emergency passage will be available for travel to the place where the emergency has occurred.
3. The emergency passage will not be available in case of request transfer.
4. The emergency passage will be available for travel of self-only.
5. The travel as per entitled mode / class will only be allowed.
6. The employee will also be required to get his leave / station leaving approval for availing the emergency passage.
7. For employees posted in North Eastern region etc. the emergency passage will continue to be governed vide Circular dated 26.11.1999 (Item No. VII) wherein emergency passage has been defined as follows:

" In addition, HUDCO employees and their families posted in these territories shall be entitled to avail the Leave Travel Concession, in emergencies, on two additional occasions during entire service career. This shall be termed as "Emergency Passage Concession" and is intended to enable the HUDCO employees and /or their families (spouse and two dependent children) to travel either to the home town or the station of posting in an emergency. This shall be over and above the normal entitlements of the employees in terms of the O.M., dated December 14, 1983 and the two additional passages under the Emergency Passage Concession shall be availed of by the entitled mode of class of travel as admissible under the normal Leave Travel Concession Rules."

8. Any decision on the interpretation of the above provisions will rest with CMD.

No.:F.11(136)/2007-HRD **Date : 8th September,2010**

Annexure-II

Places of posting in different cadres

S. No.	Cadre	Place of Posting
A	**Base Station at HO**	
1	Project	Operations (different SBUs), W & D Wing, Action Plan Scheme, Vigilance, Internal Audit, HUDCO Niwas, RO(NCR), HSMI, Estate Mangement, ROs in the zone
2	Finance	Operations, Internal Audit, Resource Mobilization, Loan Account, General Account, Vigilance, HUDCO Niwas, RO (NCR), HSMI, ROs in the zone
3	Law	Law Wing, Operations, Personnel &Adm., Vigilance, HUDCO Niwas, RO (NCR), HSMI, ROs in the zone
4	Personnel & Adm.	HR/Personnel (Internal rotation)/ Administration (Internal Rotation), PR, HSMI, HUDCO Niwas, RO (NCR), Estate Management, ROs in the zone
5	IT	IT Wing, Operations, RO (NCR), HSMI, ROs in the zone
6	Economics	RM Wing, Internal Audit, HSMI, ROs in the zone
B	***Base Station at ROs***	
1	Project	Operations, Hudco Niwas, Consultancy, ROs in the zone
2	Finance	Operations, HUDCO Niwas, ROs in the zone
3	Law	Operations, HUDCO Niwas, ROs in the zone
4	Personnel & Adm.	HR/Personnel & Administration, HUDCO Niwas, ROs in the zone
5	IT	Operations, HUDCO Niwas, ROs in the zone

Note: In case, it is not possible to immediately find a place in another Wing/Department on expiry of prescribed term, the employee should be assigned another job within the Wing or Department.

HOUSING AND URBAN DEVELOPMENT CORPORATION LTD.
7A, IHC, Lodhi Road, NEW DELHI – 110003

No.F.HUDCO/Gen.Circular/2025-HR

Dated: 7th July, 2025

Circular

In continuation to the Circular No.F.HUDCO/Gen.Circular/2024-HR dated 31st July, 2024, it is informed that transfer benefits for 'Request Transfer' cases will henceforth be admissible on completion of three years' tenure. Further, if an employee is transferred on request before completion of three years' tenure, he/she will be eligible only for self-travel expenses as per his/her entitlement.

This issues with the approval of Competent Authority.

(Vandana Motsara)
Executive Director(HR)

All Employees

Copy to:

1. DGM(S) to CMD
2. AGM(S) to DCP
3. AGM(S) to DF
4. SM(S) to CVO
5. Sr.EDs
6. EDs/GMs/HoDs/RCs/CRO/CCO/CS
7. AGM-HR(RKV) - for Hindi Version
8. AGM(IT) - for posting on intranet
9. Office Order File