

**Air India Ltd.**  
**(Industrial Relations Department)**

Sub: **TRANSFER & POSTING RULES**

**1. DOMESTIC TRANSFERS - INTRA-REGION / INTER-REGION**

An employee is liable to serve anywhere in or outside India and in any Corporate Function /Subsidiary Company/Joint Venture , as may be required.

Employees may be transferred from one station to another station within the region or from one region to another on the following grounds :-

1. On promotion
2. To fill up a position which may require lateral movement
3. To carry out rotation of the employees among various stations due reasons of completion of a tenure.
4. To give wide exposure to the employees for professional development and to avoid stagnation.
5. Rotation of employees who are holding sensitive posts.
6. Due to administrative reasons

**2. Guidelines for transfer of employees :**

The broad guidelines for transfer of employees are given hereunder :-

- 2.1 An employee should normally be transferred from his existing place of work on promotion to the cadre of Officer/Executive.
- 2.2 As far as possible an employee who has stayed at one place (existing place of posting) for the longest period should be transferred first. In the event where there are two employees having the same tenure at the location, the junior of the two should be transferred first.

- 2.3 The period of permanent transfer will normally be for a maximum of 3 years, provided that at hardship stations (which have been defined as such) transfer will be for a period of one year.
- 2.4 Rotational transfer should be done after 3 to 4 years of posting at a place.
- 2.5 Wherever possible, an employee who is going to attain the age of superannuation i.e. 58 years within 01 year may be considered for posting at/or near his home town, if he so desires, excepting in senior Management positions where transfers are as per Company's requirement.
- 2.6 An employee in a particular trade cannot be transferred to a station, either on compassionate grounds or permanent basis, where there is no requirement for that trade in that station.
- 2.7 Transfer/Posting of employees with regional seniority within the region would be done by regional EDs.
- 2.8 Intra-regional transfers will be as per Company's requirement. All such transfers up to and including the level of AGM may be done by ED of the Region, after the officer has been posted to the Region.
- 2.9 Any Transfer/Posting of employees with all India seniority would be done by FD/Deptt. Head at Hqrs.
- 2.10 Posting / Transfer of Officers of the level of Sr.AGM and DGM will be done by the concerned DH/FD at Hqrs.
- 2.11 Posting of GMs/EDs will be done by CMD.
- 2.12 Wherever possible, transfers will be effected at the end of the academic session to avoid disruption in studies of wards of employees.

Notwithstanding the above, the Management reserves the right to transfer an employee to any station at its sole discretion.

### **3. Transfers on compassionate grounds / Mutual requests for transfer**

- 3.1 A Staff workman category employee who is not borne on all India seniority may be transferred from one station to another station or from one Region to another region on compassionate grounds, subject to availability of vacancy in the same cadre/grade at the other station/region and with the concurrence of the Executive Directors of both the Regions for which a priority list should be maintained. Where both husband and wife are employed in the Company, posting to the same station may be considered as far as possible.

- 3.2 Where the employee or his spouse or children are required to be at a location on account of availability of super specialized medical service not available at his present place of posting, an alternate station may be considered and given weightage where such facilities are available.
- 3.3 Physically challenged employees may be considered for transfer based on nature and extent of the disability.
- 3.4 In respect of employees having mentally challenged child / spouse, DOPT guidelines shall be followed, considering that the facilities for medical help and education of mentally retarded children may not be available at all stations. In all such cases, a sympathetic view is taken on the merits of each case to accommodate such requests for posting, to the extent possible. (Copy of existing DOPT guidelines enclosed).
- 3.5 The Executive Director of the Region may effect inter-regional mutual transfer of a staff/workman category employee who is not borne on all India seniority, with the concurrence of the Executive Directors of both the Regions, subject to the following conditions :-
- a) Employees seeking mutual transfers should be in the same Department/trade.
  - b) In respect of compassionate transfer of categories of employees having regional seniority will take their seniority at the bottom of the grade in the new place of posting.
  - c) All applications for posting on compassionate grounds shall be sent along with documents in support and shall be put up for consideration of the competent authority.

#### **4. Sensitive posts**

- 4.1 Sensitive areas are places where the employees have to interact with vendors/outside agencies on day to day basis or positions where they transact money in course of Company Business or are employed in positions where they handle sensitive data or are in a position to influence company interests.
- 4.2 Employees posted in sensitive posts should normally be transferred from the sensitive area on completion of 3 years and in no case continue for more than 4 years.

- 4.3 Any exemption in this regard should be granted by an authority higher than the Competent Authority who has effected the Transfer / Posting.
- 4.4 Employees borne on the Agreed List, as advised by Vigilance from time to time, should not be placed in sensitive posts.
- 4.5 It is the sole discretion of the Management to define and / or determine "Sensitive post". (Sensitive posts in each Department should be determined in line with the letter dated 28.11.2013 of Vigilance Department.

**5. Temporary Transfers / Postings**

The period of temporary transfer shall not be less than 30 days but not exceeding 3 months in a hardship station and up to one year in a regular station. Temporary transfer should not be carried out as a matter of routine and should only be made in exigencies. The Authority competent to order the transfer for the employee may review the posting from time to time.

**6. Release on transfer :**

- 6.1 An employee should invariably be released on transfer within 30 days of the issue of the order, unless prior approval has been obtained for release beyond 30 days from the Competent Authority. The salary should be stopped in case employee does not join. (Instructions are enclosed). However, it must be kept in mind that no extension has been accorded by the competent authority in this regard.
- 6.2 When an employee on promotion is transferred to a new station, he/she will take over charge of the higher post only at the new station of posting within 30 days of issuance of order.
- 6.3 Fixation of pay will be made only after he/she reports at the new station.
- 6.4 In case the employee fails to take over charge of the higher post at the new station within the 30 days due to reasons attributable to him, his promotion order would be cancelled.
- 6.5 Further, he will be debarred for consideration of promotion/appointment for a period of one year from the date of notification of appointment.

**7. Joining Time :**

- 7.1 An employee shall be eligible for joining time of seven days inclusive of journey time in case of permanent transfer and three days inclusive of journey time in case of temporary transfer, having a duration of one year. Joining Time will be for 7 days and has to be availed within 3 months.
- 7.2 In case of a temporary transfer, joining time shall be availed immediately after the employee is released from the station and before he reports for duty in the station of transfer.

**8. Transfer Benefits**

Transfer benefits will be governed by Office Order issued in this regard vide Ref. No. HPDO1/X-1700 dated 9.10.2013, detailing transfer benefits in the event of Temporary/Fixed Term Posting/Permanent Transfer.

NOTE : The Competent Authority referred to above is as per the Delegation of Administrative Powers as notified by the Company from time to time.

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