



HPGCL
AN ISO: 9001, ISO: 14001 &
OHSAS: 18001
CERTIFIED COMPANY

HARYANA POWER GENERATION CORPORATION LIMITED

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula

Corporate Identity Number: U45207HR1997SGC033517

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Notification

Office Order No. 591/HPG/GE-623

Dated:- 18/8/2022

In terms of Chief Secretary to Govt. of Haryana, General Principle Guidelines issued vide reference no. 15/05/2017-1GS-II dated 13.02.2020 with amendments dated 07.08.2020, the HPGCL is pleased to frame the “**HPGCL Online Transfer Policy Guidelines**” for its employees covered under Online Transfer Policy on the analogy of State Government after getting the same legally vetted from Ld. Advocate General, Haryana in terms of Para-3 of State Government, Haryana instructions No. 15/05/2017-1GS-II dated 07.08.2020.

“INTRODUCTION

The sole function of HPGCL to generate electricity. The setup and area of operation of HPGCL is entirely different as compared to the other Haryana Power Utilities. The present generating stations of HPGCL are as under:-

1. Panipat Thermal Power Station, Panipat
2. Deen Bandhu Chottu Ram Thermal Power Plant, Yamuna Nagar.
3. WYC, Hydro Electric Power Plants, Yamuna Nagar.
4. Rajiv Gandhi Thermal Power Plant, Khedar, Hisar.

The Head Office/Corporate office of HPGCL is situated at Panchkula.

1. Vision :

To ensure equitable distribution of HPGCL employees at different locations in a fair & transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the Corporation and to meet with requirement of each station.

2. Application: The policy shall be applicable to employees of HPGCL working in different cadres mentioned at Sr. No. 4 (i) on regular basis.

3. Definitions: In this policy, unless there be anything repugnant in the subject or context;

a) **‘Blocked Posts’** means the post in the cadre which remain unfilled and is not required to be filled for the time being, or which requires specialized knowledge / skill set or where the present incumbent has not completed the prescribe tenure or exempted to be transfer as decided by the Cadre Controlling Authority.

Note- Blocked Posts shall be excluded from the list of vacant posts for transfer.

b) **‘Employees of Special Category’** mean the employees as detailed in Regulation-4(vi) (c) of this policy.

c) **‘Prescribed Tenure’** means the tenure of appointment fixed for particular category of post with respect to his / her posting in different offices as detailed in Regulation-5 of this policy. While calculating the tenure of an employee for the purpose of this policy, the date from which someone is working in a particular office on 28th / 29th February of the calendar year of transfer shall be counted irrespective of the fact he / she has been appointed by temporary transfer or otherwise. However, an employee may participate in the transfer drive subject to completion of minimum three years of service in an office.

d) **‘Qualifying date’** for the purpose of calculation of vacant post (s) shall be the 28th /29th February of the calendar year of transfer;

e) **‘Service’** means duty period and all kinds of leave including extraordinary leave availed by a corporation employee during the prescribed tenure;

f) **‘Transfer’** means posting / appointment from one office to another office on or before completion of prescribed tenure in a particular office as defined in Regulation-5 of this policy.

g) **'Vacant Post for transfer'** means

- (i) A post not occupied by any employee;
- (ii) A post presently occupied by an employee for a period as specified in Regulation -5 of this policy or more or as per approval of Competent Authority;

Note 1- Where there are Blocked Posts in a cadre the same shall be excluded from the number of vacant posts for transfer.

Note 2- The post against which an employee has been posted / transferred on compulsion of Administrative Reasons or litigational nature shall also not be included in the vacant posts for transfer.

h) **'Office'** means an area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of an employees for transfer from one office to another office under this policy for example office of CE's.

4. **General Principles:**

- (i) The regular officers/officials of following cadres would be considered for posting through online transfer against sanctioned/working vacant post or in any office as deemed fit by the competent authority:-

Sr. No	Group	Designation Cadre
1	C	UDC (HO)
2	C	UDC (Field)
3	C	Assistant (HO)
4	C	Divisional Accountant
5	C	Accounts Clerk
6	C	Section Officer
7	C	Assistant (Field)
8	C	LDC (HO)
9	C	LDC (Field)

(ii) **Time schedule of online transfers:**

- a) General transfers will be made online once in a year. However, transfer/posting necessitated by promotion, direct recruitment, the posts needed to be filled up in public interest or transfer on any administrative grounds can be made anytime by competent authority i.e. Managing Director, HPGCL.
- b) The online process will be completed during the month of March-April and implemented after completion of drive or as per exigency/convenience of the corporation.
- c) For transfer to be made online, transfer drive will be opened and would be notified by the Administrative wing in the month of Feb-March of every year.
However, in case the transfer drive is to be postponed by the competent authority due to any reason what so ever, in that case, the drive would be opened and notified one month prior from the date it is to be implemented.
- d) Qualifying date for vacancies, merit point, calculation of age & stay period shall be calculated 30 days prior to the opening of online transfer drive.

Note: Offline transfers on administrative ground, postings on promotions/Public Interest/direct recruitment would be considered by the competent authority as and when necessitated during the year.

(iii) **Liable to be posted anywhere:**

An employee would be liable to serve against any sanctioned / working post of HPGCL anywhere in the country.

(iv) **Computerization of relevant service record of employees:**

The concerned cadre controlling authority and Controller of Accounts shall ensure that the service record of all employees of HPGCL have been entered in Human Resource Management System (HRMS) and in ERP as

per requirement. Every employee shall be responsible for the accuracy and regular Updation of data in the Human Resource Management System (HRMS)/ERP etc., in respect of his / her credentials, otherwise the Department shall be at liberty to post him anywhere.

(v) **Rationalization and Blocking of posts:** To avoid disproportionate concentration of employees at a particular office / station, the corporation will rationalize their sanctioned / working posts and also block actual vacant posts to be kept vacant prior to the transfer drive.

(vi) **Merit Criteria for allotment of post:**

(a) Merit for allotment of vacant post to an employee shall be based on the total composite score of points earned by the employee, out of 80 points as described below. The employee earning higher points shall be given preference to be transferred against a particular vacancy.

(b) **Age** Shall be the prime factor for deciding the claim of an employee against a vacancy since it shall have weightage of 60 points, out of total points as per below tabulation:

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria of Calculation
i)	Age	Eldest Person shall be given maximum points	60	Age in number of days Calculated as- Age in number of days + 365 (Maximum four decimal points only)

(c) **Special Category:** A privilege of maximum 20 points can be availed by the employees as indicated below:

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
i)	Gender	Female	10	10 points shall be given to all female employees.
ii)	Special category female employees	Widow/Divorced/ Separated/unmarried female employee more than 40 years of age/ wife of serving Military personnel/ Paramilitary personnel working outside the state.	10	All female employee of this category shall be given 10 points only.
iii)	Special category male employee	Widower who has not re-married and has one or more minor children and or unmarried daughter (s)	5	Eligible male employee shall be given 5 points only.
iv)	Sportsperson representing the state	During the previous one year from the date of notifying the drive	10	Eligible employee shall be given 10 points only.
v)	Differently abled persons	Vision	20	40% to 60% disability = 10 Points Above 60 % to 80% = 15 Points
		Locomotors	20	
		Deaf & Dumb	20	

				Above 80% = 20 Points
vi)	Study of children	Studying in 9 th , 10 th , 11 th , 12 th	10	Eligible employee shall be given 10 points only.
vii)	Diseases of "Debilitating Disorders" i.e. a)Currently suffering from cancer; or b)Having undergone bypass surgery; or c)Kidney transplant; or d)Currently undergoing dialysis	Self	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted or a <i>Medical Certificate issued by Sr. Consultant Medicine, HVPNL.</i>
viii)	Diseases of "Debilitating Disorders" i.e. a)Currently suffering from cancer; or b)Having undergone bypass surgery; or c)Kidney transplant; or d)Currently undergoing dialysis	Spouse/unmarried children	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College, Karnal, PGI Chandigarh, Medical College of Haryana Govt. or a Medical Board so constituted or a Medical Certificate issued by Sr. Consultant Medicine, HVPNL.
ix)	Differently abled or mentally challenged children	Male/Female employee having Mentally challenged or 100 % differently abled child.	10	Male /Female employees having mentally challenged or 100% differently abled children shall be provided maximum 10 points.
x)	Couple case	Employee spouse (Husband/Wife) working in Haryana Govt./Centre Govt./Other State Govt./PSU/Serving Military/Paramilitary Personal	10	Eligible employee shall be given 10 points only.

(vii) Exempted Categories:-

The following categories of employees shall be exempted from the online transfer drive as per certification by the respective Cadre Controlling Authority:-

- i) Employees retiring within 1 year from the qualifying date.
- ii) 80% or more blind/handicapped involving both legs.

- iii) Cancer / Dialysis / Thalassemia / Heart Bypass / Brain Tumor / Quaderiplegia patitent.
- iv) 'Newly Married' / 'Recently Divorced' female employee or 'widow' Widower employee on death of spouse' will be considered for transfer on expiry of one year from the date of occurrence of the event /act. However, they may be permitted to participate in the next transfer drive after the event.

Although the above categories are exempted from the general transfer, they can also voluntarily participate and their posting will be decided as per the merit scores generated from the system.

(viii) Procedure to be adopted:

- (i) Employee falling under stay criteria and / or voluntarily participating in transfer process will 'Log in' on the Transfer Portal and fill the Preference for the posting locations. Employee has to choose 'N' number of preferences from the available vacancies in a specified order (first selection means first preference) so that their chances of getting posted on un-opted stations in anywhere category may be reduced.
- (ii) The option once availed and confirmed by the employee shall be final and cannot be changed.
- (iii) Merit criteria for allotment of station will be as per Regulation-4 (vi) above of this policy.
- (iv) Within 15 days of issuance of orders, an employee aggrieved with the transfer process can represent to the concerned Cadre Controlling Authority after joining at the new place of posting. The concerned Cadre Controlling Authority shall scrutinize the applications of the aggrieved employee (s) and on the basis of genuine and compelling circumstances shall submit the case with justification to the Managing Director, HPGCL for consideration and decision under relaxation of the Transfer Policy.
- (v) Online general transfer due to completion of prescribed tenure as detailed in Regulation – 5 shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as per provision in Haryana Civil Services Rules, 2016.

(ix) General:

- i) On the basis of employee preference and scoring, transfer list will be generated from the portal. The employee having higher score would be given preference over others. In case employees have same scoring, then the transfer priority would be considered on the basis of age.
- ii) Cadre controlling authority will submit the transfer list for approval of competent authority. However, while effecting transfers, the major projects of the department shall be consider for prime importance. Transfer and postings are the rights of the department, which it would endeavor to exercise in the best interest of the corporation and transparency vis-à-vis it employee.
- iii) Transfer Order (s) will be generated from the Online Transfer Portal as per the list approved by the competent authority.
- iv) No TA/DA will be given, if employees voluntarily participate in the transfer process and same will be considered for transfer and posting in individual interest.
- v) As per Transfer orders generated from online Transfer application, the concerned employee has to upload Relieving & Joining Reports on <https://intrahy.gov.in/> for effective data Updation in HRMS & E-Salary modules/ERP etc. if applicable.
- vi) The employees working in other cadres will be governed by Stay Criteria mentioned in the policy. However, their transfer and posting shall be decided

by the competent authority on the basis of merits & requirement at plant/post.

5. **Stay Criteria:** The employees of the cadres will be eligible for transfer under Online Transfer Policy after completion of 3 years at a stretch at one post on the station.
6. **Bar against canvassing:** No employee shall canvass for his / her case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representations shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per Regulation 4 (viii) of this policy.
7. **Appointment by promotion / direct recruitment:** Employees taken in a cadre through direct recruitment /promotion / repatriation shall be posted in the zone of eligibility and availability.
8. **Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the concerned controlling authority (if required) as the case may be shall be the competent authority to clarify such doubt or to remove such difficulties by issuing reasonable order to this effect with the approval of Managing Director, HPGCL.
9. **Power to relax:** Notwithstanding anything contained in the policy, the Managing Director, HPGCL is competent authority to transfer any employee to any place in relaxation of any or all of the above provisions.

This issues as per decision of Board of Directors, HPGCL, taken in its 130th meeting held on 19.07.2022.



(M.L. Singla)
Chief Engineer/Admn.,
HPGCL, Panchkula

Endst. No. *CW-32/H/Admn.-509/2019/1005L*

Dated : *18/8/2022*

A copy of the above is forwarded to the following for information and necessary action :-

1. The ACS (Power)-cum-Chairman, HPGCL, Chandigarh.
2. All Chief Engineers, in HPGCL.
3. Company Secretary, HPGCL, Panchkula.
4. Controller of Accounts/Controller of Finance, HPGCL, Panchkula
5. All FA & CAOs, in HPGCL.
6. The Secretary, BBMB, Chandigarh.
7. LR/HPU, Panchkula.
8. All Dy. Secretaries in HPGCL
9. Xen/IT for uploading on official website.
10. All Under Secretaries in HPGCL.
11. All concerned employees of HPGCL.



Dy. Secy./Estt. (G)
For Chief Engineer/Admn.,
HPGCL, Panchkula.

CC

- (i) Sr. PS to Managing Director, HPGCL, Panchkula.
- (ii) Sr. PS to Director/Technical, HPGCL, Panchkula
- (iii) Sr. PS to Director/Generation, HPGCL, Panchkula.
- (iv) Sr. PS to Director/Finance, HPGCL, Panchkula.
- (v) PS to Chief Engineer/Admn., HPGCL, Panchkula.