

# **TRANSFER POLICY**

(IN PURSUANCE TO THE JUDGEMENT OF THE HON'BLE SUPREME COURT  
OF INDIA, IN THE WRIT PETITION(CIVIL) NO.82/2011 FILED BY SHRI  
T.S.R.SUBRAMANIAM & OTHERS Vs. UOI & OTHERS)



**COIR BOARD, KOCHI-16**

**Ministry of Micro, Small & Medium Enterprises,**

**Govt.of India, New Delhi**

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- Minimum tenure after transferring of an employee to a particular Office/ seat, in normal course, will be three years. In the case of administrative exigencies, public interest, or on account of any punishments, etc. the above stipulations may be waived for suitable action regarding transfer of the employee.
- In the establishment of Coir Board there are different categories of staff including those with designated posts like Branch Officers and above. In Head Office, certain technical posts in CCRI, CICT, etc., which are positioned with specific function of duties and responsibilities. At the same time, there are certain technical posts with a general mode of duties like Training Assistant, Extension Service Officers, etc. In such cases, the above stipulation of 'three years tenure' may not be desirable, considering the job requirements. Therefore, in the areas wherever possible, such stipulation of 'three years time' as minimum tenure, after a transfer will be considered. However, in the event of any deviation from the declared policy as above, the Competent Authority will record the reasons in writing in the file or it may be on the specific request of the employee concerned.
- In the case of the Board's Showroom staff also, the minimum tenure as above will be subject to his/her sales performance also. In the interest of sales promotion of the SR&SDs, the Board may have to take a lenient view in the matter of fixed tenure. In such cases, the definite reasons for such leniency will be reordered by the Competent Authority in the file.

- Prior to implementation of the above stipulations, a policy decision would be taken by the Office to ensure that the posts sanctioned for a particular Office are operated in such of the Offices only. This is with a view that the functioning of such posts will be justified only in the Offices concerned and sticking on to such stipulations of three years would create complications in such cases.
  
- A High Level Committee with the following officers has been constituted as a mechanism akin to CSB for considering transfer proposals of the Coir Board employees on an annual basis.
 

1. Secretary	- Chairman
2. Director (Mktg.)	- Member
3. Director, RDTE	- Member
4. Joint Director(Plg.)	- Member
5. Senior Accounts Officer	- Member
6. Administrative Officer	- Convenor
  
- The meeting of the above High Level Committee (akin to CSB), may be held in the month of January every year so that after one or two sittings the High Level Committee will be able to finalize the transfer proposals and issue orders in February with specific date for effecting the transfer well in advance, so as to enable the transferees to plan and work out their future course of action, on transfer.
- Regarding placing the transfer policy in public domain, the guidelines prepared as a policy for effecting transfer will be put on the Website of the Board for information of the public.
- It is mandatory to record all the instructions in a formal manner. The Office will ensure the mandatory recording of the instructions from the administrative superiors, political executives etc. for fixing responsibility and ensure accountability in the functioning of Civil Servants and to uphold institutional integrity. In line with this, the spirit of the judgement of the

Hon'ble Supreme Court of India, the Senior Officers while being on outstation assignments or even in their respective Offices, will give necessary oral orders/verbal instructions to their subordinate staff in the Office concerned for speedy execution of exigent works on emergency. But, this may be, as far as possible, through e-mail, fax, or even sms; however, immediately on arrival of the senior Officers, in their Head Quarters, the same may be confirmed in the file concerned in line with the above judgment, for which the subordinate staff would initiate immediate action.

### **Showroom Stream**

1. The showrooms in metropolitan cities viz. Mumbai, Kolkatta, Delhi and Chennai will be headed by a Senior Showroom Manager(Showroom Manager Grade-I) assisted by one Assistant Showroom Manager, Salesman, Hamal-cum-Stitcher (HCS). The number of HCS will be one or two, depending upon the sales target fixed/sales turnover.
2. Showrooms in State capitals, the staff pattern will be Showroom Manager Gr.II or Showroom Manager Gr.III, assisted by one Assistant Showroom Manager, one Salesman and one or two Hamal-cum-Stitchers (as far as possible, subject to availability of the full complement and actual requirements).
3. In all other Showrooms, Showroom Manager Gr.III supported by Assistant Showroom Manager or Salesman and one Hamal-Cum-Stitcher (as far as possible, subject to availability of the full complement and actual requirements).
4. As far as possible, Hamal-cum-Stitchers will be given posting at their home town/ nearby town where there are SR&SDs of the Board.
5. Transfers of Showroom staff will be primarily subject to their sales performance. If the Showroom Managers are not achieving the sales targets continuously for three years they will be transferred to other States, invariably. In other cases, they will be considered for transfer only after minimum three years or maximum five years.

6. The Showrooms of Coir Board will be divided into six zones geographically. It will be compulsory for all the Showroom staff to work in the NE region for a minimum term of two or three years (excluding long spells of leave like EL/Commutated leave beyond five days) depending upon their length of service and service in the Showrooms outside their native states. For this purpose, a list of Showroom staff will be prepared and posted in the NE region on the basis of seniority in each cadre. The senior will be posted first and so on. Subsequently, their posting in their place of preference will be considered subject to their sales performance and the period of service left.
7. While closing of a particular Showroom, the HCSs will be transferred to the nearby showrooms depending upon the availability of vacancies.

#### **Regional Offices/Sub Regional Offices**

1. The Regional Offices will be headed by Regional Officers/ Extension Service Officers failing which by Officers in the level of Section Officer. Besides this, these Offices will be supported by technical hands like ESO, Inspector, CT&EI, Training Assistant, etc. In order to attend to the administrative works, a minimum complement of administrative staff with Assistant, Jr. Stenographer and Group C, one each will be provided.
2. The Sub Regional Offices of the Board will be headed by Extension Service Officers/ Inspectors failing which Officers in the level of Section Officer/ Assistant. In order to attend to the administrative works, a minimum complement of administrative staff with Assistant or UDC and Group C, one each, besides, the technical hands like CT&EI, Inspector, Training Assistant, etc. will be positioned.
3. Each employee will work for one tenure each in the Offices at NE region and remote areas viz. Jammu Kashmir, Andaman, Lakshadweep, etc. in their service depending upon the staff pattern of the Board in such Offices.

4. While considering the service in the North Eastern Region, the service excluding spells of leave availed of more than five days duration will only be considered.
5. In the case of employees from North East region, they should work at other States also during their service.
6. Transfer of Technical staff in specific posts like Boiler Attender, Dyeing Supervisor, Technical Assistant (Testing/Spinning/Dyeing) etc., to North East region will be as per exigencies from time to time.

### **Administrative Stream**

1. In the case of Administrative staff also, they will also be posted to work one tenure at NE region and one tenure at other states depending upon the staff pattern approved in such Offices.
2. Minimum tenure in a seat will be three years and maximum tenure will be five years so as to ensure adequate opportunity to every employee to get familiarized with the works in all the Sections and Branches.
3. If the performance of an administrative staff is not satisfactory (with an 'average' grading only in his/her APAR) consecutively for two years, he/she will be transferred to other States invariably. For implementation of this provision, the Section monitoring the ACRs/APARs, will furnish a report of such employees to the Administration Section in the first week of April every year.

### **General**

1. In case, any employee (not hailing from NE States) voluntarily opts for transfer to NE region, all the facilities applicable, including transfer grant will be extended to them, without treating the transfer as "on request".
2. In the case of pregnant women employees or having child upto 3 years, they will be exempted from transfer to other States /north eastern region for 3 years after their delivery.
3. The Chairman, Coir Board will be competent to consider leniency in deserving Cases on compassionate grounds, etc. with the reasons for such deviations clearly indicating in the file by himself.

4. The Employees due to retire within a period of two years will not be transferred, if suitable persons of lesser age are available for such transfer.
5. Mutual transfers will be considered if found feasible on merits.
6. Those employees who are suffering from serious diseases like cancer, heart attack etc. are also exempted from transfer to other States and will be posted in their respective stations, as far as possible.

\* \* \* \* \*

**Amendments made by the Competent Authority in File No.A-59/28/2016-ADM(P)**  
**vide Orders dated 28.02.2018**

- 1(a) While considering transfers, the administrative requirements and operational suitability in a particular division/office/region shall also be kept in view.
- (b) Transfer may also be effected at any time under administrative exigency and on public interest.
2. In order to enable the Office to give due weightage if possible, for the interest of the employees regarding the place of choice, an unconditional option shall also be received from all the interested employees every year in the month of January. This option does not constitute either a commitment on the part of the Board to give a transfer to that place or on the part of the employee as a transfer request.

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**FORM OF OPTION FOR POSTING**  
**(Unconditional )**

**To**

**Secretary, Coir Board.**

Sir,

In the event of considering me for any transfer during the financial year ....., my options of places for posting are as below:

- 1.....
- 2.....
- 3.....

My other relevant service details are also furnished in the format as below:

1. Name & Designation of the employee :
2. Date of joining in Coir Board Service :
3. Date of Retirement :
4. Place and date of posting in the current Office/ Showroom/Section :
5. Details of postings during last five years :

Sl.No.	Place of Posting	Date of Posting

6. Details of Service in the North /East : From ..... to .....
7. (a) Native State : (b) District :
8. List of supporting documents , if any, the applicant desires to produce :
  - 1.....
  - 2.....

**DECLARATION**

I understand that this Option for posting does not constitute a commitment on the part of the Board to post the applicant in any of the places of his choice, compulsorily or as a transfer request.

Signature of the applicant

9. Comments / recommendations of the forwarding authority, if any.

Place :

Date:

Signature

Name & Designation:

(With Official Stamp)