



NORTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED
2-5-31/2, VIDYUTH BHAVAN, NAKKALAGUTTA, HANAMKONDA,
WARANGAL 506 001.

Memo.No. CMD/CGM(HRD)/GM(S)/AS(Estt.)/PO.A/228-A1/19, Dt:19-07-2019.

Sub:- Estt. – Transfers – Guidelines for Transfers during 2019-20 for the cadres of AE/AEE to DE in Engineering Service and AAO to SAO cadre in Accounts Service – Issued.



The following guidelines are issued for transfers during the year 2019-20 for the cadres of AE/AEE to DE in Engineering Service and AAO to SAO cadre in Accounts Service

2. (a) Employees completing (3) years period in the present post as on 30.06.2019 are to be transferred as detailed below.

Employees completing 3 years' period in the present post as on 30.06.2019	
1. AE/AEE/ADE (Electrical)	To be transferred by Superintending Engineer to a different place in the Circle. Transfer of the candidates from one circle to another circle on their request will be effected by Corporate Office.
3. AE/AEE/AEE/Civil	To be transferred by Corporate Office to other circle.
4. Divisional Engineer(Electrical)	To be transferred by Corporate Office to a different place in the circle or outside the Circle.
3. Asst. Accounts Officer	To be transferred by Corporate Office to a different place in the circle or outside the Circle at request.
4. Accounts Officer	To be transferred by Corporate Office to other Circle.
6. Senior Accounts Officer	To be transferred by Corporate Office to other Circle.

(b) Request transfers may be considered on completion of two years of stay in the present post as on 30-06-2019 against clear vacancy and based on genuineness and suitability. Similarly, Mutual transfers may be considered on completion of **one** year stay in the present post.

(c) *The period of two years stay is not required for the staff retiring before 30.06.2020.*

(Contd....2)

- (d) Break in service for less than six months at a time will be treated as continuity of service. The period includes in-charge service also.
- (e) *Mutual transfers shall not be considered for the employees who have worked for 2 years and above in the present post.*
3. *Request / Mutual transfers shall be considered after effecting transfers and after accommodating all the employees covered in transfers.*
4. (a) Employees retiring on or before 30.06.2020 shall not be transferred unless they make a specific request for their transfer.
- (b) Length of service put up in the present post may form the basis for calculation of 3 years of service. Thus, employees in present post in the order of seniority may be considered for transfer. The 3 years of service in the present post shall be reckoned with respect to the year of general transfer of that year
- (c) Protection from transfers is to be given in respect of Associations i.e. Telangana State Electricity SC&ST Employees Welfare Association (Regd.No. 621/14), Telangana Electricity Backward Classes Employees Welfare Association (Regd. No. 1681/2006), Electricity OC Employees Welfare Association (Regd. No. 1088/2008), State Scheduled Tribe Employees Welfare Association (Regd No. 956/78), Telangana Electricity SC & ST Employees Welfare Association (Regd. No. 202 of 2010), Telangana Electricity Muslim Minority Association (Regd.No. 1124/2014), Telangana State Power Engineer's Association (Regd. No. 555 /2014), Telangana Electricity Engineers' Association (Regd.No.319/2007), Telangana Power Diploma Engineer's Association (Regd. No. 272/2014), Telangana State Electricity Assistant Engineers' Association (Regd. No. 618 of 2014), Telangana Power Engineer's Association (Regd.No.534/2014) and Vidyuth Accounts Officers Association of Telangana (Regd.No.656/2016) only.

The transfer protection is to be given only to one of the Office Bearers either to DISCOM President or to DISCOM Secretary or to Regional President or to Regional Secretary of the above Unions and Associations."

- (d) *Protection is for the station and not for the post. The protection will be for the incumbents whose names have been intimated already to Circle Offices/Corporate Office as on the date of this order.*
- (e) *When an employee who has completed 3 years of service and seeking transfer protection as per the existing General Transfer policy guidelines for the year 2019-20, the incumbent should be adjusted in existing station of working, if there is no vacancy available in the existing station he/she may be retained in the same post.*

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- (f) *Transfer of personnel within the office does not attract the provisions of transfer. Allotment of works from one post to another post within the office does not amount to transfer. The total service of the persons who are transferred / posted to a different section/ post within the office shall be taken into consideration for computation of service in the present post*
- (g) *Request transfers will not be considered in respect of employees who are absconding from duty without approved leave/proper relief.*
- (h) While effecting the transfers, the competent authorities may give preference to married couples working in TSNPDCL to be posted in the same place. Employees whose spouse is working in Central/State Governments and PSUs of Central/State Governments at the present place may be transferred within the District only subject to availability of vacancies.
- (i) Physically challenged employees whose mobility is seriously impaired without the assistance of another person are to be transferred to some other post in the same station. If there is no post in the same station to accommodate, the incumbent can be retained in the present post. The request of employees with mentally challenged children for the choice of station will be considered to the extent possible so as to provide for specialized health care.
- (j) The incumbents with chronic diseases (either self, or spouse or dependent children) such as cancer, heart operation, neurosurgery, bone T.B., kidney transplantation/Dialysis and who have completed (2) years of period as the case may be are to be transferred to some other post in the same station. If there is no post to accommodate, the incumbent is to be transferred outside to a place nearest to the present place. This concession is only for those who have already availed credit card for the disease. However, if they complete (3) years of service in the present post and opted for transfer, their request may be considered and suitable posting may be issued subject to availability of vacancy.
- (k) Women employees may be transferred to some other post as far as possible in the same station. If there is no post in the same station to accommodate her, she may be transferred to the nearest outside station.
5. Transfers to be made as per the above guidelines in respect of request transfers/mutual transfers/transfers on completion of 3 years will be to a different place outside the present Headquarters.
6. Transfers as per the guidelines are to be effected from the list drawn to the top incumbents limited to 40% of the cadre strength of each cadre. The list for arriving at the top 40% of the cadre strength is to be drawn from the incumbents who have completed 3 years and above.
(Cadre strength means existing manpower and not sanctioned posts)

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