

AIR INDIA ENGINEERING SERVICES LIMITED

(A SUBSIDIARY OF AIR INDIA LIMITED)

TRANSFER POLICY
FOR
ENGINEERING EXECUTIVES,
ENGINEERS
AND OFFICERS

Initial ISSUE DATED: 04TH JUNE 2013

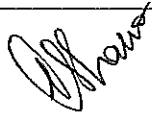
REV.2 Dated 11.09.2013



TRANSFER POLICY FOR ENGINEERING EXECUTIVES, ENGINEERS AND OFFICERS

RECORDS OF REVISION

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REV	1	01-08-2013	CLAUSE 8.3.6 (PROVISION OF 5 YRS GAP BETWEEN TWO TRANSFERS)	6
REV	2	11.09.2013	Insertion of Clause 8.3.13 to make provision to bar for two years to apply for transfer on compassionate ground in case of the employees who makes an appeal to cancel his / her transfer order already issued on his / her own request	7



Air India Engineering Services Limited
Headquarters, New Delhi

Transfer Policy for Engineering Executives, Engineers and Officers

1. Definition

Transfer refers to the shifting of employees from one base / station to another in India within AIESL.

2. Applicability

This policy will be applicable to Engineering Executives and Engineers / Officers of AIESL (hereinafter referred as employee/s).

3. Competent Authority for Transfers

All transfers/ postings of Employees shall be done by the Competent Authority (CEO, AIESL or the Delegated Authority) except for one year / temporary postings to line stations which are managed regionally.

4. Objectives of transfers

(a) Organisational Requirement

(b) In the changing business environment, role/profile of employees needs to be augmented continuously. Functional managers need to be given on-the- job training and exposure in different types of work situations to develop them to be Business Managers. Similarly, non-executive employees need to be retrained and redeployed in new jobs/locations to meet the technology/market related changes in business of the company.

(c) Transfers/job rotation is required to achieve the following objectives:

- (i) To achieve AIESL's corporate goals through well-developed personnel with an all-around personality.
- (ii) To have a mix of personnel positioned at different locations/jobs who have gained varied experience systematically.
- (iii) To maintain/upkeep the on-going functional activities/tasks.
- (iv) To distribute the available manpower evenly in the service areas of Company as per workload
- (v) To provide opportunities to work in different disciplines.
- (vi) To enhance productivity and obviate monotony.
- (vii) To ensure rotational redeployment of the personnel from sensitive posts.
- (viii) To ensure continuity of management and systematic succession planning for key posts in middle and senior management level.

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- (ix) To meet the staff requirement on account of transfers on compassionate grounds.
- (x) Commencement / operationalization / addition of new activity centre / station

5. Need of transfer

Transfer can be effected due to anyone of the following criterion:

- (a) To provide replacement for a specific post/cadre with a specialized or desired qualification and/or suitable experience, as per company need.
- (b) To meet the business requirement of AIESL.
- (c) To bridge manpower deficit or to provide reinforcement in view of business requirement. To distribute the surplus manpower evenly.
- (d) Placement under compassionate ground.
- (e) To adhere to government regulation/ ruling/guidelines as applicable (as amended from time to time).
- (f) To consider the requests of employees who have completed more than two years (but in no case less than one year) of posting at a station after having been transferred so as to return to their parent station or station of their choice if he / she so requests. Their transfer would be linked to their performance. Employees transfers to the stations of 'their choice would be considered only after evaluating the company's requirements.

6. Types of Transfer

(a) On Administrative Grounds

(i) General Transfer:

Such transfers are in general necessitated due to requirements of filling up of posts, meeting staff requirements at bases / stations, matching employee's skills with job requirement, gainful deployment of surplus staff, sharing of shortages, even distribution of staff over recruiting zones, movement of staff from sensitive posts, other administrative requirements etc.

(ii) Rotational Transfer:

To replace on request, the transferred employees to return to their parent station or station of their choice after having spent two (2) or more years of posting after having considered his / her request.

(iii) Transfer on Promotions:

The promotion may normally entail a change of base / station irrespective of the number of years of service at base / station. In this context, the decision of the Competent Authority in posting of an employee shall be based on the availability of vacancies, exigencies of work and suitability of the employee.

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- (iv) Transfer due to Reduction in Establishment:
Applicable in case there is closure / reduction of activity on a particular base / station necessitating transfer.
- (v) Transfer on Disciplinary Grounds:
Transfers at any time on administrative requirements like disciplinary proceedings, vigilance cases, serious complaint cases, disciplinary grounds etc, in accordance with the guidelines/ instructions of Government/ CVC issued from time to time.
- (vi) Transfer on fixed tenure:
This is particularly done at line stations for a period of one year within the administrative control of the concerned Regional Departmental Heads.

(b) On the request of employee

- (i) On Compassionate Grounds.
Transfer on compassionate grounds for cases of serious medical emergencies or such other extraordinary compassionate reasons, employment of both husband and wife.
- (ii) On Request of employees who have completed two (2) or more years of posting at a station after having been transferred
- (iii) Mutual Transfer

Employees transferred on mutual exchange from one base / station to the corresponding cadre in another base / station while both having same / similar licences / qualifications.

7. General Principles

- (a) In accordance with the general terms and conditions of the appointments, Executives / engineers are liable to be transferred and posted at any place within India. Notwithstanding anything contained in this policy, transfer from one Base / station to another Base /station cannot be claimed as a matter of right. Transfers/ postings would be as per the Organisation's requirement and would be the prerogative of Competent Authority. However, such decisions will be taken on merits in accordance with the laid down criteria/ norms mentioned in this policy.
- (b) Orders once issued must be strictly complied with and joining period must be followed and in no case must exceed two months. If it is considered that any order requires modification due to compelling circumstances, it should be sent for approval of the Competent Authority.

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- (c) All the permanent transfer shall be exercised from AIESL Headquarters only (other than one year transfer and for staff transfers which are under administrative control of Regional Departmental Heads).
- (d) Attempt to bring any outside influence for transfer / cancellation of transfer shall be treated as misconduct and would be liable for disciplinary action.

8. Norms / criteria for transfers / postings

8.1 On Administrative Grounds

- (i) While affecting the transfers, the eligibility and suitability of the concerned employees and the interest of company work shall be given the utmost priority. The convenience of the employees may also be considered provided it does not affect the interests of the organisation. In this context, the decision shall be based on the availability of vacancies, exigencies of work and suitability of the employee.
- (ii) The competent authority may also order transfers at any time due to administrative exigencies like disciplinary proceedings, vigilance cases, complaint of serious nature, disciplinary grounds etc, in accordance with the guidelines in vogue .
- (iii) Employees will be entitled for transfer benefits as per Company rules and as amended from time to time.

8.2 Transfer on the request by Employee

8.2.1 To provide opportunity to transferred employees to return to their parent station or station of choice

- (i) Employees transferred to other regions on promotion / due to administrative reasons will not be eligible to apply for another transfer to return to original region / station for a minimum period of 2 years. With a view to provide opportunities to such employees to return to their parent station or the station of their choice, a policy of rotational transfer would be followed.

Only after completion of the two (2) years from the date of joining at current place of posting, the employees may submit their requests to the Competent Authority through proper channel stating the choice of place of posting. Their transfer may be considered following rotational transfer system.

- (ii) Tenure of posting at the station and inter-se seniority in the respective cadre, in general would be the criteria for transfer.

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8.2.2 Transfer on Compassionate Grounds

- (i) Transfer on compassionate grounds for cases of serious medical emergencies or such other extraordinary compassionate reasons, which shall be considered on case to case basis on merits, subject to availability of vacancies at the desired base / station and also the man power availability at the serving base / station and without creating large scale displacement of other employees.
- (ii) Every employee is required to have served at least tenure of two (2) years in a particular base / station before being considered for transfer on compassionate grounds except in case of self-sickness of serious nature which should be duly certified by the Company medical officer.

8.2.3 Mutual transfer

- (i) Any application for transfer under mutual transfer, must be through proper channel, citing the reason for transfer, relevant supportive documents should be attached with the application.
- (ii) In case of mutual transfer, the licence qualification, trade and experience etc. of both the employees must be same or similar. However, decision of the competent authority will be final and based on the merits of the case.

8.3 General Conditions for Request Transfers

8.3.1 Transfers would be undertaken normally once during the period of March - April, every year during which the Engineers desirous of seeking transfers on request can submit their applications for transfer through concerned Departmental Heads to Competent Authority indicating the choice of station. All requests received till 31st December of the previous year shall be processed on merits.

8.3.2 In case of transfer on compassionate grounds, the employee is expected to have served at least two (2) years tenure at current base / station before being considered for transfer on mutual transfer request / compassionate grounds provided that the last application should not be older than one year.

Seniority of application date in general will be the criteria guideline for transfer of the employee. However, Competent Authority may relax the above stated condition of minimum served tenure in extraordinary cases / but in no case the tenure should be less than one year.

8.3.3 Application from any personnel, who has been assigned special assignment, will not be considered till the completion of the particular assignment.

8.3.4 In order to fill up the void created due to transfer from particular base, the junior most in the cadre of the receiving base or from any other base with requisite suitability may be transferred. However, under the situation that the junior most personnel is under one-year posting and is due to complete his posting in more than six months, or is involved in any other important assignment & cannot be relieved till completion of his assignment, the next junior most in the cadre shall be considered for transfer. Person after completing one-year posting will be given a cooling-off period of three months before he can be considered for transfer to other base / station.

8.3.5 If transfer on request is approved while the concerned employee is engaged in any other assignment like one-year posting etc., the particular assignment may be cancelled. Necessary reliever may be arranged from the respective base as per existing practice.

8.3.6 Subsequent to employee's transfer either on permanent basis or on the basis of his/her request, normally the employee may be considered for next transfer after a period of 5 (five) years, i.e. a cooling-off period may be allowed between two consecutive transfers. However, this condition can be overridden in view of organisational requirements.

The intra-regional transfers as in 1-year postings etc. to a station within the region are decided on the basis of criteria fixed at the regional level, and therefore, can take effect even during the cooling-off period. These postings will in no way alter the tenure of cooling period. For the purpose of calculation of cooling-off period, the CALENDER YEAR and the First Day of the MONTH of joining at the current place of posting will be considered.

8.3.7 Inter-regional transfer to line stations:

Request for permanent posting to line station falling under the administrative control of other base, would generally be considered when application is duly forwarded by concerned Departmental Head without seeking replacement.

8.3.8 Request for transfers on request basis should be sent to the Departmental Head of the base who shall forward all such requests with his comments within 10 days of receipt of such requests to Competent Authority. While forwarding such request, the Departmental Head, will, in addition to his recommendation, give relevant details with regard to the pendency of any disciplinary/ vigilance cases against such employee, punishments imposed, adverse entries, if any and APAs, warning/ advise issued in the last 3 years and such other relevant details, including verification of the facts/ grounds stated in the application for seeking transfer on request.

8.3.9 Physically-challenged employees may be given convenient posting subject to the availability of post / vacancy.

- 8.3.10 If the spouse of any employee is employed with Central Govt., State Govt. or any other Public Sector undertaking, the employee's request for transfer to the same station may be considered subject to availability of the post and Company's requirement.
- 8.3.11 Normally, an employee would not be considered for General transfer / transfer on promotion on attaining the age of 56 years, however, cases would be viewed in the Company's interest.
- 8.3.12 A committee would be formed by the Competent Authority on yearly basis for perusal of all transfer requests / cases and provide recommendation to the Competent Authority.
- 8.3.13 If an employee has been transferred on his / her own request / compassionate ground but he does not join / report at new place of posting and makes an appeal to cancel the request / compassionate transfer order, his / her case may be considered by the Competent Authority subject to that his / her request transfer will not be considered in future for a minimum period of two years from the date of acceptance of his / her application and order issued in this regard. This condition would be reflected in the revised order on acceptance of his /her appeal.
- 8.3.14 Notwithstanding anything contained in this policy, Competent Authority, if it is considered necessary, may order transfers at any time of the year in relaxation of the policy/ norms and criteria stated in this policy.



**Air India Engineering services limited
Airlines House, New Delhi**

Ref: DE-01/13/ 1609

Dated: 11.09.2013

**Subject: Amendment as REV- 2 to the Transfers Policy for Executive Engineers /
Engineers / Officers of AIESL**

Reference may please be made to the REV-1 of the Transfer Policy for Engineering Executives, Engineers and Officers of AIESL approved vide earlier Note Ref: DE-01/2013/ 1559 dated 01.08.2013.

During the recent promotion/ transfer exercise of AMEs, an opportunity was provided to them to return to their parent / requested base on compassionate grounds own their own request using the provisions made in the Transfer Policy. However, a case has come to notice in which an Engineer who was transferred on compassionate ground has appealed to cancel his transfer order and want to remain at his current place of posting.

While drafting the initial transfer policy, the above mentioned situation was not visualized and there are no provisions to take care of the same.

To take care of the above-mentioned cases, through insertion of a new CLAUSE 8.3.13, an amendment is proposed to the REV-1 of the Transfer Policy as given below

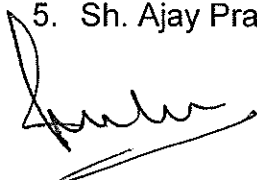
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8.3.13 If an employee has been transferred on his / her own request / compassionate ground but he does not join / report at new place of posting and makes an appeal to cancel the request / compassionate transfer order, his / her case may be considered by the Competent Authority subject to that his / her request transfer will not be considered in future for a minimum period of two years from the date of acceptance of his / her application and order issued in this regard. This condition would be reflected in the revised order on acceptance of his /her appeal.

UNQUOTE

The Revised Transfer Policy as REV-2 to the initial issue was circulated to the below mentioned executives and EDs–Engg. for comments/ suggestions.

1. Sh. A.K.Mathew, ED-Engg. Boeing Group
2. Sh. Anil Shakhder, ED-Engg. Airbus Group
3. Sh. T.C. Sharma, DY. GM-Engg (Airbus), AIESL, Airlines House, New Delhi
4. Sh. M. Balakrishna, Dy. GM-Engg. (Boeing), AIESL, Mumbai
5. Sh. Ajay Prakash, Sr. Manager-Personnel, AIESL, Airlines House, New Delhi



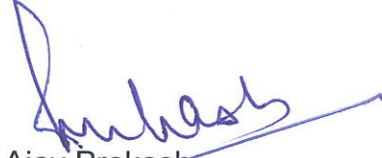
All above have provided their consent to REV-2 of the Policy.

The final transfer policy as REV.2 to the initial issue, DOC Ref No. AIESL/HQ/Policy/2013/002 is enclosed for your perusal and approval please.

Submitted.



T.C. Sharma
Dy. GM-Engg.



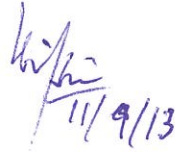
Ajay Prakash
Sr. Manager-Personnel

ED-Engg – Sh Anil Shaktiher



11/09/2013

SBU Head MRO (E&C) and CEO, AIESL



11/9/13

Encls: As above