



Hyderabad Electric Supply Company

HESCO TRANSFER POSTING POLICY-2022

Approved by the Board of Directors HESCO in its 204th meeting held on 26.11.2021





HYDERABAD ELECTRIC SUPPLY COMPANY HYDERABAD

OFFICE OF THE COMPANY SECRETARY HESCO

3RD FLOOR ROOM NO.301 WAPDA OFFICES COMPLEX HUSSAINABAD HYDERABAD

Phone No.022-9260017, Email: Secretary.hesco@gmail.com

No.HESCO/BOD/CSI/5074-79

Date 31-12-2021

BOARD RESOLUTION

SUBJECT: ADOPTION OF POLICIES DULY RECOMMENDED BY NLC & HR COMMITTEE MEETING.

The Board in its 204th meeting held on 26.11.2021 vide agenda #04, resolved and agreed to adopt the following 17 number of. polices and referred back the other 11 Nos. polices mentioned in the following table to the Nomination and Legal Committee with the direction that the adopted polices be re-reviewed again within 3- months maximum and updated version be placed before the Board through HR Committee. The polices initially be examined by the departmental committee under the convenorship of HR & Admn Director with Addl. DG (Legal) and Manager (Legal) MIRAD (Mr. Manjhee Khan) as Members with a co-opted member as deemed appropriate by the committee.

Policies Adopted by the Board	Policies referred back
<ol style="list-style-type: none"> 1. Service Rules. 2. Anti-Harassment Policy. 3. Disciplinary Policy. 4. Employees Code of Conduct Policy. 5. Employees Grievance and Redressal Policy. 6. Employment Policy. 7. Learning and Development Policy. 8. Performance Management Policy / Performance Evaluation System / Seniority Policy. 9. Transfer Posting Policy. 10. HRIS supported automated office notification. 11. HRIS Profile Locking System Online Scholarship Form, Vacancy Statement ^ Future Retirement Report. 12. Online House Acquisition Information. 13. Deputation Policy. 14. Collaborative Office Management system. 15. Online attendance management and leave approvals. 16. Regulatory Monitoring System. 17. Business SMS system 	<ol style="list-style-type: none"> 1. Compensation Policy. 2. Health Policy. 3. Vehicle Management System 4. Travel Management System. 5. Tender and invoice monitoring system 6. Fixed Assets System. 7. SOP on prohibition of encashment of cheque 8. SOP for Temporary Advances 9. SOP for reconciliation of dismantled tower material with newly issued material for rehabilitation. 10. SOP for material given to contractors on loan basis 11. SOP for disposal of

(FAHEEMULLAH MEMON)
COMPANY SECRETARY
HESCO

Copy to:

1. Chairman Board of Directors HESCO Hyderabad for kind information.
2. Chief Executive Officer HESCO Hyderabad.
3. D.G HR&Admin HESCO Hyderabad.
4. Chief Financial Officer HESCO Hyderabad.
5. Manager (Legal & Labour) HESCO Hyderabad.
6. Master file.





HESCO TRANSFER POSTING POLICY-2022

Title

Transfers Posting Policy

Policy Description

The policy objective is to emphasize that the Company exercises its discretion in transferring employees to other jobs as well as in other locations for operational reasons and to give the employee exposure to different jobs and working conditions.

Salient Feature

Salient features of the policy are summarized below:

1. A transfer is affected by the company mainly for operational reasons to fill a vacancy in a department or field office. Mutual consent of the heads of the transferor and transferee departments is obtained.
2. As part of the job rotation programme to groom and develop employees for higher posts, the Company may post an employee in another department with the consent of the concerned departmental heads and approval of the competent authority. The need for progressive exposure may be indicated by the head of a department in the performance appraisal form.
3. An employee may be placed in other locations of the company temporarily or permanently by the Head of Department according to the requirement.
4. All travel and associated relocation expenses will be paid by the company according to the entitlement specified for different job grades.
5. When under transfer, an employee cannot apply for leave until such time as he / she has joined the place of new postings.

Procedure

In case of any vacancy, the concerned department will initiate a Personnel Requisition form on the prescribed format. The Head of Human Resource function is responsible for evaluating the possibility of transferring an employee with the requisite credentials if surplus staff is available in any other department/field office.



Responsibility	Action
Head of Department/field office	1. Complete a personnel requisition form giving details of the requisitioned position including job title, proposed grade, and date by which required, attach job profile and person specifications etc., obtain approval from the competent authority and forward the requisition to HR & Admn Director HESCO.
HR & Admn Director HESCO	2. Receive the Personnel Requisition, ensure that details are correctly and completely provided by the requisitioning department, and check to ensure that it has been duly signed by the concerned competent authority. 3. Compare details of the requisitioned position against the approved manpower budget to ensure that the requirement is in accordance with the approved budget. 4. Where the personnel requisition is outside the approved budget, ensures that the justification is enclosed; then forward it to the competent authority for approval. 5. Forward personnel requisition form to concerned section of the HR Department to compile lists of vacancies in each cadre.
Concerned Section of HR Directorate	6. Compile lists of vacancies in each cadre and forward to HR & Admn Director HESCO.
Head of department/field office	7. Receive compiled lists of vacancies in each cadre and circulate copies of the lists to head of all departments / field offices to identify available surplus staff for transfer.
HR & Admn Director HESCO	8. Refer to the information compiled on surplus staff. Identify the vacancies, which can be filled by internal transfer(s) and notify the




	names of surplus staff available in other departments to the requisitioning department.
Head of Department/field office	9. Receive and review the recommendations of Head of Human Resource function. If necessary, request HR & Admn Director HESCO for interview of the candidate(s) for transfer.
Head of Department/field office	10. Approves or disapproves proposed transfer(s) and informs the HR & Admn Director HESCO.
HR & Admn Director HESCO	11. Submit approved transfer case(s) to the competent authority for final approval.
Competent authority	12. Receive and review the recommendations for employee(s) transfer. Approve the recommendations after careful consideration and return the same to the HR & Admn Director HESCO.
Concerned Section of HR Directorate	13. Prepare Transfer Advice, obtain signature from competent authority and forward it to the concerned Head of departments/field office.
Head of Department / field office	14. Receive Transfer Advice, fill required information and forward a copy to the HR & Admn Director HESCO.
HR & Admn Director HESCO	15. Receive the copy of Transfer Advice and check to ensure that required information has been entered, acknowledgements obtained from all concerned and forward it to concerned section of HR Directorate to prepare Payroll Advice.
Concerned Section of HR Directorate	16. Receive Transfer advice, prepares Payroll Advice mentioning if the transferee is entitled to any special allowance(s) or become ineligible for existing allowance due to change of location. Obtain Approval from



	the competent authority and forward a copy to the Chief Financial Officer HESCO and file copy of Transfer Advice in the personal file of the employee.
Head of Department / field office	17. Receive employee, and ask him to submit Joining Report. Send orders to the concerned section of HR Directorate indicating date of joining, also enclosing Joining Report.
Concerned Section of HR Directorate	18. Receive orders and record change of location in the database, and place copy in the personal file of the employee.
Employee	19. Obtain travel expense statement, cash voucher from controlling officer of last posting, complete the documents and submit these to the Head of department/field office for recommendation.
Head of Department / field office	20. Check that the documents submitted are correct and complete. May also refer to the HR Directorate for confirming the entitlements and make corrections if necessary. Forward to the concerned Accounts office for processing and payment.

Competent authorities

Transfer	Recommend / Verify	Approve	Remarks
BPS 1-10	SDO	XEN	Within Division
BPS 11-15	XEN	SE	Within Circle
BPS 16 and 17	SE	HOD	Intra Circle
BPS 18 and 19	HOD	CEO	Inter Company
BPS 20 and above	CEO	BOD	Inter Company


 25/02/2024
 Nasir Ali Kahn
 Manager HR HESCO

