

## प्रोजेक्ट्स एंड डेवलपमेंट इंडिया लिमिटेड निगमित मानव संसाधन विभाग , नौएडा

प्रसंग सं. पीडीएन/ सी.पी.एंड ए./01/24

दिनांक: 02.02.2024

### INTER OFFICE CIRCULAR

**विषय /Subject: Systematic Improvement for compliance w.r.t. Transparency and adopting fair practices in Transfers / Postings in PDIL:: Amendment in existing clause at Sl. No. 29.16 i.e. effecting transfer of employees of PDIL's DoP Revision -2..reg**

On the subject matter, towards Systematic Improvement for compliance w.r.t. Transparency and adopting fair practices in Transfers / Postings in PDIL, CVO recommended for Amendment in the existing clause at Sl. No. 29.16 i.e. effecting transfer of employees of PDIL's DoP Revision-2.

The subject matter had been placed before PDIL Board of Directors in the 272<sup>nd</sup> Board meeting held on 28<sup>th</sup> December 2024. After deliberation & discussion, the Board (*Minutes of PDIL Board vide Item no. 272-19 dated 31.01.2024*) has approved the recommendation as suggested by CVO, PDIL and accordingly, the existing clause at Sl. No. 29.16 i.e. effecting transfer of employees of PDIL's DoP Revision -2 be altered/ substituted with the clause stated herein below:

Sl. No.	Nature of Power	CMD	Director	GGM/ General Manager	Concerned Addl. General Manager	Concerned HOD (all Units & Depts. Including outlying offices)	Other Level
1	2	3	4	5	6	7	8
29.16	Effecting transfer of employee						
29.16.1	Inter - Unit transfer (for all Grades up to E8 grade) **	Full Power					
29.16.2	Intra - Unit transfer (for all Grades up to E8 grade) **	Full Power					

\*\* 1) In order to maintain fair practice & transparency, CMD, PDIL shall only be the Competent Authority to take decision / accord approval for all grades up to E8 grade for all the Inter unit transfers, Intra unit transfers, Inter Location transfers and Site Postings.

2) All the transfer proposal notes shall be proposed by respective unit P&A Department, after obtaining the proper justification (mentioning specific, valid and logical reasons including justification of cost involved), which shall be submitted to respective GM / Unit Head for his/her recommendations. Subsequently, the said proposal shall be routed through Corporate HR Department to D(F) for his / her recommendations and finally to CMD for taking appropriate decision / approval.

3) However, in case of Inter Unit transfer, the recommendation / opinion of both the Unit Heads need to be obtained before forwarding the proposal to Corporate HR Department for further processing in similar manner i.e. such proposals shall be further sent by Corporate HR Department to D(F) for his / her recommendations and finally to CMD for taking appropriate decision / approval.

4) All the transfer proposals for employees posted at Corporate Departments to be initiated & proposed by Corporate HR Department only, which shall in a similar manner be then recommended by D(F) PDIL, for onward submission before CMD for appropriate decision /approval.



Contd....2/-

- 5) All the Inter unit transfer orders, inter Location transfer orders and transfer orders for employees posted at Corporate Departments shall only be issued by Corporate HR Department, however, Intra unit transfer orders and Site Postings Orders may be issued by respective Unit P&A Departments.
- 6) All Officials in Vigilance Department will be posted/ transferred only in consultation with and concurrence of the CVO, as per CVC guidelines.

All Unit Heads, General Manager, HODs & concerned shall adhere to strict compliance of the above directives approved by Board.

This issues with the approval of Competent Authority.



(M. Ramalingeswar)  
DGM & HOD (Corp. HR)

**सेवा में/To:**

Unit Head – Noida / Vadodara  
All HODs including Heads of Inspection Offices

**प्रतिलिपि/ CC:**

C&MD's Sectt.  
D(F)'s Sectt.  
CVO's Sectt.  
HOD (P&A) - Noida / Vadodara  
HOD (Finance) - Noida / Vadodara  
CS & LO