

# VIGILANCE ALERT

No. : 10/2024

Date : 20.07.2024

## **Sub: Timely Implementation of Transfer Orders Issued by project/areas/CCL HQ for Employees working on sensitive posts.**

During a recent surprise check conducted by the Vigilance Department in one of the areas of CCL, it was found that employees holding sensitive positions for over three years had not been released despite the issuance of transfer orders six months prior. This non-compliance contravenes the office orders issued by CIL under references CIL/C (5A)/PC/Transfer/582 dated 17.03.2021 and CIL/3-MB/MP/Trans. Policy/552 dated 30.08.2023.

According to paragraph 11(iv) of the amended CIL job rotation and transfer policy for executives, "Transfer orders issued for sensitive positions should be implemented within 60 days of issuance. If the transferee is not released within this period, they will be deemed to have been released on the expiry of 60 days and must report to the new posting accordingly."

Similarly, for non-executive employees, paragraph 9(iii) of the CIL transfer policy states, "Transfer orders issued for sensitive positions should be implemented within 30 days of issuance. If the transferee is not released within this period, they will be deemed to have been released on the expiry of 30 days and must report to the new posting accordingly."

The ongoing practice of not releasing employees from sensitive positions, even after the issuance of transfer orders, is prevalent in CCL. To ensure effective implementation of such transfers, the following measures are suggested :

1. The transfer order must explicitly state that employees will be deemed released after 30 days for non-executives and 60 days for executives in case of non-compliance to the issued transfer orders. Area Staff Officer (Personnel), should proactively take up the release of transferred non-executives within a unit and inter-unit by maintaining a monthly profile.
2. If an executive up to the E-5 level, transferred within the area on sensitive grounds, is not released within 60 days, the concerned Area General Manager must take appropriate actions to enforce the transfer order. The Area Staff Officer (Personnel) should maintain a profile of such executives and initiate the release process 15 days before the 60-day cutoff period if the issued orders are not complied with.
3. For inter-area transfers of executives, the General Manager (EE) at CCL HQ should take necessary measures to implement the transfer order. This includes following up with the concerned area to ensure the release of executives within the 60-day cutoff period. If there is still non-compliance after repeated reminders, the matter should be escalated to higher authorities for resolution.
4. If the employee fails to report to the new assigned location despite all efforts by the Area/CCL HQ, they will be deemed "Stand Released." The transfer-release action should be processed in SAP-HCM to stop salary payments from their former posting location.

  
(Pankaj Kumar, IRTS)

Chief Vigilance Officer/CCL

### Copy To:

1. Chairman cum Managing Director/CCL – For Kind Information
2. Director (T/OP.)/(T/P&P)/(Fin.)/(Pers.) - For Kind Information and Further Necessary Action
3. All Area General Managers – for Necessary Action
4. All Concerned – for Necessary Action