



No. GMDC/HR/9867/2014-15

Date : 20th December, 2014

OFFICE ORDER

It has been under consideration of the Management to introduce a transparent and effective transfer policy to address the issues related to the transfer in GMDC. After careful consideration, the Transfer Policy of GMDC is hereby introduced with effect from 16th December, 2014.

All the transfers in GMDC will now be governed by the policy prescribed under this Officer Order.

This Order is issued with the approval of the Competent Authority.

Pat
Chief General Manager

To,

1. PA to Managing Director, Corporate Office
2. All the General Managers, Corporate Office and Projects
3. Dy. General Managers (HR), Corporate Office
4. Manager (HR), Corporate Office

**Gujarat Mineral Development Corporation Limited
(A Government of Gujarat Enterprise)**

CIN : L14100GJ1963SGC001206

"Khanij Bhavan", 132 Ft. Ring Road, Near University Ground, Vastrapur, Ahmedabad-52
Phone : 2791 0665 / 2791 1662 / 2791 3200 / 2791 3200 TeleFax : 079 – 2791 1151
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Transfer Policy
Version: 1.0

Department: HR Department

**GUJARAT MINERAL DEVELOPMENT
CORPORATION LIMITED**

(A Govt. of Gujarat Enterprise)

Khanij Bhavan, Near University Ground, 132 feet Ring Road, Vastrapur,
Ahmedabad-380 052

1. Purpose

1.1. To relocate or reassign the services of the employee or trainee from one project to other, from one location to other, or from one department to other etc. Page | 2

1.2. To lay down the guidelines for reimbursing expenses on transfer / relocation.

2. Objective

2.1. This transfer policy shall be applied fairly and consistently to all eligible employees.

3. Categories of Transfer

3.1. Transfer on Requests

3.1.1. Minimum Term

3.1.1.1. An employee on initial posting after recruitment/ promotion will be barred from applying for request transfer unless he / she completes the prescribed mandatory tenure/ normal tenure at his/her initial place of posting

3.1.2. General Principles

3.1.2.1. The employee will forward application for request transfer in writing to Competent Authority through proper channel.

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