



मंगलूर रिफाइनरी एण्ड पेट्रोकेमिकल्स लिमिटेड  
(ऑयल एण्ड नेचुरल गैस कॉरपोरेशन लिमिटेड की सहायक कंपनी)  
मानव संसाधन विभाग

**MANGALORE REFINERY AND PETROCHEMICALS LTD**

**(A subsidiary of Oil & Natural Gas Corporation Ltd.)**

**HR DEPARTMENT**

MRPL/HR/3/2011

April 5, 2011

**Circular: Transfer Benefits**

As per the policy approved by the Board, the Transfer benefit policy is amended as under:-

• **Objectives:**

- (i) To streamline and simplify the procedures with regard to transfer of employees from one location to another.
- (ii) To effect the transfer during a particular period every year so that the change over would be smooth and effective.
- (iii) To enhance the job knowledge and capabilities of our employees
- (iv) To follow the uniform procedures in the transfer of all employees from one location to another.

• **Coverage**

All regular serving employees (Officers and Workmen) in MRPL except the deputationists will be covered under this Policy. All transfers would be effected based on organizational requirements, however, for effecting transfer from one location to another the order of preference will be as follows:

- (i) Transfers to be effected from the list of Officers who have been promoted from the workmen grade to Officers.
- (ii) In case of employees who are transferred from one location to another based on their willingness due to personal reasons with due approval from the competent authority.

• **General Guidelines**

- (i) Transfer will be effected depending upon the vacancies that exist at MRPL/any other location generally during the month of April every year.
- (ii) The employee once transferred shall immediately report to duty to the assigned work place at the place of posting as spelt out in the office order.
- (iii) The Office order indicating the place of posting once issued shall not be withdrawn under any circumstances. However, such transfers may be deferred for a maximum period of six months (in case of individuals who has genuine / valid

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reasons for not reporting to duty) with the approval of Managing Director with the recommendation of the Functional Directors.

- (iv) Sanctioning of Earned leave (prior to joining the new place of posting) by more than two weeks to the employees who have been transferred from one location to another by the office order need to be duly approved by the Director concerned.
- (v) The employees transferred from one location to another will have to work for a minimum period of 3 years to become eligible for transfer back to his/her original location under this policy.
- (vi) The transfer will be effected purely based on the organizational requirements.
- (vii) Advance, if any, drawn by the transferee need to be settled within 30 days from the date of drawing of advance. In the event, the advance drawn by the transferee was not settled with the stipulated period, the entire advance amount will be recovered from his/her salary in TWO monthly installments.
- (viii) HR Department shall be Nodal Department for sanctioning of Advance and also for certification of final settlement of advance drawn by the transferee.

- **Transfer Benefits**

- 1.0 **Categorisation of employees**

For the purpose of TA, the Company's employees are classified as under :

Category I	Officers in Grade 'E4' & above
Category II	i) All officers below Grade 'E4' ii) Non-officers who are drawing BP of Rs.16,364/- and above. (For the purpose of travel by train, non-officer employees with BP of Rs.15,990/- and above will be treated as Category II).
Category III	Non-officer employees who are drawing BP of Rs.15,445/- and above but below Rs.16,364/-.
Category IV	Non-officer employees who are drawing BP below Rs.15,445/-.

- 2.0 **TA on Transfer**

- 2.1
  - a) TA will be admissible to an employee on transfer from one station to another as per entitlement on tour.
  - b) In the case of journeys between places not connected by rail, employees will be entitled only to the actual fare incurred on travel either by road.
  - c) If an employee or his family travels by a class lower than that admissible for his grade under the rules, only the lower class fare actually paid shall be reimbursed.



- d) Officers in Grade 'E4' and above may travel by air on transfer. The same provision for availing option to travel by air would also apply to the eligible family members who are otherwise entitled to travel by AC 1st Class train.
- e) If an employee, who is not entitled to travel by Air, but performs journey by Air between two stations connected by Rajdhani Express while on transfer, his TA shall be restricted to Rajdhani fare by the entitled class of travel.
- 2.2 a) One ticket for each dependent adult family member and half ticket each for children over 5 years but under 12 years by the employee's entitled class of travel will be allowed.
- b) TA in respect of the family will be admissible only where the family accompanies the employee or precedes the employee by one month or follows him within 6 months from the date he is relieved from duty to join the new post. The same time limit will apply for the reimbursement of the cost of transportation of personal effects.
- c) If the members of family undertake the journey by road between places connected by rail, the actual cost of road journey limited to rail fare of the appropriate class may be paid provided the employee actually incurs the expenses involved in the travel by road.

### 3.0 Entitlements on Transfer

- 3.1 The various entitlements on outstation transfer as well as local transfer (involving change in residence) are as under:

<i>Officers</i>	<i>Non-Officers</i>
<b>OUTSTATION TRANSFERS</b>	
<i>Joining Time</i>	
See clause 4.0	Same as in case of officers.
<i>Settling Allowance</i>	
One month's salary (BP + DA + NPA, where applicable)	One month's BP + DA.
<i>Displacement Allowance</i>	
Ordinarily, an amount equal to DA at the rate admissible while on tour to the station to which an Executive is under transfer, is payable for a period of 30 days.	Same as in case of officers.
However, to motivate the executive to join the new place of posting quickly (with in 60 days from the issuance of Transfer Order), an amount equal to 60 days' DA will be	Same as in case of officers.

<p>admissible in case an Executive and his family shift to the transferred station within 60 days from the date of transfer order. A 'single' Executive (i.e., he/she does not have a family as defined under the Rules), who moves to the transferred station within the prescribed period of 60 days, shall also be entitled to Displacement Allowance equivalent to 60 days DA.</p> <p>Displacement Allowance equivalent to 60 days shall be admissible in the event the concerned executive has not been permitted to join the new location of posting by the concerned Director due to office exigencies. However, under no circumstances this benefit would be admissible for retention beyond 6 months from the date of issuance of transfer order.</p>	<p>Same as in case of officers.</p>
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***Travelling Allowance***

<p>One ticket for self and each adult family member and half ticket each for children over 5 years but below 12 years by the entitled class under TA Rules.</p>	<p>Same as in case of officers.</p>
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***Transit Allowance***

<p>DA at the applicable rate for self and an amount equal to such DA for each entitled family member if the travel is undertaken by train, for the duration of rail travel only, whether in different spells or by different trains. 50% of the normal rate of DA in case of children with half tickets.</p> <p>In case of travel by road, one day's DA at the applicable rate for self and family members will be payable for every 300 kms of rail distance between the existing and transferred station covered by road travel. For a fraction of 300 kms, half day's DA will be admissible.</p>	<p>Same as in case of officers.</p> <p style="text-align: center;">--</p>
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***Carriage of Personal Effects***

<p><u>Goods Train</u> One full 4-wheeler wagon load. The wagon load allowed for transportation of personal effects does not include</p>	<p><u>Goods Train</u> <u>BP Range</u>                      <u>Max. weight limit</u> Rs.16364 &amp; above                      5000 kg.</p>
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<p><i>transportation of an officer's personal car/scooter.</i></p>	<p>Rs.15,445/-Rs.16,357/- 4000 kg. Below Rs.15,445/- 3000 kg.</p>
<p><u>Railway Containers</u> <i>2 containers for officers in Grade 'E1 to E3' and 4 containers for officers in Grade 'E4' &amp; above.</i></p>	<p>-----</p>
<p><u>Road</u> <i>1 Truck for officers in Grade 'E1 to E3' and 2 trucks for officers in Grade 'E4' &amp; above. Trucks will be arranged and direct payment made therefore by the Company. The capacity of each truck shall not exceed 12.5 tons. In lieu of ordinary truck(s), Officers can avail closed truck (s) facility, wherever available.</i></p>	<p><u>Road</u> <i>An employee may avail the facility of carrying household effects by truck instead of rail subject to the ceiling of charges for carriage of household effects by goods train to the extent of above weight limits. However, on request, the Company shall arrange a truck (of capacity not exceeding 9 tons) for transportation of household effects the charges for which will be paid by the Company directly to the transporter or transport organisation.</i></p>
<p><u>Other modes of transport like QTS, break van etc.</u></p>	
<p>Reimbursement of charges will be limited to the cost of transportation of personal effects by one railway goods wagon load</p>	

<b>Transportation of Conveyance</b>	
See clause 6.0	See clause 6.0
<b>Excess Baggage</b>	
To the extent of 50% of the normal allowance given by Railways at the Company's expense provided the travel is undertaken by train. Carriage of excess baggage by air is not permissible.	To the extent of 50% of the normal allowance given by Railways at the Company's expense provided the travel is undertaken by the train.
<b>Packing Charges</b>	
Rs.13000/- for officers in Grades 'E1 to E3', Rs. 16000/- in Grades 'E4, E5 and E6' and Rs. 19000/- for officers in Grade 'E7' & above, upon certification of the	<p>Gr. W3/W2/JM6/JM5 - Rs.5000/- Gr. W1/TS3/JM4/JM3 - Rs.6000/- Gr. TS2/TS1/JM2/JM1 - Rs.7000/-</p>

transferee officer towards packing of household effects when actually moved through truck/rail.	
<b>Loading &amp; Unloading Charges</b>	
Clubbed with Packing Charges	Clubbed with Packing Charges
<b>Insurance Charges for breakage in transit</b>	
Actuals against receipt issued by the Insurance Company	Same as in case of Officers
<b>Octroi Charges</b>	
Octroi charges actually paid for personal effects and vehicle will be reimbursed on production of money receipts.	Octroi charges actually paid for personal effects will be reimbursed on production of money receipts.

<b>Reimbursement of expenses incurred towards admission of school going children</b>	
An employee shall be reimbursed an amount upto Rs.7000/- (in case of transfer to Metro/A class cities)/ Rs.5000/- (in case of transfer to other than Metro/A class cities) per child, limited to two children upto 18 years of age (limited to the oldest two surviving children), on self certification towards cost of school admission at the transferred location provided the family is taken there. This facility is available only in cases where expenses are incurred for securing admission to schools other than those subsidized/ owned by the Company.	An employee shall be reimbursed an amount upto Rs.1200/- per child, limited to two children upto 18 years of age (limited to the oldest two surviving children), on self certification towards cost of school admission at the transferred location provided the family is taken there. This facility is available only in cases where expenses are incurred for securing admission to schools other than those subsidized/ owned by the Company.
<b>Reimbursement of Re-Registration expenses on conveyance, Road Tax and State Entry Tax</b>	
An employee shall be reimbursed actual expenses incurred on Re-registration of his/her car/two-wheeler at the new place of posting subject to production of receipts. This facility will be admissible only for one vehicle for which he/she has been claiming reimbursement of maintenance expenses. The employee shall also be reimbursed actual expenses incurred on payment of lumpsum Road Tax, provided the officer has paid one time Road Tax at the earlier place of posting and State Entry Tax, if any, at the new place of posting on production of receipts are reimbursed.	

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<b>LOCAL TRANSFERS</b> (involving change in residence) <i>Settling Allowance</i>							
1/4 <sup>th</sup> of one month's salary (BP + DA + NPA, wherever applicable)	1/4th of 45 days' BP or Rs.125, whichever is less.						
<i>Carriage of Personal Effects</i>							
<i>Option 1:</i>  Rs.3000 for officers in Grades 'E1 to E3' and Rs. 4000 for officers in Grade 'E4 & above.	<table border="1"> <thead> <tr> <th style="text-align: left;"><u>BP Range</u></th> <th style="text-align: left;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Rs.15,445/- &amp; above</td> <td>Rs.1350</td> </tr> <tr> <td>Below Rs.15,445/-</td> <td>Rs. 1200</td> </tr> </tbody> </table>	<u>BP Range</u>	<u>Amount</u>	Rs.15,445/- & above	Rs.1350	Below Rs.15,445/-	Rs. 1200
<u>BP Range</u>	<u>Amount</u>						
Rs.15,445/- & above	Rs.1350						
Below Rs.15,445/-	Rs. 1200						
<i>Option 2:</i>  A lumpsum amount of Rs.1500/- as loading and unloading charges along with transportation of household effects to be arranged by the Company							

### 3.2 General Conditions for Claiming Transfer Benefits

- 3.2.1 Reimbursement of the actual cost of transporting personal effects upto the prescribed ceilings is admissible on production of satisfactory evidence of expenditure when the personal effects precede the employee by one month or follow him within six months from the date he is relieved from duty.
- 3.2.2 An employee in transit from one post to another, will be entitled to the benefits of the lower post.
- 3.2.3 A non-officer employee selected as officer (along with eligible members of his family) will be entitled to rail fare by the entitled class of Grade 'E1' officer. Other transfer benefits will be allowed as per his entitlement as a staff member.
- 3.2.4 When both husband and wife are employees of the Company and are transferred at the same time or within six months from one and the same old station to one and the same new station, either of them may prefer the transfer benefits, the other being treated as a member of the family. However, the cost of transportation of personal cars of both husband and wife may be reimbursed.
- 3.2.5 (a) An officer under transfer, who has been permitted by the Management to maintain his family at a station other than his previous or new station of posting, will be allowed transfer benefits as admissible under the rules for his family moving to a station other than his previous or new station of posting. However, this will be restricted to the actuals or the limits applicable for movement to the new station of posting of the officer, whichever is lower.
- (b) In case an officer, who is not under orders of transfer, relocates his family to a station of his choice and is later on transferred to the same station, may be

allowed transportation of household effects as per actuals limited to entitlement at the time of his transfer.

- (c) In case the transfer of the officer is to a station other than where family was relocated and the family also wish to join him at the transferred station, the transfer benefits will be admissible restricted to actuals or as applicable from the place of transfer to new place of posting, whichever is lower.

3.2.6 No transfer benefits are payable in the case of inter-Division transfer of non-officer employees on the basis of fresh appointments on the employee's own request. The employee who sought Voluntary Transfer and accordingly transferred from one place to another will not be eligible for any of the monetary transfer benefits except for the joining time of 6 days.

3.2.7 Reservation charges are also payable to an employee on transfer. However, no local conveyance charges on the analogy of the corresponding entitlement on tour are admissible.

3.2.8 A claim in respect of transfer TA should be supported by money receipts or ticket numbers for the tickets purchased and money receipts showing the actual weight and the amount paid for the transportation of personal effects and conveyance by rail, road, etc.

#### 4.0 **Joining Time**

4.1 An employee shall be allowed a reasonable time to join a new post or to travel to or from a station to which he is posted which shall ordinarily be treated as on duty.

4.2 The joining time in cases involving transfer from one station to another is normally subject to a maximum of 30 days. The time for preparation and period to cover the actual journey will be admissible as follows:

<u>Mode of Travel</u>	<u>Joining Time (including Journey Time)</u>
For journey by Air	- 7 days
For journey by Rail/ Road	- 8 days
For journey partly by Rail/ Road/ Air	- 8 days

- Note :**
1. TA on transfer is admissible as per entitlement under TA Rules.
  2. Joining time shall be calculated by the route which travellers ordinarily use.

4.3 Not more than one day's joining time shall be allowed to an employee in order to join a new post which does not necessarily involve a change of residence from one station to another. A holiday counts as a day for this purpose.

4.4 In calculating joining time, the day on which an employee is relieved from his old post, except when he is relieved in the forenoon, and the intervening Sundays shall be excluded. However, the intervening festival holidays shall be included in joining time. The joining time shall be calculated from old headquarters in all cases.



4.5 In special circumstances, the authority sanctioning the transfer may curtail the period of joining time.

**4.6 Combination of Holidays / Leave with Joining Time**

4.6.1 The intervening festival holidays shall be included in the joining time but Sundays shall be excluded. Sundays are, however, included for purposes of calculating the maximum period of 30 days.

4.6.2 Saturdays are included for calculation of joining time for employees.

4.6.3 If an employee takes leave while in transit from one post to another, the leave shall be deemed to commence from the date of handing over charge. On the expiry of such leave, the employee may be allowed normal joining time.

**4.7 Joining Time in Two Spells**

4.7.1 An employee may avail Joining time in two spells.

4.7.2 The facility of availing joining time in two spells is admissible to an employee within a period of 6 months or upto the period of retention of residential accommodation permitted by the Company at the previous place of posting of the employee. In availing the second spell of joining time, the entitlement shall be limited to full joining time minus the joining time already availed in the first spell, including the time taken for journey between the old and new stations of posting.

**4.7.3 Reimbursement of Travel Expenses for movement on Single Status Basis during Preparatory Trip**

A transferred officer is permitted to proceed to the new place of posting on single status basis for which TA and transit DA are payable as per his entitlement subject to the condition that he would shift his family at a later date. He would also be entitled to TA and transit DA for his trip back to his old place of posting for taking his family and personal effects.

An officer, under transfer on promotion, may also join at the new place during preparatory trip in which event he will be entitled to TA/Transit DA as per new entitlement for the return trip. However, for the journey with his family members to new place of posting the travel entitlement would be restricted to the pre promoted scale of the officer.

**5.0 Regulation of Pay and Allowances during Joining Time**

5.1 When an employee joins a new post either at the same or new station without availing any leave, he shall, during the period of his joining time be entitled to draw pay during this period which he would have drawn if he had continued in his old post or the pay which he will draw on taking charge of the new post, whichever is less.

5.2 An employee may draw compensatory allowances like HRA during joining time when his transfer is to a place carrying similar allowances. However, if the rates of CCA and HRA differ in the two posts, only the lower rates will be admissible. The grant of compensatory allowances during joining time is subject to the following conditions:

i) The employee should have drawn the allowance in his previous post;

ii) He actually incurred expenditure on account of rent and other expenses during joining time.

5.3 NPA is admissible during joining time.

5.4 An employee who does not join the new post within his joining time is not entitled to pay (or leave salary) after the expiry of joining time. Willful absence from duty after the expiry of joining time may be treated as misconduct and construed as good and sufficient reason for taking disciplinary action against the employee concerned.

5.5 In case of transfer on promotion, the payment of salary and attendant allowances (except TA) during the second spell of joining time will be related to the promoted post.

## 6.0 Transportation of Conveyance While on Transfer

### 6.1 Travel by own conveyance

An officer on transfer can travel in his personal car or motorcycle/ scooter/moped and claim reimbursement of road mileage at the following rates:

Car - as per prevailing rate per km in accordance with CMRE

Motorcycle/Scooter - as per prevailing rate per km in accordance with CMRE

Moped - as per prevailing rate per km in accordance with CMRE

In cases, where conveyance is transported by road, TA as per entitlement for self and family members shall be admissible provided the journey is actually performed by him/such family members by a mode other than car.

### 6.2 Transportation by train

Category I & II employees are entitled to transport their own conveyance (car/scooter/motorcycle/moped) by passenger or goods train at their option. When transported by goods train, the cost of packing and transporting the packed car/scooter/motorcycle/moped to and from the goods shed may also be drawn provided that the total amount so drawn shall not exceed the freight charged for transporting the same by passenger train.

### 6.3 Transportation by trucks

In case an officer/non-Officers in Grade Gr. TS2/TS1/JM2/JM1 under transfer desires to transport his personal car or scooter/motorcycle/moped by truck instead of by rail wagon/passenger train, the same may be permitted provided the reimbursement of the cost of transporting the conveyance by truck will be limited to the charges for transportation by rail wagon/passenger train, as the case may be. In other words, no additional financial liability will accrue to the Company on this account.

## 7.0 Regulation of Benefits While on EL/Tour

7.1 When an employee is compulsorily recalled to duty before the expiry of his earned leave, he will be paid TA as for journey on tour from the place at which the order of recall reached him to the station of his headquarters unless on recall from leave he is

transferred and proceeds to new station direct from the station of recall in which case the journey to the new station will be treated as on transfer. The journey of family and transportation of personal effects will also be treated as on transfer provided that the amount so drawn shall not exceed the amount admissible as on transfer from the old to the new headquarters.

7.2 In case an employee receives orders of transfer, while on leave not exceeding 4 months, at a station other than his headquarters and proceeds direct from there with his family to join his new post, he is entitled to TA from his old station to the new station of posting.

7.3 An employee whose headquarters is changed, while on tour, and who proceeds to the new headquarters, without returning to his old headquarters, is entitled to TA as on tour from the old headquarters to the tour station and from the tour station to the new headquarters. In addition, TA for conveyance of family and personal effects will be admissible from the old to the new headquarters at the prescribed rates and conditions.

## 8.0 Salary Advance on Transfer

### 8.1 Officer

An officer on transfer from one station to another may be allowed to draw salary advance upto 3 months' BP + DA to be recoverable in 12 equal monthly installments. However, the liberalized advance will be regulated in such a manner that where it is not possible to recover the full installments on account of salary advance in view of deductions on other accounts, the amount of salary advance shall be suitably reduced.

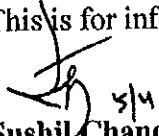
Note : The 3 months' BP + DA is the upper limit for an officer to draw salary advance at the time of transfer. It is not necessary that the maximum amount should be allowed in all cases.

#### Non-officer

A salary advance of 3 months salary (Basic Pay plus DA) can be drawn. The above advance will be recoverable in 10 equal monthly installments.

This policy supersedes all other existing policies/ practices pertaining to transfer benefits. However, the policy pertaining to payment of HRA as notified vide Circular no 45 dated October 20, 2009 in respect of those employees who have been provided with bachelor/transit house or allocated shared accommodation, shall continue to prevail.

This is for information of all the employees.

  
Sushil Chandra  
GM (HR, Admn & Trg)

Notice Board: thro Intranet

MANGALORE REFINERY AND PETROCHEMICALS LTD.  
HR DEPARTMENT, MANGALORE

October 20, 2009

CIRCULAR No. 45


Re : House Rent Allowance

1. As per the prevailing Policy, employees who are provided family, bachelor, transit or shared accommodation at their place of posting are not eligible for any house rent allowance.

2. Effective 1.10.2009, the Management has decided to pay HRA to employees who have been provided with bachelor/transit house or allotted shared accommodation as per their entitlement, linked to the class of city. However, 50% of the HRA so paid shall be recovered back towards bachelor/transit house or allotted shared accommodation provided to the employees.

3. It has also been decided that in case of employees on transfer and who have been provided with transit accommodation, the existing limit of 6 months may be increased to 12/18 months, as may be deemed appropriate by the Functional Director/Managing Director. In case of employees retiring within 3 years, this limit may be extended upto 36 months or the date of retirement, whichever is earlier.

4. In case of employees who are on single status transfer, necessary deduction for provision of transit accommodation will be made from their salaries as per the existing policy since these employees are eligible for HRA/leased accommodation for their

  
(K.LAKSHMINARAYANA)  
Group General Manager (HR)