



GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

D(P)'s Secretariat

HR/P&RR/ 28 /20

Date: 08 Feb 2020

TRANSFER POLICY IN RESPECT OF SUPERVISORS

1. **Preamble.** Transfers are in general necessitated due to requirements for filling up of posts, meeting supervisors' requirements at different Sections/ Shops /Departments/Units, matching supervisors' skills with job requirement, gainful deployment of surplus supervisors, sharing of shortages, other administrative requirements like job rotation etc.

2. **Types of Transfer.** The following types of transfers are applicable to supervisors:

- (a) Intra-departmental transfers
- (b) Intra-unit transfers within the same Division
- (c) Inter-unit transfers within the same Division
- (d) Inter -division transfers
- (e) Temporary transfer (for a period of less than six months)

3. **Officers Authorized to Propose and Approve Transfer.** Officers authorized to propose and approve different types of transfers are given below:-

Sl. No.	Type of Transfer	Proposed By	Recommended By	Approved By
(a)	Intra-Departmental	Head of Deptt.	-	GM/CGM
(b)	Intra-Unit within Division	Head of Deptt.	Unit head	D(P)
(c)	Inter-Unit within Division	AGM/ GM	Unit head	D(P)
(d)	Inter-Division	CGM/GM	Concerned Director	D(P)

4. **Officers Authorized to Sign Transfer Orders.** DGM(HR)/AGM(HR) is authorized to issue transfer orders as approved by Competent Authority as given at Para 3 above.

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5. **Procedure.** The procedure for initiating transfers is as follows:-

(a) Proposal for transfers will be put up by the concerned HOD/Head of Unit/GM concerned to the Corporate HR Department specifying Department name to which supervisor is proposed to be transferred. The proposal should contain the following details:-

(i) Present Unit/ Department with shop number.

(ii) Unit/ Department with shop number of the new appointment to which the supervisor is proposed to be transferred.

(iii) Name of the Initiating officer in previous appointment.

(iv) Name of the Initiating officer in the new appointment.

(b) Corporate HR Department will process the proposal and put up the same for approval to the appropriate Competent Authority as mentioned at Para 3 above.

(c) On approval, the transfer order will be issued by the Corporate HR Department under the signature of the appropriate officer, as mentioned at Para 4 above.

(d) Transfer is to be effected by the Department/ Unit concerned only on receipt of Transfer Order.

(e) A joining report is to be made to the Corporate HR Department by the new Department/ Unit of the supervisor transferred in order to update the records.

(f) However, in case of intra- departmental transfer, appropriate Competent Authority given earlier will issue the order with a copy to Corporate HR Department and the concerned Director for record.

6. **General Provisions.**

(a) After transfer orders have been issued the supervisors will stand relieved on the date mentioned in the transfer order.

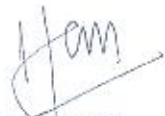
(b) Transfer request of a supervisor on account of compassionate or medical grounds shall be treated as in his/ her own interest and such request are to be recorded in the personal record/ APAR of the supervisor. In exceptional situation, if the supervisor's interest converges with the Organization's interest, the Competent Authority may consider the cases of merit.

(c) The Management has the right to move or not to move supervisor(s) from one post/job to another, to different locations, to different shifts, temporarily or permanently, as per business requirements and special needs.

(d) The above provisions of the Policy can be modified, altered or withdrawn with the approval of the Director (Personnel).

(e) For interpretation of any provision of the rules decision of the Director (Personnel) will be final and binding.

7. Effective Date. This Policy shall come into effect from 15 Feb 20.


(Hari PR)
Commodore, IN (Retd.)
Director (Personnel)

Distribution:

All CGMs, GMs
All AGMs, HODs
All Supervisors

CMD D(F) D(S) CVO

गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
Garden Reach Shipbuilders & Engineers Limited

मानव संसाधन विभाग
HR Department

संख्या/No. HR /ESTT.(O)/INT/TO/25/124

दिनांक/Date: 05 Mar 2025

स्थानांतरण आदेश / TRANSFER ORDER

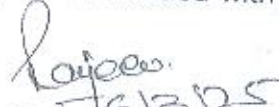
1. निम्नलिखित अधिकारियों को निम्नानुसार स्थानांतरित करने का निर्णय लिया गया है / It has been decided to transfer following officers as under:

क्र. सं. / Sl. No.	नाम, एवं पदनाम, कार्मिक सं. / Name, Designation & P. No.	से स्थानांतरित / Transferred from	में स्थानांतरित / Transferred to	को रिपोर्ट / Report to	Remarks
(i)	Shri Shoumak Laha/ MGR/ 600678	HR- RBD Unit	IR & Discipline	GM (HR & A)	w.e.f 07 Apr 2025
(ii)	Shri Arnab Biswas/ MGR/ 601888	CSR	HR- RBD Unit	DGM (HR-Legal & Unit HR)	w.e.f 07 Apr 2025
(iii)	Ms Jyoti Ojha/ MGR/ 601880	Policy Section	Establishment (Officers)	SM (HR)/ Estt	w.e.f 15 Mar 2025
(iv)	Shri Rabi Sah/ DM/ 604241	-	CSR	GM (HR & A)	Immediate effect
(v)	Ms Poonam Kumari/ AM/ 604260	-	Establishment (Staff Cell)	SM (HR)/ Estt	Immediate effect

2. The aforesaid order will come into force as per dates indicated against each name.

3. प्रभार सौंपना/अधिग्रहण परिपत्र संख्या एचआर/पी एंड आरआर/186/17 दिनांक 23 सितंबर 2017 के अनुसार किया जाना है। Handing over / Taking over of charges is to be done as per Circular no. HR/P&RR/186/17 dated 23 Sep 2017.

4. यह सक्षम प्राधिकारी के सम्यक अनुमोदन से जारी किया जाता है। This is issued with due approval of the Competent Authority.


(राजीव श्रीवास्तव /Rajeev Shrivastava)
महाप्रबंधक (मा.सं. एवं प्रशा.)
General Manager (HR& A)

वितरण/Distribution: उपरोक्त अधिकारियों /Above officers

प्रतिलिपि/Copy to:

- : All CGMs/GMs
- : All AGMs/DGMs
- : All JM-SMs
- : P/ File

D (F)

D (S)

D (P)

CVO



गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड Garden Reach Shipbuilders & Engineers Limited

Ref. No. HR/Estt/SUP/Transfer/2024/623

Date: 10 Jun 2024

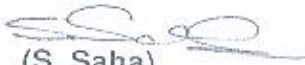
स्थानांतरण आदेश TRANSFER ORDER

1. The following Supervisor is hereby transferred with immediate effect as indicated below :-

Sl. No	Name # Designation	Pers. No	From	To	Report To
(i)	Ms. Sampa Das Naskar / Supervisor (S1)	486461	CGM (Tech)'s Office / Main Works	Commercial Ship Building / 61 Park	CGM (CSB)

2. Release and joining letters are to be forwarded to the email address of Manager (HR-Estt.) i.e. pattanayak.kaushik@grse.co.in as per the proforma. If the same is not received within 10 days of issuance of this Order, the transfer will be updated in system by HR Department without further communication.

3. This is issued with due approval of Competent Authority.


(S. Saha)

Dy. General Manager (HR-Estt)

Distribution: Above employee

Copy to :

: CGM (CSB)
: CGM (Tech & Project)
: GM (HR-I)
: GM (HR-II)
: AGM (Security, FF & OL)
: DGM (Payroll & HRIS)
: SM (HR)/ 61 Park
: MGR (HR-Estt)
: Personal File



गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड *Garden Reach Shipbuilders & Engineers Limited*

Ref. No. HR/Estt/OA/Transfer/2024/624

Date: 10 Jun 2024

स्थानांतरण आदेश TRANSFER ORDER

1. The following Office Assistant is hereby transferred with immediate effect as indicated below :-

Sl. No	Name # Designation	Pers. No	From	To	Report To
(i)	Ms. Anjana Chowdhury / Office Assistant (Gr.IV)	475023	Commercial Ship Building	CGM (Tech)'s Office / Main Works	CGM (Tech & Project)

2. Release and joining letters are to be forwarded to the email address of Manager (HR-Estt.) i.e. pattanayak.kaushik@grse.co.in as per the proforma. If the same is not received within 10 days of issuance of this Order, the transfer will be updated in system by HR Department without further communication.

3. This is issued with due approval of Competent Authority.


(S. Saha)

Dy. General Manager (HR-Estt)

Distribution: Above employee

Copy to :

: CGM (CSB)
: CGM (Tech & Project)
: GM (HR-I)
: GM (HR-II)
: AGM (Security, FF & OL)
: DGM (Payroll & HRIS)
: SM (HR)/ 61 Park
: MGR (HR-Estt)
: Personal File



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Ref. No. HR/Estt/OPR/Transfer/2024/ 99

Date: 10 Apr 2024

स्थानांतरण आदेश TRANSFER ORDER

1. The following operative are hereby transferred with immediate effect as indicated below: -

Sl. No	Name & Pers. No.	Present Designation & Department	Revised Designation & Department
(i)	Shri Sheo Kumar Dhanuk / 418980 /	Safaiwala (SSK) (Gr-II) # Snacks Canteen # 165 # Main Works	Attendant (SSK) (Gr - II) # Finance & Accounts # 172 # 61 Park

2. Release and joining letters are to be forwarded to the email address of Manager (HR-Estt.) i.e. pattanayak.kaushik@grse.co.in as per the attached proforma.

3. This is issued with due approval of the Competent Authority.


(S. Saha)

Dy. General Manager (HR-Estt)

Distribution: Above operative

Copy to:

- : GM (HR - I & A)
- : GM (F)
- : GM (HR - II)
- : AGM (Security/Fire/OL)
- : AGM (IT)
- : AGM (F-FC)
- : CMO
- : DGM (Payroll & HRIS)
- : SM (HR)/61 Park
- : SM (HR)/Welfare, Canteen & LIC Pension
- : MGR (HR/Estt)
- : MGR (HR)/ IR & Disc
- : Personal File