

11.8 HUMAN RESOURCES REDEPLOYMENT POLICY

11.8.1 Purpose

The purpose of this policy is to provide a Guideline and procedure to implement redeployment of employees from one location to another and one project to another, necessitated by reasons of needs of C-MET. The policy would also serve to fulfill the following objectives.

11.8.2 Objective

11.8.2.1 To prepare an officer for taking up higher responsibilities by giving the person concerned an opportunity to acquire an insight into the higher echelons of functions and related issues of various CMET activities through work experience.

11.8.2.2 To ensure continuity of management and systematic succession planning for key posts in the middle and senior management level.

11.8.2.3 To ensure rotational redeployments from sensitive assignments/areas.

11.8.2.4 To maintain and to sustain the organizational growth.

11.8.2.5 To fulfill the needs of employees nearing retirement for possible placement close to their home town or a location of choice.

11.8.3 Need for Redeployment can be anyone of the following criteria

11.8.3.1 To provide replacement for a specific post/cadre with a specialized or desired qualifications and/or suitable experience, as per emergent need.

11.8.3.2 To bridge manpower deficit or to provide reinforcement in view of capability addition/expansion etc.,

11.8.3.3 Placement under compassionate grounds

11.8.3.4 For adherence to Govt. guidelines/instructions/rulings (as amended from time to time) concerning:

11.8.3.5 Posting of husband/wife working together to same location

11.8.3.6 Any other category covered under relevant rules.

11.8.3.7 The redeployment policy of C-MET shall in no way defeat the redeployment policy of Government of India in whatsoever manner and if any such order issued by C-MET is brought to the notice of Director General, corrective action would be attempted considering all aspects.

11.8.4 Redeployment Norms/Criteria

The redeployment of personnel will be regulated in the manner hereinafter detailed:

- 11.8.4.1 An employee may be required to serve at any location of its Laboratories or MeitY.
- 11.8.4.2 Employees having completed a residency period of 5 years in a specific location may be considered for redeployment on rotational basis if they are holding sensitive assignments.
- 11.8.4.3 An employee may also be redeployed on promotion on rotational basis
- 11.8.4.4 Employees with 5 years of residual service before retirement may be exempt from redeployment from the Laboratory where he is working.
- 11.8.4.5 *An employee may be redeployed on disciplinary grounds if his/her continuance in the laboratory shall be determinant to discipline in the organization.*
- 11.8.4.6 *Any employee who becomes surplus in a particular laboratory/HQ due to re-organization or rationalization of manpower or reduction of staff strength due to the policy of the Government shall be redeployed to another laboratory/HQ where vacancy exists.*
- 11.8.4.7 *Notwithstanding what has been stated above, an employee may be redeployed in the exigency of organizational needs and/or public interest.*

11.8.5 Scope

- 11.8.5.1 The redeployment policy would cover only for Group A and B employees.
- 11.8.5.2 *Group 'C' employees who were recruited on regional basis shall be redeployed to other Laboratories of C-MET or MeitY under exceptional circumstances necessitated as enumerated in para 11.8.3.5. to 11.8.3.7.*
- 11.8.5.3 The redeployment committee shall ensure that the redeployment policy is transparent and shall not discriminate between Scientific & technical staff and administrative staff in the matter of redeployment.

11.8.6 Implementation Procedure

- 11.8.6.1 Every Laboratory shall prepare a statement of shortage/excess manpower in Group A, B, C & D with justification and sent it to C-MET Head Quarters by 30th November every year.
- 11.8.6.2 A consolidated proposal shall be prepared by C-MET Head Quarters based upon the shortage/excess manpower data, existing/proposed organizational structure and other facts & figures, if any. This proposal would be submitted to a committee viz, Redeployment Committee, set up for the purpose as per Para 11.8.9. for consideration.
- 11.8.6.3 C-MET Head Quarters, upon receipt of redeployment committee's recommendation, would initiate action to get requisite approval of competent authority for implementation.
- 11.8.6.4 In exceptional circumstances, where redeployments become necessary due to exigency of organizational needs and/or administrative reasons, Director General may take requisite action, without making a reference to

redeployment committee. Such cases, would, however, be brought to the notice of redeployment committee.

11.8.7 General

11.8.7.1 To the extent possible, redeployments to a different location would be synchronized with the end of the academic year so that the education of employees' children does not suffer.

11.8.7.2 Employees opting for redeployment, at any other time and on their own volition, may make request to the Director General who may consider it on merits of each case.

11.8.7.3 No external influence should be brought in by an employee for changing the redeployment order. In the event of such occurrence, relevant provisions of CCS (Conduct) Rules shall apply.

11.8.8 Appeal

11.8.8.1 Whenever a redeployment order is issued, the concerned employee shall comply with the order. However, it would be open to an employee to make representation to the Director General against such order within 10 days from the date of receipt of redeployment order.

11.8.8.2 In the event of a redeployment order not stayed/modified/ cancelled, within 30 days from the date of written representation, Director shall ensure that the employee is relieved by the date prescribed in the redeployment order.

11.8.9 Redeployment Committee

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| (1) Director of a lab as nominated by DG | - | Chairman |
| (2) Directors of other C-MET labs | - | Members |
| (3) Programme Coordinator | - | Member |
| (4) Registrar, C-MET | - | Member Secretary |