



FERRO SCRAP NIGAM LIMITED

ROTATION POLICY

1.0. INTRODUCTION

Human resource plays a pivotal role in a business organization. Employee shall be required to move/rotate from one location / department / section / function / project site to another to cater to the organization requirement. Hence, there is a need of a structured ROTATION POLICY which shall cater to the organizational need as well as aspiration of executive for career development.

2.0. OBJECTIVES:

- 2.1. To meet the needs of particular unit, department, section & function of the company, as well as to meet the career and developmental needs of employees.
- 2.2. To develop a skill set, enhance the competency level and giving wider range of work experience to employees.
- 2.3. To provide opportunities to employees to work in maximum areas within the company at a fixed time period/regular intervals without losing expertise and specialization.
- 2.4. To facilitate the Succession Management and developing managerial and technical skill for preparing future leader.
- 2.5. To ensure objectivity, transparency and consistency in rotation, transfer, placement and relocation.

3.0. SCOPE:

- 3.1. All the regular employees (Executives) of FSNL shall be covered under this Policy.

4.0. ROTATION TYPE:

The employee may be rotated as under:

- 4.1. Within Department (Intra Department) in different functions/job assignment/sections.
- 4.2. Inter Department in same or different functions/job assignment/sections
- 4.3. Outside Location (Transfer to other Units)

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5.0. PERIODICITY & PLAN

- 5.1. The number and level of executives for rotation shall depend upon the size, complexity and requirement of the company.
- 5.2. The rotation should also be within functional areas, project sites, specialized functions like Engineering, Design, Contract, IT and any other such super specialized/critical functions.
- 5.3. The sensitive posts should be identified and rotation may be made as per CVC guidelines. Proper succession management must be planned to take care of the posting in identified sensitive areas.
- 5.4. There should not be any rotation outside the location in last 2 years of superannuation except on exigency/administrative/disciplinary ground.
- 5.5. The rotation outside plant/unit/location/head quarter should take place ordinarily after end of academic session (except in case of promotion/exigencies) for employees, having school and college going children.
- 5.6. Periodicity of rotation of employees shall be decided by the company as per its requirement/need preferably in 5 years.

6.0. ROTATION & PLACEMENT:

- 6.1. The employees shall be required to be rotated or deployed from one location/site/department/unit/plant to another on following circumstances:
 - 6.1.1. As per the time line in terms of policy:

The employees shall be rotated within fixed period of time as envisaged in the policy.
 - 6.1.2. Against requirement :
 - (a) Rotation of employees shall invariably be made against the operating manpower requirement of site/ project/department/section/location.

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- (b) Criticality of manpower, optimum utilization of both donor and recipient department/unit shall be considered.

6.1.3. On Compassionate ground, including Mutual Transfer :

- (a) Shall be based on self -request/mutual request.
- (b) On special situation viz. extreme medical condition of self, spouse and dependents.
- (c) Shall be considered once in a service career and for a definite period.
- (d) It shall be on case to case basis and on merit of the case, keeping in view the organizational interest.
- (e) The rotation/transfer shall be recommended by a Committee of Rotation (CoR) and implemented with the approval of Competent Authority.

6.1.4. On Promotion

- (a) The rotation plan shall be decided by the organization, based on requirement, workload & competency.
- (b) In case of non-joining or refusal, the concerned executive shall not be considered for promotion in the next promotion year.

6.1.5. On exigency (Administrative ground)

- (a) The employee can be rotated on company's exigencies to a particular project / location / department / unit warranting immediate posting.

7.0. GENERAL:

7.1. Besides suitability and other relevant factors like nature of posting, difficulty of place etc. shall be considered while recommendation /deciding transfers.

7.2. Corporate Personnel & Administration Department shall be the nodal agency for facilitating the rotation.

7.3. It shall supersede the existing / previous 'Rotation Policy and Practices', if any, of the Company.

8.0. APPROVING AUTHORITY:

8.1. Approving authority of this policy shall be the Board.

9.0. TENURE OF THE POLICY:

9.1. The Policy shall be reviewed at the end of every 5 years to assess its efficacy in meeting its objectives, and making suitable changes, if required.

10.0. RULES AND PROCEDURES:

10.1. Managing Director shall be authorized to frame and issue rules & procedures, executive instructions as & when required under this policy.

10.2. HOD of Corporate P&A department shall issue clarification in case of any ambiguity in the interpretation/ implementation of the Policy.

10.3. Managing Director shall at his discretion, relax the eligibility conditions in exceptional cases, for reasons to be recorded.

11.0. SAVING CLAUSE:

11.1. Board reserves the right to modify, review and amend any provision of the Policy or withdraw this Policy without any prior notice.

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