Personal Transfer Policy for TVM DC

OBJECTIVE:

To define the guidelines to be followed for personal transfer requests initiated by employees from Trivandrum DC.

SCOPE:

All employees based out of Trivandrum who need to be transferred based on either business reasons or personal reasons will be covered under this policy.

ELIGIBILITY:

Employees are eligible to be transferred for the following personal reasons only:

- Acute location based personal health issues
- Illness of spouse and children
- Own marriage and spouse not being able to relocate on account of career / health grounds
- Illness of parents requiring personal presence of the employee for a long duration (more than 3 months)
- Critical Family issues requiring re-location
- Personal Preference for any location (after serving minimum of 2 years at Trivandrum).

TRANSFER PROCESS:

- All transfer requests to be initiated through the e-transfer application in Sparsh.
- Personal transfer requests can be initiated by the employee themselves. Requests raised by BPHR need to be validated by the DM, else if the same is raised by the DM, it does not require any validation.
- The request for transfer flows to the transfer committee. If required, the transfer committee may route back the requests for clarifications.
- The transfer committee approves transfer requests based on priority and the availability of the requisite number of slots. On approval, the request goes back to BPHR or DM who had raised the request.
- The process is completed by raising the E-Transfer request and submitting it accordingly.

TRANSFER POLICY DETAILS:

- A Transfer committee anchored by HR, consisting of representatives   from all units and finance will be formed to scrutinize all transfer requests. Please see- TVMSEZ transfer Committee <mailto:TVMSEZtransferCommittee@infosysdl.local> for details on Unit representatives in the committee.

- First level screening of requests will be done by the respective unit HR, post which the request will be forwarded to the transfer committee.
- BPHR or Unit Anchor of the respective Unit will keep the employee updated on the request status of their transfer.
- Transfer committee will meet once in a month and review all pending requests, assign a priority category to each request and approve accordingly.

- Priority categorization guideline will be based as under:

Priority	Reason
1	Acute location based personal health issues
2	Illness of spouse and children
3	Illness of parents requiring personal presence of the employee for a long duration (more than 3 months)
4	Own marriage and spouse not being able to relocate on account of career/health grounds
5.	Critical Family issues requiring re-location
6	Other reasons

- In addition to above mentioned reasons, transfer committee can take a call on other critical reasons which need to be addressed immediately.
- Transfer committee can ask for proofs in the form of documents which have to be presented by the employee
- Documents required include the following:
    - For Health reasons*: Medical certificates, Doctor prescription etc
    - For Marriage: Employment Proof of spouse, Invitation card and Marriage certificate (based on the requirement of the Committee/concerned HR).

  Infosys Doctor will review documents provided as part of transfer requests

- All documents will be required in original.
- Transfer committee can also call the employee for a personal meeting if required.
- Based on the priority categorization and validation of relevant documents, the employee can be given a tentative timeframe for the transfer\ informed whether the request will be rejected or taken forward.
- The decision of the transfer committee will be final and binding on all.