

RIGHT TO INFORMATION DETAILS
INFORMATION UNDER SECTION 4 (1) (b) UNDER
RIGHT TO INFORMATION ACT 2005 IS GIVEN BELOW

i. Particulars of organization its functions and duties

Engineers India Ltd (EIL) is a leading global engineering consultancy and Project Management Company. Established in 1965, EIL provides engineering consultancy and EPC services principally focused on the oil & gas and petrochemical industries. The Company has also diversified into sectors like infrastructure, water and waste management, solar & nuclear power and fertilizers to leverage its strong technical competencies and track record. EIL is working under the administrative control of Ministry of Petroleum and Natural Gas (MoPNG), Government of India. Details regarding Organization profile and history of Organization since its inception is available at the Link <https://engineersindia.com/about-eil/>.

Today, EIL is a 'Total Energy Solutions' engineering consultancy company providing design, engineering, procurement, construction and integrated project management services from 'Concept to Commissioning' with highest quality and safety standards. EIL's QMS, OHSMS and EMS are certified to ISO 9001, ISO 45001 and ISO 14001 respectively It also provides specialist services such as heat and mass transfer equipment design, environmental engineering, specialist materials and maintenance and plant operations and safety services.

The Corporate Office of the Organization is located at Engineers India Bhavan, 1, Bhikaiji Cama Place, New Delhi. EIL also operates from its Offices in Gurugram, branch office in Mumbai, three regional engineering offices in Kolkata, Chennai & Vadodara and inspection offices at all major manufacturing locations of the country. The company's overseas presence is marked by an engineering office in Abu Dhabi, which caters to the business needs in UAE/Middle-East region. Additionally, there are offices in London, Milan and Shanghai to coordinate the activities of international procurement and marketing. The details of the address of these Offices are available at <https://engineersindia.com/contact-us/>.

EIL's technological excellence is driven by more than 2300 engineers & professionals in a competent employee base of around 2600 employees. The availability of technical resources per annum is about 3.5 million man-hours in EIL's design offices construction in EIL's design offices along with 1.3 million man-hours of Construction Management services.

The Company is managed by a Board of Directors. Chairman & Managing Director is the head of the Organization. The Board comprises of whole-time Directors also called Functional Directors – Director (Technical), Director (Commercial), Director (Finance), Director (Projects), Director (Human Resources). In addition, part time Director representing Government of India, through Ministry of Petroleum & Natural Gas, and part time Independent Directors, are also on the Board of the Company. Details of the same are available at the Link <https://engineersindia.com/leadership>.

The Board of Directors is assisted by Executive Directors, Group General Managers, Chief General Managers and other Officers / employees in carrying out the day-to-day functions of the Corporation. Organization Chart is enclosed at **Annexure-I**:

Vision, Mission and Core Values of the Organization are available at the Link <https://engineersindia.com/about-eil/>.

ii. Powers and duties of officers and employees of EIL

The powers and duties of the officers and employees of EIL are derived mainly from the provisions of the Company Act, the Memorandum and Articles of Association, Delegation of Power, Job description and various Divisional/Departmental manuals.

The officers and employees of EIL are appointed to carry out the business operations, in line with the objectives set forth in the Memorandum of Association and Vision of the Organization.

While discharging the assigned duties and responsibilities, all the employees are required to comply with the applicable provisions of statutes and rules and regulations enforce.

iii. Procedure followed in decision making process including channels of supervision and accountability

- EIL is a Company managed by its Board of Directors, constituted under the Companies Act, consisting of Board of full time Directors, Government of India nominees and Independent Directors. Board of Directors is the highest decision making body within the Company. As per the provisions of the Companies Act, few matters require the approval of the shareholders of the Company in General Meeting.
- The Board has also constituted several sub- committees (details of which are mentioned at Sl. No. viii of this document). The meetings of these committees are convened on need basis and the minutes of these meetings are placed for information of the Board.
- The day-to-day activities of EIL are managed under the professional guidance of the Board of Directors assisted by Divisional Heads of the respective Divisions. The Board of Directors has delegated certain powers to the Chairman & Managing Director, who have delegated powers to the Executives of the Company through Delegation of Powers. The Chairman & Managing Director, Functional Directors and other Officers exercise their decision-making powers in line with the delegation of powers.
- Detailed execution of the job and work allocation is being done under the leadership of the in-charge of the respective departments.

iv. The Norms Set for Discharge of Functions

The nature of Business of Organization and services offered by the Organization may be accessed respectively at the Link <https://engineersindia.com/businesses/> and <https://engineersindia.com/services/>

The Company has its Article of Association and well defined procedure and guidelines in the form of Delegation of Powers, laid down policies and guidelines, Manuals, compliance of provisions of various statutes, rules and regulations, guidelines of Department of Public Enterprises, guidelines of Chief Vigilance Commission and rules and regulations of SEBI for smooth operations and discharge of functions by the employees of the Company.

Further guidelines issued by the Government of India through the concerned departments, guidelines issued by Central Vigilance Commission, SEBI, Stock Exchange listing agreements and Central Information Commission issued from time to time are also being followed for discharge of services.

For any grievances pertaining to discharge of functions by the employees, public may submit their grievance through CPGRAMS (Centralized Public Grievance Redress and Monitoring System) portal of Ministry of Personnel, Public Grievances & Pensions. The same can be accessed at the Link <https://pgportal.gov.in/>.

v. The Rules, Regulations, Instructions, Manuals and Records held by the Company or under its control or used by its Employees for Discharge of Functions

- Corporate policy decision of running the businesses of EIL is taken by the Board of Directors in accordance with the changing scenario of the Business.
- The day-to-day activities to be carried out are being decided by the respective Divisions/Departments and are being executed in conformity with the corporate decision taken by EIL in the meetings of its Board of Directors.
- Since EIL is formed under the Companies Act and is a listed Company under SEBI, Compliance of Clause 49 of listing agreement is reviewed by Board of Directors in line with statutory provisions.
- **Delegation of Powers**
The officers of the Company at various levels discharge their functions and responsibilities within the powers delegated to them by the Board of Directors under Delegation of Powers.
- **Policies and Guidelines**
EIL is having well laid down policies and guidelines governing major activities of the Company. While discharging the functions, Company has formulated detailed Quality Management Systems and guidelines.
- **HR Manual**
EIL has procedural manuals covering all important HR related activities. This Manual ensures carrying out of activities in a systematic and standardized manner.
Transfer Policy of the Organization is enclosed at **Annexure-II**.

- **Citizen's Charter**

Citizen Charter for the Organization is available at the Link named "Citizen's Charter" available on homepage of corporate website. The same can also be accessed at the Link <https://engineersindia.com/storage/2021/12/Citizens-Charter27122021-PDF.pdf>

- **Guidelines of Department of Public Enterprises**

EIL, being a PSU, follows the guidelines of Department of Public Enterprises and directions of Government of India issued from time to time.

- **Guidelines of Central Vigilance Commission**

EIL, being a PSU, follows the guidelines of Central Vigilance Commission (CVC).

vi. Statement of the documents that are kept by EIL or under its control

The overall objectives and framework of rules and regulations of the Company are laid down in the Memorandum and Articles of Association of the Company. Each Department of the Company, while discharging its functions, is guided by Delegated Powers, manuals, policy and guidelines, which are periodically reviewed and updated. The conduct of the employees is regulated by the Employees' Conduct, Discipline and Appeal Rules. In addition, the Company follows the directives and guidelines issued by the Government of India on various matters.

The important Internal Rules, Regulations, Manuals & Records, which are used by the employees in various departments of the Company in discharge of their functions are given below. The usage of certain manuals is restricted by confidentiality clause and is not open for public scrutiny.

(A) Matters pertaining to Company Secretariat:

- Memorandum & Articles of Association
- Decisions of the Board of Directors and Sub-committees of the Board from time to time as contained in the minutes book
- Decision of shareholders in the Annual General Meeting as contained in the minute book
- Companies Act, 2013 and Rules framed there under
- Listing Agreement & SEBI Guidelines

(B) Matters pertaining to Finance & Accounts:

- Accounting Standards
- Policy documents

(C) Human Resource matters:

- HR Manual comprising of policy documents pertaining to Service rules, rules pertaining to Pay, Allowances, Reimbursements, Travelling Allowance, Loans and

Advances, Incentives and Awards, Leave, Separations, Social Security and Conduct, Discipline and Appeal rules.

- Recruitment Rules
- Promotion Rules
- Transfer policy
- Medical Rules
- Mobilization and Demobilization rules
- HBA guidelines
- CSR Policy
- Scholarship scheme for SC/ST Students

(D) Matters pertaining to Technical Departments:

- Standards
- Manuals

vii. Particulars of any arrangement that exists for consultation with the members of the public in relation to formulation of EIL's policies and implementation thereof

- EIL being a consultancy organization, serves a number of corporate customers both in India and abroad, in connection with projects in the process and infrastructure sectors.
- EIL has no project of its own and does not have any forum for public consultation. However, EIL supports its customers, wherever required, in their arrangements on the matter.
- EIL is a Public Sector Undertaking (PSU) and governed by the Department of Public Enterprises (DPE) and its policies are formulated by internal management and hence there is no arrangement for consultation with the members of the Public prior to formulation of its internal policies. However, internal policies of the Company are formulated complying with the policy of Government applicable provisions of the constitution, Statutes, Rules & Regulations, etc.

However, if people dealing with the Company in its business transactions have complaints/grievances, they may submit their grievance through CPGRAMS portal which can be accessed at the Link <https://pgportal.gov.in/>.

viii. Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public

Board of Directors is constituted following the provisions of the Companies Act, 2013 consisting of Functional Directors, Government of India nominees and Independent directors. The details can be seen and viewed by visiting the weblink:

<https://engineersindia.com/leadership>

Besides above, the Company has the following Board Level Committees:

- Audit Committee
- HR Committee
- Nomination & Remuneration Committee
- CSR Committee
- Stakeholders Relationship Committee
- Risk Management Committee
- Share Transfer Committee

The present composition of the Committee, along with the date from which the Committee has been constituted, Board Level sub-committee is available on the website at the following link:

<https://engineersindia.com/Uploads/Files/Board-Level-Committees-05.08.2022.pdf>

The tenure of the various committee members is not fixed and the composition of the same varies from time to time based on the approval of composition and availability of the members.

The meeting of the Board of Directors and Committees of the Board are not open for public. Similarly, the minutes of Board of Directors and Committees of the Board are not accessible for inspection by Public.

ix. Directory of Officers and Employees of EIL

EIL's regular employee strength is 2751, out of which 2621 are in Officer Cadre and 130 in Non-Officer Cadre.

The name and location of EDs, GGMs and CGMs (as on are as given below):

S.NO.	EMPLOYEE NAME	DESIGNATION	LOCATION
1	ALOK SINGHAL	EXECUTIVE DIRECTOR	AHMEDABAD
2	ANIL KUMAR	EXECUTIVE DIRECTOR	GURUGRAM COMPLEX
3	ANURAG SINHA	EXECUTIVE DIRECTOR	GURUGRAM COMPLEX
4	AYUSH MATHUR	EXECUTIVE DIRECTOR	GURUGRAM COMPLEX
5	E MURUGESAN	EXECUTIVE DIRECTOR	EI BHAWAN
6	GOPA SWAIN (MS.)	EXECUTIVE DIRECTOR	EI BHAWAN
7	K Y MALLESWARAPPA	EXECUTIVE DIRECTOR	ABU DHABI
8	MAINAK NANDI	EXECUTIVE DIRECTOR	GURUGRAM COMPLEX
9	MANISH SHANDILYA	EXECUTIVE DIRECTOR	GURUGRAM COMPLEX
10	N S VASUDEV	EXECUTIVE DIRECTOR	EI BHAWAN

11	NALIN KUMAR	EXECUTIVE DIRECTOR	EI BHAWAN
12	NAVEEN PARASHAR	EXECUTIVE DIRECTOR	EI BHAWAN
13	NEERAJ MATHUR	EXECUTIVE DIRECTOR	EI BHAWAN
14	RAJEEV RANJAN	EXECUTIVE DIRECTOR	CEIL MUMBAI
15	RAJKUMAR RATHI	EXECUTIVE DIRECTOR	EI BHAWAN
16	RAM PARKASH BATRA	EXECUTIVE DIRECTOR	EI BHAWAN
17	SANJAY KUMAR SINGH	EXECUTIVE DIRECTOR	GURUGRAM COMPLEX
18	SNIGDHO MAJUMDAR	EXECUTIVE DIRECTOR	EI BHAWAN
19	SREEMAN NARAYANA MURTHY DRONAMRAJU	EXECUTIVE DIRECTOR	GURUGRAM COMPLEX
20	UPENDRA KUMAR VERMA	EXECUTIVE DIRECTOR	GURUGRAM COMPLEX
21	VENKATA RAMA SUBRAMANYAM SRIPADA	EXECUTIVE DIRECTOR	GURUGRAM COMPLEX
22	GURDEEP SINGH OBEROI	GROUP GENERAL MANAGER	GURUGRAM COMPLEX
23	HIMANGSHU PAL	GROUP GENERAL MANAGER	EI BHAWAN
24	INDER CHAWLA	GROUP GENERAL MANAGER	GURUGRAM COMPLEX
25	INDRANI KRISHNAN (MS.)	GROUP GENERAL MANAGER	EI BHAWAN
26	JAYAPRAKASH M R	GROUP GENERAL MANAGER	EI BHAWAN
27	K SURESH	GROUP GENERAL MANAGER	BINA
28	M ARULRAJ	GROUP GENERAL MANAGER	EI BHAWAN
29	RAJESH SINHA	GROUP GENERAL MANAGER	EI BHAWAN
30	RAJNEESH MALIK	GROUP GENERAL MANAGER	EI BHAWAN
31	RAVINDRA KUMAR MEDHAVI	GROUP GENERAL MANAGER	EI BHAWAN
32	SAIKAT BHOWAL	GROUP GENERAL MANAGER	GURUGRAM COMPLEX
34	SHARAD KUMAR SAXENA	GROUP GENERAL MANAGER	GURUGRAM COMPLEX
35	SWAMINATHAN KRISHNAMURTHY	GROUP GENERAL MANAGER	EI BHAWAN
36	ANJANEYULU KAKUMANU	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
37	BIJIT PRASAD MOHANTY	CHIEF GENERAL MANAGER	USAR
38	DIPAKKUMAR DAHYALAL PANCHAL	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
39	DIPANJAN JANA	CHIEF GENERAL MANAGER	EI BHAWAN
40	DURAIYARASAN C	CHIEF GENERAL MANAGER	PARADIP
41	HARISH KUMAR	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
42	HASMUKH K PARMAR	CHIEF GENERAL MANAGER	EI BHAWAN

43	M SIVAKUMAR	CHIEF GENERAL MANAGER	EI BHAWAN
44	MANDIP KAPOOR	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
45	MANU SHRESHTHA MIGLANI	CHIEF GENERAL MANAGER	EI BHAWAN
46	PARVEEN KUMAR GOEL	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
47	PRAVIN KUMAR AGRAWAL	CHIEF GENERAL MANAGER	MUMBAI
48	RAJEEV KUMAR KHANDELWAL	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
49	RAJEEV KUMAR SINGH	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
50	RAVI KANT GUPTA	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
51	RAVINDRA KUMAR	CHIEF GENERAL MANAGER	MUMBAI
52	RAVINDRA KUMAR GUPTA	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
53	SADHNA SINGH (MS.)	CHIEF GENERAL MANAGER	EI BHAWAN
54	SAMIR KUMAR NASKAR	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
55	SANJAY KALRA	CHIEF GENERAL MANAGER	EI BHAWAN
56	SANJEEV KUMAR	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
57	SATISH CHANDRA SRIVASTAVA	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
58	SHALINI VERMA (MS.)	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
59	SISIR KUMAR MISHRA	CHIEF GENERAL MANAGER	BARMER
60	SOUMITRA SANKAR ROY	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
61	SRINIVASALU MARETI	CHIEF GENERAL MANAGER	PANIPAT
62	SUBESH KUMAR	CHIEF GENERAL MANAGER	VADODARA
63	SUNITA MITRA	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
64	SURESH G	CHIEF GENERAL MANAGER	EI BHAWAN
65	TARUN KUMAR	CHIEF GENERAL MANAGER	EI BHAWAN
66	UDAYAN CHAKRAVARTY	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
67	VIDYA BHUSHAN	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
68	VIJAY KUMAR PANWAR	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX
69	VINAY KUMAR KALIA	CHIEF GENERAL MANAGER	EI BHAWAN
70	VINOD MAHAJAN	CHIEF GENERAL MANAGER	ABU DHABI
71	VISHNUBHAI SHANKERLAL PATEL	CHIEF GENERAL MANAGER	PANIPAT
72	YOGESH GAUTAM	CHIEF GENERAL MANAGER	GURUGRAM COMPLEX

Email ID, Telephone and Fax number for correspondence for key contact points and establishment is available at the Link <https://engineersindia.com/contact-us/>

x. Monthly Remuneration of Officers and Employees, including the System of compensation

EIL follows Industrial D.A. Pattern of Wages for its Officers and Employees. The pay Scale of executives (w.e.f. 01.01.2017) is as follows:

Level	Designation	Pay Scale
22	Chairman & Managing Director	200000-370000
21	Director	180000-340000
20	Executive Director	150000-300000
19	Chief General Manager/ Group General Manager	120000-280000
18	General Manager/ Senior General Manager	120000-280000
17	Deputy General Manager	120000-280000
16	Assistant General Manager	100000-260000
15	Senior Manager	90000-240000
14	Manager	80000-220000
13	Deputy Manager	70000-200000
12	Engineer/ Officer/ Architect/ Senior Designer/ Staff Officer/ Assistant Executive/ Oceanographer/ Equivalent	60000-180000
11	--	50000-160000
10	Assistant Engineer/ Assistant Officer/ Assistant Architect/ Assistant F&A Officer/ Equivalent	40000-140000

The pay Scale of non-executives (w.e.f. 01.01.2017) is as follows:

Level	Designation	Pay Scale
9	Senior Draftsman/ Senior Assistant/ Senior Supervisor/ Senior Secretary / Senior Storekeeper/ Assistant (Administration)/ Equivalent	35000 - 139000
8	Draftsman/ Assistant/ Storekeeper/ Hindi Translator/ Supervisor/ Junior Assistant Grade (R&D)/ Equivalent	32000 – 128000
7	Junior Draftsman / Junior Assistant Grade-I/ Junior Storekeeper Grade-I / Junior Hindi Translator / Assistant Supervisor/ Junior Librarian/ Senior (Technician)/ Equivalent	29000 – 120000
6	Junior Draftsman Grade-I/ Junior Assistant Grade-II / Junior Storekeeper Grade-II / Supervisor Grade-I/ Stenographer Grade-I/ Senior Steward/ Senior Security Guard-I/ Equivalent	26500 – 115000

5	Junior Draftsman Grade-II/ Junior Assistant Grade-III / Supervisor Grade-II/ Typist (Rajbhasha)/ Steward/ Security Guard-I/ Equivalent	25000 – 100000
4	Junior Draftsman Grade-III/ Junior Assistant Grade-IV / Junior Steward / Senior Security Guard-II / Equivalent	24000 – 90000
3	Junior Assistant Grade- V / Equivalent	23500 – 80000
2	Helper/ Equivalent	23000 - 75000
1	Helper Grade-I/ Equivalent	22000 - 70000

In addition to the above, Dearness Allowance, House Rent Allowance, Allowances under Cafeteria approach, Medical Reimbursement, Provident Fund, Gratuity, Superannuation Benefits etc. are provided as per the Company's rules from time to time.

xi. Budget Allocation and Expenditure

The budget and expenditure of the Company, a commercial organization, are for internal use. Details for viewing Annual Reports & Results, please click on the following link:-

<https://engineersindia.com/investors>

xii. Manner of execution of Subsidy programmes and details of beneficiaries of such programme

Engineers India Limited does not have any subsidy schemes/ programmes for public.

xiii. Particulars of recipients of concessions, permits or authorizations granted by it

Since EIL does not have a subsidy scheme/programmes for general public in carrying out its business activities as stated above, there is no recipient of concessions, permits or authorizations.

xiv. Details in respect of the information available to or held by it reduced in electronic form

The information relating to Company Profile/ Business, Services, Financial Performance, Shareholding Pattern etc. is available at the Company's website at www.engineersindia.com.

xv. Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use

Information regarding EIL and its business is available and easily accessible on EIL's website www.engineersindia.com under the heading Right to Information Act. EIL does not maintain any library or reading room for public use.

xvi. Names, designations and other particulars of the Public Information Officers

In terms of Section 5 (1) of the Right to Information Act, 2005, the Company has designated various officials as Information Officer and Appellate authority. The list of such officials is

available on EIL's website www.engineersindia.com under the heading Right to Information (RTI).

xvii. Such other information as may be prescribed and thereafter update these publications every year

NIL

xviii. Other Details

A. Procedure For Seeking Information

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Central Public Information Officer/Assistant Public Information Officer.

A) APPLICATION FEE

In accordance to directive given in the Gazette notification issued by Dept. of Personnel & Training, Ministry of Personnel, Public Grievances and Pension, Govt. of India, the application for obtaining Information under sub-section (1) of section 6 must be accompanied by prescribed application fee. At present the application fee, which is subject to change from time to time, is Rs 10.

Mode of payment: By Cash against proper receipt or by demand draft/banker's cheque/ Indian Postal Order in the name of Engineers India Limited. Online payment may also be made for filing RTI application in the following Account:-

- i.ACCOUNT NO.- 10813604212
- ii.IFSC CODE- SBIN0017313
- iii.BANK NAME- STATE BANK OF INDIA

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim.

B) ADDITIONAL FEE

In case it is decided to provide the information, the applicant shall be informed of the additional fees, if any, (as per Section 7(3) of RTI Act, 2005) to be deposited by information seeker for the information sought and information shall be furnished after the receipt of the fee , as per the Act.

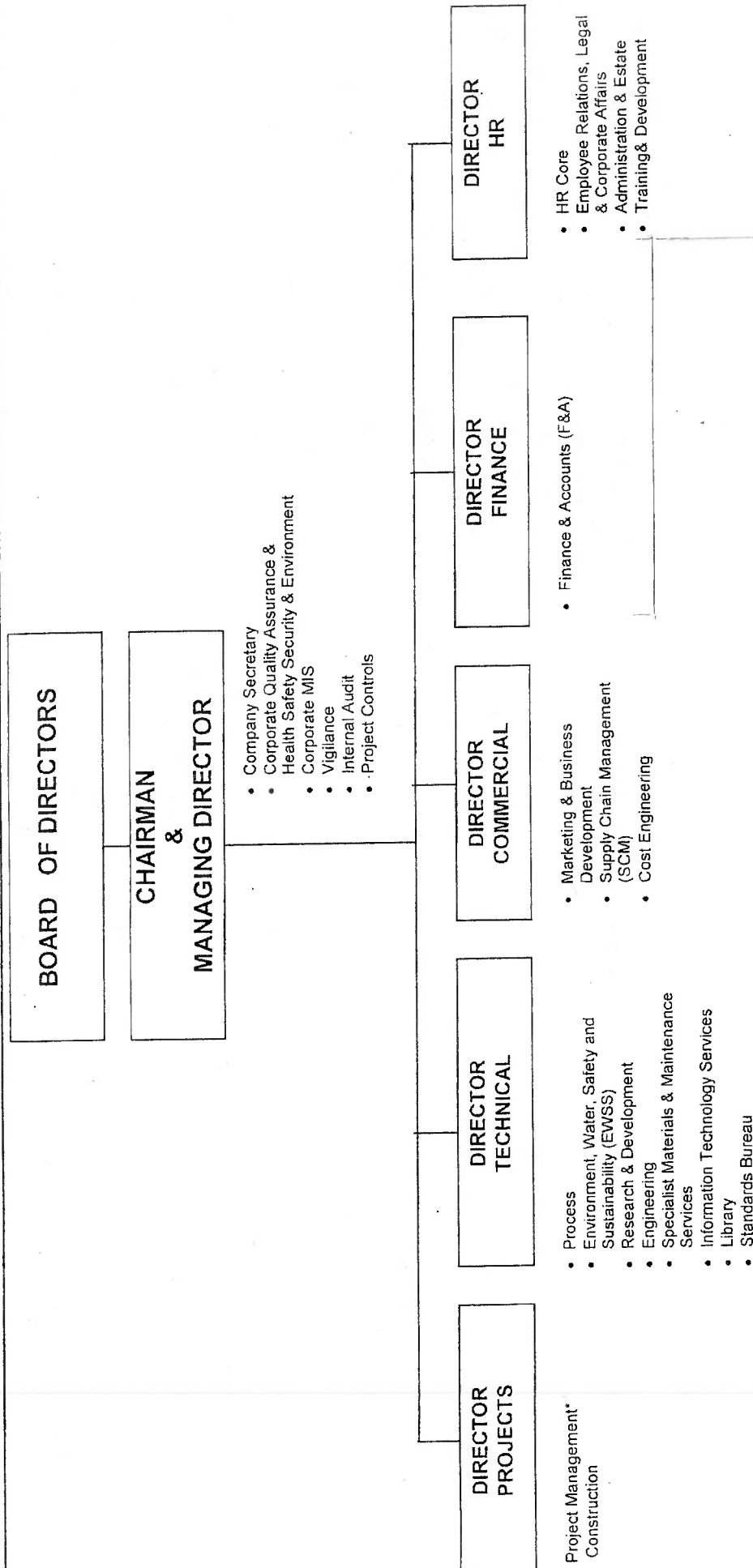
For providing the information under sub-section 7, of the Act an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:-

a.	For each page (in A4 or A3 size paper)	Rs. 2/- per page
b.	For a copy in larger size paper	Actual cost or price
c.	For samples or models	Actual cost or price

d.	For inspection of records	No fee for the first hour; and a fee of Rs. 5/-for each hour (or fraction thereof) thereafter
e.	For Diskette	Rs. 50 per diskette
	For information provided in printed form	At the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication
f.	Postal charge involved in supply of information that exceeds Rs. 50/-	Actual cost or price

B. CAG paras pertaining to EIL:

CAG paras and the Action taken reports may be accessed for Engineers India Limited at the Link <https://cag.gov.in/audit-reports>.



NOTE:

1. Project Management is done through six Project Verticals where each Project Vertical comprises of Project Task forces comprising of Team members from various departments on need basis. EIL executes projects in Hydrocarbon (Refinery, Petrochemicals, Gas Processing & Cross Country Pipelines), Chemicals & Fertilizers, Bio-Fuels, Mining & Metallurgy, Infrastructure, Port & Terminals and Power Sectors, which are handled by these Divisions.
2. All the officers in the task force shall retain their functional independence to ensure good corporate governance.



EIL Transfer Policy

1.0 Objective:

- 1.1 The prime purpose of laying down a policy for regulating transfers is to achieve effective human resource deployment. This policy shall provide guidelines for relocating employees to meet job requirements of the company, so that EIL is able to maintain a competitive edge and meet its increased volume of business and tight project schedules in the face of challenges thrown up by other operators in the engineering consultancy arena.
- 1.2 Transfers will be effected to achieve the following objectives:
 - To enable planned movement of employees to meet organizational requirements
 - To enable multiskilling of employees through job rotation and rotational grooming
 - To deploy employees as per work exigencies

2.0 Definitions:

- 2.1 'Transfer' is the relocation of an employee to another department/division/directorate/project/place/construction site to meet the job requirements/work exigencies of the company or to fulfill the requirements of job rotation/rotational grooming.
- 2.2 'Work Exigency' is any work requirement of company related to specific projects/tasks or jobs, which need to be attended immediately/completed on priority to meet company's commitments.
- 2.3 'Management' means the EIL Management Committee comprising of all internal functional directors and C&MD.

3.0 Scope:

- 3.1 This policy shall apply to all regular employees of the Company at levels 12 and above but below the Board level. It shall not be applicable to contract employees, employees appointed on casual or temporary basis, officers who are on deputation from other organizations to EIL, employees on deputation to CEIL and regular employees in levels 1 to 9 (policy to be dealt with separately for these levels).
- 3.2 The foreign posting of employees, shall continue to be as per the prevalent company's practice, rules and regulation till a separate policy is in place for such posting(s).



4.0 Governing Principles:

- 4.1 Transfers shall be effected on need basis for respective levels/disciplines with due consideration to ongoing workload of the concerned department/divisions.
- 4.2 It is preferable that an employee considered for transfer should have generally put in a minimum of 2 years of service in a particular department before he/she is transferred to another department/division, unless exigencies of work requires otherwise.

5.0 Transfer Process:

- 5.1 All transfer proposals shall be put up by concerned HOD/GM to the Divisional/Directorate Transfer Committee after ensuring that the transfer criteria in each transfer type has been met.
- 5.2 Each division shall have a Transfer Committee constituting members duly approved by respective Directors, for deciding transfers based on inputs received from individual HODs. These Committees shall have minimum three members of levels AGM/DGM/GM including one member from Personnel. The composition of the Transfer Committee members would not include AGMs, when transfer of AGMs are to be considered. At that time the Transfer Committee may co-opt a member one level higher than AGMs.
- 5.3 Approval of concerned Directors (of departments/divisions releasing and accepting transferred employees) will be required for transfers up to AGM level.
- 5.4 Transfers of Dy.GMs shall be approved by C&MD.
- 5.5 Transfers of GMs/EDs shall be decided by C&MD.
- 5.6 The approved list of employees to be transferred will be submitted by concerned HOD to Personnel Directorate and all communication/ transfer orders etc. will be coordinated and issued by Personnel.

6.0 Transfer Types:

The various transfer types can be classified as follows.

- i. Rotational transfers
- ii. Transfers within Construction and Planning Divisions
- iii. Project Based Transfers
- iv. Transfers to/from ROs
- v. Transfers to/from RPOs
- vi. Lateral transfers
- vii. Non-Technical, Secretarial & Support Staff transfers
- viii. Transfers on personal request.

The detailed transfer policy is laid down under these broad heads.



6.1 Rotational Transfers

- 6.1.1 This covers the transfers within or outside the Directorate for the purpose of job rotation/rotational grooming for providing exposure to relevant areas of the specific discipline.
- 6.1.2 To facilitate career growth of employees, job rotation/rotational grooming shall be effected according to company's policy, as applicable from time to time.
- 6.1.3 Selection of personnel for transfer from HO/ROs/BO/ZO to construction sites will be done as per need.
- 6.1.4 The period of deployment for these transfers will normally be 2 years.

6.2 Transfers within Construction and Planning Divisions

- 6.2.1 The transfer of personnel in Construction Division and Planning Department (from one site to another including HO, shall be finalized by the respective Divisional Transfer Committees of Construction Division and Project Services Division.

6.3 Project Based Transfers

- 6.3.1 During the execution of a project, transfer of personnel as required from HO/ROs to sites and vice versa may be effected to meet project requirements.
- 6.3.2 Such transfers and durations shall be project specific.
- 6.3.3 These transfers will generally be effected from amongst the team deployed on the respective projects. In exigencies, however, the transfer may be effected from outside the project team but this shall be an exception.

6.4 Transfer to/from ROs

- 6.4.1 The transfer of personnel from HO to ROs and vice versa or from one RO to another RO will be done on the basis of specific discipline wise requirement at each specific location.
- 6.4.2 Transfer will generally be for a period of two years.

6.5 Transfer to/from RPOs

- 6.5.1 The transfer of personnel from HO to RPOs and vice versa or from one RPO to another for activities related to inspection and expediting of materials and equipment will be done on the basis of requirement of specific disciplines at each respective location.



6.5.2 The transfer shall be need based and duration of stay at any particular station shall depend on the job requirement at that station.

6.5.3 The period of posting shall not be more than 5 years.

6.6 Lateral Transfers

6.6.1 Transfers may also be effected on the basis of business requirements.

6.7 Transfers of Non Technical, Secretarial & Support Staff Personnel

6.7.1 Transfers of Non Technical, Secretarial & Support Staff to Const. ROs, ZOs, RPOs will be undertaken to ensure optimum utilization within the Company.

6.7.2 Non-Technical & Support Staff and Secretarial officers may be transferred across departments/divisions/directorates.

6.8 Transfers on Personal Requests

6.8.1 The Company may also transfer employees on their genuine needs or humanitarian grounds provided their services can be gainfully utilized at the preferred place of posting. Such cases will be dealt through and recommended by Department/Divisional Transfer Committee and will be approved by concerned Director and Director (Personnel).

7.0 Transfer Period:

7.1 The period of deployment will be predefined in line with the type of transfer, wherever possible. However, due to work requirements, the same may be extended/reduced.

7.2 Where requirements of personnel are for more than four months, regular transfer will be made otherwise the required personnel will be on tour, as per prevailing rules.

8.0 Grievance Committee on Transfer:

8.1 Any grievance from employees of up to and including Level-18, relating to transfer may be submitted to the Convenor, Grievance Committee, in Personnel Division.

8.2 The Committees will examine all transfer related grievance of employees and submit its recommendations as per guidelines laid down vide Circular No. 30/2004 and any subsequent modifications applicable from time to time. Pending recommendation of the Committee/modification of the transfer order, the employee will be required to join the new place of posting unless otherwise approved by the concerned Director.



9.0 Special Considerations:

- 9.1 While transferring employees, the Management will take a sympathetic consideration for physically challenged employees/employees having physically or mentally challenged spouse or children.

10.0 General:

- 10.1 Any violation/non compliance of transfer orders once issued shall be treated as a breach or violation of the service conditions, company rules, regulations or orders applicable to the employees and shall be dealt in accordance to the service rules.
- 10.2 Any deviations in this policy will be effected only with the approval of Management.
- 10.3 Management reserves the right to alter, amend and/or modify any of the above provisions, as and when considered necessary.