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	Reference No. HR/CCS-CTC/2020/5	<b>Date of Effect</b> 15/04/2026

**Subject: Amendment in “Guidelines for dealing with requests for transfer on compassionate grounds”**

<b>Existing Provision</b>	<b>Revised Provision</b>
<p><b>Clause 6.0 (i):</b></p> <p>All such applications where the relieving as well as the receiving Plant/Unit has agreed to forward the application for consideration of CTC or where the relieving Plant/Unit has agreed but the receiving Plant/Unit is not agreeable will be placed before CTC. Meetings of CTC will be preferably held on Quarterly basis.</p>	<p><b>Clause 6.0 (i):</b></p> <p>All such applications where the relieving as well as the receiving Plant/Unit has agreed to forward the application for consideration of CTC or where the relieving Plant/Unit has agreed but the receiving Plant/Unit is not agreeable will be placed before CTC. Meetings of CTC will be held preferably on bi-annual basis.</p>
<p><b>Clause 6.0 (l):</b></p> <p>Status in respect of all such cases recommended / not recommended / postponed for next meeting by CTC, shall be updated on the portal only. The concerned employees would be eligible to apply again under these guidelines only on expiry of one year from the date of the CTC meeting in which his/her application was last considered.”</p>	<p><b>Clause 6.0 (l):</b></p> <p>Status in respect of all such cases recommended / not-recommended shall be updated on the portal only. The concerned employees whose cases are not-recommended by CTC, but are eligible under these guidelines shall be required to apply afresh for consideration of his/her application in the next CTC meeting.</p>

The other provisions of “*Guidelines for dealing with requests for transfer on compassionate grounds*” shall remain unchanged.



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**Distribution:** Standard