



Western Coalfields Limited

(A Government of India Undertaking)

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CIRCULAR

Sub: Instruction for working on Online transfer portal developed by System Deptt, WCL HQ for request transfer of non-executive employees.

With the approval of Competent Authority, an Online transfer portal has been developed by System Department, WCL HQ for processing the inter-Area request transfer proposals of non-executive employees through the said portal. On operational of the portal, there will be less time consuming & transparent in processing the transfer proposals of non-executive employees. All the Areas can access transfer portal through WCL website and can deal the transfer proposals of Inter-Area transfers of non-executive employees through the portal in a very easy manner.

The procedure for operating the transfer portal is as under :-

1. Employees willing for Inter-Area transfer has to submit his/her transfer applications to the concerned unit/ establishment with justifiable reason. The Controlling Officer/Sub Area Manager, if agrees, will forward the same with due observation to Unit/Sub Area Personnel Head who will further forward it to Area Personnel Manager with Bio-data of the employee concerned duly certified in each case with due observation. If not agreed with the transfer, the same should be informed to the concerned employee through unit.
2. Area Personnel Manager will obtain the consent of AGM on separate note sheet. After consent received from AGM, the APM will login the web portal with allotted login and password and will enter the details of employee in the portal and upload the application along with note sheet and bio-data in the portal and forward it to GM(P/IR).
3. GM(P/IR) or his authorised officer will login on the web portal with their login credentials.
4. GM(P/IR) or his authorised officer will forward the application to the Area where the employee is requested for transfer for acceptance or close the application. Area Personnel Manager can take a print out of the application and process a note sheet for obtaining the views of AGM regarding acceptance of the employee concerned. Then it is to be uploaded in the website portal and forward to GM(P/IR) for further action.
5. The authorised executive of GM(P/IR) will take a print out of above documents and prepare a note for obtaining approval of competent authority.

It is proposed to make the portal operational from 02-05-2018, after that, no documents related with inter-area transfers of non-executive employees will be entertained in physical form in WCL HQ.

All Areas/Establishment are requested to make arrangements for implementation of the above directive from 02-05-2018. It is to be noted that from 02-05-2018, no application of inter-Area transfers of non-executive employees in physical form will be entertained in WCL HQ.

General Manager(P/IR)

- c.c.to: (1) AGMs of WCL Areas & CWS Tadali (2) APMs of WCL Areas & CWS Tadali
c.c.to: (3) GM(System) WCL- with a request to kindly provide the link in the WCL Website.
c.c.to: (4) TS to D(P) WCL (5) Chief Manager(P/IR)SE, WCL Nagpur