JOB ROTATION POLICY

Tata Power believes in developing its internal talent pool for leadership roles in the organization. To achieve this, it is important for officers to have exposure and experience in diverse functions and roles across the organization.

This policy is effective from 1 January 2017 and supersedes all other prior policies and communication on this subject. This policy is applicable to all officers in the Management stream in work levels of ME, MD, MC and on the permanent rolls of Tata Power and select group companies - CGPL, MPL, IEL, TPTCL, TPREL, TPSSL, CTTL, PTL and any other company which may be incorporated in future with applicability of Tata Power HR policies - hereafter referred to as ‘Company’ in this policy.

This policy is also applicable to officers on the rolls of Tata Power working at overseas or domestic JVs & subsidiaries on secondment, deputation & nominated positions, in conjunction with provisions in the Expatriate Manual and other relevant policies / guidelines.

Any exception to this policy requires the approval of the Chief - HR.
Preamble
Growth of professionals at various stages of career is driven by experience, learning & practice of new concepts under diverse business situations. Organization is committed to create & provide such opportunities to officers at different career stages aimed to build their managerial & domain knowledge & expertise across core & adjacent functions within job families. Width & depth of experience acquired & consolidated by individual officers over a period of time leads to creating a talent pool which is ready to lead various aspects of organization growth & operations.

In addition to class room & other conventional learning methods as means of capability building, development by way of job rotation, job enrichment and coaching on the job are important measures being pursued for accelerated learning & growth of the talent pool within the organization.

This policy aims at creating avenues & opportunities for wider segments of officers to pursue career & learning options as per their interest which also addresses the medium & long term talent needs of the organization. The policy also targets at continuously upgrading the knowledge & competencies of the talent pool to keep it at cutting edge of the contemporary standards and at the forefront of technological developments.

1. Job Rotation
   Job Rotation involves systematic & planned movement of employees from one to the other role with change in elements / location of the job. It presents an opportunity to perform different jobs, which enriches skills, experience and ability to perform different jobs

Illustrations of Job Rotation:

a. Across locations, including same / similar role e.g.
   i. Movement from EMD, Trombay to EMD, Maithon
   ii. Transfer to international locations
b. From one department to another at the same location or at a different location
   i. Customer Acquisition to Commercial and vice versa
   ii. Transmission Lines to Transmission Automation or Performance Assurance
c. Within the function / department which entails a change in role, e.g.
   i. Movement within EMD i.e. Boiler to BOP or vice versa
   ii. Movement within Finance & Accounts i.e. from Accounts to Treasury & vice versa
d. Any significant addition to existing role due to organization redesign

2. Classification of Job Rotation
   A. Planned rotation - Organization Initiated
   B. Opportunity led - Employee Initiated [Internal Job Posting]

3. Eligibility
   An officer must have spent a minimum of 3 years in a particular role to be eligible for Job Rotation across functions / locations through IJPs and minimum 2 years in the role for Planned Job Rotation within the function. However, administrative transfers contingent upon organization requirement can be effected irrespective of minimum tenure in the role.
4. **Channels of Job Rotation** - Job Rotation of an officer may take place through one of the following channels:

   a. **Opportunities Within [OW]:** In case of an approved vacancy in a team, it’s advertised through OW for awareness of all concerned officers. Based on the interest of individual and subject to meeting eligibility criteria individuals may apply against the OW Position. Selection against the position is carried as per standard process and the outcome is shared with all concerned. Detailed guidelines of OW are as below:

      i. Internal Job Posting advertisement will mention the grade / work level of the position being advertised. IJPs will be released for roles in Work Level MC, MD and ME.
      
      ii. Subsequent to applications, the shortlisted candidates will be interacted by a panel consisting of respective functional manager & concerned HR representative.
      
      iii. All applicants will be communicated status / outcome of the selection by concerned Business HR team. The closure of IJP will be communicated to the organization.
      
      iv. The selected officers are to be released within 45 days of communication.

   b. **Job Rotation based on Organizational Requirement:** As per organization requirement / restructuring, officers may be identified for specific roles as decided by the management. In such cases, an organization wide communication detailing the movement will be released. While deciding such changes, the overall career path / growth of the officer and impact of proposed change will be one of the key determinant of the decision.

   c. **Planned Job Rotation within the function:** Officers in work level ME/MD, who have spent minimum 2 years in a particular role may be considered for a job rotation / enrichment within the function based on business requirements of the function. The concerned Head of Department, SBU Head and concerned Head - Business HR will review the tenure of officers once a year and work out a plan for the changes. Planning / execution of the changes must be carried in a manner to ensure business continuity without disruption as well as to maximize the learning & professional growth of the concerned officers.

5. **Career Progression and Job Rotation**

   In order to be considered for career growth, it is desirable that officer gains exposure to diverse roles and varied work environment adding to the overall capability and learning. Accordingly officers must be encouraged by respective managers, HODs and SBU Heads to undertake diverse roles in related areas. A series of successful assignments will lead to readiness of the officer for higher levels of responsibility.

   If the selected officer is one grade lower than the grade of the notified position, placement will be made in the current grade and (s)he will be considered for promotion in the annual cycle based on eligibility & merits as per standard process.