



# PROMOTION & TRANSFER

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SUBJECT- HUMAN RESOURCE MANAGEMENT

# Meaning

- ▶ promotion refers to the upward movement of an employee from one job to another higher one, with increase in salary, status and responsibilities.
- ▶ Promotion may be temporary or permanent, depending upon the needs of the organization.

# Types of Promotion

- ▶ Horizontal promotion
- ▶ Vertical Promotion
- ▶ Dry Promotion

# Objectives of Promotion

- ▶ To recognize an employee's skill and knowledge and utilize it to improve the organisational effectiveness.
- ▶ 2. To reward and motivate employees to higher productivity.
- ▶ 3. To develop competitive spirit and inculcate the zeal in the employees to acquire skill, knowledge etc.
- ▶ 4. To promote employees satisfaction and boost their morale.

# TRANSFER

- ▶ A transfer is a change in job assignment.
- ▶ A transfer is a horizontal or lateral movement of an employee from one job, section, department, shift, plant or position to another at the same or another place, where his salary, status and responsibility are the same.

# Purpose of Transfer

- ▶ To Meet the Organisational Requirements
- ▶ To Meet Employees' Requests
- ▶ To Adjust the Workforce
- ▶ To Ensure Better Utilization of the Employees
- ▶ To Reduce Conflicts and incompatibilities
- ▶ To Make the Employees More Versatile
- ▶ To Penalise the Employees

# Types of Transfer of employee

## ▶ A) On the Basis of Purpose:

- ▶ Production Transfers
- ▶ Replacement Transfers
- ▶ Versatility Transfers
- ▶ Shift Transfers
- ▶ Remedial Transfers
- ▶ Precautionary Transfers

## ▶ (B) On the Basis of Unit

- ▶ Sectional Transfers
- ▶ Departmental Transfers
- ▶ Inter-Plant Transfers