

ANNEXURE I

26/9/86

INDIAN BANK  
CENTRAL OFFICE  
CHENNAI

REQUEST TRANSFER POLICY

The Bank formulated transfer policy for clerical and substaff cadre in 1978.

The guidelines for transfer and subsequent modifications are circulated among staff members by way of all branch circulars then and there. The existing guidelines on clerical transfers on requests are given below.

CLERICAL TRANSFER POLICY

Transfer is management function. This function is exercised subject to office exigencies.

1. Request for transfers will be registered only from those who have worked for a minimum period of 6 months at the existing place.
2. Accepted transfer requests will be registered according to the date of receipt.
3. An employee seeking a transfer should indicate the name of the branch/office to a maximum of 6 only.
4. There is no need to renew the request.
5. When a vacancy arises in a particular place, the staff member whose application has been registered earlier will be given preference according to the seniority and on completion of the prescribed minimum retention period.
6. Clerical staff members are eligible for a maximum of 5 request transfers in their entire career subject to the ceiling in each category as follows:

General Category	:	4
Spouse Joining Spouse (SJS)	:	2
Inter State category	:	2

The clerical staff member who is availing the 5th and final choice will not be entitled for joining time and T.A./batta. However, such employee will be eligible only for travel time while availing the 5th and final request transfer.



7. Transfers under "Spouse Joining Spouse" and "General" category will be effected in rotation in the basis of 1 : 1 and the first order should be from SJS category followed by General category and the cycle will repeat.

8. Request of the employees against whom disciplinary cases are pending will be registered and the same will be considered only on completion of such disciplinary cases.

9. Request for transfer on compassionate grounds will be restricted to

a) Acute personal health conditions of the employee;

b) continued sickness of spouse; and

c) continued and serious sickness of dependant parents.

Such request will only be considered on merits of each case and management being convinced of the genuineness of the request. The management's decision will be absolute and final. Transfer under compassionate grounds will have priority consideration over other "Request Transfers".

10. In respect of employees who have become widow/widower after joining the bank, their request for transfer under compassionate ground will be considered on priority basis, overlooking all pending requests to the place of their choice, subject to availability of vacancy.

11. In respect of physically handicapped employees, transfers will be considered in terms of Government guidelines.

12. In respect of ex-servicemen category, whenever the vacancy arises at the place of their choice preference is given to the ex-servicemen without insisting the minimum retention period prescribed for the request transfers. This preference will be extended only at the time of registering their request first time.

#### TRANSFER POLICY FOR SUBSTAFF

The norms applicable to clerical staff employees for registering request transfer would be same to substaff members. However, transfer will be effected only when the substaff complete minimum retention period of 2 years for the branches within the district and 3 years for transfer from one district to another.

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