

MAIN : HRM:49/2021-22



DT. 05-06-2021

SUB : HRD - 26

CO: HRM DEPARTMENT

FILE M-3 S-303

TRANSFER POLICY FOR OFFICERS UPTO SCALE- III

In terms of Regulation 47 of Indian Bank Officers Service Regulations, 1979, every officer is liable for transfer to any office or Branch of the Bank or to any place in India. The existing Transfer Policy for Officers came into effect from 08.03.2016.

The branch network in terms of geographical presence and also the business volume of the Bank has grown substantially post amalgamation. Further, specialised verticals have been created with a view towards specialisation and to scale up our operations. In this background and to meet the requirement of the Bank, transfer of officials in the Bank's service is required. Further, such transfers also aid in giving exposure to the officers for varied assignments by leveraging their expertise which facilitates their career growth. In addition to the above, the social and personal needs of the Officers and their ability to maintain a healthy work life balance is to be facilitated.

With this objective and after discussion with the recognised Officers' Association, a revised Transfer Policy has been evolved and the same has been approved by our Board.

The revised Transfer Policy for Officers upto Scale III as approved by our Board is placed in the Annexure. The Policy will be valid for a period of three years or till such time it is reviewed/modified by the Board.

The contents of the circular may be brought to the notice of all Officers working in the branch/Office


(DHANARAJ T)
GENERAL MANAGER (CDO)







HUMAN RESOURCE MANAGEMENT DEPARTMENT

TRANSFER POLICY FOR OFFICERS UPTO SCALE III



A. PURPOSE/ OBJECTIVE OF THE POLICY

Transfer of Officers is basically governed by Regulation 47 of the Indian Bank Officers' Service Regulations, 1979 under which the services of an Officer are transferable anywhere in India. However, within the broad framework of this Regulation, there is a need to formulate uniform transfer policy which should factor the developmental needs of Officers coupled with the growth objectives of the Bank and at the same time, minimize personal discomfort of the Officers.

The Broad objectives of the Transfer / Placement Policy / Guidelines are highlighted as under:

- Need-based transfers to facilitate and maximize business growth which can meet growing requirements arising out of Re-organization / Organizational, Operational and Developmental Needs / Administrative Exigencies / Corporate Objectives / Restructuring of Business Process commensurate with technological advancement;
- Development of competencies and multi-skilling in Officers through exposure to a wide variety of functional areas;
- Providing a broad frame work for career path progression of Officers;
- Creating an environment which is conducive to business;
- Leveraging relationships for business growth;
- Factoring the social and personal needs of Officers;
- Uniformly and transparently applicable to all Officers;

B. SCOPE OF THE POLICY

Applicable to all Officers of the Bank upto Scale III.

C. POLICY STATEMENT AND DETAILS

STATEMENT OF INTENT

Our Bank believes in fostering a culture of inclusiveness, congeniality and a facilitative climate for business growth, and to this effect, it will create ample growth opportunities for its Officers. It supports an environment that values the pursuit of career mobility as a means to synchronize the best possible match of individual skills with various positions in the Bank. It seeks to develop and expand the horizons of individual skills, experience and exposure, which will help achieve



organizational goals, enhance productivity & staff motivation and minimize individual discomfort in line with the **HR vision of the Bank** given below:

"Indian Bank commits to foster excellence through a journey of growth, individual development and robust employee experience"

Accordingly, the Bank is committed to provide opportunity for self-development, career growth and improved workplace ambience for all employees.

GUIDELINES ON TRANSFER OF OFFICERS

1.0 SCOPE

- 1.1 Transfer is defined as a movement of an officer from one position / location / branch / administrative office of the Bank to another position / location / branch / administrative office of the Bank, without a break in service.
 - 1.2 In terms of Officers' Service Regulations, every Officer is liable for transfer to any administrative office or branch of the Bank or to any place in India.
 - 1.3 However, considering large number of Officers in JMG Scale-I, MMG Scale-II and MMG Scale-III, transfer of Officers (Generalist & Specialist) upto MMG Scale-III will be broadly regulated as per the following guidelines.
- 2.0 The cutoff date for reckoning the fulfillment of the conditions laid down in this policy shall be 30th June of every year unless and otherwise specified.

KEY TERMS:

- 2.1 The term Center referred to in the policy shall mean as hereunder:
 - 2.1.1 Branches/ offices falling under Mumbai South Zone & Mumbai North Zone shall be treated as one Center.
 - 2.1.2 Branches/ offices falling under Delhi South Zone, Delhi Central Zone, CCA Centers at Noida, Ghaziabad shall be treated as one Center.
 - 2.1.3 Branches/ offices falling under Corporate Office, Head Office, Inspection Centre Chennai, IMAGE, Chennai North Zone, Chennai South Zone and CCA centers at Poonamallee Zone shall be treated as one Center.
 - 2.1.4 Branches/ offices falling under erstwhile Kolkata Main Office, Kolkata - I Zone, and CCA centers at Kolkata -II Zone, Chinsurah Zone and Barasat Zone shall be treated as one Center.
- 2.2 Pondicherry City & suburbs and Karaikal will be deemed to be part of Tamil Nadu State.
- 2.3 Mahe will be deemed to be a part of Kerala State



3.0 TYPES OF TRANSFER

3.1 Transfer of officers in JMG Scale-I, MMG Scale-II and MMG Scale-III will fall under the following broad categories:

- Transfers at the instance of the Bank
- Transfers at the Officer's instance (Request / Repatriation Transfers)
- Transfers in compliance of Job Rotation guidelines of the Government / RBI / CVC

3.2 Transfers shall involve movement of officers as under:

- Inter-Zonal transfers
- Inter- FGM span transfers
- Deployment to another Branch / Administrative Office within the City / Place / Centre / Zone

3.3 Transfers at the instance of the Bank can be effected for anyone or more of the following purposes:

- On account of Bank's specific requirements linked to business, branch, FGM/Zone, area of operations / specialization, special projects, etc.
- To rationalize grade / scale-wise surplus / deficit position of Officers in accordance with the categorized positions.
- On account of developmental goals / providing varied exposure, multi skilling requirements, etc.
- On account of administrative exigencies, such as amalgamations, mergers, etc.
- To ensure compliance of RBI / Government. guidelines, as a preventive vigilance measure or on account of occurrence of frauds, initiation of disciplinary action, etc.

4.0 TRANSFERABILITY

4.1 While the Bank reserves its right to transfer any Officer anywhere in India, endeavor will be made to examine the requests made by Officers in the light of Bank's Administrative / Business needs and requirements based on vacancy positions subject to provisions contained in the policy.

4.2 The period of Sabbatical Leave / Extraordinary Leave / LLOP / Unauthorized Absence / Leave taken more than the accrued leave in a particular calendar year during their tenure period will not be considered as active service for this purpose.



5.0 ROTATIONAL TRANSFERS

- 5.1 While the Officers would be normally kept in the same Branch / same Administrative Office for a period of three / five years, they can be retained in the same City / District / Center/ Zone/ urban agglomeration as per the needs and requirements of the Bank for a period of eight years. It shall be endeavored to place the officers in two or three different branches/ offices during the above stated tenure.
- 5.2 Upon completion of the said eight years, the Officers can be transferred outside the State/ Center/ Zone/ District / urban agglomeration/ City as per the needs and requirements of the Bank.
- 5.3 Officers who have served the minimum tenure of three / five years or more in Administrative Office(s) in their current tenure(s) shall invariably be posted to Branch operations on their transfer / placement.
- 5.4 Specialist Officers may be deployed anywhere in their area of operations of the Bank depending upon Bank's requirement.
- 5.5 Officers selected for specific assignments through internal special selection procedures viz. Faculty/Audit/Treasury/Wealth Management/Risk Management positions etc., may be posted anywhere in India as per Bank's requirements.

6.0 TRANSFERS / PLACEMENT ON PROMOTION:

- 6.1 Officers right from the lower rung of the Management Tier JMG Scale I, are provided opportunities of varied cross-functional exposure and multi-skilling. This necessitates movement of Officers across the different locations and environment which add richness to their experience.
- 6.2 All transfers / deployments shall be carried out in terms of the guidelines under Transfer Policy and as per the administrative requirement of the Bank.
- 6.3 Officers in JMG Scale I and MMG Scale II can be transferred outside the Zone/ State as per the needs and requirements of the Bank.



- 6.4 Officers in MMG Scale III are the feeder channel for the Executive Cadre. This is the cadre from which future leaders of the Bank would be groomed to cater the needs in the Executive cadre. Customer across different locations have different patterns of expectations and banking needs. Therefore, Officers in Middle Management Grade Scale III also need to view issues from a broader / Bank-level perspective and have broader area coverage with respect to transfers. To the extent possible past service may be taken into consideration.
- 6.5 Notwithstanding the above, if no Inter-zonal Transfer of Officers promoted to the higher scale is effected, all promotee officers will be necessarily deployed in suitable and categorized positions in keeping with their higher roles.
- 6.6 However, if the Officer has come from other State and has not completed three years in the Home Zone / State, the Officers will be allowed to complete the same in the Home State subject to availability of vacancy.
- 6.7 Officers upto MMG Scale III who are above the age of 57 years will be exempted from inter-FGM span/ inter-State transfers.
- 6.8 As provided in the Promotion Policy for Officers, an Officer who has been promoted but has not completed requisite 2 years (or 3 Years) Rural service / Semi-urban service in Officer Cadre shall be posted to Rural / Semi-Urban area immediately on his / her promotion.
- 6.9 Officers recruited under Person with Benchmark Disability shall be exempted from Rural / Semi-Urban Branch posting on case to case basis based on merits of individual case.
- 6.10 An Officer who is an active National / International Player / Coach, may be exempted from the stipulation of Rural / Semi-Urban Branch posting.

7.0 TRANSFER OF FEMALE OFFICERS

- 7.1 In respect of FEMALE Officer Employee in Scale I & Scale II, at the time of promotion, her request for posting to the Zone of her choice (other than her present zone/Center) may be considered subject to availability of vacancy in the said Zone.
- 7.2 The Female Officer can make a request for posting to any one of three Zones of her choice (one request shall be to other FGM span / Center). Upon promotion, the placement in accordance with her request shall be considered upto MMG Scale III. In case of non-



availability of vacancies, such Female Officers may be posted to other Zone as per Bank's requirement.

- 7.3 The Female Officers who have been granted any placement in accordance with her request, shall be transferable in line with the general transfer policy provisions of longest stay, career path, job rotation etc., as may be applicable to her on completion of one stipulated tenure of posting in such place.

8.0 REQUEST FOR TRANSFERS

- 8.1 The request transfers will be considered in the order of priority as given below:

1. Compassionate Grounds
2. Pre-retirement
3. Normal requests including SJS and Repatriation transfers

- 8.2. The request for compassionate transfer will get priority over other requests when Officers apply for transfer within a period of three months from the date of diagnosis of serious personal health condition of the Employee / Spouse / Dependent children/ dependent parents.

- 8.3 Request under SJS category will get priority for consideration if the request is not on account of rotational transfers or on account of promotional transfer as per clause 5 and 6 of the policy.

- 8.4 Request for transfers will be entertained, if the Officer has completed three years of active service in the Zone / outside the Home State. Preference will be given to officers applying for repatriation from outside states. The Officers can give the names of three Zones of their choice in the order of preference. Such requests may be considered based on the requirements and availability of vacancies. To consider such requests, if need be, the Officers in the transferee Zone may be transferred outside the Zone / State based on the Zone seniority.

9.0 TRANSFERS ON COMPASSIONATE GROUNDS

- 9.1 Requests for transfers on Compassionate grounds will be restricted to
- a. Serious personal health condition of the Employee / Spouse / Dependents.
 - b. Death of the Spouse / Child.



- 9.2. Such requests will be considered on merit and subject to the satisfaction of the Management based on the genuineness / bonafides of the request. The Management's decision in this regard shall be final.
- 9.3 The Officers may apply for transfer under compassionate grounds within a period of three months from the date of diagnosis of serious personal health condition of the Employee / Spouse / Dependents. Such requests will be considered on priority as detailed in clause 8 of the policy.

10.0 TRANSFER REQUEST TO JOIN SPOUSE (SJS)

- 10.1 If the Spouse of the Officer is employed in our Bank, he / she may apply for transfer under SJS category and the same can be considered subject to availability of vacancies.
- 10.2 If the Spouse of the Officer is employed in other organizations, he / she may apply for transfer under SJS category and the same can be considered subject to availability of vacancies. In such cases, the request under SJS will be restricted to two times in the Officer's career.
- 10.3 Such transfer shall not be considered if the transfer is effected due to rotational transfers or promotions as per clause 5 and 6 of the policy. However, the Officers whose transfer is effected due to rotational transfer / on promotion can request for transfer under SJS after completion of two years in the new place of posting and such requests will be considered along with normal request transfers.

11.0 PRE-RETIREMENT

Officer who is serving outside State for two years and his / her age is more than 58 years can apply for transfer to place of choice.

12.0 TRANSFER OF OFFICERS SPECIFIED AS:

- a) PERSONS WITH BENCHMARK DISABILITY / HAVE DIFFERENTLY ABLED CHILDREN / CHILDREN WITH SPECIFIED DISABILITIES
- b) TRANSFER OF OFFICERS FROM NORTH EASTERN REGION AND TRANSFER FROM HILL STATIONS WHERE HILL AND FUEL ALLOWANCE IS PAID

The Government of India's guidelines in this regard will be followed.



13.0 NORMS FOR OVERSEAS TRANSFER

The Government of India's guidelines and policies formulated by the Bank for overseas transfer shall be followed.

14.0 TRANSFER OF SPORTS PERSONS

14.1 Those Officers, who are Sports Persons and active players in Indian Bank teams, can be transferred, as far as possible, to cities where avenues to continue playing the respective sports are available.

14.2 They must be members of All India Team and must have represented the Bank in Open Tournaments / State Level Tournaments or their State at National Level Tournaments. The retention of such Sports Persons in the same Zone, on their promotion from one scale to another shall be subject to annual review and the Officers concerned can be transferred to places in other zones with similar sports facilities.

15.0 BRINGING OUTSIDE INFLUENCE

15.1 Bringing outside or political influence by Officers to further their interests in respect of matters pertaining to his / her service in the Bank such as transfers or cancellation thereof will amount to breach of Regulation No.12 under Indian Bank Officer Employees' (Conduct) Regulation 1976, as amended from time to time and shall invite appropriate Disciplinary action thereof.

15.2 It is observed that Officers are writing directly to senior functionaries of the Bank about transfer/relieving matters and normal escalation matrix is not followed. It is reiterated that an Officer can write directly to his/her reporting authority only about the transfer/relieving matters.

16.0 RETENTION OF RESIDENTIAL ACCOMMODATION AT PREVIOUS PLACE OF POSTING/ANY OTHER CENTRE:

16.1 Officers who are under transfer to another place of posting can apply for retention/sanction of leased accommodation within a month from the date of their relieving if they choose to retain their family at such previous place / any other place on academic / other grounds subject to submission of satisfactory proof.



- 16.2 In case of retention/sanction request for academic reason/other grounds, retention/sanction of leased accommodation shall be permitted subject to the officer bearing the difference amount over and above his eligible limit which shall be lower one of the two centres.
- 16.3 In such cases, however, the Officer will not be eligible for payment of HRA or lease at the place of posting and will also be subject to appropriate rent recovery as per rules.
- 16.4 In case of staff who have availed staff quarters, the same can be retained till the end of the current academic session or 30th June of subsequent year whichever is earlier.

17.0 STAY AT HEADQUARTERS

- 17.1 All officers of the Bank shall have to stay at the place of their posting until and unless permitted to stay otherwise.
- 17.2 However Bank may at its discretion permit any officer(s) posted in rural / semi urban areas to stay outside the place of headquarters in difficult/exigent circumstances or in cases where proper accommodation or other habitation facilities are not available. Permission to stay away from headquarters in rural/ semi –urban should normally be granted by the Zonal Manager taking into account Business requirements and also the difficulties in staying at the place/centre.

18.0 COMPETENT AUTHORITY:

- 18.1 Competent Authority for considering /deciding transfers or for grant of temporary transfers or for considering requests received from officers.
- Within the Zone - Zonal Manager
 - Within the FGM span – Field General Manager
 - Inter-FGM Span - GM in charge of HR
- 18.2 However, keeping in view administrative exigency/Bank's requirement, GM in charge of HR is empowered to effect any movement of officers.

19.0 FACILITATING PROVISIONS:

- 19.1. The Bank will take a sympathetic view while effecting transfer and deciding posting/placement of any officer having mentally challenged child/children (including autistic/ spastic cases) with or without being simultaneously physically challenged/ paralytic. (i.e. He/she is care giver for a mentally challenged person)



In terms of the applicable Government guidelines, as far as possible, posting / placement of such an officer shall be considered for a centre or a proximate place to the centre where special medical treatment and rehabilitation / teaching / training facilities are available for such children.

19.2 The Bank will make all efforts to facilitate transferee officers to quickly settle down at their new places of posting and provide support in respect of hassle-free and quick clearance of all claims with respect to transfers, in allotment of residential quarters or in taking up houses on lease, etc.

19.3 Officers whose spouse or dependent children is / are suffering from any life threatening disease, as far as possible, posting / placement of such an Officer, on transfer, shall be considered for a place / centre where specialized medical treatment are available for such spouse / dependent children.

20.0 MISCELLANEOUS:

20.1 Centre / place mentioned hereinabove shall have the same meaning as for the purpose of payment of HRA/CCA. That is, all places constituting an urban agglomeration will be taken as one unit / center / place. When the Government by notification declares several municipalities, corporations, etc. to be part of an urban agglomeration, such municipalities, corporations, etc. shall be taken together as one centre / place.

20.2 Officers repatriated from overseas territories can be posted to any place in India and they shall be treated at par with officers deployable on a pan-India transferability basis.

20.3 Request transfers shall be considered only if the Officer concerned has submitted Statement of Assets and Liabilities upto 31st March of the previous financial year.

20.4 Bank will endeavour to recognize the Top performers (as derived from PMS under EASE Agenda) by giving them suitable posting/placement as far as possible.

21.0 ENABLING PROVISIONS

21.1 Bank will endeavour to complete the transfer exercise by 30th June every year.

21.2 Notwithstanding anything contained above, Bank reserves the right to transfer any officer to any of its branches / administrative offices at any point of time under Regulation 47 of IBOSR 1979 for meeting any exigencies, administrative requirements, etc.



- 21.3 This policy shall come into force with immediate effect and will be applicable for all Officers uniformly.
- 21.4 These guidelines supersede any previous guidelines / understanding / agreements / practices formulated or implemented at Zonal / FGM / Local Level involving or relating to transfer of Officers in the Bank.
- 21.5 Directions / guidelines of the Government / RBI / IBA/ CVC presently in force or that may be received from time to time in respect of transfers of SC / ST employees, Persons with Benchmark Disabilities, Officers having mentally challenged children / children with specified disabilities, etc. shall be deemed to be an integral part of these guidelines.
- 21.6 Transfer Orders issued by GM in charge of HR shall supersede any transfer Order issued by FGM/Zonal Managers.

22.0 REPEAL AND SAVING

- 22.1 The Bank reserves the right to modify, amend, rescind any or all of the provisions of this policy as felt necessary at any point of time, with due approval of the Board of Directors.
- 22.2 The decision of the MD & CEO or in his/her absence the Executive Director in charge of HR shall be final in respect of any differences or disputes in regard to the interpretation of any of the clauses of this policy.
- 22.3 This policy shall be in force for a period of three years from the date of approval of the policy by the Board or till such time it is reviewed and modified by the Board.

