

For Indian Bank website



**TRANSFER POLICY FOR OFFICERS UPTO SCALE III
VERSION 2.0**

HUMAN RESOURCE MANAGEMENT DEPARTMENT

Policy Certification

Title **TRANSFER POLICY FOR OFFICERS UPTO SCALE - III**

Version **2.0**

Owned By:	Human Resources Management Department
Prepared By:	HRM Department
Reviewed By:	HR Committee of Board
Approved By:	Board
Effective From:	01st April 2025
Validity	Upto 3 years or next review, whichever is earlier

Version Control

Version No.	Prepared By	Approved By	Effective Date
2.0	HRM Dept.	Board	

Changes during the year:

Date of Issuance	Circular No.	Circular Name
NA	NA	NA

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A. PURPOSE/ OBJECTIVE OF THE POLICY

Regulation 47 of the Indian Bank Officers' Service Regulations, 1979 states that every officer is liable to transfer to any office or branch of the Bank or to any place 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 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 framework for career path progression of Officers;
- Factoring the social and personal needs of Officers;
- Uniformly and transparently applicable to all Officers;
- To ensure CVC/RBI/DFS guidelines in respect of rotational movement of officers;

B. SCOPE OF THE POLICY

Applicable to all Officers of the Bank in Scale I, Scale II and Scale III.

C. POLICY STATEMENT AND DETAILS**GUIDELINES ON TRANSFER OF OFFICERS****1.0 TRANSFERABILITY**

- 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 (including subsidiaries).
- 1.2 In terms of Indian Bank 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 The normal tenure of an Officer at a place of posting will be 03 years of active service.

- 1.4 Active service in this regard means period of service rendered at the Branch / Office / Place of posting excluding absence which is unauthorized, extraordinary leave on loss of pay, sabbatical leave and period of suspension. Active service tenure including Rural and Semi Urban tenure will be considered for service in officer cadre only.
- 1.5 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.
- 1.6 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.
- 1.7 The Bank shall endeavor to complete the transfer exercise by 30th June every year. Mid-term transfers shall be considered only in case of promotions and administrative exigencies. The transfer exercise will be through online portal. The online portal may also include the Bank's transfer policy, guidelines and related circulars, seniority list and other details in order to bring efficiency and transparency in transfer process.

2.0 KEY TERMS:

2.1 Zone

The term 'Zone' will mean the Zonal Office and Offices and Branches reporting to the Zonal Office. However, following exceptions will be made only for the purpose of this policy:

No.	Branches / Offices under #	Will be considered as one Zone
1	Mumbai South Zone and Mumbai West Zone	Mumbai
2	Delhi South Zone, Delhi Central Zone, Gurgaon Zone, CCA Centers at Noida and Ghaziabad	Delhi
3	Corporate Office, Head Office, Inspection Centre Chennai, IMAGE, Chennai North Zone, Chennai South Zone, FGMO Chennai, Branches under control of Corporate Office situated in Chennai and CCA centers at Poonamallee Zone	Chennai
4	Kolkata Central Zone, Kolkata North Zone, and CCA centres at Kolkata South Zone, Chinsurah Zone and Barasat Zone	Kolkata

Branches under control of all verticals reporting directly to CO in Chennai, Mumbai, Delhi and Kolkata will be considered under respective locations/zones i.e Chennai, Mumbai, Delhi and Kolkata. DAMC will be reporting to FGMO, RAPC & MAPC will be under the control of Zone.

2.2 State

The term 'State' will mean geographical area as defined or determined by the Government of India from time to time. A Centrally Administrated Area or Union Territory will also be treated as a separate state for the purpose of this policy. However, following exceptions will be made only for the purpose of this policy:

No.	Branches / Offices under	Will be considered under State
1	Tamil Nadu, Pondicherry city and suburbs, Karaikal and Andaman & Nicobar Islands	Tamil Nadu
2	Kerala, Lakshadweep Islands and Mahe	Kerala
3	North Eastern States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura)	North Eastern States (clubbed as one)
4	Gujarat , Diu, Daman, Dadra & Nagar Haveli	Gujarat
5	Andhra Pradesh, Telangana & Yanam	Andhra Pradesh
6	Madhya Pradesh & Chhattisgarh	Madhya Pradesh
7	Maharashtra & Goa	Maharashtra
8	Punjab, UT of Chandigarh & Haryana	Punjab
9	Bihar & Jharkhand	Bihar

2.3 FGMO / FGMO span

The term FGMO or FGMO span will mean the Field General Manager's Office, the Zones, Branches and Offices falling under the span of the FGMO.

2.4 Domicile Zone / State

It is the Zone / State to which an Officer belongs to, as per records available in HR Connect.

2.5 Officer

The term 'Officer' will mean both male and female officer of the Bank in Scale I/ II/ III unless otherwise specified.

2.6 Administrative Office

Administrative Office shall mean Zonal Office (ZO), Field General Manager's Office (FGMO), Inspection Centres/ Regional Inspection Centers (RIC), Field Vigilance units (FVUs), Training Colleges/Centres and Corporate Office (CO).

2.7 Centre

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 I center I 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.

TYPES OF TRANSFER

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

3.0 Transfers at the instance of the Bank

1. Rotational Transfers
2. Transfer / Placement on Promotion
3. Transfer on account of Administrative exigencies / Business requirement

4.0 Transfers at the Officer's instance (Request / Repatriation Transfers)

1. Repatriation to his parent / domicile / neighbouring state
2. Transfer on Compassionate grounds
3. Pre-retirement transfer
4. Request Transfer for top performers
5. Other requests

The transfer on account on administrative/business requirement will have priority over all the above categories.

5.0 ROTATIONAL TRANSFERS

5.1 Officers in Scale I/II/III will be eligible for rotational transfers in the following cases:

Location	Minimum Tenure (as on cut-off date)	Maximum Tenure (as on cut-off date)
Branch / Specialized Vertical / Any Department in Administrative Office	1 year	3 years
In the current Zone / Administrative Office	3 years	6 years
In the Current State	3 years	9 years

In case of Officers, who are being transferred at ZO/FGMO before the minimum tenure, the concerned Zone/FGMO shall obtain approval from CO: HRM Department.

Bank, at its discretion, can affect the transfer before completion of the minimum tenure, depending on business requirements, administrative exigencies and availability of vacancies.

FGMOs on completion of tenure at ZO by an Officer may consider the inter Zone transfer based on availability of vacancies.

- 5.2 Specialist Officers may be deployed anywhere in their area of operations of the Bank depending upon Bank's requirement.

Looking at the need to optimally use specialist skills and to ensure rational allocation across the span of operations, the authority for transfer of Specialist Officers (excluding Agricultural Officers and Industrial Development Officers) will be General Manager in charge of HR at Corporate Office. Agricultural Officers and Industrial Development Officers can be transferred within their Zones or FGMOs by the respective Zonal Managers and Field General Managers at par with Generalist Officers.

- 5.3 Officers selected for specific assignments through internal/external special selection procedures viz. Faculty / Audit/ Treasury / Wealth Management / Risk Management positions etc. may be posted anywhere in India as per Bank's requirements.
- 5.4 The centre for transfer of Officers posted at Branches / Offices which report to Corporate Office directly will be their headquarters. Their tenure will be considered under the Zone in which their headquarter is located. (For e.g. for Inspection Centre Allahabad, the centre will be Allahabad and by extension their Zone will be Allahabad Zone).
- 5.5 It will be endeavour to accommodate Officers in the respective "linguistic region" to ensure seamless customer service to the maximum extent possible, subject to availability of vacancies, administrative requirements of the Bank etc.
- 5.6 Officers who are aged 57 and above years as on the cut-off date may be exempted from posting outside their home zone/state, except on promotion or on their request or at the discretion of Bank.
- 5.7 The female Officers in Scale I, II and III who are on Maternity Leave / Sabbatical Leave will be exempted from rotational transfers upon completion of their tenure (as per clause 5.1) as far as possible in the Zone / FGMO / State span. However, those female Officers on resumption of duty are subject to transfers as per extant guidelines.
- 5.8 The total tenure of an officer (Generalist cadre) in Administrative Offices as defined in para 2.6 should not exceed six years in entire career upto Scale III. Officers who have completed their tenure in Administrative Office shall invariably be posted to Branch operations.

- 5.9 The Bank shall endeavour to publish seniority list of Officers for each Zone / FGMO / State online on an annual basis along with existing/expected vacancies at different Zones/FGMOs. The order of movement of Officers will be as per the 'First In First Out' (FIFO) basis. Seniority shall be arrived considering the overall tenure of the officer in the Zone / FGMO / State excluding clerical tenure, if any.

- 5.10 Bank will publish the existing/ expected vacancies in each zone/FGMO on an annual basis.

6.0 A) TRANSFERS / PLACEMENT ON PROMOTION:

- 6.1 Officers right from the lower rung of the Management Tier i.e. JMG Scale I, are provided opportunities of varied cross-functional exposure and multi-skilling. This necessitates movement of Officers across different locations and environment which adds 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 on promotion will be transferred outside their Zone / FGMO / State as per the needs and the requirements of the Bank by CO:HRM Department.
- 6.4 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.
- 6.5 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.

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.

- 6.6 An Officer who is an active National / International Player / Coach, may be exempted from the stipulation of Rural / Semi-Urban Branch posting subject to requirements of the Bank.

B) TRANSFER / PLACEMENT OF FEMALE OFFICERS ON PROMOTION

6.7 In respect of Female Officer, who has not completed the requisite tenure in the State/FGMO, upon promotion to Scale II & Scale III, she can make a request for posting to any one of three Zones of her choice (one request shall be to other FGM span / Centre). Upon promotion, the placement in accordance with her request shall be considered to the extent possible. Other female officers, on promotion can exercise similar option to any three zones in other FGMO/State span whichever is applicable.

6.8 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.

7.0 TRANSFER ON ACCOUNT OF ADMINISTRATIVE EXIGENCIES / BUSINESS REQUIREMENTS

Officers may be transferred to any branch/office looking into the administrative exigencies/business requirements, as detailed below:

7.1 On account of Bank's specific requirements linked to business, branch, FGMO span / Zone, area of operations / specialization, special projects, etc.

7.2 To rationalize grade / scale-wise surplus / deficit position of Officers in accordance with the categorized positions.

7.3 On account of developmental goals / providing varied exposure, multi skilling requirements, etc.

7.4 To ensure compliance of RBI / Government. guidelines, as a preventive vigilance measure or on account of the occurrence of frauds, initiation of disciplinary action, etc.

7.5 The Officers appearing in the Agreed List or the list of Officers with Doubtful Integrity are not to be placed in sensitive posts/positions of the Bank.

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. Request transfer of female officers on promotion
4. Transfers of Officers in Difficult centres
5. Repatriation transfers
6. Other requests

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

8.3 TA/DA and other transfer allowances and benefits will be sanctioned to the Officer upon consideration of request transfer only if he / she has completed three years of active service in the present Zone / State.

8.4 Officers whose spouse or dependent children is / are suffering from any **life threatening disease / Critical illness**, 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.

8.5 All such Officers can be transferred back to their previous Zone / State only on completion of requisite tenure at the transferred place.

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 Officer / Spouse / Dependent children. The following ailments will be considered for the purpose of this type of transfer request:

- Cancer
- Paralytic stroke
- Coronary heart disease
- Renal failure
- Parkinson's disease
- Thalassemia
- Major organ transplant

- End stage liver disease
- Heart valve replacement surgery

Such type of transfer requests will be considered only within one year from the date of first diagnosis of illness from those mentioned above

b. Death of the Spouse / Child

The Officer may apply for transfer request within one year from the demise of spouse / child.

c. Other conditions

Besides the above, an office may make a request for transfer on the grounds of marriage/spouse/medical/maternity /child care/faraway postings.

- 9.2 Such requests will be considered on merit and subject to the genuineness / bonafides of the request. The Management's decision in this regard shall be final.

10.0 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.

11.0 REQUEST TRANSFER OF TOP PERFORMERS

In order to reward top performing officers and to motivate others, exceptionally performing officers, restricted to two each in Scale II and Scale III per zone (IND Pride / PMS score/ rating of AA for last two Financial Years) will be given the option to exercise her/his choice of Zone for deployment. However, the request will be considered subject to availability of vacancies and subject to completion of a minimum tenure of 2 years in the zone.

Further, in the event of the above officer also becoming eligible under request transfer (Compassionate / Pre-retirement / Repatriation), then the current request, if effected, will be considered under "Top Performer" category only.

12.0 REPATRIATION REQUEST

Request for transfers will be entertained through HR Connect portal, if the Officer has completed three years of active service continuously outside the domicile State. In case of directly recruited Officers the tenure will be 5 (five) years for the initial period of service. Based on the request, CO:HRM Department will allot them to the respective FGMOs, for further deployment to Zones requested for, subject to availability of vacancies.

If the requested Zones fall under multiple FGMO spans, the officers will be posted to any one FGMO as per the discretion of the competent authority / 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.

- 12.1 For married Officers (both are officers in Indian Bank): It shall be endeavored to post such officers in the same city/town (not necessarily the station of choice of the officers).
- 12.2 In case of spouse working in Central or State Governments, Bank shall endeavor to post them in the same place / Zone / FGMO or a nearby place / Zone / FGMO. In such cases the request will be limited to two times in a career (including already availed). However, such Officers can request for transfer after completion of two years in the new place of posting and such requests will be considered subject to vacancies along with normal request transfers.

13.0 OTHER REQUEST

The Officer who has completed three years of active service continuously in the present Zone/FGMO can apply for request transfer to ZO/FGMO and the same maybe considered on valid reasons subject to availability of vacancy.

14.0 TRANSFER OF OFFICERS POSTED IN DIFFICULT CENTRES

- 14.1 The following centres will be considered as 'Difficult centres' for the purpose of this policy:
- North Eastern States
 - Branches in Kashmir Valley and Ladakh
- 14.2 Officers completing their tenure at such Branches above will be eligible for posting to one of three zones of their choice, subject to availability of vacancies.

14.3 This option will not be available to those Officers who have been posted to the difficult centres on request or if they are posted in their domicile state.

14.4 The guidelines issued by Government of India from time-to-time will be followed regarding transfer of Officers from North Eastern States and from hill stations where hill and fuel allowance is paid.

15.0 TRANSFER OF OFFICE BEARERS OF UNIONS/ASSOCIATIONS:

The Prime Office Bearers of Officer Associations are exempt from transfer exercises for a maximum period of 10 years in a particular centre, except on promotion to the extent of two office bearers per FGMO i.e. General Secretary and President or one office bearer per 500 members (whichever is lower).

However, the Bank reserves its right to transfer the office bearers in case of exigency or requirement of the Bank or where the conduct of the office bearer is under investigation or the integrity is under question. Such protection from rotational transfer shall be subject to Govt./ CVC/ other guidelines received from time to time. Moreover, no employee can claim the posting to any place as a matter of right.

16.0 NORMS FOR OVERSEAS TRANSFER

The Government of India's guidelines and policies formulated by the Bank for overseas transfer shall be followed. Transfer posting to Gift City branches shall be in line with the local laws.

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.

17.0 TRANSFER OF SPORTS PERSONS

17.1 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.

17.2 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.

18.0 TRANSFER OF PROBATIONARY OFFICERS RECRUITED IN SCALE I AND LOCAL BANK OFFICERS**PROBATIONARY OFFICERS**

Officers recruited in Scale I as Probationary Officers will be rotated to different Branches / Departments during their probation period as per the extant guidelines/SOP, so as to provide adequate exposure of various aspects of Banking operations.

LOCAL BANK OFFICERS (LBO)

The Local Bank Officers will be retained in the state in which they are selected for a period of 12 years or upon promotion to SMGS-IV or for the period specified in their appointment order. However, they will be subject to transfer within the state as per this policy. After the completion of the above period, they will be transferred as per the Bank's requirement.

19.0 BRINGING OUTSIDE INFLUENCE

- 19.1 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 12 under Indian Bank Officer Employees' (Conduct) Regulation 1976, as amended from time to time and shall invite appropriate Disciplinary action thereof.

Such influences shall be noted in the personal record of the concerned Officer in HR Connect and the same will be viewed as a 'mobility constraint'.

- 19.2 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. Any deviation to this will be treated as misconduct and will be dealt with accordingly.

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

- 20.1 Officers who are under transfer to another place of posting (transferred in the middle of an academic session) can apply for retention/sanction of leased accommodation or staff quarters 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 grounds subject to submission of satisfactory proof. The retention of leased accommodation / staff quarter shall be till the end of the current academic session only.

21.0 STAY AT HEADQUARTERS

- 21.1 All officers of the Bank shall have to stay at the place of their posting until and unless permitted to stay otherwise.
- 21.2 However, Bank may at its discretion permit any officer(s) posted in rural 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 should be granted by the Zonal Manager taking into account Business requirements and also the difficulties in staying at the place/centre.

22.0 COMPETENT AUTHORITY:

- 22.1 Competent Authority for effecting transfers or for grant of temporary transfers or for considering requests received from officers will be as given below:

Sl. No.	Particulars	Competent Authority
1	Officers upto Scale III (Within Zone)	Zonal Manager of the respective Zone
2	Officers upto Scale III (Inter Zone within FGMO span)	Field General Manager of the respective Zone
3	Inter FGMO span and at Corporate Office	GM in-charge of HR
4	Specialist officers up to Scale III (excluding Agricultural Officers and Industrial Development Officers)	GM in-charge of HR

- 22.2 However, keeping in view administrative exigency/Bank's requirement, GM in charge of HR is empowered to effect any movement of officers.

23.0 FACILITATING PROVISIONS

- 23.1. 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.

23.2 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 is available for such spouse / dependent children.

23.3 The guidelines issued by Government of India from time-to time will be followed in the transfer of Persons with benchmark disability / having differently abled children / children with specified disabilities.

24.0 MISCELLANEOUS:

24.1 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.

24.2 An Officer on transfer who is relieved from the place of posting would cease to be under the administrative control of that Zone/ FGMO / Office. He / She shall be under the control of transferee Zone / FGMO / Office. Sanction of leave, benefits etc. shall be dealt by the transferee Zone / FGMO / Office once relieved.

Those Officers who do not report at the transferee place of posting even after getting relieved in HR Connect (except those on sanctioned leave), shall be marked as absent and the salary shall not be paid for the corresponding period and disciplinary action as deemed fit shall be initiated by the transferee zone.

24.3 As far as possible, female Officers will be posted to nearby centres. In case of postings to far-away or remote centres, their safety will be given due importance and availability of basic amenities may be ensured.

24.4 No Officer shall be posted in the same Office or Branch and in case of Corporate Office, the same department where his / her spouse or any other person related to him / he is posted. It will be the responsibility of the Officer to inform about the relationship.

24.5 While effecting transfers, no Officer shall be posted to a branch from where he / she has earlier moved out within last 03 years or where he/she has already worked for 05 years or more during his / her career. Active service in Officer cadre only is to be considered for this purpose.

24.6 It will be mandatory for Zonal Offices to obtain Vigilance Clearance for Officers designated to be posted as Branch Managers.

- 24.7 In terms of Learning and Development (L&D) Policy of the Bank, acquiring a certificate course is mandatory for Officers working in the areas of operation like Treasury, Risk Management, Accounting, Credit Management and Foreign Exchange.

Officers working in the above specialized areas will have to acquire atleast one of the certifications pertaining to their area of operations within 06 months from joining their area of operations. In case, they do not complete the required certification with time period, the officer will be transferred from their present assignment. Efforts will be made by Zonal Managers/FGMs/ Department Heads of Corporate office to post such officers who have acquired mandatory certifications in the area of specialization.

25.0 ENABLING PROVISIONS

- 25.1 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.
- 25.2 This policy shall come into force with immediate effect and will be applicable for all Officers upto Scale III uniformly.
- 25.3 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.
- 25.4 Directions / guidelines of the Government / RBI / IBA/ CVC presently in force or that may be received from time to time in respect of transfers, shall be deemed to be an integral part of this policy.
- 25.5 Transfer Orders issued by GM(HRM) shall supersede any transfer order issued by FGMs / Zonal Managers.

26.0 GRIEVANCES/APPEAL RELATED TO TRANSFERS

Grievances pertaining to violation of transfer policy may be entered by the Officers in the HR Connect Grievances menu within 15 days of receipt of transfer order. The same will be responded within next 15 days by the competent authority at ZO/FGMO/Corporate office (HRM dept), after detailed deliberation and by duly recording the reasons thereof.

In case, the officer is not satisfied with the redressal, he may prefer to file an appeal, giving a details of the violation of transfer policy within 15 days and the said appeal will be put up before a committee, as below to look into the issue and the appeal will be disposed off within 15 days of receipt.

Sl.	Transfer issued by	Resolution by
1	Zonal Office	A committee comprising of Deputy Zonal Manager and two Officers as appointed by Zonal Manager.
2	Field General Manager's Office	A committee comprising of Deputy General Manager/ Assistant General Manager at FGMO along with two Officers as appointed by Field General Manager.
3	Corporate Office	A committee comprising of Deputy General Manager/ Assistant General Manager at CO:HRM Department along with two executives in CO:HRM department as appointed by CGM (CDO & CLO) or in his absence GM in charge of HR.

27.0 REPEAL AND SAVING

- 27.1 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.
- 27.2 The decision of 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.
- 27.3 The authority to grant any exception to this policy is Executive Director in charge of HR.
- 27.4 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.

D. Role of Internal Audit and Compliance

- Annual Management Audit by CO: Inspection
- Vetting of Policy by CO: Compliance

E. Review of Policy

- Three years from the date of approval by Board
- Need based
