

MAIN : HRM:156/2015-16



DT. 23-03-2016

SUB : HRD - 93

CO: HRM DEPARTMENT

FILE M-3 S-303

TRANSFER POLICY FOR OFFICERS UPTO SCALE- III

In terms of the Regulation 47 of the Indian Bank Officer's 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 & Placement Policy for Officers came into effect from 09.05.2013; it was valid for a period of three years. With a view to have uniformity and transparency in the Transfer and taking into account the Bank's requirements and changing environment, Board in its Meeting held on 08.03.2016 has approved a fresh Transfer Policy for Officers upto Scale-III, which is Placed in annexure. The Policy is valid for a period of three years from 08.03.2016 or till such time it is reviewed/modified by the Board.

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

(S KRISHNAN)
GENERAL MANAGER (HRM)

1. APPLICABILITY

This Policy is applicable to officers both in Generalist & Specialist Cadres up to Scale III based on the functional needs of the Bank and availability of vacancies.

2. CUT OFF DATE

The cutoff date for reckoning the fulfillment of the conditions laid down in this policy shall be 30th June unless and otherwise specified.

3. TRANSFERABILITY

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.

The period of Sabbatical Leave / Extraordinary Leave / LOP / 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.

4. ROTATIONAL TRANSFERS

While the officers would be normally kept in the same branch/office for a period of three / five years, they can be retained in the same City / Centre / Zone as per the needs and requirements of the Bank for a period of eight years.

Upon completion of the said eight years, the officers can be transferred outside the Zone / State as per the needs and requirements of the Bank.

5. TRANSFERS ON PROMOTION

Upon promotion of officers from one scale to another, the officers can be transferred to outside the Zone / State.

However, if the officer has come from other State and has not completed three years in the Home Zone / State, the officer will be allowed to complete the same in the Home State.



6. REQUEST FOR TRANSFERS

Request for transfers will be entertained, if the officer has completed three years of active service in the Zone / outside the Home State. 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.

7. TRANSFER ON COMPASSIONATE GROUNDS

Requests for transfers on Compassionate grounds will be restricted to

- a. Serious Personal health condition of the employee / spouse / dependent children / dependent parent
- b. Death of the spouse/child.

Such requests will be considered on merits 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.

The officers may apply for transfer under compassionate grounds within a period of 3 months from the date of diagnosis of serious personal health condition of the employee / spouse / dependent children / dependent parent or death of the spouse / child. Such requests will be considered on priority as detailed in clause 10 of the policy.

8. TRANSFER REQUEST TO JOIN SPOUSE(SJS)

- i) 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.
- ii) 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.

Such transfer shall not be considered if the transfer is effected due to rotational transfers or promotions as per clause 4 and 5 of the policy. However the officers on rotational transfers / 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.



9. PRE RETIREMENT

Officer who is serving outside state for two years and his/her age is more than 58 years can apply to Home State.

Priority will be given next to transfer on Compassionate Grounds.

10. ROSTER FOR TRANSFER REQUESTS

A Roster shall be maintained in the Corporate Office to register representations of transfer from eligible officers. A similar Roster for considering Intra-Zone transfers shall be maintained at the Zonal level.

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

- a) Compassionate Grounds
- b) Pre retirement
- c) Normal requests and SJS in the ratio of 2:1
- i) The request for compassionate transfer will get priority over other requests when officers apply for transfer within a period of 3 months from the date of diagnosis of serious personal health condition of the employee / spouse / dependent children / dependent parent or death of the spouse / child.
- ii) Request under SJS category will get priority for consideration if the request is not on account of rotational transfers or on account of Promotion as per clause 4 and 5 of the policy.

11. TRANSFER OF OFFICERS WHO ARE PHYSICALLY CHALLENGED/ TRANSFER OF OFFICERS WHO HAVE DIFFERENTLY ABLED CHILDREN, TRANSFER TO NORTH EASTERN REGION AND TRANSFER TO HILL STATIONS WHERE HILL AND FUEL ALLOWANCE IS PAID

The Government guidelines in this regard will be followed.



12. NORMS FOR OVERSEAS TRANSFER

The Government of India's Guidelines and Policies formulated by the Bank for Overseas Transfer shall be followed.

13. TRANSFER TO SPORTS PERSONS

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.

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.

14. REPEAL AND SAVING

The Bank shall have the right to change, modify, alter, amend, repeal or vary from time to time any rule/rules/clause(s) incorporated in the Transfer Policy, which shall be duly informed to the Recognized Officers' Association. The guidelines issued by the Government of India from time to time shall form part of this policy and shall be communicated to the Recognized Officers' Association.

15. INTERPRETATION OF THE POLICY

The decision of the MD & CEO or in his absence the Executive Director shall be final in respect of any differences or disputes in regard to the interpretation of any of the clauses in this policy.

16. VALIDITY OF THE POLICY

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.
