

Transfer Guidelines of Workmen Staff

1. Stay at one office

- i) Member of the subordinate staff may not be moved out of their station after completion of 5 years service at a branch and they may be shifted to another local branch if a suitable vacancy is available.
- ii) In cases where employees have completed 5 years of stay at one office at the same station where there are more than one branch, they may be replaced by those who may not have completed 5 years of stay at a particular branch in the same station.
- iii) Those employees i.e. clerical as well as subordinate staff who are holding the post carrying Spl. Allowance which are filled up on the basis of town-wise seniority in terms of the Settlement with the Employees' Federation or as per the rules of the Bank as and when they are due for transfer as per guidelines, may not be moved out of station and they may be replaced by the employees drawing the Spl. Allowance of like nature in other local branches, if any, even if the tenure of the replacing employees at the other local branch is less than that indicated in the guidelines.
- iv) While transferring employees with composite designation, it should be ensured that variation in the composite designation of the employees transferred does not result in dislocation/disturbance of the work at an office.
- v) In cases relating to transfer of Presidents/Vice Presidents and Secretaries of registered Bank Employees' Unions, provision of para 535 of Sastry Award should be complied with. These provisions are applicable to Regional/Zonal Office bearers of the registered employees' Unions only.
- vi) In bigger cities, if a large number of employees are marked for transfer, transfers should be effected in a phased manner and normally persons with longer service should be transferred first. Further, the transfers should be effected in such a manner that work is not dislocated at any office.
- vii) While effecting transfer of employees, it should be ensured that due care is taken for specialized seats in the offices, e.g. Loans, Foreign Exchange etc. so that work on those seats is not dislocated.
- viii) It should also be ensured that workmen staff posted in the Offices at some stations which are under the control of Head Office, i.e. ZAOs, RSCs, ZTCs etc. should also be considered for rotational transfer along with transfers of other staff posted at the same stations.

Needless to add, no temporary postings/deputations are permitted without prior permission of Head Office.