

## **Policy for Temporary Transfer/Deputation of Female Staff when they are in their Family Way**

The Bank has decided to consider temporary transfer/deputation of female staff, when they are in their family way for maximum upto 03 months before the expected date of delivery for medical acclimatization and periodical check-up before delivery, to their any place of choice.

They shall automatically be relieved for the parent Circle/Office after availing maternity leave if any, without awaiting any instruction from the Circle/Office to which they have been temporarily transferred. This is permissible upto two children only.

The Competent Authority to consider the requests of employees/Officers upto Scale III will be the General Manager-HRMD.

**(Ref.: HRMD Circular No. 312 /2016 dated 04.05.2016)**