

## **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.

## **2. Transfer on Representation**

- i) The workmen employees have to apply for seeking transfer in the prescribed format as **Annexure-A** to the Circle Office through proper channel. Circle Office has to enter the request transfer application received from the employee in HRMS.
- ii) No workmen will be eligible to seek transfer unless he has completed 02 years of service in the Bank at the place of appointment.
- iii) No workman who has once been transferred on request will be eligible to seek another transfer for a period of 03 years from the date of his transfer.
- iv) No workman who has already sought two transfers as stated (ii) & (iii) above will be eligible to seek another transfer for a period of 05 years from the date of joining on 2<sup>nd</sup> request transfer.
- v) Notwithstanding anything contained in the foregoing paragraphs, the Bank shall have the right to refuse transfer. This is also without prejudice to the Bank's right to effect transfer irrespective of the period of stay of workmen in any office at any time.

## **3. Transfer on promotion/Posting**

- i) Clerks on posting as Special Assistants shall invariably be transferred out of station, except in metropolitan cities i.e Delhi, Mumbai, Kolkata & Chennai provided there are sanctioned vacancies of Spl Assistants, at the same station.
- ii) Lady clerks on promotion as Special Assistants may not be moved out of station; provided there are sanctioned vacancies at the same station.
- iii) Exceptions can be made in the case of Presidents and Secretaries of State Level Trade Unions provided there are vacancies of Spl. Assistants at the same station. Such cases should be referred to Personnel Administration Division.
- iv) Special Assistants/Clerks on promotion as Officers on the basis of seniority-cum-absence of demerit and interview should be transferred to a station other than the one at which they were working as Special Assistants/Clerks. Relaxation can, however, be made in cases where such employees have not completed 2 years stay at the existing station.
- v) Lady Special Assistants on promotion as Accountants through seniority-cum-absence of demerit and interview, may not, however, be transferred to out station offices provided there is a vacancy of Accountant at the same office/station.
- vi) Where employees are retained at the same station on promotion under the above guidelines, they should be transferred to another office if there are more than one offices at the same station.

## **4. Transfer of Physically Handicapped Employees**

In terms of the Government guidelines, subject to administrative exigencies, a physically handicapped employee in the Bank, in all cadres, whose relevant disability is to the extent of minimum 40% and who has been given Disability certificate by the Chief Medical Officer, should normally be exempted from routine periodic outstation transfers. He should not normally be transferred even on promotion if a vacancy exists in the same Branch / Office / Town / City. When the transfer of a physically handicapped employee becomes inevitable on promotion to a place other than his original place of appointment due to non-availability of vacancy, it should be ensured that such employee is kept close to his original place of posting and in no case is transferred to far off / remote places. This concession would not be available to such of the handicapped employees who are transferred on grounds of disciplinary action or are involved in fraudulent transactions.

## **5. Transfer of employees who have mentally retarded children**

After consulting the IBA, Govt. of India, Ministry of Finance, Banking Division have issued the following guidelines in respect of transfer of employees who have mentally retarded children:-

- i) As far as possible, banks may consider on merit of each case, posting of the parent at a place which will facilitate special medical care, education and rehabilitation of his/her child;
- ii) Such posting may not be claimed as a matter of right. Banks may decide each case after being satisfied from an examination of medical records/reports from competent medical authority that the child would need special medical and educational support beyond the scope of normal/ordinary medical and educational systems. No special consideration would be necessary if the mental handicap/disability is mild and the normal educational system will settle with extra coaching.
- iii) The posting of the employee parent to a place having facilities for treatment and training of mentally handicapped/spastics children would be subject to availability of vacancy/post at the place of choice, corresponding to his/her grade and specialisation. The rules regarding rural/semi urban service, however, would be relaxed in such cases.
- iv) If the posting/transfer is necessitated on account of promotion/re-categorisation of post, effort may be made to post the officer to a place closest to the centre where appropriate medical and educational facility would be available to the child.

The above guidelines may be kept in view while affecting the transfer of workmen employees who have mentally retarded children.

## **6. Joining Time**

Apart from above provisions, in respect of Joining Time available to workmen employees on transfer from one place to another he/she may be asked to avail the same before joining her place of posting. In case the employee is not able to avail the same, he/she may avail the joining time within 06 months from the date of reporting in the transferee Circle/Branch.

- a) Joining Time, which shall be allowed to an employee shall not exceed 06 (six) days, exclusive of the number of days spent in travelling.
- b) In calculating joining time admissible to an employee, the day on which he is relieved from his old post shall be excluded but public holiday/s following the date of his relieving shall be included in his joining time.
- c) Joining time shall not be admissible when an employee is transferred to a place within the urban agglomeration.
- d) Joining time is to be availed on 1 occasion only and not in 2 or more installments.
- e) Joining time is not to be combined with any kind of leave.

**(PAD Consolidated Circular No. 19 dated 01.04.2014)**

**PERSONNEL ADMINISTRATION DIVISION  
HEAD OFFICE: NEW DELHI**

ANNEXURE-A

Dated: \_\_\_\_\_

The \_\_\_\_\_,

\_\_\_\_\_  
\_\_\_\_\_

**REG: REQUEST FOR TRANSFER**

01. Name:
02. PF No.:
03. Designation:
04. Date of Posting in the present Scale:
05. Date of Joining the Bank:
06. Date of Confirmation:
07. Educational Qualifications:
08. Details of transfers so far effected at the request of the Employee:

Sl. No.	Transferred		Date of effect of transfer
	From	To	

09. a) Circle for which transfer is requested:  
b) Place of preference, if any:
10. Reasons for seeking transfer:
11. Whether willing to be re-designated as per Bank's requirement and to forego Special Allowance, if any:

I am willing for my posting at a point of need in the Circle, as stated under 8(a). In case of any vacancy exists at any of the places as mentioned under 8(b), you are requested to consider my transfer in the order of preference given above.

Employee's Signature \_\_\_\_\_

**Recommendations of Branch Manager:**

**BRANCH MANAGER**

**HRMS Diary No.:**

**Recommendations of Circle Head:**

**CIRCLE HEAD**