

# BANK OF INDIA

HEAD OFFICE

Personnel Department

Ref.No. P:IR:VBG:

Branch Circular No. 91/59  
Subject: Personnel/97-98/12  
2nd July, 1997  
11 Asadha, 1919 (SAKA)

The Zonal Managers/  
The Chief Regional Managers/Regional Managers,  
All Zones/All Regions.

The Assistant General Managers/  
The Chief Managers/Managers,  
All Indian Branches.

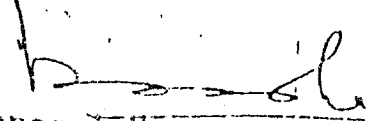
Dear Sir,

## Transfer Policy on Inter-Zone Request Transfer.

You are aware that, at present, request from workmen staff for transfer from one Zone to another are considered on the basis of guidelines issued vide our Circular Letter No. PERS:JND:33 dated 16th June, 1971 and Circular Letter No. PERS:VCJ:78/13 dated 15th November, 1978. Certain modifications were made on subsequent occasions as per the understanding arrived with the Federation of Bank of India Staff Unions.

- It was felt necessary to have a documented policy on the subject, incorporating all terms and conditions for such Inter-Zone transfer. Accordingly, a policy for inter-zone request transfer was formulated after holding discussions with the representatives of the Federation of Bank of India Staff Unions. A copy of the same is enclosed herewith. This policy is without prejudice to the Bank's right to transfer workmen employees as envisaged in the Awards and Settlements.
- Requests for inter-zone transfer will be considered at Head Office on the basis of waiting list to be maintained at Transfer & Placement Division at Head Office. The list will be updated on quarterly basis as on the first day of January, April, July and October. The employees seeking transfer will be required to mention a particular centre instead of a particular branch. The centre for this purpose will be the specified Zones created for the purpose of assignment of duties of Special Assistants. Transfers will be considered to any of the branches in that particular specified Zone.
- Please bring the contents of the Circular and Annexure to the notice of all the staff members working in your Branch / Office. All requests for inter-zone transfer, in future, will be governed by the provisions / guidelines of this policy.

Yours faithfully,

  
General Manager  
(H.R.)

## INTER-ZONE REQUEST TRANSFER POLICY

At present, request transfers in case of Award Staff from one Zone to another is considered as per the guidelines issued in 1971. With the passage of time, it was felt necessary to have certain modifications in these guidelines and to have a documentary policy for the Inter-Zone request transfers. The Federation of Bank of India Staff Unions has also raised a demand to have such document on Inter-Zone Transfer Policy. The matter was discussed with the representatives of the Federation of Bank of India Staff Unions and the following Policy for Inter-Zone Transfers was formulated :-

1. All Inter-Zone transfers will be administered by Personnel Department at Head Office.
2. The applicants must have put in 3 years of service at the Branch. Otherwise, he/she will not be considered eligible for request transfer.
3. The employee once transferred at his request will not ordinarily again be transferred on request. However, if it is to be considered, the seniority for the purpose will be reckoned from the date of joining the last Branch.
4. Transfers are mainly considered on the basis of seniority amongst the applicants and seniority for the purpose will be reckoned from the date of joining and not from the date of application. However, exceptions could be made in deserving cases such as request transfers for physically handicapped employees, transfer on marriage grounds (i.e. those who are getting married after joining the Bank) as envisaged in the following paragraph.
5. While in case of promotee clerks, seniority for the purpose will be reckoned from the date of their reporting to the Branch on promotion to clerical cadre.
6. Married female employees seeking transfer on account of their marriage will be given preference in acceding to their request for transfer by giving precedence to their applications compared to other employees, irrespective of vacancies at the place where they have opted for transfer. Such transfers will be considered in respect of those female employees who had joined the Bank prior to their marriage.
7. In case of husband and wife working in our Bank and if one of them is transferred on administrative grounds, the request transfer of spouse will be considered on priority basis as it was considered hitherto.

Where one of the spouse is working with an organisation other than the Bank, the request transfer on account of spouse's transfer will be considered on priority basis only once in the entire service, subject to availability of vacancies.

8. Special consideration by way of preference shall be given while considering request transfers of physically handicapped employees. Employees for the purpose will be those employees who are in receipt of conveyance allowance as per the Government guidelines. Such special consideration will be shown only once during the entire service of an employee.

Special consideration will also be shown while considering Inter-Zone request transfer in respect of those employees who have undergone open heart / bypass surgery or required to undergo the treatment for cancer, provided they have asked for transfer to a place where the facility for such advance medical treatment is available. It has also been agreed that when request transfers are considered on this account on compassionate grounds, such transfers will be for a period of 3 years and after a lapse of 3 years, the Management will be at liberty to re-transfer such employees on administrative grounds to their parent zone / region (i.e. the zone / region from where the employee was transferred) or any of the branch within the zone / region where such transfer on compassionate grounds was considered, subject to availability of vacancy at the discretion of Head Office. The above criteria will also be applicable to all request transfers considered on other compassionate grounds.

10. Ex-servicemen re-employed in the Bank will be given weightage for their service put in the Armed Forces while considering their request for inter-zone transfer. The weightage for the past services will be as under :-

3 years of service put in by the ex-servicemen in Armed Forces will be treated equivalent to 1 year's service in the Bank. However, such weightage will be restricted for a maximum period of 9 years of service in the Armed Forces i.e. excess of service over a period of 9 years in Armed Forces will not be considered for giving such weightage.

11. Swap transfers will be considered, provided both the employees have completed 5 years of service in clerical cadre in the respective centres and stand first in the waiting list at both the centres, for the respective places where transfer is sought.

12. All vacancies in the Zone should be intimated to Head Office and approval sought. On Head Office approval, the Zone shall notify the vacancies for Intra-Zone transfers. Out of the vacancies to be filled in by transfers, 33.33% will be filled in by Inter-Zone transfers and the balance 66.67% by Intra-Zone transfers. When there is no request at a particular centre for Inter-Zone request transfer, the vacancy can be filled in by Intra-Zone transfer, and vice-versa. However, such transfers can be effected after clearance from Head Office.

13. Transfers from Non-C.C.A. to C.C.A. Centres will not be considered unless Head Office is convinced about the re-deployment of staff in view of computerisation. Such transfers can be effected only after prior clearance of Head Office.

14. At present, request for transfers are made for a particular branch or branches. It has been decided that applicants will have to mention a particular centre for transfer instead of the branches and the centre for this purpose will be the specified Zone created for the purpose of assignment of duties of Special Assistant. Thus transfers will be considered to any of the branches in that particular specified Zone.

15. The waiting list for Inter-Zone Request Transfers will be maintained at Head Office and shall be updated on quarterly basis i.e. on 4 occasions as on 1st day of January, April, July and October.

16. If an employee upon issuing his Transfer Order on the strength of his request transfer application refuses to accept the transfer, then he / she shall be debarred for a period of 3 years from the date of such refusal.

- 17.a) An employee who is transferred at his request from one branch to another will have his seniority reckoned for a period of 3 years for the purpose of assignment of duties attracting special allowance (other than that of Special Assistants) from the date he/she reports for duty at the branch / office / place of his posting.
  - b) After completion of the aforesaid period of 3 years, his seniority will be however reckoned in normal course from the date of his joining as full-time permanent employee in the concerned cadre.
  - c) However, where the assignment of duties attracting special allowance is done with reference to a particular area, the request transfers so effected within the area itself will not be covered under the aforesaid provisions.
18. Request transfers, in future, will be considered on the basis of above policy and without prejudice to the provisions of Award / Bipartite Settlement.

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