

**CENTRAL BANK OF INDIA****NORMS ON TRANSFER OF MAINSTREAM OFFICERS IN JMG SCALE I, MMG SCALE II & III****1. General Provisions applicable to all types of transfers :**

**1.1** Notwithstanding, what is stated in these norms, the management at its own discretion may, post/transfer any officer at any time to any Station/Region/Zone, irrespective of the period of stay thereat, as per the administrative/business needs of the Bank or any other reason considered valid by the management in its own opinion.

**1.2** In respect of transfers/posting of physically challenged officers, with benchmark disability and Officer who is caregiver of dependent daughter/son/parents/spouse/brother/sister with 'Specified Disability' as certified by the certifying authority, as a Person with Benchmark Disability, as defined under Section 2(r) of the Rights of Persons with Disabilities Act, 2016, in terms of DOPT guidelines O.M.No.42011/3/2014-Estt(Res) dated 8<sup>th</sup> October, 2018, bank shall follow the guidelines issued by Govt. of India from time to time, subject to administrative constraint.

The term "Specified Disability" as defined in the Schedule to the Rights of Persons with Disability Act, 2016, covers (i) Locomotor disability including leprosy cured person, cerebral palsy, dwarfism, muscular dystrophy and Acid attack victims (ii) Blindness (iii) Low vision (iv) Deaf (v) Hard of hearing (vi) Speech and language disabilities (vii) intellectual disability including specific learning disabilities and autism spectrum disorder (viii) Mental illness (ix) Disability caused due to (a)Neurological conditions such as Multiple sclerosis and Parkinson's disease (b) Blood disorder-Haemophilia, Thalassemia and Sickle cell disease and (x) Multiple disabilities (more than one of the above specified disabilities including deaf blindness and any other category of disabilities as may be notified by the Central Government from time to time.

The competent authority for considering such exemptions shall be General Manager HRD-CO. Accordingly, such cases shall be forwarded to Recruitment & Promotion Wing, HRD Dept., CO with proper recommendations and justifications etc.

**1.3** Notwithstanding, the relevant provisions relating to rotational transfer and request transfers as contained in these norms, the officers in scale I, II and III may also be transferred from surplus to deficit Zones. The competent authority for this purpose shall be General Manager (HRD).

**1.4** Subject to availability of vacancies, Officers in Scale I,II & III who have been identified as extraordinary/outstanding performers, as per the Central Office guidelines issued from time to time, may be considered for request transfer irrespective of their period of stay in a zone/region subject to what is stated in para 4.1.6.

The officers in Scale I, II and III, who are identified as Non-performers as per Central Office guidelines issued from time to time may be transferred from one Zone to another Zone. The competent authority for this purpose shall be MD&CEO.

Further, such Officers in Scale I, II and III, who are identified as Non-performers, may not be considered for request transfer, despite them being otherwise eligible for the same.

- 1.5** The husband and wife working in the bank, may be posted at the same station/ nearby stations on promotion/transfer. In case vacancies are not available at the place of their choice, bank may offer them any other preferably nearest place.

Further, no officer shall be posted in the same Office/ Branch and in case of Central Office, same Department as of his/her spouse and any other person related to him/her, viz. son, daughter, brother, sister, etc. It shall be the responsibility of the concerned officer to inform about the relationship.

- 1.6** These norms are only broad parameters devised looking into the convenience of the officers and as such these norms are subject to administrative and business needs and are subject to the provisions of the Regulation 47 of Officers' Service Regulations (OSR) which states – 'Every officer is liable for transfer to any office or branch of the Bank or to any place in India.' Further, transfer is not a condition of service but an incidence to employment.

- 1.7** Officers bringing outside influence in the matter relating to transfer/posting/ cancellation of transfer etc. tantamount to misconduct on the part of staff members and they will be proceeded against departmentally for such acts.

- 1.8** Bank reserves the right to modify/amend any or all the provisions of transfer policy as felt necessary at any point of time with due approval of Board of Directors. However, MD&CEO shall have the power to make exceptions to any provisions of the policy on account of any operational issue /special circumstances.

**1.9 OTHER GENERAL GUIDELINES WITH REGARD TO TRANSFER :**

- a) While effecting transfers, either on promotion or in accordance with the guidelines, the endeavor will be that the transferred Officer is not be posted to a branch from where he/she has earlier moved out within the last 3 years or where he/she has already worked for a total period of 5 years or more during his/ her earlier career. If for administrative reasons, some deviations are called for, then the transferring authority shall obtain prior concurrence from his higher authority.
- b) In case of inter zone request transfer of officers against whom Disciplinary Action proceedings are pending, they shall not be relieved till the conclusion of proceedings. Officers under suspension shall not be eligible to apply for request transfer despite being otherwise eligible for the same.
- c) Those officers who do not report at the transferee place, even after getting relieved from their previous branch/office, (except those on sanctioned leave) shall be marked absent in HRMS and the salary for the corresponding period shall not be paid.
- d) An officer on transfer after being relieved from the previous office would cease to be under the administrative control of that office. He/ She will be under the administrative control of the transferee office. Accordingly, the matters relating to sanction of leave, payment of salary etc. shall be dealt by the transferee office.

## **2. TRANSFER OF OFFICERS IN JMG SCALE I, MMG SCALE II ON THEIR PROMOTION TO MMG SCALE II AND III RESPECTIVELY :**

### **2.1 General norms applicable to officers promoted from Scale I to II and Scale II to III :**

The physically challenged officer/ Officer who is caregiver of dependant daughter/son/parents/spouse/brother /sister with 'Specified Disability', as per the government guidelines (as specified in 1.2 above) may not be transferred even on promotion if a vacancy exists in the same station. If his transfer becomes inevitable on promotion to a place other than his original place of appointment due to non-availability of vacancy he should be kept nearest to his original place of posting and he may not be transferred to far off or remote places. However, this concession would not be available to an officer who is transferred on grounds of disciplinary action or is involved in fraudulent/unethical transactions. For this purpose 'Physically challenged employee' shall be the same as defined in the Government guidelines.

### **2.2. Placement on Promotion :**

#### **2.2.1 The placement on promotions will be considered in the ratio of promotions in written channel and normal channel i.e 70:30 subject to the vacancies available.**

The placement on Promotion will be considered before consideration of request transfers. The vacancies in MMG Scale II/III in the respective Zone shall be filled in as under :

#### **Vacancies of Scale II and Scale III:**

The selected lists of Promotees of both the channels shall be arranged in the below mentioned order for allotment of vacancies as per preference opted:

1. Physically challenged as defined by Govt. and Officer who is caregiver of dependent daughter/ son /parents/ spouse/ brother/ sister with 'Specified Disability' as defined in the Rights of Persons with Disabilities Act, 2016.
2. Lady promotees in Written test channel/ Normal channel opting to join spouse/family as per Merit/Seniority & Single Lady Promotees in Written test channel/ Normal channel opting to join family as per Merit/Seniority.
3. Other Lady promotees under Written Test channel/ Normal Channel as per Merit/Seniority.
4. **Officers due to retire in two years.**
5. **Other promotees under Written Test Channel /Normal Channel as per Merit/Seniority.**

**2.2.2** Promotees can give preferences for posting upto Maximum 10 Regions\* in the order of preference. To the possible extent , posting will be considered in the preferred Regions, subject to availability of vacancies. (\*Regions name should not be repeated)

**2.2.3** Subject to what has been stated under Para 2.2.1 above, officers promoted from JMG Scale I to MMG Scale II /MMG Scale II to MMG Scale III under Written Test Channel & Normal Channel, as the case may be, and retained in the Region, shall be posted to any of the stations and to any branch/office within the Region. If vacancy is not available in the same Region/Zone, officer may be posted to any other Zone where vacancies remain unfilled.

Provided however, the officers in JMG Scale I who have not completed the requisite period of rural stint and the officers in MMG Scale II who have not completed the requisite period of

rural/ semi-urban stint but were allowed to participate in the promotion process after complying with the laid down procedure, shall on their eventual selection in the promotion process, be posted to rural and/or rural/semi-urban branches, as the case may be. If Rural/Semi-urban vacancies are not available in the allotted Region/Zone the officer may be transferred to any other Region/Zone having unfilled Rural/Semi-urban vacancies.

### **3. ROTATIONAL TRANSFERS :**

#### **3.1 Officers in Scale I/II/III who have (subject to provisions of para 1.2 and 3.2 & 3.5)**

- Completed a stay of 3 years in a Branch shall be rotated to another Branch within the Station /Region.
- Completed 5 years of stay in Administrative Office, should normally be posted in a branch/office, within the station/Region, wherever feasible keeping in view the business & administrative considerations.
- Completed 6 years of stay in the region as an officer, irrespective of the scale, shall be transferred to another region which could be within the Zone/other Zone. However, the officer shall be transferred out of the region on completion of 5 years at a stretch in administrative office.
- Completed 10 years of stay as an officer in a particular zone, irrespective of the scale, shall be transferred to another zone.
- No Officer shall be transferred out of Branch/Administrative office prior to completion of 3 years/5 years tenure respectively without prior approval of GM-HRD Central Office.
- Notwithstanding what is stated above, the transfers will be subject to vacancies, suitability of officers and management exigencies.
- **The cutoff date for determining the requisite period of stay in present Region/Zone will be 30<sup>th</sup> June 2023.**

Provided however, officers in JMG Scale I who have been posted to rural branches may be transferred after completion of 2 years of rural stay so as to provide opportunities for other officers who have still to complete the rural stint. Further, officers working at a place declared as Tribal Area by the respective State Government may be given place of their choice out of 3 stations in the same Zone after their stay of 2 years in such Tribal Area.

However, Officers posted as BM in Rural/SU branch should continue for minimum 2 years or upto completion of the stint.

**3.2** Officers having left over service of three years or less prior to superannuation may be retained in the same station but they shall be rotated periodically from one branch/office to another branch/office, wherever possible. Further, General Secretary, President, Treasurer of bank level Majority Officers' Organization (but not of their affiliate Zonal/State Units) shall be transferred on rotation from one station to another within the Region on periodical intervals.

**3.3** At branch level, the officer staff will be rotated from one department to another at regular interval of 12 to 18 months.

**3.4** It is not open to any officer to refuse any placement including that of Branch Manager in any

center, either on rotation and/or otherwise.

3.5 Notwithstanding what is stated above, in terms of the Government guidelines, the physically challenged officers would normally be exempted from routine periodical transfers. For this purpose, the definition of 'Physically Challenged Officer' shall be the same as defined in the Government guidelines.

#### 4. TRANSFERS ON REQUEST :

##### 4.1 General rules applicable to Scale I, II and III Officers :

4.1.1 Subject to the following provisions, the officers in JMG Scale I, MMG Scale II & III are eligible to seek transfers from one Zone to another Zone and one Region to another Region within the Zone. However, in case of inter-Region request transfers within the Zone, the officer cannot seek transfer to a particular station. The request transfer will be materialized after consideration of placements on promotion.

4.1.2 Subject to what is stated in Para 4.3.2 - All officers seeking request transfers, only being otherwise eligible i.e. as mentioned in para 4.2 , shall indicate 5 Regions, of their choice, in order of preference, provided

- The concerned officer should have a minimum APAR rating of 75% as average of preceding 3 years excluding those cases where performance declines due to medical reasons.
- The officers should have completed the requisite eligibility period mentioned therein.
- For the purpose of request transfer, Mumbai would mean Mumbai Urban Agglomeration (including Central Office) , for Delhi it would mean the geographical limits of Delhi State and for Kolkata it would mean Kolkata City.
- Officers transferred on request shall not be eligible for TA/DA, Packing/ Moving Charges or any other allowance related to transfer postings except officers seeking transfer from North Eastern Region & Tribal Areas.
- However, Joining time leave without any monetary emoluments for a period of Seven days within six months from the date of reporting at his/her new station of posting may be permitted.
- Further, those who have completed 5 years in officer cadre in particular zone/ region shall be eligible for TA/DA, Joining Leave & Packing/Moving Expenses upon their transfer on request.
- The period under Sabbatical leave/LOP will not be considered for arriving at qualifying length of service for request transfer.

**\*Note: The number of regions to be chosen out of the allowed five options is optional, and an officer can choose any number of regions up to five.**

4.1.3 Officers transferred to North Eastern Regions as decided by State/Central Government, from other parts of the country, shall be entitled to seek transfer after completion of 2 years at such station/centre.

4.1.4 Officers in Scale I, II, III after completion of 2/3 years of service in rural/semi-urban branch, as the case may be, of the Tribal Areas, will be posted at a place of their choice subject to availability of vacancies in the concerned Zone.

4.1.5 Deleted

4.1.6 The application for request transfer shall be arranged in the below mentioned order for allotment of vacancies as per preference opted:

1. Physically challenged as defined by Govt. and Officer who is caregiver of dependent daughter/ son /parents/ spouse/ brother/ sister with 'Specified Disability' as defined in the Rights of Persons with Disabilities Act, 2016.
2. Officers transferred to North Eastern Region as stated in para (4.1.3) above.
3. Officers transferred to Tribal Areas as stated in para (4.1.4) above
4. Lady Officer who requests to join spouse/family & Single Lady Officer who requests to join family.
5. Officers due for retirement in one year or less.
6. Other Lady Officers.
7. Other Officers.

**4.1.7.** As a general rule, all transfers on request shall be considered subject to availability of vacancies and in coincidence with the promotional/rotational transfers. For abundant clarity, it is clarified that mere applying for transfer upon being eligible does not confer any right to the member to be so posted/transferred. If the number of request for transfer to a particular Region exceeds the no. of vacancies available thereat, the officer with longer stay in the Region (6 years or more) will be shifted to adjoining Region/Zone, to the possible extent, subject to what is stated in para 3.5 and 3.2, subject to administrative exigencies.

**4.1.8** Requests for transfer of officers to another Zone or another Region (within the Zone) on permanent or temporary basis on compassionate grounds, regardless of eligibility period, subject to availability of vacancies, shall be considered at Central Office by General Manager-HRD, in case of officer, spouse or dependent children, stated to be suffering from Critical illness or any other extreme circumstances viz. Death of spouse, etc.

Following illnesses of critical nature would be considered for the purpose of transfer on compassionate grounds:-

1. Cancer including Leukemia
2. Stroke resulting in permanent symptoms.
3. Paralysis
4. By-pass surgery
5. Major Organ Transplant
6. End Stage Liver Disease
7. Kindly/ Liver Failure
8. Heart Valve replacement surgery.

In addition to the above, any other illness of critical nature may also be considered for purpose of transfer on compassionate grounds, based on merits of the case.

Provided however, in cases where such transfer was considered on temporary basis for a specific period, the period of stay outside the place of posting as a sequel to such temporary transfer shall not be reckoned for the purpose of computation of period of stay for Rural/Semi urban stint and for considering routine transfers on request on permanent basis.

**4.2 Eligibility : [In respect of inter-Zone & inter-Region request transfers]:**

Category of officers	After Completion of	
	In case of inter-Zone request transfer.	In case of inter-Region request transfer (within the Zone)
Officers in Scale I, II & III	3 years of stay in the Zone irrespective of Scale(s) served.	3 years of stay in the Region

- Request transfer shall be considered Maximum Twice in the entire duration of service of an Officer, subject to availability of vacancies & suitability of officers and management exigencies.
- The maximum limit may be relaxed on a case to case basis, in cases of lady officers whose spouse is a working Defense Personnel.
- Period of Induction Training/ On-the-Job-Training shall not be considered while calculating stay in Region/Zone.

**4.3 Maintenance and recording of requests:**

**4.3.1** Officers seeking inter-zone or inter-Region request transfers may apply through proper channel in the prescribed format, subject to what is stated in Para 4.3.2.

**4.3.2** The applications for request transfer on a yearly basis will be called for in the month of December every year and the same will be valid for one year or till the circular for next process for request transfer is issued.

**As part of the process, all employees who have completed or are due to complete the requisite eligibility period by the end of June of next year viz. 30<sup>th</sup> of June 2023, may apply for the process by the end of January.** No application received after the stipulated last date of application for the process will be entertained. Further, the withdrawal of application for request transfer can be exercised till the end of February of next year. **To illustrate, if Mr. A is due to complete the requisite eligibility period for request transfer as on 30<sup>th</sup> of June 2023, then he may apply in the request transfer process by the end of 31<sup>st</sup> January, 2023 for which Circular is issued in the month of December,2022. He may withdraw his application on or before 28<sup>th</sup> Feb, 2023.**

However, no Application/representation for withdrawal / cancellation/ change of preferences of request transfer, received after aforesaid cut-off date, will be entertained and such officers shall have no option to refuse such transfer if materialized.

Application received in response to the circular during the window period will only be entertained and not otherwise.

All application received will be arranged as per the descending length of stay in the Zone whereas applications with equal length of stay are arranged as per inter-se seniority.

**4.3.3** The details of transfers on request shall be maintained scalewise in HRMS.

The names of officers served in North Eastern Regions/Tribal Areas and seeking transfer to other Zones may be in terms of the government guidelines shall be registered separately.

**5. COMPETENT AUTHORITY FOR EFFECTING VARIOUS TRANSFERS :**

Competent Authority for effecting transfers of officers under various categories shall be as under: -

<p><b><u>5.1 Transfer on promotion:</u></b> Upon promotion from Scale I to Scale II, Scale II to Scale III</p>	<p>Central Office – General Manager, HRD</p>
<p><b><u>5.2 Rotational Transfers</u></b></p>	
<p>a) Within the Branch/Administrative Department</p>	<p>Branch Manager/Head of the Department</p>
<p>b) Within the Zone (Scale I, II and III)</p>	<p>Zonal Manager</p>
<p>c) Within the Region (Scale I &amp; II)</p>	<p>Regional Manager</p>
<p><b><u>5.3 Transfers on request :</u></b> (for Scale I, II &amp; III) : All Transfers on Request</p>	<p>Central Office – General Manager, HRD</p>

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