

## TRANSFER POLICY

### OFFICERS

SL.NO	PARTICULARS
1	All Officers Should normally be transferred in every 3 years subject to administrative exigencies.
2	Posting may be done for 2 years in hard ship centre.
3	An Officer may be considered for one request transfer during entire career. However for Lady Officers two request transfers may be considered on marriage ground / joining spouse, education of children (studying in 10/12 <sup>th</sup> standards) and sickness in family. Retention will be considered subject to management discretion.
4	An Officer will be considered for posting to their Home region, 2 years prior to superannuation subject to administrative exigencies.
5	Officers above 55 years of age may be exempted for posting to remote and hardship centres, as far as possible.
6	No Officer will be transferred to a Branch where his near relative is posted. A declaration regarding near relatives working in the Bank shall be obtained from the Officers.
7	Transfer of physically handicapped Officer will be governed by GOI guidelines but same will not be applicable in case of any disciplinary action against him/her.
8	In case of an Officer whose spouse is in permanent service of Central Government, State Government, PSU etc., he/she may be transferred for one term of 3 years in a block of 15 years period to join with his/her spouse, subject to administrative exigencies.
9	After posting for 2 tenures (may not be continuous tenure) in one Region, Officer will be transferred to other Region.
10	On promotion, every Officer will be transferred to other Region subject to administrative exigencies.
11	Tenure of Officers of special professional qualification viz., Law, IT and Treasury Management, CRM etc., may be at least for 5 years subject to availability of suitable Officers.
12	Every General Officer has to be posted at least once in service period in rural area for full tenure of 3 years.

### **OFFICE Assistants (M)**

1	The normal tenure of posting for Office Assistant will be 5 years and they shall be liable for transfer every 5 years.
2	After 10 years of service in one region, Office Assistant shall be shifted to other Region.
3	On promotion to Scale – I Officer, Office Assistant is liable to be transferred out of the Region.
4	Posting may be done for 2 years in Hardship Centre.
5	Request transfer will be entertained only once during the service period and the same shall be subject to vacancies available and other administrative exigencies. For lady Office Assistants (Clerical) same may be for 2 terms / tenure.
6	The clerical staff undergoing movement as per inter-regional (district) transfers will be considered for preferential posting to Home Region after working for 10 years outside his/her home region.
7	A clerical staff may request for posting to their place of choice 3 years prior to superannuation. (The same will be considered subject to availability of vacancies)
8	No Office Assistant will be transferred to a branch/office where his/her near relative is posted.
9	Transfer of Physically handicapped employees will be governed by GOI guidelines but same will not be applicable in case of any disciplinary action against him/her.
10	In case of an Office Assistant whose spouse is in permanent service of Central Government, State Government, PSU etc., he/she may be transferred for one tenure of 5 years in a block of 15 years period to join with his/her spouse, subject to administrative exigencies.

### **OFFICE ATTENDANTS (M)**

1	Office Attendant shall be liable for transfer once in 7 years to any branch/office of the Bank within region or in contiguous Region.
2	Request transfer will be entertained two times during the service period based on the vacancies available and for lady Office Attendants (Sub-Staff), same may be for three terms/tenure.
3	A sub-staff may request for posting to their place of choice, 3 years prior to superannuation.
4	In case of a sub staff whose spouse is in permanent service of Central Government, State Government, PSU etc., he/she may be transferred for one tenure of 7 years in a block of 15 years period to join his/her spouse, subject to administrative exigencies.

## **Hardship Centres:**

Bank has identified following centres as hardship centres.

Sl.No.	Branch	Region
1	Sutagunder	Bagalakote
2	Anwal	Bagalakote
3	Haligeri	Bagalakote
4	Garlagunji	Belagavi
5	Halashi	Belagavi
6	Gunji	Belagavi
7	Londa	Belagavi
8	Jamboti	Belagavi
9	Khilegaon	Chikkodi
10	Kottalagi	Chikkodi
11	Paramanandawadi	Chikkodi
12	Shirkol	Dharwad
13	Yarebudihal	Dharwad
14	Gund	Kumta
15	Uluvi	Kumta
16	Mudur	Mangaluru
17	Renjal	Mangaluru
18	Arasinamakki	Mangaluru
19	Aski	Vijayapura
20	Umrani	Vijayapura

Other General guidelines on Transfer policy:-

1. The officers / employees who are working at the centers where more than one branch / office of the Bank exists, their services at all the branches / offices put together in a given center shall be taken into account for reckoning the term.
2. An officer / employee, who has worked in rural branches continuously for 2-3 terms, may be given opportunity to work at semi-urban / urban centers depending upon the vacancies.
3. Request transfers of officers / employees will be carefully examined and considered strictly based on medical grounds and linking to performance criteria. If request transfers are considered, they will not be eligible for TA / JOINING TIME.
4. Bringing outside influence / external pressure in the matter of transfer will be viewed seriously and treated as misconduct. The officers / employees indulging in such practice will be liable for disciplinary action.
5. Officers / employees promoted in the middle of financial year and continued in the same branch / office for administrative reasons may be transferred during the immediate next General Transfer process.
6. The postings of Branch Managers shall be done strictly based on the business volume and looking to the performance, potentiality and integrity.
7. The officer / employee shall not be posted again to the branch / Office where he/ she had already worked, except under administrative exigencies.

8. In case of officer / employees where both husband and wife are working, in the event one of them is transferred, spouse also be considered for transfer to nearby branch as far as possible looking to vacancy and administrative feasibility.
9. The term of an officer posted to HO/RO shall be 3 years as applicable to officers working at Branches subject to administrative exigencies.
10. An employee/officer who is a care giver of dependent daughter/son/parents/spouse/brother/sister with Specified disability as defined under Section 2(r) of the Rights of Persons with Disabilities Act 2016 may be exempted from routine exercise of transfer/rotational transfer subject to administrative constraints. The term, 'Specified Disability' as defined in the schedule to the Rights of Persons with Disabilities 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-Hemophilia, 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.

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