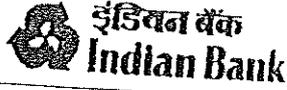


MAIN: PRNL.22/2001-2002



DT. 04.07.2001

SUB: PRO.TRF.5

HO: PERSONNEL DEPARTMENT

FILE M-3 | S-47

**SUB : TRANSFER OF CLERICAL STAFF AT PERIODICAL INTERVALS.**

The efficient functioning of the Bank depends largely on the optimum utilisation of Human Resources.

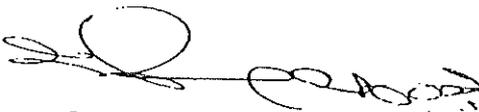
**"Periodical Transfers" of Clerical Staff are necessary,**

- ♦ To meet the needs and exigencies of the Bank in its operations to ensure sustained business growth and development.
- ♦ To balance, at regular intervals, the pockets of Surplus and Deficit which develop over a period of time due to variety of reasons.
- ♦ To provide opportunities for varied experience & improvement of skills and to avoid development of unhealthy nexus of any kind owing to unduly long stay in a branch / place.
- ♦ To provide replacement in order to give relief to the staff members, waiting for years after registering their requests under the 'Request Transfer Policy'.

Without prejudice to the Bank's right to transfer an employee in terms of service conditions and provisions in various industry level settlements, after several rounds of discussions, a Memorandum of Settlement with the Federation of Indian Bank Employees' Union (FIBEU) has been arrived at with broad guidelines.

The broad guidelines evolved for Periodical Transfer of Clerical Staff with immediate effect are furnished in the Annexure.

The Circular is sent in triplicate, a copy of which may please be circulated among all staff members and another copy may be displayed on the Staff Notice Board.

  
**AR. NAGAPPAN**  
**GENERAL MANAGER (PHR).**



## ANNEXURE

1. All staff members who have completed **5 years of service in a branch / office** would come under the purview of the **Periodical Transfer**.
2. If at any centre where there are more than one branch / office, the total combined stay of any staff at all branches / offices put together in the centre / place shall not exceed 10 years. In other words an Employee is liable to be transferred if the **total stay in a place/centre exceeds 10 years** even if the stay in a branch / office is less than 5 years.
3. The transfer of staff members who have completed 5 years of service in a branch / office and 10 years of service in a centre, be considered on the basis of branch / office / centre seniority.
4. The staff members drawing permanent Special Allowances are to be swapped.
5. Periodical Transfers are to be considered to a needy branch / office in a distance of about 40/100 kilometers having regard to the cluster of branches to meet the existing vacancies/potential needs within the State/Linguistic area, as far as possible.
6. The following categories of Employees would be exempted:
  - ☞ Male Employees who are 55 years of age and above.
  - ☞ Female Employees who are 50 years of age and above.
  - ☞ Widows.
  - ☞ Widowers - One term of 5 years exemption will be given provided such Employees are having small and school going children.
  - ☞ Physically Handicapped Employees - as per the Government guidelines.
  - ☞ Employees with cardiac ailment who have undergone by-pass surgery / open heart surgery upto three years from the date of surgery and those affected/ suffering from paralysis.
  - ☞ Employees suffering from cancer and kidney ailment involving dialysis.
  - ☞ Employees having school going Mentally Retarded children - as per the Government guidelines.
  - ☞ Sports persons actively representing the Bank's team at State and above level.

These exempted categories of Employees, however are liable to be Transferred among the branches / offices **within the same place / centre**.



7. A staff member Transferred under Periodical Transfer may come back to the same place / centre after two years, under the existing Request Transfer Policy on the basis of 1:1:1 for Periodical Transfer, SJS and General category respectively. For this purpose the Employees request to the place of their choice may be registered immediately on joining at the new place. This will be over and above the eligible number of requests under Request Transfer Policy in vogue.

The existing system of "Request Transfer" and "Redeployment of surplus staff from the computerised branches" will be continued as per the guidelines already in vogue.

-----

