

PLACEMENT / TRANSFER POLICY

Rationale:

For development of an organization as well as grooming an individual officer, transfer / rotation is a necessary part of career to give him / her sufficient exposure in diverse fields of banking, specially in view of the second generation reforms and the ever challenging needs of our upcoming and developing Indian economy. The transfer involves a wide range of administrative considerations and adjustments by an officer. It is therefore expedient that the Policy so framed should be transparent and aimed at placing the right person at the right place while giving the emphasis to optimum utilization / development of human resources with minimum hardship to an officer and without undermining the organizational needs.

1. Provisions of Officers' Service Regulations, 1982:

The Regulation 47 & 48 of Oriental Bank of Commerce (Officers') Service Regulations, 1982 as amended upto date read as under :-

"47 – Transferability: Every officer is liable for transfer to any place or the branch of the Bank or to any place in India.

"48 – Every officer shall be available for Bank's duties for any time of the day."

2. Scope:

The provisions of this Placement / Transfer Policy will be applicable to all Officers both Generalist & Specialist in Junior Management Grade Scale – I & Middle Management Grade Scales II & III.

Nothing mentioned in this Placement / Transfer Policy, shall restrict or dilute the scope of any of the Regulations of Oriental Bank of Commerce (Officers') Service Regulations, 1982, Officer Employees (Conduct) Regulations, 1982 & Officer Employees (Discipline & Appeal) Regulations, 1982 as amended upto date.

3. Definition:

- (i) Transfer will be taken to mean movement from one office / branch / station to another.
- (ii) Changes in position within the same same station / agglomeration would also be taken to mean as transfer.
- (iii) No officer shall be posted back at the same branch where he has already served for a period of three years.

4. Administrative Transfers:

Notwithstanding the provisions contained in this Placement / Transfer Policy, the Bank may transfer any officer to any branch / office of the Bank or to any place in India in terms of Regulation 47 & 48 as mentioned herein above & keeping in view exigencies / administrative requirement subject to Government / RBI guidelines in the matter, as applicable from time to time.

5. Posting of Husband & Wife, Unmarried Female Employees & Close Relatives:

The request of transfer on ground of posting of the spouse shall be considered on merits subject to suitability and availability of vacancy and administrative exigencies and in case of a female officer

efforts shall be made to accommodate her as far as possible at a place where her husband is stationed or as near as possible to that place or vice versa. If, however, both husband & wife are serving in our Bank, as far as possible, they may be posted at the same centre, but in different branch / office subject to their suitability, availability of vacancies. When one of them is under rural posting, the other may be posted to a neighbouring commutable centre.

Provided, in case of promotion, spouse of an officer shall be accommodated as far as possible at the nearest Region / Centre within the transfer norms.

Further, the posting of close relatives as detailed below shall not be made at the same office.

Close Relatives:

1.	Spouse	8.	Brother (including step brother)
2.	Father	9.	Brother's wife
3.	Mother (Including Step Mother)	10.	Sister (including step sister)
4.	Son (including Step Son)	11.	Sister's husband
5.	Son's wife	12.	Brother (including step brother) of the spouse
6.	Daughter (Including step daughter)	13.	Sister (including step sister) of the spouse
7.	Daughter's Husband	14.	Father/Mother of the spouse

6. Posting in Difficult Areas:

- (i) There are many branches in our Bank, such as in J&K (except Jammu) and other North Eastern areas and as notified from time to time by the Competent Statutory Authorities / Government of India, which may be treated Difficult Regions, as the life in those areas is proven to be difficult. Such areas may be declared / identified region wise as "Difficult Areas". The Difficult Areas in terms of living conditions, security aspect, educational & health facilities shall be decided upon in consultation with Association in IR meetings & posting in such areas shall be done on rotation basis.
- (ii) The officers posted in such Difficult Areas shall be eligible for transfer back to one of the three places of their choice after completion of a period of two years stay. They should be allowed to keep their families at their choice place as applicable in case of rural posting.

7. Promotion & Placements:

- (i) Exact number of vacancies in each scale shall be reckoned on the basis of classification of branches & workload at Administrative Offices as on 31st March every year.
- (ii) The Association shall be informed Region-wise vacancies in different scales including the deficit areas or surplus areas, if any. However, the resultant position after promotions shall be the final criteria.
- (iii) Normally an officer on promotion in normal channel from Scale-I to II and Scale-II to III shall be posted in the same region /adjoining region, whenever such vacancies exist.
- (iv) Deficit regions shall be first filled up from the Merit Channel Promotions .
- (v) Vacancies identified in the higher grade / scale in the Region shall be filled in by transferring back officers who have completed minimum three years out of their present Region / State

when they were transferred on promotion or otherwise due to Bank's exigencies provided they have applied in writing for transfer back to their parent Region / State & they are other-wise eligible. The officer may make such transfer request after three years. This will be performance linked i.e. an officer should have minimum 70% marks in Annual Performance Appraisal Report (APAR) and the period of leave shall be excluded.

- (vi) In such cases, the probable vacancies based on the current financial year shall also be taken into the account.
- (vii) The officers should be adjusted in order of seniority in the previous grade / scale in the same / nearby Region keeping in view the seniority cum distance criteria & their suitability.
- (viii) Transfer of such officers on promotion shall ordinarily be effected from the bottom of the seniority of such promoted officers i.e. the junior most would go first. Such officers shall be transferred to the nearest region/state on the principle of higher the seniority nearer the next region of posting subject to their suitability.
- (ix) An officer aggrieved by an order of transfer in violation of policy, if any, may represent within 15 days from the date of receipt of the order to the General Manager (HRD) stating therein the exact nature of violation of the policy.

8. Transfer on Compassionate Grounds:

Special consideration & care may be taken of an officer or his / her spouse / dependent children suffering from serious illness / disease which would require some special treatment, only if the medical treatment is not available at the centre duly certified by the Bank's doctor. The transfer will be considered initially for a period of six months and may be extended upto one year maximum, depending on the case, to a centre with medical facilities. However, in case of self illness of an officer, the period of transfer may be extended beyond one year subject to stringent review of medical condition of officer after every six months, on case to case basis.

For this purpose, the officer will have to submit satisfactory proof of illness, acceptable to the Bank.

The undernoted problems faced by an officer in the matter of transfer shall be looked into before its implementation :-

- (i) Bad health of the official or spouse and / or dependent children (who are eligible to avail LTC) requiring treatment to take care of serious ailments (e.g. TB, Cancer, Kidney, Heart / Cardiac ailment, Brain Tumor, AIDS & Thalassemia etc.)
- (ii) Special circumstances of physically handicapped persons who are eligible as per Government guidelines rebate under IT Act.
- (iii) Special circumstances of officers who have mentally retarded children as per Government guidelines.

9. Inter-Region Transfer Request:

To make it more transparent, a roster is maintained at Head Office of the representations submitted by the eligible officers in HRMS for transfer from one Region / State to another. The request for transfer shall be made in HRMS giving therein three choices in order of preference & the same shall

be considered scale-wise as per the vacancy position / requirement at both the centres subject to suitability as per criteria prescribed hereunder :-

- (i) For the purpose of registration of transfer request in the roster maintained at Head Office, an eligible officer is required to submit his / her transfer request in HRMS.
- (ii) As far as possible, transfer shall be made in the order of receipt of such representations at Head Office. Departure from the roster can be made on pressing compassionate grounds / exigencies of service in consultation with Association.
- (iii) Similarly, a roster shall be maintained at Regional Office level for within region transfers.
- (iv) As far as eligibility is concerned, an officer is required to complete a minimum of three years service at the Region / Station to become eligible for consideration for inter-Region transfer.

10. Competent Authorities:

Competent authorities for effecting transfers of officers shall be the same as circulated from time to time by the Bank while delegating the power in respect of the staff matters to the Regional Heads.

11. Special Provisions:

1. In terms of Government guidelines, all transfers orders shall be issued by June every year. However, transfer on promotion can be done after June as and when these become due. However, after June, transfers may be effected on the following grounds / situations only with the approval of the Head Office:
 - Transfer for manning new branches;
 - Transfer for filling up vacancies arising out on account of death / retirement / voluntary retirement / resignation / abandonment of employment;
 - Transfers necessitated as a consequence of initiation of disciplinary proceedings; and
 - Transfers on grounds of marriage of officers in the course of the year with the intent of keeping spouses together.
2. An officer shall be allowed to stay at branch / office for a period of three years, unless, in the meanwhile, he is promoted and has to be transferred to another branch / office as per the requirements of the Bank / as per Transfer Policy. He / She may however, be allowed to continue in the same office / branch provided there is a suitable vacancy in the higher scale / grade subject to maximum stay of three years in the same office / branch.

Further, no officer shall be allowed to stay in a Region for a period of more than ten years and he shall be transferred to any other region as per requirement of the Bank.

3. An officer during the period of three years preceding his / her retirement shall ordinarily be posted at his / her home town or nearest office or a place of his / her choice to enable him / her to make arrangements for rehabilitation / resettlement in good time.
4. Transfer of officers shall ordinarily not be made in haste unless required by administrative exigencies. No officer shall ordinarily be punished by way of a transfer in an unceremonious

manner so as to look insulting to the officer concerned. There shall be a proper way of transfer so that the officer feels motivated and honoured to take his next assignment.

5. To help mobility of the officer staff, an officer in JMGS – I / MMGS – II / MMG – III shall be allowed the free residence facility (except bank owned flats) at his / her own choice irrespective of place of posting so that he / she may keep his / her family as per his/her convenience for completing education of his / her children. Minimum of the ceiling of permissible rent at either of the two centers shall be permissible. Nevertheless the Bank's flat shall have to be vacated within a maximum period of two months from the date of posting.
6. Any external / outside pressure for transfer, if any, exerted on the Bank's executives through an external agency shall be considered as a negative feature on the part of an individual officer and the same shall be recorded in his personal file. It may also lead to suitable disciplinary action.
7. The transfer once effected must be implemented immediately or by the date stipulated in the transfer orders.
8. The tenure of officers in specialized cadre shall also be limited to three years.
9. Any transfer on compassionate grounds before the required retention period may be considered by the General Manager (HRD) on merits in the interest of the Bank, after duly recording reasons for such a dispensation.
10. In order to implement the government guidelines, the officers who do not have the requisite rural / semi-urban branch experience shall be posted at such centres (preferably in the same Region / State) in order to fulfill the requirement of rural / semi-urban branch experience well in time. However, Regions where sufficient number of rural / semi-urban branches are not available for posting the officers within the region, then they shall undergo the mandatory rural / semi-urban service in the nearest region subject to availability of vacancies in rural / semi-urban branches.
11. Officers who are State / National level sportsmen as per Government guidelines may be posted as far as possible in cities where avenues for playing requisite games are available provided they are the members of All India Oriental Bank of Commerce team & must have represented in the State Level Tournaments.
12. Officers shall ordinarily be given at least 3 years field posting prospectively before being considered for posting in Administrative Offices except Specialist Officers.
13. The Office Bearers of the Central / State Committees shall not be posted in the Staff / Establishment Department of the Regional / Head Office.
14. The Officers who are reckoned as willful non-performers or having proved malafide intentions shall be posted at difficult / deficit area postings. However, this clause will not be taken as leverage for victimization.
15. The above Placement / Transfer Policy shall be reviewed by consultation between both parties from time to time as per needs of the Bank / officers in view of the fast emerging socio economic changes & needs of the relevant hour.

16.The above provisions are subject to amendments as advised by IBA / RBI / Government, received from time to time.

17.The Bank reserves the rights to amend, vary or rescind all or any of the provisions herein above.

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- **Roster Transfer Application: Through HRMS**
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