
CHAPTER - V

APPOINTMENT, PROBATION, CONFIRMATION & SENIORITY

(1) Appointment:

OSR Provisions:(Regulation 14)

The Competent Authority in the light of the guidelines of the Government, if any shall make all appointments & promotions to the Officer Grade. For Appointments & Promotions, Bank has separate Recruitment & Promotion Policy.

IBA guidelines: Fresh Appointment of Serving Officers:

IBA Guidelines uniformly adopted by the banks.

- a) As per IBA Circular No. PD/76/s/499 dated 14/03/1984, in case of an employee in clerical cadre selected for appointment as officer in the same bank, he is required to resign from the service and join a fresh as officer. His past service in the bank in the clerical cadre will be reckoned for all benefits except for seniority.
- b) **As per IBA Circular No. PD/76/S/1188 dated 20/06/1983 and PD/76/S/1563 dated 25/08/1983, the officers who are selected for appointment in higher grade in the same bank are not required to resign before joining the new grade and their Leave, Provident Fund and Pension Account are allowed to continue. The protection of their last pay drawn can be given at the discretion of the individual banks.**

(2) Probation:

a) OSR Provisions: (Regulation 15)

1. An officer directly appointed to the junior Management Grade shall be on probation for a period of two years.
2. An employee of the bank promoted as an officer in the junior management grade shall be on probation for one year.
3. An officer appointed to any other grade shall be on probation for such period as may be decided by the bank.
Provided that the competent authority may, in the case of any officer, reduce the period of probation or dispense with probation.

b)Bank's Guidelines:

Probation - Scale II & Above: An officer appointed in the Specialist Category in Scale II and above shall be on probation for a period of 1 year.

(3) Seniority:

OSR Provisions:

Regulation 18:

1. Each year the Bank shall prepare a list of officers in its service showing their names in the order of their seniority on an all India basis and containing such other particulars as the Bank may determine. A copy of such list shall be kept at every branch or office of the bank.

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2. Seniority of an officer in a grade or scale shall be reckoned with reference to the date of his appointment in that grade or scale. Where there are two or more officers of the same length of service in that grade or scale, their inter se - seniority shall be reckoned with reference to their seniority in the immediately preceding grade or scale or the previous cadre to which they belonged in the Bank's service. Where two or more officers have the same length of service in such preceding grade or scale or such previous cadre, their seniority in the date of birth shall be the basis.
 3. Subject to the provisions of Sub-regulation (2) –
 - a) The inter-se seniority of officers directly recruited in a batch to any grade or scale shall be reckoned with reference to the rank allotted to them at the time of such recruitment.
 - b) If officers recruited under the general category and reserved category are allotted to any bank, the seniority inter-se-amongst the candidates so allotted who join on the same date shall be determined in accordance with the marks obtained by such candidates, without adding notional marks for the reserved candidates.
 - c) If, however, two or more categories of officers such as technical field officers, agricultural field officers and general officers join on the same date and if there is no system of maintaining separate seniority list for the different categories of officers, seniority in the common seniority list shall be determined on the basis of their date of birth.
 4. In the case of an officer whose probation has been extended, his seniority shall be reckoned just below all the officers, if any, recruited or promoted in the same batch along with him
 5. Nothing in this regulation shall affect the seniority among themselves of the officers as existing immediately prior to the appointed date.

(4) Confirmation:

a) OSR Provisions:

Regulation 16:

1. An officer shall be confirmed in the service of the bank if, in the opinion of the competent authority, the officer has satisfactorily completed the training in any institution to which the officer may have been deputed for training and the in-service training in the bank. Provided that an officer directly recruited to the junior management grade may be required also to pass a test in a language other than his mother tongue.
2. If in the opinion of the competent authority an officer has not satisfactorily completed either or both the training referred to in sub-regulation (1) or if the officer has not passed the test referred to therein, the officer's probation may be extended by further period not exceeding one year.
3. Where during the period of probation, including the period of extension, if any, the competent authority is of the opinion that the officer is not fit for confirmation:
 - a) In the case of a direct appointee, his services may be terminated by the one month's notice or payment of one month's emoluments in lieu thereof: and
 - b) In the case of a promotee from the bank's services he may be reverted to the grade or cadre from which he was promoted.
- b) Bank's Guidelines/Explanation/Clarifications:-
 - i) Appointments in the officers' grade are made either by direct recruitment or promotion from the clerical cadre under the policy of promotion from clerical cadre to officer grade now in force. The bank has the right to recruit every year 25% of the vacancies in officer grade (JMGS - I) by direct recruitment. Recruit upto 30% vacancies of probationary Officers earmarked for direct recruitment i.e. 25%, by way of campus recruitment from recognized Management and other Professional Institutions.

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- ii) An officer directly appointed to junior management grade will be on probation for two years which period may be extended by a further period not exceeding one year if in the opinion of the competent authority he has not satisfactorily completed the training.
 - iii) An employee promoted as an officer in the junior management grade will be on a probation for a period of one year which period may be extended by the competent authority.
 - iv) The period of probation in the case of an officer appointed to any other grade will be decided by the bank having regard to guidelines of the government.
 - v) Notwithstanding anything contained in paragraphs above, the competent authority may, in the case of any officer, reduce the period of probation or dispense with probation.
 - vi) An officer shall be confirmed in the service of the bank, if in the opinion of the competent authority, the officer has satisfactorily completed the training in the bank. There is however, no test conducted during the period of probation or after probation for purpose of confirmation.
 - vii) In order to arrive at a decision as to whether the probationary officer has completed the period of probation satisfactorily or not, the opinion from respective reporting officers is obtained.
 - viii) Where during the period of probation, including the period of extension, if any the competent authority is of the opinion that the officer is not fit for confirmation:
 - In the case of a direct appointee, his services may be terminated by one months notices or payment of one month's emoluments in lieu thereof; and.
 - In the case of a promotee from the bank's services, he may be reverted to the grade or cadre from which he was promoted.

c) Confirmation Policy of the Bank:

1. Scope Of Confirmation Policy:

a) Probation:

As per Regulation 15 of Officers' Service Regulation 1982, the provision regarding probation of the officers' appointed/promoted is as under:-

- i) An officer directly appointed to the Junior Management Grade shall be on probation for a period of two years.
- ii) An employee of the Bank promoted, as an Officer in the Junior Management Grade shall be on probation for one year.
- iii) An Officer directly appointed MMG Scale-II and above is specialized field shall remain on probation for a period of one year provided he/she has minimum one year experience. However, for others the probation period shall be 2 years.
- iv) The officers promoted upto SMG Scale-IV shall remain on probation for a period of one year as per Promotion Policy.

Provided that the Competent Authority may, in the case of any officer, reduces the period of probation or dispense with probation.

b) Confirmation:

The Regulation '16' of the OBC Officers' Service Regulation 1982 reads as under:

- 1) An officer shall be confirmed in the service of the bank, if in the opinion of the Competent Authority, the officer has satisfactorily completed the training in any institution to which the officer may have been deputed for training and the in-service training in the bank.
- 2) If in the opinion of the Competent Authority an officer has not satisfactorily completed either or both the training referred to in Sub-regulation (1) or if the officer has not passed the test referred to therein, the officer's probation may be extended by further period not exceeding one year.
- 3) Where during the period of probation, including the period of extension, if any the Competent Authority is of the opinion that the officer is not fit for confirmation:

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- (a) In the case of direct appointee, his services may be terminated by one month's notice or payment of one month's emoluments in lieu thereof; and
 - (b) In the case of a promotee from the bank's services, he may be reverted the Grade or Cadre from which he was promoted.

c) Seniority:

The Regulation 18(4) of OSR's 1982 regarding seniority is reproduced herein below:

"In the case of an officer whose probation has been extended, his seniority shall be reckoned just below all the officers, if any, recruited or promoted in the same batch alongwith him.

2. Performance Reports:

The satisfactory performance during the probation period shall be the sole criterion to the confirmation of an officer in the respective scale.

While considering the case of confirmation of an officer, a report regarding his/her performance shall be obtained from his Reporting Authority and the Competent Authority shall take decision regarding his/her confirmation in the scale keeping in view his/her performance during the probation period. The prescribed proforma for appraisal of performance of officer's working as Branch Incumbents and officers working on other positions are enclosed as Annexure 1&2.

3. Procedure of Confirmation / Extension of Probation:

- a) The Competent Authority shall appraise the performance of an officer during the probation period and confirm him/her as from due date if his/her performance is satisfactory.
- b) In case, the performance of any officer is not found to be satisfactory his/her probation period shall be extended by further period not exceeding one year as per rules. Such extension in probation period shall be effected initially for a period of six months with the advice to the concerned officer to improve his/her performance. Simultaneously, he/she should also be informed that his/her seniority is reckoned just below all the officers, if any, recruited/promoted in the same batch alongwith him/her as per Regulation 18(4) of OSR. After completion of six months extended probation period, the Competent Authority again appraises his/her performance as per procedure as above and in case his/her performance is satisfactory, he/she may be confirmed prospectively.
- c) However, in case the performance of an officer is not found to be satisfactory during the first six months of extended period of probation also, the probation period shall be further extended for another six months period (not exceeding one year in total as per rules as above) with the final advice to an officer that he/she should improve his/her performance during this extended period failing which he/she shall be terminated from the bank services (Direct appointee officers)/ reverted to the cadre/scale (promotee officers) from which he/she was promoted. After completion of extended probation period, the Competent Authority appraise his/her performance as above and confirm him/her prospectively in case his/her performance as above and confirm him/her prospectively in case his/her performance is found to be satisfactory.
- d) However, in case his/her performance is not found to be satisfactory during the total one year extended period of probation, in case of direct appointee his/her services shall be terminated by giving one month's notice or one month's emoluments thereof and in the case of a promotee officer, he/she shall be reverted to the cadre/scale from which he/she was promoted.

4. Report of Character & Antecedents From The Police Authorities:

In the case of newly recruited officer, the satisfactory report of Police Authorities regarding his/her character and antecedents is also mandatory in addition to his/her satisfactory performance during the probation. In case of unsatisfactory report of an officer he will be terminated as per service condition mentioned in his/her appointment letter.

5. Report of Disciplinary/ Vigilance/ Criminal Action:

The information regarding pending / contemplated cases of disciplinary/ vigilance/ criminal action against the officer shall be collected from the relevant department/ offices at the time of considering the case of confirmation officer. In the event of any case of disciplinary/ vigilance/criminal action pending / contemplated against any promotee officer, it shall be examined whether the case pertains to the lower cadre/ scale or the same pertains to existing higher scale of officer. There can be 3 (three) categories of such officers. These categories alongwith procedure to be adopted for considering the case of confirmation of such officer are mentioned therein below. However, needles to mention that satisfactory performance during the probation period/ extended probation period shall be pre-requisite for confirmation.

a)Cases of Disciplinary / Vigilance / Criminal Action pertaining to lower scale/ cadre or existing higher scale:

- i) An officer, whose case of disciplinary action was placed before the Promotion Committee at the time of interview and he/she was promoted by the Promotion Committee after knowing the fact of disciplinary action pending/ contemplated against him/her. The case of confirmation of such officer may be considered as per procedure of confirmation/extension of probation sated above irrespective of the case of disciplinary/ vigilance / criminal action pending against him/her.
- ii) An Officer whose case of irregularity/ unauthorised business etc. in the lower scale comes to light after his/her promotion and a case of disciplinary/ vigilance/ criminal action has become pending/ contemplated against him/ her during the probation period. The case of confirmation of such officer may also be considered as per procedure of confirmation/ extension of probation stated above.
- iii) An Officer who has committed any irregularity/ unauthorised business/ misconduct/ remain unauthorised/y absent during the probation period itself and the case of disciplinary/ vigilance/ criminal action is pending/ contemplated against him. The act of misconduct etc. of such an officer shall have bearing on the performance of an officer during the probation period and the same shall reflect in his/her report of performance obtained at the time of considering his/her case of confirmation. The Reporting/ Competent Authority shall appraise / adjudge his/her performance keeping in view the irregularity/ unauthorised business/ misconduct & other relevant factors of performance and decide about his/her performance being satisfactory or unsatisfactory. Thereafter, his/her case of confirmation may be considered as per procedure of confirmation.

As regards to the case of disciplinary/ vigilance / criminal pending/ contemplated against the above 3 (three) categories of officers, the decision shall be taken by the Disciplinary Authority on the basis of disciplinary proceedings etc. pending/ contemplated against them separately and the outcome of the same/ orders of Disciplinary Authority as issued in future would be applicable upon them.

b)Cases of Officers placed under suspension:

In the case of an officer who is suspended from the bank services on or before due date of confirmation, his/her case of confirmation shall be kept in abeyance. The decision regarding his/her confirmation/ seniority shall be taken by the competent

authority on finalization of the case of disciplinary action pending/ contemplated against him/her or on his/her reinstatement in the bank service keeping in view the fact whether he/she had committed the misconduct in the lower scale or the existing higher scale. For the purpose, a report shall be obtained regarding his/ her performances during the probation period (including left over period of probation). The Reporting / Competent authority shall appraise/ adjudge his / her performance keeping in view the irregularity / unauthorised business/ misconduct & other relevant factors of performance and decide about his/ her performance being satisfactory or unsatisfactory. Thereafter, his/her case of confirmation may be considered as per procedure of confirmation / extension of probation as stated above.

6. Competent Authority:

The following officials shall be the Competent Authority for confirmation of officers:

Scale	Competent Authority
JMG Scale-I & MMG Scale - II (Posted in branch/office in the region)	Regional Head
JMG Scale-I, MMG Scale-II (Posted in the departments at Head Office including Regional Inspectorate/ Staff Training College)	AGM (HRD), Head Office.
MMG Scale -III	DGM (HRD), Head Office.
SMG - IV & V	GM(HRD), Head Office.

7. For any differences arising in the interpretation of the clauses in the Policy, the decision of the Chairman & Managing Director will be final.

d) Forwarding of Applications to Other Organisations:

(Est. Cir. No. HO/HRD/64/20/2007/22/05/2007)

As per HO Estt. Circular Nos. PER/37/104/80/156 dated 09.12.1980 & PER/41/64/274 dated 27.07.1984, all staff members are required to send their applications to different Organisations for employment through proper channel. For officers staff, all such applications are routed through the Regional Head to HRD Department, Head Office. Generally, all such applications of the staff members for outside employment are forwarded to the concerned Organisations.

However, in case any disciplinary action is pending or contemplated against an employee, his application is ordinarily not forwarded. Further, in the event of any staff members, whose application is forwarded, having been selected elsewhere, he is required to give usual notice of resignation and get himself relieved as per rules / policy.

As applications of only those employees are not ordinarily forwarded against whom disciplinary action is pending or contemplated, it has been decided that henceforth, all such applications of officers in Scales – I & II, for whom the Asstt. General Manager at Regional Office is the Disciplinary Authority, should also be forwarded by the concerned Regional Head. The applications of the officers in Scale – III & above posted in the Regions and the staff posted at Head Office will continue to be forwarded by HRD Department, Head Office.

The employees, as heretofore, who want the applications to be forwarded to other Organisations will also attach with their applications the advertisement in response to which they are applying. It is, however, clarified that it will be the discretion of the Bank to forward such applications of staff members to outside organisation or not keeping in view its requirements and the concerned staff member will have to resign from the Bank service & get himself relieved as per rules / policy, before he is allowed to take up the assignment in another organisation.

Further, it is reiterated that the Branch Managers are not authorised to issue 'Service Certificate' to employees nor they are authorised to give clearance to any employee for applying elsewhere.

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