



# Saptagiri Grameena Bank

(Public Sector RRB : Sponsored by Indian Bank)

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### TRANSFER POLICY

2024-25

H R M DEPARTMENT

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## POLICY CERTIFICATION

Title : TRANSFER POLICY  
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<b>Owned By</b>	<b>Human Resource Development Department of HRM</b>
<b>Prepared By</b>	<b>HRM Department</b>
<b>Reviewed By</b>	<b>Board Secretary</b>
<b>Approved By</b>	<b>Board</b>
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# TRANSFER & PLACEMENT POLICY

## FOR OFFICERS UP TO SCALE III

### OFFICE ASSISTANTS (MULTIPURPOSE) & OFFICE ATTENDANTS

In terms of the Regulation 74 of the Saptagiri Grameena Bank (Officers and Employees) Service Regulations, 2010 every officer or employee is liable for transfer to any Office or Branch of the Bank.

NABARD, Head Office, Mumbai vide their circular no 213/IDD-12/2015 Dated 09.10.2015 circulated the broad guide lines on transfer policy for RRB Officers and Employees & the same had been finalized by Government of India.

In accordance with the above guidelines and with a view to have transparency / uniformity in the Transfer & Placement process and to put forth the Succession Plan forward by taking into account Bank's requirements and changing environment, the Bank has formulated a fresh Transfer and Placement Policy for Officers up to Scale-III, Office Assistants (MULTI-PURPOSE) & Office Attendants.

With regard to Senior Management Grade Scale-IV officers & above are subjected to transfer as per the administrative needs at any point of time.

The details of the policy are furnished below. The Policy is valid till such time it is reviewed / modified by the Board.

#### (A) ALL OFFICERS UP TO SCALE III

##### 1. TRANSFERABILITY

All officers are liable to serve any Office or Branch of the Bank. Generally Officers will be transferred once **in every three years** subject to Bank's requirements. The minimum requirement of three years will not be applicable whenever an officer is promoted, subject to Disciplinary Proceedings.

While the bank reserves its right to post any officer anywhere, endeavor will be made to examine the requests made by the officers in the light of Bank's administrative / business needs and requirements guided by vacancy positions subject to provisions contained in the policy.

##### 2. APPLICABILITY

This Policy is applicable to all officers up to Scale III based on the functional needs and requirements of the Bank.

### 3. PERIODICITY

While the officers would be normally kept in the same Branch / place for a minimum period of three years, they can be retained in the same Centers as per the needs and requirements of the bank for such period the Bank may feel necessary.

### 4. TRANSFER OUTSIDE THE DISTRICT OF THEIR CHOICE

Officers, posted outside their District of their choice for the first time when they are given such posting, would normally be required to serve for a period of 4 years of active service.

Depending on the needs and requirements of bank, an officer may be posted out of his / her District of choice for a second time and the tenure period of such posting shall be for a period of 3 years of active service. After completion of this tenure of 3 years he / she can apply for transfer to his / her District of choice.

The period of Extraordinary Leave / LOP / Unauthorized Absence / Leave taken for more than the accrued leave in the particular calendar year during their tenure period of three years will not be considered as active service for this purpose.

After completion of stipulated service outside the District for the first / second time as the case may be, the Officer intending to serve in their choice of District can apply for transfer. Depending on the number of vacancies available, request transfer postings will be given on the basis of the service seniority of the officers in the present District from where the officer is seeking transfer.

In case there are more than one region in the District of their choice, then the officer can apply for the region as well as other regions in the District in the order of priority after completing the stipulated service outside the District.

### 5. EXPOSURE TO RURAL BRANCHES

Every Officer will be posted at least once in their service period in rural area for a full tenure of three years.

### 6. POSTING IN HARDSHIP CENTRES

Officers posted to such Centers would be required to serve normally for a period of two years and on completion, a request for posting to a place of their choice (out of 3 places) would be considered subject to the availability of vacancies.

The Bank Management will decide the Hardship centers, if any, from time to time and notify the same.

**7. PLACEMENT OF OFFICERS IN ADMINISTRATIVE OFFICES**

By and large, Officers who have completed five years of service as Officer would be considered for being posted to Administrative Offices. They would normally serve in such Offices for a period not exceeding five years and in case of exigencies as per the needs and requirements of the Bank.

However, in exceptional cases on merits and requirements / exigencies of the Bank, an Officer may be posted to Administrative Office/s, irrespective of minimum stipulated service required.

**8. PLACEMENT OFFICERS OF PROFESSIONAL QUALIFICATION viz., LAW, IT AND TREASURY MANAGEMENT ETC**

Tenure of Officers of professional qualification viz., Law, IT and Treasury Management etc., may be at least for 5 years.

**9. PLACEMENT AS INSPECTORS**

The tenure of Inspectors would be normally for a period not exceeding 5 years.

**10. POSTING PRIOR TO SUPERANNUATION**

An officer will be considered for posting to his choice of Region / District, 3 years prior to superannuation subject to administrative convenience. Officers above 55 years of age will be exempted for posting to remote and hard ship centers as far as possible.

**11. No Officer will be transferred to a Branch where his near relative is posted.**

**12. TRANSFER OF OFFICERS WHO ARE PHYSICALLY HANDICAPPED / TRANSFER OF OFFICERS WHO HAVE MENTALLY RETARDED CHILDREN**

Transfer of physically handicapped officer or transfer of officers who have mentally retarded children will be governed by GOI guidelines but same will not be applicable in case of any disciplinary taken action against him.

**13. REQUEST TRANSFER/TRANFER ON COMPASSIONATE GROUNDS:**

Requests for transfers on compassionate grounds will be restricted to serious personal health condition of the employee / continued sickness of the spouse / continued and serious sickness of dependent child / children / death of the spouse / child.

Such requests will be considered on merits and subject to the satisfaction of the Management based on the genuineness / bona-fides of the request. Management's

decision in this regard shall be final. Such requests would be considered **only once** in the employees' service in the officer cadre and would be subject to the norms regarding the requisite period.

However for lady Officers two request transfers on marriage ground / joining spouse may be considered subject to administrative convenience.

#### 14. TRANSFER REQUEST TO JOIN SPOUSES

In the eventuality of an officer being transferred in the normal course, the transfer of his / her spouse who is also employed in our Bank as an officer will normally be considered to the same District depending on the availability of vacancies.

Such transfer shall not be considered if the transfer is affected due to promotions and the spouse who is applying for the transfer has not completed the tenure period as the case may be in the particular District.

In case of an officer whose spouse is in permanent service of Central Government, State Government, PSU, etc., may be considered for transfer for one term of three years in a block of 10 years period to join with his spouse subject to administrative convenience.

15. After posting for two tenures in one Region i.e., for 6 years, the officer will be transferred to another region. However, in cases of requirements / exigencies of the Bank, an Officer may be posted in the same Region by the Management even after two tenures also.

#### 16. TRANSFER ON PROMOTION

On promotion every officer will be transferred to other region. However, in cases on merits and requirements / exigencies of the Bank, an Officer on promotion may be posted in same Region by the Management.

#### **(B) OFFICE ASSISTANTS (MULTIPURPOSE)**

1. The normal tenure of posting for Office Assistant will be **5 years** and they shall be liable to transfer every 5 years.
2. **After 10 years** of service in one region, an Office Assistant should be shifted to other Region.
3. On promotion to Scale-I Officer, an Office Assistant will be transferred out of the Region. However, in cases of merits and requirements / exigencies of the Bank, a clerk on promotion may be posted in same Region by the Management.



4. The Bank Management will decide the Hardship Centers, if any, from time to time and accordingly posting may be done for 2 years in Hardship Centre.
5. Request transfer/s will be entertained only once during the entire service period and subject to availability of vacancies at the requested place and other administrative convenience. For lady Office Assistants (Clerical), same may be for 2 terms/tenures.
6. The clerical staff undergoing movement as per inter-regional district transfers will be considered for preferential posting to choice of his / her 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.
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 Office Assistant whose spouse is in permanent service of Central Government, State Government, PSU, etc., may be transferred for one tenure of 3 years in a block of 10 years period to join his/her spouse.

**(C) OFFICE ATTENDANT**

1. Office Attendant shall be liable for transfer in 7 years to any branch / office of the bank.
2. Request transfer will be entertained only once during the service period and based on the vacancies available. For lady Office Attendants (Sub-Staff), same may be for 2 terms / tenures.
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., may be transferred for one tenure of 3 years in a block of 10 years period to join his / her spouse.



5. An Office Attendant on promotion to Office Assistant as far as possible will be posted in the same Region / District, subject to requirements of bank.

#### **(D) GENERAL TERMS**

1. With regard to Senior Management Grade Scale-IV & Scale-V Officers, no separate transfer policy is framed at present & they are subject to transfer as per the administrative needs of the bank at any point of time.
2. In case the performance of an officer / employee is not satisfactory and Bank feels that retention / continuation of him / her in a particular branch / office is detrimental to the interests of the Bank, such staff shall be liable for transfer, even if he / she has not completed the term.
3. The period of Extraordinary Leave / LOP / Unauthorized Absence / Leave/s taken more than the accrued leave in the particular calendar year during their tenure period will not be considered as active service for this purpose.
4. New recruits are not governed by the above policy. They are posted as per the administrative requirements irrespective of their tenure till the completion of their probation period.

#### **5. REQUEST FOR TRANSFERS**

Request transfers would be considered within the frame work of the policy more fully described in the preceding paragraphs. All officers who fulfill the eligibility criteria can apply during the period January to March for registering the requests.

Based on the availability of vacancies and subject to the Bank's requirements, the transfer orders will be issued generally during the period April to June. Request transfer on compassionate grounds has to be submitted with necessary certificates and the same is subject to Bank's satisfaction.

#### **6. REPEAL AND SAVING**

The Bank shall have the right to change, modify, alter, amend, repeal or vary from time to time any rule / rules / clause(s) incorporated in the transfer policy. The guidelines issued by the Government of India from time to time shall form part of this policy and shall be communicated.

#### **7. VALIDITY OF THE POLICY**

This policy shall be in force from the date of approval of the policy by the Board and till such time it is reviewed and modified by the Board.



8. ACT OF MISCONDUCT

Bringing outside influence by any officer / employee of the bank with regard to any betterment of their prospects in the bank, including transfers, would be considered as “Major” Misconduct.

The provisions under regulation 35 of Saptagiri Grameena Bank (Officers & Employees) Service Regulations, 2010, states that:-

“No officer or employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his / her interest in respect of matters pertaining to his / her service in the Bank”.

Accordingly, the officers / employees engaged in such kind of activities would be referred for punishment under this provision by Chairman of the bank, or in his absence by the General Manager.

9. INTERPRETATION OF THE POLICY

The decision of the Chairman, or in his absence the General Manager, shall be final in respect of any differences or disputes with regard to the interpretation of any of the clauses in this policy.