

# ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್

Karnataka Grameena Bank | ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬೆಂಕ

## Guidelines for Transfer of Officer / Employee are detailed as under:

### 1. Transferability:

Every Officer/Employee is liable for transfer to any office or branch of the Bank.

### 2. Transfer Season:

To minimize employee hardship, transfers shall generally be effected annually and shall be completed by 30<sup>th</sup> June of any given year. However, this timeline does not apply in cases of transfers due to promotions, filling vacancies, or for any administrative reasons or exigencies.

### 3. Request for Transfers:

- a. The application for transfer should be submitted in HRMS and duly forwarded by the Branch / Office In-charge with his due remarks/ recommendations to respective Regional Manager. The Regional Manager in turn shall forward the application with his remarks and recommendations to Staff Section, Head Office, Ballari.
- b. Request Transfers of officers/employees will be carefully examined and considered as far as possible based on medical grounds. If request transfers are considered, they will not be eligible for TA/Joining Time.
- c. The Officers/employees has to give a list of 5 places of his/her choice in the order of preference. There shall be no request for a particular unit but it shall be for a particular place.
- d. Record of the requests made by the staff members will be maintained in HRMS.
- e. If Transfers are considered & effected to the requested Branches/Offices of the staff member, such transfers will be treated as Request Transfer and not eligible for TA/HA/Joining Time benefits.
- f. When an employee makes a request for transfer and if the same is not acceded to, such request shall lapse at the end of the transfer season.

### 4. Bringing Outside / Political Influence: The performance / suitability of the staff member will be the criteria for their placement and bringing outside influence / pressure in such matters shall be deemed as breach of Regulation 35 of Bank's Service Regulations, 2025.

### 5. The following norms shall be followed for tenures subject to administrative exigency:

- a. All officers shall be transferred every 3 years.
- b. All workmen shall be transferred every 5 years.

## ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್

Karnataka Grameena Bank | कर्नाटक ग्रामीण बैंक

### 6. Transfer timelines and Schedule:

#### a. Different Administrative Layers and Tenure of staff:

Administrative Layers	Duration of One Tenure of Officers	Duration of One Tenure of Workmen Employees
Head Office / Regional Office / Branch Office / Training Cell / Central Processing Centres (CPC) / Currency Chest* / Asset Recovery Management Branch / Retail Lending Hubs/Centers / Credit Hubs	3 years	5 years

Note: (i) The staff members posted at Currency Chest who are the joint custodians shall invariably be transferred before completion of three years.

(ii) Tenure of Officers of special professional qualification viz., Law, IT, Treasury Management etc., posted in HO/RO should normally be for 5 years

(iii) There shall be no maximum or minimum number of tenures for an officer / workman to work in any administrative layer. However, there will not be any change in duration of one tenure in both cases.

(iv) 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 tenure.

#### b. Annual Transfer Schedule: The Cut-off date to reckon completion of tenure of Officers/Employees shall be 30<sup>th</sup> June of the year.

Activity	Due Date
Issuing of Memo	1 <sup>st</sup> Week of December
Receiving requests for transfers	31 <sup>st</sup> December every year
Completion of annual transfer exercises for all the administrative layers	30 <sup>th</sup> June every year

#### c. Transfer exercises shall be completed before June, every year. Mid-year transfers shall be avoided as far as possible subject to administrative exigencies.

### 7. If an Officer / Customer Service Associate / Senior Customer Service Associate (Cash) has completed two tenures in one particular region continuously, he / she shall be transferred to other region depending upon administrative exigencies.

## ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್

Karnataka Grameena Bank | कर्नाटक ग्रामीण बैंक

### 8. Publication of seniority list for existing / expected vacancies at different locations / scales:

- a. For greater transparency the following information shall be published in HRMS portal
  - i. Locations wise, Scale-wise lists of existing and expected vacancy.
  - ii. Seniority (service based).
  - iii. Region Seniority list
- b. Rotational transfers shall be on seniority basis and exceptions, if any, will be properly recorded / documented.
- c. As per the CVC instructions, staff working in sensitive posts must be strictly rotated after every three years or the term approved by the Board to avoid developing vested interests.

The following shall be deemed as sensitive posts:

- i. Branch head & Managers/Officers in Credit Department in the Branch.
- ii. Heads of Loan Processing Centres.
- iii. Officials working in various Credit Departments at Regional Offices & Head Office who are involved in Credit Sanction.
- iv. Regional Heads and officials heading Wings at Head Office.
- v. Officials involved in procurements and expenditure on work / maintenance / services including advertising in various departments at HO and RO such as Premises Section, GA Wing, DIT Wing, DBS, PMO, Publicity-overseeing Executive/ Section-in-charge / Printing & Stationery Section, etc.
- vi. HR Department Officials at HO involved in transfer / placements / disciplinary actions and handling of investments viz. Pension Funds, Gratuity Fund and Provident Fund.
- vii. Recovery Department (including Asset Recovery Management Branches) officials at HO / RO involved in OTS proposals.
- viii. Key holding officials/employees in Branches and Currency Chests.
- ix. Officials at HO / RO involved in empanelment of Valuers, Advocates, Auditors and other outside agencies.
- x. Vigilance Officials working in the Vigilance Wing / RO.
- xi. Staff/ Officials handling NEFT/RTGS system in DIT.
- xii. Officials working at Treasury Operations and officials working as Dealers in Treasury.
- xiii. Officials at Currency Chests.
- xiv. All officials handling reconciliation work.
- xv. Any other area perceived to be sensitive by the Bank.

## ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್

Karnataka Grameena Bank | कर्नाटक ग्रामीण बैंक

### 9. Automation of Transfer Process and Online Platform:

Feature	Description
Location Preferences	Employees can submit their preferred transfer locations through HRMS
Transfer Policy & Guidelines	Access to the Bank's Transfer Policy, guidelines, and related circulars shall be made available in HRMS portal*
Seniority Lists	Scale-wise seniority lists shall be made available in HRMS portal*
Vacancy Details	Scale wise and location wise vacancy lists shall be made available in HRMS

\* The matter will be taken-up with the vendor for incorporating necessary changes in the existing Transfer Module in HRMS or a new software will be procured, as feasible.

### 10. Difficult Centers & Periodicity:

Bank will identify and decide Branches located in difficult / hardship centers, if any and accordingly postings shall normally be for 2 years in such centers.

Hardship centers are normally those where hardship is experienced in the matters like transportation and other minimum basic facilities for staying at the place and there are no better centers nearby for stay, mining centers with high level of pollution, and is at a considerable distance from the Taluk / Head Quarters etc.

### 11. Transfer Committee:

We propose to establish a Transfers Committee consisting of the following members:

Designation	Position in the Committee
Chairman	Chairman of the Committee
General Manager (HR)	Vice Chairman of the Committee
CM / AGM (HR)	Member and Convener
Senior Manager - 1 (HR)	Member
Senior Manager - 2 (HR)	Member
Manager - 1 (HR)	Member
Manager - 2 (HR)	Member

Scope of the Committee: The committee shall review the requests received from staff members and finalize the transfer list adhering to the transfer policy duly keeping in view the administrative and business requirements of the Bank.

## ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್

Karnataka Grameena Bank | कर्नाटक ग्रामीण बैंक

12. Grievances of staff members citing violation of transfer policy and dealing with appeal received on transfer from the staff members:

- a. We propose to establish a Committee - Transfer Grievances Redressal Committee, consisting of the following members to look into the matters pertaining to grievances of staff members citing violation of transfer policy and dealing with appeal received on transfer from the staff members:

Designation	Position in the Committee
Senior Most General Manager in the Bank (other than heading HR Wing)	Chairman of the Committee
CM / AGM (IR)	Member
Manager / Senior Manager	Member
Manager / Senior Manager	Member
Manager / Senior Manager (HR) who is not the part of transfer process / committee)	Member and Convenor
CSA (Shall be taken only in case of grievances of workmen)	Member

**Note:** (i) The committee should have Representations from Women, SC/ST, OBC, PWBD Categories. The members should not be a post / office bearers of any Union or Association. The members of this committee shall be nominated by HR Wing with the permission of the Chairman and may be taken from local Regional Office or Branches and not necessarily be posted at Head Office.

(ii) No individual who are the members of Transfer committee as proposed in point 12 above shall be members of *Transfer Grievances Redressal Committee*.

(iii) Quorum - In case of unavailability of all the members, meeting could be conducted in presence of minimum 3 members where presence of Chairman of the Committee shall be compulsory.

- b. The grievances received from employees citing violation of transfer policy and appeal received on transfer shall be placed to the *Transfer Grievances Redressal Committee* and dealt with in a considerate manner and suitably responded to by the convener of the *Transfer Grievances Redressal Committee*, duly recording the reasons within 15 days.

### 13. Transfer Protection to Office Bearers of Associations / Unions:

The protection from transfer is extended to enable the office bearers of Unions / Associations to communicate their members about the corporate objectives of the bank and the messages from the Unions / Associations.

Such protection will be made available only to Principal Office Bearers, whose presence is highly required for better functioning and control of the affairs of the Unions / associations which in turn result in healthy industrial relations and also will contribute to the growth of the Bank.

## ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್

### Karnataka Grameena Bank | कर्नाटक ग्रामीण बैंक

- a. Definition of Protection:** Protection here implies protection to the eligible office bearers from outstation transfers in case of City Branches and within the Taluk, if the staff member is posted in a place where only one Branch is available.
- b. Positions to which protection is available:**
- Transfer protection shall be available to three Principal Office bearers of all the Majority Unions / Associations (viz. Officers' / Employees' Association / Union, & SC / ST / OBC Welfare Association) described as:
    - President,
    - General Secretary, and
    - Treasurer.
  - As regards to other Unions / Associations, protection shall be extended to maximum 2 principal Office Bearers in total i.e., President and General Secretary. Such associations / unions shall have membership of at least 10% or 100 members, whichever is less from among the total staff of the respective cadre / category as applicable.
- c. Transfer Protection on Promotion:** Transfer protection shall **NOT** be available to office bearers on promotion.
- d. Tenure:** Irrespective of the position holding, the staff members to whom transfer protection is applicable shall be subject to transfer on completion of one tenure of three / five years' (as applicable) posting in any single branch / office. On completion of six / ten years (as applicable) in a single region (i.e. 2 tenures) the staff members shall be subjected to transfer to other region of their choice.
- e. Applicability:**
- If the officer / employee ceases to be an office bearer his protection shall automatically get cancelled.
  - The bank reserves its right to transfer / deploy the office bearers where the conduct of the said office bearer is under investigation or the integrity is under question.
  - The unions / associations shall inform the Bank as and when there is change in the protected office bearers. In addition, every year, during the month of December, not later than 31<sup>st</sup> December, the Unions / Associations shall give names of the Office Bearers to whom they prefer to give transfer protection.
  - If in any subsequent year the Association / Union do not give any name of any office bearer for transfer protection whose name was there earlier in the list, the said office bearer will lose the protection.
  - All the terms mentioned above shall be subject to administrative exigencies and requirement of the Bank and no officer / employee can claim the posting to any centre / branch / office as a matter of right and will be subject to Government / CVC / other guidelines issued from time to time.

## ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್

Karnataka Grameena Bank | कर्नाटक ग्रामीण बैंक

### 14. Posting to Home Region:

All staff members shall be considered for a posting to their Home region, three years prior to superannuation, subject to administrative convenience.

### 15. Transfer of officer/employees above 55 Years:

The case of officers/employees above 55 years age, shall normally be exempted for posting to remote and difficult / hardship center, as far as possible.

16. Persons with disabilities suffer from a range of problems on account of mobility. There may be many peculiar issues, viz., the location of bus stop/ metro station near their office, the area where they reside and the conveyance they are using to reach office etc., which may have a bearing on the performance of their official duties. Although these are minor issues for persons without disability, these can have a very huge effect on the day to day activities of a disabled person. Requests from such employees shall be considered for posting on case-to-case basis, as per the GOI guidelines.

17. On promotion, all Officers shall invariably be transferred to other region. However, officers/employees promoted in the middle of the financial year and continued in the same branch/office for administrative reasons may be transferred during the immediate next General Transfer process.

18. Tenure of officers recruited as Specialist Officers viz., Law, IT and Treasury management etc., shall normally be for 5 years and as per the administrative exigencies.

19. All Officers/employees shall be posted at least once in-service period in rural / Semi-urban area for a full tenure of 3 years. An officer/employee who has worked in Rural Branches continuously for 3 terms, may be given an opportunity to work at Semi-urban/Urban Centers depending upon the vacancies.

20. The postings of Branch Managers shall be done based on the business volume and considering the performance, potentiality and administrative exigencies.

### 21. Female employees:

The female employees of the Bank, married or unmarried, when placed / transferred away from their husband or Parents, as the case may be, to distant locations, face genuine hardship and develop a feeling of insecurity. Keeping this in view, the women employees shall be transferred as far as possible to the nearby places / stations / regions in case of their transfer / promotion to a place where their husband / parents are stationed or as near as possible to that place, or vice-versa' In case of posting to far-away / remote locations, their safety should be given due importance (areas having sparse habitation and forest areas shall be avoided unless on request) and availabilities of basic amenities shall be ensured.

**22. Spouse Cases:**

An employee with spouse working in Central / State Governments or public sector undertakings, shall be given preference for posting in the same place / region or nearby place / region, where his / her spouse is stationed, or as near as possible to that place subject to administrative exigencies.

In case of officers / employees where both husband and wife are employees of our Bank, in the event where one of them is transferred, spouse shall also be considered for transfer to nearby branch / office, as far as possible looking to vacancy and administrative feasibility.

**23. The conditions of medical / maternity / child care / remote postings should also be suitably incorporated in the 'Transfer Policy'.**

Preference will be given to employees suffering from major medical conditions such as

- Cancer including Leukemia
- Stroke
- Paralysis
- By Pass Surgery
- Major Organ Transplant
- End Stage Liver Disease
- Heart Attack
- Kidney Failure
- Heart Valve Replacement Surgery, etc. while considering transfers, subject to administrative constraints and medical certification.

The cases of maternity and childcare shall be considered favorably on case to case basis subject to administrative exigencies.

The employees/officers suffering from the above said medical conditions and female employees under maternity and childcare shall not, as far as possible be posted to remote and hardship branches, subject to administrative exigencies.

An employee/ officer who is a caregiver of dependent daughter/son/parents/spouse/sister with Specified disability as defined under Section 2(r) of Rights of Persons with Disability 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.



## ಕರ್ನಾಟಕ ಗ್ರಾಮೀಣ ಬ್ಯಾಂಕ್

### Karnataka Grameena Bank | कर्नाटक ग्रामीण बैंक

24. The order of preference in case of multiple requests for same vacancy shall be as follows: Starting with First preference- Cases of major medical conditions, PWBD, Staff completing term in branches located in difficult / hardship centers, Staff members aged above 57 years, Women staff.
25. State specific issues: e.g. Bifurcation of State:  
In the event of a state bifurcation resulting in the bifurcation of RRB, the operational aspects related to human resources and requests for staff transfers on spouse grounds shall be carefully considered.
26. No officer/Employee shall be transferred to a Branch / office where his near relative is posted.
27. Notwithstanding anything contained herein above, the management, keeping in view the larger interest of the Bank, reserves its rights to transfer, any employee at any time, to any place depending upon the exigencies and administrative needs.

-----\*\*\*\*\*-----