

TRANSFER POLICY FOR OFFICERS:

1. **Transferability:** Every officer is liable for transfer to any office or branch of the Bank.
2. **Periodicity:** The periodicity for placement of an officer for transfer from a particular place to another place shall normally be 3 years.
3. **Hardship Branches & Periodicity:** Bank will identify and decide Branches located in 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 etc., and is at a considerable distance from the Taluk/Head Quarters etc.
4. **Request for Transfer:** An officer shall be considered for one request transfer normally during entire career. However, for lady officer, two request transfers on marriage ground/ joining spouse shall be considered subject to administrative convenience.
5. **Posting to Home Region:** An officer's request for a posting to his/her home region, will normally be considered three years prior to superannuation subject to administrative exigencies.
6. **Transfer of officer above 55 Years:** The case of officers above 55 years age, may normally be exempted for posting to remote and hardship center, as far as possible.
7. No officer shall be transferred to a Branch where his near relative is posted
8. **Transfer of Physically Challenged Officers:** Transfer of physically handicapped officers shall be governed by Government of India guidelines but same will not be applicable in case of any disciplinary action against him.
9. **Spouse Cases:** The case of an officer whose spouse is in permanent service of Central Government, State Government, Public Sector Undertaking (PSU) etc., shall be considered for transfer for one term of three years in a block of ten years period to join his spouse subject to administrative exigencies.
10. **Transfer of Women Officers:** The Transfer and placement of women officers shall be as per the guidelines issued by Government of India, from time to time.
11. **Transfer of SC/ST/OHP Officers:** While effecting transfer of SC/ST/OHP officers, care shall be taken to protect their social status, keeping in view GOI guidelines.

12. If an officer has completed two tenure in one particular region continuously, he will normally be transferred to other region depending upon administrative exigencies.
13. On promotion, every officer will invariably be transferred to other Region.
14. Tenure of officer of special professional qualification viz., law, IT and Treasury management etc., shall be at least for 5 years, and as per the administrative exigencies.
15. Every officer has to be posted at least once in service period in rural area for full term of 3 years.

TRANSFER POLICY FOR OFFICE ASSISTANTS (MULTIPURPOSE):

1. **Periodicity:** The normal tenure of posting for office Assistant shall be five years and they shall be liable to transfer every 5 years.
2. After completion of ten years of service by an employee continuously, in one region, he will be considered for transferring to other region.
3. The placement of an Office Assistant, on promotion to Scale I officer cadre, shall be as per Transfer Policy of officers.
4. **Hardship branches and Periodicity:** Bank will identify and decide Branches located in 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 etc., and is at a considerable distance from the Taluk/Head Quarters
5. **Request for Transfer:** The request transfer of an employee will normally be entertained only once during the service period and subject to vacancies available and other administrative convenience. However, for lady employees the request transfer will be considered for 2 terms / tenure.
6. The clerical staff undergoing movement as per inter regional (District) Transfers will be given preferential treatment to work in home region after working for 10 years outside.
7. A clerical staff may request for posting to their place of choice 3 years prior to superannuation.
8. No clerk 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, depending upon the gravity and penalty imposed.
10. **Spouse Cases:** The case of an employee whose spouse is in permanent service of Central Government, State Government, Public Sector Undertaking (PSU) etc., shall be reviewed for transfer for one term of three years in a block of ten years period to join with his spouse subject to administrative convenience.
11. **Transfer of Women employees:** The Transfer and placement of women employee shall be as per the provisions contained in the guidelines issued by Government of India, from time to time.
12. **Transfer of SC/ST and OHP employees:** While effecting transfer of SC/ST/OHP employee, care shall be taken to protect their social status, keeping in view GOI guidelines.

TRANSFER POLICY FOR OFFICE ATTENDANTS (MULTIPURPOSE):

1. **Periodicity:** The normal tenure of posting for office Assistant shall be five years and they shall be liable to transfer every 6 years.
2. **Request for transfer:** Request transfer will be entertained normally only once during the service period and based on the vacancies available. For lady office attendants (Sub Staff) same may be as per the guidelines provided by Government of India, from time to time.
3. A sub staff may request for posting to their place of choice, 3 years prior to superannuation.
4. **Spouse Cases:** The case of an employee whose spouse is in permanent service of Central Government, State Government, Public Sector Undertaking (PSU) etc., shall be reviewed for transfer for one term of three years in a block of ten years period to join with his spouse subject to administrative convenience
5. **Transfer of Women employees:** The Transfer and placement of women employee shall be as per the provisions contained in the guidelines issued by Government of India, from time to time.
6. **Transfer of SC/ST and OHP employees:** While effecting transfer of SC/ST/OHP employee, care shall be taken to protect their social status, keeping in view Government of India guidelines.

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