

## Transfer Policy (Clerks/ Special Assistants)

The norms for transfers of workmen employees, Clerks/Special Assistants in the Bank have been evolved in consultation with the union.

1. Every employee in the Bank shall be liable to be transferred to any branch within the State in rural/semi-urban/urban/metropolitan area.
2. The initial posting of a new entrant shall ordinarily be to rural branches.
3. An employee who has worked in rural branches for 3 years shall not again be transferred to a rural branch for 5 years.
4. (a) Employees who had worked for a period of 3 years in rural branches shall be given a transfer to a branch in semi-urban/urban/metropolitan centre after the expiry of the said period, subject to availability of vacancies.  
  
(b) Normally, transfer of employees from one place to the other shall be made only after an employee completes a period of 3-5 years of service in the place in which he is working. This does not apply to transfers within the same place.
5. Transfers to branches in metropolitan/urban/semi-urban branches can be freely made suiting to the needs of the Bank as per the above norms.
6. With a view to eliminating the hardships to the employees, transfers shall generally be affected duly taking into account the academic year.
7. Transfers of lady employees shall be made only to places where Womens' Hostel facilities are available.
8. An employee who has completed 50 years of age shall not normally be disturbed through transfers.
9. Request Transfers:
  - i. In considering transfers on request, priority will be given to cases where such requests are being made on compassionate grounds.
  - ii. Requests for transfers from employees on their being married shall be complied with, to the place of their spouse's employment twice in one's career.
  - iii. Request transfers are to be considered on the basis of the employee's seniority in service, subject to the availability of vacancy in the branch for which request has been made.
  - iv. Subject to availability of vacancy, requests of employees who had worked in rural branch for the stipulated period, shall be complied with, to the place of their choice irrespective of the place being rural/semi-urban/urban/metropolitan centre.
  - v. Consideration of transfers on request shall be limited to 3 times in an employee's service.
10. Any aggrieved employee can make a written representation to the Deputy General Manager who shall inform the employee the reason for overlooking his case for transfers.

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