

ALLAHABAD BANK
Personnel Administration Department
(Industrial Relations Section)

Head Office : 2, Netaji Subhas Road, Kolkata-700001

Instruction Circular No. 8361/ADMN(IR)/2004-2005/02

Date: 14.09.2004

To All Offices & Branches

C I R C U L A R

TRANSFER/PLACEMENT POLICY/GUIDELINES OF OFFICERS

1. INTRODUCTION

1.1 It has been felt necessary to review Transfer/Placement policy of officers circulated vide Instruction Circular No. 5760 dated 20.08.1998 in the light of developments in the economy during last few years and the larger role an officer is expected to play in the present day liberalised/globalised environment with a view to :

- meeting the organisational needs of having officers with varied experience and enriched job knowledge by exposing to different functional areas;
- providing a broad frame work for career path progression of officers;
- meeting bank's growing requirements arising out of reorganisation, reclassification of branches/offices and restructuring of business processes commensurate with technological advancement;
- meeting the developmental needs of the organisation and to achieve corporate objectives;
- facilitating the management to ensure gainful utilisation, improvement and retention of human resources.

1.2 Accordingly, in supersession of previous circular/guidelines, a broad policy/guidelines on transfer/placement of officers in the bank, within Regulation 47 of the Allahabad Bank (Officers') service Regulation, 1979 have been framed as under and will come into operation with immediate effect.

2. APPLICABILITY

2.1 The basic norms of the transfer/placement/deployment will be applicable to officers upto MMG Scale-III (except officers in specialist category), subject to Regulation 47 of Allahabad Bank (Officers') Service Regulations, 1979 which stipulates that every officer is liable for transfer to any office of the bank or to any place in India and also the Govt. Guidelines/instructions received from time to time.

Nevertheless, transfer/placement/deployment of officers is all along and is a management's prerogative and the norms/guidelines contained in the policy should not be construed as giving right to any officer to question the authority of the bank in the matter of transfer/placement/deployment of officers.

3. Meaning of the following "words" used in the guidelines

3.1 "Circle" : There shall be six circles as below :

3.1.1 **Eastern Circle** will include the branches/offices under the jurisdiction of the following Regions/Offices:

Head Office, R.O. Kolkata (Metro), R.O.Kolkata (Urban), R.O. Howrah, R.O. Behala, R.O. Barasat, R.O. Chinsurah, R.O. Midnapore, R.O. Asansol, R.O. Berhampore, R.O. Siliguri, R.O. Guwahati & R.O. Dibrugarh.

3.1.2 **Northern Central Circle** will include the branches/offices under the jurisdiction of the following Regions/Offices:

FGMO Lucknow, R.O. Lucknow, R.O. Sitapur, R.O. Bahraich, R.O. Gonda, R.O. Lakhimpur, R.O. Meerut, R.O. Moradabad, R.O. Varanasi, R.O. Gorakhpur, R.O. Allahabad, R.O. Kanpur, R.O. Jhansi, R.O. Hamirpur, R.O. Mirzapur & R.O. Dehradun.

3.1.3 **Central East Circle** will include the branches/offices under the jurisdiction of the following Regions.

R.O. Patna, R.O. Muzaffarpur, R.O. Bhagalpur, R.O. Darbhanga, R.O. Ranchi & R.O. Deoghar.

3.1.4 **Central Circle** will include the branches/offices under the jurisdiction of the following Regions :

R.O. Bhopal, R.O. Jabalpur, R.O. Satna, R.O. Raipur & R.O. Bhubaneswar.

3.1.5 **Southern West Circle** will include the branches/offices under the jurisdiction of the following Regions :

R.O. Mumbai, R.O. Nagpur, R.O. Chennai, R.O. Hyderabad, R.O. Bangalore & R.O. Ahmedabad.

3.1.6 **Northern Circle** will include the branches/offices under the jurisdiction of the following Regions :

R.O. New Delhi, R.O. Chandigarh, R.O. Jalandhar & R.O. Jaipur,

3.2 "Specialists" for the purpose of this policy shall mean all officers recruited in Specialists cadre and/or who have opted to remain as Specialist as also those officers who have been identified by the bank in specialised functional areas.

3.3 "Domicile State/Circle" shall mean the circle in which the place of domicile of an officer is situated.

4. BASIC NORMS

- 4.1 Efforts will be made to effect rotational movement during April-June and reasonable time may be given for preparedness as far as possible and practicable. However, transfer/movement/deployment of officers may be effected at any time during the year considering business needs, administrative exigencies and on promotion.
- 4.2 Normally the tenure of officers (generalist) in a branch should not be more than 3 years and not more than 5 years in administrative offices other than specialists subject to administrative exigencies of the bank and business consideration.
- 4.3 In order to complete the mandatory Rural/Semi-Urban services as per Govt. guidelines, the officers (except specialists and those exempted by the Chairman & Managing Director) will be posted within/outside the State/Circle as per requirement of the Bank.
- 4.4 On promotion to Officers' cadre in JMG, Scale-I and in case of intra-cadre promotion within officers' cadre to higher grade/scale (upto MMG, Scale-III) inter circle transfer/movement will be made depending upon the bank's needs and requirements.
- 4.5 In case of rotational movement of Officers in JMG, Scale-I and MMG, Scale-II, the same will be made within the state/circle as far as practicable.
- 4.6 Inter-circle rotational transfer/movement of officers in MMG, Scale-III may be considered after 10 years of service as an officer with a view to grooming them for shouldering higher responsibilities by exposing to different work culture/environment and to meet the administrative exigencies. However, previous exposure will be taken into consideration at the time of such movement.
- 4.7 For rotating the Officers in JMG, Scale-I, MMG, Scale-II & III, the rotational movement may be made between Rural/Semi-Urban/Urban/Metro centres as per requirement of the bank.
- 4.8 While making transfer/movement of officers, due regard will be given to the Govt. guidelines to the placement of physically challenged categories, working spouse, officers having physically and mentally challenged children keeping in view the administrative exigencies.
- 4.9 Repatriation of officers transferred to NE States will be made as per Govt. guidelines.
- 4.10 All transfers on compassionate ground will be made at the discretion of the Bank by Head Office.

- 4.11 Directly Recruited Specialists and/or who have opted to remain as Specialist as also those officers who have been identified by the bank in specialised functional areas will be rotated in the respective specialised functional area by Head Office Administration Deptt., considering the bank's requirement and administrative exigencies.
- 4.12 Officers will not be transferred out of state/circle who have attained 55 years of age as far as possible and practicable.

5. **REPATRIATION**

Officers in JMG, Scale-I, MMG, Scale-II & III who are posted out of domicile State/Circle on promotion and rotation, as the case may be, will be repatriated back to the respective domicile State/Circle after completion of tenure of posting on subsequent promotional placement/recruitment and on swap as far as possible and practicable, subject to vacancy at the respective domicile State/circle.

6. **COORDINATION**

- 6.1 Considering the Circle/Regionwise requirement, allotment of officers on promotion and recruitment will be made by Head Office keeping in view the availability.
- 6.2 Inter circle movement will be made by Head Office.
- 6.3 Intra circle Movement/transfers will be assigned to a Nodal Region as below within the meaning and explanation given in Paragraph 3.11.

Name of the Circle	Coordinating Nodal Regional Office
Eastern Circle	R.O. Kolkata(Metro)
Northern Central Circle	FGMO Lucknow
Central East Circle	R.O. Patna
Central Circle	R.O. Bhopal
Southern West Circle	R.O. Mumbai
Northern Circle	R.O. New Delhi

- 6.4 Intra region movement will be made by the respective Regional Heads.

All concerned are required to take a note on the above.

(PRABIR MOULIK)
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