

ALLAHABAD BANK
Personnel Administration Department
(Industrial Relations Section)
Head Office : 2, Netaji Subhas Road, Kolkata – 700 001.

Instruction Circular No. 6764/ADMN(IR)/2001-2002/01

Date : 07.04.2001

To All Offices & Branches

C I R C U L A R

Transfer and Job Rotation Policy of Award Staff

The efficiency of Bank's working depends largely on the level of utilization, improvement and retention of human resources. With a view to making effective utilization of human resources in all disciplines and for its retention, transfer/job rotation of Award Staff are inevitable as per the needs and exigencies of the Bank. Keeping in view the changes in banking scenario and for meeting the bank's growing requirements and having Award Staff with varied experience and enriched job knowledge, Bank has formulated a Transfer and Job Rotation Policy of Award Staff by arriving at a Bank level Memorandum of Settlement dated 22.03.2001 with the All India Allahabad Bank Employees Co-ordination Committee. The broad guidelines of which are recapitulated hereunder in order to meet the organization requirements and the needs of the employees :-

1. REQUEST TRANSFER

- (a) Transfer of Award Staff on request will be considered on the basis of "First Come-First Serve" according to the date of application received at the Branch/ Office of Posting. Each Award Staff can request for maximum 3(three) Stations in order of preference. In Metropolitan cities, the request of an Award Staff for transfer from one Branch/Office to another Branch/Office in the same Station with maximum 3(three) options in order of preference, shall also be considered, subject to terms and conditions mentioned in this clause.

The interested Award Staff will be required to submit his/her application to the Branch/ Office of posting against proper acknowledgement in writing. The Branch/Office concerned in turn will forward, the said application directly to the Zonal/ Regional Office concerned, on the same day by Registered Post. Zonal/ Regional Office concerned, in turn will record the transfer applications immediately on receipt of the same from the Branch / Office concerned for which Registers are to be maintained at all the Zonal/Regional Offices and the actual serial numbers of Stationwise/Branchwise/Officewise request transfer positions on the basis of aforesaid principle will be intimated to the Award Staff concerned in writing at the earliest. In the event of receipt of more than one application for request transfer from more than one Award Staff for a particular Station on the same day at the respective Branch/Office of posting, the request of senior Award Staff in order of service seniority as defined in Chapter-I of the Memorandum of Settlement dated 22.04.1989 and its subsequent Settlements on the subject, will be recorded in Register in preference over others.

Request Transfers shall be considered in preference to direct recruitment to the particular Station.

The Award Staff applied for transfer, if assigned with any special allowance carrying duties on regular basis in the same cadre or accepted promotion to next higher cadre or changed his cadre or transferred to other Branch/Office under mutual transfer/request transfer, etc., his/her name will be deleted from the transfer request Register.

No transfer request will be considered by the Competent Authority unless the Award Staff concerned who is making the request has worked for a minimum period of at least 2(two) years continuously at the Branch/Office of posting from where his/her request is being forwarded. The second and subsequent request transfers will be considered only after expiry of at least 3(three) years from the date of earlier request transfers on each occasion. However, in case of Award Staff having genuine compassion, then the individual cases may be considered purely on humanitarian ground by the management at its absolute discretion.

The request of female Award Staff for transfer on the ground of joining with husband, shall be considered in preference over other applicants as per Government guidelines.

- (b) The request transfer of Award Staff drawing special allowance on regular basis shall be considered on humanitarian and compassionate ground only prior to inviting applications for filling up the special allowance carrying vacancies. Other terms and conditions as envisaged in Clause 1(a) above will also be applicable to their case also while considering the request of Award Staff drawing special allowance.

2. MUTUAL TRANSFER

Mutual transfer of Award Staff having same designation, may be considered immediately on receipt of applications. However, mutual transfer of Award Staff who are due to retire within the next 2(two) years will not be considered. Mutual transfers will not be considered so as to facilitate his/her transfer to any previous Branch/Office of posting before completion of 3(three) years of his/her previous transfer. No request/mutual transfer will be considered during the process of rotational transfer.

3. TEMPORARY TRANSFER

Request for transfer outside the station of posting on ground of extreme case of compassion may be considered for a period not exceeding 3(three) months. However, the management at its solo discretion may consider extending the period further depending upon the merit of each case.

4. ROTATIONAL TRANSFER

The rotational transfer of Award Staff including those drawing special allowance as well as subordinate staff who have completed 5 years or more continuously in a particular Branch / Office will be effected on the principle of "First In-First Out" without shifting of vacancy on the following conditions :

- i) Rotational transfers will be made within the same "Station" of the "Area".
- ii) In case of those urban/semi-urban/rural centres having only one Branch/Office, an Award Staff posted at the Branch/Office situated at such centres may be transferred to another urban/semi-urban/rural centre within the same Area within a radius of maximum 25(twenty five) kilometers.
- iii) The rotational of Physically Handicapped Award Staff will be effected on the basis of Government guidelines.
- iv) The rotational transfer of widow Award Staff appointed on compassionate ground will be considered on the basis of their request.
- v) The rotational transfer of Award Staff who are due to retire within the next 2(two) years will not be effected.
- vi) (a) The office bearers of All India Allahabad Bank Employees Co-ordination Committee (A.I.A.B.E.C.C.) will be transferred subject to their consent.
(b) The office bearers of the affiliated State Units of A.I.A.B.E.C.C. on the basis of 1% of their membership strength with the minimum of 3(three) and maximum of 25(twenty five) in the respective State, will be transferred subject to their consent.

Note : The list of exempted office bearers of state units will be supplied by the respective State General Secretary and list of office bearers of A.I.A.B.E.C.C. will

be supplied by its General Secretary to the Competent Authority implementing the transfer policy.

- vii) Rotational transfers will be effected in a manner so that no inconvenience/harassment is caused to any Award Staff.
- viii) It shall be ensured that there shall not be any abuse/misuse of authority while effecting rotational transfers.

5. DEFINITION OF “STATION” AND “AREA”

i) Station :

A Station for the purpose of Settlement shall mean Urban agglomeration of a city, Corporation, Municipality, Notified Area Council or Gram Panchayat, as the case may be, within the Area, as mentioned in this Policy.

ii) Area :

For the purpose of this Settlement, Branches/Offices of the Bank situated in the following manner which will be treated as distinct Area :

- i) Andhra Pradesh
- ii) Assam, Nagaland, Manipur, Meghalaya, Mizoram, Arunachal Pradesh and Tripura
- iii) Bihar
- iv) Chhatisgarh
- v) Delhi
- vi) Gujarat, Daman, Diu, Dadra and Nagar Haveli
- vii) Haryana
- viii) Jharkhand
- ix) Karnataka
- x) Kerala, Mahe & Lakshadweep
- xi) Madhya Pradesh
- xii) Maharashtra (excluding Vidarbha Region) and Goa
- xiii) Orissa
- xiv) Punjab, Union Territory of Chandigarh, Himachal Pradesh, Jammu & Kashmir
- xv) Rajasthan
- xvi) Tamil Nadu & Pondicherry
- xvii) Uttar Pradesh
- xviii) Uttarachal
- xix) Vidarbha Region of Maharashtra
- xx) West Bengal, Andaman & Nicobar Islands and Sikkim

6. COMPETENT AUTHORITY

The Competent Authority to effect the above transfers shall be the Zonal/Regional Head, as the case may be, according to the administrative set up. That in the case of Inter Zone/ Inter Region transfer, the Competent Authority shall be the relieving Zonal/Regional Head in prior consultation with the reporting Zonal/Regional Head.

7. JOB ROTATION

There shall be Job Rotation among the Award Staff within the same Branch/Office Periodically, preferably once in every six months, so as to gain experience of having working knowledge of all the departments/functions as also for better job enrichment.

8. REDRESSAL OF GRIEVANCES

The Award Staff who is aggrieved due to any action taken in contrary to the provisions of this Policy, shall have the right to represent to the next higher authority for redressal of grievances with full particulars and documents in support of his/her grievances. The concerned authority shall dispose of the representation within a reasonable period whose decision shall be final.

9. INTERPRETATION/CLARIFICATION

In case any doubt or difficulty arises in regard to interpretation/clarification of any provision contained in this Policy, the same shall be referred to Head Office for clarification.

The provisions of this policy shall come into operation effective from 22nd March, 2001 or a period of 3(three) years and shall continue even thereafter until the same is amended/substituted/replaced.

This policy will supersede all previous Settlements/guidelines in the matter of Transfer and Job Rotation Policy of Award Staff in the Bank.

Branches / Offices are required to take a careful note of the above. A copy of this Circular may be displayed on the Bank's Notice Board for information of all concerned.

Zonal/ Regional Heads concerned are required to implement the provisions of the aforesaid policy meticulously.