



प्रथमा यू०पी० ग्रामीण बैंक

Prathama U.P. Gramin Bank

पतर्तक : पंजाब नेशनल बैंक/ sponsored by : Punjab National Bank)

पठकाठ : रामगंगा विहार फेज - II मुरादाबाद /Ram Ganga Vihar Phase –Ind Moradabad

email – hrd@prathamaupbank.com

Date-26.04.2022

**HRD CIRCULAR No. 23/2022**

**ALL OFFICES**

**Sub.: Transfer Policy.**

The transfer policy has been reviewed and approved by the hon'ble board in its meeting dated 18.04.2022. The reviewed policy is as under:-

**Criteria for Transfer**

**All Officers**

1. All officers should normally be transferred every 3 years but in exceptional cases –
  - Officer Scale – I & Officer Scale – II : General Manager (HRD) is empowered to extend the tenure upto one year and for more than one year and upto two years Chairman is empowered.
  - Officer Scale – III to V: Chairman is empowered to extend the tenure upto two years.
  - In case if tenure is extended beyond two years in the interest of Bank, the same may be placed before the Board for its approval.
2. RRB may decide Hardship Centre if any and accordingly posting may be done for 2 years in Hardship Centre.
3. On completion of two years stay in a region an Officer may be considered for one request transfer during entire career. However, for lady officers two request transfers on marriage ground/joining spouse or joining parents in case of unmarried lady officers may be considered subject to administrative convenience. **The request for transfer can be submitted twice in a year as on 31<sup>st</sup> of March and 30<sup>th</sup> of September. In case of the officers and employees completed age more than 57 years can submit request after completion of 1 year but the same is not applicable in case of promotion.**
4. An officer will be considered for a posting to their Home Region, 3 years prior to superannuation subject to administrative convenience.
5. Officers above 58 years of age may be exempted for posting to remote and hardship centres, as far as possible.
6. No officer will be transferred to a Branch where his near relative is posted.
7. Transfer of physically handicapped officer will be governed by GOI guidelines but same will not be applicable in case of any disciplinary action against him. Physically handicapped staff, physically handicapped & mentally abnormal children of staff and in case of serious illness (cancer, damage of Kidney etc.) are exceptional transfer cases due on 31<sup>st</sup> of March will be reviewed by Chairman by 30<sup>th</sup> of April every year, for which, after review, Chairman is empowered to take decision in respect of transfer.





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8. In case of an officer whose spouse is in permanent service of Central Government, State Government, PSU etc may be transferred for one term of 3 years in a block of 10 years period to join with his spouse, subject to administrative convenience.
9. After posting for 2 tenures in one region i.e. for 6 years, Officer will be transferred to other Region.
10. On promotion, every officer will invariably be transferred to other Region.
11. Tenure in Head Office/Regional offices (Controlling Office) of Officers of important post/technical/special professional qualification viz. Law, IT, HRD, GAD and Treasury Management etc. may be at least for 5 years. Chairman is empowered to extend the tenure beyond by 5 years as per need and in the interest of the Bank.
12. An officer is to be posted in rural area for full tenure of 3 years either in scale-I or scale-II, if not posted during the tenure either in scale-I or scale-II, then after promotion from scale-II to scale-III, his/her initial posting after promotion shall be made in rural area for full tenure of 3 years.

#### Office Assistants (Multipurpose)

1. The normal tenure of posting for Office Assistant will be 5 years and they shall be liable to transfer every 5 years.
2. After 10 years of service in one region, Office Assistant should be shifted to other Region.
3. On promotion to Scale I officer, Office Assistant should invariably be transferred out of the Region.
4. Bank may decide Hardship Centre in their area of operation and accordingly posting may be done for 2 years in Hardship Centre.
5. On completion of two years of stay in a region request transfer will be entertained only once during the service period and subject to vacancies available and other administrative convenience. For lady office assistant two request transfers on marriage ground/joining spouse or joining parents in case of unmarried lady assistant may be considered subject to administrative convenience.
6. The clerical staff undergoing movement as per inter-regional (district) transfers will be considered for preferential posting to Home Region after working for 10 years outside his home region.
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. Physically





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handicapped staff, physically handicapped & mentally abnormal children of staff and in case of serious illness (cancer, damage of Kidney etc.) are exceptional transfer cases due on 31<sup>st</sup> of March will be reviewed by Chairman by 30<sup>th</sup> of April every year, for which after review Chairman is empowered to take decision in respect of transfer.

10. In case of clerk whose spouse is in permanent service of Central Government, State Government, PSU etc. may be transferred for one tenure of 3 years in a block of 10 years period to join his/her spouse.

#### Office Attendant (Multipurpose)

1. Office Attendant shall be liable for transfer in 5 years to any branch/office of Bank.
2. On completion of two years of stay in a region request transfer will be entertained only once during the service period and based on the vacancies available. However, for lady office attendant two request transfers on marriage ground/joining spouse or joining parents in case of unmarried lady office attendant may be considered subject to administrative convenience.
3. A sub-staff may request for posting to their place of choice, 3 years prior to superannuation.
4. In case of a Sub-Staff, whose spouse is in permanent service of Central Government, State Government, PSU etc. may be transferred for one tenure of 3 years in a block of 10 years period to join his/her spouse.

#### Other

1. The Transfer Authority upto the level of Office Assistant, Regional Manager will be the Transfer Authority for transfers within respective regions.
2. Regional Manager is empowered to transfer Officer Scale-I, who have completed more than 2 years in a Branch and not being to be Branch Incumbent which has already been duly approved by Hon'ble Board in its meeting dated 30<sup>th</sup> June 2021.
3. Chairman is empowered to transfer any staff on administrative grounds as per need of the bank.

General Manager

