

STRICTLY FOR INTERNAL CIRCULATION

***JOB ROTATION  
&  
TRANSFER POLICY  
2024***



**Baroda Rajasthan Kshetriya Gramin Bank**

**(HEAD OFFICE : AJMER)**



**BARODA RAJASTHAN KSHETRIYA GRAMIN BANK**  
(HEAD OFFICE : AJMER)

**BASIC GUIDELINES FOR JOB ROTATION AND TRANSFER POLICY**

**Statement of Intent**

- ❖ Baroda Rajasthan Kshetriya Gramin Bank believes in fostering a culture of inclusiveness to which effect, it will create ample growth opportunities for its Staff. It supports an environment that values the pursuit of career mobility as means to synchronize the best possible match of individual skills with various positions in the organization. It seeks to develop and expand the horizons of individual skills, experience and exposure, which will help to achieve organizational goals, enhanced staff motivation and productivity.

**CONTEXT**

- ❖ The present banking environment is characterized by intense competition, necessitating development of newer competencies and skills in the officers / employees. This in turn calls for mobility and exposure of officers and employees in a wide variety of operations. Development of competencies and multi-skilling have linkages with opportunities for cross-functional and cross-cultural (work culture related) exposure. Practical, "on the job, on the spot" knowledge and experience of various facets of operations and of different environments will help the Bank progress towards placing the right people in the right job.
- ❖ Transfer of officers and employees is basically governed by Regulation 74 of the Baroda Rajasthan Kshetriya Gramin Bank (Officers & Employees) Service Regulations, 2010 under which:-
  - (1) Every officer or employee is liable for transfer to any office or branch of the Bank.
  - (2) Notwithstanding anything contained in these regulations, an officer appointed under Scale-IV or Scale-V shall be liable to be transferred to any Regional Rural Bank sponsored by the same Bank
- ❖ Within the broad guidelines issued by NABARD vide its letter No. NB.IDD.RRB(HR)/900/316(JCC-SC)/2015-16 DATED 09 October 2015 and advised by the Sponsor Bank, this transfer policy for the officers and employees of the Bank is formulated, which is transparent and meets the developmental needs of offices and employees coupled with the growth objectives of the Bank.

Generally plans for transfer of officers / employees shall be drawn up and affected, as far as possible, on a yearly basis. This will include transfer exercises conducted at regular Intervals. However, this will not preclude the Bank from transferring any officer/ employee at any time as per administrative requirements/exigencies.

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**JOB ROTATION****Objective of Job Rotation:**

Job rotation scheme provides for rotational transfer of Office Assistants and Office Attendants from one desk/function to another within the branch/office or from one branch to another with the objective of:

- Providing the staff members with opportunity to develop their knowledge and skill in various functions and work environment.
- To meet the need of the Bank; and
- As a measure of preventive vigilance.

**Coverage:**

No employee is exempted from Job Rotation or Transfer. The office bearers of Unions/Associations are also covered under Job Rotation and Transfer policy. However, the Transfer of Person with Disability<sup>1</sup> (PWD) (Officers / Employees) and Officers / Employees who are care-giver of dependent with specified disability<sup>2</sup> will be Governed by GOI guidelines<sup>3</sup> but same will not be applicable in case of any disciplinary action against him/her.

<sup>1</sup> "person with disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others. (reference : section 2(s) of Chapter 1 of The Rights of Persons with Disabilities Act, 2016)

<sup>2</sup> The term "Specified Disability" as defined in the Schedule to the Rights of Persons with Disabilities Act, 2016, covers (i) Locomotor disability including leprosy cured person, cerebral palsy, dwarfism, muscular dystrophy and Acid attack victims (ii) Blindness (iii) Low-vision (iv) Deaf (v) Hard of hearing (vi) Speech and language disabilities (vii) Intellectual disability including specific learning disabilities and autism spectrum disorder (viii) Mental illness (ix) Disability caused due to: (a) Neurological conditions such as Multiple sclerosis and Parkinson's disease (b) Blood disorder- Haemophilia, Thalassemia and Sickle cell-disease and (x) Multiple disabilities (more than one of the above specified disabilities) including deaf blindness and any other category of disabilities as may be notified by the Central Government.

<sup>3</sup> DOPT OM dated 08.10.2018 regarding exemption from routine exercise of transfer/rotational transfer to Government employee who is a care giver of dependent with specified disability.

**Job Rotation within the Branch:**

It is the responsibility of the Branch Head to carry out job rotation of Office Assistants and Office Attendants.

Job rotation of a Branch should be prepared by the Branch Head in consultation with the other officers and the same should synchronize with training nomination for various training programmed for the next one year in accordance with the proposed placement. The training aspect is of importance particularly for manning department with specialized functions, such as Credit, Foreign Exchange etc.

Office Assistant and the Office Attendant in general may be rotated from one department/function to another within the branch after completion of -6- months. However, Office Assistant staff posted at certain departments like credit, foreign exchange, etc., in large branches where getting all round experience takes longer time, the Office Assistant posted at such department may be rotated after 12/18 months.



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## **Transfer Policy:**

**TRANSFER POLICY FOR TRANSFER OF STAFF- GROUP 'A' (OFFICERS), GROUP 'B' OFFICE ASSISTANT (MULTIPURPOSE) & GROUP 'C' OFFICE ATTENDANT (MULTIPURPOSE)**

### **1.0 SCOPE:**

- 1.1 'Transfer' is defined as movement of an officer / employee from one position/one location to another position/location, without a break in service.
- 1.2 These guidelines will cover all Officers / Office Assistants / Office Attendants in the Bank.

### **2.0 TYPES OF TRANSFER:**

- 2.1 Transfer of officers / employees will fall under the following two broad categories:
- Transfers, at the instance of the Bank.
  - Transfers, at the officer's/ employee's instance (Request transfers).
- 2.2 Transfers shall involve movement as under:
- Inter-region transfer, within the Bank.
  - Intra-Region transfers, including transfers from one place/centre to another (Within Region)
  - Deployment at another branch/office within the place/centre.
  - Inter RRB transfer (same Sponsor Bank) for Officer Scale-IV & V.
- 2.3 Transfers at the instance of the Bank can be effected irrespective of period of stay at a particular centre/ place for any one or more of the following purposes:
- To rationalize Grade/Scale-wise surplus/deficit position in case of officers, in accordance with the categorized positions.
  - On account of administrative exigencies such as amalgamation/ mergers, transfers of officers / employees in all categories/cadres necessitated.
  - On account of non-performance or sub-optimal performance.
  - To ensure compliance of RBI/Govt. guidelines, as a preventive vigilance measure or on account of occurrence of frauds, disciplinary action, etc.
  - On account of Bank's specific requirements, linked to individual, branch or area of operation, etc.
  - On account of developmental goals/providing cross-functional and cross-cultural exposure, multi-skilling requirements, etc.

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### **Norms for transfer of Group 'A' Staff (Officers)**

1. The Chairman will be deciding authority for transfer of Officers. However, if delegated, the officer designated by the Chairman can be the deciding authority.
2. Officers in all categories are subject to transfer anywhere within the area of operation of the Bank. However, an officer in Scale-IV or Scale-V shall be liable to be transferred to any Regional Rural Bank sponsored by the same Bank.
3. All new recruits (other than officers with specialization) should initially be posted in branches as an officer for at least two years, to gain sufficient exposure before being given independent charge of a branch as Branch Manager.
4. Promoted Officers from Office Assistants to Officers Cadre in Scale-I and Officers on promotions from one Scale to another scale will be subject to transfer to another Region, depending upon administrative requirement / need. However, the Chairman will be the decisive authority for any deviation with respect to women officer and officers promoted from deficit areas.
5. The tenure of transfer of officers should normally be -3- years subject to business exigencies / Administrative requirements.
6. An Officer may be considered for a one request transfer during entire career. However for a lady Officer two request transfers on marriage ground/joining spouse may be considered subject to administrative convenience.
7. After posting of two tenures in one Region i.e. for -6- years, Officer will be transferred to another Region subject to administrative convenience.
8. Officers who fall within bottom performer of the Region during the immediate preceding year or their performance ratings are below 50 will also be subject to Inter Regional transfer, irrespective to their tenure in the Region.
9. The identification of Officers for Inter-Regional transfer shall be primarily on the basis of longest stay in the Region. However, the Bank may use any other criteria that may be found feasible and suitable at the relevant point of time
10. For catering the requirement of specialized positions, critical functions, special projects and special professional qualification viz IT and Treasury management etc. may be at least-5-years.
11. The Transfer of PwD-Officers / Officers who are care-giver of dependent with specified disability will be Governed by GOI guidelines but same will not be applicable in case of any disciplinary action against him/her.
12. In case of Officer 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, subject to administrative feasibility and convenience.
13. Every officer has to be posted at least once in service period in Rural area for full tenure of -3- years.

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14. Posting at the Hardship centers (As decided by the Bank) the tenure of transfer of officers should normally be -2- years subject to business exigencies / Administrative requirements.
15. Notwithstanding anything stated above and Irrespective of any criteria Bank can transfer any officer to any place for a temporary period on account of Bank's requirements or exigencies.
16. An officer will be considered for a posting to their Parent Region, 3 years prior to superannuation subject to administrative convenience.
17. Officer above 55 years of age may be exempted for posting to remote and hardship centers, as far as possible.
18. No officer will be transferred to a Branch/Office where his near relative is posted.

### **Norms for transfer of Group 'B' Staff- Office Assistant (Multipurpose)**

1. The Chairman or if delegated, the officer designated by the Chairman will be the deciding authority for transfer of Office Assistant (Multipurpose) staff.
2. The Office Assistant staff undergoing movement as per inter Regional (District) transfer will be considered for preferential posting to Parent region after working for -10- years outside his Parent region.
3. The Office Assistant staff may request for posting to their place of choice -3- year prior to superannuation.
4. All new recruits preferably be posted in branches for a tenure of at least 2 years.
5. The normal tenure of posting of Office Assistant will be 5 years and they shall be liable to transfer every -5- years.
6. After 10 years of service in one region, Office Assistant should be shifted to other Region, subject to administrative feasibility and requirements.
7. On promotion to Scale 1 Officer, Office Assistant should invariably be transferred out of the Region. Depending upon administrative requirement / need. However, the Chairman will be the decisive authority for any deviation with respect to women officer and officers promoted from deficit areas.
8. The criteria for transfer of Office Assistant (Multipurpose) staff will primarily be the longest stay and / or performance at the centre / place or in the Region as the case may be.



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9. No Office Assistant will be transferred to a Branch/Office where his near relative is posted.
10. Request transfer will be entertained only once during the service period and subject to vacancies available and other administrative convenience. For lady Office Assistant same may be for -2- terms/tenures.
11. The Transfer of PwD-Office Assistants/Office Assistants who are care-giver of dependent with specified disability will be governed by GOI guidelines but same will not be applicable in case of any disciplinary action against him/her.
12. In case of Office Assistant 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 subject to administrative feasibility and convenience.
13. Posting at the Hardship centers (As decided by the Bank) the tenure of transfer of Office Assistant should normally be -2- years subject to business exigencies / administrative requirements.

#### **Norms for transfer of Group 'C' Staff - Office Attendant (Multipurpose)**

1. Office Attendant shall be liable for transfer in 7 years to any branch/Office of the bank. The Regional Manager will be the deciding authority for transfer within Region. Inter Region transfer of Office Attendant will be done by the Chairman or the Officer designated by the Chairman.
2. Office Attendant will be subject to transfer to any branch within the jurisdiction of the allotted Region
3. The tenure for transfer of Office Attendant should normally be 7 years, subject to administrative requirements.
4. Request transfer will be entertained only once during the service period and based on the vacancies available. For lady Office Attendant same may be for -2- terms/tenures.
5. A Office Attendant may request for posting to their place of choice, 3 year prior to superannuation.
6. In case of Office Attendant 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, subject to administrative feasibility and convenience.
7. The Transfer of PwD-Office Attendants/Office Attendants who are care-giver of dependent with specified disability will be governed by GOI guidelines but same will not be applicable in case of any disciplinary action against him/her.

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**Repatriation of Office Assistants/Officers up to Scale III to Parent Region:**

- Officer/Office Assistant transferred from Parent region<sup>1</sup> to another Region will be eligible for repatriation after completion of 4 to 5 years subject to the administrative convenience / requirement and further availability of vacancies.
- Such repatriation of Officers/Office Assistants after 4 to 5 years shall not be done automatically. The Officers/Office Assistants who wish to return to their parent region shall be required to submit their repatriation request application to their current Regional Office. Priority for repatriation would be given to such Officers/Office Assistants who remain under the longest stay in the current region.
- For the purpose of reckoning the completed number of years of service in the current region, the cut-off date would be 01<sup>st</sup> April, in respect of Officers/Office Assistants to be transferred under this clause. Period spent in the current region on extra ordinary leave/sabbatical leave/LWP will not be counted while reckoning the length of service in the current region.
- While acceding to repatriation request, in the event of non-availability of vacancies in Parent Region, Applicant who have completed 4 to 5 years of service outside the Parent Region, may be transferred back to their Parent Region and may preferably be replaced with equal number of Officers/Office Assistants of their grade/scale who have been working in the Parent Region for a longer period. The Officers/Office Assistants who are so transferred outside the Parent Region to replace the incoming Officers/Office Assistants may be re-transferred back to their Parent Region upon their repatriation request application after completion of 4 to 5 years of service outside their Parent Region, in the order of their date of reporting in the Current Region where they are so transferred. Transfers effected under repatriation will be treated as normal transfers and shall be qualified for reimbursement of TE as per entitlement.
- Repatriated Officers/Office Assistants will be entitled to reasonable joining period (not exceeding the upper limit permitted otherwise) at the time of their repatriation.

*1 "Parent region" shall be the region so Self-declared by the Officer/ Office Assistant/ Office Attendant as a one-time declaration in his/her service tenure while bringing this clause to effect by the Bank.*

**Declaration of 'Parent Region' after implementation of this policy clause-**

***For Staff already in Service-*** A one-time self-declaration Tab in HROMS shall be provided for selection.

***For Staff Newly joining Bank service-*** A one-time self-declaration Tab shall be provided at the time of joining in their newly created HROMS user, mandatory for selection by that staff.





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## **REQUEST TRANSFER**

Request transfer will be entertained only once during the service period and subject to vacancies available and other administrative convenience. For Lady Office Assistant / Lady Office Attendant same may be for -2- terms/tenures. Posting within the Region will however, depend on the Regional requirement and availability of categorized vacancies.

It should also be noted that request transfer would be considered only if the work, conduct and performance of the applicant is satisfactory.

Consideration of any request received from any officer / employee will, however, depend upon the vacancies in the categorized scale in the Region / Place requested for and subject to administrative exigencies and requirements.

**Competent Authority for considering Inter-Region transfer requests of any officer/ employee is Chairman or the Officer designated by the Chairman.**

If there is more than one application for request transfer for a particular branch/place, all other things being equal, the performance and APR rating will be criteria for such sanction.

However, in case of request for transfer on compassionate ground / request for transfer on marriage ground etc. the Chairman may consider such cases independently.

- Subsequent requests received from any officer / employee whose request transfer in terms of this policy has already been considered at least once in the past, may not be considered.
- Notwithstanding anything stated above, no request transfer shall ordinarily be considered in the event of any disciplinary action / conduct related issues continuing against the officer / employee or where performance problems has been observed.

### **CLARIFICATIONS:**

Office-bearers of the trade unions are not exempted from job rotation or transfer.

Office-bearers of SC/ST Welfare Association are also not exempted from job rotation or transfer policy of the Bank.

### **GUIDELINES REGARDING REQUEST TRANSFER**

Any request by an officer / employee for transfer on ground of critical illness such as cancer, kidney failure and other serious ailments having imminent life threat / compassionate ground will be considered sympathetically subject to exigencies and requirements of the Bank, but such request will not be rejected only on the ground that the officer / employee will have to be paid emoluments of a higher area.



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Without prejudice to the right of the Management to transfer any officer / employee at its instance or administrative needs or requirement of the Bank. Including those officers / employees who have been transferred at their request, the following general guidelines are laid down for considering the requests for transfer made by officers / employees, including Scheduled Castes/Scheduled Tribes.

### **GENERAL GUIDELINES**

It is the Management's discretion to consider requests for transfers and it may reject any request without assigning reasons.

Any transfer would be against clear vacancy and provided the Regional Authority under whose jurisdiction the officer / employee is working, is in a position to relieve him and provided the Regional Authority in whose region the officer / employees request transfer is in a position to absorb him against a clear vacancy.

Request for transfer of female officers / employees on the ground of marriage or for Joining their spouse and officers / employees seeking transfer on compassionate and/or compelling ground may be considered out of turn, but subject to vacancy and other administrative exigencies.

Officers / employees desiring request transfer may address their applications in prescribed Performa through proper channel to the authorities as given below :

	<b>Transfer from / to</b>	<b>Competent Authority</b>
a	Transfer from one Region to another Region all category of staff	Chairman / Officer designated by the Chairman
b	Transfer from one branch/office to branch/office within the Region (Officers & Office Assistants)	Chairman / Officer designated by the Chairman
c	Transfer from one branch/office to branch/office within the Region (Office Attendants)	Regional Manager

It is abundantly made clear that even in cases where requests for transfer of officers / employees are considered favorably, it does not in any way debar the Management from exercising its right to transfer such officers / employees at its instance as per the provisions.

### **TA/DA ON REQUEST TRANSFER**

Officers / employees are not eligible for TA/DA and joining period in respect of request transfer only. Further, no TA/DA is admissible for transfer between places falling under the urban agglomeration of a city / town.

### **TRANSFER / POSTING OF PERSON WITH DISABILITY (PwD) (OFFICERS / EMPLOYEES) AND OFFICERS/EMPLOYEES WHO ARE CARE-GIVER OF DEPENDENT WITH SPECIFIED DISABILITY:**

The Government guidelines issued from time to time in the matter of posting / transfer of Person with Disability (PwD) (Officers / Employees) and Officers / Employees who are care-giver of dependent with specified disability need to be followed while affecting redeployment / transfer of such officers / employees. However, the same will not be applicable in case of any disciplinary action against him/her.

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**TRANSFER / POSTING OF OFFICERS / EMPLOYEES WHO HAVE MENTALLY RETARDED CHILDREN :**

The guidelines regarding transfer / posting of officer/employee having mentally retarded children, are as under:

- a) As far as possible, the Bank may consider on merit of each case, posting of the parent at a place, which will facilitate special medical care, education and rehabilitation of his/her child.
- b) Such posting may not be claimed as a matter of right. The Bank may decide each case after being satisfied from an examination of medical records / reports from competent medical authority that the child would need special medical and educational support beyond the scope of normal / ordinary medical and education systems. No special consideration would be necessary if the mental handicap / disability is mild and the normal educational system will settle with extra coaching.
- c) Posting of the officers / employees to a place having facilities for treatment and training of mentally handicapped / spastic's children would be subject to availability of vacancy /post at the place of choice, corresponding to his / her cadre, designation, etc.

**BRINGING OUTSIDE INFLUENCE:**

Bringing any outside / political influence by officers / employees to further their interests in respect of matters pertaining to him / her service in the Bank such as transfers or cancellation thereof will amount to breach of Regulation 35 of Baroda Rajasthan Kshetriya Gramin Bank (Officers and Employees) Service Regulation, 2010, as amended from time to time and may invite appropriate action thereof.

Breach of the aforesaid provision of the Regulations will be viewed very seriously and will invite stern action, disciplinary and administrative, against the erring officers / employees.

Administrative action in terms of reckoning this factor of having brought outside influence will also be taken for considering requests for transfers/postings.

**ENABLING PROVISIONS:**

Notwithstanding anything contained above, Bank reserves the right to transfer any officer/ employee to any of its branch offices at any point of time under relevant Regulation of Baroda Rajasthan Kshetriya Gramin Bank (Officers & Employees) Service Regulations, 2010.

Directions Guidelines of the Govt./RBI/NABARD/Sponsor Bank presently in force or as may be received from time to time in respect of transfer of SC/ST employees, Person with Disability (PwD) (Officers/Employees), Officers/Employees who are care giver of dependent with specified disability, Officers / Employees having mentally challenged children etc. shall be deemed to be an integral part of these guidelines.

**Policy Review Period**

This policy will be effective for the period of one year from date of its approval. The revised policy will remain in effect for 6 months from the due date of review, in case the policy cannot be reviewed on or before the due date.

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