

UNION BANK OF INDIA
HUMAN RESOURCE MANAGEMENT DEPARTMENT

REVISED TRANSFER POLICY FOR OFFICERS
EFFECTIVE FROM 18.12.2003

The Bank had formulated Transfer Policy for Officers which was amended from time to time and circulated the latest modifications vide Staff Circular No. 4746 dated 06.07.2001.

In view of the changes that have occurred in the Banking industry and due to implementation of VRS scheme, a need has arisen to suitably modify the existing Transfer Policy of the Officers.

Usually Transfers of Officers are effected on:

- On promotion
- For meeting exigencies of the Bank
- On account of synchronisation of grade/ post
- For enabling the officer to acquire eligibility of rural/ Semi urban experience for promotion
- On compassionate grounds

The broad guidelines on transfers for Officers in Junior Management and Middle Management Grades/Scales are as follows:

I. Keeping the above objectives in mind, the following guidelines are formulated for Officers in Junior Management and Middle Management Grades/Scales including Specialised Officers. It is clarified that these provisions are subject to amendments as advised by I.B.A./R.B.I./Government, which may be received from time to time.

II. On promotion :-

- On promotion, every Officer will be liable for a transfer outside the State
- Officers who are transferred out as per above will be transferred back to their parent State after completion of 3 years of active service.
- While considering transfers out of the State, Officers who have completed 55 years will be exempted.

Normally, Officers including female Officers, who have already served outside the parent State for a period of 3 years in Junior Management Grade/ Scale I and/or Middle Management Grade/Scale II will not be transferred out of the parent State arising out of the above paras. However, in case their retention in their parent State results in their being supernumerary or hinders the transfers back to parent State of those who have completed 3 years out of their parent State and are due for transfer back to parent State, the above exemption will not in that eventuality be applicable to Officers who have already served outside the parent State for a period of 3 years in whatsoever capacity. It is clarified that those who have been transferred on compassionate grounds to a State, period spent by them before their transfer will not be considered as period having spent outside the Parent State and they too will have to move out of the State after completion of a maximum period of 3 years in their parent State. Those Officers who are serving outside the Parent State and who are not willing for retransfer to their Parent State, will be transferred outside their Present State on their further promotion.

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Also subject to administrative exigencies and availability of vacancies, physically handicapped Officer on promotion will be retained in his/her Parent State.

III. Rotation transfers :-

- Bank will be free to transfer any Officer anywhere in the country, to meet its exigencies.
- Every Officer will be liable for transfer from one Branch/Office to another once in three years within the region.
- All Officers upto MMGS III who have completed 10 years in a particular Region will be rotated inter-Region within the parent State.
- It is clarified here that for the sake of Job Rotation, Officers upto MMGS-III working in MM Zone as an officer for 10 years and more will be transferred anywhere in the State of Maharashtra. As far as possible longest stay will be taken into account while effecting such transfers.
- In case of Delhi, Officers upto MMGS-III who are working in Delhi as an officer for 10 years and more will be transferred anywhere under the jurisdiction of Field General Manager, New Delhi. As far as possible longest stay will be taken into account while effecting such transfers.

IV. Transfer on compassionate grounds :

Transfer on compassionate grounds will be considered only in cases where the parents, spouse and children of the employees need medical care due to major ailments and to only that Centre where medical care is available.

Transfer on compassionate grounds will be at the discretion of the Bank. Bank will be free to consider such transfers independently and in isolation of transfers envisaged in any of the paragraphs mentioned above.

V. Transfer of directly recruited Probationary Officers :

Requests of directly recruited Probationary Officers will also be considered depending upon the exigencies of the Bank but not before completion of 5 years of service in the State where they have initially joined. However, directly recruited Probationary Officers will also be considered for transfer on compassionate grounds for major ailments at the discretion of the Bank even if they have not completed 5 years of service.

VI. Transfer requests on the grounds of separation from spouse :

Normally a female Officer will be allowed to join her husband after marriage or due to transfer of her husband subject to vacancy being available. However, this Clause will not apply to a female Officer who has been sent out of her parent/present State on promotion. Normally, only 2 such requests throughout the service with a gap of 3 years in between will be considered. However, such request transfer will not be a ground for not carrying out transfer on promotion, if any subsequently offered.

VII. Re-transfer of Officers posted in North Eastern Region under Incentive Scheme of the Government :

Such Officers will be transferred back to their parent State within a period of 2 to 3 years.

For the sake of clarity, nothing mentioned hereinabove shall restrict the scope of any of the provisions of Union Bank of India (Officers) Service Regulations, 1979, Union Bank of India Officer Employees' (Discipline and Appeal) Regulations, 1976, Union Bank of India Officer Employees' (Conduct) Regulations, 1976 amended from time to time and/ or guidelines/ rules formulated from time to time by the Bank in connection with posting, deployment, rotation etc of officer employees upto MMGS-III.

VIII. General :

- (i) **Time frame in transfers:** As far as possible, transfer exercise will be completed before May every year to enable Officers to admit their wards in School/Colleges in time.
- (ii) Notwithstanding anything mentioned hereinabove, Bank reserves its right to retain/transfer any Officer entirely at its discretion.
- (iii) Transfer of physically handicapped employees, on compassionate grounds and transfer requests on the grounds of separation from spouse will have precedence over other transfer without affecting Bank's right to transfer mentioned in (i) above and transfer retention arising out of Bank's exigencies.
- (iv) **Parent State:** Parent State is the State from where an Officer has been transferred either on promotion, for meeting Bank's exigencies, to have rural/semi-urban experience for eligibility for promotion, synchronisation of grade/posts or on compassionate grounds.

In case of directly recruited Officers, the parent State means the State to which he has sought for first request transfer and posted thereat. In the alternative, if the directly recruited Officer has not given his request for transfer outside his present State, the present State becomes a parent State in such case.

Save as otherwise provided, the term 'State' will mean geographical area as defined or determined by the Government of India from time to time. A centrally administered area or Union Territory will also be treated as a separate State for the purpose of this Policy.

Pondicherry City and suburbs will be deemed to be part of Tamil Nadu and Mahe will be deemed to be part of Kerala State.

Chandigarh for the time being will be treated as a Station within the State of Haryana.

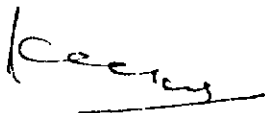
Diu, Daman, Dadra & Nagar Haveli will be deemed to be part of Gujarat State.

Greater Mumbai which includes branches/offices in Greater Mumbai, Thane District and rest of Maharashtra will be treated as separate States except in case of rotation transfers as stated in this policy

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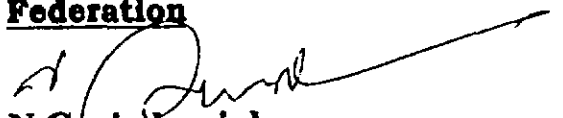
SIGNED AT MUMBAI ON 18TH ⁵ DECEMBER, 2003

On behalf of Management

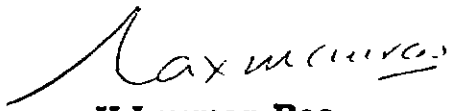


K.L.Gopalakrishna
General Manager(HRM)

On behalf of All India
Union Bank Officers'
Federation



N.Govindarajulu
President



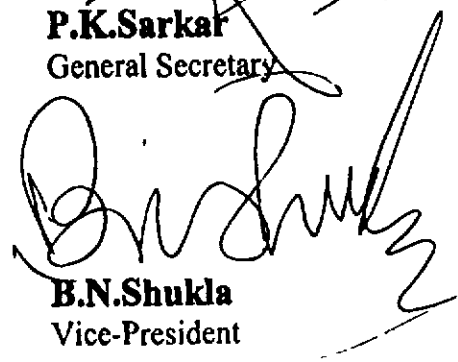
K.Laxman Rao
Deputy General Manager(HRM)



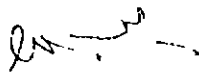
P.K.Sarkar
General Secretary



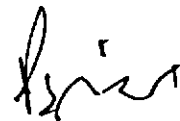
D.K.Jain
Asst General Manager(IR)




B.N.Shukla
Vice-President



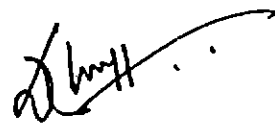
N.L.Kulkarni
Chief Manager



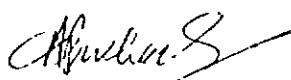
P.B.Thomas
Vice-President



M.R.Sampath
Manager(P)



D.Ghosh
Vice-President



A.U.Pakhare
Asst. Manager (SC/ST representative)



S.L.Sonawane
Vice-President