

महाराष्ट्र ग्रामीण बँक
(भारत सरकार द्वारा स्थापित शेड्युल्ड बँक)
पुरस्कृत बँक बँक ऑफ महाराष्ट्र :
मुख्य कार्यालय " :जीवनश्री", प्लॉट नं०३५ ., सेक्टर जी,
टाऊन सेंटर, सिडको, औरंगाबाद ४३१००३ -



MAHARASHTRA GRAMIN BANK
(A Scheduled Bank established by Government of India)
Sponsor Bank : Bank of Maharashtra
H.O. : "Jeevanshree", Plot No.35, Sector G,
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HO/HRD/CIR NO-49 /2018

Date:-05/11/2018

TO,

ALL BRANCHES & OFFICES,

MAHARASHTRA GRAMIN BANK

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Sub.: TRANSFER POLICY

Transfer is an integral and essential part of the organization. Transfers are generally affected to build up a more satisfactory Team work and to achieve organizational effectiveness and harmonious environment.

In order to promote uniformity , transparency in the administration , to motivate the Staff, and to have better mobility, Bank has formulated the uniform, suitable and dedicated comprehensive Transfer Policy which is approved by Hon'ble Board.

❖ **Outlines of Transfer Policy:-**

Rule 74 (1) of Maharashtra Gramin Bank (Officers and Employees) Service Regulations 2010, states that every officer/employee is liable for transfer to any office/branch of the bank

1. Bank has a right to transfer an officer/employee to any place at any time where it has a branch/office according to administrative requirements or business exigencies. Transfer is the prerogative of management.
2. It may be noted that transfer of an officer/employee is neither a punishment nor a change in the service conditions. Further the transfer of an officer/employee from one branch to another during enquiry/investigations of any irregularities against him/her or during pendency of disciplinary matter does not constitute punishment.
3. While preparing Transfer plan; total business, branch categorizations, rationalization of branches, extension of area of operation to new districts etc. are taken into account and the emphasis will be laid in following aspects:-
 - a) Performance
 - b) Vigilance/Disciplinary action cases-Past/pending
 - c) Period of working and record at present place
 - d) Professional qualifications, skills and aptitude
 - e) Training Background
 - f) Exposure to each and every area of working to almost all to equip them to shoulder higher responsibilities.
 - g) Decision making capabilities

4. The normal Tenure of transfer fixed is normative, however, officer/employee could be transferred even before that considering exigencies.

❖ **The Central Vigilance Commission's (CVC) advisory to the Public Sector Banks (PSBs):-**

As per the CVC's advisory, PSB's should transfer all officers who completed three years in their posts as on December 31, 2017. All clerical staff who have completed five years on the same date, i.e. December 31, 2017, should also be transferred immediately. "As per Central Vigilance Commission guidelines, all officers should be rotated every 3 years. Further, as per Bank's Transfer Policy for Officers, no officer should be retained in the same post for a period in excess of 3 years and in the same station (municipal limits) for a period in excess of 5 years".

❖ **Criteria for Transfer:-**

➤ **All Officers**

- 1) All officers should normally be transferred every 3 years.
- 2) Bank may decide Hardship Centre if any and accordingly posting may be done for 2 years in Hardship Centre.
- 3) All officers may be considered for two request transfer during entire career. However for lady officers **three** request transfers on marriage ground/joining spouse may be considered subject to administrative convenience.
- 4) An officer will be considered for a posting to their Home Region, 2 years prior to superannuation subject to administrative convenience.
- 5) Officers above 58 years of age may be exempted for posting to remote and hardship centre as far as possible.
- 6) No officer will be transferred to a branch where his/her 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/her.
- 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 of two 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.
- 11) Tenure of Officers of special professional qualification viz. Law, IT and Treasury management etc. may be at least for 5 years.
- 12) Every officer has to be posted at least once in service period in rural area for full tenure of 3 years as a Branch Manager.
- 13) The Tenure of Three years is normative, however, officer could be transferred even before that considering exigencies.

➤ **Office Assistants (Multipurpose)**

- 1) The normal tenure of posting for Office Assistants 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 transferred 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) Request transfer will be entertained only twice during the service period and subject to vacancies available and other administrative convenience. For lady Office Assistants (Clerical), same may be for 3 term tenures.
- 6) The Office Assistant undergoing movement as per inter-regional (district) transfer will be considered for preferential posting to Home Region after working for 05 years outside his/her home Region.
- 7) An Office Assistant may request for posting to his/her place of choice 3 years prior to superannuation.
- 8) No Office Assistant will be transferred to branch/office where his/her near relative is posted.
- 14) 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.
- 15) In case of Office Assistant 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/her spouse.

➤ **Office Attendant (Multipurpose)**

- 1) Office Attendant shall be liable for transfer in 5 years to any branch/office of bank
- 2) Request transfer will be entertained only twice during the service period and based on the vacancies available. For lady Office Attendant (Sub Staff), same may be for 3 terms/tenures.
- 3) A sub-staff may request for posting to their place of choice, 3 years prior to superannuation.
- 4) In case of sub-staff whose spouse is in permanent service of Central Government, State Government, and PSU etc. may be transferred for one term of 3 years in a block of 10 years period to join with his/her spouse.

❖ **Request Transfers:-**

- A) The request transfers of Officers/Office Assistants/Office Attendants may be considered for transfer to a particular place on genuine grounds subject to availability of vacancies and suitability of the concerned staff member.
- B) The request transfer application should be routed through proper channel to Head office.
- C) If one place of choice in request transfer application is considered, request for other places of choice will automatically stands cancelled.
- D) The request transfers applications will be generally considered on first come first serve basis.
- E) If more than one request applications are received, priority will be given as under:-
 - i. Serious illness of Self
 - ii. Serious illness of spouse/death of spouse; and dependents to be looked after.



- iii. Serious illness of dependent.
 - iv. Ladies Staff
 - v. The officer/employee who has not availed any request facility previously (First Request application).
 - vi. Service Seniority/previous last three postings
 - vii. Pending departmental enquiry.
- F) An officer or employee may cancel his request application before his request application is considered.
- G) Mutual transfers may be considered only after completion of the regular span of both the end subject to availability of vacancy and business needs. Such transfer will be treated as request transfer for both the ends. In case mutual transfers are considered before completion of the regular span, the same shall be treated as Request Transfer for both the respective officer/employee.
- H) No one can claim for Request transfer to a particular branch/office as a matter of right, including Head Office/Regional Office.
- I) Seniority List will be maintained at Head Office for Request Transfers and transfer orders will be issued as per Request seniority. In case of Request Transfer No TA /DA will be paid to Officers/Office Assistants.

❖ **Incentive Scheme of Challenge Postings:-**

In order to motivate the staff to take up the responsibility in new centers, to improve bank business and profitability; it is proposed to introduce scheme of incentive posting by way of choice posting to those who will willingly take up assignment.

Salient Features of Incentive posting are as under:-

- a) Scheme shall be applicable to those officers/employees who voluntarily opt for posting under this scheme. The transfers made on administrative grounds will not be eligible for incentive based transfer.
- b) Management reserves all the right to accept or reject the offer and also postponement and cancel the scheme.
- c) If more than one offer is received for any branch, the offer will be considered on the basis of past record, grade and capability of the officer.
- d) He should achieve parameters set out for the branches
- e) The officer or employee, who completed regular period under this scheme, would be given choice posting out of 3 centers indicated by him/her as per the availability of vacancy or nearby convenient centre.

❖ **Scheme for Hardship Centers:-**

The Bank may indicate hardship centers/hilly and tribal tracks as the case may be from time to time and those officers/employees who opt for voluntary posting shall be given the choice posting out of 3 centers indicated as per preference.

Salient Features of Incentive posting are as under:-

- a) Scheme shall be applicable to those officers/employees who voluntarily opt for posting under this scheme at the centers to be declared by Bank as hardship centers from time to time. The transfers made on administrative grounds as well, will be eligible for transfer under the scheme of posting/transfers at hardship centers.

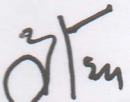


- b) The period of tenure to such centers will be 2 years of active service irrespective of posting as Branch Manager/Officer/Clerk.
- c) The officer or employee, who completed regular period under this scheme, would be given choice posting out of 3 centers indicated by him/her as per the availability of vacancy or nearby convenient centre.

The Bank has the right to add, delete, amend or deviate any or all of the above guidelines as per the administrative exigencies.

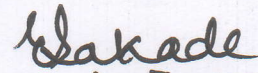
The Transfer Policy will come into force w.e.f. the date of this circular and will be in force till further instructions in this regard.

MAHARASHTRA GRAMIN BANK



Chief Manager

HRD



General Manager (C)

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In order to provide conformity, transparency, in the administration, to motivate the Staff, and to have better mobility, Bank has formulated the uniform, suitable and dedicated comprehensive Transfer Policy which is approved by Hon'ble Board.

♦ Outline of Transfer Policy:-

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