

(c) if so, Government's reaction thereto ?

THE MINISTER OF STATE OF THE MINISTRY OF SUPPLY AND TEXTILES (SHRI CHANDRASHEKHAR SINGH) : (a) Yes, Sir.

(b) and (c). The discussions mainly covered bilateral economic matters. No proposal regarding global trade negotiations was made during the discussions.

**Transfer Policy of State Bank of India**

7193. SHRI GANGA RAM :  
DR. V. VENKATESH :

Will the Minister of FINANCE be pleased to refer to the reply given to parts (c), (d) and (e) of Unstarred Question No. 4643 on 25 March, 1983 regarding J. M. G. scale I officers in Delhi/New Delhi branches of State Bank of India and state;

(a) whether a copy of the transfer policy in State Bank of India with date of its formulation be placed on the Table of the House;

(b) the reasons why all the office bearers of the State Bank of India Scheduled Caste/Scheduled Tribes Employees' Association were transferred out of Delhi indiscriminately in 1982; and

(c) whether they will be transferred back to Delhi in pursuance of above instructions ?

THE MINISTER OF STATE IN THE MINISTRY OF FINANCE (SHRI JANARDHANA POOJARY) : (a) A copy of the State Bank of India transfer policy is attached.

(b) According to the State Bank of India transfers were made in accordance with the transfer policy and there was no discrimination against SC/ST employees.

(c) The bank has reported that SC/ST employees will be transferred back to Delhi/New Delhi as per the transfer policy alongwith the general category employees.

ANNEXE

PER NO. 66 OF 1983

MEMORANDUM

TO

ALL THE BRANCHES/  
OFFICES IN DELHI  
CIRCLE

FROM :

PERSONNEL DEPARTMENT,  
STATE BANK OF INDIA,  
NEW DELHI LHO

DATED : 3rd March, 1983  
12th Phgn. 1904 (S)

STAFF : Supervising Circle Negotiating Council Meeting Transfer Policy

A meeting of the Circle Negotiating Council was held at this office on the 3rd November, 1982, with the representatives of the State Bank of India Supervising staff Association (Delhi Circle). Besides other matters, the important issue for discussion on Agenda was the formulation of Circle Transfer Policy in respect of Supervising Staff. After prolonged deliberations a consensus on the Transfer policy, applicable to officers in the Junior Management Grade and

Middle Management Grade Scale-II level was reached. A copy of the Transfer Policy, agreed with the Supervising Staff Association, is enclosed.

2. Please bring the contents of this circular to the notice of all the members of Supervising Staff at your Branch/Office.

G. KATHURIA

GENERAL MANAGER (PLANNING)  
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C. Circle Negotiating Council Meeting-Transfer Policy Staff Supervising

S. Staff Supervising—Circle  
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Council Meeting.

view to provide opportunity for  
further improvement of needed  
skills.

(d) To ensure periodical turn over of  
officials as a safeguard against  
stagnation in job rotation.

**STAFF : Supervising Transfer Policy**

1.1 "Transfer" would mean the  
movement from one station to another  
whether or not it involves a change in  
the position : Change of Branch/Office  
without any change in station would not  
be termed as 'Transfer'.

1.2 The transfer policy would cover  
all officers in Junior Management Grade  
Scale-I and Middle Management Grade  
Scale-II.

1.3 The transfers/postings are neces-  
sitated for the following reasons :—

(a) To provide for adequate on the  
job training to officials to enable  
them to develop needed skills for  
performance of the various jobs.

(b) To man new branches/divisions  
and to cope with the increase in  
Bank's business.

(c) Unsatisfactory performance in any  
particular assignment and with a

(e) The branch expansion has been  
concentrated in semi-urban/rural  
areas, especially after the setting  
up of Regional Offices, where  
admittedly the educational, health  
or entertainment facilities are not  
available in full measure. This is  
the problem that should be faced  
equally by all officials. It will,  
therefore, have to be clearly  
appreciated and accepted that  
majority of the officials will have  
to face these problems on a  
couple of occasions in their  
career.

(f) In addition to above, the transfers  
serve the interest of individuals as  
these provide opportunities for  
career development in line with  
officials' specific aptitude  
or skills.

2.1 As far as possible the following  
minimum and maximum period of reten-  
tion of an official in any particular  
assignment/responsibility level should be  
followed :—

	Minimum period of retention in any one position at the same office	Max. period of retention
<b>POSITIONS</b>		
Passing officers (i.e. positions below the level of Accountants, Field officers and Dy. Managers)	1 year	3 years
Field Officers, Accountants, Dy. Managers	1 year	3 years
Managers of Divisions, Branch Managers and positions in controll- ing offices	2 years	3 years
Head Cashiers	3 years	5 years

2.2 Exceptions to the above stipulations would be permitted only where these become unavoidable.

2.3 The actual period of retention/stay will, however, be determined depending upon the number of vacancies in the respective positions.

3.1 There are certain 'difficult' centres in the area covered by this Circle in terms of educational facilities, medical aid, housing accommodation, availability of drinking water, transport facilities etc. This total maximum and minimum period of retention of an official in any position at a difficult centre will be 2 years. While the list of difficult centres will be finalised mutually, it has been agreed that the stay at all branches/offices in the 4 districts of Garhwal viz Tehri, Pauri, Uttarkashi and Chamoli will be 2 years.

3.2 At other centres (excluding those mentioned in para 3.1 and also excluding centres in the periphery of Delhi mentioned in para 3.3) the stay will be 3 years.

3.3 At the places in the periphery of Delhi mentioned below, the stay will be 5 years except for those officers, who are presently posted at these places, the stay will be 4 years :

#### HARYANA

Palwal, Ballabgarh, Faridabad, Sonapat, Bahalgarh, Halalpur Kharkhoda, Rai, Badshahpur, Dundahera, Gurgaon.

(For Firozpur Jhirkha, Manosar, Nuh, Pinangaon, Rajka-Moo, Ujina and Hathin stay will be 3 years)  
U.P.

Ghaziabad, Loni, AF Station, Hindon, Maharajpur and Noida (Stay at Hapur, Muradnagar, Dibai, Anoopshahr, Sikan-drabad, Newari, Bulandshahr, Barola, Bilsuri, Dasna, Dadri, Dankaur, Gulaothi, Govindpuri, Jhajhar, Jahangirabad, Jargaon, Kakore Khurja, Medinagar, Narora, Pilkhua, Siani, Jarauli, Jewar will be 3 years)

3.4 All new promotees on promotion should be given the change of 'station', those who are promoted from Delhi/New Delhi will be transferred to places outside Delhi/New Delhi without exception, to facilitate repatriation of those who have completed their stay as per agreed norms. Except those covered under para IV of placement policy, the officers promoted from Regional Offices (other than Delhi/New Delhi) can be retained in the areas of operation of the respective Regional Office to the extent of available vacancies. However, each one should be given change, at least of district.

3.5 For consideration of transfer on compassionate grounds broadly the following criteria should be followed :

- (a) The compassion should be considered only in respect of 'family members' of the officers, i. e. officer himself spouse and children. Where the officer is the only child of his parents or the only male child, his parents should also be considered as member of the family for this purpose.
- (b) The grounds of compassion should pertain to a period subsequent to the date of promotion/transfer.
- (c) In case of illness of any member of officer's family, the request for transfer to a place (other than Delhi/New Delhi) where hospital facilities are available, should be considered only when continuous hospitalisation beyond 6 months is required. The request for transfer to Delhi/New Delhi should be considered when the treatment is not available outside.
- (d) If husband and wife are working in the Bank they will be posted at the station where both can be accommodated. This will, however, be subject to Bank's discretion.

- (e) No consideration on account of working spouse will be given in the case of new appointees/promotees. In other words their allocation will be made as per policy.

### PLACEMENT POLICY

- (i) As a matter of principle/policy all the officers are required to be posted at "difficult" centres followed by "inconvenient" and at other centres according to age. The younger officials may be posted at more difficult places. The officers joining the grade of JMGS-I through the medium of Trainee Officer/Probationary Officer should be posted at places other than Delhi/New Delhi as is applicable in the case of new promotees.
- (ii) None of the new promotees/officers confirmed as JMGS-I through the medium of T. Os. P.Os. should be posted at any of the administrative offices unless they have completed at least 2 years' stay in branches. For filling up positions of MMGS-II at Administrative Offices, normally officers who have been promoted as such or have become due or those who belong to the next senior most batch of JMGS-I and have performed duties as Branch Managers/Managers of Divisions should be posted, exception should be permitted in rare cases and that too when an officer has performed duties for a period of about 2 years as Accountant/Field Officer.
- (iii) A list of officers of long stay of those officers who have put in 5 years or more stay in Delhi/New Delhi should be prepared as on 1st January each year and the movement of the officers from this list
- vacancies in the areas of operations of Jaipur and Dehradun Regional Offices (inclusive of those who have been repatriated), these officers should be transferred in the month of March/April each year. This will minimise the inconvenience to officers who would be prepared for movement to other stations on transfer. Similarly, the Personnel Department at Local Head Office will arrange their work in such a manner that new promotees to the grade of JMGS-I (Accounts and Cash Department Wings) are available by the end of March each year so that the timing of transfers more or less coincides with the commencement of academic year.
- (iv) It is clarified here that at each Regional Office, the officials available amongst promotees from their areas and those allocated from amongst those promoted from Delhi/New Delhi are listed together in age order and the youngest should be posted to the most difficult place and so on. Alternatively, the promotees from Regional Office branches should be posted to difficult places and the remaining positions filled up in age order from amongst those transferred from other centres.
- (v) Lady officials should normally be posted at district headquarters centres only.
- (vi) Officers above 55 years of age should normally be transferred to one of the stations of their choice. For this purpose, three preferences will be furnished by the concerned officer and keeping in view the administrative requirement, he will be posted accordingly.
- (vii) A list of officers in long stay

respect of branches in Haryana which have not been clubbed with Delhi/New Delhi for this purpose. A few officers from this list will be transferred to Jaipur Regional Office depending upon available surplus.

- (viii) For the purpose of repatriation of officers, who complete the stipulated stay, to Delhi/New Delhi parent Regional Office, officers will be asked to give option 6 months before completion of their stay. Endeavour will be made to repatriate officers who opt out as soon as new promotees/appointees are available. In respect of officers who are transferred from one Regional office to other Regional Office establishment, they should give their preferences when they are due for repatriation.

**EXPLANATION :** For the purpose of computing period of stay at a station, the period of leave including sick leave availed of in excess of one month per year will not be reckoned.

- (ix) Officers being given change of district should be placed at such a station on transfer from where they can not commute daily. They should invariably shift permanently to their new places of posting. It may also be clarified that these officers will eligible for repatriation only when they permanently shift to the place of posting.
- (x) In respect of the positions categorised as MMGS-II, the promotes/expected promotees/officers in the next batch of seniority out of long stay should be transferred to other Regional offices to the extent of vacancies; others to be deployed locally. For the purposes of long stay in Delhi/New Delhi, the total stay of an officer (including

his stay as JMGS-I) will be taken into consideration. Thus, those MMGS-II who have put in 5 years stay as such locally, may also be transferred out on the basis of their stay.

- (xi) For meeting requirements of officers in the Regional Offices of Jaipur and Dehradun, requirements of experienced officers will be worked out by the end of December of previous year. The total requirement thus worked out will be partially met from amongst those posted in the areas of operation of respective Regional Offices, 50% of the remaining requirement both for Jaipur and Dehradun Regional Offices will be met by transferring officers from Delhi/New Delhi, and the balance requirement in case of Dehradun Regional Office will be met by transferring officers in the long stay list Meerut and that of Jaipur from long stay list of officers from Agra Regional Office.

#### Transfer of Employees of Nationalised Banks

7194. SHRI GANGA RAM :  
SHRI SIDHA LAL MURMU :  
DR. V. VENKATESH :

Will the Minister of FINANCE be pleased to refer to the reply given to Unstarred Question No. 7426 on 15 April, 1983 regarding guidelines to nationalised banks regarding transfer of employees and state :

(a) the total number of employees including officers, category-wise, who have not been transferred outside Delhi/New Delhi even though they have remained posted in the branches/offices of the State Bank of India in Delhi/New Delhi for more than five years;

(b) whether all JMG. Scale—I Officers belonging to SC/ST who were