



UTTARBANGA KSHETRIYA GRAMIN BANK

Head Office : Sunity Road
Coochbehar : 736 101 [West Bengal]
(Sponsored by Central Bank of India)

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C/41/02 /2016-17/HRD-07

Date: 02-04-2016

All Branches/ Offices

Reg: Transfer policy of Officer and Employee.

Banks Board in its 223rd meeting as approved the Transfer policy of Officers and Employees of our bank.

The Policy guideline is given here under:

For Officers:

- 1) All Officers should normally be transferred every 3 years.
- 2) The Blocks namely Sitai, Sitalkuchi under Coochbehar District; Nagrakata under Jalpaiguri District and Gorubathan, Kalimpong I, Kalimpong II, Rongli Rongliot under Darjeeling District will be treated as Hardship Centre in our area of operation and accordingly posting may be done for 2 years in Hardship Centre.
- 3) An officer may be considered for one request transfer during entire carrier. However for lady officer two 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, 3 years prior to superannuation subject to administrative convenience.
- 5) Officers above 55 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.
- 8) In case of an officer whose spouse is in permanent service of Central Govt, State Govt, 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, Officers will be transferred to other Region.
- 10) On promotion, every officer will invariably be transferred to other Region.
- 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 year.

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For Office Assistant(Multipurpose):

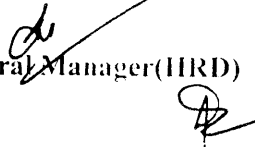
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- 1) The normal tenure of posting for Office Assistant will be 5 years and they shall be liable to transfer every 5 years.
- 2) After 10 years of service in one region , office Assistant should be shifted to other region.
- 3) On promotion to Scale I Officer, Office Assistant should invariably be transferred out of the region.
4. The Blocks namely Sitai, Sitalkuchi under Coochbehar District; Nagrakata under Jalpaiguri District and Gorubathan, Kalimpong I, Kalimpong II, Rongli Rongliot under Darjeeling District will be treated as Hardship Centre in our area of operation and accordingly posting may be done for 2 years in Hardship Centre.
- 5) Request transfer will be entertained only once during the service period and subject to vacancies available and other administrative convenience. For lady Office Assistants (clerk), same may be for 2 terms/ tenures.
- 6) An Office Assistant 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) An Office Assistant may request for posting to their place of choice, 3 years prior to superannuation.
- 8) No Office Assistant 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.
- 10) In case of Office Assistant, whose spouse is in Permanent service of Central Govt, State Govt/ PSU etc. may be transferred for one tenure of 3 years in a block of ten 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) Request transfer will be entertained only once during the service period and based on the vacancies available. For lady Office Attendants (sub staff), same may be for 2 terms/tenures.
- 3) An Office Attendant may request for posting to their place of choice, 3years prior to superannuation.
- 4) In case of Office Attendant whose spouse is in Permanent service of Central Govt, State Govt/ PSU etc. may be transferred for onetenure of 3 years in a block of ten years period to join his/her spouse.

This Transfer Policy is effective from 01-04-2016


General Manager(HRD)