

eF. No. 4/1/2/2024-IR (आई. आर.)
भारत सरकार/Government of India
वित्त मंत्रालय/Ministry of Finance
वित्तीय सेवाएँ विभाग/Department of Financial Services

3rd floor, Jeevan deep Building
Sansad Marg, New Delhi – 110 001
26th November, 2024

To:

Chairman, State Bank of India;
Managing Director & CEOs, Nationalised Banks

Subject: Review of Transfer Policy in Public Sector Banks – reg.

Madam / Sir,

This Department has accorded managerial autonomy to the Public Sector Banks (PSBs) in matters related to Human Resources (HR) and has been communicating broad guidelines, from time to time, regarding HR reforms including relevant instructions of the Department of Personnel & Training for incorporation in their respective 'Transfer Policy'.

2. This Department has observed an increasing trend in the complaints / grievances received with regard to the 'Transfer Policy' and its implementation by the PSBs. Such complaints / grievances are received through various forums and from various dignitaries.

3. In view of the above, the 'Transfer Policy' of the banks have been reviewed and with an aim to promote greater transparency, and to ensure formulation of a uniform and non-discretionary 'Transfer Policy', PSBs are advised as below:

- a. Various administrative layers in the Bank such as Region / Zone / Circle / FGMO etc. be clearly and uniformly defined. Similarly, minimum and maximum tenure at each layer be also clearly defined.
- b. 'Transfer timelines' be clearly defined and strictly adhered to. Transfer exercises may be completed before June, every year. Mid-year transfers may be avoided as far as possible except in case of promotions and administrative exigencies.
- c. Transfer exercise be made transparent with annual publication of seniority list and the existing / expected vacancies at different locations / scales. Rotational transfers should be on seniority basis and exceptions, if any, should be properly recorded / documented.

- d. Banks to automate the transfer process and to develop an online platform for the same with the facilities of giving location preference options to its employees in case of transfers. The online portal may also include the Bank's transfer policy, guidelines and related circulars, scale wise seniority list, details of vacancies scale wise/location wise, and other relevant details in order to bring efficiency and transparency in transfer process.
 - e. Banks to accommodate officers up to Scale-III in the respective linguistic region in order to ensure seamless customer service to the extent possible, considering various factors including availability of vacancies, administrative exigencies etc.
 - f. Banks to designate certain regions as 'Difficult areas'. The employees posted there be given preference for transfer after completion of their tenure.
 - g. In addition to the available grounds of transfer, the grounds of marriage / spouse / medical / maternity / child care / far away postings also be suitably incorporated.
 - h. In case of spouse working in Central / State Governments, an endeavour to post them in the same place / region or nearby place / region be made.
 - i. Women employees be transferred as far as possible to nearby places / stations / region. In case of posting to a far-away / remote locations, their safety be given due importance and availability of basic amenities be ensured.
 - j. Grievances received from employees citing violation of transfer policies be dealt in a considerate manner and suitably responded after detailed deliberations and by duly recording the reasons thereof.
 - k. With respect to appeals received on transfers from the employees, a committee be set up to look into the issue and dispose the appeals within 15 days.
 - l. With regard to 'Transfer protection' to office bearers of Associations / Unions, clear definition of position, tenure and applicability be incorporated and strictly adhered. Transfer protection may not be made available to an office bearer on promotion.
4. All PSBs are requested to incorporate the above advises suitably in their respective 'Transfer Policy' with the approval of their Boards and take immediate action for its implementation and compliance from FY 2025-26. PSBs are also advised to send a copy of the policy, so modified, to this Department, at the earliest.

Yours faithfully,


(विजय शंकर तिवारी/Vijay Shankar Tiwari)
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