

TRANSFER POLICY OF ANDHRA PRAGATHI GRAMEENA BANK

ALL OFFICERS

1	All Officers should be normally transferred every 3 years.
2	The Term shall be limited to 2 years in Hardship Centre's. Hardship Centre's will be decided in consultation with the recognized Associations.
3	An Officer may be considered for one request transfer during entire career. However, for lady officers, two request transfers on marriage grounds / joining spouse may be considered subject to administrative convenience.
4	An Officer will be considered for a posting to his/her Home Region, 5 years prior to Superannuation, subject to administrative convenience.
5	Officers above 55 years of age may be exempted for posting to remote and hardship Centre's, 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 Gol 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/her spouse, subject to administrative convenience.
9	After posting for 2 terms in one Region i.e. for 6 years, Officer will be transferred to other Region, subject to availability of vacancies and administrative convenience. The effective date for calculation of such term will be taken as the <u>date of amalgamation</u> i.e. 01.06.2006.
10	On promotion, every officer will invariably be transferred to other Region. If the residual service is less than 5 years, posting will be considered in the same Region, subject to administrative convenience and availability of vacancies. On promotion from Office Assistant cadre to Officer Scale-I, posting shall be to adjoining Region, subject to availability of vacancies and administrative convenience.
11	Tenure of Officers of special professional qualification viz. Law, IT and Treasury Management etc. may be at least for 5 years, subject to availability of suitable substitutes and administrative convenience. On promotion, they will be posted to other Regions and their services will be utilized for General Banking also.
12	Every Officer has to be posted at least once in service period in rural area for full tenure of 3 years. He/She shall serve for full term of three years at least in one rural branch. The cumulative service in different rural Branches for less than three years at each ranch will not be considered under this clause.

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13	The Officers who are working at the centers where more than one branch/office of the Bank is existing, their services at all the branches/Offices put together in a given Centre shall be considered as one Centre only for reckoning the term.
14	An Officer completing two continuous terms outside the Home Region will be given opportunity to come back to home Region.
15	The following Association Office-bearers are exempted from New Transfer Policy guidelines. Any two office bearers among the President, General Secretary, Treasurer and the Chairman of the recognized Association may be posted to Head Quarters.
16	An Officer who has worked in Administrative office/Head Office for a term of 3 – 5 years will be posted to Branches.
17	An Officer who has worked in the rural Branch continuously for 2 – 3 terms shall be given opportunity to work at semi urban/urban Centre's depending upon the vacancies.
18	Officers promoted in the middle of the financial year and continued in the same branch/office for administrative reasons shall be transferred during immediate next General Transfers Process.
19	The posting of Branch Managers in Scale I, II & III shall be done strictly based on the business volume and looking to the performance and potentiality.
20	The officer shall not be posted again to the same branch/office where he/she had already worked, except under specific administrative feasibility.
21	In case the performance of an officer is not satisfactory and the Bank feels that the retention/continuation in a particular Branch/office is detrimental to the interests of the Bank even if he/she has not completed the term, such officer/ employee shall be liable for transfer.
22	On transfer to different Region/District after completion of two terms (i.e. 6 years in case of officers), he/she shall serve full term of three years in the incumbent Region/ District.

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OFFICE ASSISTANTS (MULTIPURPOSE)

1	The normal tenure of posting for Office Assistant will be 5 years and they shall be liable for transfer every 5 years.
2	After posting for 2 terms in one Region i.e. for 10 years, Office Assistants will be transferred to other Region, subject to availability of vacancies and administrative convenience. The effective date for calculation of such term shall be the <u>date of amalgamation</u> i.e. 01.06.2006.
3	On promotion to Scale I officer, Office Assistant should invariably be transferred out of Region. He/She shall complete the full term of three years in the incumbent Branch. On promotion from workmen cadre to Scale-I, posting shall be in adjoining Region, subject to availability of vacancies.
4	The Term shall be limited to 2 years in Hardship Centre's. Hardship Centre's will be decided in consultation with the recognized Associations.
5	Request transfer will be entertained only once during the service period and subject to vacancies available and administrative convenience. For lady Office Assistants, the same will be considered for 2 terms/tenures during the service.
6	The Office Assistants undergoing movement as per inter-Regional (district) transfers will be considered for preferential postings to Home Region after working for 10 years outside his/her Home Region.
7	An Office Assistant may request for posting to his/her place of choice 5 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 challenged 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 an Office Assistant whose spouse is in permanent service of Central Government, State Government, PSU etc, may be transferred for one term of 5 years in a block of 10 years period to join his/her spouse.
11	The Employees who are working at the centers where more than one branch/office of the Bank exists, their services at all the branches/Offices put together in a given Centre shall be considered as one Centre only for reckoning the term.
12	An Office Assistant completing two continuous terms outside the Home Region will be given opportunity to come back to home Region.
13	The following Association Office-bearers are exempted from New Transfer Policy guidelines. Any two office bearers among the President, General Secretary and Treasurer of the recognized Association may be posted to Head Quarters.

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14	An Employee who has worked in Administrative office/Head Office for a term of 5 years shall be posted to Branch.
15	An Employee who has worked in the rural Branch continuously for 2 – 3 terms may be given opportunity to work at semi urban/urban centres depending upon the vacancies.
16	Employee promoted in the middle of the financial year and continued in the same branch/office for administrative reasons may be transferred during immediate next General Transfers Process.
17	The Employee shall not be posted again to the same branch/office where he/she had already worked, except under specific administrative feasibility.
18	In case the performance of an Employee is not satisfactory and the Bank feels that the retention/continuation in a particular Branch/office is detrimental to the interests of the Bank even if he/she has not completed the term, such employee shall be liable for transfer.
19	On transfer to different Region/District after completion of two terms (i.e. 10 years in case of employees), he/she will serve full term of three years in the incumbent Region /District.

OFFICE ATTENDANTS (MULTIPURPOSE)	
1	Office Attendant shall be liable for transfer once in 5 years to any Branch/Office of the Bank.
2	An Office Attendant's request transfer will be entertained only once during the service period and based on the vacancies available. For lady office Attendants, same may be for 2 terms/ tenures.
3	An Office Attendant may request for posting to their place of choice 3 years prior to Superannuation subject to availability of vacancies and administrative convenience.
4	In case of an Office Attendant whose spouse is in permanent service of Central Government, State Government, PSU etc, may be transferred for one term of 5 years in a block of 10 years period to join his/her spouse.

OTHER GUIDELINES FOR OFFICERS AND EMPLOYEES	
❖	Request transfers of officers/employees will be examined for consideration strictly based on medical grounds and linking to performance criteria. If request transfers are considered, they will not be eligible for TA/Joining Time.
❖	Bringing outside influence / external pressure in the matter of transfer will be viewed seriously and treated as misconduct. The officers/employees indulging in such practice will be liable for disciplinary action.

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❖	In case officers/employees where both husband and wife are working in the Bank, in the event of one of them is transferred, spouse also be considered for transfer to nearby Branch as far as possible, subject to vacancy and administrative feasibility.
❖	As far as possible, the officers and employees who are charge sheeted and enquiry is in progress, such staff may not be transferred to key functional areas/potential/sensitive Branches.
❖	The performance of the staff and their contribution to growth and development of the Bank will be given due weightage while undertaking the transfer process.
❖	Where the number of requests for posting /transfer to a particular place is large, preference will be given to those who have worked in hardship/difficult places, in rural areas in distant places.
❖	The officer/employee concerned shall stay in Headquarters invariably, for better business growth, as per Andhra Pragathi Grameena Bank (Officers and Employees) Service Regulations 2010.
