

UNITED COMMERCIAL BANK
12, OLD COURT HOUSE STREET : CALCUTTA-1.

March 7, 1983. *Self*

AGM/DM CIRCULAR NO.13/83
TO ALL DIVISIONAL HEADS.

sub: Staff under Award - Guidelines for consideration of requests for transfer from members of staff governed by Bipartite Settlement excluding Head Cashiers and Special Assistants.

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Attention of the Divisional Heads is invited to AGM/DM Circular No.4/80 dt.7.3.1980 which contains detailed norms and guidelines in the matter of consideration of requests for transfer from workmen staff excluding Head Cashiers and Special Assistants.

The Bank has been receiving from time to time representations from the employees for favourable consideration of their requests for transfer outside the region on ground of compassion and/or for genuine reasons though they could not complete the minimum eligibility period to be eligible for seeking transfer to another region. It is felt that the difficulties experienced by the employees in such situations are genuine and deserves sympathetic consideration notwithstanding their not having been able to complete the minimum requisite service in the Bank as provided in the guidelines.

and
The matter was considered keeping in view the predicament the employees are confronted with in the compelling circumstances of the nature mentioned above, it has been decided to bring around suitable modification in the existing guidelines in order to facilitate consideration of such cases and to alleviate their difficulties.

In the wake of the review of the matter as above, the relevant guidelines contained in AGM/DM Circular No.4/80 dt.7.3.1980 stand modified hereunder:

- (1) In the matter of seeking inter-region transfers (transfers from one promotion policy region to another promotion policy region) provided under clause I (b) of the aforesaid circular, the minimum period of service now required to be put in by the employee in the Bank is reduced to two years.
- (2) Similarly, in supersession of clause II(d) thereof subsequent request transfers from one region to another may now be considered on completion of a minimum retention period of two years in the region.
- (3) In the same manner, in lieu of clause II(c) thereof the third and final request from an employee for transfer within the region will now be considered after the expiry of two years from the date of effecting the second transfer.

The Divisional Heads are, no doubt, aware that the waiting period for an employee on his transfer from one promotion policy region to another promotion policy region has been reduced to two years from the date of his transfer at the new place of posting for being eligible for inclusion in the

seniority list for the new region, in consonance with the revised provision made in paragraph 5.1.7 of the Promotion Policy Agreement, 1981. The revised position has already been brought to the notice of the Divisional Heads in the enclosures to AGM/DM Circular No.71/82 dt.25.11,1982.

As a sequel to the revision made in the guidelines hereinabove, the Divisional Heads are requested to re-consider afresh such applications which could not be entertained earlier for reasons of non-fulfilment of the requirements, and take appropriate action.

All other terms and conditions enumerated in AGM/DM Circular No.4/80 dt.7.3.1980 save and except to the extent modified hereinabove would remain unchanged.

Richardson

Dy.General Manager,
(Personnel Admn.)

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/Rao.



यूको बैंक
UCO Bank

कर्मिक विभाग
PERSONNEL DEPARTMENT

फोन } 220-8917
PHONE } 220-8781
220-8815
220-8812
220-8785
तार } "GEMUCOBANK"
GRAM }

टेलीक्स } 021-2424
TELEX }

पोस्ट बॉक्स } 2455
POST BOX }

प्रधान कार्यालय :
12, आल्ड कोर्ट हाउस स्ट्रीट,
कलकत्ता-700 001

HEAD OFFICE:
12, OLD COURT HOUSE STREET
CALCUTTA-700 001

HOCL/PAS/ 1 /97,

Dt. 21-1-1997

ALL ZONAL MANAGERS/DIVISIONAL MANAGERS

Sub: Staff under award - Guidelines for consideration of requests for transfer from members of the staff governed by the Bipartite Settlements excluding Head Cashiers and Special Assistants.

Your attention is drawn to AGM/DM Circular No.4/80, dtd. March 7, 1980 vide which detailed guidelines were issued regarding the captioned subject. Clause II of the said Circular dealt with 'Number of Transfer Requests' which raised the number of such request transfers to three during the entire tenure of an employee's service subject to certain conditions, mainly relating to the time gap between one transfer and another. Certain modifications in the provisions of the said Circular were effected through AGM/DM Circular No.13/83, dtd. March 7, 1983 liberalising the provisions of the earlier circular.

In the intervening 16 years since 1980, situations have changed and we are receiving more and more requests for transfers especially from lady employees whose number has increased substantially, to accede to their request for transfers to join their husbands whose jobs entail transfers at regular intervals. Many a time, the number of such requests exceeds the permissible level of three. Hence, after due consideration, it has been decided to increase the number of request transfers for Award Staff other than Head Cashiers and Special Assistants to 4 (four) from the existing level of 3 (three). Other terms and conditions of AGM/DM Circular No.4/80, dtd. March 7, 1980 as amended by AGM/DM Circular No.13/83, dtd. March 7, 1983 will continue to be applicable.

The revised updated provision on "Number of Transfer Requests" would read as under :

It has been decided to increase the number of transfer requests to 4 (four) during the entire tenure of an employee's service, subject to the following conditions :

- (a) The first request from an employee for transfer within the region may be considered after the completion of one year of service.
- (b) The second request from an employee for transfer within the region will be considered only after the expiry of two years from the date of effecting the first transfer.

- (c) The third request for transfer from an employee for transfer within the region will be considered only after the expiry of two years from the date of effecting the second transfer.
- (d) The fourth and final request from an employee for transfer within the region will be considered only after the expiry of two years from the date of effecting the third transfer.
- (e) The request transfer from one region to another region may only be considered when an employee completes two years of service in the region.
- (f) An employee, who has already been transferred once, at his/her request, will be allowed to seek 3 (three) more request transfers, either within the region or outside the region, provided that the total number of such transfers does not exceed 4 (four) during the entire period of his/her service.

IT MAY BE REITERATED HERE THAT REQUEST TRANSFERS ARE DEPENDENT ON REQUIREMENT OF STAFF AT THE BRANCH/OFFICE TO WHICH TRANSFER IS SOUGHT AND ON ADMINISTRATIVE CONVENIENCE AND CANNOT BE DEMANDED AS A MATTER OF RIGHT.


GENERAL MANAGER
(PERSONNEL)

- B. Please note that the last number allotted to the circular issued in the year 1996 was No.HOCL/PAS/31/96,Dt.24.12.96.

UCO BANK.
Head Office,
Personnel Department,
12 Old Court House Street,
Calcutta-700 001.

Circular No.HOCL/PAS/01 /2001
Date : November 26, 2001

CIRCULAR TO REGIONAL HEADS

SUB : Guidelines for consideration of requests for transfer from members of the staff governed by the Bipartite Settlements excluding Special assistants and Head Cashiers - Clarification in the matter of Request transfers of CTOs / ALPMOs within the centre

1. A reference is invited to Head Office Circular No. AGM/DM Circular 4/80, dated 07.03.1980 under cover of which guidelines were issued for consideration of requests for transfer from members of the staff governed by the Bipartite Settlements excluding Special assistants and Head Cashiers.


2. The revised updated provision on number of request transfers under the aforesaid circular was issued under Head Office Circular No. HOCL/PAS/1/97, dated 21.01.1997 increasing the "Number of Transfer Requests" to four during the entire tenure of an employees's service in such category subject to the terms and conditions mentioned in the said circular.

3. It is being reported that with frequent arising of CTO, ALPMO posts in branches/offices in different centres, on account of Bank's computerisation programme, existing CTOs/ALPMOs are seeking transfers from one branch/ office to another within the centre in terms of request transfer guidelines referred to above.

4. This issue has been examined and pending review of the existing guidelines on request transfer for Award Staff other than Special Assistants and Head Cashiers, it is clarified that the transfer requests from existing CTOs/ ALPMOs for posting to another branch/office within the centre can be considered only once during their service as CTO or ALPMO subject to the following conditions :

i) eligibility for request transfer under Head Office Circular No. AGM/DM 4/80 dated 7.3.1980 as amended ; and

ii) the concerned employee has atleast served for a period of six months from date of functioning as CTO/ALPMO in the branch wherefrom he/she is seeking transfer to another branch as CTO/ALPMO.


Dy.General Manager
Personnel

UCO BANK,
Head Office,
Personnel Department,
12 Old Court House Street,
Calcutta-700 001.

Circular No.HOCL/PAS/ /99
Date : February 12, 1999

CIRCULAR TO ALL ZONAL MANAGERS/ REGIONAL MANAGERS

Sub : Request transfer guidelines for Special Assistants / Head Cashiers - certain modifications.

1. A reference is invited to Head Office Circular Letters No. PER/M/ER(NEGO)/COM/94/225 dated 14.05.94 and No.PER/ER(NEGO) /97/COM/4554 dated 27.09.97 on the captioned subject, under cover of which certain modifications were brought in the transfer guidelines for Special Assistants and Head Cashiers. Salient features of the Request Transfer Policy for Special Assistants and Head Cashiers as existing are as under.

1.1 A Special Assistant or a Head Cashier becomes eligible for Request Transfer after one year of effective service at the branch for which he was selected. In reckoning effective service Casual Leave and Sanctioned Leave upto one month availed during the calendar year is allowed and any leave beyond aforementioned period is not reckoned as effective service. "Effective Service" as aforesaid is reckoned as on 31st December of the previous year.

1.2 Special Assistants/Head Cashiers can avail of either Request Transfer or Mutual Transfer within their respective seniority region only once in their career. Eligible Special Assistants/Head Cashiers may submit Request Transfer/Mutual Transfer application on two occasions during a calendar year, once in the month of March and another in the month of September. Alteration in the request based on cogent reasons is also permitted in deserving cases and such applications are also submitted on two occasions in a year as aforesaid, if the earlier application could not be given effect to during the intervening period.

1.3 Special Assistants/Head Cashiers posted at places other than Calcutta and Bombay CCA region, seek request transfer by naming Centres/Stations. Special Assistants/Head Cashiers posted at Calcutta and Bombay CCA areas seek Request Transfer by naming branches without any restrictions on the number of choice.

1.4 On the basis of pending request/mutual transfer applications, list of transfer requests so received is prepared by respective ZO twice a year, i.e., as on 1st April and 1st October.

1.5 When any vacancy of Special Assistant/Head Cashier arises, pending Request Transfer application is accommodated first and resultant vacancy is notified. Seniority for this purpose means service seniority in the clerical cadre reckoned in terms of Promotion Policy Settlement for workmen staff without weightage for educational qualification.

1.6 In case of Request Transfers, movement take place only upon filling up of consequential vacancies.

1.7 Mutual Transfer is allowed provided no other more senior employee of the category than the two individuals involved has applied for transfer to either of the two branches/centres involved.

2. For sometime, we have been receiving requests for certain changes/modifications in the Request Transfer Policy for Special Assistants/Head Cashiers as under:

i) Request transfer/Mutual Transfer should be allowed even within the "centre", which is not permissible under the existing rules save and except for Calcutta and Mumbai.

ii) The system of reckoning "effective service" as on 31st December of the previous year should go. Request Transfer of Special Assistants/Head Cashiers should be permitted on completion of one year effective service, without waiting for the cut-off date.

iii) Number of Request Transfer/Mutual Transfer should be increased from one to two/three.

3. The matter has been examined and the following modifications in the existing Request Transfer/Mutual Transfer policy for Special Assistants/Head Cashiers are agreed to :

3.1 Special Assistants/Head Cashiers 'E' who are otherwise eligible for Request Transfer as per Bank's rules and posted at places other than Calcutta & Mumbai CCA region may request for transfer within the respective seniority region by naming not more than three branches/offices located within the centre (other than the earlier branch(es)/office(s) from which the incumbent was transferred out under Rotational Transfer as per Govt.guidelines, vide Head Office Circular No. CHQ/PAS/4/93, dated 10.3.93) or outside the centre.

3.2 Effective service would be reckoned as on 1st March/1st Sept. of the calendar year. In reckoning "effective service", Casual Leave and Sanctioned Leave upto one month availed during the service as Special Assistant/Head Cashier in the branch for which he was selected should be allowed and any leave beyond aforementioned period should not be reckoned as effective service.

3.3 In the context of Request Transfer/ Mutual Transfer of Special Assistants / Head Cashiers E, "centre" shall constitute, in CCA area, all branches/ offices in a particular CCA area and in the case of non-CCA area, all branches/ offices in that town/station/centre determined on the basis of municipal limits.

3.4 Total Number of Request/ Mutual Transfer in the entire career as Special Assistant / Head Cashier E would be as under :

i) one Request/ Mutual transfer within the Centre ; and

ii) Two Request/ Mutual transfers outside the centre.

Note :

1. The Spl.Assistants/Head Cashiers E who have already availed of any Request/Mutual Transfer, to that extent their eligibility for Request Transfer/Mutual Transfer as aforesaid will go/get reduced.

2. The second request for Request/ Mutual transfers outside the centre can be considered only after expiry of three years from the date of effecting the first Request/ Mutual transfer outside the centre.

3.5 The aforesaid modifications will come into effect from 1st March, 1999.

4. Action Points :

4.1 Applications for request/mutual transfer within 'centre' were not permissible earlier, other than in Calcutta and Mumbai CCA areas. On and from 1st March 1999, applications containing request for transfer within 'centre' may also be received in places where it was not permissible earlier.

4.2 As regards the pending Request Transfer Applications, received from Special Assistants/Head Cashiers 'E' posted at places other than in Calcutta & Mumbai CCA region, who have sought transfer by naming centre/station only in terms of extant guidelines, such applicants should be advised to submit within 31st March 1999 names of not more than three branches/offices in the said centre/station in which they intend to have transfer for due recording of the same in the list of pending request Transfer applications.

4.3 Hereafter, for each of the Seniority Regions (Seniority Region as defined under para 5.6.2 (a) of Promotion Policy Settlement, 1988), other than Calcutta and Mumbai CCA Seniority Regions, a combined list of pending request transfer applications received from eligible Special Assistants / Head Cashiers E for transfer 'outside centre' as also for transfer 'within centre' should be prepared by the respective Zonal Offices as on 1st April and 1st September of each calendar year, based on interse seniority of the applicants, recording therein the respective preference/choice of each individual in the matter of posting which should not be more than three branches/offices. Seniority for this purpose should be determined in terms of para 1.5 above. Separate list will be drawn for Special Assistants and Head Cashiers E.

Apart from the modifications stated hereinabove, all other existing terms and conditions of Request/Mutual Transfer Policy for Special Assistants/Head Cashiers will remain unchanged. Zonal/Regional Managers are advised to take note of the aforesaid modifications and take necessary action accordingly.

General Manager
Personnel