

All BOs / ROs / XBOs/ ELSCs/SARBs In-charges  
In-charges of all Verticals at Lucknow / Mumbai / New Delhi  
In-charge Swavalamban Academic Centre, Bhubaneshwar  
CGTMSE, ISTSL, ISARC, NCGTC, SVCL, MUDRA Ltd.

Madam / Dear Sir,

मानव संसाधन विकास उद्भाग परिपत्र संख्या 09/2022-23/ HRDV Circular no.09/2022-23

### Modifications in Transfer Policy

Please refer to HR Vertical Circular No. 03/2015-16 dated June 26, 2015 on Transfer Policy and subsequent modifications from time to time.

2. The Transfer Policy of the Bank has since been reviewed with a view to minimize the hardships faced by Officers on Transfer. It has been decided to introduce following changes:

- (a) Netting off a period up to 2 years on account of COVID-19 for reckoning tenure at the center for the purpose of Transfer Policy.
- (b) Deferment of Transfer by maximum period of four years (in 2 slots of maximum of 2 years each) in the entire career of the officer at his/her request.
- (c) VOF facilities for officers on transfer

3. Further, in partial modification of existing guidelines on facilities on transfer from one center to another, it has been decided that the transferee officers may be allowed to claim reimbursement of second tranche of incidental expenses provided he /she moves over to the new center with family within 12 months from the date of transfer or any further period permitted by the Bank. Prior approval may necessarily be obtained from HRDV for delayed shifting of family. Other guidelines for the facility viz. quantum/ eligibility etc. remain unchanged.

बैंक हिन्दी में पत्राचार का स्वागत करता है।

भारतीय लघु उद्योग विकास बैंक

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## Modifications in Transfer Policy-2022

4. In order to develop expertise in new recruits in Grade 'A' and 'B' for core operations of the Bank, it has been decided that for the initial 10 years of the service in the Bank, the officers shall continue to be posted in BOs/XBOs.

5. Details of the modifications are placed at Annexure. The modifications shall be effective immediately and prospectively. Orders of Transfers already issued prior to the date of issue of this Circular will not be reviewed for deferments on account of above modifications.

All other provisions of the Transfer Policy shall remain unchanged.

भवदीय Yours faithfully



(वाई वेणुगोपाल राव / Y Venugopal Rao)

महाप्रबंधक / General Manager

मानव संसाधन विकास उद्भाग / HRD Vertical

Encl. As above

Modification in Transfer Policy

Clause	Existing Provision	Modified Provision
5.1 e)	Generally, all new recruits at the base level, i.e. Grades 'A' and 'B' would preferably be placed at the BOs/XBOS. However, in case of exigencies arising out of resignations, retirement, attrition as well changes in scope of work at HO Verticals or Regional Offices (ROs), initial postings at HO or RO may also be considered for the new recruits.	All new recruits at the base level, i.e. Grades 'A' and 'B' would be placed at the BOs/XBOs. Further, for the initial 10 years of the service in the Bank, the officers shall continue to be posted in the BOs/XBOs.
5.1 n)	New Clause	<p>On account of hardships caused by COVID-19, period of up to 2 years from April 2020 to March 2022 shall be expunged and shall not be counted towards calculation of tenure of all officers at the centre where he/she was posted as on March 31, 2022.</p> <p>Thus, for the purpose of Transfer Policy, tenure of the officers at the center would be reckoned by netting off period from April 2020 to March 2022.</p> <p>Above will be subject to compliance of CVC guidelines with regard to sensitive positions and administrative requirements and offices concerned shall ensure job rotation/change of desk/department as per Clause 4 ii).</p>



**Modifications in Transfer Policy-2022**

6	<p><b>Deferment of Transfer</b></p> <p>Deferment of transfer, if warranted, from a centre, may be allowed on compassionate ground on the sole discretion of the Bank. All requests for deferment would have to be submitted through BO In charge/Regional Head/Country Head/Head of Associate Institution as the case may be to HR Vertical, HO, who would take decision based on the merit of each case.</p> <p>Deferment of transfer on promotion will not be allowed unless otherwise approved by the Competent Authority as per the extant DoP.</p>	<p><b>Retention and Deferment of Transfer</b></p> <p>Deferment for transfers for a maximum period of four years (can be availed in two slots of maximum 2 years each) in the entire career will be allowed on two counts viz. (i) Education of Wards; and (ii) Personal hardship.</p> <p><b>Education of ward/s:</b></p> <p>Requests for deferment of transfer up to two years may be considered if an officer's child is studying in 10<sup>th</sup>/12<sup>th</sup> Standard. This facility may be availed only twice in the entire career and will not be permitted in succession. Such requests need to be planned well in advance and indicated in HRMS to facilitate retention at the same centre.</p> <p>However, such deferment shall not apply to the officers who have stayed at a centre for more than seven years even if they are otherwise eligible.</p> <p>Officers with two or more children and who would be going to 10<sup>th</sup>/12<sup>th</sup> standard in succession, warranting continuous deferments, may seek early transfer to another centre.</p> <p><b>Personal Hardship</b></p> <p>An officer may be allowed two deferments for minimum one year each in the entire career on account of Personal Hardship viz. medical treatment of self and dependents for critical illnesses, legal proceedings against the officer, spouse job etc. which necessitates officer's continued presence at the centre; provided he/she has already faced at least one transfer and</p>



**Modifications in Transfer Policy-2022**

		<p>has at least five years of service before retirement. However, such deferment shall not apply to the officers who have stayed at a centre for more than seven years even if they are otherwise eligible. The Bank has the right not to accept such a request without assigning any reason, if it has sufficient reason to believe that continuance of the officer at the existing centre of posting is prejudicial to the interest of the Bank or it would in any way adversely affect the general working atmosphere or for any other reason.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. These deferments, however, will not be allowed to be availed in combination.</li> <li>2. <b>Deferment of 'promotion-linked transfer':</b> Deferment of transfer on promotion will not be allowed unless otherwise approved by the Competent Authority as per the extant DoP. If an officer on promotion-linked transfer requests for deferment of the transfer, the seniority of the officer will be protected only up to a period of 6 months.</li> </ol>
10.6	New Clause	<p><b>VOF facility on Transfer</b></p> <p>Officers on transfer shall be eligible for VOF facility, <u>wherever available</u>, on long term basis (beyond 2 months from date of reporting allowed at present).</p> <ol style="list-style-type: none"> <li>I. <u>Centers other than North East, Morbi and Gandhidham</u> <ul style="list-style-type: none"> <li>o Senior Officers in DGM cadre and</li> </ul> </li> </ol>



## Modifications in Transfer Policy-2022

		<p>above, may be permitted extended stay in VOF (on single occupancy basis) upon transfer, at sole discretion of the Bank. In addition, retention of Bank's accommodation/lease facility at old centre, till the end of the academic year may also be permitted.</p> <ul style="list-style-type: none"><li>○ Officers in Grade 'A', 'B' and 'C' are expected to move with family in the normal course upon the annual transfer. However, if for any exceptional reason, they are not shifting their family, they would be permitted extended stay at VOF with prior approval of HRDV. These Officers will be entitled to have shared accommodation in VOF in lieu of Bank's accommodation/lease facility. However, they shall not be entitled to retain Bank's flat at old centre.</li><li>○ The officers will bear the costs of food as per prescribed rates, on actual basis. No HRA shall be payable to the officer, when he/she occupies the VoF or avails Bank/ leased accommodation at the new centre.</li></ul>
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		<p>II. <u>Centres in North East, Morbi and Gandhidham</u></p> <ul style="list-style-type: none"><li>o Officers transferred to centers in North-East, Morbi and Gandhidham, may be permitted to retain Bank's accommodation/lease facility at the old center, and may be provided VOF facilities (as per their eligibility mentioned in I above) during the entire stay for self with deduction of HRA, subject to the location not being the hometown. In case an Officer doesn't retain Bank's accommodation/lease facility at the old centre and makes his own arrangement for family, he/she may be provided VOF accommodation during the entire period of stay without deduction of HRA.</li></ul> <p>Normal food charges etc, on actual basis, as applicable may be recovered from officers availing above facility.</p>
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