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ਪੰਜਾਬ ਨੈਸ਼ਨਲ ਬੈਂਕ
punjab national bank

HUMAN RESOURCE MANAGEMENT DIVISION
CORPORATE OFFICE, PLOT NO-4, SECTOR-10
DWARKA, NEW DELHI-110 075

HO:HRMD:IG:19-20

26th March, 2020

TO ALL OFFICES

HUMAN RESOURCE MANAGEMENT DIVISION CIRCULAR NO. 494/2020

MASTER CIRCULAR ON IR MATTERS RELATED TO WORKMEN STAFF

The policy on IR matters, duly approved by the Board effective from 01/04/2020 for workmen staff after amalgamation of OBC & UBI into PNB is enclosed herewith.

All concerned are advised to note the contents of this circular for meticulous compliance.

Encl: As above

(DINESH SAXENA)
GENERAL MANAGER



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TRANSFER GUIDELINES OF WORKMEN STAFF

1. STAY AT ONE OFFICE

- a) Member of the subordinate staff may not be moved out of their station after completion of 5 years service at a branch and they may be shifted to another local branch if a suitable vacancy is available.
- b) In cases where employees have completed 5 years of stay at one office at the same station where there are more than one branch, they may be replaced by those who may not have completed 5 years of stay at a particular branch in the same station.
- c) Those employees i.e. clerical as well as subordinate staff who are holding the post carrying Spl. Allowance which are filled up on the basis of town-wise seniority in terms of the Settlement with the Employees' Federation (AIPNBEF) or as per the rules of the Bank as and when they are due for transfer as per guidelines, may not be moved out of station and they may be replaced by the employees drawing the Spl. Allowance of like nature in other local branches, if any, even if the tenure of the replacing employees at the other local branch is less than that indicated in the guidelines.
- d) While transferring employees with composite designation, it should be ensured that variation in the composite designation of the employees transferred does not result in dislocation/disturbance of the work at an office.
- e) In cases relating to transfer of Presidents/Vice Presidents and Secretaries of registered Bank Employees' Unions, provision of para 535 of Sastry Award should be complied with. These provisions are applicable to Regional/Zonal Office bearers of the registered employees' Unions only.
- f) In bigger cities, if a large number of employees are marked for transfer, transfers should be effected in a phased manner and normally persons with longer service should be transferred first. Further, the transfers should be effected in such a manner that work is not dislocated at any office. While effecting transfer of employees, it should be ensured that due care is taken for specialized seats in the offices, e.g. Loans, Foreign Exchange etc. so that work on those seats is not dislocated.
- g) It should also be ensured that workmen staff posted in the Offices at some stations which are under the control of Head Office, i.e. ZAOs, RSCs, ZTCs etc. should also be considered for rotational transfer along with transfers of other staff posted at the same stations.
- h) Needless to add, no temporary postings/deputations are permitted without prior permission of Head Office.



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2. TRANSFER ON REPRESENTATION

- a) The workmen employees have to apply for seeking transfer in the prescribed format to the Circle Office through proper channel. Circle Office has to enter the request transfer application received from the employee in HRMS.
- b) No workmen will be eligible to seek transfer unless he has completed 02 years of service in the Bank at the place of appointment.
- c) No workman who has once been transferred on request will be eligible to seek another transfer for a period of 03 years from the date of his transfer.
- d) No workmen who has already sought two transfers as stated (b) & (c) above will be eligible to seek another transfer for a period of 05 years from the date of joining on 2nd request transfer.
- e) Notwithstanding anything contained in the foregoing paragraphs, the Bank will have the right to refuse transfer. This is also without prejudice to the Bank's right to effect transfer irrespective of the period of stay of workmen in any office at any time.

3. TRANSFER ON PROMOTION/POSTING

- a) Clerks on posting as Special Assistants will invariably be transferred out of station, except in metropolitan cities i.e. Delhi, Mumbai, Kolkata & Chennai provided there are sanctioned vacancies of Spl. Assistants at the same station.
- b) Lady clerks on promotion as Special Assistants may not be moved out of station, provided there are sanctioned vacancies at the same station.
- c) Exceptions can be made in the case of Presidents and Secretaries of State Level Trade Unions provided there are vacancies of Spl. Assistants at the same station. Such cases should be referred to Human Resource Management Division.
- d) Special Assistants/Clerks on promotion as Officers on the basis of seniority-cum-absence of demerit and interview should be transferred to a station other than the one at which they were working as Special Assistants/Clerks. Relaxation can, however, be made in cases where such employees have not completed 2 years stay at the existing station.
- e) Lady Special Assistants on promotion as Accountants through seniority-cum-absence of demerit and interview, may not, however, be transferred to out station offices provided there is a vacancy of Officer at the same office/station.
- f) Where employees are retained at the same station on promotion under the above guidelines, they should be transferred to another office if there are more than one offices at the same station.



4. TRANSFER OF PHYSICALLY HANDICAPPED EMPLOYEES

In terms of the Government guidelines, subject to administrative exigencies, a physically handicapped employee in the Bank, in all cadres, whose relevant disability is to the extent of minimum 40% and who has been given Disability certificate by the Chief Medical Officer, should normally be exempted from routine periodic outstation transfers. He should not normally be transferred even on promotion if a vacancy exists in the same Branch / Office / Town / City. When the transfer of a physically handicapped employee becomes inevitable on promotion to a place other than his original place of appointment due to non-availability of vacancy, it should be ensured that such employee is kept close to his original place of posting and in no case is transferred to far off / remote places. This concession would not be available to such of the handicapped employees who are transferred on grounds of disciplinary action or are involved in fraudulent transactions.

5. TRANSFER OF EMPLOYEES WHO HAVE CHILDREN WITH SPECIAL NEEDS

After consulting the IBA, Govt. of India, Ministry of Finance, Banking Division have issued the following guidelines in respect of transfer of employees who have children with special needs at the place of their choice as the facilities for medical and education of such children are not available at all stations and such children require special care and support of their parents and advised as under:-

- a) As far as possible, banks may consider on merit of each case, posting of the parent at a place which will facilitate special medical care, education and rehabilitation of his/her child;
- b) Such posting may not be claimed as a matter of right. Banks may decide each case after being satisfied from an examination of medical records/reports from competent medical authority that the child would need special medical and educational support beyond the scope of normal/ordinary medical and educational systems. No special consideration would be necessary if the mental handicap/ disability is mild and the normal educational system will settle with extra coaching.
- c) The posting of the employee parent to a place having facilities for treatment and training of children with special needs/spastics children would be subject to availability of vacancy/post at the place of choice, corresponding to his/her grade and specialisation. The rules regarding rural/semi urban service, however, would be relaxed in such cases.
- d) If the posting/transfer is necessitated on account of promotion/ re-categorisation of post, effort may be made to post the officer to a place closest to the centre where appropriate medical and educational facility would be available to the child. The above



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guidelines may be kept in view while affecting the transfer of workmen employees who have children with special needs.

6. JOINING TIME

Apart from above provisions, in respect of Joining Time available to workmen employees on transfer from one place to another, he/she may be asked to avail the same before joining her place of posting. In case the employee is not able to avail the same, he/she may avail the joining time within 06 months from the date of reporting in the transferee Circle/ Branch.

a) Joining Time, which will be allowed to an employee will not exceed 06 (six) days, exclusive of the number of days spent in travelling.

b) In calculating joining time admissible to an employee, the day on which he is relieved from his old post will be excluded but public holiday/s following the date of his relieving will be included in his joining time.

c) Joining time will not be admissible when an employee is transferred to a place within the urban agglomeration.

d) Joining time is to be availed on 1 occasion only and not in 2 or more installments.

e) Joining time is not to be combined with any kind of leave.

7. POLICY ON CONSIDERATION OF TRANSFER REQUEST OF EMPLOYEES ON COMPASSIONATE GROUNDS

A) MARRIAGE GROUNDS

REASONS	RELATIONSHIP COVERED	OTHER REQUIREMENTS
Marriage of female staff (where husband is working outside the Bank)	Self	Transfer of female staff to a place of choice at the time of her marriage may be considered even before completion of stipulated period subject to availability of vacancy. This relaxation will be available only once in entire service.



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B) DIAGNOSIS OF SERIOUS/TERMINAL ILLNESS

RELATIONSHIP COVERED	OTHER REQUIREMENTS
Self, spouse, dependent children	<p>i) Types of diseases to be considered for transfer on medical grounds:</p> <ul style="list-style-type: none">- Cancer- Paralytic stroke- Renal failure- Coronary artery disease- Thalassemia- Parkinson's disease- Epilepsy <p>ii) The supporting documents should be of Government hospital.</p> <p>iii) In case of transfer on promotion, the date of diagnosis of disease should be after the date of posting to the transferred place.</p> <p>iv) In case of physically handicapped employees / employees having children with special needs are placed at Sr 4 & 5 above.</p>

C) DEATH

RELATIONSHIP COVERED	OTHER REQUIREMENTS
Spouse or dependent children	Change in circumstances due to death of spouse or child of the employee. However, if the movement was on account of promotion, the cause of action should be after the date of transfer.

D) RETIREMENT

RELATIONSHIP COVERED	OTHER REQUIREMENTS
Self	If the employee is retiring within one year (i.e. up to 30 th June of the next financial year), then his case may be covered. If the





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	movement was on account of promotion, minimum 03 years tenure should have been completed at the place of posting before considering his case under this category.
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E) MARRIED COUPLES BOTH IN PNB

Endeavour would be to post them at the same station (which may not necessarily be a station of their choice) by the bank, depending on bank's requirement/ vacancies.

F) COMPETENT AUTHORITY

- i) The Competent Authority to consider requests of employees under the above categories will be Zonal Manager for inter-Circle transfers within the same ZO jurisdiction. However, requests of all employees seeking transfer to inter-ZO jurisdiction areas, will be referred to Head Office.
- ii) The Competent Authority to consider the requests made by employees outside the ZO span under the above category at Head Office will be General Manager (HRMD) /Chief General Manager (HRMD) who will decide on each case keeping in view the facts placed before it by HO: HRMD.
- iii) These are broad guidelines and the employees' representations for consideration of request for transfer on compassionate grounds, not falling under any of the above situations, can be considered by GM (HRMD) / CGM (HRMD), keeping in view the facts and circumstances of any individual case(s) which may require compassion.
