

THE FEDERATION OF BANK OF INDIA OFFICERS' ASSOCIATIONS

(REGD.No.7364)

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STRICTLY FOR CIRCULATION AMONGST OUR MEMBERS

Dear Comrades,

Revised Promotion Policy

Board of Directors of our Bank in its meeting held today has revised the Promotion Policy of Officers and has made it more flexible. Many of the issues raised by us on various occasions based on the feed back from officers have been revised. We reproduce here under the revised Promotion Policy (Regulation 17) for your information:

1. PREAMBLE:

- 1.1 This Promotion Policy deals with all the aspects of promotion of Officers in Bank of India for their internal promotions from JMG Scale I to TEG Scale VII.
- 1.2 Regulation 17 of Bank of India (Officers') Service Regulations 1979 provides that all promotions of Officers in the Bank shall be in accordance with the Promotion Policy duly approved by the Board.
- 1.3 The Promotion Policy was last approved by the Board on 12.05.2016 which was amended subsequently from time to time. The Promotion Policy is designed to develop the human resources of the Bank so as to enable and empower them to manage Bank's business in an effective and profitable manner. It is therefore, designed to offer a well laid out career path for deserving candidates and meets the legitimate aspirations for career progression in the Bank.

2. COVERAGE:

- 2.1 The policy shall apply to all confirmed full time Officers of the Bank (promotee as well as Directly Recruited Officers) including Specialist Officers. The policy shall also apply to such Officers who have completed their probation period but are not confirmed in bank's service due to non-receipt of Police Verification Report, Caste Validity Certificate/Caste Verification Report, however their promotion shall be subject to their confirmation in bank's service. The following functions of the Bank will be treated as specialized functions:-

- (a) Core IT
- (b) Legal
- (c) Hindi (Official Language)
- (d) Security
- (e) Agriculture
- (f) Technical (Civil, Mechanical, Electrical etc.)
- (g) Chartered Accountants, Company Secretaries, Cost Accountants (ICWA), Finance Executives.

- (h) Economist/Statistician/Planning
- (i) HR/IR
- (j) Investigation
- (k) Marketing
- (l) Risk Management
- (m) Treasury / Forex
- (n) Any other function, as decided by the Bank's Board.

2.2 It may be noted that, the Officers recruited for any of the above specified specialist areas through separate recruitment process (including internal selection) alone will be considered as Specialist Officers and will be considered for promotion within the specialized functions.

2.3 Promotion of Officers who are on deputation to other organizations, subsidiaries or foreign branches, joint ventures shall also be governed by this Promotion Policy.

3. EFFECTIVE DATE AND TENURE:

3.1 The Policy will be effective for a period of 3 years from the date of its approval by the Board. However, it does not prevent the Board of Directors to review, modify or amend the policy within the expiry of 3 years, if situation so warrants.

4. CHANNELS OF PROMOTION:

4.1 There shall be two channels of promotion i.e. Merit and Seniority, for promotion to MMG Scale II and MMG Scale III only, for General Banking Officers. Thereafter, there shall be only one channel for promotion to all higher Grades/Scales up to Scale VII which will be called as Merit Channel.

4.2 Promotion through MERIT channel will be based on marks obtained in Written Test, Annual Performance Appraisal (APA), Interview and educational/professional Qualifications & Group Discussion depending upon Scale of promotion as explained in **clause 8** of this Policy. Promotions through SENIORITY channel will be based on inter se Seniority of eligible Officers who secure minimum qualifying marks in Written Test.

4.3 There will be only MERIT channel of promotion for Specialist Officers for promotion to higher Grade /Scale which will be based on marks obtained in Written Test, Annual Performance Appraisal (APA), Interview and professional qualification & Group Discussion depending upon Scale of promotion as explained in **clause 10.3** of this policy.

5. ELIGIBILITY FOR PROMOTION OF GENERAL BANKING OFFICERS IN TERMS OF LENGTH

OF SERVICE, PERCENTAGE OF MARKS IN APA ETC.:

5.1 Eligibility for promotion to higher Grade/Scale, in terms of service in existing Scale, APA marks, Rural/Semi Urban Branch tenure, Branch Managership, length of service in Bank and administrative exposure shall be as under:

(All figures in No. of Years except APA)

Sr. No.	For Promotion		Service in existing Scale	# APA marks	Rural / Semi Urban service	Branch Managership	Total Length of service in the Bank	Administrative Office Exposure	
	From	To							
1.	JMG Scale I	MMG	Merit	4	75	2 years Rural			
			Seniority	6	75				
2.	MMG Scale II	MMG	Merit	3	75	2 years Rural + 1 year SU or 3 years Rural			
			Seniority	5	75				
3.	MMG Scale III	SMG Scale IV		3	75	2 years Rural + 1 year SU or 3 years Rural			
4.	SMG Scale IV	SMG Scale V		3	75		2	12	
5.	SMG Scale V	TEG Scale VI		2	75		2	15	
6.	TEG Scale VI	TEG Scale VII		2	75		2	17	2

Explanation:

A. # APA Marks:

- i) **APA marks under merit channel:** Average 75% marks for the preceding five years of service with minimum 60 % marks in each year for performance. However, in case an Officer has not completed five years of service, average APA marks in such cases will be considered for actual years of service put in.
- ii) **APA marks under seniority channel:** Average 75% marks in the preceding five years of service.

B. Length of service in the Bank:

For promotion to SMG Scales V and above, it is necessary to have a minimum length of service in the Bank as stipulated in **clause 5.1 i.e.** for promotion to SMG Scale V, TEG Scale VI and TEG Scale VII as 12 years, 15 years and 17

years respectively. In case of Officers recruited directly in the Scale higher than Scale I, the minimum service requirement would be relaxed to the following extent

Officers recruited in Scale	Relaxation in length of service in the Bank by years
MMG Scale II	3
MMG Scale III	6

SMG Scale IV	9
SMG Scale V	12

C. Rural/Semi-urban service:

An officer must put in Two years' service in rural branches for being eligible for promotion from Scale- I to II.

An officer must put in Two years' service in rural area and one year in Semi-Urban or total 3 years' service in rural area, for promotion from Scale- II to III.

Any Officer who could not complete a minimum of 2 years' service in rural area & one year service in Semi-Urban area or 3 years' service in rural area, for the purpose of eligibility for promotion to Scale II or Scale III, may be considered eligible for promotion to the next scale, subject to the condition that he/she shall complete the requisite Rural/Semi-Urban tenure immediately upon his/her promotion to the next scale.

In any case, an Officer shall have to complete such mandatory requirement of completion of Rural / Semi-Urban tenure up to Scale III, for becoming eligible for further promotion to SMG Scale IV.

Illustratively, an Officer in Scale III, shall have to complete the mandatory requirement of two years' service in rural & one year service in semi-urban area or 3 years' service in rural area to be eligible to participate in promotion for Scale IV.

However, a General Banking Officer directly recruited in MMG Scale II or III and Specialist Officer converted to General Banking Officer in MMG Scale II or III, must put in minimum one year service in rural / semi-urban area for becoming eligible for promotion to Scale IV.

Exemption / Relaxation from Rural/Semi-Urban Exposure:

Following exemptions/relaxation may be given in the eligibility criteria regarding rural / semi-urban branch service for promotions to MMG Scale II and MMG Scale III in tune with the Government guidelines issued from time to time.

- i. The provisions that an Officer should serve for two or three years in rural / semi-urban branches for being eligible for promotions to MMG Scale II & MMG Scale III may be relaxed for physically challenged Officers, who are having the disability above 65% and are in receipt of conveyance allowance as per Government guidelines. In other cases, the Managing Director & CEO of the Bank may decide in each individual case whether relaxation is to be given or not to the Physically Challenged Officer for posting in rural / semi-urban branches keeping in view whether the disability is of such a nature that it is not possible for him / her to serve in such branch.
- ii. Any Officer of the Bank who is an active national/international player may be exempted from the stipulation of rural/semi-urban service so long as he /she remains active in the sports field / coaching at the national / international level. However, he /she shall be required to undergo rural / semi-urban branch exposure as and when he /she ceases to play / coach at the level indicated, if he /she is working in the relevant

Scales. For this purpose, an active national player would be a sportsman who plays in a recognized national competition on behalf of the state. The international sportsmen would be those who represent the country in the international competitions. The games which were indicated by the Banks' Sports Board may be treated as recognized games. Exemptions under this clause would have to be approved by the Managing Director & CEO of the Bank.

D. Experience as Branch Manager:

For being eligible for promotion to Scale V, an officer should have an experience as Branch Head for two years during his /her tenure in the Bank. The experience of Officers who have worked as Head of RBC, SMECC, CPC, LDM and Area Manager will be treated as equivalent to Branch Manager experience.

E. Experience as Regional Head/Zonal Head & in Administrative Office:

For being eligible for promotion to Scale VII, an Officer should have an experience as Area Manager/Zonal Manager or working experience in Scale III to Scale V in Area Manager's Office/ Zonal / NBG / Head Office for two years.

6. DETERMINATION OF VACANCIES IN VARIOUS SCALES:

6.1 The number of vacancies to be filled in on each occasion of promotion from one Scale to the next higher Scale will be decided by the Managing Director & CEO within the framework of Manpower Plan approved by the Board. However, such Authority, may consider reduction in number of vacancies as against the declared number of vacancies depending upon requirement of the Bank.

6.2 Allocation of vacancies for Promotion from JMG Scale I to MMG Scale II under Seniority and Merit Channel will be as under:-

A) **Seniority Channel:**

- (i) For amongst the total number of vacancies in Scale II, vacancies to the extent of Replacement of wastages, as represented in the Post-Based Roster; PLUS 60% of expansion in cadre strength by way of additional post; will be filled in from amongst the eligible Officers.

B) **Merit Channel:**

- (i) Vacancies in Scale II to the extent of wastages not represented in the post-Based Roster, and any such vacancies as cannot be filled in under Seniority Channel PLUS 40 % of the expansion in the cadre strength shall be filled in on the basis of merit.

6.3 Allocation of vacancies for Promotion from MMG Scale II to MMG Scale III under Seniority and Merit Channel will be as under:-

A) **Seniority Channel:**

- (i) From amongst the total number of vacancies in Scale III, vacancies to the extent of replacement of wastages, as represented in the Post-Based Roster; PLUS 50 % of expansion in cadre strength by way of additional vacancies, will be filled in from amongst the eligible Officers.

B) Merit Channel:

- (i) Vacancies in Scale III to the extent of wastages not represented in the post-Based Roaster, and any such vacancies as cannot be filled in under Seniority Channel PLUS 50 % of the expansion in the cadre strength shall be filled in on the basis of merit.

6.4 Promotion to SMG Scale IV and above shall be done only through merit channel and the number of vacancies shall be decided by the Bank within the framework of Manpower Plan.

7. SELECTION PROCESS AND DETERMINATION OF SUITABILITY FOR PROMOTION IN MERIT CHANNEL:

7.1 Suitability of the Officers for promotion shall be determined on the basis of performance, potential for shouldering higher responsibilities, banking knowledge, professional qualification, etc. as detailed below:-

a) Performance:

Performance of an eligible Officer will be assessed through the Annual Performance Appraisal Reports.

b) Potential:

Potential for shouldering higher responsibilities will be assessed in the interview, wherever provided for. The Interview Committee shall interview the Officers and assess them on the basis of the following parameters:-

- i) Personality,
- ii) Job Knowledge,
- iii) Communication Skills,
- iv) General Awareness and
- v) Aptitude and willingness to shoulder higher responsibilities

During interview for Scales - V, VI and VII, weightage will be given to the following:-

- i) Whether the officer has worked in different specialized areas of the bank.
- ii) Whether officer has been posted at different parts of India or has been in only one / few Zones / NBG.
- iii) Whether the officer has experience of working in the field as well as working in Regional / Zonal / NBG and Head Office.
- iv) Whether the officer has professional qualifications and has the officer acquired additional qualifications after joining the service.

c) Banking Knowledge:

For promotions to MMG Scale II and to MMG Scale III, banking knowledge will be assessed through a Written/On-Line Test.

d) Professional Qualification :

Marks for professional qualifications will be given weightage for promotions from JMG Scale I to MMG Scale II and from MMG Scale II to MMG Scale III.

e) Group Discussion:

For Promotions from MMG Scale III to SMG Scale IV and from SMG Scale IV to SMG Scale V, group discussion shall also be part of the selection process. It is a systematic and purposeful interactive verbal oriented process during the course of which exchange of ideas, thoughts and views take place through oral communications in a systematic and structured way. The group discussion will assess the officer's potential to be a leader and his/her ability to work in teams. Following key skills will be assessed in the group discussion:

- i. Communication skills
- ii. Interpersonal skills
- iii. Leadership skills
- iv. Team building skills
- v. Listening skill
- vi. Analytical /logical skill

8. WEIGHTAGES FOR DIFFERENT FACTORS IN PROMOTION UNDER MERIT CHANNEL:

Based on the aforesaid criteria, as stated in **clause 7** above, the weightages for the relevant factors for promotion from one Grade/Scale to the next higher Grade / Scale, under Merit Channel, shall be as follows:

SN	Promotion from [under merit channel]	Allocation of marks (Maximum)					TOTAL
		APA	Prof. Qual.	Interview	Written/online	Group Discussion	
1.	JMG Scale I to MMG Scale	30	10	30	30	--	100
2.	MMG Scale II to MMG	30	10	30	30	--	100
3.	MMG Scale III to SMG	50	-	30	---	20	100
4.	SMG Scale IV to SMG	50	--	30	---	20	100
5.	SMG Scale V to TEG Scale	70	--	30	--	--	100
6.	TEG Scale VI to TEG Scale	70	--	30	--	--	100

Weightage of APA Marks will be calculated on the average APA for the immediate preceding five years.

Educational/Professional qualifications: Marks for professional qualification will be assigned as below:

SN	Qualification	JMGS I TO MMGS-II		MMGS-II TO MMGS-III	
		Sub-Marks	Max. Marks	Sub-Marks	Max. Marks
1	CAIIB/AIB (London)				
1.1	CAIIB Part-I /JAIIB	2	5	2	5
1.2	CAIIB Part-II /AIB	3		3	
2	Post-Graduation, Ph.D				
3	Other professional qualifications i.e. CA, CS, ICWA, CFA, CISA, LLB or PGD/DM of minimum 2 years' duration in subjects related to Banking Industry from a recognized University or Institute acquired after joining the Bank.		5		5
Grand Total		-	10	-	10

Marks for qualification will be given only for those qualifications which are above the basic criteria / eligibility criteria for service as an officer in that cadre. Further,

qualifications obtained through distant learning program / correspondence course by government / UGC recognized institute will also be considered for the marks.

9. **FINAL SELECTION:**

9.1 **MERIT CHANNEL:**

A. Selection process for promotion to MMG Scale II and to MMG Scale III:

- i. In order to be eligible for promotion, wherever provided, the officer employee shall secure minimum 40% marks each in both Written / On-line Test and Interview.
- ii. The final merit list will be prepared in the order of aggregate marks secured by the Officers, under the various factors / parameters. The cut-off mark will be determined by the actual number of vacancies and the Officers securing equivalent to and above the cut-off mark will qualify for promotion.

B. Selection process for promotion to SMG Scale IV & SMG V:

- i. The Selection Process for Promotion to SMG Scale IV and SMG Scale V shall be based on marks secured through Group Discussion, Interview and APA.
- ii. The eligible Officers shall be listed in the order of merit determined by the total number of marks obtained by them under parameters mentioned at **Clause. 8** above.

C. Selection process for promotion to TEG Scale VI:

- i. The Selection Process for Promotion to TEG Scale VI shall be based on marks secured through Interview and APA.
- ii. The eligible Officers shall be listed in the order of merit determined by the total number of marks obtained by them under parameters mentioned at **Clause. 8** above.

D. Selection process for promotion to TEG Scale VII:

- i. The selection process for Promotion to TEG Scale VII shall be based on marks secured through Interview and APA.
- ii. The eligible Officers shall be listed in the order of merit determined by the total number of marks obtained by them under parameters mentioned at **Clause. 8** above.

Note : In case more than one Officer secures marks equivalent to the cut-off mark, the final selection will be restricted to the exact number of vacancies and will be determined on the basis of inter-se seniority of such Officers, determined in terms of Regulation 18 of the Bank of India (Officers') Service Regulations, 1979.

9.2 **SENIORITY CHANNEL :**

Selection for promotion to MMG Scale II and MMG Scale III :

(A) Written / On-line Test:

- i. The Officers eligible for promotion to MMGS-II and MMGS-III under Seniority Channel, will be required to appear for a written Test / on-line Test, which will be administered primarily to test their banking and allied knowledge. There will be no Interview for seniority channel but the candidates who desire to compete in merit channel will be required to appear for interview.
- ii. In order to be eligible for promotion, the officer employee shall secure minimum 30% qualifying marks in written test.

(B) Final Selection:

The final selection will be restricted to the exact number of vacancies and will be determined on the basis of inter-se seniority of eligible Officers, determined in terms of Regulation 18 of the Bank of India (Officers') Service Regulations, 1979.

10. **PROMOTION OF SPECIALIST OFFICERS :**

The Specialist Officers will have career path in their respective disciplines up to Scale VI as per Bank's requirement. For their promotion to TEG Scale VII, they will be treated at par with General Banking Officer. There shall be only Merit channel of promotion for Specialist Officers.

10.1 **Vacancies:**

Vacancies for promotion in Specialist Officers from Scale I to Scale II & Scale II to Scale III will be in same ratio as applicable in case of GBOs.

For promotion from Scale III to Scale IV; Scale IV to Scale V and Scale V to Scale VI under Specialist Cadre, the vacancy shall be need based, to be sanctioned by the Managing Director & CEO. Apart from the above, the Managing Director & CEO is authorised to declare the number of vacancies in any scale on a need based manner.

10.2 **Eligibility for Promotion:**

Eligibility for promotion to higher Grade/Scale, in terms of service in existing Scale, APA marks and length of service in Bank shall be as under:

Sr. No.	For promotion		Service in existing Scale (in Years)	#APA marks	Total Length of service in Bank (in Years)
	From	To			
1.	JMG Scale I	MMG Scale II	4	75	-

2.	MMG Scale II	MMG Scale III	3	75	-
3.	MMG Scale III	SMG Scale IV	3	75	-
4.	SMG Scale IV	SMG Scale V	3	75	12
5.	SMG Scale V	TEG Scale VI	2	75	15

Explanations:

- i) #APA Marks – Average 75% marks for the preceding five years of service with minimum 60 % marks in each year for performance. However, in case an Officer has not completed five years of service, average APA marks in such cases will be considered for actual years of service put in.
- ii) Rural/Semi Urban Tenure: The condition regarding completion of the requisite rural/semi-urban tenure, as mentioned in **Clause 5** is not applicable to the Specialist Officers except for Agriculture Officers.

In case of Officers recruited directly in the Scale higher than Scale I, the minimum service requirement would be relaxed to the following extent:

Officers recruited in Scale	Relaxation in total length of service in the Bank
MMG Scale II	3
MMG Scale III	6
SMG Scale IV	9
SMG Scale V	12

10.3 Selection Process and weightages for different factors in Promotion

- i. The selection process for Specialist Officers for promotion to MMG Scale II and MMG Scale III shall comprise Written/Online Test, interview, professional qualifications and performance and for promotion to SMG Scale IV and SMG Scale V, it shall comprise interview, group discussion and performance, in their respective existing Scales.
- ii. Based on the aforesaid criteria, the weightages for the relevant factors for promotion from one grade/Scale to the next higher grade / Scale, shall be as follows:

SN	Promotion from [under merit channel]	Allocation of marks (Maximum)					TOTAL
		APA	Prof. Qual.	Interview	Written / Online	Group Discussion	
1.	JMG Scale I to MMG Scale II	30	10	30	30	--	100

2.	MMG Scale II to MMG Scale III	30	10	30	30	--	100
3.	MMG Scale III to SMG Scale IV	50	-	30	---	20	100
4.	SMG Scale IV to SMG Scale V	50	--	30	---	20	100
5.	SMG Scale V to TEG Scale VI	70	--	30	--	--	100

Banking Knowledge:

For promotions to MMG Scale II and to MMG Scale III, basic banking knowledge will be assessed through a Written/On-Line Test. In order to be eligible for promotion the officer employee shall secure minimum 40% marks each in both Written/on-line Test and Interview.

Educational/Professional qualifications:

Marks for professional qualification will be given only for those qualifications which are above the basic criteria / Eligibility Criteria for service as an officer in that Specialist field. Further, professional qualifications obtained through distant learning program / correspondence course by government / UGC recognized institute will also be considered for the marks.

Marks for professional qualification will be assigned as below:

Sr. No.	Qualification	JMGS I TO MMGS-II		MMGS-II TO MMGS-III	
		Sub-Marks	Max. Marks	Sub-Marks	Max. Marks
1	CAIIB/AIB (London) Qualifications				
1.1	Part-I/JAIIB	2	5	2	5
1.2	Part-II/CAIIB	3		3	
2.1	For IT related professional qualifications				
2.1.1	"A" level of DOEACC or its equivalent i.e. Advanced Diploma in PGDCA	2	5	2	5
2.1.2	"B" level of DOEACC or its equivalent i.e. Graduate course in technology i.e. AMIE/ AMETE /BE / B.TECH	3		3	
2.1.3	"C" level of DOEACC or its equivalent i.e. Post Graduation in technology	5		5	
3	CISA, CISSP & CISM	5		5	
4	For MBA, and other professional qualifications	-		-	
4.1	Other professional qualifications i.e. CA, CS, ICWA, CFA, Ph.D, Post Graduate Degree / Post Graduate Diploma of minimum 2 years' duration in subjects related to specialisation of the concerned Specialist Officers from a recognized University or Institute acquired after joining the Bank.	5		5	

Grand Total	-	10	-	10
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10.4 **Final Selection:**

Selection process for promotion to MMG Scale II, MMG Scale III, SMG Scale IV, SMG Scale V and TEG Scale VI :

- i) In order to be eligible for promotion, wherever provided, the officer employee shall secure minimum 40% marks in each in both Written / On-line Test & Interview.
- ii) The eligible Officers shall be listed in the order of merit determined by the total number of marks obtained by them under various parameters as applicable as mentioned above.
- iii) Officers not more than the number of vacancies in the specified Specialist category shall be selected for promotion in the order of merit. The cut-off marks will be determined by the actual number of vacancies in specified Specialist Category and the Officers securing equivalent to and above the cut-off marks will qualify for promotion. In case more than one officer secures marks equivalent to the cut-off marks, the final selection will be restricted to the exact number of vacancies, and will be determined on the basis of inter-se seniority.

10.5 **CONVERSION OF SPECIALIST OFFICERS TO GENERAL BANKING OFFICERS:**

A Specialist officer will have to remain in the Specialist cadre for at least six completed year of service. Thereafter the Specialist Officers may be permitted to take conversion to General Banking Officers' category. The option for conversion from Specialist Officer to General Banking Officers Cadre may be offered by the Management once in a year.

A Specialist officer, who has got converted to General Banking Officers category, cannot seek re-conversion to Specialist category thereafter.

The future promotion of these Officers to higher scale will be strictly in GBO cadre.

11. **COMPUTATION OF SERVICE FOR THE PURPOSE OF ELIGIBILITY:**

- 11.1 For the purpose of eligibility in terms of length of service, only the completed years of service as an Officer in the existing Scale, computed from the date of entry therein shall be taken into account, including the service during the period of probation.
- 11.2 The date relevant for the purpose of determining the eligibility shall be 1st of April of the financial year (April- March) in which the vacancies arise.
- 11.3 Leave of absence on loss of pay will not be reckoned for computing length of service, unless specifically directed by the leave sanctioning Authority.

11.4 Period of suspension will not be reckoned for the purpose of computation of the length of service, unless the alleged act of misconduct for which the officer employee was suspended, has not been proved in the departmental inquiry, if held, in terms of Bank of India Officer Employees (Discipline and Appeal) Regulations, 1976 and concluded before initiation of promotion process.

11.5 The period of sabbatical leave will not be reckoned for the purpose of computation of length of service.

11.6 The period of deputation to other institutions will be reckoned for the purpose of computation of length of service.

12 RELAXATION IN ELIGIBILITY NORMS :

The Board of Directors may, at their discretion, relax any of the criteria in case of need.

13. NUMBER OF OFFICERS TO BE CONSIDERED FOR PROMOTION:

All Officers shall be considered for promotion who are eligible in terms of eligibility criteria laid down in this Promotion Policy.

14. PROMOTION OF OFFICERS AGAINST WHOM DISCIPLINARY/ COURT PROCEEDINGS ARE INITIATED/ PENDING OR A PENALTY HAS BEEN IMPOSED :

Officers against whom disciplinary / court proceedings have been initiated / pending, including those under suspension, will also be eligible for consideration for promotion.

Disciplinary action/court proceedings will be deemed to have been initiated/ pending against an Officer in the following circumstances:-

a) where the Disciplinary Authority has issued Articles of Charges or Statement of Imputation of Lapses to the Officer concerned on specific acts of misconduct / irregularities;

OR

b) Where the Competent Authority has accorded sanction for prosecution to CBI Authorities against the Officer concerned or filed complaint to Police Authorities or the Officer is being prosecuted for any criminal offence.

14.1 CONSIDERATION FOR PROMOTION:

At the time of promotion, details of the Officers, who are eligible for promotion and falling under the following categories, should be specifically brought to the notice of the Departmental/Directors Promotion Committee (DPC), as the case may be :-

- i) Officers under suspension or deemed to have been suspended;
- ii) Officers who have been issued Articles of Charge/Statement of Imputation of Lapses, pursuant to which disciplinary proceedings are pending against them;
- iii) Officers in respect of whom prosecution for a criminal charge is pending.

14.2 PROCEDURE TO BE FOLLOWED BY DPC IN RESPECT OF SUCH OFFICERS:

The DPC shall assess the suitability of the Officers coming within the purview of the circumstances mentioned above along with other eligible candidates without taking into consideration the pending disciplinary/criminal prosecution case. However, the assessment of the Committee and the grading awarded by it, will be kept in a sealed cover. The cover will be super scribed "Findings regarding suitability for promotion to the grade/post of in respect of Shri..... (Name of the Officer). Not to be opened till the termination of the disciplinary case/criminal prosecution against Shri.....". The proceedings of the Committee need only contain a note to this effect, and the findings should be kept in a sealed cover. The authority competent to fill the vacancy should be separately advised to fill the vacancy in the higher grade only in an officiating capacity when the findings of the Committee in respect of the suitability of an Officer for his /her promotion are kept in a sealed cover.

14.3 PROCEDURE TO BE FOLLOWED BY THE SUBSEQUENT DPCs:

The same procedure outlined in clause 14.2 above will be followed by the subsequent DPCs, till the disciplinary/criminal prosecution case against the Officer concerned is concluded.

14.4 ACTION AFTER COMPLETION OF DISCIPLINARY/CRIMINAL PROSECUTION CASE:

- i. On the conclusion of the disciplinary/criminal prosecution case, which results in dropping of allegations against the Officer, the sealed cover or covers shall be opened. In case the Officer is completely exonerated, the due date of his /her promotion will be determined with reference to the position assigned to him /her in the findings kept in sealed cover/covers and with reference to the date of promotion of his /her next junior on the basis of such position. The Officer may be promoted, if necessary, by reverting the junior-most officiating person
- ii. He / she may be promoted notionally with reference to the date of promotion of his/her junior. However, whether the Officer concerned will be entitled to any arrears of pay for period of notional promotion preceding the date of actual promotion, and if so, to what extent will be decided by the Appointing Authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution.
- iii. Where the authority denies arrears of salary or part of it, it will record its reasons for doing so. It is not possible to anticipate and enumerate exhaustively all the circumstances under which such denials of arrears of salary or part of it may become necessary. However, there may be cases where the proceedings, whether disciplinary or criminal, are for example delayed at the instance of the employee or the clearance in the

disciplinary proceedings or acquittal in the criminal proceedings is with benefit of doubt or on account of non-availability of evidence due to the acts attributable to the employee, etc. These are only some of the circumstances where such denial can be justified.

- iv. If any penalty is imposed on the Officer as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him/her, the findings of the sealed cover/covers shall not be acted upon.

14.5 **SIX MONTHLY REVIEW OF 'SEALED COVER' CASES:**

- i. It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any Officer is not unduly prolonged and all efforts to finalize expeditiously the proceedings should be taken so that the need for keeping the case of an officer in a sealed cover is limited to the barest minimum.
- ii. Therefore the Appointing Authorities concerned should review every six months the cases of the Officers, whose suitability for promotion to a higher grade has been kept in a sealed cover. The review should, inter alia, cover the progress made in the disciplinary proceedings/criminal prosecution and the further measures to be taken to expedite their completion.

14.6 **PROCEDURE FOR AD-HOC PROMOTION:**

- i. In spite of the six monthly review referred to in clause 14.5 above, there may be some cases, where the disciplinary case/criminal prosecution against the officer is not concluded even after the expiry of two years from the date of the meeting of the first DPC which had kept its findings in respect of the Officer in a sealed cover. In such a situation, the Appointing Authority may review the case of the officer, provided he /she is not under suspension, to consider the desirability of giving him/her ad-hoc promotion keeping in view, the following aspects:-
 - (a) Whether the promotion of the Officer will be against public interest;
 - (b) Whether the charges are grave enough to warrant continued denial of promotion;
 - (c) Whether there is any likelihood of the case coming to a conclusion in the near future;
 - (d) Whether the delay in the finalization of proceedings, departmental or in a court of law, is not directly or indirectly attributable to the officer concerned; and
 - (e) Whether there is any likelihood of misuse of official position, which the officer may occupy after ad-hoc promotion, which may adversely affect the conduct of the departmental case / criminal prosecution
- ii. The Appointing Authority should also consult the 'Central Bureau of Investigation' and take their views into account where the departmental proceedings or criminal prosecution arose out of the investigations conducted by the Bureau.
- iii. In case the Appointing Authority comes to a conclusion that it would not be against the public interest to allow ad-hoc promotion to the Officer, his /her case should be placed

before the next Committee held in the normal course after the expiry of two year period to decide whether the Officer is suitable for promotion on ad-hoc basis. Where the Officer is considered for ad-hoc promotion, the Committee should make its assessment on the basis of the totality of the individual's record of service without taking into account the pending disciplinary case / criminal prosecution against him/her.

- iv. After a decision is taken to promote an Officer on an ad-hoc basis, an order of promotion may be issued making it clear in the order itself that:-
 - a. the promotion is being made on purely ad-hoc basis and the ad-hoc promotion will not confer any right for regular promotion; and
 - b. the promotion shall be 'until further orders'. It should also be indicated in the order that the Bank reserves the right to cancel the ad-hoc promotion and revert at any time the Officer to the post from which he /she was promoted.
- v. If the Officer concerned is acquitted in the criminal prosecution on merits of the case or is fully exonerated in the departmental proceedings, the ad-hoc promotion already made may be confirmed and the promotion treated a regular one from the date of ad-hoc promotion with all attendant benefits. In case the Officer could have got his /her promotion on merit from a date prior to the date of his/her ad-hoc promotion with reference to the findings of the Committee kept in the sealed cover(s) and the actual date of promotion of the person ranked immediately junior to him/her by the same Committee, he/she would also be allowed his /her due seniority and benefit of notional promotion as envisaged in clause 14.4 above.
- vi. If the officer is not acquitted on merits in the criminal prosecution but purely on technical grounds and the Bank either proposes to take up the matter to a higher Court or to proceed against him /her departmentally or if the officer is not exonerated in the departmental proceedings, the ad-hoc promotion granted to him/her should be brought to an end.

14.7 APPLICABILITY OF SEALED COVER PROCEDURE AFTER THE CASES HAVING BEEN RECOMMENDED FOR PROMOTION:

An Officer, who is recommended for promotion by the DPC but in whose case any of the circumstances mentioned in clause 14.1 above arises after the said recommendations are received but before he /she is actually promoted, will be considered as if his /her case had been placed in a sealed cover by the DPC. He/she shall not be promoted until he /she is completely exonerated of the charges against him/her and the provisions contained herein above will be applicable in his /her case also. Further, in cases where the Officer is promoted but in whose case it comes to notice subsequently that prior to the date of declaration of result or on release of promotion that any of the circumstance mentioned in clause 14.1 above has arisen, then such cases will be considered as if his/her promotion has been placed in seal cover by DPC.

15. INTERVIEW COMMITTEE / COMMITTEE FOR GROUP DISCUSSION COMPETENT AUTHORITY FOR PROMOTION OF OFFICERS FROM ONE SCALE TO THE NEXT HIGHER SCALE:

15.1 GROUP DISCUSSION:

The committee shall comprise outside experts and the following designated authorities of the bank approved by the Executive Director, who may also prescribe higher designated authorities as and when required:

Sr.No	Promotion from	Committee comprising
1.	MMG Scale III to SMG Scale IV.	One Deputy General Manager with
2.	SMG Scale IV to SMG Scale V	One General Manager with one or

15.2 **INTERVIEW COMMITTEE:**

The Interview Committee shall comprise the following designated authorities. The Managing Director & CEO may prescribe any other designated authorities as and when required.

Sr.	Promotion from	Committee comprising
1.	JMG Scale I to MMG Scale II	One Asst. General Manager, two Chief Managers.
2.	MMG Scale II to MMG Scale III	One Deputy General Manager, one Assistant General Manager and one Chief Manager.
3.	MMG Scale III to SMG Scale IV.	One General Manager, one Deputy General Manager and one Assistant General Manager.
4.	SMG Scale IV to SMG Scale V.	One Executive Director*, one General Manager plus one Deputy General Manager and two outside experts with domain knowledge, approved by the Managing Director & CEO. *In case of need, the ED may be substituted by another Senior General Manager with the approval of the Managing Director & CEO.
5.	SMG Scale V to TEG Scale VI.	The Managing Director & CEO, one Executive Director, one General Manager and two outside experts with domain knowledge approved by the Managing Director & CEO. However, in case the Managing Director & CEO is not available, the alternate Committee will be of Two Executive Directors, General Manager and two outside experts with domain knowledge approved by the Managing Director & CEO. The senior of the two Executive Directors will be the Chairman of the Committee

6.	TEG Scale VI to TEG Scale VII.	The Managing Director & CEO, the Reserve Bank of India nominee Director and two outside experts with domain knowledge approved by the Managing Director & CEO.
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For the purpose of interviews for promotion from JMG Scale I to MMG Scale II, MMG Scale II to MMG Scale III, MMG Scale III to SMG Scale IV, the Executive Director (HR) and in his/her absence, the General Manager (HR) shall constitute the requisite number of Interview Committees.

For the purpose of interviews for promotion from SMG Scale IV to SMG Scale V and from SMG Scale V and TEG Scale VI, the Managing Director & CEO and in his/her absence Executive Director (HR) shall constitute the requisite number of Interview Committees.

For promotion of Specialist Officers, the interview Committee will comprise one additional member having knowledge in the specialized function, if available, apart from the Interview Committee members mentioned above. In case the existing panel already has a member who has knowledge in the specialized function, the requirement of having an additional member in the specialized function may be dispensed with.

15.3 Departmental /Directors' Promotion Committee:

While the Interview Committee will be only for the purpose of carrying out the interviews, the selection for promotion will be decided by the Departmental Promotion Committee / Directors' Promotion Committee, as the case may be. The Executive Director is authorized to nominate the members on Departmental Promotion Committee for promotion upto Scale IV. The nomination of members on Departmental Promotion Committee for promotion to Scale V and Scale VI will be done by Managing Director & CEO.

SN	Promotion from	Committee comprising
1.	JMG Scale I to MMG Scale II	One Deputy General Manager and two Assistant General Managers.
2.	MMG Scale II to MMG Scale III	Two Deputy General Managers and one Asst. General Manager.
3.	MMG Scale III to SMG Scale IV	Two General Managers and one Deputy General Manager.
4.	SMG Scale IV to SMG Scale V	Two Executive Directors and one General Manager
5.	SMG Scale V to TEG Scale VI	The Managing Director & CEO, one Executive Director and one General Manager.

6.	TEG Scale VI to TEG Scale VII	The Non-Executive Chairman, the Managing Director &
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16. **OFFICERS WHO REFUSE TO ACCEPT PROMOTION**

The officer who appears for promotion process and gets selected (for promotion upto Scale IV) but refuses to accept promotion shall be debarred from participating in the promotion exercises for the next two promotion processes.

Such refusal is permissible only in respect of promotion of Officers up to Scale IV. Refusal will not be allowed in respect of promotion to Scale V and above.

17. **GENERAL:**

17.1 Eligible Officers in all Scales, willing to participate in Promotion Process will submit particulars as per the prescribed format, to Head Office through Zonal Office. The Zonal Office will verify and certify the correctness of the particulars submitted by the Officers.

17.2 If an eligible officer does not submit the application or does not participate in any of the promotion processes (i.e. does not appear for Test or for Interview before the Interviewing Committee), it shall be deemed that he /she has, of his/her own free will and volition, opted out of the promotion process. No correspondence in this regard will be subsequently entertained from him/her. However, if an officer is unable to appear for an interview for reasons beyond his/her control, he should inform the Management well before the scheduled date for the interview, about his/her inability to appear for the same, giving reasons therefor. In such cases, he/she may be given only one more chance at the discretion of the Management for appearing for interview at such place and time as the Management may decide during that exercise.

17.3 The Promotion Process will be conducted every year, subject to the availability of vacancies. The Officers, who had failed to get promotion in the previous promotion process in terms of 17.2 above, will also be eligible to participate, in the subsequent processes.

17.4 The Managing Director & CEO at his discretion may

- i. Approve minor deviations in the promotion process, if any, &
- ii. Issue administrative guidelines/instructions for removal of any doubts and / or difficulties arising during the course of implementation of this policy.

17.5 Officers not selected for promotion will be advised the total marks obtained by them. In the event of an application by the officer for rechecking the marks, the Management shall have the marks re-checked for arithmetic accuracy, provided such an application is made within 30 days from the date of advice to him/her.

- 17.6 Fitment in the higher Scale of pay on promotion will be determined as per the guidelines issued by the Management from time to time, subject to reporting of the officer to his /her new place of posting.
- 17.7 Filling up of Vacancies in SMG Scale V and above, arising on account of Bank requirement, retirement, resignation, death, voluntary retirement etc.

A panel of candidates for promotion to Scale V and above will be prepared and promotions in respective Scales will be released as and when vacancies arise on account of expected retirements / elevation to higher Scales, if any. In addition to the said panel, the Managing Director & CEO is authorized to release the promotion of candidates appeared for promotion but not selected in the main list or panel but standing immediately after the name of the last candidate in the panel and also otherwise have secured minimum qualifying marks, so as to fill the vacancies, if any, arising on account of resignation, death, voluntary retirement, superannuation etc. of any Officer of the respective Scale or for any other reason.

- 17.8 An Officer, against whom a Major Penalty has been imposed, will not be eligible to participate in any promotion process initiated during a period of one year from the date of effect of such penalty. The eligibility date of promotion will be considered as cut-of-date.
- 17.9 The reservation and relaxation for SCs/STs/OBCs/Ex-Servicemen/Physically Handicapped candidates, as the case may be, shall be provided as per the Government guidelines in force from time to time.
- 17.10 In respect of Officers whose APA marks are not available due to sabbatical leave, EOL, unauthorized absence / suspension during the assessment year in such eventualities, the APA marks shall be treated zero for that particular year/s. However, APA marks for the number of preceding years for which he /she rendered service and was rated for his/her performance will be included and taken into consideration for the purpose of promotion, subject to the condition that he /she has rendered minimum required service in that particular Scale, in terms of clauses 5 and 10.2 above.
- 17.11 In case an Officer employee is alleged to have resorted to unfair means/ copying in the Written/On-line Test, his /her result will be withheld subject to the outcome of disciplinary action, if any, to be initiated against him/her.
- 17.12 If a candidate is selected in both Seniority Channel as well as Merit Channel, he /she will be treated as selected only in Seniority Channel.
- 17.13 The candidates henceforth promoted to higher grade/scale in terms of this revised promotion policy and subsequently at any time, it is revealed that candidate was not eligible in terms of Promotion Policy including relaxation, if any, granted by the Bank, he/she will be considered as if he/she was not promoted and thus he/she shall continue in previous scale.
- 17.14 In case any Officer brings political / outside influence or from any other sources including Commission, Bank's Directors etc. or any representation is received from such sources for his /her transfer, promotion or for posting upon his /her promotion, such Officer shall be

disqualified from promotion

17.15 In order to be eligible for promotion, wherever provided the Officer employee shall secure minimum 40% marks each in written/on-line test, and interview as applicable for respective Scale promotion in case of MERIT channel, and minimum 30% marks in written/on-line Test in case of SENIORITY channel.

17.16 The Board reserves its rights to change, alter, amend, modify or vary in any manner whatsoever, from time to time, all or any of the terms and conditions incorporated in this policy, recording reasons thereof. The provisions of this policy are subject to changes in accordance with the guidelines received from the Government from time to time and such guidelines shall be deemed to be a part of this policy and given effect to subject to adoption by the Board of Directors.

With warm greetings for the New Year,

Yours comradely,

A handwritten signature in black ink, appearing to be 'Sunil Kumar', with a long horizontal stroke extending to the right.

(SUNIL KUMAR)

GENERAL SECRETARY

HAPPY NEW YEAR-2018