

PROMOTION POLICY FOR OFFICERS

1. Preamble

Every employee of Bank has legitimate aspiration to move up in the hierarchy on the basis of his/her performance and qualities. Promotion is the best form of recognizing and rewarding the employees for better performance. Promotions are also best tool to ensure succession planning.

2. Objectives

- 2.1 All employees in an organization are required to perform different roles and responsibilities. The level of knowledge, experience and competence required differs from position to position. In order to achieve the corporate goals, capabilities of our workforce needs to be strengthened & all positions are manned by competent and motivated employees. These positions are filled up through direct recruitment and through promotions.
- 2.2 Promotion is one the key motivating factors for the employees as it brings higher responsibilities, monetary benefits and status. Organization should adopt a robust selection process that will enable the Bank to place the right employee in the right position.
- 2.3 This Promotion policy provides a defined career path to the officers of the Bank and illustrates the process and parameters required for career progression. The policy will also be a tool in achieving its goals by promoting deserving & talented officers to higher positions.
- 2.4 This policy ensures availability of adequate employees at each level keeping in view business growth of the Bank along with availability of sufficient number of employees for shouldering responsibilities at higher levels.
- 2.5 The policy provides equal opportunity to all officers in a fair and transparent Manner.

3. Introduction

The Promotion Policy is designed in pursuance of OSR Regulation No. 17 on the basis of future requirements of the Bank. The Government Guidelines issued from time to time on the subject have been duly incorporated in the policy.

- 3.1 The posts of GM, DGM & AGM are specified by Government of India in the ratio of 1:3:9 and thus will not have reference to categorization as number of General Managers in the Bank is regulated by Government of India.

- 3.2 Subject to above, identification of vacancies would be based on the requirement of employees in various cadres. The requirement shall be computed from the categorization of Branches / Government guidelines in case of GM / DGM & AGM as on last year end.

All vacancies likely to arise in the financial year shall be taken into account for the purpose of promotion exercise.

Vacancies due to deputation of officers for a period of one year and more shall be treated as a vacancy during the year.

- 1.3 The cut-off date for determining eligibility as well as completed years of service will be as on the 1st April of the financial year (April-March) in which the vacancies arise.

- 3.4 For promotions to MMGS-II and MMGS-III, there shall be two channels of promotions namely Seniority Channel and Merit Channel.

For all other promotions only Merit Channel would be available.

- 3.5 The policy is subject to various guidelines issued by Government of India from time to time.

- 3.6 The Promotion Policy for inter-scale promotions of Officers is as per the Government guidelines issued on 14.03.2012 and subsequent communications on the matter. However, the Board of Directors of the Bank may take a view for granting relaxations in certain parameters stipulated by Government of India, considering the situation at the time of promotion process in the Bank.

- 3.7 Notwithstanding anything said in the policy, the Board of Directors of the Bank is empowered to amend/modify / change /delete/add any of the provisions in the Promotion Policy in accordance with the requirement of the bank as per Government letter F.No. 4/11/3/2013-IR dated 7.1.2016.

4. Important Clarifications

4.1 Eligible Active Service

- 4.1.1. 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.

- 4.1.2 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.

- 4.1.3. Leave of absence on loss of pay will not be reckoned for computing length of service. However, in case of pre sanctioned extra ordinary leave, such period would not be excluded from the active and continuous service.

- 4.1.4 Period of suspension will not be reckoned for the purpose of computation of the length of service, provided the Disciplinary Authority has not treated the period as 'On Duty'.
- 4.1.5. The period of sabbatical leave will not be reckoned for the purpose of computation of length of service.
- 4.1.6. Officer punished by awarding punishment of reduction to lower grade and again promoted to higher grade in due course, the past service in the same grade put in before awarding of the punishment, would not be reckoned for eligibility for promotion to next grade / scale.
- 4.1.7. The period of deputation to other institutions will be reckoned for the purpose of computation of active length of service.

4.2 Relevant Dates

- 4.2.1 The minimum eligibility in terms of the number of years of service for promotion will be reckoned as on 1st of April of the Financial Year in which the vacancies arise for promotion.
- 4.2.2 Number of vacancies shall be decided on the basis of actual number of employees available as on 31st March of previous year and number of posts identified. However, number of additional vacancies expected to be created during the year shall also be considered for deciding number of employees to be promoted.
- 4.2.3 Number of completed years of service or Rural / Semi urban Service shall be calculated as of 1st April of the year in which promotion process is being carried out.
- 4.2.4 For qualifications etc. reference date shall be date of circular for promotions.
- 4.2.5 The date of promotion shall be decided by the Departmental Promotion Committee (DPC) with approval of Managing Director & CEO.

5. Zone of Consideration

- 5.1 The Zone of Consideration shall be based upon the minimum active service required for being eligible for promotion.
- 5.2 For promotion from one scale to another, the Zone of Consideration shall be so decided that the number of candidates would be 3 times the number of vacancies. If deemed necessary, the Bank may enhance the ratio of vacancies and candidates called for promotions beyond 1:3 by obtaining prior approval of the Competent Authority, which presently is the Board of Directors of the Bank.

In case adequate number of candidates are not available within the Zone of Consideration the number of vacancies to be filled in shall be reduced so as to maintain the Zone of Consideration. The Bank may also reduce the Zone of Consideration from 1:3 to 1:2 with the prior approval of the Board.

- 5.3 The Zone of Consideration as above may be worked out excluding the number of Officers against whom Sealed Cover Procedure is applicable.

6. Minimum Experience

- 6.1 The eligibility criteria in terms of minimum years of active service as spelt out in this Policy can be relaxed only with the prior approval of the Board of Directors, in case the number of eligible officers is less than 3 times the number of posts in the next higher Grade/Scale.

However, the minimum experience required (in years) and required minimum length of service in a scale is given below :

Sl. No.	Scale	Promotion Channel	Minimum Experience required (In years)	Minimum length of service
1	I to II	Merit	3	NA
		Seniority	5	NA
2	II to III	Merit	3	NA
		Seniority	5	NA
3	III to IV	Merit	3	NA
4	IV to V	Merit	3	12
5	V to VI	Merit	3	15
6	VI to VII	Merit	3	18

In case the Officer joins at the scale higher than Scale I, the minimum service required would be reckoned from the level at which he enters the service e.g. if the officer enters at Scale II the minimum length of service for promotion from Scale IV to V will be 9 years instead of 12 years.

However, requirement of minimum length of service for promotion to Scale V, VI & VII may be linked with relaxation, of any, given by the Board in respect of minimum experience for eligibility criteria. In other words, relaxation, if any given by the Board in minimum years of experience, the same relaxation will be applicable for minimum length of service also.

7. **PROMOTIONS – JMGS-I TO MMGS-II & MMGS-II TO MMGS-III**

- 7.1 There shall be two channels namely 'Seniority Channel' & 'Merit Channel' for promotions to MMGS-II and MMGS-III.
- 7.2 Normally, out of the total vacancies 75% vacancies shall be filled in through Merit Channel and 25% through Seniority Channel.
- 7.3 In case vacancies could not be filled in through Seniority Channel due to inadequate number of suitable candidates, such unfilled vacancies shall be filled through Merit Channel subject to ratio of candidates and posts does not exceed 1:3 or more, if prior approval of Board is obtained as stated under 5.2 above

7.4 **Eligibility**

7.4.1 **Minimum Active Service & Residual Service**

The requirement of minimum service in the present scale (completed years as on 1st April) for being eligible for promotion would be as under:

Scale	Promotion Channel	Minimum Active Service in Present cadre (in years)	Mandatory Rural/Semi Urban Norms	Residual Service
I to II	Normal/Seniority	5	Rural: 2 Years	2 Years
	Merit/Fast	3	Rural: 2 Years	2 Years
II to III	Normal/Seniority	5	Rural/Semi Urban: 3 years	2 Years
	Merit/Fast	3	Rural/Semi Urban: 3 years	2 Years

- 7.4.2 The relaxation of one year in minimum active service norm, may be allowed by the Bank for meeting Zone of Consideration with prior approval of Board.
- 7.4.3 No officer would be given the benefit of relaxation in the minimum required experience at two successive levels of promotion in Scale-III & above without the prior approval of the Board.
- ### 7.5 **Rural Semi-Urban Service**
- 7.5.1 For being eligible for promotion to MMGS-II, there shall be a mandatory requirement of having completed two years of continuous active service in rural areas as an officer in JMGS-I.
- 7.5.2 For promotion from MMGS-II to MMGS-III a total of three years' active service as an officer in rural / semi-urban areas, including the rural service in Scale-I is mandatory.

- 7.5.3 The stipulation shall however be relaxed with the condition that such candidates shall be posted in Rural/Semi Urban areas, as the case may be on promotion to complete the remaining tenure. Failure to complete the Rural/Semi Urban service shall make the officer ineligible for promotion to the next higher scale.
- 7.5.4 Specialist Officers are exempt from Rural / Semi Urban service norm.
- 7.5.5 Physically Challenged employees and active sportspersons / coach of National level shall be exempted from rural / Semi Urban service.

Such Exemption from Rural / Semi Urban service to physically Challenged / Active Sports persons would depend upon the nature / extent of incapacity and status of being active at National level in terms of directions received from Govt / IBA / Banks' Sports Board respectively.

7.6 Marks in Annual Performance Appraisal Reports (APARs)

- 7.6.1 For being eligible to participate in the process of promotion to MMGS-II & MMGS-III under Merit Channel, the Officer must secure average 75% marks in APAR for the eligible years of service and not less than 60% marks in any of the eligible years of service to be reckoned for promotion.

For the purpose of promotions APAR marks in fraction shall be rounded off to nearest complete number. (e.g: 6.1 to 6.5 shall be 6 and above 6.5 to be considered as 7).

7.7 Process for Promotions

The components of promotion process are detailed here under:

- 7.7.1 Promotion process for promotions to MMGS-II & MMGS-III shall comprise

Merit Channel	(i)	Written/Online Test
	(ii)	Personal Interview
Seniority Channel	(i)	Written/Online Test (Qualifying only)
	(ii)	Personal Interview

- 7.7.2 Weightage shall be given for marks secured under APAR during previous 3 years, Professional Qualifications, Marks secured in Written Test (for merit channel), Marks for seniority and Interviews as applicable.

Different weightage to each of the above aspects are given separately at para 7.10

- 7.7.3 All eligible candidates who have applied for promotion shall appear for Written test.
- 7.7.4 A merit list of all candidates incorporating aggregate marks secured by each candidate under APAR, Professional Qualifications, Written Test (for merit Channel) and marks for Seniority as applicable shall be prepared. Candidates securing 50% marks (45% in case of candidates belonging to SC/ST category) in written test shall be called for interview.

7.7.5 Candidates securing minimum 40% marks (35% in case of candidates belonging to SC/ST category) in interviews shall only be eligible for promotion.

7.7.6 A merit list on the basis of aggregate marks secured by each candidate shall be prepared and Final Results shall be declared by the DPC.

7.8 Written/Online Test

7.8.1 All candidates applying under merit & seniority channels for promotion to MMGS-II and MMGS-III shall have to appear and clear written test. (For seniority channel written test will be for qualifying purpose and the marks scored will not be reckoned for final merit).

7.8.2 The written examination would normally comprise three parts covering

- i. General Banking & Related Topics
- ii. Banks internal policies, procedures and products
- iii. Information Technology related to Banking

7.8.3 For being eligible for interview the candidate must secure minimum 50% marks (45% in case of SC/ST Candidates) in written test.

7.8.4 Notwithstanding anything stated above the modalities, minimum marks for passing and contents would be decided by the Bank with approval of Managing Director & CEO as per requirement of Bank.

7.9 Interview

7.9.1 All candidates who have cleared written test and secured minimum marks in APAR, shall appear before interview panel for personal interaction.

7.9.2 The constitution of interview panel shall be as under :

For Promotion to MMGS-II	
Dy. General Manager	01
Asst. General Manager	02
+ SC/ST Representatives	01
TOTAL	04
SC/ST Representative, if internal, should be of at least MMGS-III. If such member is not available, from outside suitable Bank Officer / retired Officer / Executive of our Bank / other Bank belonging to SC/ST be co-opted.	

For Promotion to MMGS-III	
General Manager	01
Dy. General Manager	02
+ SC/ST Representatives	01
TOTAL	04
SC/ST Representative, if internal, should be of at least SMGS-IV. If such member is not available, from outside Bank Officer / retired Officer / Executive of our Bank / other Bank belonging to SC/ST be co-opted.	

7.9.3 The number of members of Interview panels may be increased or decreased in accordance with the Government guidelines specifying representation to any specific category on interview panel.

7.9.4 The number of Interview panels would be dependent upon the number of candidates to be interviewed.

7.9.5 The members of interview panel would be nominated by Executive Director, holding HRM portfolio holding the HR functions. In his/her absence, alternate Executive Director may be empowered to nominate the members for interview panel & DPC.

7.9.6 The candidate has to secure minimum 40% marks (35% in case of SC/ST Candidates) in interview for being eligible for promotion.

7.10 Weightage

7.10.1 Merit Channel:

Weightage for different aspects of promotion process would be as under:

S.N.	Parameters	Maximum Marks
1.	Written Test	40
2.	Assessment for the previous 3 years	35
3.	Educational / Professional Qualifications	05
	a) CAIIB Part-I / JAIIB	01
	b) CAIIB Part-II / CAIIB	02
	c) IIB Diploma / AIB London / CA / ICWA / CS	03
	d) MBA (Recognized University & recognized by IIB as well) / PGDBF of NIBM	03
	e) MCS / MCA / MCM / CISA (University Recognized)	03
	f) Successful completion of E-learning module*	03
4.	Interview	20
	TOTAL	100

*Officers are eligible for weightage for successful completion of E -Learning module in case the module is assigned & completed only in current financial year prior to the promotion process. For Example - Officer completed the E-Learning in FY 2021-22 (assigned after 01.04.2021 & completed before 31.03.2022), are eligible to receive the weightage in promotion.

7.10.2 Seniority Channel:

S.N.	Parameters	Maximum Marks
1.	Written Test	Qualifying
2.	APAR	75
3.	Seniority (for 1 completed years of service 0.5 mark, maximum 5)	05
4.	Interview	20
	TOTAL	100

Note:- 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. Similarly, in case of candidates with equal total marks as also equal seniority, such candidates shall be listed in accordance with the marks obtained in the written test. Further, Executive Director, holding HRM portfolio would be competent authority to decide the cases where officers secured equal marks in written test also, in the promotion process.

7.11 Departmental Promotions Committee

7.11.1 There shall be a Standing Departmental Promotion Committee (DPC) for supervising the promotion process.

7.11.2 The Standing DPCs would comprise of the following:

For Promotion to MMGS-II	For Promotion to MMGS-III
Dy. Gen. Manager – In charge of HRM (Chairman of the Panel)	General Manager – In charge of HRM (Chairman of the Panel)
Asst. Gen. Manager – In charge of HRM	Dy. Gen. Manager – In charge of HRM
1 AGM from Operational area	1 DGM from Operational area
Internal SC/ST Representative should be of at least MMGS-III. If such member is not available, from outside suitable person belonging to SC/ST be co-opted.	Internal SC/ST Representative should be of at least SMGS-IV. If such member is not available, outside member belonging to SC/ST be co-opted.

7.11.3 The members of Departmental Promotion Committee for promotion up to MMGS-III would be nominated by Executive Director holding the HR functions. In his/her absence, alternate Executive Director may be empowered to nominate the members for interview panel & DPC.

7.12 Probation

7.12.1 An Officer on his / her promotion to higher grade will be on probation in the promoted scale for a period of 1 year from the date of promotion.

7.12.2 On expiry of the probation period of one year, the promotee officer will be considered eligible for confirmation in the higher scale subject to his / her work, conduct, performance, being found satisfactory during the period of probation. Such confirmation shall be by an order in writing within 90 days from the date of completion of probation. The competent authority for confirmation will be as under,

Promotion From	Competent Authority
JMGS-I to MMGS-II	Deputy General Manager, HRM
MMGS-II to MMGS-III	General Manager, HRM

7.12.3 The probation period shall automatically stand extended to the extent of leave (other than casual leave and privilege leave / sick leave not exceeding one month in aggregate) Maternity leave , unauthorized absence, period of suspension of the promotee officer during the probation period.

7.12.4 If the work, conduct, performance and attendance of the promotee officer is not found satisfactory OR any disciplinary action in respect of misconduct / fraud is initiated during the probationary period, the management may, at its discretion, by an order in writing,

a. Extend his / her initial probationary period of one year or by such further period or periods not exceeding one year as may be deemed necessary.

OR

b. Revert him / her during or at the end of the probationary period to the lower scale.

7.13 Grievance Redressal

7.13.1 The Officer aggrieved with the decision of the DPC may make a representation to the relevant standing DPC within 45 days of declaration of results.

7.13.2 The representations shall be examined by the standing DPC immediately, but in any case before completion of 90 days from the date of receipt of the representation.

7.13.3 In case, the decision of the standing DPC isn't acceptable to the aggrieved officer, he/she may represent before appellate authority within 15 days of receipt of DPC's decision & appellate authority has to examine the same within 60 days of receiving the representation.

The appellate authority details are as under,

PROMOTION CADRE	DPC HEADED BY	APPELLATE AUTHORITY
JMGS-I TO MMGS-II	Dy. General Manager , HRM	General Manager, HRM
MMGS-II to MMGS-III	General Manager, HRM	Executive Director, Incharge HR

The decision of the appellate authority shall be final. In case of acceptance of his/her representation, promotion will be considered from the retrospective date i:e date of announcement of promotion result .

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8. PROMOTIONS – MMGS-III TO SMGS-IV & SMGS-IV TO SMGS-V

8.1 There shall be only one channel i.e. 'Merit Channel' for promotions to SMGS-IV and SMGS-V.

8.2 Eligibility

8.2.1 Minimum Active Service in present Scale & Residual Service:

The requirement of minimum service in the present scale (Completed years as on 1st April) for being eligible for promotion would be as under:

Minimum Active Service in Present Grade (MMGS-III or SMGS-IV)	Residual Service (MMGS-III or SMGS-IV)
3 years	2 years

8.2.2 No officer would be given the benefit of relaxation in the minimum required experience at two successive levels of promotion in Scale-III & above without the prior approval of the Board.

8.2.3 Minimum Total Service

8.2.3.1 For being eligible for promotion to SMGS-V, the candidate must have put in total service of minimum 12 years' service in the Banking sector.

8.2.3.2 In case, the Specialist Officers join at a Scale higher than Scale-I, the minimum service requirement in the Guidelines given above would be reckoned from the level at which they enter the service. For example, if an officer enters at Scale-II, the minimum length of service for promotion from Scale-IV to Scale-V will be 9 years instead of 12 years.

8.2.4 Experience as Branch Manager

For being eligible for promotion to SMGS-V, the candidates (irrespective of the fact that he/she joined the Bank as Specialist Officer) should have worked as Branch Head for at least three years in Scale II/III/IV incumbency branches. In case any candidate has not completed requisite 3 years as Branch Head as on cutoff date of promotion, he/she will be allowed to participate in the process and is required to complete 3 years as Branch Head on his/her promotion to SMGS-V.

8.2.5 Marks in Annual Performance Appraisal Reports (APARs)

8.2.5.1 For being eligible to participate in the process for promotion to SMGS-V the Officer must secure average 75% marks in APAR for the eligible years of service and not less than 60% marks in any of the eligible years for eligibility for appearing in promotion process.

For the purpose of promotions APAR marks in fraction shall be rounded off to nearest complete number. (e.g: 6.1 to 6.5 shall be 6 and above 6.5 to be considered as 7).

8.2.6 Computer Literacy Test

8.2.6.1 For promotion from MMGS-III to SMGS-IV and from SMGS-IV to SMGS-V, it will be mandatory for the candidate to pass an examination for computer literacy and computer knowledge. There shall be a higher level computer literacy test for promotions from Scale III to IV and Scale IV to V.

8.2.6.2 The details like course contents, modalities, marks etc. of the Computer Literacy Test shall be decided by HRM Department with the approval of Managing Director & CEO / Executive Director holding HR functions.

8.2.6.3 The Computer Literacy Test shall be a qualifying Test only. Marks secured by the candidate in this test shall not be considered while preparing final merit list of candidates for promotions.

8.2.6.4 The candidate has to secure minimum 40% marks (35% for SC/ST) in the Computer Literacy Test for qualifying for participation in promotion process.

8.3 Process for Promotions

8.3.1 Promotion Process for promotions from MMGS-III to SMGS-IV shall consists of
(i) Written/Online Test (ii) Group Discussions (iii) Personal Interview

8.3.2 Promotion Process for promotions from SMGS-IV to SMGS-V shall consists of
(i) Written/Online Test (ii) Group Discussions (iii) Personal Interview

8.3.3 For promotions from SMGS-IV to SMGS-V, consideration shall be given to the following aspects:

- i. Whether the officer has worked in different specialized areas like credit, treasury, forex, etc.
- ii. Whether officer has been posted to different parts of India (States).
- iii. Whether the officer has experience of working in the field as well as in Zonal and Head Office.
- iv. Whether the officer has professional qualifications and/or has the officer acquired additional qualifications after joining the service.

8.3.4 Weightage shall be given for marks secured under APAR during previous 3 years, Marks secured in Written Test, exposure to areas mentioned above and Interviews.

Different weightage to each of the above aspects are given separately at 8.7

8.3.5 A merit List on the basis of aggregate marks secured by each candidates shall be prepared and Final Results shall be declared by Departmental Promotion Committee with the approval of Managing Director & CEO or in his absence Executive Director holding HR functions.

8.4 **Written/Online Test**

8.4.1 All candidates applying for promotion to SMGS-IV & SMGS-V shall have to appear and clear written test. The written test for promotion from Scale IV to Scale V shall be for qualifying purpose only.

8.4.2 The written examination would normally comprise three parts covering.

- i. General Banking & Related Topics
- ii. Global Banking Scenario
- iii. Banks internal policies, procedures and products
- iv. Information Technology related to Banking and financial markets

8.4.3 For being eligible for interview the candidate must secure minimum 50% marks (45% in case of SC/ST Candidates) in written test.

8.4.4 Notwithstanding anything stated above the modalities, minimum marks for passing and contents would be decided by the Bank with approval of Managing Director & CEO as per requirement of Bank.

8.5 **Group Discussions**

8.5.1 All eligible candidates who have cleared written test for promotions to SMGS-IV and SMGS-V shall participate in Group Discussions. The Group Discussions would aim at assessment of communication, conceptual and leadership capabilities of the candidates.

8.5.2 The assessment shall be done by a Panel comprising members as under

For Promotion to SMGS-IV		For Promotion to SMGS-V	
Dy. General Manager	01	General Manager	01
Asst. General Manager	01	Dy. General Manager	01
Outside Expert in Banking Domain	01	Outside Expert in Banking Domain	01
TOTAL	03	TOTAL	03

8.5.3 The Panel Members for the Group Discussions including outside expert shall be nominated by Managing Director & CEO.

8.5.4 The Bank may, at its discretion, appoint an outside agency /consultant for advising on modalities for group discussions. Managing Director & CEO shall be competent authority for selection and appointment of such agency / consultant.

8.5.5 The modalities for group discussions shall be finalized and approved by Managing Director & CEO.

8.6 Interviews

8.6.1 All eligible candidates who have cleared written test for promotions to SMGS-IV and SMGS-V shall appear before the Interview Panel for personal interview.

8.6.2 The constitution of interview panel shall be as under

For Promotion to SMGS-IV		For Promotion to SMGS-V	
Executive Director	01	Executive Director	01
General Managers	02	General Managers	02
+ SC/ST Representative	01	Outside Expert in Banking Domain	02
TOTAL	04	TOTAL	05

8.6.3 SC/ST Representative in the interview panel for promotions to SMGS-IV should be officer of at least SMGS-V. If such member is not available internally, outside suitable person belonging to SC/ST be co-opted.

8.6.4 The members of Interview panels may be increased or reduced in accordance with the Government guidelines specifying representation to any specific category on interview panel.

8.6.5 The Panel Members of Interview Panels for promotions to SMGS-IV and SMGS-V, shall be nominated by Managing Director & CEO.

8.6.6 For promotion to SMGS-IV or SMGS-V, the candidate has to secure minimum 40% marks (35% in case of SC/ST Candidates) in interview for being eligible for promotion.

8.7 Weightages

Weightage for different aspects of promotion process would be as under -

No	Particulars	MMGS-III to SMGS-IV	SMGS-IV to SMGS-V
1.	Computer Literacy Tests	Qualifying	Qualifying
2.	Written Test	20	Qualifying
3.	Annual Performance Appraisal Form	50	60
4.	Group Discussions	05	05
5.	Interview	25	35
	TOTAL	100	100

8.8 Departmental Promotion Committee

8.8.1 There shall be a Standing Departmental Promotion Committee (DPC) for supervising the promotion process.

8.8.2 The Standing DPCs would comprise of the following

For Promotion to SMGS-IV	
Executive Director (Chairman of the Panel)	01
General Managers	02
+ SC/ST Representatives	01
TOTAL	04

For Promotion to SMGS-V	
Executive Director (Chairman of the Panel)	01
Executive Director	01
General Manager	01
TOTAL	03

8.8.3 The Managing Director & CEO and / or Executive Director holding HR functions are, however, empowered to decide the members of Departmental Promotion Committee.

8.9 Probation

8.9.1 An Officer on his / her promotion to higher grade will be on probation in the promoted scale for a period of 1 year from the date of promotion.

8.9.2 On expiry of the probation period of one year, the promotee officer will be considered eligible for confirmation in the higher scale subject to his / her work, conduct, performance, being found satisfactory during the period of probation. Such confirmation shall be by an order in writing within 90 days from the date of completion of probation. The competent authority for confirmation will be as under ,

Promotion of	Competent Authority
MMGS-III to SMGS-IV	Executive Director
SMGS-IV to SMGS-V	(Incharge of HRM)

8.9.3 The probation period shall automatically stand extended to the extent of leave (other than casual leave and privilege leave / sick leave not exceeding one month in aggregate) Maternity leave ,unauthorized absence, period of suspension of the promotee officer during the probation period.

8.9.4 If the work, conduct, performance and attendance of the promotee officer is not found satisfactory OR any disciplinary action in respect of misconduct / fraud is initiated during the probationary period, the management may, at its discretion, by an order in writing.

Extend his / her initial probationary period of one year or by such further period or periods not exceeding one year as may be deemed necessary.

OR

Revert him / her during or at the end of the probationary period to the lower scale.

8.10 Grievance Redressal

8.10.1 The Officer aggrieved with the decision of the DPC may make a representation to the relevant standing DPC within 45 days of declaration of results.

8.10.2 The representations shall be examined by the standing DPC immediately, but in any case before completion of 90 days from the date of receipt of the representation.

8.10.3 In case, the decision of the standing DPC isn't acceptable to the aggrieved officer, he/she may represent before appellate authority within 15 days of receipt of DPC's decision & appellate authority has to examine the same within 60 days of receiving the representation.

The appellate authority details are as under,

PROMOTION CADRE	DPC HEADED BY	APPELLATE AUTHORITY
MMGS-III to SMGA-IV	Executive Director,	Managing Director & Chief Executive
SMGS-IV TO SMGS-V	Incharge HR	Officer

The decision of the appellate authority shall be final. In case of acceptance of his / her representation, promotion will be considered from the retrospective date i.e date of announcement of promotion result .

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9. PROMOTION – SMGS-V TO TEGS-VI & TEGS-VI TO TEGS-VII

9.1 There shall be only one channel i.e. 'Merit Channel' for promotions to TEGS-VI and TEGS - VII.

9.2 Eligibility

9.2.1 Minimum Active Service

The requirement of minimum service in the present scale (Completed years as on 1st April) for being eligible for promotion would be as under-

Scale	Minimum Active Service in Present Grade (in years)	Residual Service (in years)
V to VI	3	2 years
VI to VII	3	2 years (*)

(*Government guidelines vide letter F.No.16/20/2019-BO.I dtd.30th August, 2019)

9.2.2 No officer would be given the benefit of relaxation in the minimum required experience at two successive levels of promotion in Scale-III and above without the prior approval of the Board.

9.2.3 Minimum Service in Officer Cadre:

For being eligible for promotion the candidate must have put in total service in the Bank as an officer as under

- a) For promotion to TEGS-VI - 15 years
- b) For promotion to TEGS-VII - 18 years

In case, the Officers joins at a Scale higher than Scale-I, the minimum service requirement as above would be reckoned from the level at which they enter the service. For example, if an officer enters at Scale-II, the minimum length of service for promotion from Scale-IV to Scale-V will be 9 years instead of 12 years.

9.2.4 Experience as Zonal Manager

9.2.4.1 For being promoted to Scale VII, the officer should have worked as Zonal Head for at least two years

OR

The officer must have worked, in Scale-IV to VI in the Zonal Office / Head Office for two years. (The experience as Chairman of RRB would be treated as equivalent to experience as Zonal Head / DGM of Branch Head of Scale VI).

9.2.4.2 For being promoted to Scale VI, it is desirable that the officer has worked as Branch Head for minimum period of 3 years or he/she has worked as Zonal Manager for 2 years. The candidates without Branch Manager-ship / Zonal Manager-ship experience will be required to complete 3 years as Branch Head / 2 years as Zonal Head on his/her promotion to Scale-VI.

9.2.4.3 Notwithstanding anything stated above relaxations shall be available to the officer otherwise eligible for promotion to SMGS-VII, in respect of experience as Zonal Manager with the prior approval of the Board.

9.2.5 Marks in Annual Performance Appraisal Reports (APARs)

9.2.5.1 For being eligible to participate in the process for promotion to TEGS-VI & TEGS-VII the Officer must secure average 75% marks in APAR for the eligible years of service and not less than 60% marks in any of the eligible years for eligibility for appearing in promotion process.

9.3 Process for Promotions

9.3.1 Promotion process for promotions from SMGS-V to TEGS-VI and TEGS-VI to TEGS-VII shall consist of Personal Interview.

9.3.2 Weightage shall be given to the following:

- i. Whether the officer has worked in different specialized areas like Treasury, Forex, IFB, Integrated Risk Management, RRB etc.
- ii. Whether officer has been posted to different parts of India (States).
- iii. Whether the officer has experience of working in the field as well as working in Zonal and Head Office as a specialized officer.
- iv. Whether the officer has professional qualifications and/or has the officer acquired additional qualifications after joining the service.

9.3.3 Weightage shall be given for marks secured under APAR during previous 3 years, areas of exposure as mentioned above and Interviews.

Different weightage to each of the above aspects are given separately at para 9.5

9.3.4 A merit List on the basis of aggregate marks secured by each candidates shall be prepared and Final Results shall be declared by Departmental Promotion Committee with the approval of Managing Director & CEO or in his absence Executive Director holding HR functions.

9.4 Interviews

9.4.1 All eligible candidates for promotions shall appear before the Interview Panel for personal interview.

9.4.2 The constitution of interview panel shall be as under:

For Promotion to TEGS-VI		For Promotion to TEGS-VII	
Managing Director & CEO	01	Managing Director & CEO	01
Executive Director	02	RBI Nominee Director	01
		Govt. Nominee Director	01
Outside Experts in Banking Domain	02	Outside Experts in Banking Domain	02
TOTAL	05	TOTAL	05

9.4.3 In respect of promotions to Scale VI, the Outside Experts on Interview Panels shall be nominated by Managing Director & CEO.

9.4.4 In respect of promotion to Scale VII –

- (i) In case of vacancy in the office of MD & CEO, the senior most Executive Director shall chair the panel & DPC.
- (ii) The two outside experts,(of which at least one should be from category (ii)(a) below), to be nominated with the approval of the Bank's Board, having the following qualification/experience
 - (a) A former CMD/MD of a Public Sector Bank other than the Bank concerned; or
 - (b) A former member of an All India Service or a Central Service Group 'A', with experience at the level of Higher Administrative Grade or above; or
 - (c) An academician from a premier institute, with at least 5 years of experience at the level of professor or equivalent in the field of finance, economics or business management.

9.5 Weightage

Weightage for different aspects of promotion process would be as under

Sl. No	Particulars	SMGS-V to TEGS-VI	TEGS-VI to TEGS-VII
01.	Annual Performance Appraisal Form	60	60
02.	Interview	40	40
TOTAL		100	100

9.6 Departmental Promotion Committee

9.6.1 There shall be a Standing Departmental Promotion Committee (DPC) for supervising the promotion process.

9.6.2 The Standing DPCs would comprise of the following

For Promotion to TEGS-VI	
Managing Director & CEO (Chairman of the Panel)	01
Executive Director	01
General Manager	01
TOTAL	03

For Promotion to TEGS-VII	
Managing Director & CEO (Chairman of the Panel)	01
RBI Nominee Director	01
Govt. Nominee director	01
TOTAL	03

9.6.3 The Managing Director & CEO shall nominate Executive Director & General Manager as member of DPC for promotion to TEGS-VI.

9.6.4 Managing Director & CEO is empowered to nominate outside expert/s in respect of promotion from TEGS-VI to TEGS-VII. Similarly, in case of Interview Panel/Standing DPC, the Managing Director & CEO may be empowered to nominate substitute member of Interview Panel/DPC, if the RBI Nominee Director OR Govt. Nominee Director OR both is / are not available.

9.7 Probation

9.7.1 An Officer on his / her promotion to higher grade will be on probation in the promoted scale for a period of 1 year from the date of promotion.

9.7.2 On expiry of the probation period of one year, the promotee officer will be considered eligible for confirmation in the higher scale subject to his / her work, conduct, performance, being found satisfactory during the period of probation. Such confirmation shall be by an order in writing within a period of 90 days after completion of probation period. The Competent authority for Confirmation will be as under,

Promotion From	Competent Authority
SMGS-V to TEGS-VI	Managing Director & CEO
TEGS-VI to TEGS-VII	

9.7.3 The probation period shall automatically stand extended to the extent of leave (other than casual leave and privilege leave / sick leave not exceeding one month in aggregate) Maternity leave, unauthorized absence, period of suspension of the promotee officer during the probation period.

9.7.4 If the work, conduct, performance and attendance of the promotee officer is not found satisfactory OR any disciplinary action in respect of misconduct / fraud is initiated during the probationary period, the management may, at its discretion, by an order in writing. Extend his / her initial probationary period of one year or by such further period or periods not exceeding one year as may be deemed necessary.

OR

Revert him / her during or at the end of the probationary period to the lower scale.

9.8. Grievance Redressal

9.8.1 The Officer aggrieved with the decision of the DPC may make a representation to the relevant standing DPC within 45 days of declaration of results.

9.8.2 The representations shall be examined by the standing DPC immediately, but in any case before completion of 90 days from the date of receipt of the representation.

9.8.3 In case, the decision of the standing DPC isn't acceptable to the aggrieved officer, he/she may represent before appellate authority within 15 days of receipt of DPC's decision & appellate authority has to examine the same within 60 days of receiving the representation.

The appellate authority details are as under,

PROMOTION CADRE	DPC HEADED BY	APPELLATE AUTHORITY
SMGS-V to SMGS-VI	Managing Director & Chief	Board of Directors
SMGS-VI to SMGS-VII	Executive Officer	

The decision of the appellate authority shall be final. In case of acceptance of his/her representation, promotion will be considered from the retrospective date i.e date of announcement of promotion result .

10. SC/ST Officers :-

The SC/ST candidates will be entitled to the benefit of reservations and relaxations, if any, in accordance with the guidelines received, on the subject, from time to time, from Government of India, Ministry of Finance, Department of Financial Services. In the case of Scheduled Caste / Scheduled Tribe Officers, if they are senior enough among the Officers who have undergone the process of Promotion in the "Zone of Consideration" for Promotion, so as to be within the number of vacancies for which the Select List has been drawn up, they will be promoted if they are not considered "unfit for promotion". This concession shall be applicable for promotions from Junior Management Grade Scale I to Middle Management Grade Scale II and Middle Management Grade Scale II to Middle Management Grade Scale III. The term "unfit for promotion" shall have the same meaning, as prescribed under the relevant paragraphs for norms for Promotion to Middle Management Grade Scale-II and Middle Management Grade Scale-III, as the case may be.

The Bank will follow the guidelines issued by the Department of Financial Services, Ministry of Finance, Government of India from time to time regarding concession and other benefits to be extended to Scheduled Caste / Scheduled Tribe Officers for Promotion from one scale to another.

11. SPECIALIST OFFICERS

Promotion policy for specialist officers in the bank has been formulated to provide a career path / upward movement to specialist officers, keeping in view their professional qualifications, specialized knowledge, experience and needs of the bank. Details of the policy in respect of Specialist Officers are as under:

11.1 Preamble

11.1.1 Certain areas in the business of Bank require knowledge/expertise in fields other than banking. For example, assessment of credit proposals of industry / monitoring of such account may require technical knowledge about the process in the industry or technical knowledge of Agriculture may be required for financing to Agriculture.

- 11.1.2 With the increased use of technology in management of day-to-day business, higher technical knowledge is required to maintain, manage and upgrade the technology being used by the Bank.
- 11.1.3 In view of the above requirement, the Banks have been recruiting officers in having special qualifications in certain areas like Information Technology, ICWA, direct recruited Forex dealer, Agriculture, Security etc. A policy addressing the management of such specialist officers and their career path in the Bank needs to be framed as the issues involved may be different from those related to general officers of the Bank.
- 11.1.4 This policy attempts to address the issues related to specialist officers and to provide a career path / upward movement to specialist officers, keeping in view their professional qualifications, specialized knowledge, experience and needs of the bank.

11.2 Government Guidelines

- 11.2.1 Government of India issued uniform guidelines for inter-scale promotions of officers on 14th March 2012. The guidelines included certain directives in respect of specialist officers.
- 11.2.2 Officers recruited in the specialist cadre would be eligible for promotion in their respective cadre as per the eligibility and experience as applicable to other officers.
- 11.2.3 In case, the Specialist Officers joins at a Scale higher than Scale-I, the minimum service requirement as mentioned in these Guidelines would be reckoned from the level at which they enter the service.
- 11.2.4 There will be exemption from posting to rural areas for specialist officers.
- 11.2.5 It shall be mandatory for the specialist officers that prior to joining the main stream cadre, such officers should necessarily remain in the specialized cadre for at least five completed years of service. Thereafter, the officer should gain experience of at least two years in field operations.

11.3 Applicability of the Policy

- 11.3.1 The promotion policy for specialist officers shall be applicable to all directly recruited specialist officers (excluding AFOs, Credit Officers, Chartered Accountants and FEX officers) in the Bank and presently working in the respective specialist vertical.
- 11.3.2 Officers who are inducted into the IT stream upon their promotion from clerical cadre *by executing the bond and* who are presently working in IT stream.
- 11.3.3 Officers who are integrated from the General Banking officer cadre, *duly executing the bond and* are presently working in IT stream

The Managing Director & CEO and in his absence the Executive Director in Charge of HR may add, delete or modify specialist officer vertical/category having regard to the Bank's needs/requirements from time to time.

As per the industry level practice, AFOs would not be treated as specialist officers for the purpose of promotion.

11.4 Career Path

A Specialist Officer who has joined in Scale I, II & III can opt for conversion to General Officer Cadre as per the conditions mentioned in para 10.11 below.

Those executives who have been directly recruited in SMGS-IV, V and VI will continue in the respective Specialist vertical. However, upon promotion to immediate higher scale they will be treated as General officers.

The career path for the different category of specialist officers will be restricted up to the scales indicated below

Category of Specialist Officers	Career Path up to
Computer Specialists recruited in all Scales, I.T. Officers	Scale VI
Security Officers	Scale VI
Law Officers	Scale V
Economists	Scale V
Company Secretary	Scale V
Dealers	Scale IV
Official Language Officers	Scale III
Personnel Officers	Scale IV
Chartered Accountants*	Scale IV
Fire Officers	Scale III
Electrical Officers	Scale III
Architects/Engineers	Scale IV
Officers (Asset Liability, Risk Management)	Scale IV
Marketing Officers	Scale III
Credit Officers*	Scale IV
Forex Officers*	Scale IV
Technical Officers	Scale IV

** For the purpose of posting, the Credit Officers, Chartered Accountants and Forex Officers will be treated as specialist officers and for career progression, these officers shall be considered under the General Banking stream*

Specialist Officers who have reached the scale to which their career path is restricted shall be allowed to participate in the promotion to higher scale along with other General Banking Officers in that scale, if they are otherwise eligible and fulfilling the prescribed norms.

For this purpose, there shall be a combined seniority list of Officers in the respective scales upto which the career path is restricted, as per their inter-se seniority. Once the officer is promoted to the higher Scale, he/she shall cease to be in the Specialist Segment and merge with the General Banking Stream.

11.5 Vacancies

The Managing Director & CEO and in his absence the Executive Director In-charge of HR is the competent authority to declare vacancies in each specialist vertical ensuring Zone

of Consideration at minimum 1:2, depending upon the organizational needs and subject to the availability of vacancies in the respective specialized verticals/government guidelines/Bank's promotion policy prevailing at the time of initiation of the promotion process.

Competent authority may declare the vacancies in each scale in the respective vertical maintaining minimum Zone of Consideration at 1:2 or scale wise consolidated vacancies may be declared for specialist officers in the best interest of the Bank and its employees.

11.6 Rural/Semi Urban Service

Specialist officers are exempted from the mandatory requirement of rural/semi urban service. However, in respect of specialist officers below SMGS-IV, if they opt for general stream, after their integration into general banking stream they shall complete the mandatory rural/semi urban service.

11.7 Weightage

Weightage for the various promotional parameters for specialist cadre will be as under:

Promotion		Weightage (%)					
		Written/ Online Test	APAR	Edu. Quali.	Seniority	GD*	Interview
Scale I to II & II to III	Merit	50	35	5	--	--	10
	Seniority	Qualifying	75	--	5	--	20
Scale III to IV	Merit	20	50	--	--	5	25
Scale IV to V	Merit	Qualifying	70	--	--	5	25
Scale V to VI	Merit	--	75	--	--	--	25

*Group Discussion

11.8 Assessment of requirement

11.8.1 The number of posts for Specialist Officers in various Specialist areas and under each grade of Officers would be identified every year by HRM Dept. in consultation with the concerned operational Dept.

11.8.2 If, sufficient number of Specialist Officers in any scale is not available and if it is not possible to fill in such posts by promotion then the Bank may go for recruitment of Specialist Officers in higher scales i.e from Scale-I to Scale-IV, subject to approval of Board .

11.9 Transferability

11.9.1 It would be ensured (unless in case of exigencies) that the Specialist Officers are utilized for Specialist jobs and accordingly their posting is decided.

11.9.2 Notwithstanding anything specified elsewhere in the guidelines regarding the transfer, posting, normal tenure at a place/ZONE etc., an Officer in the specialized category is transferable to any office/branch as per the operational requirement related to the Specialist areas and the suitability of the concerned Officer.

11.9.3 It should be noted that the provisions of regulation 17 of O.S.R., regarding rural / semi urban branch service for eligibility for promotion to MMGS-II and MMGS-III, would become operative on Officers converted from specialized category to general category.

11.9.4 It is felt that any Officer working in the Bank should have some exposure to the actual business units i.e. branches. Such exposure will add to the understanding of actual issues at the ground level, which are to be addressed by the specialist officers.

The bank may therefore, post specialist officers in MMGS-III to the branches for a specific tenure of not less than 1 year.

11.9.5 Notwithstanding anything said above, an Officer in a specialized category may be required to carry out the duties of a general Officer, in case of administrative requirement with the prior approval of Head Office.

11.10 Promotions

11.10.1 Up to Scale-III, the Specialist Officers shall be allowed to compete with the General Officers and get promoted irrespective of number of vacancies in Specialist cadre in those Scales. This is possible as the Specialist posts in these scales are inter changeable from scale to scale.

11.10.2 It is the policy of the Bank that in any promotion process maximum number of Specialist Officers which can be promoted to higher scale shall not be more than 20% of total Officers promoted.

11.10.3 All Specialist Officers promoted to Scale-IV & above would be automatically converted into General Officers.

11.10.4 In case of officers directly recruited in SMGS-IV (Chief Manager) or in higher scale than Chief Manager as specialist officer, the provisions mentioned above shall not be applicable. Such officers shall retain their Specialist Status in higher scales also.

However promotions of such officers would be subject to availability of Specialist Posts in next scale.

11.11 Conversion to General Officer Cadre

11.11.1 The Specialist Officers in Scale-I, II, III & IV shall have an option of getting converted to General Officer cadre after completing minimum service as Specialist Officers in Bank as under.

No	Particulars	Minimum Service for conversion
1.	Specialist Officers Recruited in JMGS-I	10 years
2.	Specialist Officers Recruited in MMGS-II	7 years
3.	Specialist Officers Recruited in MMGS-III & IV	5 years

- 11.11.2 On completion required minimum service as Specialist Officer, he/she can apply in writing to Deputy General Manager, HRM Department for conversion to General Officer Cadre.
- 11.11.3 The Bank shall decide the number of conversions to be allowed from each specialized area on the basis of the requirement of the Officers in respective areas.
- However the total number of Officers in any particular specialized area, to whom conversions are to be allowed during one financial year, shall not be more than 20% of the number of Officers in that Specialized area.
- 11.11.4 The Officers desirous of opting for conversion would have to apply on or before 31st December of every year to Deputy General Manager, HRM, H.O., through proper channel.
- 11.11.5 The application would be considered by the HRM Department in relation to requirement of post in the respective disciplines & past performance of the applicant officer.
- 11.11.6 The Committee of General Managers would be Competent Authority to decide upon application for conversion to General Officer Cadre. The members of the Committee shall be nominated by Managing Director & CEO / Executive Director.
- 11.11.7 The HRM Dept. shall convey the decision regarding application for conversion to the concerned Officer. The conversion, if allowed would be w.e.f. 01st April of the subsequent Financial Year.
- 11.11.8 Notwithstanding anything stated above, the decision about conversion of any specialist officer to general officer cadre will be the sole discretion of management and no right, whatsoever, is vested in the specialist category officer/s on this score.
- 11.11.9 The option for conversion to General Officer Cadre by a specialist officer shall be irrevocable.
- 11.11.10 The specialist officer, immediately after conversion to General Officer Cadre, would be required to have field experience in main stream banking for 2 years.
- 11.11.11 The Officers converted to General Officer cadre as a consequence of their promotion from MMGS-III to SMGS-IV shall be posted at branches for two years as per the Government guidelines. Such Officers would be eligible for promotion to next higher grade only after completing two years field experience. The stipulation shall however be relaxed with the condition that such candidates shall be posted at branches for two years, as the case may be on promotion to complete the remaining tenure. Failure to complete the Rural/Semi Urban service shall make the officer ineligible for promotion to the next higher scale.

12. General (For General and Specialist Officers)

12.1 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 upto Scale IV. Refusal will not be allowed in respect of promotion to Scale V and above.

12.2 There shall be Waiting List of candidates for unforeseen vacancies to the extent of 10% of the vacancies declared against the contingent vacancies like death, VRS, resignation, etc., if any, which may arise during financial year from the date of preparation of such waiting list. Such waiting List will be valid till the end of the financial year for which the promotion process has been conducted.

12.3 The policy will be in force till next revision/amendment with the approval of Board of Directors.

GENERAL GUIDELINES :

- (I) 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.
- (II) 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 and availability of minimum two years of APAR marks . However, for any other specific cases, General Manager, HRM to take a suitable decision in case of any operational difficulties.
- (III) Marks for qualification acquired as of the date of issuance of promotion circular, shall be awarded to mainstream officers for promotion.
- (IV) The candidature of promotion in respect of all such candidates who are reported to have resorted to unfair means in the written test and whose cases have been identified in the technical analysis of exam conducting external agency (presently, IBPS, Mumbai) as "Established beyond all reasonable doubts", Bank will reserve the right to take appropriate administrative action against such officers as deemed fit.
- (V) Review of Performance of Promotee Officers :- It is expected from the promote officers to perform as per the requirement of the higher cadre. The reporting authority will closely oversee the performance of the promotee officer, at least for a period of 6 months from the date of promotion and communicate to the concerned officer the weak areas, if any, so that the officer may improve his/her performance and shoulder higher responsibility.

- (VI) 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 thereof. 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.
- (VII) The waitlisted officers would be awarded promotion prospectively as per panel merit order, as and when vacancies arises on account of superannuation / non acceptance of promotion etc. The waiting list shall remain valid till the end of financial year.
- (VIII) 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.
- (IX) 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.
- (X) This policy shall be in force for a period of three years from the date of approval of policy by the Board subject to any change in guidelines issued by Govt. of India and other regulatory bodies from time to time. However, The Board reserves its right to alter, amend, modify or vary in any manner whatsoever from time to time, all or any of the terms & conditions incorporated in the policy. 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.

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