

EXPORT-IMPORT BANK OF INDIA
TRANSFER & JOB ROTATION POLICY

1. Preamble

In terms of the Export-Import Bank Officers' Service Regulations, 1982 (Regulation 40) every officer is liable for transfer to any office or branch of the Bank or to any place in India. An officer shall be liable for transfer to anywhere outside India with his consent. The Transfer/Job Rotation Policy, is intended to facilitate Manpower Planning and but would also become the backbone of a vibrant and robust Human Resources (HR) intervention which would simultaneously aim to meet the Bank's overall objectives and individual aspirations of the officers in terms of their overall exposure and grooming. This Policy Note seeks to consolidate and codify various regulations and practices into a cohesive Policy Document.

2. Objectives

The basic objective of the Transfer/Job Rotation Policy of the Bank would be (i) to endeavour to groom the officers of the Bank to be able to shoulder higher responsibilities by giving them adequate exposure in various functions, responsibilities and different geographical locations; (ii) to have a transparent policy which is not only equitable but also perceived to be equitable by all the stake holders; (iii) to comply with the Central Vigilance Commission (CVC) guidelines; (iv) to rotate officers between two or more assignments or jobs at regular intervals of time in order to expose them to all verticals of the Bank; (v) to function as a pre-planned approach with an objective to test the officer's skills and competencies in order to place him or her at the right place; (vi) to reduce the monotony of the job and gives officers a wider experience and helps them gain more insights; (vii) to help in succession planning, in discovering the talent of officers and determining what he or she is best at; (viii) to help the Bank to



make available professionals with diverse experience and skills, at any given point in time.

3. Coverage

The Transfer/Job Rotation Policy shall apply to all the professional staff in the Bank.

4. Need for Transfer/Job Rotation

The need for transfer/rotation in the Bank arises mainly on account of the following reasons :

- i)* For wider functional, departmental and regional exposure to the officers by rotational assignments aimed at providing them with all round experience for shouldering higher responsibilities as they move up in the organisational hierarchy.
- ii)* To ensure adherence to CVC guidelines on placement of manpower at sensitive positions need to be considered for transfer/rotation after every 3 years which, inter alia, would also include transfer/rotation from one centre to another.
- iii)* To fill up vacancies at various centres resulting from (a) promotion, retirement, resignation etc. and/ or (b) on creation of new posts in terms of functional/ managerial skill /specialized competence for manning various positions.

5. Types of Transfer/Job Rotation

Transfer/rotation or movement of officers may be broadly categorized into two types, viz., (i) based on Bank's requirements and (ii) based on officer's request.

- Officers may be rotated atleast every 07 years or more frequently, depending on the Bank's requirements.



- Internal Job Watch Mechanism: Under this mechanism, as and when there is a requirement of manpower in the Bank in different Groups/Offices, such requirement will be published in the Bank and interested officers will be invited to apply based on the criteria specified for the job. Selection of the officer(s) would be based on aptitude and merit as manifested in a structured interview process.
- Officers will also be considered for 'Secondment' for a period of 6 months in any of the Groups/Offices of the Bank, based on the Bank's needs and exigencies of work.

6. Transfer/Job Rotation based on Bank's requirements

- a) Human Resources Management Group (HRM) of the Bank will review each case for transfer/rotation and decide the transfer/rotation of officers based on the requirement of the Bank and keeping in view the various factors mentioned at para 4 above. Such recommendation will be put up to the Competent Authority for approval.
- b) Based on geographical locations, offices have been grouped and classified as Eastern, Western, Southern, Northern and North-Eastern Zones:

Sl. No.	Geographical Zone	Offices falling under the Zone
1	Eastern Zone	Kolkata (1)
2	Western Zone	Ahmedabad, Mumbai, Pune (3)
3	Southern Zone	Bangalore, Chennai, Hyderabad (3)
4	Northern Zone	Chandigarh, New Delhi (2)
5	North-Eastern Zone	Guwahati (1)

- c) The normal tenure of stay of Officers at a centre would generally be for a maximum period of 7 years subject to compliance of CVC



guidelines as mentioned at para 4(ii) above. However, depending upon requirements and office exigencies, the Bank may effect transfer/rotations of officers at any point in time irrespective of the actual tenure at any specific office. On completing five years of stay at the office, Officers may indicate, for purposes of transfer/rotation, four offices of choice in order of preference, choosing not more than two centres from one Zone. While it would be the endeavour of the Bank to accommodate the officers at their choice offices, the same would depend on the vacancies, office exigencies/administrative convenience, background and track record of the officer concerned and would be at the sole discretion of the Bank.

- d) Subsequently, with an objective to impart all round exposure to the officers, it would be endeavoured for transfer/rotations to be effected in such a way that by the time an officer reaches the Senior Management level i.e. Deputy General Manager (DGM) or Top Executive level i.e. General Manager (GM), he/she would have moved in different zones or Groups of the Bank.
- e) The abovementioned guidelines are being introduced with the long term objective for developing a pool of officers in the Bank with all round experience who could progressively shoulder higher responsibilities with ease and confidence.
- f) Tenure of an officer at any centre would normally be as indicated above at para 6(c), except under certain circumstances where retention may be granted on compassionate ground, which would be solely at the discretion of the Bank or on account of the Bank's work related exigencies. In any case, if extended stay is to be considered at the discretion of the Bank it would not normally exceed a total period of 7 years with the specific approval of the delegated authority relating to transfer/rotation of officers in various Grades. Any further extension beyond 7 years can be considered only in exceptional cases with the approval of the CMD.



- g) Depending upon the manpower of a Group/Office, officers will be rotated in April each year, subject to their completion of atleast 07 years in the same Group/Office.
- h) The Bank, based on the business exigencies, may transfer/post an officer to any domestic or overseas office for a short period i.e. 6 months to 2 years. In such cases, to avoid short disruptions, the Bank may permit the officer to proceed to the new posting on single status and retain the Bank's accommodation for his/her family at the original place of posting.

7. Posting to Centres in North-Eastern Region (NER)

The tenure of posting, repatriation to choice centre, etc. for posting to centres in North-Eastern Region, under this Policy, will be as under :

- a) Tenure of posting at Guwahati will be for a period of 5 to 7 years. For officers belonging to North-Eastern States, tenure of posting will be of normal tenure as applicable to the respective Grades.
- b) On completion of the prescribed tenure at these centres, officers will be repatriated to one of the three choice centres in atleast two different geographical zones, as mentioned at para 6(b) above, depending on the availability of vacancies and administrative convenience. In case it is not possible to accommodate the officers concerned at any of the three choice centres due to unavailability of vacancies in view of limited number of offices in the Bank, fresh three choice centres would be sought for from the officers concerned and to the extent possible, the officers would be repatriated to one of these choice centres.



8. General Conditions

- a) Although efforts would be made to effect transfer/rotations/rotation as per the above laid down criteria, yet the Bank reserves the right to transfer/rotate/retain officers subject to administrative convenience / exigencies at its sole discretion.
- b) To reduce the tendency amongst officers to get posted to their home/choice centres repeatedly, back to back transfer/rotation would generally not be granted except at Mumbai where the Head Office of the Bank is located.
- c) Officers would be expected not to bring outside influence in any form for transfer/rotation or favourable placement. Such an action on the part of an officer would be viewed very seriously and action as per the provisions of the Export-Import Bank Officers' Conduct, Discipline and Appeal Regulations, 1983, as amended from time to time, would be taken against such officials.

9. Transfer/Rotation based on officer's requirements

- In case of request of an officer for transfer/rotation to a particular centre/office, the Competent Authority on the merit of each case and keeping in view the Bank's requirement, vacancy positions, skill requirement, track record of the employee and administrative convenience may consider the same. An officer would be considered for transfer/rotation on request, if the situation so warrants, without insisting on the number of years of stay at one Centre/Office.
- Officers transferred/rotated on specific condition or those retained at their requests would be governed by the conditions stipulated in their transfer/rotation/retention orders.
- Transfer/rotation requests shall be forwarded to HRM Group, Head Office, with supporting documents, if any, through the Group Head / Regional



Head (RH), as the case may be, alongwith their specific recommendations / comments.

- To the extent possible, the Bank would follow the guidelines issued by Government of India from time to time regarding posting of working spouses at the same place. However, this will depend upon the administrative exigencies / availability of suitable posts at the desired place / performance and service record being to the satisfaction of Exim Bank and this will not be claimed as a matter of right by the officers.
- The Bank will have the right not to accept the request for transfer/rotation /deferment without assigning any reason, if it has reason to believe that posting/continuance of the applicant at the requested/existing centre of posting is prejudicial to the interest of the Bank or it would in any way adversely affect the general working atmosphere at that centre or any other reason as may be considered important by the Bank.

10. Deferment of Transfer/Rotation

Deferment of transfer/rotation may be allowed on compassionate ground at the sole discretion of the Bank. All requests for deferment would have to be submitted through Group Head/Regional Head, as the case may be, to HRM Group, who would seek the decision of CMD based on the merit of each case.

Deferment of transfer/rotation on promotion will not be allowed unless otherwise approved by the Competent Authority.

11. Transfer/Rotation Process

- The annual transfer/rotation exercise, as far as possible, shall be completed latest by May 31 of any financial year. HRM Group will identify officers who have completed 7 years of service in the same Group/Office during the financial year (April-March) and the transfer/rotation of such officers will be effected in the succeeding financial year.



- The transfer/rotation process will be initiated by HRM Group, after identification of officers for transfer/rotation and put up for the approval of the Competent Authority. Subsequent to the issuance of the transfer/rotation order by HRM Group, the entire transfer/rotation process (relieving from existing Group/Office to reporting at new Group/Office, should generally be completed within a time period of 2 months.
- All officers in respect of whom orders of transfer/rotation have been issued would be relieved promptly by the Group Head/Regional Head by the given date unless specific approval has been obtained from HRM Group. However, in case this is not done, the employee would automatically stand relieved as per the transfer/rotation order.
- The officer concerned would draw salary only from the new place of posting. In the event of the employee failing to report at the new place of posting even after the date of relieving and availing usual journey period / joining time, his pay/ perks shall automatically cease unless the absence is pre-authorized by HRM Group.
- Officer, who has been transferred or on job rotation, will be responsible for getting another/new officer acquainted to the work portfolio and handing over of portfolio.
- To the extent possible, officers will be swapped wherever possible.
- Transfer/Job Rotation may occur even before completing 07 years in a Group/Office, depending upon Bank's exigencies. Similarly, Transfer/Job Rotation may need to be postponed beyond 07 years in case of need and in absence of appropriate replacement.
- At the time of Transfer/Job Rotation, the Bank, considering the areas of expertise or professional qualification of an officer, irrespective of the



Group or Office in which officer is presently posted, may post the officer in a Group where his/her services are required

12. Transfer/Rotation on Tour basis/Temporary

Depending upon the office exigencies and requirement, the Bank may transfer/rotation any officer to another Group/Office, on temporary/tour basis. The duration of such transfer/rotation will not exceed a period of six months. In such cases, officers will not be eligible for any transfer/rotation benefit other than the usual journey fare for self and VOF accomodation. Moreover, the reimbursement of monthly allowances for such officer would continue to be made at their original place of posting irrespective of their stay at temporary centre.

13. Competent Authority

- All transfer/rotation decisions shall be taken by the Competent Authority. Competent Authority for the purpose of approval of transfer/rotation will be CMD or any authority that may be designated for the purpose by the CMD.
- The Transfer/Rotation Policy is proposed to be a long term document, however, depending upon exigencies, the Bank may review the same as and when required.

14. Conclusion

Although efforts would be made to effect the transfers/rotations as per criteria laid down, the Bank shall reserve the right to transfer/rotate/retain officers at various Groups/Offices of the Bank keeping in view the Bank's goals and requirements.

