

Employee Relations Division,
Human Resources Department, Central Office

Union Bank Bhawan, 239, Vidhan Bhawan Marg, Nariman Point, Mumbai - 400021

Staff Circular No. 7333

Date: 31st December, 2020

To: All Branches /Offices

Sub: Memorandum of Settlement dated 30.12.2020 arrived between the Representatives of Management and the Representatives of All India Union Bank Employees' Association (AIUBEA) - Revised Transfer Policy for Award Staff

Consequent to the Amalgamation of Andhra Bank and Corporation Bank into Union Bank of India, various rounds of discussion were held with the representatives of All India Union Bank Employees' Association for harmonizing policies relating to Award Staff employees in the amalgamated Union Bank of India.

The Management, in agreement with the representatives of All India Union Bank Employees' Association has codified the Transfer Policy for Award Staff as per Memorandum of Settlement dated 30.12.2020 signed under the provision of Industrial Disputes Act, 1947. The said settlement is enclosed here with.

As per the agreed terms of the Settlement, separate communication shall be sent with regard to opening of the Digital Transfer Diary module in Union Parivaar once the updation is complete

All are requested to take note of the above.



(KALYAN KUMAR)
CHIEF GENERAL MANAGER (HR)





Memorandum of Settlement dated 30th December 2020

Between

The Management of Union Bank of India

And

All India Union Bank Employees' Association AIUBEA

Regarding the Transfer Policy for Award Staff in Amalgamated Union bank of India Under Sec 2 (P) & 18(1) of Industrial Disputes Act 1947 read with Rules 58(4) of the Industrial disputes (Central) Rules 1957.

Short Recital of the Case

Whereas both the parties have entered in to settlement on transfer policy applicable for Award Staff in Union Bank of India and the same was implemented hitherto as per Staff Circular No. 3270 dated 12.04.1988 and Staff Circular No 3656 dated 17.10.1990

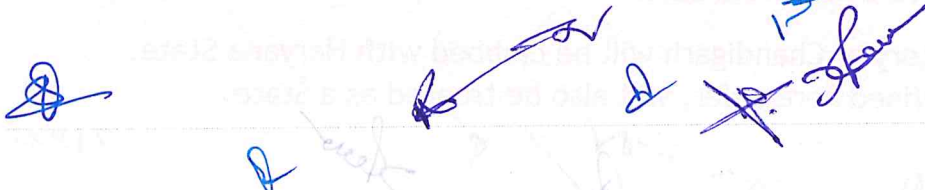
Whereas both the parties subsequent to the amalgamation of Corporation Bank and Andhra Bank into Union Bank of India feel the necessity to review the above said transfer policy to suit the needs of the amalgamated Union Bank of India to govern the transfer of award staff.

Accordingly, discussions were held between both the parties on 16th December, 2020 and broad understandings were arrived at. Now both the parties decide to review, revise, modify & rewrite the Settlement on transfer policy circulated vide Staff Circular No. 3270 dated 12.04.1988 and Staff Circular No 3656 dated 17.10.1990 through the settlement as under:

Terms of Settlement

The transfer policy applicable for Award Staff of Union Bank of India has been reviewed, revised and modified as under:

This Transfer Policy shall be subject to the various provisions on the subject contained in Sastri Award, Desai Award as modified by the various Bipartite Settlements and shall also be subject to the industry-wise settlement which may be made hereafter on the subject. This Transfer Policy for Award Staff in the amalgamated Union Bank of India shall, however, supersede all previous agreements, understandings and policies on the subject of transfer of Award Staff arrived at between the then representatives of the Management of e-Andhra Bank, e-Corporation Bank and Union Bank of India and the Unions/Associations of the e-Andhra Bank, e-Corporation Bank and Union Bank of India.



This transfer policy shall be applicable to all the Award staff of the amalgamated Union Bank of India.

It is agreed that Posting and assignment of duties is a Management function.

Definitions.

Station:

“Station” will mean village(s) or town(s) or city(ies) including cantonment and suburban areas within the Panchayat, Union Board, Municipal or Corporation limits.

EXCEPTIONS:

Mumbai

Mumbai will include all branches/offices in Greater Mumbai and its agglomeration in Thane District, including branches in Raigarh District falling under Harbour Line of Mumbai Suburban Railways upto Panvel. (Pune Branches - District wise)

Kolkata

“Kolkata” will include all the Branches/Offices in Kolkata Municipal Corporation area, Howrah Municipal Corporation area, Bidhan Nagar Notified area, Dum Dum South Municipality and Bura Nagar Municipality.

Delhi

Delhi will include branches/offices in New Delhi, Old Delhi and Shahadara.

State:

The term state will mean geographical area as defined or determined by the government of India from time to time. Centrally administered area or a Union Territory will also be treated a separate state for the purpose of this policy provided that

Tamil Nadu State will also include adjacent Stations in Puducherry State.

Mahe will be clubbed with Kerala State.

- Union Territory of Chandigarh will be clubbed with Haryana State.
- Delhi, as defined hereunder, will also be treated as a State.

District

District means geographical area of a District as per State/ Central Government notifications.

Note:

During the course of implementation of the policy, due to more than one Zone existing in few states if there is a necessity to add further clarity then the same may be done mutually between both the parties as per the need.

A. Request Transfer :

All request transfers will be subject to availability of vacancies.

1. One common state-wise request transfer Diary for various stations already maintained digitally in Union Parivaar by the then Nodal Regional Offices of Union Bank of India will now be continued & maintained by the FGMOs governing the respective states. The existing transfer requests of employees already registered in the digital transfer diary maintained in Union Parivaar as of 31st March 2020 shall be kept as it is. Such state-wise digital transfer diary will indicate the names of stations and Districts in the states. Due to amalgamation of Andhra Bank & Corporation Bank into Union Bank the existing digital transfer diary will be updated with additional stations & districts based on the geographical existence of the branches of the amalgamated Union Bank of India. This will be done in consultation with the AIUBEA.
2. It is agreed that the pending request transfer applications of the employees of e-Andhra bank and e-Corporation Bank as of 31st March, 2020 will be inserted into the digital transfer diary already maintained in Union Bank of India for Union Bank employees as per the date of receipt of application in HRMS package of e-Andhra Bank and e-Corporation Bank for respective station / District / state as defined in the transfer policy.
3. Thereafter the online digital Transfer diary will be made available to employees to register their requests. Bank will issue appropriate notification about availability of digital transfer diary in consultation with AIUBEA after completion of above exercises. Fresh applications to be lodged on / after opening of digital Transfer diary will be allocated diary number as and when submission of application is made in the system.



4. Employees shall apply for request transfer through online digital transfer diary maintained in Union Parivaar for options as under:

- Any Two stations in the order of Preference.
- For Any district within the State.
- For anywhere in the State.

An employee can choose any or all the options as above.

5. The term 'State', 'District' and 'Station' will mean 'State', 'District' and 'Station' as defined in chapter Definitions.

6. Newly recruited clerical staffs / sub-staffs shall be eligible to apply for request transfer only after completion of one year active service in the Bank.

7. The employee on submission of his online request will be able to see & note his actual real time transfer diary number for the options chosen & applied by him on the basis of "first apply first served basis" through Union Parivaar.

8. The request registered for options i.e Station/ District within the state in which the employee is working will be treated as intra-state requests and the request registered for options situated in other state will be treated as inter-state transfer requests.

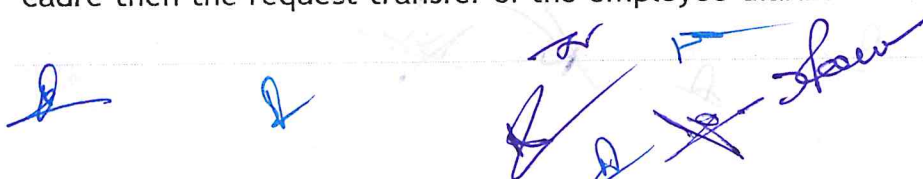
9. Transfers shall be effected on "first come first served basis" strictly as per the serial number for respective options in the online transfer diary. While intra state transfer requests will be dealt and considered by respective FGMO under which the state is attached, inter-state transfers will be dealt and considered by Central Office on the basis of transfer diary and serial number of employees in order. Inter-State transfers will be effected by the Central Office on receiving the necessary information from the concerned FGMO like name of the employee to be transferred, place of vacancy, his ranking, etc. The intra state transfers within the jurisdiction of the state will be effected by the FGMO as per transfer diary number registered in the digital transfer diary.

10. After the orders of transfer are issued and if the employee is not relieved for want of substitute, then his vacancy will be kept open till he is relieved. In the meantime, orders for others below him in the order as per the Transfer Diary will be effected provided further vacancies are available in the station where Transfer has been sought.

11. Request transfers shall be considered in preferences to direct recruitment.

[Handwritten signatures and initials in blue ink]

12. The transfer Diary maintained digitally in the respective FGMO will be shown by respective FGMO / Central Office to the representatives of the Recognized Union of the Bank as and when requested.
13. Joining time shall be allowed in respect of request transfers also only once in the entire career in the respective cadre of the staff member.
14. In case an employee, while being designated as SWO-A, had already applied & registered his/her request for transfer to a particular Station/District in the online Transfer Diary maintained at FGMO; got higher assignment as Head Cashier-II/ Special Assistant before consideration of his/her pending transfer request as SWO-A, for want of a vacancy, then he/she shall be advised to inform the Management whether he/she is willing to undertake the transfer foregoing the special allowance drawn by him.
15. In case the concerned employee is desirous of a request transfer to any station/district as a Head Cashier-II or a Special Assistant for station/district within the state, he/she shall make fresh request transfer application as Head Cashier-II or Special Assistant for vacancies in that station/district of the state and the same shall be considered on 'first come first served' basis.
16. Request transfers from employees working in one station of a state to another station/ district of the same state or another state will be diarized in the digital transfer diary by giving the transfer diary number to the employee for the respective options. However, such transfer requests will be considered on the basis of availability of vacancy in that station/ district for which no other employee's request is already diarised in the transfer diary.
17. Request for Inter-state transfers will be restricted to 4 times only during the entire service period of the employee.
18. Once the request transfer is acceded to and carried out, the applicant's name registered in the Transfer Diary will be deleted from the Transfer Diary for the particular station/choice only. Once an offer is made for request transfer to a station/choice other than his first preference and if he refuses to accede to such an offer, his name will be deleted for that station/choice as well as for the station/choice of subsequent preferences. If 1st preference is considered, 2nd, 3rd and 4th preferences will be deleted. If 2nd preference is considered, 3rd and 4th preferences will be deleted and 1st preference will continue to exist in the online transfer diary. If 1st preference is considered all other options will be deleted.
19. In case of Promotion to higher cadre i.e. Sub-staff to Clerk or Clerical to Officer cadre then the request transfer of the employee diarized in the digital transfer



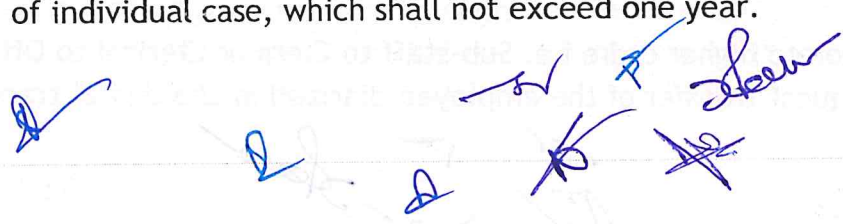
diary, prior to promotion, shall stand deleted from the date of acceptance of promotion.

Exceptions Under Request Transfers:

- i. Transfer of female employees on request on the ground of joining the husband, shall be considered in preference over others and such preference shall be given twice in the entire service of the concerned female employee. Thereafter any further request will be considered strictly as per the Transfer Diary.
- ii. Mutual transfers from amongst applicants at the corresponding stations as per the Transfer Diary and can be effected even if no vacancies in the respective stations exist. However, this option shall not be available to the employees who are transferred on account of job rotation for a period of two years active service.
- iii. In case a vacancy of Head Cashier/Special Assistant arises at a station/district, the request of the employee drawing such allowance shall be considered in preference to the other employees, e.g. the first five employees in the Transfer Diary maintained digitally are SWO A / SWO B, the 6th employee, if he is a Head Cashier/Special Assistant, his/her case shall be considered in preference to the first five employees depending on the vacancy arising.
- iv. Posting on appointment of sportsmen, blind persons, handicapped persons, spastics, dependant appointed on compassionate grounds by the Management shall have preference over Transfer Diary.
- v. In addition certain deserving cases on account of critical illness and other criteria that are not falling under provisions of this policy can be considered by giving preference over transfer diary in consultations with AIUBEA through a consultative meeting as per the merits of the cases.

B) Temporary Transfers :

The Management may consider temporary transfers on compassionate grounds on merits of each case by the FGMO in case the request is within the State and by Chief General Manager (HR) in case the request is from one state to another. Such temporary transfers shall be initially done for a period of 3 months, which may be further extended by the Competent Authority, depending on the merits of individual case, which shall not exceed one year.



C) Rotation Transfers:

- Clerical employees on completion of 5 years' service in a branch/office in a station will be rotated to another Branch/office within the district amongst the eligible clerical employees due for job rotation. Such rotation transfer exercise will be conducted by the Bank once in a year with cut-off date as 31st March and the same should be completed by June.
- In case of Stations having more than one branch, the clerical employees, as far as possible, may be rotated to another branch/office within the same Station.
- In case of stations with single branch, employees working in such branches and due for rotation transfer, will be rotated against the eligible clerical employees due for job rotation working in other single station branches within the district. In such cases, while effecting job rotation, care should be taken that the employee is transferred to the nearest possible branch/station so that the employees are not put to hardships on account of job rotation.
- Male and Female clerical employees who have completed 54/52 years of age respectively, differently abled employees and employees suffering from terminally ill diseases are exempted from Job Rotation as mentioned above. However, they will be rotated to another branch/office within the same Station after completion of 5 years in a particular branch/office.
- Bank will take steps to implement Job Rotation Policy judiciously to minimize the hardships to the employees besides ensuring transparency by informing the recognized Union of the Bank.

Other Terms:



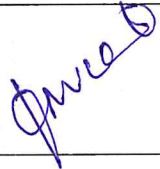

On consideration of the request transfer as per the Transfer Diary/ on Job Rotation, further request for transfer to the same branch/station, as the case may be, from which the employee was transferred / rotated, shall be considered only after completion of two years of active service at the new place of posting.

The settlement shall be binding on both the parties and will be valid until it is amended in accordance with the provisions of Industrial Dispute Act.

If there are any doubts and or differences of opinion regarding the interpretations of any of the provisions of settlement then the matter will be discussed and settled with All India union Bank Employees' Association AIUBEA.



SIGNED AT MUMBAI ON 30.12.2020 BETWEEN THE MANAGEMENT OF UNION BANK OF INDIA AND NEGOTIATING COMMITTEE MEMBERS OF AIUBEA

REPRESENTATIVES OF MANAGEMENT		REPRESENTATIVES OF AIUBEA	
SHRI KALYAN KUMAR CHIEF GENERAL MANAGER (HR)		SHRI R. MANJUNATH PRESIDENT	
SHRI M. VARADARAJAN DY.GEN. MANAGER (ERD)		SHRI N. SHANKAR, GENERAL SECRETARY	
SHRI VIPAN SINGH DY.GEN. MANAGER (HR)		SHRI P.K.MAHESHWARI, ASST. SECRETARY	
SHRI ANUJ SINHA DY.GEN. MANAGER (ERD)		SHRI SANJIV M. DALAL, ASST. SECRETARY	
SHRI K N V CHINNA RAO ASST. GEN. MANAGER(HR)		SHRI VINCENT D'SOUZA NEGOTIATING COMMITTEE MEMBER	
SHRI. J. SIMHACHALAM ASST. GEN. MANAGER(ERD)		SHRI T RAVINDRANATH NEGOTIATING COMMITTEE MEMBER	
SHRI SHARAD GOPALE CHIEF MANAGER (ERD)		SHRI STEPHEN JAYACHANDRA NEGOTIATING COMMITTEE MEMBER	
MS. HIMANSHI PUNJ SENIOR MANAGER (ERD)		SHRI PADMANABHAN M NEGOTIATING COMMITTEE MEMBER	
SHRI VIKAS MORE SC/ST REPRESENTATIVE		SHRI N.V.RAMANA NEGOTIATING COMMITTEE MEMBER	
		SHRI N H JADIA NEGOTIATING COMMITTEE MEMBER	

