

# MEMORANDUM OF SETTLEMENT

(Under Section 2(p) read with section 18(1) of the Industrial Disputes Act, 1947 and Rule 58(4) of the Industrial Disputes (Central) Rules, 1957).

**BETWEEN**

**BANK OF BARODA**

{Baroda Corporate Centre, Mumbai}

&

**ALL INDIA BANK OF BARODA EMPLOYEES' FEDERATION**

*(Sole Collective Bargaining Agent on behalf of workmen in Bank of Baroda)*

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NAME OF THE PARTIES

Bank of Baroda - having its Head Office at Mandvi, Baroda being a Corporation constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970.

Represented by -

Shri T.K.Krishnan  
General Manager (HRM & GA)

Shri P.K.Gupta  
Dy.General Manager (HRM)

Shri J.D Khanna  
Dy.General Manager (HRM & Admn.)

Shri K.C.Pati  
Chief Manager (HRM)

&

All India Bank of Baroda Employees' Federation :-

Represented by

:  
Shri A.K.Jain,  
President

Shri S.S.Prasad,  
Sr.Vice President

Shri K.Raman,  
Sr.Vice President

Shri Arvind Katiyar  
Sr.Vice President

Shri Milind Nadkarni,  
General Secretary

Shri R.G.Raut,  
Dy.General Secretary

Shri Vinil Saxena,  
Dy.General Secretary

Shri K.J.Ramanathan,  
Dy.General Secretary

Shri V.P.Mahajan,  
Dy.General Secretary

Shri N.B.Dandiwal,  
Treasurer

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1.0 SHORT RECITAL :

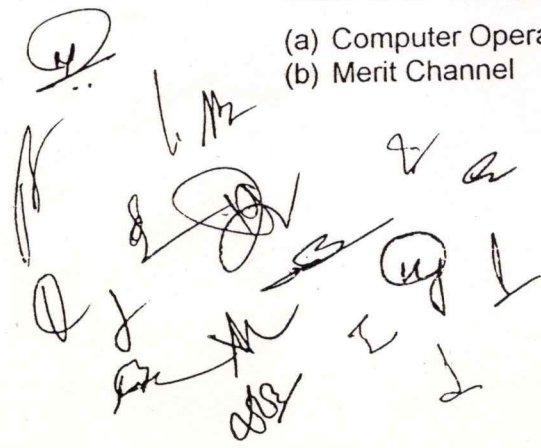
- 1.1 *WHEREAS* Settlement on Policy for Promotion from Clerical to Officers' Cadre – 1994 (*hereunder referred to as '1994 Settlement'*) was signed on 2.11.94 by Bank of Baroda (*hereinafter referred to as 'the Bank'*) and All India Bank of Baroda Employees' Federation - the Recognized Union (*hereinafter referred to as 'the Federation'*).
- 1.2 *AND WHEREAS* 'the Bank' and 'the Federation' having perceived the intense competition from other Banks and Financial Institutions as a result of opening up of the economy, felt the necessity of extensive use of technology for optimum utilization of manpower and felt the need to tap the internal skill resources for meeting the Bank – specific needs in the area of Information Technology.
- 1.3 *THEREFORE* negotiations were held with All India Bank of Baroda Employees' Federation - the Recognized Union, as required under the Settlement dated 1<sup>st</sup> September, 1973 and one-time Settlement called 'Promotion of Clerical Staff as Officer for IT functions-2000' in general category was signed on 8.9.2000.
- 1.4 Bank is now embarking on a significant business project by aiming to enhance efficiency, productivity and competitiveness throughout the Bank by adopting the latest business processes and technology.
- 1.5 In order to meet part of the manpower requirement of the Technology Enabled Business and IT Strategy Project of Bank, it was felt necessary to tap the internal skill resources.
- 1.6 Therefore negotiations were held with All India Bank of Baroda Employees' Federation (AIBOBEF) - the Recognized Union, as required under the Settlement dated 1<sup>st</sup> September, 1973 and the following Settlement has been arrived at.

2.0 TERMS OF SETTLEMENT :

- 2.1 *This Settlement shall be called "Promotion of Clerical Staff as Officer for IT Functions – 2006"* in general category.
- 2.2 This Settlement shall be for a one-time promotion exercise.
- 2.3 "Active service" would have the same meaning as defined in Clause 5.1 of 'the 1994 Settlement'.
- 2.4 Clause 16 and 18 of "the 1994 Settlement" would apply to promotion exercise held under this Settlement.
- 2.5 *There shall be two channels of Promotion under this Settlement from Clerical cadre to Officers' cadre as under :*

- (a) Computer Operator Channel; and  
(b) Merit Channel

Cont.....(4)

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- 2.6 The vacancies in the above Channels would be in the ratio 1:1
- 2.7 Bank shall invite applications from eligible Clerical staff, duly indicating the number of vacancies under each Channel. A Clerical staff who is eligible under both the Channels shall clearly exercise his option either for 'Computer Operator Channel' or 'Merit Channel' and such option once exercised shall be irrevocable. No Clerical staff shall opt for both the channels at a time.
- 2.8 In the event of non-availability of sufficient number of successful candidates in any channel to fill the required number of vacancies, those vacancies would be filled from the merit list in descending order of eligible candidates of the other channel who are successful in the exercise but not promoted for reason of insufficient vacancies in that channel.

3.0 ELIGIBILITY CRITERIA :

3.1 *Computer Operator Channel :*

- (i) Subject to sub-clause (ii) of this clause:-
- a) A Computer Operator shall be eligible to apply for promotion under this channel who has been Computer Operator continuously for last two years
- b) Special Assistants/Universal Tellers who were Computer Operators immediately prior to being assigned duties of Special Assistant/Universal Tellers and are/were performing the work on computers continuously for two years.
- (ii) Age limit : Maximum 50 years.

3.2 *Merit Channel :*

- (i) Subject to sub-clause (ii) and (iii) of this Clause, a Permanent Clerical staff with minimum of 2 years active service in the Clerical cadre shall be eligible to apply for promotion under this channel.
- (ii) Age Limit : Maximum 45 years.
- (iii) Minimum Qualification : The candidate should be :-

A Graduate/Post Graduate with Degree/Diploma/Certificate (Course not less than 6 months on continuous basis) in Computer Information Technology related subjects from University/Institute recognized by the Government of India/UGC /All India Council of Technical Education/Institutes recognized by the Bank :

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#### 4.0 SELECTION PROCEDURE :

##### 4.1 WRITTEN TEST :

All eligible candidates under both the channels shall have to appear in Written Test which will be in two parts as under :

##### Part I : 40 marks

Aptitude Test which shall carry 40 marks and will be common to both the Channels.

##### Part II : 30 marks

- (i) Computer Operators Channel : Trade Test covering day to day Computer Operation in Branches. Hardware/Software Packages in use in our Bank, common day to day problems arising in computerized environment.
- (ii) Merit Channel : Trade Test covering knowledge of Computers, its applications etc. in banking environment.

The minimum qualifying marks in the Written Test Shall be 32 marks (aggregate of Parts I & II) out of 70.

##### 4.2 INTERVIEW :

- (i) Separate lists for Computer Operator and Merit Channel of candidates successful in the Written Test i.e. who secure 32 or more marks in the Written Test shall be prepared in the descending order of marks secured by them and from the said list eligible candidates in the ratio of 1:5 (i.e. for every one vacancy, five candidates) shall be called for interview.
- (ii) The Bank shall constitute interview panel/panels for interviewing such candidates eligible for interview. In case candidates eligible for interview are not available in the ratio 1:5 under any channel, the Bank shall call all candidates successful in the written test under that channel.
- (iii) The interview shall carry 30 marks. The minimum qualifying marks in the interview shall be 12 marks out of 30 marks.

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5.0 DECLARATION OF PROMOTIONS :

- 5.1 After the interviews are over, separate merit lists of the eligible successful candidates for Computer Operator Channel and Merit Channel shall be prepared by aggregating the marks secured by them in written test and interview. Promotions shall be declared from the said merit lists in the descending order of merit to the extent of vacancies in each channel in terms of Clause 2.5 and 2.6 above.
- 5.2 A waiting list upto 10% of the declared vacancies would be kept for filling up vacancies arising within one year on account of refusal of promotion/reversion to Clerical cadre under this exercise, within a period of one year from the date of declaration of results.
- 5.3 After declaration of promotion under this Settlement, the Bank shall, within two months thereof, communicate in writing to all who participated in the promotion exercise, the marks secured by them in the Written Test and Interview, if applicable.
- 5.4 A copy of the list of promotions declared by the Bank under this Settlement shall be furnished to the Federation on the same day.

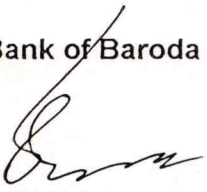
6.0 GENERAL :

- 6.1 No provision of this Settlement shall supercede Settlement on Policy for Promotion from Clerical to Officers' cadre – 1994 dated 02.11.1994.
- 6.2 If any doubt or difficulty arises regarding interpretation of any provision of this Settlement, such doubt or difficulty shall be discussed between 'the Bank' and 'the Federation' with a view to resolving it.

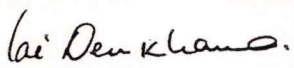
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SIGNATURE OF PARTIES

For Bank of Baroda

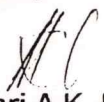
  
Shri T.K. Krishnan  
General Manager (HRM & GA)

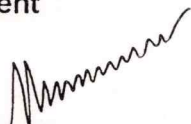
  
Shri P.K. Gupta  
Dy. General Manager (HRM)

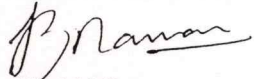
  
Shri J.D. Khanna  
Dy. General Manager (HRM & Admn.)

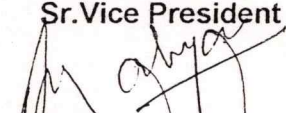
  
Shri K.C. Pati  
Chief Manager (HRM)

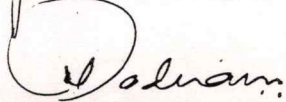
For All India Bank of Baroda  
Employees' Federation


  
Shri A.K. Jain  
President

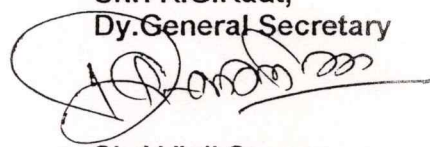
  
Shri S.S. Prasad  
Sr. Vice President


  
Shri K. Raman  
Sr. Vice President

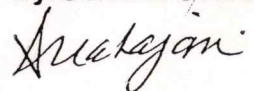
  
Shri Arvind Katiyar  
Sr. Vice President

  
Shri Milind Nadkarni  
General Secretary


  
Shri R.G. Raut,  
Dy. General Secretary

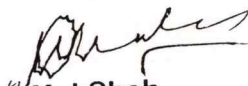
  
Shri Vinil Saxena,  
Dy. General Secretary

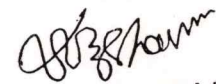
  
Shri K.J. Ramanathan,  
Dy. General Secretary


  
Shri V.P. Mahajan,  
Dy. General Secretary

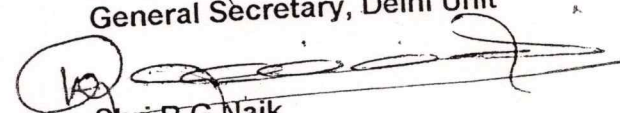
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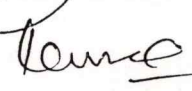
  
Shri N.B. Dandiwal,  
Treasurer

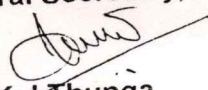
  
Shri M.J. Shah  
General Secretary, Anand Unit

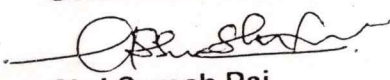
  
Shri Dilip Brahmabhatt  
General Secretary, Ahmedabad Unit


  
Shri P.K. Jain  
General Secretary, Delhi Unit

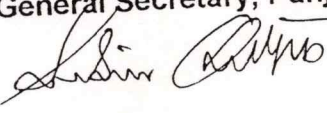
  
Shri R.G. Naik  
General Secretary, Goa Unit

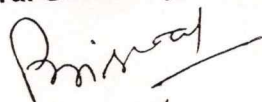
  
Shri P.G.M. Panicker  
General Secretary,

  
Shri K.J. Thunga  
General Secretary, Karnataka Unit

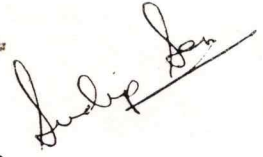
  
Shri Suresh Pai  
General Secretary, Kerala Unit

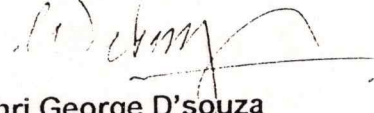
  
Shri Raj Sharma  
General Secretary, Punjab Unit

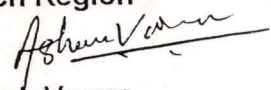
  
Shri Subir Chatterjee  
General Secretary, W. Bengal Unit


  
P.L. Biswal  
General Secretary, Orissa Unit

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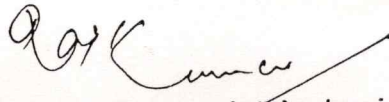
  
Shri Sudip Sen  
General Secretary, Nagaland Unit

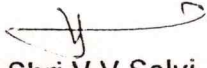
  
Shri George D'souza  
General Secretary, Saurashtra &  
Kutch Region


  
Shri Ashok Varma  
Jt. Secretary

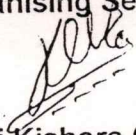
  
Shri K.K. Kotian  
Jt. Secretary

**WITNESSES**

  
1. Shri Rajkumar Jotsinghani  
Sr. Manager (HRM)

  
2. Shri V.V. Salvi  
Manager (HRM)

  
1. Shri V. Ramakrishna  
Organising Secretary, AP Unit

  
2. Shri Kishore Oza  
Organising Secretary, Baroda Unit

**DATED THIS 8<sup>th</sup> DAY OF AUGUST, 2006 AT BANK OF BARODA, BARODA  
CORPORATE CENTRE, MUMBAI**

CC: The Secy. To Govt. of India, Ministry of Labour, New Delhi

CC: The Chief Labour Commissioner (C), New Delhi

CC: The Regional Labour Commission (C), Mumbai

CC: The Assistant Labour Commissioner (C), Mumbai