

BANK OF BARODA
(Head Office: Mandvi, Baroda)

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No. CO:BR:79/222

Date: 31st December, 1987.

/CIRCULAR TO ALL BRANCHES/OFFICES/

Dear Sir,

Re:- Job rotation of employees in clerical
cadre within the city - further guidelines.
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Reference is invited to circular No.CO:BR:73/164
dated 12.9.1981 containing detailed guidelines in respect
of job rotation of the members of clerical staff in the Bank.

In the process of implementation of job rotation
within the city, the need to issue further clarifications/
guidelines was felt. Discussions were, therefore, held with
the All India Bank of Baroda Employees' Federation, recognised
union. The All India Bank of Baroda Employees' Co-ordination
Committee was consulted. Consequent to these discussions,
following further guidelines are issued to facilitate smooth
implementation of job rotation within the city/town. Except
to the extent of modification/amendments in terms of the
guidelines given hereunder, the job rotation in the city
as contained in circular dated 12.9.1981 remain operative.

(I) APPLICABILITY AND ELIGIBILITY :

- (i) Under the job rotation scheme, clerical staff
members who have completed five years of service
at a branch/office would be liable to be posted
to another branch/office in the same place/city/
town.

"Place/city/town" - for this purpose shall mean
municipal corporation limits including
cantonment area of the place/city/town.

- (ii) A list of employees due for posting to another
branch on completion of five years of service
at a branch/office shall be prepared branchwise
and employees shall be transferred from this
list on the basis of seniority of service,
reckoned branchwise, i.e. employees of same
category would be transferred from the branch/
office on the principle of 'First In - First Out'.

(II) PERIODICITY :

- (i) Normally, transfers of the clerical staff members
under the job rotation scheme should be effected
once a year.
- (ii) a) PROVIDED where there are a large number of
clerical employees who have completed -5-
or more years of service in the same branch/
office; a list of such clerical employees
shall be drawn on the basis of longest stay
in a branch/office.

- b) Transfers of such clerical employees shall be done in a phased manner in terms of the job rotation scheme, from one branch/office to another branch/office.
- c) In the first phase, transfers of such clerical employees who have completed -20- or more years in the same branch/office would be effected from one branch/office to another.
- d) In the second phase, clerical employees who have completed -15- or more years in a branch/office would be transferred from one branch/office to another.
- e) In the third phase, transfers of clerical employees who have completed -10- or more years in a branch/office would be effected from one branch/office to another.
- f) In the last phase, clerical employees who have completed more than -5- years would be transferred in terms of the guidelines for job rotation. This would bring the transfers under job rotation in line with the Bank's guidelines, i.e. 5 years' stay at one branch.
- g) Transfers under the aforesaid phases would be done every six months, until the time the level of five years is reached.

(III) GENERAL

- (i) While deciding postings under the job rotation scheme, convenience of physically handicapped employees and widows recruited on compassionate grounds should be given due consideration, on its merits.
- (ii) Employees in receipt of special allowances on permanent basis, as categorised under the Bipartite Settlement, shall be so posted that the continuity of payment of special allowance is maintained. In other words, it must be ensured that the employee transferred under the job rotation scheme does not stand to lose the special allowance simply because of the transfer.
- (iii) Subject to administrative convenience and availability of vacancies, applications already on record from employees for a change in the present posting should be taken into consideration while effecting transfers under the job rotation scheme.

PROVIDED that if there are more than one applicant for a particular branch/office, the employee whose application was received earliest may be given posting at the branch/office.

- (iv) For maintaining efficient, smooth and prompt customer services and to continue smooth functioning of the branch/office, care should be taken to ensure that not more than 50% of the total strength of the clerical staff at the branch/office are transferred out on any one occasion under the job rotation scheme.

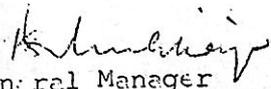
- (v) After reporting at the branch/office of posting under job rotation scheme, if an employee makes a representation on the ground of 'hard' hip, it may be considered on merit of each case, subject to administrative exigencies.

The foregoing guidelines for job rotation of clerical staff are not intended to create or establish any right in the employees for job rotation, nor does it affect the right of the Management to post/rotate any member of the staff in any desk/job/department/branch at any time and the Management's right in such matters remains unaffected.

It would be the overall responsibility of the Regional Managers to ensure that the postings of employees as per the job rotation scheme are made in terms of the aforesaid guidelines within the stipulated period. The implementation of the job rotation scheme should be properly monitored by the Zonal Office and progress made in this regard should be reported to the Zonal Committee every quarter, as well as to the Central Head/Office.

A copy of the circular may be put up on the notice board of the branch/office for information of all employees.

Yours faithfully,


General Manager
(Personnel & Vigilance)

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