

PROMOTION POLICY FOR OFFICERS
(Scale I to II, Scale II to III, and Scale III to IV)**1. APPLICABILITY**

This promotion policy covers officers in Generalist Cadre and Specialist Cadre for promotions upto Scale IV governed by the Indian Bank (Officers') Service Regulations, 1979 and to India based officers working abroad.

2. VACANCY :

All promotions from one scale to another scale shall be made according to the availability of vacancies identified in the respective scales as per the Government directives, wherever stipulated.

3. CUTOFF DATE :

The cut-off date for determining the eligibility criteria 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.

4. CHANNELS FOR PROMOTION ;

There shall be two channels for promotions from Scale I to Scale II and from Scale II to Scale III viz, NORMAL / SENIORITY CHANNEL and MERIT / FAST TRACK CHANNEL and for Scale III to IV there shall be only one channel i.e. MERIT / FAST TRACK CHANNEL.

5. ELIGIBILITY :

Scale I to II and II to III (Both Generalist & Specialist Officers)

Normal / Seniority Channel : (a) Minimum five years of active service in the respective scale.

(b) Average of 50% marks in APAR for the preceding three years.*

Merit / Fast Track Channel: (a) Minimum three years of active service in the respective scale

(b) Average of 60% marks in APAR for the preceding three years.*

Scale III to IV (Both Generalist & Specialist Officers)

Merit / Fast Track Channel : (a) Minimum three years of active service in Scale III.

(b) Average of 60% marks in APAR for the preceding three years.*

* For Promotion Process for the year 2020-21, APAR marks for the years 2017-18, 2018-19 and for nine months from April 2019 to December 2019 will be reckoned to arrive at the average APAR marks.



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(i) Condition applicable for promotion from Scale I to II and Scale II to III and Scale III to IV under both the channels :

Wherever APAR is not submitted within the stipulated time by the officer, the same may be taken up for appraisal by the Reporting Authority suo motto without self appraisal and take it forward to the Reviewing Authority and Accepting Authority. The marks awarded by Accepting Authority may be reckoned for the promotion purpose.

6. BASIS FOR PROMOTION - for SCALE I TO II and SCALE II TO III

Scale I to II : Normal / Seniority Channel (Generalist Officers)

Parameters	Maximum marks
APAR	60 (Average of the preceding three years APAR marks)*
Written Test	--
Interview	20
JAIIB	2
CAIIB	3
(Rural Service – 2 marks for each completed year of service, BM - 2 marks for each completed years of Service, ABM 1.5 marks for each completed years of service) or (Service in other places 1 mark for each completed years of service) - Max - 10	10
Graduation	2
Post Graduation	3
Total	100

Scale I to II : Merit / Fast Track Channel (Generalist Officers)

Parameters	Maximum marks
APAR	30 (Average of the preceding three years APAR marks)*
Written Test	30
Interview	20
JAIIB	2
CAIIB	3
(Rural Service – 2 marks for each completed year of service, BM - 2 marks for each completed years of Service, ABM 1.5 marks for each completed years of service) or (Service in other places 1 mark for each completed years of service) - Max - 10	10
Graduation	2
Post Graduation	3
Total	100



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Scale II to III : Normal / Seniority Channel (Generalist Officers)

Parameters	Maximum marks
APAR	60 (Average of the preceding three years APAR marks)*
Written Test	--
Interview	20
JAIIB	2
CAIIB	3
(Rural Service – 2 marks for each completed year of service, BM - 2 marks for each completed years of Service, ABM 1.5 marks for each completed years of service) or (Service in other places 1 mark for each completed years of service) - Max - 10	10
Graduation	2
Post Graduation	3
Total	100

Scale II to III : Merit / Fast Track Channel (Generalist Officers)

Parameters	Maximum marks
APAR	30 (Average of the preceding three years APAR marks) *
Written Test	30
Interview	20
JAIIB	2
CAIIB	3
(Rural Service – 2 marks for each completed year of service, BM - 2 marks for each completed years of Service, ABM 1.5 marks for each completed years of service) or (Service in other places 1 mark for each completed years of service) - Max - 10	10
Graduation	2
Post Graduation	3
Total	100

Scale I to II : Normal / Seniority Channel (Specialist Officers)

Parameters	Maximum marks
APAR	60 (Average of the preceding three years APAR marks) *
Written Test	-
Interview	30
JAIIB	2



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CAIIB	3
Graduation	2
Post Graduation	3
Total	100

Scale I to II : Merit / Fast Track Channel (Specialist Officers)

Parameters	Maximum marks
APAR	40 (Average of the preceding three years APAR marks) *
Written Test	30
Interview	20
JAIIB	2
CAIIB	3
Graduation	2
Post Graduation	3
Total	100

Scale II to III : Normal / Seniority Channel (Specialist Officers)

Parameters	Maximum marks
APAR	60 (Average of the preceding three years APAR marks) *
Written Test	-
Interview	30
JAIIB	2
CAIIB	3
Graduation	2
Post Graduation	3
Total	100

Scale II to III : Merit/Fast Track Channel (Specialist Officers)

Parameters	Maximum marks
APAR	40 (Average of the preceding three years APAR marks) *
Written Test	30
Interview	20
JAIIB	2
CAIIB	3
Graduation	2
Post Graduation	3
Total	100

* For the promotion process for vacancies that arise in 2020-21, APAR marks for the years 2017-18, 2018-19 and for nine months' period from April 2019 to December 2019 will be reckoned to arrive at average APAR marks for the last three years.



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7. Allocation of vacancies among the two channels namely Normal / Seniority and Merit / Fast Track channels for promotion from Scale I to II and Scale II to III in respect of both Generalist and Specialist Officers :

Channel	Allocation of Vacancy
Normal /Seniority	30 %
Merit /Fast Track	70 %
Total	100 %

8. BASIS FOR PROMOTION - for SCALE III TO IV : (Both Generalist & Specialist Officers) :

All the officers (both Generalists and Specialists) will be brought under one pool for promotion from Scale III to IV onwards. However, the Specialist Officers can opt to remain in the specialized vertical and participate in the promotion process for the identified vacancies in the specialized vertical.

Basis for promotion under common pool shall be as under.

Parameters	Maximum marks
APAR	30 (Average of the preceding three years APAR marks)*
Group Discussion	10
Written Test	20
Interview	20
JAIB	2
CAIB	3
Graduation	2
Post Graduation	3
(Rural Service – 2 marks for each completed year of service, BM - 2 marks for each completed years of Service, ABM 1.5 marks for each completed years of service) or (Service in other places 1 mark for each completed years of service) - Max - 10	10
Total	100

The Specialist officers in Scale III, who have been promoted to Scale IV under common pool, may be deployed by the Bank in the specialized verticals/General cadre based on the requirements.



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The Specialist Officers recruited in Scale III (lateral recruitment) have to complete minimum of five years of active service for appearing in the promotion process to Scale IV under common pool.

However, for the vacancies identified in the specialized verticals in Scale IV, the Specialist Officers in the respective vertical may appear in the promotion process, if he/she has completed three years of experience in Scale III and the basis of promotion for such Specialist Officers shall be as under:

Parameters	Maximum marks
APAR	30 (Average of the preceding three years APAR marks)*
Group Discussion	10
Written Test	20
Interview	20
JAIB	2
CAIB	3
Graduation	2
Post Graduation	3
(Rural Service – 2 marks for each completed year of service, BM - 2 marks for each completed years of Service, ABM 1.5 marks for each completed years of service) or (Service in other places 1 mark for each completed years of service) - Max - 10	10
Total	100

* For the promotion process for vacancies that arise in 2020-21, APAR marks for the years 2017-18, 2018-19 and for nine months' period from April 2019 to December 2019 will be reckoned to arrive at average APAR marks for the last three years.

9. GENERAL TERMS AND CONDITIONS:

a) Minimum qualifying marks for promotion in respect of Scale I to II, Scale II to III and Scale III to IV under both the channels for both Generalist and Specialist officers shall be as under:

1. Written Test (Wherever applicable) – 40%
2. Group Discussion (wherever applicable) - 40%.
3. Interview – 40 %

Only those who secure minimum 40% marks in Written test (wherever applicable) will be called for the next level of promotion process.

b) The Bank may initiate the promotion process, based on requirements before the cut off date and call for officers who will be fulfilling minimum service requirement as at the cut off date to participate in the process. However, promotion will be subject to fulfilment of APAR criteria.



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- c) In respect of Officers who remained on Sabbatical leave / Extraordinary leave / LOP / UAA, the period on Sabbatical leave / Extraordinary leave / LOP / UAA shall not be treated as active service for the purpose of arriving at eligible minimum years of service for promotion. Any Officer who is on any of the above leave during the promotion period i.e. from the date of issue of Circular inviting applications to the date of declaration of results or any part thereof shall not be eligible to participate in the promotion process and for promotion.
- d) For promotion under both the Channels, after reckoning the minimum qualifying marks in Written Test, APAR, GD wherever applicable and Interview, the merit list of the candidates will be drawn strictly on the basis of the total marks obtained in the descending order, based on which the vacancies shall be filled up.
- e) If adequate number of promotions could not be effected due to non availability of eligible candidates either in Normal / Seniority Channel or Merit / Fast channel for promotion from Scale I to Scale II and Scale II to Scale III, then such vacancies in either of the Channel shall be interchanged for filling up the vacancies, with the approval of Executive Director.
- f) In respect of officers who remained under suspension for more than six months in any of the financial years, he/she shall be disqualified for promotion for the particular year.

In case, the period of suspension is for six months or less, the performance for the remaining period shall be treated as performance for the entire year. The same procedure shall be followed in respect of officers under termination during a portion of the year and subsequent reinstatement as per the orders of Appellate / Reviewing Authority.

10. ZONE OF CONSIDERATION :

The zone of consideration for promotion shall be maintained at 1:3 for both the Channels. However, in case the required number of suitable persons is not available, the Bank may relax the same to 1:2. All the officers who are promoted with the same effective date / joined on the same date (in the case of recruitment in the respective Scale), who fulfill the eligibility criteria shall be included in the promotion process.

11. OFFICERS UNDER DISCIPLINARY PROCEEDINGS :

- (a) The following officers shall be permitted to participate in the promotion process subject to their fulfilling all eligibility conditions specified hereinabove:



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1. Officers who are under suspension
2. Officers against whom disciplinary proceedings are pending
3. Officers against whom prosecution has been launched in a Court of Law or sanction for prosecution has been issued.

However, the results of such candidates will be kept in sealed cover and acted upon in terms of the Govt. guidelines.

(b) Officers who have been imposed with Major penalty would be permitted to participate in the promotion process only on completion of two years from the date of punishment or on expiry of period of punishment whichever is earlier.

(c) Those officers who are imposed with the punishment of reduction in Scale or who have been reinstated in the Service on Appeal / Review can participate in the promotion process only after they fulfil the minimum service requirement from the date of scale reduction/reinstatement.

12. REFUSAL TO ACCEPT PROMOTION:

On participating in the promotion process and on being promoted to the next higher scale, the officer cannot refuse to accept the promotion. This condition may however be relaxed at the sole discretion of the Management in extenuating circumstances after taking into cognizance the circumstances / reasons cited by the officer for not accepting the promotion. Such officers who have refused to accept promotion will not be considered for promotion in the immediate next promotion process.

Executive Director in charge of HR is the Competent Authority for considering the request for non-acceptance of promotion upto Scale IV.

13. GOVERNMENT GUIDELINES – SC/ST, etc:

The SC/ST candidates will be entitled to the benefit of reservations and relaxations if any, in accordance with the Govt. of India guidelines.

14. INTERVIEW PANEL:

The interview committee / panels for promotions to Scale II, Scale III and Scale IV shall be as mentioned in the table below.

PROMOTION FROM	INTERVIEW PANEL MEMBERS
SCALE I TO II	Based on the requirements, interview panels with each panel comprising of one Deputy General Manager (as Chairman) and two Assistant General Managers (as Members) will be nominated by the ED. One of the members shall be SC/ST representative.



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SCALE II TO III	Based on the requirements, interview panels with each panel comprising of one General Manager (as Chairman) and two Deputy General Managers (as Members) will be nominated by the ED. One of the members shall be SC/ST representative.
SCALE III TO IV	Based on the requirements, Interview Panels with each panel comprising of two General Managers and one Deputy General Manager nominated by the MD & CEO. The Senior most General Manager in the Panel will act as Chairman of the Panel.

MD & CEO is authorised to finalise the number of interview panels and the composition of interview panel members (including the modification to the one stated above) for promotion upto Scale VI.

15. GROUP DISCUSSION :

There shall be a Group Discussion to assess the communication, conceptual and leadership capabilities for promotion from Scale III to Scale IV. For this purpose, a Board consisting of outside experts and officers of the Bank to be constituted with the approval of Executive Director.

16. OTHER CLAUSES:

(I) All promotions shall be effective only if the promoted officers join duty at the given place of posting on or before the stipulated date in the promotion order for that purpose, failing which the promotion offer will be forfeited.

(II) Empanelled List / Waiting List for promotion: Bank shall prepare a panel of selected candidates to the extent of number of vacancies, in the order of merit. In addition, at the discretion of the Bank, there shall be a wait list of candidates to the extent of 10% of the vacancies, to fill up vacancies arising out of unplanned / unforeseen circumstances. The panel as well as wait list shall be valid till the end of financial year, i.e 31st March for which the promotion process has been held.

17. DEPARTMENTAL PROMOTION COMMITTEE (DPC) & COMPETENT AUTHORITY

All promotions to different scales shall be recommended by the DPC to the Competent Authority for effecting the promotion as detailed below.



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PROMOTION FROM	DPC	COMPETENT AUTHORITY
SCALE I TO II	A Committee comprising of one Deputy General Manager and two Assistant General Managers will be nominated by the Executive Director. The Deputy General Manager will be the Chairman of the Committee.	Executive Director
SCALE II TO III	A Committee comprising of one General Manager and two Deputy General Managers will be nominated by the Executive Director. The General Manager will be the Chairman of the Committee.	Executive Director
SCALE III TO IV	A Committee comprising of Executive Director and two General Managers will be nominated by the Managing Director & CEO. The Executive Director will be the Chairman of the Committee	MD & CEO

18. REPEAL AND SAVING/ GOVERNMENT GUIDELINES:

The Board shall have the right to change, alter, amend or vary from time to time any rule or rules / clauses incorporated in the promotion policy. The Guidelines issued by the Government of India from time to time for promotion of officers from one Scale to another shall form part of this policy and shall be communicated.

19. INTERPRETATION OF PROMOTION RULES:

The decision of the MD & CEO shall be final and binding in respect of any differences or disputes arises in regard to the interpretation of any of the rules / clauses in this policy.

20. IMPLEMENTATION :

This promotion policy is implemented with effect from the date of approval by the Board.

21. SUPERSESSION :

This promotion policy will supersede all the previous promotion policies.

22. PERIOD :

The promotion policy shall be in force from the date of approval by the Board till such time it is reviewed / modified / repealed by the Board.

