



## **ANNEXURE – B**

**(Annexure to Circular No.HRMD-140/2022-23 dated 21.03.2023)**

# **PROMOTION POLICY**

## **FOR**

## **OFFICERS**

**(SCALE IV TO V,**

**SCALE V TO VI,**

**SCALE VI TO VII**

**&**

**SCALE VII TO VIII)**

## PROMOTION POLICY FOR OFFICERS

(Scale IV to V, Scale V to VI, Scale VI to VII & Scale VII to VIII)

### 1. **APPLICABILITY**

This Promotion Policy covers Officers working in India in Generalist and Specialist Cadres for promotions from Scale IV to V, Scale V to VI, Scale VI to VII and Scale VII to VIII governed by the Indian Bank (Officers') Service Regulations, 1979 and to Indian based Officers working abroad.

### 2. **VACANCY**

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

### 3. **CUT- OFF DATE**

The cut-off date for determining the eligibility criteria as well as completed years of service will be as on the 1<sup>st</sup> April of the financial year (April – March) in which the vacancies arise.

### 4. **CHANNEL FOR PROMOTION**

There shall be MERIT CHANNEL for Scale IV to Scale V, Scale V to Scale VI Scale VI to Scale VII & Scale VII to Scale VIII.

### 5. **ELIGIBILITY**

#### 5.1. **FOR SCALE IV TO V (Both Generalist & Specialist Officers)**

- a) Minimum 3 years of active service in the present Scale
- b) Minimum 12 years of total service in the Bank
- c) Average of 60% marks in APAR / PMS for the preceding 3 years

#### 5.2. **FOR SCALE V TO VI (Both Generalist & Specialist Officers)**

- a) Minimum 2 years of active service in the present Scale
- b) Minimum 14 years of total service in the Bank
- c) Average of 60% marks in APAR / PMS for the preceding 3 years

#### 5.3. **FOR SCALE VI TO VII**

- a) Minimum 2 years of active service in the present Scale
- b) Minimum 16 years of total service in the Bank
- c) Minimum 2 years residual service
- d) Average of 60% marks in APAR / PMS for the preceding 3 years

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### 5.4. FOR SCALE VII TO VIII

- a) Minimum 2 years of active service in the present Scale
- b) Minimum 18 years of total service in the Bank
- c) Minimum 2 years residual service
- d) Average of 60% marks in APAR / PMS for the preceding 3 years

### 5.5. RELAXATION IN MINIMUM TOTAL LENGTH OF SERVICE

In case, the Officer who joined as Specialist Officer at a Scale higher than JMG Scale I, the minimum total service requirement for promotion to Scale V, Scale VI, Scale VII and Scale VIII would be reckoned from the level at which they enter the service. For example, if an Officer enters at Scale II, the minimum service requirement for promotion from Scale IV to Scale V will be 9 years instead of 12 years.

## 6. CONDITIONS APPLICABLE FOR PROMOTION - SCALE IV to V, SCALE V to VI, SCALE VI to VII and SCALE VII to VIII

- 6.1. For being eligible for promotion to Scale V, preferably the candidates should have Branch Head exposure for at least 3 years (for Generalist officer).
- 6.2. 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 will be reckoned for the promotion process.
- 6.3. Active service for this purpose shall mean actual service in Bank, which shall include all kinds of leave but shall exclude the following;
  - a. Any period of Extraordinary leave (EOL) / Absence on loss of pay (LLOP) / Sabbatical leave.

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- b. The period of suspension, if any, this has not been treated as period spent on duty by the Disciplinary Authority.

### 7. **BASIS FOR PROMOTION – SCALE IV to SCALE V, SCALE V to SCALE VI, SCALE VI to SCALE VII & SCALE VII to SCALE VIII**

7.1. Promotions from one Scale to another shall be made on the basis of assessment made through the factors described in the table below:

There will be Online Test from Scale IV to V which is of qualifying nature. Those who secure minimum 40% marks will be called for next level of screening for promotion from Scale IV to V. Officers recruited as Specialists will be provided the option to appear for the exam based on their specialization, if vacancy is identified in their specialization, or the common paper applicable to Generalists.

Promotion from Scale (Merit)	Minimum service requirement in the present Scale as on the cutoff date	Weightage for various qualifying factors (Marks assigned)		
		Performance Appraisal	Interview	Certification
IV to V	3	60*	35	5**
V to VI	2	60*	40	
VI to VII	2	60*	40	
VII to VIII	2	60*	40	

\*Average of the APAR / PMS marks for the 3 years preceding the year in which vacancies arise.

\*\* Certification mentioned above shall mean any approved certification as per the latest capacity Building policy. The marks allotted for each completed certification shall be 2.

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### 8. SPECIALIST OFFICERS

8.1. In order to further the career progression and meet the aspirations of the Specialist Officers and also to ensure optimal utilization of the potential of these officers in tune with Bank's requirements, following Specialist positions have been identified in Scale V.

Specialisation	Career progression upto
Computer / IT Officer	SCALE V
Marketing Officer / Corporate Communications	
Legal Officer	
Engineers / Architect	
Official Language	
Security Officer	

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

8.3. However, for the vacancies identified in the specialized verticals in Scales V and VI, the Specialist Officers in the respective vertical may appear in the promotion process, if he / she has completed minimum service requirement in the relevant Scale and the basis of promotion for such Specialist Officers shall be as stated above in Clause No.5.1 and 5.2.

### 9. RIGOUR OF PENALTY FOR PROMOTIONS

9.1. Officers who have been imposed with Major Penalty would be permitted to participate in the promotion process in case the rigour of one year from the date of Punishment is completed before the cut-off date stipulated in the policy.

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9.2. Those officers who are imposed with the punishment of Dismissal / CRS / Removal from Service and have been reinstated in the Service on Appeal/ Review will be eligible to participate in the immediate next promotion process subject to their satisfying all eligibility norms. Officers who have been imposed punishment of reduction in Scale, can participate in the promotion process only after they fulfill the minimum service requirement from the date of reinstatement / scale reduction.

9.3. There will not be any rigour or debar on account of imposition of minor penalty(ies).

9.4. Additional clause if any issued by Government of India from time to time will form part of the Promotion Policy.

## **10. OUT-OF-TURN PROMOTION OF OUTSTANDING SPORTS PERSONS**

An officer employee of the Bank, whether he/she is recruited as a sports person or otherwise, be considered for one out of turn promotion in his/her entire career, after he/ she wins a medal for the Country or is awarded a National Award by the Government of India or a prize in an individual event or in a team event as a playing member of the team in Olympics, Asiad or any other international event in which either all the nations are eligible to participate or a few, selected on the basis of their performance and past record, have been invited to participate as nominated by Indian Bank Central Sports Committee and finally approved by MD & CEO.

## **11. GENERAL TERMS AND CONDITIONS**

11.1. Minimum qualifying marks in interview for promotion in respect of Scale IV to V, Scale V to VI, Scale VI to VII and Scale VII to VIII for both Generalist and Specialist Officers shall be 50%.

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- 11.2. Managing Director & CEO will however, have the discretion to change the qualifying marks for Test / Interview in the event required number of candidates are not available.
- 11.3. For the promotion process FY 2023-24, APAR / PMS marks / score shall be reckoned as the 3 years average of APAR marks of FY 2020-21, and FY2021-22 and monthly / quarter wise average PMS (Performance Management System) score of FY 2022-23.
- 11.4. Accordingly, for the promotion processes from FY 2024-25 onwards, APAR / PMS marks will be reckoned for the preceding three years (i.e. for the promotion process FY 2024-25, three years APAR marks / PMS score will be the average of APAR Marks for FY 2021-22, Month / Quarter wise average PMS score for FY 2022-23 and PMS score for FY 2023-24).
- 11.5. MD & CEO may relax the cut-off date for the purpose of reckoning of PMS score for the Financial Year immediately preceding the year in which vacancies arise. (i.e. in case the promotion process is initiated for a particular financial year by January of that year, MD & CEO has the discretion to decide that PMS score upto December may be considered as the performance for the year immediately preceding the year in which vacancies arise)
- 11.6. In respect of Officers who remained on Sabbatical Leave / Extraordinary Leave / LLOP / UAA etc., the period on Sabbatical Leave / Extraordinary Leave / LLOP / 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 shall not be eligible to participate in the promotion process and for promotion.
- 11.7. For promotion, after reckoning the minimum qualifying marks in APAR / PMS, On-Line Test and Interview, the merit list of the candidates will be

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drawn strictly on the basis of the total marks obtained in the descending order, based on which the vacancies shall be filled up.

- 11.8. The Competent Authority may decide to keep a waitlist of candidates to the extent of 10% for Scale IV to V and 25% for Scale V to VI, Scale VI to VII and Scale VII to VIII found eligible for promotion out of the final merit list as mentioned above against vacancies that shall arise on any account during the year.
- 11.9. 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.

## **12. ZONE OF CONSIDERATION**

- 12.1. The Zone of consideration for promotion shall be maintained at 1:3.
- 12.2. All the Officers who are promoted with the same effective date / joined on the same date (in the case of recruitment in the respective State), who fulfill the eligibility criteria shall be included in the promotion process.

## **13. OFFICERS UNDER DISCIPLINARY PROCEEDINGS**

The following Officers also shall be permitted to participate in the promotion process subject to their fulfilling all eligibility conditions specified hereinabove;

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 Government /CVC guidelines.



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### 14. REFUSAL TO ACCEPT PROMOTION

14.1. 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. The reasons should be given in writing within 3 months from the date of publication of result. Such Officers who have refused to accept promotion will not be considered for promotion for a period of one year from the date of their application for refusing promotion.

14.2. Managing Director & CEO is the Competent Authority for considering the request for non-acceptance of promotion.

### 15. GOVERNMENT OF INDIA GUIDELINES – SC/ ST, etc

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

### 16. INTERVIEW PANEL

16.1. For promotions to Scales V, VI, VII and VIII there shall be two outside experts with domain knowledge. The interview panel members will be nominated by the MD & CEO.

PROMOTION FROM	INTERVIEW PANEL MEMBERS
SCALE IV TO V*	Two Panels, each comprising of one Executive Director, two General Managers and two outside Experts with domain knowledge.

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PROMOTION FROM	INTERVIEW PANEL MEMBERS
SCALE V TO VI*	A panel comprising of Managing Director & CEO, two senior most Executive Directors, one General Manager and two outside Experts with domain knowledge.
SCALE VI TO VII*	<p>A Committee comprising of :</p> <p>A. Managing Director &amp; CEO (senior most Executive Director in case of vacancy in the office of Managing Director &amp; CEO) ;</p> <p>B. Government nominee Director ;</p> <p>C. RBI nominee Director ; and</p> <p>D. Two experts to be nominated with the approval of Bank's Board of which :</p> <p>(i) one should be a former CMD/MD of a Public Sector Bank other than the Bank concerned ; and</p> <p>(ii) one from any of the following :</p> <p>(a) A former member of an All India Service or a Central Service Group 'A' with experience at the level of Higher Administrative Grade or above;</p> <p>(b) An academician from a premier institute, with at least 5 years of experience at the level of professor or equivalent in the field of finance, economics or business management.</p>
SCALE VII TO VIII*	<p>A Committee comprising of :</p> <p>A. Managing Director &amp; CEO (senior most Executive Director in case of vacancy in the office of Managing Director &amp; CEO) ;</p> <p>B. Government nominee Director ;</p> <p>C. RBI nominee Director ;and</p> <p>D. Two experts to be nominated with the approval of Bank's Board of which :</p> <p>(i) one should be a former CMD/MD of a Public Sector Bank other than the Bank concerned ; and</p> <p>(ii) one from any of the following :</p> <p>(a) A former member of an All India Service or a Central Service Group 'A' with experience at the level of Higher Administrative Grade or above;</p> <p>(b) An academician from a premier institute, with at least 5 years of experience at the level of professor or equivalent in the field of finance, economics or business management.</p>

\*As far as possible, each interview panel will have representation of women.

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

### 17. OTHER CLAUSES

17.1. Empanelled List for promotion: Bank shall prepare a panel of selected candidates to the extent of number of vacancies, in the order of merit.

17.2. In addition to that, for filling up of vacancy consequent to the selection of Officers for posting to Offices / Branches abroad, sponsored Regional Rural Banks, Subsidiaries, on Deputation to other Organizations and on Retirement of Officers promoted during the year in the respective Scale and the vacancy in the immediate lower Scale out of the waitlist (if any) approved by respective Departmental Promotion Committee (DPC).

17.3. The empanelled list shall be valid till the end of financial year, i.e., 31<sup>st</sup> March for which the promotion process has been held.

### 18. 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;

PROMOTION FROM	DPC	COMPETENT AUTHORITY
SCALE IV TO V	A Committee comprising of Managing Director & CEO, two senior most Executive Directors and one General Manager nominated by MD & CEO.	MD & CEO
SCALE V TO VI	A Committee comprising of Managing Director & CEO, two senior most Executive Directors and one General Manager nominated by MD & CEO.	MD & CEO

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PROMOTION FROM	DPC	COMPETENT AUTHORITY
SCALE VI TO VII	A Committee comprising of Managing Director & CEO, Government Director and RBI Director on the Board of the Bank.	MD & CEO
SCALE VII TO VIII	A Committee comprising of Managing Director & CEO, Government Director and RBI Director on the Board of the Bank.	MD & CEO

### 19. 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.

### 20. 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 of this policy.

### 21. IMPLEMENTATION

The Promotion Policy is implemented with effect from the date of approval by the Board.

### 22. PERIOD

The Promotion Policy will come into force from the date of approval by the Board till such time it is reviewed / modified / repealed by the Board

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