

F.No.4/11/1/2011-IR
Government of India
Ministry of Finance
Department of Financial Services

*Jeevan Deep, IIIrd Floor,
Parliament Street, New Delhi
Dated the March 14th, 2012.*

To

Chairman & Managing Directors of all Public Sector Banks

Subject : Guidelines for Promotions in Public Sector Banks

Sir,

The Government of India had, vide circular of even no dated 5.12.2011, issued revised guidelines for eligibility and methods of promotions in Public Sector Banks while revising the guidelines issued earlier vide circular No. 4/5/6/84-IR dated 23.06.1986 and 14/18.09.1987 on the subject.

2. *Meanwhile, some references have been received from banks on the issue of operationalisation of these guidelines dated 5.12.2011 wherein it has been represented that the requirement of rural/semi urban posting or experience as Branch or Regional head etc be applied prospectively and certain relaxations be provided with reference specialists cadre and zone of consideration.*

3. *After consideration, the Government, in supersession of the earlier guidelines issued vide circular of even number dated 5.12.2011, now issues these guidelines for promotion of officers in Public Sector Banks, while providing relaxations for prospective implementation in provisions requiring involving mandatory experience.*

4. *The channel of promotion and minimum experience requirement at various levels shall be as follows:*

Scale	Promotion Channel	Minimum Experience requirement (in years)	Maximum permissible relaxation by Board (in years)	Minimum length of services (in years)
<i>I to II</i>	<i>Normal/Seniority Channel</i>	<i>5</i>	<i>1</i>	<i>NA</i>
	<i>Merit/Fast Track Channel</i>	<i>3</i>	<i>1</i>	<i>NA</i>
<i>II to III</i>	<i>Normal/Seniority Channel</i>	<i>5</i>	<i>1</i>	<i>NA</i>
	<i>Merit/Fast Track Channel</i>	<i>3</i>	<i>1</i>	<i>NA</i>
<i>III to IV</i>	<i>Merit/Fast Track Channel</i>	<i>3</i>	<i>1</i>	<i>NA</i>
<i>IV to V</i>	<i>Merit Channel</i>	<i>3</i>	<i>1</i>	<i>12</i>
<i>V to VI</i>	<i>Merit Channel</i>	<i>3</i>	<i>1</i>	<i>15</i>
<i>VI to VII</i>	<i>Merit Channel</i>	<i>3</i>	<i>1</i>	<i>18</i>

5. **Cut Off Date for Eligibility**

- i. *The cut off date for determining eligibility as well as completed years of service will be as on the 1st of April of the financial year (April-March) in which the vacancies arise.*
- ii. *All vacancies likely to arise in the financial year shall be taken into account for the purpose of promotion exercise. Vacancies due to deputation of officers for a period of one year and more should be treated as a vacancy during the year.*
- iii. *Minimum 75% marks in APAR for each of the years of service required for eligibility for promotion would be required under merit channel/fast track.*
- iv. *No officer would be given the benefit of relaxation in the minimum required experience by the Board at two successive levels of promotion in Scale - III and above.*

6. **Promotion from Scale – I to II and II to III**

- i. *There shall be a mandatory requirement of having completed **two** years of continuous service in rural areas for promotion from Scale-I to II, and a total of **three** years in rural / semi-urban areas, including the rural service in Scale-I, for promotion from Scale - II to III.*
- ii. *For the seniority channel, officers who have put in more than the aforesaid service in rural areas will get an advantage of further relaxation of 50% weightage in minimum experience for each additional completed year of service while assessing their eligibility as per Para 4 above.*

7. **Promotion from Scale – IV and above**

- i. *For promotion from Scale – III to IV and IV to V, it will be mandatory to pass an examination for computer literacy and computer knowledge.*
- ii. *For being eligible for promotion to Scale-V, the candidates should have been a Branch Head for at least **three** years.*
- iii. *For being promoted to Scale-VII, the officer should have worked as Regional / Circle Head or must have worked, in Scale - III to V, in the Regional / Circle Office for **two** years.*
- iv. *The experience as Chairman of RRB would be treated as equivalent to experience as Regional/Circle Head.*
- v. *It shall be mandatory to have a Group Discussion to assess the communication, conceptual and leadership capabilities for promotion to Scale-IV and V. For this purpose, a Board consisting of outside experts and officers of the Bank should be constituted with the approval of the Board.*
- vi. *Bank shall make appropriate job rotation policy giving exposure to all verticals for officers in Scale-V and VI and get it approved from the respective Board.*
- vii. *The interview committee for promotion to Scales - V, VI and VII should have two outside expert with domain knowledge approved by the Board of the Bank for each year.*

viii *During interview for Scales-V, VI and VII, weightage should be given to the following :-*

- a) *Whether the officer has worked in different specialized areas of the banks.*
 - b) *Whether officer has been posted to different parts of India or has been only one / few Region / Circle.*
 - c) *Whether the officer has experience of working in the field as well as working in Regional / Zonal and Head Office.*
 - d) *Whether the officer has professional qualifications and/or has the officer acquired additional qualifications after joining the service.*
- ix. *Banks would be free to also have system of written examination for promotion at various levels as per their Board approved policies.*

8. Specialised Cadres

- i. *For specialist cadres, namely, forex, credit, technology, HR, wealth management etc., it shall be mandatory that prior to joining the main stream cadre, such officers should necessarily remain in the specialised cadre for at least five completed years of service. Thereafter, the officer should gain experience of at least **two** years in field operations. There will be exemption from posting to rural areas for these officers.*
- ii. *Officers recruited in the specialist cadre would be eligible for promotion in their respective cadre as per the eligibility and experience mentioned at para 4 above and shall be allowed to join the main stream in the event of completion of service as mentioned in para 8(i) above.*
- iii. *In case, the Specialist Officers joins at a Scale higher than Scale 1, the minimum service requirement in para 4 of these Guidelines would be reckoned from the level at which they enter the service. For example, if an officer enters at Scale II, the minimum length of service for promotion from Scale IV to Scale V will be 9 years instead of 12 years.*
- iv. *Banks should ensure that before moving the officer to a field position or to main stream cadre, they develop the capacities of other officers of the bank in order to ensure proper functioning of that specialized vertical. No officer shall be moved to the main stream cadre / field positions without ensuring this.*

9. Zone of Consideration

- (i) *The zone of consideration for promotion should be strictly maintained at 1:3 ratio. In case fresh candidates equal to the number of anticipated vacancies are not available by keeping zone of consideration at 3 times the anticipated vacancies, the zone of consideration may be extended to 4 times the number of anticipated vacancies, with the prior approval of the Board.*
- (ii) *In case it is not possible for the Banks to fill all the posts under merit quota, the Banks may at their discretion, decide to fill the remaining posts under the normal / seniority channel.*

10. Further, these guidelines provide relaxation with reference to the experience required in Para 6(i), Para 7(ii), Para 7(iii) and Para 8(i) above only for the years 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16 as per provisions contained in **Annexure**.

11. It is clarified that in cases where banks have completed the promotion process prior to the issue of these revised guidelines, the same could be reviewed as per these guidelines.

12. These guidelines shall come into force with immediate effect and shall be operationalised after adoption by the respective Boards.

This issues with the approval of Secretary (FS).

Yours faithfully,

S/d

(Manish Kumar)

Under Secretary to the Government of India

Copy to :-

- (a) All Govt. Nominee Directors for information and necessary action.*
- (b) Coordination Section for placing on circular file.*
- (c) Computer Cell for placing on the website of DFS under head Banking / Circulars.*

Relaxations in Guidelines for Promotions in Public Sector Banks

Since, it is possible that some officers in Public Sector Banks would not have completed the necessary rural/semi urban/branch head/ Regional/Circle head postings as prescribed in Para 6(i), Para 7(ii), Para 7(iii) and Para 8(i) of these Guidelines, it is stated as follows:-

(i) It is expected that the banks would complete the process of posting of officers by June 2012.

(ii) The mandatory requirement of 2 years or 3 years experience in these paras, as the case may be, stands relaxed by certain time period as follows only of the years 2011-12, 2012-13, 2013-14, 2014-15 and 2015-16:

Requirement of Experience (in Paras) For the Promotion Year	2 years <i>(as provided in Para 6(i), Para 7(iii) and Para 8(i))</i>	3 years <i>(as provided in Para 6(i) and Para 7(ii))</i>
2011-12 & 2012-13	2 years	3 years
2013-14	1 year 3 months	2 years 3 months
2014-15	3 months	1 year 3 months
2015-16	Nil	3 months

(iii). Officers promoted for the promotion year up to 2012-13, would need to be posted to rural/semi urban areas immediately on posting if they do not meet the condition of such posting as mentioned at 6(i) of the guidelines.

