

MOST IMMEDIATE

F.No.4/9/2/96-IR
Government of India
Ministry of Finance
Department of Financial Services

Jeevan Deep, IIIrd Floor,
Parliament Street, New Delhi
Dated the November 4, 2011

To

CEOs of all Public Sector Banks

Subject: Guidelines for placement of bank officials
In Overseas Branches

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Sir,

In supersession of all previous circulars on the aforesaid subject, the Government have decided the following guidelines for selection procedure for officers to be posted in overseas branches:

1. Selection Process :-

- (i) Vacancies existing or anticipated in the year (April-March) shall be identified and applications shall be invited once a year. The process of selection shall be completed by December of the previous year. This is necessary to allow the selected officers to undergo training, acquaint themselves with the job responsibilities and also obtain language certificate, if necessary.
- (ii) Application from willing and eligible officers shall be invited for consideration of overseas posting. A panel of officers to be considered for posting shall be prepared from the applications. The panel of officers to be considered would be three times the number of anticipated vacancies.
- (iii) It should be ensured that the CEO and the second officer of any foreign branch are not changed simultaneously and within a short period of each other.

2. Work Experience :-

- (i) Short-listed candidates shall have work experience in different verticals such as Credit Management, International Banking, Computer Application, Treasury Operations, Business Management, Risk Management, Investment Management.
- (ii) The candidates shall have done a rural tenure or semi-urban tenure for at least 2 years.

3. Eligibility :-

- (i) The minimum and maximum age for various scales shall be prescribed by banks.
- (ii) Professional / Technical qualifications shall be given weightage.
- (iii) Officer to be posted abroad shall have residual service of at least 2 years after completion of foreign posting.

4. Selection Committee :-

- (i) For posts of Scale-IV and below, the Committee shall consist of concerned GM and ED.
- (iii) For posts of Scale-V, VI and VII, the Committee shall consist of CMD and concerned ED.
- (iii) For CEO positions, the Committee shall consist of CMD, ED and Government Nominee Director.

5. Place of Postings :-

- (i) The ED shall decide the place of posting up to Scale – IV.
- (ii) The CMD shall decide the place of posting for Scale – V and above.

6. Training :-

- (i) Selected officer shall mandatorily be trained in Professional Institutes in their required area of specialization and kept in readiness to take over the new assignment smoothly.
- (ii) On the job training in the country of posting for a specified period may be provided.
- (iii) Certificate course in local language of the country of posting shall be necessary in the case of postings in non-English speaking counties.

7. Tenure :-

- (i) The posting of officers of all scales / grades / categories shall be for a period of 5 years, subject to availability of work permit.
- (ii) Officers posted abroad must have predetermined quantifiable targets set by respective banks, which should be reviewed and revised, if necessary, periodically considering prevailing market conditions.
- (iii) Performance of officers to be reviewed annually against these targets.

- (iv) A detailed review shall be undertaken by the bank at the expiry of three years of posting. In case the performance is adjudged as below expectations, the bank may curtail the tenure after 3 years and recall the officer.
 - (v) Banks may have a special policy for difficult / hard areas such as Afghanistan etc.
- 8. Salary, allowances etc. :-** As decided by the Standing Committee formed by Government for the purpose.
- 9. Promotion :-** An officer during his tenure abroad may be promoted as per promotion in normal tenure.
- 10. Resignation :-**
- (i) Resignation submitted while the officer is posted abroad shall not be accepted.
 - (ii) Willing officer to execute bond to serve the bank for at least 3 years or upto superannuation on repatriation, whichever is earlier, or else he shall have to pay the amount specified by the Bank. Waiver may be granted by the Board of the Bank only in exceptional cases with due reasons.
- 11. Cooling off :-** The minimum cooling off period for re-posting shall be prescribed. Officer shall not be sent back to the same place of posting.
- 12.** New officers to be posted abroad as head of the branch shall be posted 15 days prior to the completion of tenure of his predecessor in order to enable him to acquaint himself on operational issues.
- 13. Code of conduct :-** Officers with right aptitude, high integrity and dedication towards work shall be preferred.

Banks may bring these guidelines to the notice of respective Boards of Banks and also ensure compliance of these guidelines.

Yours faithfully,

(Manish Kumar)
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1. All Govt. Nominee Directors
2. Coord. Section
3. Computer Cell for placing the orders on Intranet of DFS.
4. CEO, IBA