F.No.5/5/2012-IR
Government of India
Ministry of Finance
Department of Financial Services
Jeevan Deep, IIIrd Floor,
Parliament Street, New Delhi

Dated the May 3, 2012

To
CEOs of all Public Sector Banks.

Subject: Timelines for Promotions/Transfers in PSBs.

Sir,

I am directed to refer to this Department's letter No.9/1/2012 dated 27.3.2012 and letter of even number dated 13.4.2012 on the above subject wherein it is advised that all the PSBs must complete the promotion process for the vacancies upto March, 2013 before 30.06.2012. Taking into consideration the academic session and other relevant factors, it has been decided that the process of regular transfer of officers is also completed at the beginning of the year so that the staff is not put to undue inconvenience.

2. In view of the above, the Public Sector Banks are advised for compliance as follows with reference to the Promotions and Transfers:

1) The process for promotion for the vacancies during the year must be completed before June of that year.

2) All transfer orders should be issued by June every year. However, transfer on promotion can be done after June as and when these become due.

3) Any transfer of officers after June, even on administrative exigencies, except on promotion, would require prior approval of the Board of Directors.

4) For promotion during the year APAR upto the previous year must be taken into account. The banks must put in place a system in which APARs are completed in time and are available for the process of promotion.

5) In case exams are to be conducted for promotion at any level, the same should also be held in time so that the promotion process got completed in time.

2. All Banks are requested to obtain the approval of the Board of Directors for the above at the next meeting and to take action accordingly.

3. This issues with the approval of Secretary (FS), DFS.

Yours faithfully,
(Manish Kumar)
Under Secretary to the Government of India

Copy to:-
1. All Govt. Nominee Directors.
2. NIC Cell for placing on the website