

**PROMOTION POLICY
SETTLEMENT
FOR
WORKMEN STAFF
06 JUNE 2019**

Memorandum of Settlement arrived on this 6th day of June, 2019 by and between the Management of UCO Bank and its workmen as represented by the All India UCO Bank Employees' Federation having majority membership (in terms of Board Approved IR Policy for Workmen Staff circulated vide circular no. CHO/PAS/04/2017-18 dated 04.01.2018) regarding Policy and Procedure Concerning Promotion from Clerical Cadre to Officer Cadre and Subordinate Cadre to Clerical Cadre and selection of staff for entrusting duties attracting functional special allowances under the Bipartite Settlements and Related Matters (under Section 2(p) and Section 18(1) of the Industrial Disputes Act, 1947 read with Rule 58 of the Industrial Disputes (Central) Rules, 1957.

THE MANAGEMENT OF UCO BANK
REPRESENTED BY:

1. Shri Naresh Kumar,
General Manager, HRM
2. Shri Upendra Modi,
Assistant General Manager, HRM
3. Shri Shakti Kumar Singh,
Chief Manager, HRM
(IR and Nego)
4. Shri Amit Kumar Singh,
Chief Manager, HRM
(Award Staff Cell)
5. Shri Ankur Yadav,
Senior Manager, HRM
(IR and Nego)

WORKMEN OF UCO BANK REPRESENTES BY:

1. Shri P.D. Singh
2. Shri K. Vijhayan
3. Shri K. P. Antani
4. Shri R. K. Walia
5. Shri R. A. Sharma
6. Smt. B. Vijayal
7. Shri Amitab Chatterjee
8. Shri C. M. Patel
9. Shri Partha Chanda
10. Shri Madhavan
11. Shri J.A. Shigwan
12. Shri Sanat Ghosh
13. Shri Kukreja S. L.
14. Shri Jena P.C.
15. Shri S. Nalkundwar
16. Shri M. Bagaria
17. Shri R. K. Bhagat
18. Shri P. Vashist
19. Shri Sagar Sawant
20. Shri R. Prasad
21. Shri Ravi Joshi
22. Shri N. Maheshwari
23. Shri Jagdish Babu
24. Shri Manikandan
25. Shri O. P. Verma
26. Shri Alkesh Rajveer
27. Smt. K. Mehta
28. Smt. M Singavi
29. Shri Kundu Mithun
30. Shri G. V. R. Kumar
31. Shri V. Kini

All India UCO Bank Employees' Federation.

SHORT RECITAL

Whereas the period of settlement entered into between the parties hereto on 16th July, 2012 regarding Policy and Procedure concerning Promotion of workmen staff and selection to posts carrying functional special allowance expired on 15th July, 2014. However, as neither of the parties have given notice of termination of the same, the Settlement has remained valid.

Keeping in view the guidelines received from Government of India from time to time and also the aspirations of the Workmen employees of the Bank for career progression in the organization and the need to keep pace with the rapidly changing banking environment, the Promotion Policy for Workmen Staff has been amended/reviewed as under:

PART – I

1. Promotion Defined:

Promotion shall mean a transposition of an employee from the lower cadre to a higher cadre, involving a higher scale of pay and higher responsibility.

1.1 Types of promotion dealt with in this Policy:

- a) Promotion from the clerical cadre to the Bank's Officers' Grade-Junior Management Grade Scale-I (which is an All India service).
- b) Promotion from subordinate cadre to the clerical cadre.

PART-II

2. Promotion From Clerical Cadre To Officers' Cadre In Bank's Junior Management Grade Scale-I

2.1 The process of promotion to Officers' cadre in Junior Management Grade Scale-I will be normally undertaken once in a year.

2.2 All Vacancies in Officers' cadre in Junior Management Grade Scale-I will be decided by the Bank Management preferably at the beginning of the Financial Year.

2.3 Declared vacancies in Officer's cadre in Junior Management Grade Scale-I will be filled up through following three channels:

- a) 35% of declared vacancies will be filled up by direct recruitment.
- b) 45% of declared vacancies will be filled up through Merit channel from amongst the members of clerical staff to be selected in the manner prescribed.
- c) 20% of declared vacancies will be filled up through Seniority channel from amongst the members of clerical staff to be selected in the manner prescribed.

2.4 Eligibility

2.4.1 Qualification:

Clerical staff shall be eligible for promotion to Officer's cadre provided they have minimum qualification of Graduation or equivalent from a University recognized by the Govt. of India.

2.4.2 Age:

The maximum age limit shall be 57 completed years as on 31st March of the preceding date of notification.

2.4.3 Length of Service:

a) Merit Channel:

The minimum length of service in the Bank in clerical cadre for eligibility to appear in the written test shall be determined as on 31st March of the preceding date of notification and is three completed years of service in clerical cadre.

b) Seniority Channel:

The minimum length of service in the Bank shall be five completed years of service in clerical cadre.

Note:

- 1) For the aforesaid purpose the length of service in the Bank in the clerical cadre as mentioned above shall not include the period of leave without pay/ suspension, if any, to the extent that it exceeds 180 days in all since the commencement of the service of the employee in the Bank in the clerical cadre on the position obtaining as at 31st March of the preceding date of notification.
- 2) For candidates belonging to Schedule Castes / Scheduled Tribes / Physically Challenged categories, relaxation of one year in the length of service as mentioned above will be given.

2.5 Disqualifications:

An employee shall not be eligible for promotion to the Officers' cadre, if he/she suffers from anyone or the other of the disqualifications mentioned hereunder:

- a) Disciplinary / Judicial proceedings pending against the employee for an offence involving the bank. (This is to be read with Note below).
- b) He/she is under suspension and/or a charge-sheet for gross misconduct is pending against him/her for less than three years from the date of issue of Charge sheet. (This is to be read with Note below).
- c) He/she is certified by a Medical Officer of the Bank's choice not below the rank of Civil Surgeon, to be permanently disabled physically or mentally for supervisory duties and responsibilities. Subject, however, that this clause will not apply to those employees who had been appointed in the Bank regardless of their being physically handicapped or who after their appointment have become physically handicapped but are not disabled by such handicaps from performing supervisory duties and/or shouldering supervisory responsibilities.

Note:

However, an employee suffering from disqualification under clause (a) & (b) above shall be allowed to appear in the written test or associate himself/herself with the promotion process, but if he/she is selected for promotion, the Bank shall empanel him/her along with others selected but withhold his/her promotion until completion of the disciplinary proceedings. In case, on completion of the disciplinary proceedings/ Police case/CBI case he/she is not found guilty of gross misconduct/ exonerated by the respective court he/she will be promoted with retrospective effect from the date on which the others in the same promotion panel are promoted within three months from the date of the order acquitting him/her from

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charge(s) involving gross misconduct against him/her/date of order of the Hon'ble Court exonerating him/her from all the charges. In case, however, the employee is found guilty of gross misconduct/punished by the order of the Hon'ble Court he/she will not be eligible for promotion and his/her name will be removed from the panel under intimation to him/her. In respect of an empanelled employee who has not been placed under suspension unless the delay in completion of the departmental enquiry is attributable to him/her, promotion shall be released on completion of the period of three years from the date of issue of relative charge sheet (as per para b above).

2.6 Mode Of Selection:

2.6.1 Merit Channel:

Under Merit Channel, there will be assessment of 100 marks distributed in the following manner:

- a) **Written test** to be conducted by the Institute of Banking Personnel Selection (IBPS)/ Bank/reputed external agencies – 70 marks
- b) **Professional Qualification:**
 - i) JAIIB/CAIIB Examination of Indian Institute of Banking & Finance
 - JAIIB/ CAIIB – I 3 marks
 - CAIIB/ CAIIB – II 5 marks
 - ii) Post-Graduation 2 marks
- c) **Interview** 20 marks

Note:

- 1) Applications will be invited from eligible clerical staff to appear for the written test. Only those who conform to the prescribed norms shall be eligible to appear in the written test.
- 2) Pass marks in the written test to be conducted by IBPS/Bank/ reputed external agencies will be 35% (for SC/ST candidates 30%).
- 3) Candidates who pass the test will be ranked on the basis of marks obtained in the written test and those who shall rank within the number equivalent to three times the vacancies declared for this channel will be considered for promotion on the basis of aggregate marks secured in the written test, professional qualification and interview. The candidates who secure the same number of marks in the aggregate shall be ranked on the basis of inter-se seniority. The candidates securing rank on the basis of aggregate marks as above within the number of vacancies set apart for this channel would be empanelled and declared promoted.

2.6.2 Seniority Channel:

The Bank shall notify the number of vacancies set apart for promotion through the seniority channel inviting applications in the prescribed form from eligible employees in the clerical cadre including those posted in any "Special Pay" carrying posts.

Candidates responding to the notification will be ranked in order of their eligible service in the clerical cadre.



Promotion under the Seniority Channel will be guided by the following criteria:

Selection will be guided by the following criteria out of a consideration zone of two times of the vacancies declared under this channel :

There will be assessment of 100 marks distributed in the following manner :

- i) **Seniority** 60 marks
[2 marks for each completed year of service as assessed vide para 2.4.3 above with a maximum of 60 marks]
- ii) **Professional Qualification** 10 marks
[Details of marks on Professional Qualification will be as given under para 2.6.1 (b) of Promotion Policy]
- iii) **Interview** 30 marks (Qualifying Marks 09)

2.6.3 Applications will be invited for both the channels at a time. Candidates may apply for both the Channels or a single channel. Written Test for the candidates applied for Merit/both channels will be conducted first. However, promotions under seniority channel shall be released first, thereafter promotions under Merit shall be released, but on same date, i.e. effective date of promotion in both the Channels will be the same.

2.7 Clerical staff who pass and qualify as Chartered Accountant (CA)/ Chartered Financial Analyst (CFA)/ FRM/ CS and also those who pass the final examination of the Institute of Cost & Works Accountant of India will be promoted to the Officers' cadre in Junior Management Grade Scale-I without any test or interview and such promotion shall not affect the total number of officers to be appointed in the Bank's Junior Management Grade Scale-I through promotion as also by direct recruitment from outside.

Note: Promotion as per para 2.7 above shall be released once in a year on the basis of the position prevailing as on 31st March.

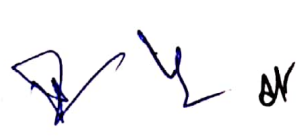
2.8 General Conditions:

2.8.1 Release of promotion:

An employee empanelled for promotion in the manner prescribed above shall be informed of his/her promotion individually by letter incorporating therein the effective date of promotion.

2.8.2 Probation:

On promotion to the Officers' cadre an employee would be on probation for one year. The period of probation may, if necessary, be extended up to a total period of 2 years in the Bank's discretion. Any defects or deficiencies observed during the period of probation shall be brought to the notice of the employee, in writing, so that he/she may have an opportunity to remove the defects or deficiencies and show sufficient improvement to merit confirmation as Officer. Where, in spite of such opportunity being given to him/her, he/she fails to remove the defects or deficiencies and show sufficient improvement and make good as an officer, the Bank, after notice to him/her will be entitled to revert him/her to the cadre, to which he/she belonged prior to his/her promotion, on the emoluments that he/she would have drawn had he/she not been promoted.







2.8.3 Reversion:

Normally no request for reversion of an employee who has been promoted to officers' cadre in JMGS-I will be considered. However, if the employee concerned makes written request within a period of 6 months from date of promotion on the ground of extreme medical exigencies involving himself/herself/his/her family, the GM HRM/ Committee constituted by GM, HRM may, in its absolute discretion, consider such request. Any such request for reversion of an employee submitted after expiry of above stipulated period will not be considered. Such request of reversion will preferably be disposed off within a period of 30 days.

In case the request for reversion is allowed by the Competent Authority, in such case, the employee would be debarred for promotion for five years from the date of acceptance of such reversion and he/she would be reverted to his/her substantive cadre, which he/she occupied prior to his/her promotion subject to availability of similar vacancy in the same station/Centre/seniority region. However, if no similar vacancy is available in station/centre/seniority region, he/she will then be reverted only as a SWO 'A' and be posted in the same station/centre/seniority region. Such employee should be eligible for selection of Special Pay posts after his/her name appears in Seniority List prepared subsequent to the date of reversion.

- 2.8.4 If a candidate, after his/her empanelment for promotion, is charge-sheeted for gross misconduct and/or placed under suspension or CBI/Police filed a criminal case against him/her, his/her promotion shall be held in abeyance and be dealt with in the manner provided in para 2.5 above. If a candidate after his/her empanelment is certified by a Medical Officer of Bank's choice not below the rank of Civil Surgeon to be permanently disabled physically or mentally for supervisory duties and responsibilities, he/she shall not be given promotion and his/her name will be removed from the panel under intimation to him/her. However, this shall not apply to those who had been appointed regardless of their being handicapped or who after appointment have become handicapped physically but are not disabled by such handicap from performing supervisory duties and/or shouldering supervisory responsibilities.

2.8.5 Filling up of unfilled vacancies:

There would be no carryover of the vacancies.

2.8.6 Appeal:

A Candidate who after taking part in the promotion process fails to get selected for promotion and feels that his/her case has not been properly dealt with, may prefer an appeal to the GM, HRM/ Committee constituted by GM, HRM for this purpose within 30 days of the declaration of the promotion. The decision of the GM, HRM/ Committee constituted by GM, HRM for this purpose would be communicated within 90 days of the declaration of the promotion.

2.8.7 Reservation Provisions in case of SCs/STs

The directives of the Government of India regarding reservation of posts for candidates belonging to SC/ST as in force, from time to time, would be applicable in case of promotion from Clerical Cadre to Officer's Cadre in JMGS-I.

2.8.8 Special Provision for Ex-Servicemen

For the purpose of seniority in promotion from Clerical Cadre to Officers' Cadres in JMGS-I, the Ex-Servicemen recruited/re-employed against reserved posts in clerical

cadre & subordinate cadres, weightage for the period of service rendered by them in the Defence Services will be allowed in the ratio of 5:1 subject to a maximum of two years after they have rendered at least three years actual service in the Bank from the date of recruitment/re-employment.

This benefit will however be available only once during the service career of an individual employee, i.e., either at the time of promotion from subordinate cadre to clerical cadre or from the clerical cadre to Officers' Cadres in JMGS-I or for assignment against any special pay carrying posts in clerical/subordinate cadre. The Ex-servicemen are required to exercise their option for the purpose and option once exercised will be final and no change thereafter will be allowed, whether or not he/she is successful in that exercise.

2.8.9 Note:

As one time measure all Non-Graduate Clerical staff will be given one and final chance to participate in the next immediate promotion process subject to their meeting the eligibility criteria as mentioned above.

PART- III

3 Promotion From Subordinate Cadre To Clerical Cadre

3.1 The provisions of this Chapter shall be applicable to all the full-time members of subordinate staff appointed in the Bank.

3.2 Age Limit:

There shall be no age limit in respect of promotion from subordinate cadre to the clerical cadre.

3.3 Promotions from subordinate cadre to clerical cadre shall be as Single Window Operator 'A'.

3.4 Assessment of Vacancies:

The maximum number of vacancies for the Bank as a whole in a year for promotion from Subordinate Cadre to Clerical Cadre would be 35% of natural wastages, i.e. death, retirement and resignation from clerical cadre in last 12 months, from April to March and 35% of the number of promotions from Clerical Cadre to Officers grade during the preceding financial year.

Note:

The assessed vacancies shall be increased to the extent required for promoting the eligible applicants under First Channel mentioned herein under subject to a maximum of 25 for the Bank as a whole. Where the number of such eligible candidates would be more than 25, the number in excess of 25 shall be apportioned against the assessed vacancies.

After ascertaining whether such apportion is necessary or not, the assessed vacancies shall be distributed to Merit Channel and Seniority Channel in the following manner :

- a) **Merit Channel (Second Channel)** – 75% of remaining assessed vacancies calculated on the basis of 35% on natural wastage and promotion.
- b) **Seniority Channel (Third Channel)** – 25% of remaining assessed vacancies calculated on the basis of 35% on natural wastage and promotion.

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3.5 The Bank shall declare the vacancies region-wise (here region being the same as applicable in the matter of selection of Special Assistant or Head Cashier II {Para 4.6.2(a)}) every year preferably at the beginning of the Financial Year for the post of SWO 'A'

3.6 **Mode of Selection**

3.6.1 There shall be three channels for promotion from Subordinate Cadre to Clerical cadre as under:

i) **First Channel (Graduation Channel)**

Member of Subordinate staff including House Keeper cum Peon (HKP) who have obtained a valid degree in any discipline from a University recognized by Govt. of India shall be considered for promotion to the Clerical cadre without any test or interview, subject to he/she has acquired the qualification after recruitment in bank's service and obtained prior permission for doing graduation from the Bank.

He/ She has completed three year service as confirmed employee in the Bank.

Note:

a) *Employees who have already enrolled for Graduation and have obtained valid degree prior to the date of this Settlement, but after joining the bank in permanent cadre as Full time Employee, as one time measure their graduation will be accepted for onward promotion. However, such employee has to inform the Bank regarding his appearance in Graduation course within three months from the date of circularization.*

b) *Promotion as mentioned above will be released once in a year on the basis of the position prevailing as on 31st March of the previous year.*

ii) **Second Channel (Merit Channel)**

Promotion through an All India Written Test conducted by Bank/reputed external agencies followed by Computer Literacy Test and Interview – 75% vacancies would be filled up under this channel.

Eligibility

Members of Subordinate staff other than Graduates who have passed [10] of [10+2+3] pattern or equivalent of a statutory Board recognized by Govt. of India/State Government and who have put in a minimum period of three years continuous service as full time employee would be eligible to participate under this channel.

Selection Procedure

Vacancies under this channel would be filled through a selection process comprising Written Test to be conducted by Bank/reputed external agencies, Computer Literacy Test, Interview and Educational Qualification. Marks on these four heads shall be distributed in the following manner:

- | | |
|--|----------|
| a) Written Test | 40 marks |
| Qualifying marks 35% (30% for SC/ST/PH Category) | |
| b) Computer Literacy Test | 25 Marks |
| Qualifying marks 35% (30% for SC/ST/PH Category) | |
| c) Interview | 30 Marks |
| d) Educational Qualification | 05 Marks |



For a pass in Higher Secondary Examination or [10+2] of [10+2+3] pattern or Pre-University or 11th standard of [11+3] pattern.

Those who will pass the written test would qualify for Computer Literacy Test and Interview in order of rank in the written test subject to three times the vacancies notified in the respective seniority region under this channel. The candidates, who qualify written test and computer literacy test, would be considered for promotion on the basis of aggregate marks obtained in the written test, Computer Literacy Test, Interview and Educational Qualification.

The candidates who secure the same number of marks in the aggregate shall be ranked on the basis of inter-se seniority.

The candidates securing rank on the basis of aggregate marks as above within the number of vacancies set apart for this channel in the state would be empanelled and declared promoted.

iii) **Third Channel (Seniority Channel)**

Eligibility

Members of Subordinate staff other than Graduates who have passed [10] of [10+2+3] pattern or equivalent of a statutory Board recognized by Govt. of India/State Government and who have put in a minimum period of five years continuous service as full time employee would be eligible to participate under this channel.

Note:

As one-time measure, relaxation for two years will be given for eligibility to participate in the next immediate promotion process through seniority channel subject to their meeting the eligibility criteria as mentioned above.

Selection will be guided by the following criteria out of a consideration zone of three times of the vacancies declared under this channel:

Selection Procedure

- | | |
|--|----------|
| a) Service | 40 marks |
| (2 marks for each completed year of service with a maximum of 40 marks). | |
| b) Computer Literacy Test | 25 Marks |
| Qualifying marks 35% (30% for SC/ST/PH Category) | |
| c) Interview | 30 Marks |
| d) Educational Qualification | 05 Marks |

For a pass in Higher Secondary Examination or [10+2] of [10+2+3] pattern or Pre-University or 11th standard of [11+3] pattern.

The candidates who secure the same number of marks in the aggregate shall be ranked on the basis of inter se seniority. Between employees having same length of service in their cadre in the Bank, one who is senior in age will be considered senior.

The candidate, securing ranks on the basis of aggregate marks as above within the number of vacancies set apart for this channel in the region would be empanelled and declared promoted.

- 3.6.2 Applications will be invited for both Merit channel (3.6.1.ii) and Seniority Channel (3.6.1.iii) at a time. Candidates may apply for both the Channels or a single channel. Written Test for the candidates applied for Merit Channel/both channels

will be conducted first. However, promotion under seniority channel shall be released before release of promotion under Merit Channel on same date.

3.7 General Conditions:

3.7.1 Applications will be invited from the eligible subordinate staff in order to fill up the declared vacancies. Only those who confirm to the prescribed norms as on 31st March immediately preceding the date of notification for promotion shall be eligible to apply for promotion as above.

3.7.2 *One year relaxation in the minimum qualifying service where applicable will be given to SC/ST /PWD employees.*

3.7.3 While reckoning the length of service in subordinate cadre as required, the service as full-time employee as HKP/Peon of the Bank shall be considered as on 31st March of the preceding year, excluding the period of leave without pay, if any, to the extent that it exceeds 180 days in all.

3.7.4 *As one time measure all Non-Metric sub- staff will be given one and final chance to participate in the next immediate promotion process under Second and Third Channel subject to their meeting the eligibility criteria as mentioned above.*

3.8 Disqualification:

Promotion of employees from subordinate cadre to clerical cadre shall be subject to disqualifications mentioned in para 2.5 and 2.8.4 above.

3.9 Employees selected for promotion would be empanelled and shall be informed of their promotion individually by letter incorporating therein the effective date of promotion.

3.10 Probation:

An employee promoted as above from subordinate cadre to clerical cadre will be on probation for a period of six months which may be extended up to a total period of nine months in the Bank's discretion. Any defects or deficiencies observed during the period of probation shall be brought to the notice of the employee in writing so that he/she may have an opportunity to remove such defects or deficiencies and show sufficient improvement to merit confirmation. Where in spite of such opportunity being given, he/she fails to remove such defects or deficiencies and show sufficient improvement and make good as a Single Window Operator 'A', Bank after notice to him/her will be entitled to revert him/her to the substantive cadre to which he/she belonged prior to his/her promotion on emoluments that he/she would have drawn had he/she not been promoted.

3.11 Reversion:

3.11.1 An employee on promotion to clerical cadre if seeks reversion during the period of probation, would be debarred from promotion for two years from the date of acceptance of such reversion. In such case he would be reverted to his substantive cadre which he occupied prior to his promotion on emoluments that he would have drawn had he not been promoted.

3.11.2 An employee who seeks reversion, after the expiry of probation period may be allowed reversion to the subordinate cadre at the discretion of the Bank. In such case the concerned employee shall forfeit permanently his chance for promotion to clerical cadre and shall be eligible for selection to functional allowance posts after five years from the date of such reversion.



3.12 **Filling up of unfilled vacancies:**

There would be no carryover of the vacancies.

3.13 **Reservation Provisions In case of SC/ST & Persons with disabilities**

The directives of the Government of India regarding reservation of posts for candidates belonging to SC/ST/Persons with disabilities as in force, from time to time, would be applicable in case of promotion from Subordinate Cadre to Clerical Cadre.

3.14 **Special Provision for Ex-Servicemen**

For the purpose of seniority in promotion from Subordinate Cadre to Clerical Cadre, the Ex-Servicemen recruited/re-employed against reserved posts in subordinate cadres, weightage for the period of service rendered by them in the Defence Services will be allowed in the ratio of 5:1 subject to a maximum of two years after they have rendered at least three years actual service in the Bank from the date of recruitment/re-employment.

This benefit will however be available only once during the service career of an individual employee, i.e. either at the time of promotion from subordinate cadre to clerical cadre or from the clerical cadre to Officers' Cadres in JMGS-I or for assignment against any special pay carrying posts in clerical/ subordinate cadre. The Ex-servicemen are required to exercise their option for the purpose and option once exercised will be final and no change thereafter will be allowed, whether or not he/she is successful in that exercise.

3.15 **Appeal:**

A Candidate who after taking part in the promotion process fails to get selected for promotion and feels that his/her case has not been properly dealt with, may prefer an appeal to the DGM, HRM/ Committee constituted by DGM, HRM for this purpose within 30 days of the declaration of the promotion. The decision of the DGM, HRM/ Committee constituted by DGM, HRM for this purpose would be communicated within 90 days of the declaration of the promotion.

PART-IV

4 Procedure For Selection Of Employees For Special Pay Posts Under Bipartite Settlements

4.1 Grant of Special Pay does not constitute promotion. An employee performing duties which attract a Special Pay under the Bipartite Settlement shall continue to be in the clerical or subordinate cadre as the case may be.

4.2 Selection of persons for Special Pay duties in the clerical or subordinate cadre shall be subject to the disqualifications mentioned in para 2.5 and 2.8.4 in Part-II hereof.

4.3 **Probation:**

Permanent employment in Special Pay posts in clerical and subordinate cadres shall be made on the basis of probation for six months. The period of probation may, if necessary, be extended up to a total period of nine months in the Bank's discretion. Any defects and deficiencies observed during the period of probation shall be brought to the notice of the employee in writing, so that he may have an opportunity to remove the defects or deficiencies and show sufficient improvement. Where, in spite of such opportunity being given the employee

concerned fails to improve satisfactorily within a reasonable period, the Bank will be entitled to withdraw the Special Pay and the duties associated therein under intimation to him/her within the period of probation.

Within the probation period of six months or during the extended period, an employee may, by giving fifteen days notice in writing to the Bank, surrender the Special Pay and request the Bank to withdraw the duties associated therewith and on expiry of such notice the Bank shall withdraw the Special Pay and the duties associated therewith from the concerned employee. On withdrawal of Special Pay and duties associated therewith during the period of probation, the employee shall be deemed to have been brought back to his substantive post which he/she occupied prior to his/her such selection on emoluments that he/she would have drawn had he/she not been selected to the said post. Where an employee surrenders the Special Pay during the period of probation, he/she will have a second and final chance for selection to such post on expiry of a period of two year from the date of withdrawal of such Special Pay.

4.4 An employee from whom the duties and the Special Pay have been withdrawn either by the Bank or at his/her request as per para 4.3 above may be posted to any branch/office within the Station/centre in the Bank's discretion, if there is no vacancy available at the branch/office where he was posted prior to his posting in the Special Pay post.

4.5 An employee, after being confirmed in a Special Pay post may request the Bank in writing to surrender the allowance which may be allowed at the Bank's discretion. If such request is allowed by the Bank, the employee concerned shall be deemed to have forfeited his claim for such post permanently and he/she shall be posted as Single Window Operator 'A' or a peon/HKP as the case may be at any branch/office within the seniority region at the Bank's discretion, notwithstanding his holding any Special Pay post prior to his selection to the said Special Pay post carrying a higher Special Pay. However, in case of inter-region transfers involving surrender of Special Pay after confirmation, the concerned employee will be eligible for inclusion in the seniority list of the region where he/she is transferred on expiry of two years from the date of such transfer and he would be eligible for Special Pay post which he surrendered earlier.

Note

Inclusion of his/her name in the seniority list of the Region would mean name shall be included in the seniority list of the Region prepared subsequent to expiry of two years period after his /her transfer to the said region.

4.6 SELECTION TO SPECIAL PAY POSTS IN CLERICAL CADRE.

4.6.1 Special Pay posts in the clerical cadre viz. Special Assistant, Head Cashier-II, and Single Window Operator 'B' (SWO-B) for which Special Pay is provided under the Bipartite Settlements shall be filled up by open notification on the basis of region wise common seniority (region defined hereafter) subject to fulfilment of the conditions provided.


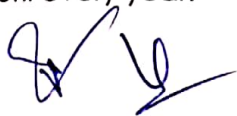
Note:

An employee posted in any higher Special Pay bearing post will not be entitled to apply for any post carrying lower or equivalent Special Pay in clerical cadre.



4.6.2 Seniority Region:

- a) For selection to the posts of Special Assistant and Head Cashier -II', the branches/offices of the Bank will be grouped to form regions in the following manner :
- i. Kolkata City and Suburbs (erstwhile CCA Area) including Head Office.
 - ii. Mumbai City and Suburbs (erstwhile CCA area)
 - iii. Andhra Pradesh
 - iv. Assam (would include Manipur, Mizoram, Arunachal Pradesh, Meghalaya and Nagaland)
 - v. Tripura
 - vi. Bihar
 - vii. Delhi and New Delhi and Suburbs (CCA Area)
 - viii. Gujarat, Daman and Dadar Nagar Haveli
 - ix. Kerala (including Lakshadweep)
 - x. Madhya Pradesh
 - xi. Maharashtra (other than those included under (ii) above).
 - xii. Goa
 - xiii. Karnataka
 - xiv. Orissa
 - xv. Punjab and Haryana (including Chandigarh)
 - xvi. Himachal Pradesh
 - xvii. Jammu &.Kashmir
 - xviii. Rajasthan
 - xix. Tamil nadu, Pondicherry and Andaman & Nicobar Islands
 - xx. Uttar Pradesh
 - xxi. West Bengal (other than those included under (i) above) and Sikkim.
 - xxii. Jharkhand
 - xxiii. Chhattisgarh
 - xxiv. Uttarakhand
 - xxv. Telangana
- b) In case of persons transferred from one seniority region to another as defined in para 4.6.2(a) above, eligibility for inclusion in the seniority list for the new seniority region will accrue only after expiry of two years from the effective date of such transfer. Such inclusion in the seniority list will be on the basis of length of service calculated in the manner provided in para 4.6.2 (e) hereof.
- c) For selection to Special Pay posts of Single Window Operator 'B' in the clerical cadre other than the posts of Special Assistant and Head Cashier II', seniority region shall constitute as under:
- i) In case of erstwhile CCA area, all branches/offices in a particular CCA area are to be treated as one region.
 - ii) In case of a particular town/centre other than in Metro City area all branches/office in the town/centre are to be treated as one region.
 - iii) In case of a particular place/town/centre other than Metro City area where the Bank has only one branch, that branch is to be treated as one region.
- d) The common seniority list under this agreement will be prepared at the beginning of financial year. Hence seniority list will be drawn once a year as on 1st April every year.



e) Ascertainment of seniority:

For the purpose of common seniority list, length of service in the Bank in the clerical cadre shall be taken into account including the period of service in respect of which the benefit of notional predating of date of joining and preponement of annual increments have been given by the Bank, excluding, leave without pay, if any, to the extent that it exceeds 180 days in all since the commencement of the service in the clerical cadre.

The following weightage for professional qualification will be added to the actual length of service determined as above:

- i For passing JAIIB/CAIIB-I of Indian Institute of Banking & Finance Examination – 1 year.
- ii For passing CAIIB/CAIIB-II of Indian Institute of Banking & Finance Examination – 2 year
- iii Graduation or equivalent from a University recognized by Govt. of India – 2 Year

4.6.3 **Eligibility For Selection To The Post Of Special Assistant:**

The following minimum period of service in the clerical cadre in the Bank would be essential for an employee to be considered eligible for selection as Special Assistant subject to fulfilment of other requirements prescribed.

- i For Graduates of a recognised University who have passed CAIIB of the IIBF - Two years
- ii For graduates of a recognised University and for those who, not being graduates, have passed CAIIB of the IIBF- Three years
- iii For Non-graduates - Four years

Note:

In the event of non-availability of applicants, the above eligibility criteria will be relaxed by one year.

4.6.4 **Eligibility For Selection To Special Pay Posts Other Than Special Assistant:**

An employee in the clerical cadre who has been confirmed in the Bank's service, subject to fulfilment of other requirements prescribed.

In respect of selection of Single Window Operator 'B' in clerical cadre as the selection will be made from the existing Single Window Operator 'A' henceforth no further training and aptitude test will be required.

4.6.5 **Declaration of vacancies:**

Vacancies in special Pay posts in clerical cadre mentioned in this Policy will be declared from time to time, preferably before the end of currency period. However, before declaring such vacancies, the existing supernumerary posts, if any, shall be adjusted.

4.6.6 **Mode of Selection:**

The selection to special pay posts mentioned above will be made by open notification on the basis of region wise common seniority (determined through current seniority list) subject to fulfilling the other requirements prescribed. Those who respond to the notification within the stipulated time will be considered. Selection in any Special Pay carrying post in the clerical cadre shall be effective from a fixed date, i.e. not later than 30 days from date of communication of

selection, In case of non-availability of any eligible candidates in the respective seniority region, notification in enlarged seniority region (wherever applicable) as defined in para 4.6.2 (a) may be made.

Note:

In case an employee is selected as SWO-B from enlarged Seniority Region, he/she will be eligible to seek request transfer within the enlarged Seniority Region as per bank's extant guidelines for request transfer governing SWO-B.

In the event of surrender of special pay within probation period, further selection may be made out of the remaining eligible candidates who could not be selected earlier due to their lower-se seniority before the expiry of the tenure of the current seniority list on the basis of which original selection has been made. However, on the expiry of the tenure of the seniority list, on the basis of which original selection was made, for filling up such vacancies fresh notification shall be issued.

4.6.7 The number of posts of Special Assistant to be filled in shall be equivalent to the following:

- i The number of Special Assistant promoted to Officers' cadre;
- ii The post of Special Assistant falling vacant due to retirement, resignation, death or otherwise.
- iii The creation of additional post of Special Assistants shall be examined by the Bank only on need based requirement, if any.

4.6.8 The prevailing norms governing the post of Head Cashier-II shall be reviewed from time to time.

4.7 Selection To Special Pay Posts In Subordinate Cadre:

4.7.1 Subject to the requirements mentioned in para 4.7.4 below, Special Pay posts in the subordinate cadre will be filled up by employees in the subordinate cadre including HKP by open notification on the basis of region-wise seniority.

Regions to be constituted in the following manner:

- i In case of erstwhile CCA area, all branches/offices in a particular CCA area to be treated as one region;
- ii In case of particular town/centre in erstwhile non-CCA area, all branches/offices in that town/centre to be treated as one region; and
- iii In case of a particular place/town/centre in erstwhile non-CCA area where the Bank has only one branch/office, that branch/office to be treated as one region.

Note:

An employee posted in any higher special pay carrying post will not be entitled to apply for any post carrying lower or equivalent special allowance in subordinate cadre.

4.7.2 Seniority of employees eligible for selection to a special pay post in the subordinate cadre shall be reckoned from the date of commencement of the employees' present appointment as a confirmed employee but excluding the period of leave on loss of pay in excess of 180 days during the entire period of service subject to the condition that he/she must have been confirmed in the Bank's service.



- 4.7.3 In case of employees transferred from one seniority region to another as mentioned in para 4.7.1 above, eligibility for inclusion in the seniority list for the new place will accrue only after the expiry of the period of two years from the effective date of such transfer. Such inclusion in the Seniority list will be on the basis of length of service ascertained in the manner provided in para 4.7.2 above.

Note :

Inclusion of his/her name in the seniority list of the Region would mean, name shall be included in the seniority list of the Region prepared subsequent to expiry of two years period after his /her transfer to the said region.

- 4.7.4 Selection to a post carrying special pay in the subordinate cadre shall be subject to his/her possessing certain qualifications and meeting requirements mentioned herein below:

- i For duties involving skill of any type, possession of such skill adequately will be a pre-requisite;
- ii Where a license will be required, possession of a valid license will be also a pre-requisite;
- iii For the post of Daftary, knowledge of English such as is necessary having regard to the duties prescribed for Daftary would be a pre-requisite- also knowledge of simple binding of books and registers will be necessary;
- iv For the post of Driver, valid driving license, minimum literacy of 10th standard and age below 50 years as on date of notification shall be a pre-requisite. They would also be required to appear and pass a driving test before their final selection;

4.7.5 **Declaration Of Vacancies:**

Vacancies in special pay posts in subordinate cadre will be declared from time to time. However, before declaring such vacancies, the existing supernumerary posts, if any, shall be adjusted.

4.7.6 **Mode of Selection:**

The selection to special pay posts mentioned above will be made by open notification on the basis of region (Para 4.7.1) wise seniority subject to fulfilling the other requirements prescribed. Those who respond to the notification within the stipulated time will be considered. On selection to any special pay post, an employee will be informed of such selection in writing.

- 4.7.7 The posting in any special pay post in the subordinate cadre shall ordinarily be effective from the date the incumbent reports at the branch/office after his/her selection to the said post and he/she starts functioning in his/her new assignment and he/she shall be entitled to draw the relative special pay only from the said date, not later than 30 days from the date of communication of selection. Where the selection for different special pay posts in the subordinate cadre is made in bulk to more than one person, the posting of such persons in the special pay posts shall in that case be given effect from a uniform date subsequent to the date of the offer of posting in any case not later than 30 days from the date of communication of selection.



PART V

5 Temporary Officiating Or Performance Of Duties Carrying Special Pay:

- 5.1 Entrustment of duties carrying Special Pay or attracting officiating allowance under Bipartite Settlements on temporary basis shall be made in the exigencies of Bank's work and requirements. Temporary arrangement may be made where in the opinion of the management such arrangement is called for on the basis of actual need and exigencies of work and the decision of the Bank in this regard shall be absolute and final.
- 5.2 An acting arrangement shall, where deemed necessary, be made in the following posts:
- Officers in Bank's Junior Management Grade Scale-I; and
 - Special Pay posts in the clerical and the subordinate cadre;
- 5.3 An acting arrangement shall normally be made in the following circumstances :
- Leave vacancies;
 - vacancies arising out of permanent incumbents being on deputation or training or officiating in a higher post or otherwise;
 - vacancy where the incumbent has been transferred but their placement has not been given, provided that the post(s) calling for acting arrangement constitutes permanent strength of staff of the branch/office and shall not in any circumstances be an adhoc or temporary one for specific purpose and duration.

Note:

- In the exigencies of Bank's work, bank may require workmen staff to perform duties of higher nature and in such occasions, such workmen staffs who perform such duties assigned to him/her shall undertake responsibilities as per relevant provisions of Bipartite Settlement. Officiating allowance shall be payable only for actual performance of higher responsibilities as per settlement/service regulations.
- Acting /officiating arrangement on man to man basis will be made, when permanent incumbent is not present, if sanctioned strength of officers and Special Assistants both taken together is three or less.
- However, no officiating/acting arrangement will be made if sanctioned strength of officers and Special Assistants, both taken together, is three or more and at least four of them are present. If actual number of officers and Special Assistants, present, both taken together, is less than four, officiating/acting arrangement on man to man basis would be permitted so as to have the services of at least four Officers/Special Assistants.
- In a branch, when both Branch Heads/Assistant Branch Heads are on leave and no other officer is also available, in such cases a workmen staff including Special Assistant may be permitted officiating allowance as per Bipartite Settlement for the days involved in case he/she is authorized by the Competent Authority to use the power of Branch Heads/Assistant Branch Head.



- e No officiating arrangement will be made in Administrative Offices including Head Offices
- f No acting arrangement shall be made in the absence of an officer in Junior Management Grade Scale-I working in the capacity as an officer only or of a Special Assistant for a period less than five working days.
- g Acting arrangement in the subordinate cadre may be made even for a period less than five working days if the exigencies of work so require and the decision of the Manager or the Officer working in his place shall be final.
- h In place of Head Cashier, an acting arrangement may be made irrespective of the minimum period of absence of the permanent incumbent.
- i No acting arrangement on temporary basis shall be made in any other circumstances except those mentioned above.
- j However, officiating arrangement in place of Branch Head is normally to be made for a period not exceeding six days.
- K Chain Officiation shall not be allowed.

5.4 Seniority for the purpose of officiating/temporary performance of duties carrying functional special allowance will be reckoned office/branch-wise.

Clerical employees will be eligible for officiating/temporary performance of duties carrying Special Pay on the basis of Common Seniority in the branch/office.

5.5 When an employee performs duties which attract Special Pay, he/she shall be paid such allowance on pro-rata basis for the duration he/she has actually performed such duties.

5.6 When an officiating arrangement in place of Branch Head is considered necessary where he is the only officer in the branch, in exigencies of Bank's requirements, necessary arrangement may be made by the Bank in its discretion in that regard irrespective of the minimum period of absence of the permanent incumbent in the following manner :

- i In a branch when the Branch Manager is the only member of supervisory staff, in the event of his absence on leave or otherwise the Head Cashier being the second man in command (where no Cash Officer in Bank's supervisory cadre has been posted at the branch) shall be asked to officiate in place of the Branch Manager and hold the temporary charge until an alternative arrangement is made. However, if a clerk working at the branch happens to be notionally senior to the Head Cashier he shall be asked to officiate in preference to Head Cashier.
- ii In the aforesaid situation where a Special Assistant is also posted at the branch, he/she shall have precedence over the Head Cashier for holding the temporary charge of the branch and officiate in place of the Branch Manager until an alternative arrangement is made. Such alternative arrangement should normally be made within six working days.
- iii Such temporary incumbent where he happens to be Special Assistant or Head Cashier -II shall be paid officiating allowance as provided under the Bipartite Settlement for the duration involved on pro-rata basis over and above the Special Pay drawn by him in the substantive post of Special Assistant or Head Cashier -II, as the case may be.

- iv However, in case of a clerk officiating in the aforesaid situation he shall be paid Special Pay as admissible to the post of Special Assistant on pro-rata basis or the officiating allowance as provided in the Bipartite Settlement for the duration involved, whichever amount is higher.
- 5.7 Selection of an employee for temporary performance of duties carrying Special Pay or attracting officiating allowance under the Bipartite Settlement shall be subject to the disqualifications mentioned in para 2.5 above.
- 5.8 Where an employee is temporarily required by the Bank, in the light of exigencies of the work, to perform duties attracting Special Pay or officiating allowance under the Bipartite Settlements, he shall be paid the Special Pay / officiating allowance for the period involved. No Special Pay /officiating allowance shall be payable nor can an employee's claim in that regard be entertained unless the arrangement is authorized, in writing, by the Manager or a person acting for him, or any other officer competent to do so that the work is to be performed by a specific employee and that specified employee does the work actually in accordance with the written order of the Management.
- 5.9 Knowledge of technical work, where necessary, shall be a pre-requisite for selection of an employee for temporary assignments and in case two or more employees having technical knowledge of work being available, the person selected shall be the senior most at the branch/office/cell/department, as the case may be, provided that he/she is eligible under the provisions governing selection for the said post carrying Special Pay on a permanent basis. In other words, persons selected for such temporary assignment must be eligible under the relevant provisions governing selection for a similar post carrying Special Pay on a permanent basis.
- 5.10 Where a temporary arrangement is considered to be necessary by the Management but no person eligible under the aforesaid provisions is available in the office/branch/cell/department, as the case may be, the Zonal Manager/Assistant General Manager/Deputy General Manager/Head of the Department in case of Head Office, as the case may be, may if deemed fit and necessary, authorize temporary arrangement internally in the office/branch/department outside the purview of the above provisions depending on the exigencies of work by way of posting the senior most among the ineligible employees. Where temporary arrangement within the branch is rendered impossible, the Bank may make temporary arrangement from another branch/office from among the employees or the senior most available employee within the centre. In case where it is required to make such an arrangement from a different centre, such arrangement will be made not more than for a period of six days. Normally Bank shall make alternate arrangement within such a period. The decision of the Bank in this regard will be absolute and final.
- 5.11 In the event of an acting or officiating arrangement being made in the absence of the senior most eligible person in the office/branch or in the department, as the case may be, the next senior most eligible person available may, if exigencies of work so require, be asked to officiate/act in such situation. Such arrangement will not be disturbed even if the former resumes duty in the meantime and be allowed to continue till completion of his term.

An acting/officiating arrangement should normally be made for a specific period. But where a temporary vacancy of more than 15 days' duration, the



acting/officiating arrangement will be made on weekly basis so as to ensure that the senior most eligible person is not overlooked.

- 5.12 If a person acting/officiating in temporary posting proceeds on leave or remains absent on any account (other than on bank's work) for a period of more than four working days, he will cease to hold the post from the commencement of the period of his absence. In such a situation the next senior most person may, if the exigencies of work so require, be asked to work for the remaining period of permanent incumbent's absence commencing from first temporary incumbent's leave or absence as aforesaid subject to the provision that if the duration of temporary vacancy created from first temporary incumbent's leave or absence is more than fifteen days, the acting/officiating arrangement shall in that case be made on weekly basis as provided in para 5.11 above.
- 5.13 Where an employee is already acting/officiating in a post carrying Special Pay and in the meantime a vacancy in another post carrying a higher Special Pay arises, he shall have precedence over others for a second acting/officiating arrangement carrying a higher Special Pay provided that he happens to be the senior most employee at that time at the branch/office/ department, as the case may be. In the above situation, an acting arrangement in place of first temporary incumbent now selected for another acting chance carrying a higher Special Pay may, if the exigencies of work so require, be made subject to the provisions contained in "Note" under para 5.3 above.
- 5.14 No employee will be entitled to claim permanent posting in a post carrying Special Pay or promotion to Officers' cadre in Junior Management Grade Scale-I merely by reason of his having been given an opportunity to work in such a post temporarily.
- 5.15 Refusal of offer of acting/officiating chance by an employee in the branch/office or in the department, as the case may be, where he/she is working will entail his debarment from functional post Special Pay/officiating allowance under the Bipartite Settlements for a period of One year from the date of such refusal. Notwithstanding the above, in a situation where no willing employee(s) is available in the branch/office, the junior most employee(s) will officiate, till alternative arrangement is made.

PART-VI

6 GENERAL PROVISIONS:

- 6.1 An employee with higher special pay cannot refuse to work in his/her substantive cadre, when he/she is asked to perform such duties in writing by the Branch Head/Assistant Branch Head/in-charge of the department as per bank's requirement.
- 6.2 An employee who was issued with letter of promotion from the clerical cadre to the officers' cadre or from the subordinate cadre to the clerical cadre, or posting to a post carrying Special Pay in the clerical or in the subordinate cadre is subsequently found to have been promoted or posted in such a capacity on erroneous or incorrect interpretation of the relevant provisions of this Policy or through inadvertence or is found to be not eligible for such promotion/posting, is liable to be reverted to the post he/she was occupying immediately prior to his/her promotion/ selection.

6.3 Seniority amongst the persons having same date of joining or notional date of joining will be determined as under :

- i. The employee who has been in continuous service in his/her existing cadre of the Bank longer than the others will be considered senior;
- ii. Between employees having same length of service in their cadre in the Bank, one who is senior in age will be considered senior.

Note :

In regard to inter-se seniority of clerical employees who have been promoted from subordinate to clerical cadre on the same date, their inter-se seniority will be decided on the basis of date of joining as full time employee in subordinate cadre. Where date of joining in subordinate cadre is also same, the one who is senior in age will be considered.

- 6.4 This policy will be applicable only in respect of full-time workmen in employment of the Bank
- 6.5 The provisions of this Policy are subject to amendment/ modification/ supersession in conformity with any of the guidelines/ directives issued by the Government/regulator, from time to time, in this regard.
- 6.6 This Policy is subject to approval by the Bank's Board of Directors.
- 6.7 This policy will be reviewed yearly by the bank.



FOR UCO BANK:

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3. Shri Shakti Kumar Singh,
4. Shri Amit Kumar Singh,
5. Shri Ankur Yadav,

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Witness:

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Prakash Rao

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