

Circular No.345-2016-BC-PD-53-IRD

Date: 26-08-2016

PERMANENT UTILITY

JOINING TIME ON TRANSFER TO WORKMEN EMPLOYEES

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Attention of all our Employees and Branches/Offices is drawn to Circular No. 290-94-BC-PD-77-IRD dated 10-12-1994 on the subject matter. Which provides guide lines on the admissibility of joining time to Workmen Employees on their Transfer, whether at the instance of the Bank or on their request. Further attention may be drawn to page No. 33, Point No. 37 of Circular No. 260-2015-BC-PD-30-IRD Dated 26-06-2015 on Tenth Bipartite Settlement which reads as:

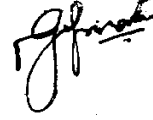
- “It is agreed by and between the parties that with effect from the date of settlement i.e. from 25-05-2015, joining time of Six days allowable under Para 551 of Sastry Award may be granted either immediately after relieving or within Three Months after joining the new place of Posting”.

In view of the above joining time with effect from 25-05-2015 to Workmen Employees under transfer (whether it be General/Administrative Transfers or Transfers at the request of Employees) and related provisions shall be as follows.

1. No joining time shall be admissible when the transfer does not involve a change in the situation of the Office.
2. A joining time of one day is permissible (inclusive of a Holiday or Sunday) when the Transfer is within the same Town or Station, in the following cases.
 - i. The distance involved from the Branch/Office to the Branch/Office posted is beyond 5Kms.
 - ii. Change in Business hours of the Branch/Office posted.
 - iii. Transfers from Branch/Office to Branch/Office which functions on Sundays and vice-versa.
3. When the Transfer is from one Station or City or Town to another, the joining time admissible shall be Six days.
4. The joining time allowed is exclusive of the number of days actually spent on travelling.
5. In calculating joining time admissible to an Employee, the day on which he is Relieved from his old Branch/Office shall be excluded but Public Holidays or Sunday following the day of his relief shall be included.
6. An Employee in respect of joining time shall be entitled to the pay and Allowances of the old or the new post whichever is less.
7. An Employee who does not join his/her post within the joining time allowed to him/her shall be deemed to have committed a breach of discipline.
8. The entire period of joining time allowed has to be availed on one occasion i.e. either at the time of proceeding on transfer, or at the time of shifting of Family/Household, but within a period not exceeding 3 Months.
9. Employees availing such joining time for shifting their family to their place of posting shall produce satisfactory proof for the same.

This Circular is issued in cancellation of the Circular No. 290-94-BC dated 10-12-1994.

Clarifications required, if any, to this Circular may be sought from **Personnel Department, Industrial Relations Division** at Head Office, Manipal through respective RO as per extant guidelines and shall not resort to marking and sending copies to unconnected Departments and Divisions.



(GOPINATH T IYER)
GENERAL MANAGER (P)

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