

MAIN : HRM:123/2011-12



DT. 30.01.2012

SUB : HRD:60

CO: H R M DEPARTMENT

FILE M-3 S-303

SUB: PROMOTION PROCESS FOR OFFICERS- 2011-12

Based on the promotion policy for officers duly communicated vide our Circular HRM:120/ 2011-12 dated 23.01.2012 it is intended to conduct the Interviews/Written Tests as per schedule furnished below:

PROMOTIONS FROM	CHANNEL	PRE-PROMOTION TRAINING FOR SC/ST OFFICERS	ON-LINE TEST	INTERVIEW/GROUP DISCUSSION
SCALE III TO IV- GENERALIST OFFICERS	MERIT / FAST	6 th - 8 th FEB'12	12 th FEB'12 MORNING SESSION Computer Literacy Test followed by On-Line Test	14 th - 18 th FEB'12 INCLUDING GROUP DISCUSSION
SCALE III TO IV SPECIALIST OFFICERS	MERIT / FAST		(Specialist officers have to take on-line test on Computer Literacy only)	
SCALE II TO III (SPECIALIST & GENERALIST)	NORMAL/SENIORITY	13 th - 18 th FEB'12	---	28 th FEB - 5 th MAR'12
	MERIT / FAST		26 th FEB'12 AFTERNOON SESSION (GENERALIST OFFICERS ONLY)	
SCALE I TO II (SPECIALIST & GENERALIST)	NORMAL/SENIORITY		---	28 th FEB - 7 th MAR'12
	MERIT / FAST		26 th FEB'12 MORNING SESSION (GENERALIST OFFICERS ONLY)	

The eligibility criteria for participation in the instant promotion process based on the relaxation approved by the Board is furnished below (common for officers both in Generalist & Specialist categories),

NORMAL/SENIORITY CHANNEL

Officers in Scale I and Scale II who have completed Four Years of service in the relevant scale as on 01.04.2011 are eligible to apply under this Channel.

FAST CHANNEL

PROMOTIONS UNDER MERIT/FAST CHANNEL	MINIMUM EXPERIENCE IN THE PRESENT SCALE AS ON CUTOFF DATE
SCALE III TO SCALE IV	2
SCALE II TO SCALE III	2
SCALE I TO SCALE II	2

- ▶ Officers who were promoted to Scale II and Scale III in the promotion process held during the year 2009 will be eligible to participate in the promotion process as per the approval of the Board;
- ▶ As regards reckoning mandatory service in rural/semi-urban areas for Generalist Officers in Scale I and Scale II as per the promotion policy, our Board has approved for allowing officers who have not completed this requirement in the instant promotion process subject to the condition this criteria is fulfilled post promotion. An undertaking to this effect is to be furnished by those officers who have not completed this mandatory service as on date of application in the online application system itself. Officers who fail to fulfil this norm post promotion will be reverted back to their original scale.

We are pleased to inform that we are hosting an exclusive website which will be a one stop solution for all promotion related activities like online application, circulars, communication related to performance appraisal, online test, downloading of call letters, results etc. Links for this HRM Department website will also be made available in our CBS HelpDesk and Bank's intranet for accessing the same. Officers are advised to visit this website regularly for keeping themselves abreast of the developments.

The HRM Website for promotion can be accessed at : <http://10.141.5.5:6001> and the facility for submission of applications online will be made available to branches/offices as per the schedule given below:

PROMOTIONS FROM	CHANNEL	SCHEDULE FOR OFFICES WITH FACILITY FOR HRM-PF ONLINE LOGIN	SCHEDULE FOR OFFICES THAT DO NOT HAVE FACILITY FOR HRM-PF ONLINE & HO DEPARTMENTS	
			LAST DATE FOR SUBMISSION BY OFFICERS	DATE BY WHICH APPLICATIONS HAVE TO REACH CO/HRM DEPT. (By Fax / Hard Copy)
Scale III – IV	MERIT / FAST	31.01.2012 To 03.02.2012	03.02.2012	03.02.2012
Scale II – III Scale I - II	NORMAL / SENIORITY & MERIT / FAST	01.02.2012 to 04.02.2012	04.02.2012	04.02.2012

For Departments at HO/other offices which have not been provided this facility, officers have to submit their applications in the prescribed format (which will be made available in the HRM Department Website) by the dates mentioned above to their respective Departments/Offices. Applications submitted in the format must be consolidated by the respective Departments/Offices and sent in a sealed envelope marked confidential to Shri. Ashok S, Chief Manager (HR), CO:HRM Department so as to reach by the date mentioned above without fail while retaining a copy of the same for their records. It is reiterated that submission of applications in the format (Hard Copy) is applicable only to such of those offices wherein the facility for submitting the staff PF loan applications online has not been facilitated.

All officers eligible and interested in participating in the promotion process under all the Channels are advised to submit their applications online within the dates specified above.

For promotions from Scale I to Scale II and Scale II to Scale III as per the promotion policy, all the eligible candidates as per the norms furnished earlier may apply online for consideration of their candidature for the promotion process. Those of the candidates who are eligible to participate in both Seniority and Merit Channels can offer their candidature under both the channels for which necessary provision has been made in the online application system.

Based on the applications received, the list of candidates eligible to participate in the promotion process taking into consideration the Annual Performance Appraisal Reports marks and the Zone of Consideration as per the promotion policy will be displayed in the HRM website by 06.02.2012 with the details of channel under which they are eligible for.

Provision to download the call letters for the online test will be provided to such eligible candidates under Merit/Fast Channel to enable them appear for the test on the date scheduled.

After the completion of the test process, based on the merit list drawn, facility to download call letters for candidates to attend the interview will be provided. There will be only one interview reckoning an officer's candidature under either of the channel, which shall depend on the vacancies and the Zone of Consideration as provided in the promotion policy.

In case of officers who are on leave/on duty etc. it will be the responsibility of the Branch Managers/Departmental Heads to inform such officers posted in their branch/office about the promotion process and ensure that all officers who are willing to participate in the promotion process submit their application online. Taking into consideration the logistic reasons, it will not be possible to extend the last date for submission of online applications.

In the application system that has been devised by us for submission of application for the promotion process, it will be incumbent on the part of the eligible officers to fill in the details of submission of Performance Appraisal Reports. Officers who are yet to submit their Performance Appraisal Reports are exhorted to submit the same complete in all respects **online** immediately and thereby avoid rejection of their applications for the promotion process. **Performance Appraisals which are incomplete/blank appraisals will be appraised on the same basis and under no circumstances reverted to the officer concerned. Officers are therefore advised to be careful in submission of their Performance Appraisal Reports online while ensuring that the details of Appraising and Reviewing Authorities are marked/chosen carefully.**

Pre-Promotion training for all eligible SC/ST officers who are to participate in the promotion process from Scale III to IV, Scale II to III and Scale I to II has been arranged as per schedule detailed above. The centres and the list of officers who are eligible to participate in the same will be hosted in our CBS Help Desk/HRM Website. Eligible SC/ST officers are advised to get a relieving letter from their respective branches / departments and report for training at their allotted training centre.



For the purpose of clarification the eligibility criteria with regard to disciplinary proceedings as per the promotion policy is furnished below:

[a] The following officers shall be permitted to participate in the promotion exercise subject to their fulfilling all eligibility conditions specified herein below:

- 1. Officers who are under suspension*
- 2. Officers against whom disciplinary proceedings are pending*
- 3. Officers against whom prosecution has been launched in a court of law or sanction for prosecution has been issued.*

However, the results of such candidates will be kept in sealed cover as per Govt. guidelines.

[b] Officers who have been imposed with Major penalty would be permitted to participate in the promotion process only on completion of 2 financial years (April to March) from the date of punishment including the year in which the punishment is imposed or on the expiry of period of punishment, whichever is earlier.

Officers in their own interest are advised to ensure that they satisfy the eligibility criteria for promotions before submitting their applications online or attending the pre-promotion training. It may also be noted that mere submission of application for the promotion process or attending the pre-promotion training will not automatically constitute the officers participation in the promotion process, the candidature of an officer's participation in the promotion process will be subject to his/her fulfilling the norms/eligibility criteria as provided in the promotion policy in vogue.

Our best wishes to the officers who are participating in the promotion process.



A Ramachandra Rao
General Manager (HRM)

