

**HRM Mission** - "To create a culture of learning, innovation and team work."

**HRM Vision** - "To be recognized as a preferred employer and provider of innovative and result oriented human resources services, policies and systems."

Circular No. CHO/PAS/10/2024-25

Date: 13-12-2024

**Circular to all Branches/Offices in India & Abroad**

**Sub: Promotion Policy Settlement for Workmen Staff-2024**

The Promotion Policy Settlement for Workmen Staff 2022 was signed with the Workmen Unions on 28.07.2022 and approved by the Board of Directors of Bank in its meeting held on 05.08.2022. It was circularized by Bank vide its Circular No CHO/PAS/02/2022-23 dated 29.08.2022.

Keeping in view the changing banking scenario and the aspiration of the employees for career progression, it was felt that the said policy needs review. Accordingly, discussions were held between Management and All India UCO Bank Employees' Federation (affiliated to AIBEA) having majority membership (in terms of Board approved Management & Industrial Relations Policy for Officers & Workmen circulated vide circular no. CHO/PAS/05/2024-25 dated 17.05.2024). The Management of Bank and representatives of Workmen finalized and signed the Revised Promotion Policy Settlement for Workmen Staff on 05.11.2024.

The Promotion Policy Settlement for Workmen Staff has been approved by the Board of Directors in its meeting held on 12.12.2024. A copy of the same is enclosed herewith for implementation with immediate effect.

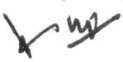
All Branches/Offices are advised to take a careful note of the contents of this circular and a copy of it should be displayed on the notice board of all branches/offices for information of all concerned.



राजेश नागर/Rajesh Nagar

महा प्रबंधक/General Manager

मा. सं., क्र.से., प्रशिक्षण एवं राजभाषा/HRM, PSD, Training & OL



PROMOTION POLICY  
SETTLEMENT

NAME - DEVENDER KUMAR, PF.NO.-61110  
FOR

WORKMEN STAFF  
5TH NOVEMBER 2024

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Memorandum of Settlement arrived on this 5<sup>th</sup> day of November 2024 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 Management & Industrial Relations Policy for Officers & Workmen circulated vide circular no. CHO/PAS/05/2024-25 dated 17.05.2024) 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 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:	WORKMEN OF UCO BANK REPRESENTED BY:
<ol style="list-style-type: none"> <li>1. Shri Rajesh Nagar General Manager, HRM</li> <li>2. Shri Ghanshyam Parmar Deputy General Manager, HRM</li> <li>3. Shri Shakti Kumar Singh Assistant General Manager, HRM</li> <li>4. Shri Narendra Kr Karn Chief Manager, IR-Nego Cell, HRM</li> <li>5. Shri Avijit Mitra Chief Manager, Award Cell, HRM</li> <li>6. Mr Surender Bhardwaj Senior Manager, IR-Nego Cell, HRM</li> </ol>	<ol style="list-style-type: none"> <li>1. Shri K.Vijayan</li> <li>2. Shri C.M.Patel</li> <li>3. Shri Ram Avatar Sharma</li> <li>4. Shri K.P.Antani</li> <li>5. Shri Raj Kumar Bhagat</li> <li>6. Shri Sagar Sawant</li> <li>7. Shri Shirish Nalgundwar</li> <li>8. Shri Rajendra Prasad</li> <li>9. Shri Partha Chanda</li> <li>10. Shri Alkesh Rajvir</li> <li>11. Shri H.S.Veer</li> <li>12. Shri Mahesh Bhageria</li> <li>13. Shri N.K.Maheshwari</li> <li>14. Shri Jagadish Babu</li> <li>15. Shri O.P. Verma</li> <li>16. Shri Hitesh Patel</li> <li>17. Shri L. Murali</li> <li>18. Shri Tanumoy Paul</li> <li>19. Shri Rajagopal</li> <li>20. Shri Gulshan Dogra</li> <li>21. Shri Rajesh Parihar</li> <li>22. Shri Mayuresh Ghangare</li> <li>23. Shri S L Kukreja</li> <li>24. Shri Ajit Singh Choudhury</li> <li>25. Shri S. Srinath</li> <li>26. Shri Jaikrishnan GS</li> <li>27. Shri Mayank Manjul</li> <li>28. Smt Priyanka Lole</li> <li>29. Shri Ashwini Mishra</li> <li>30. Shri Narinder Verma</li> <li>31. Shri Mithun Kundu</li> </ol>

## SHORT RECITAL

Taking into account various operational changes in the Banking system, it was felt to review/amend Promotion Policy for Workmen Staff which was last approved by the Board of Directors in its board meeting dated 05.08.2022 after settlement between the parties hereto on 28<sup>th</sup> July, 2022 and was circulated by the bank vide its Circular CHO/PAS/02/2022-23 dated 29.08.2022. 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) 45% of declared vacancies will be filled up by direct recruitment.
- b) Up to 55% of declared vacancies will be filled up by promotion under following channels:
  - 60% of vacancies earmarked under promotion channel will be filled through Merit Channel.
  - 40% of vacancies earmarked under promotion channel 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 UGC.

**2.4.2 Age:**

The maximum age limit shall be 57 completed years as on 31<sup>st</sup> 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 31<sup>st</sup> 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.

**2.4.4 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 on 31<sup>st</sup> 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 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.

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**Note:**

- I. Employees charge sheeted for gross misconduct and where enquiry is not concluded may be permitted to participate in the process of promotion but the release of promotion to successful candidates shall be subject to the outcome of enquiry proceedings.
- II. Where an employee is fully exonerated and is empanelled for promotion, his/her promotion shall be released immediately giving effect of the promotion on the same date notionally given to all promotees.
- III. Where an employee is punished for gross misconduct, his/her name shall be removed from the panel and such employee shall be eligible to participate in the subsequent promotion process provided three years have elapsed since date of issuance of the charge sheet.
- IV. In any case, the panel of promotion shall be kept valid till the initiation of next process of promotion.
- V. GM HRM will be the competent authority for any change/ modification/interpretation in the above cases.

**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 (**Qualifying marks-4**)

Distribution of total interview marks to be given taking into account the following factors: Appearance, Attitude, Alertness and Knowledge.

**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/PH 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**

[3 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 06)**

**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 Accountants of India (erstwhile Institute of Cost and Work Accountants 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 upon application of the candidate and the date will be effective subsequent to the date of application with due approval of the competent authority.

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## 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 Customer Service Associate 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/PH**

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

**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:**

The maximum age limit shall be 58 completed years as on 31<sup>st</sup> March of the preceding date of notification.

**3.3** Promotions from subordinate cadre to clerical cadre shall be as Customer Service Associate.

**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 total assessed vacancies in Clerical Cadre in the FY - preceeding to promotional year or 35% of the vacancies caused by promotions, retirements, death, resignations and voluntary retirement in clerical cadre in the FY - preceding to

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promotional 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) – **70%** of remaining vacancies for promotion process.
- b) **Seniority Channel** (Third Channel) – **30%** of remaining assessed vacancies

**3.5** The Bank shall declare the vacancies Award Staff Seniority Region wise (here region being the same as applicable in the matter of selection of Special Customer Service Associate or Senior Customer Service Associate (Cash) {Para 4.6.2(a)}) every year preferably at the beginning of the Financial Year for the post of Customer Service Associate.

**3.6. Mode of selection**

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

**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 and approved by **UGC** 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 having duly informed the Bank for acquiring the degree before enrolling in the course.

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

**Note:**

a) Promotion as mentioned above will be released twice a year on the basis of position prevailing as on 31<sup>st</sup> March and 30<sup>th</sup> September of fiscal year.

**3.6.1.2 ii) Second Channel – Merit Channel:**

Promotion through an All India Written Test conducted by Bank/reputed external agencies followed by Computer Literacy Test – **70%** vacancies would be filled up under this channel.

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### **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 and Educational Qualification. Marks on these three heads shall be distributed in the following manner:

#### **a)Written Test - 60 marks -**

Qualifying marks 35% (30% for SC/ST/PH Category)

#### **b) Computer Literacy Test– 35 Marks**

Qualifying marks 35% (30% for SC/ST/PH Category)

Note: Bank shall endeavour to provide computer literacy training to all eligible applicants.

#### **c)Educational Qualification - 05 Marks**

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

Those who will pass the written test would qualify for Computer Literacy Test in order of rank in the written test 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 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. Between employees having same length of service in their cadre in the Bank, one who is senior in age will be considered senior.

### **3.6.1.3 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.

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 - 60 marks**

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(3 marks for each completed year of service with a maximum of 60 marks).

**b) Computer Literacy Test - 35 Marks**

Qualifying marks 35% (30% for SC/ST/PH Category)

**c) Educational Qualification - 05 Marks**

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

**3.6.1.4** Applications will be invited for both Merit channel (3.6.1.2) and Seniority Channel (3.6.1.3) 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 **Merit channel shall be released before release of promotion under Seniority 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 conform to the prescribed norms as on 31<sup>st</sup> 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/ Office Assistant of the Bank shall be considered as on 31<sup>st</sup> March of the preceding year, excluding the period of leave without pay, if any, to the extent that it exceeds 180 days in all.

**3.8 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

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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 Customer Service Associate, Bank after notice to him/her will be entitled to revert him/her to the substantive cadre to which he 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:**

Unfilled vacancies will be filled up through Direct Recruitment

**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 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

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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/she 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 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 Customer Service Associate or an Office Assistant /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.

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**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 Customer Service Associate and Senior Customer Service Associate (Cash), 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 Customer Service Associate and Senior Customer Service Associate (Cash), the branches/offices of the Bank will be grouped to form **Award staff Seniority region** in the following manner:

1	Andhra Pradesh including Chandernagore
2	Assam
3	Manipur, Mizoram, Arunachal Pradesh, Meghalaya and Nagaland as one Region
4	Tripura
5	Bihar
6	New Delhi
7	Gujrat & Daman and Dadar Nagar Haveli
8	Kerala (including Lakshadweep & MAHE)
9	Madhya Pradesh
10	Goa
11	Karnataka
12	Orissa
13	Punjab & Chandigarh
14	Haryana
15	Himachal Pradesh
16	Jammu & Kashmir

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17	Rajasthan
18	Tamil Nadu including Pondicherry and A & N islands
19	Mumbai Zone
20	Maharashtra ( other than Mumbai Zone i.e. (20) above).
21	Uttar Pradesh
22	Jharkhand
23	Chhattisgarh
24	Uttrakhand
25	Telangana
26	Kolkata zone and Salt lake zone including Head Office
27	Rest of West Bengal including Sikkim except (26) above

Seniority will be prepared on the basis of above arrangement and will be applicable to subordinate & clerical promotion process.

(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) 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 1<sup>st</sup> 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 of Indian Institute of Banking & Finance Examination – 2 years
- iii) Graduation or equivalent from a University recognized by Govt. of India – 2 Years

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**4.6.3 ELIGIBILITY FOR SELECTION TO THE POST OF SPECIAL CUSTOMER SERVICE ASSOCIATE :**

Minimum experience as Customer Service Associate - Two years

**4.6.4 ELIGIBILITY FOR SELECTION TO SENIOR CUSTOMER SERVICE ASSOCIATE (CASH)**

Minimum experience as Customer Service Associate - One year

**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 each financial year. 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 **Award staff Seniority Region wise** ( as defined in para 4.6.2 (a)) 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. This date shall be communicated to the selected candidates at the time of communication of selection itself and steps be taken to relieve them to the new branch preferably within a period of 90 days from the date of selection. However, Zonal Head to take judicious view of relieving of the concerned staff considering administrative requirement and exigencies of Bank.

In the event of surrender of special pay within probation period, further selection can 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 Customer Service Associate to be filled in shall be equivalent to the following:

i) The number of Special Customer Service Associate promoted to Officers'

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cadre;

ii) The post of Special Customer Service Associate falling vacant due to retirement, resignation, death or otherwise.

iii) The creation of additional post of Special Customer Service Associates shall be examined by the Bank only on need based requirement, if any.

**4.6.8** The prevailing norms governing the post of Senior Customer Service Associate (Cash) 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 **centre/station wise seniority**.

##### **Centres 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 centre;
- ii) In case of particular town/centre in erstwhile non-CCA area, all branches/offices in that town/centre to be treated as one centre; 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 centre.

##### **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**, 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.

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**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 Senior Office Assistant , knowledge of English such as is necessary having regard to the duties prescribed for Senior Office Assistant would be a pre-requisite- also knowledge of simple binding of books and registers will be necessary;

For the post of Driver, valid driving license, minimum literacy of 10<sup>th</sup> standard and age below 50 years as on date of notification shall be a pre-requisite. They would also be require 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 **centre/station (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 selection to the said post and he/she starts functioning in his 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:**

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- 5.1 In the absence of ABH or BH and in case of exigencies and need, non-Sub staff workman staff may be empowered to discharge duties of ABH or BH and such arrangement shall be pre-authorized/approved by BH or Zonal Office for limited days, not exceeding 7 days. Such arrangement shall be made with senior most staff among the available non-Substaff workmen staff in the respective branch.

Similarly in the absence of award staff who are functional allowance holders like Special Customer Service Associate and Senior Customer Service Associate (Cash) (and in case of need and exigencies) arrangements (may) be made to entrust relative duties to senior most staff among the available non-Substaff workman staff in respective Branch. Such arrangement shall be made by the Branch Head or in his absence, ABH with pre or post facto ratification by Zonal Office. All such advice arrangement shall be made through HRMS.

**Note:**

Seniority means Notional Seniority. Where the notional seniority is same for all the available non-Substaff workman, senior by age among them is senior most. Allowance as applicable by Bipartite settlement shall be paid on prorata basis for the number of days of performance.

Those who decline to accept such entrustment of duties on valid reasons shall be debarred for six months for such assignment.

There shall be no provision of Chain Officiating. Officiating will be paid by power change in Finacle.

**Part-VI**

**6 GENERAL PROVISIONS:**

- 6.1 Normally an employee working in higher special pay post shall not be entrusted with work of lower functional allowance post. However, employee with higher special pay cannot refuse to work in his 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

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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 Special Provision for Ex-Servicemen**

For the purpose of seniority in **promotion from Clerical Cadre to Officers' Cadres in JMGS-I, Promotion from Subordinate Cadre to Clerical Cadre and for selection to Functional Pay Posts in Subordinate & Clerical Cadre**, 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.

- 6.5** This policy will be applicable only in respect of full-time workmen in employment of the Bank
- 6.6** 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.
- 6.7** GM, HRM shall be the authority for resolution of any dispute in the promotion process as defined under this policy and also for any dispute arising out in the interpretation of this policy. His decision will be final and binding on all the parties.
- 6.8** This Policy is subject to approval by the Bank's Board of Directors.
- 6.9** This policy will be reviewed yearly by the bank.

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FOR UCO BANK:

1. Shri Rajesh Nagar
2. Shri Ghanshyam Parmar
3. Shri Shakti Kumar Singh
4. Shri Narendra Kr Karn
5. Shri Avijit Mitra
6. Mr Surender Bhardwaj

*[Handwritten signatures for UCO Bank list]*

FOR All India UCO Bank Employees' Federation

1. Shri K.Vijayan
2. Shri C.M.Patel
3. Shri Ram Avatar Sharma
4. Shri K.P.Antani
5. Shri Raj Kumar Bhagat
6. Shri Sagar Sawant
7. Shri Shirish Nalgundwar
8. Shri Rajendra Prasad
9. Shri Partha Chanda
10. Shri Alkesh Rajvir
11. Shri H.S.Veer
12. Shri Mahesh Bhageria
13. Shri N.K.Maheshwari
14. Shri Jagadish Babu
15. Shri O.P. Verma
16. Shri Hitesh Patel
17. Shri L. Murali
18. Shri Tanumoy Paul
19. Shri Rajagopal
20. Shri Gulshan Dogra
21. Shri Rajesh Parihar
22. Shri Mayuresh Ghangare
23. Shri S L Kukreja
24. Shri Ajit Singh Choudhury
25. Shri S. Srinath
26. Shri Jaikrishnan GS
27. Shri Mayank Manjul
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29. Shri Ashwini Mishra
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NAME: DEVENDER KUMAR, PF.NO - 61110

Witness:

1. Shri Rajesh Sharma
2. Shri Prithwi Raj Banik

*[Handwritten signatures for witnesses]*