

EXTENSION IN SERVICE

In terms of instructions contained in Circular No. CDO/PM/CIR/40 dated 25th November, 1998 review of extension in service is made as under :

First Stage: On completion of 30 years of service / pensionable service or on attaining 55 years of age whichever occurs first for grant of extension / continuation upto 58 years of age.

Second Stage: On attaining 58 years of age, for grant of extension / continuation upto 60 years of age, being the age of retirement.

CRITERIA FOR GRANT OF EXTENSION IN SERVICE OR OTHERWISE.

a) An officer who performs well, is efficient, whose integrity is beyond doubt and who possesses good health may ordinarily be considered suitable for grant of extension in service.

b) An overall assessment of the officers' utility to the bank would be made while deciding whether the extension in service should be granted or denied.

c) Isolated/stray instances of deficiencies in performance, ratings in the Annual Confidential Reports etc; may not be the sole reason to deny extension in service

d) However, where it is felt that extension in service to an officer on the basis of his performance or ratings in the Annual Confidential Reports etc, may not be possible, this should be brought to his/her notice in due time and he/she may be counseled/advised to improve his/her performance; a record of the advice so rendered to the officer should be placed in the officer's service file under advice to him/her.

DENIAL OF EXTENSION IN SERVICE

It shall not be construed that extension / continuation in service shall be approved automatically in all cases. Where the Bank is of the opinion that the performance of an officer has not been upto the expected level, the officer may, at the discretion of the Executive Committee of the Central Board, be retired from the Bank's service after he has attained 50 years of age or has completed 25 years of service or 25 years of pensionable service, as the case may be, by giving him three months notice in writing or pay in lieu thereof, irrespective of the above guidelines.

Cases of those officers only where extension in service is doubtful and/or is to be denied, should be put up to a Review Committee, before being decided by the Competent Authority.

APPEAL AGAINST NON-GRANT OF EXTENSION IN SERVICE OR REVOCATION OF EXTENSION IN SERVICE ALREADY GRANTED

An officer aggrieved by the decision of the competent authority not to grant extension in service or annul the extension in service already granted can submit an appeal against the decision of the competent authority within 15 days of the receipt of such advice.