



The District Co-operative Central Bank Ltd.,
No.2351. P.B No. 38, Nagamalli Thota, KAKINADA – 533003

Ref.No.HRD/Promotions/2022-23

Date: 25.11.2022

CIRCULAR

- Sub: Establishment – Promotions to the Bank Employees and Officers – Conduct of interviews as per Promotion Policy – Schedule of Interviews – Communication of Vacancy Position and Seniority list with latest updated Educational Qualifications – Regarding.
- Ref: 1. Resolution No. 30 to 38, dated 21.10.2022 of the PIC Committee of the Bank.
2. Circular dated 01.11.2022 of the Chief Executive Officer of the Bank for communication of Promotion Policy.
3. Circular dated 01.11.2022 of the Chief Executive Officer of the Bank for communication of Seniority list and for updating of Educational Qualifications.
4. Circular dated 11.11.2022 of the Chief Executive Officer of the Bank for submission of Confidential Reports/Performance Appraisal Reports.
5. Circular dated 16.11.2022 of the Chief Executive Officer of the Bank for extension of time for updating of Educational Qualifications.
6. Circular dated 23.11.2022 of the General Manager of the Bank for communication of Schedule for interviews.
7. Circular No. HRD/Promotions/2022-23, dated 24.11.2022 of the Chief Executive Officer of the Bank.

It is to inform that, the Bank had updated the Educational Qualifications of certain employees and the Seniority lists along with latest updated Educational Qualifications is also enclosed herewith, as per the circular in the reference 7th cited.

Further, the details of the vacancies are furnished here under once again and clear vacancy position in Assistant Manager cadre will be arisen after completion of Promotion process from the Assistant Manager to Manager cadre. Further, all the employees should note that the following vacancy position may be varied basing on the vacancies arisen by promoting eligible employees to higher cadres duly following the Promotion Policy of the Bank communicated in the reference 2nd cited.

S.No	Cadre	Vacant posts	SC Quota	ST Quota
1	GM	2	-	-
2	DGM	1	-	-
3	CM	47	7	3
4	Manager	62	9	4
5	AM	-	-	-
6	SA	11	2	1



Further, in the reference 6th cited, the Bank had communicated promotion interviews schedule as furnished hereunder.

S.No	Present Cadre of the Employee	Cadre to which he/she will be promoted	Date of Interview	Time of Interview	Venue for Interview
1	D.G.M	G.M	28.11.2022	11:00 AM to 11:30 AM	Head Office, Board Room, Kakinada
2	A.G.M	D.G.M	28.11.2022	11:30 AM to 12:00 PM	
3	Manager	Chief Manager	28.11.2022	12:00 PM to 4:00 PM	
4	Asst. Manager	Manager	29.11.2022	10:00 AM to 5:00 PM	
			30.11.2022	10:00 AM to 5:00 PM	
			01.12.2022	10:00 AM to 5:00 PM	
5	Messenger	Staff Assistant	28.11.2022	4:00 PM to 5:00 PM	

Hence, all the employees are directed to attend the interviews as per the schedule furnished above. Further, all the employees (except Staff Assistants) should note that failure to attend the interviews as per above schedule will be deemed that the employee is not willing for promotion to the next higher cadre.

Further, all the Branch Managers are directed to communicate this circular along with the Seniority Lists with latest updated Educational Qualifications and Promotion Policy to all the employees working in their Branches and get acknowledgement and forward the same to the Head Office and also directed to place the same in the notice board of the Branches. The Bank is also placed this circular along with the Seniority Lists with latest updated Educational Qualifications and Promotion Policy in the Bank's website.

Enclosures: Seniority Lists with latest updated Educational Qualifications and Promotion Policy.



P. Ramesh
General Manager
25/11/22
SA AM AGM

To

All the employees of the Bank. (except Staff Assistants)

All Branch Managers with instructions to communicate the circular along with Seniority lists with latest updated Educational Qualifications and Promotion Policy to all the employees in their Branches and also to place the Seniority lists with latest updated Educational Qualifications and Promotion Policy in the Notice board of the Branches.

Copy to all the Nodal Officers/AGM/DGM's/GM.

Copy submitted to the Presidents table for favor of information.