SYNDICATE BANK (OFFICERS') SERVICE REGULATIONS, 1979

(As amended upto 31.12.2002)

PRELIMINARY

In exercise of the powers conferred by Section 19 read with Sub-Section (2) of Section 12 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970), the Board of Directors of Syndicate Bank in consultation with the Reserve Bank of India and with the previous sanction of the Central Government hereby makes the following Regulations, namely :

CHAPTER – I

Short title and commencement:

1. (1) These Regulations may be called Syndicate Bank (Officers') Service Regulations, 1979.
   (2) These Regulations shall come into force on the 1st day of July, 1979.
2. Officers to whom the Regulations apply:
   (1) These Regulations shall apply to all Officers of the Bank and to such other employees of the Bank to whom they may be made applicable by the competent authority to the extent and subject to such conditions as such Authority may decide.
   (2) They shall also apply to officers transferred/posted/deputed outside India except to such extent as may be specifically or generally prescribed by the Competent Authority.
   (3) They shall, however, not apply to employees appointed/ engaged in any country outside India and permanently serving there.

Definitions:

3. In these regulations, unless there is anything repugnant to the subject or context :
   a) "Appointed date" means the 1st of July, 1979
   b) "Bank" means Syndicate Bank.
   c) "Board" means the Board of Directors of the Bank.
   d) "Competent Authority" means the authority designated for the purpose by the Board.
   e) "Emoluments" means the aggregate of salary and allowances if any.
   f) "Family" means and includes the spouse of the Officer (if the spouse is also not an employee of the Bank) and the children, parents, brothers and sisters of the Officer wholly dependent on the Officer but shall not include a legally separated spouse.
   g) "Government" means the Central Government.
   h) "Guidelines of the Government" shall mean such guidelines as may be issued by the Government and shall include the recommendations made in the Report of the Committee constituted by the Government's Resolution No.F.4(26)/ 72/IR dated 19th July, 1973, as accepted by Government together with modification or

IndiaCode

alterations thereof as may, from time to time, have been or be made by the Government.

i) "Managing Director" means the Managing Director of the Bank.

j) "Officer" means a person fitted into or promoted to or appointed to any of the grades specified in Regulation 4 and any other persons, who immediately prior to the appointed date was an Officer of the Bank, and shall also include any specialist or technical person as fitted or promoted or appointed and any other employee to whom any of these regulations has been made applicable under Regulation 2.

k) "Pay" means basic pay including stagnation increment.

l) "Salary" means the aggregate of the pay and dearness allowance

m) "Year" means a continuous period of twelve months.

n) "Calender Year" means the period commencing from the 1st day of January of a year and ending with the 31st day of December of the same year.

CHAPTER – II

GRADES AND CATEGORISATION OF POSTS

IndiaCode

Grades and Scales of Pay:

4. (1) On and from 1-11-1987, the scales of pay specified against each grade shall be as under:

(a) Top Executive Grade:
Scale VII Rs. 6,400 - 150 - 7,000
Scale VI Rs. 5,950 - 150 - 6,550

(b) Senior Management Grade:
Scale V Rs. 5,350 - 150 - 5,950
Scale IV Rs. 4,520 - 130 - 4,910 - 140 - 5,050 - 150 - 5,350

(c) Middle Management Grade:
Scale III Rs. 4,020 - 120 - 4,260 - 130 - 4,910
Scale II Rs. 3,060 - 120 - 4,260 - 130 - 4,390

(d) Junior Management Grade:
Scale I Rs. 2,100 - 120 - 4,020

(2) On and from 1-7-1993, the scales of pay specified against each grade shall be revised as under:

(a) Top Executive Grade:
Scale VII Rs. 12,650-300-13,250-350-13,600-400-14,000
Scale VI Rs. 11,450 - 300 - 12,650

(b) Senior Management Grade:
Scale V Rs. 10,450 - 250 - 11,450
Scale IV Rs. 8,970 - 230 - 9,200 - 250 - 10,450

(c) Middle Management Grade:
Scale III Rs. 8,050 - 230 - 9,200 - 250 - 9,700
Scale II Rs. 6,210 - 230 - 8,740

(d) Junior Management Grade:
Scale I Rs. 4,250 - 230 - 4,940 - 350 - 5,290 - 230 - 8,050

(3) With effect from 1st April, 1998, the scales of pay specified against each grade shall be as under:

(a) Top Executive Grade:
Scale VII Rs. 19,340-420-20,180-520-20,700-600-21,300
2 1 1
Scale VI Rs. 17,660-420-19,340
4

(b) Senior Management Grade:
Scale V Rs. 16,140-380-17,660
4
Scale IV Rs. 13,900-340-14,240-380-16,140
1 5

(c) Middle Management Grade:
Scale III Rs. 12,540-340-14,240-380-15,000
5 2
Scale II Rs. 9,820-340-13,560
11

(d) Junior Management Grade:
Scale I Rs. 7,100-340-12,540
16

Note:
Every Officer who is governed by the scales of pay as in force as on 31-3-1998 shall be fitted in the scale of pay set out as in this sub-regulation as on 1-4-1998 on stage to stage basis, i.e. on corresponding stages from first stage onwards in the respective scales and the increments shall fall on the anniversary date as usual except where provided otherwise.

(4) Nothing in sub-regulations (1), (2) and (3) shall be construed as requiring the Bank to have at all times, officers serving in all these grades.

5. Increments:

(1) Subject to the provisions of sub-regulation (3) of Regulation 4, on and from 1-4-1998, the increments shall be granted subject to the following sub-clauses:

(a) The increments specified in the scales of pay set out in Regulation 4 shall, subject to the sanction of the Competent Authority, accrue on an annual basis and shall be granted on the first day of the month in which these fall due.

(b) Officers in Scale I and Scale II, 1 year after reaching the maximum in their respective scales, shall be granted further increments including stagnation increment(s) in the next higher scale only as specified in (c) below subject to their crossing the efficiency bar as per guidelines of the Government.

(c) Officers including those referred to in (b) above who reach the maximum of the Middle Management Grade Scale II and III shall draw stagnation increment(s) for every three completed years of service after reaching the last stage of the Scale II or Scale III as the case may be subject to a maximum of two such increments of Rs.340/- each for Officers in the last stage of Scale II and one such increment of Rs.380/- for Officers in the last stage of Scale III.

Provided that on and from 1-11-1994 officers in substantive Scale III i.e. those who are recruited in or promoted to Scale III shall be eligible for second stagnation increment three years after having received the first stagnation increment.

Note:
Grant of such increments in the next higher scale shall not amount to promotion. Officers even after receipt of such increments shall continue to get privileges, perquisites, duties, responsibilities or posts of their substantive Scale I or Scale II as the case may be.

2) An additional increment each shall be granted in the scale of pay for passing Part I of CAIIB/Junior Associate of Indian Institute of Bankers and Part II/Certified Associate of the Indian Institute of Bankers Examination.

Explanation:

(a) In the case of an Officer who has passed Part I or Part II of Certified Associate of Indian Institute of Bankers Examination as an Officer before the appointed date, the additional increment, or increments as the case may be, shall be given effect to from the appointed date provided that he has not received any increment or received only one increment, for passing both parts of the said Examination.

(b) On and from 1-11-1987, officers who reach or have reached the maximum in the pay scale and are unable to move further except by way of promotion shall subject to Government guidelines, if any, be granted Professional Qualification Allowance in lieu of additional increments in consideration of passing CAIIB Examination as under:

Those who have passed only Part-I of CAIIB	i) Rs.100/- p.m. after one year, of which Rs.75/- shall rank for superannuation benefits.
Those who have passed both parts of CAIIB	i) Rs.100/- p.m after one year of which Rs.75/- shall rank for superannuation benefits. ii) Rs.250/- p.m after two years of which Rs. 200/- shall rank for superannuation benefits.

(c) On and from 1-11-1994, other things being equal, the quantum of Professional Qualification Allowance shall stand revised as under:

Those who have passed only Part-I of CAIIB	i) Rs. 120/- p.m. after one year, on reaching top of the scale.
Those who have passed both parts of CAIIB	i) Rs. 120/- p.m after one year reaching top of the scale. ii) Rs. 300/- p.m after two years on reaching top of the scale.

Provided that officers who are eligible to draw Fixed Personal allowance in terms of Regulation 5(3)(b) shall draw Professional Qualification Allowance one year/two years after receipt of such Fixed Personal Allowance respectively for Part I and II as the case may be.

(d) On and from 1-11-1999, other things being equal, the quantum of Professional Qualification Pay shall stand revised as under:

Those who have passed only JAIIB or Part-I of CAIIB	i) Rs. 150/- p.m. after one year, on reaching maximum of the scale.
Those who have passed JAIIB and CAIIB or both	i) Rs. 150/- p.m after one year on reaching maximum of the parts of CAIIB scale. ii) Rs. 360/- p.m after two years on reaching maximum of scale.

Provided that Officers who are in Scale I and Scale II and are granted further increments in the next higher scale as in sub-regulation (1)(b) shall draw Professional Qualification Pay after one/two years, as the case may be, on reaching the maximum in such higher scales.

Note:

(i) If an officer who is in receipt of Professional Qualification Pay is promoted to next higher scale, he shall be granted, on fitment in such higher scale, additional increment(s) for passing JAIIB/CAIIB to the extent increments are available in the scale and if no increments are available in the scale, the officer shall be eligible for Professional Qualification Pay in lieu of increment(s).

(ii) On and from 1-11-1994 Professional Qualification Allowance or Professional Qualification Pay, as the case may be, shall rank for Dearness Allowance, House Rent Allowance and Superannuation Benefits.

3) (a) All Officers who are in the bank's permanent service as on 1st November, 1993 will get one advance increment in the scale of pay. Officers who are on probation on 1st November, 1993 will get one advance increment one year after confirmation.

Note:

There shall be no change in the date of annual increment because of advance increment.

(b) An Officer who is at the maximum of the scale or who is in receipt of stagnation increment(s) as on 1st November, 1993, will draw a Fixed Personal Allowance from 1st November, 1993 which shall be equivalent to an amount of last increment drawn plus dearness allowance payable thereon as on 1st November, 1993, plus house rent allowance, at such rates as applicable in terms of Regulation 22. The Fixed Personal Allowance given hereunder together with House Rent Allowance, if any, shall remain frozen for the entire period of service:

Increment Component	**DA as on 1-11-93**	**Total FPA where Bank's accommodation is provided.**
Rs.	**Rs.**	**Rs.**
(A)	(B)	(C)
230	5.79	236
250	6.30	257

300	7.56	308
400	10.08	411

(c) On and from 1st November, 1999 other things being equal, the Fixed Personal Pay with House Rent Allowance, if any, shall be as given hereunder:

Increment Component	**DA as on 1-11-97**	**Total FPP where Bank's accommodation is provided.**
Rs.	**Rs.**	**Rs.**
(A)	(B)	(C)
340	4.28	345
380	4.78	385
420	5.29	426
600	7.56	608

IndiaCode

Note:

(i) Fixed Personal Allowance/Fixed Personal Pay as indicated under Column (c) in clause (b) and (c) shall be payable to those officer employees who are provided with bank's accommodation.

(ii) Fixed Personal Allowance/Fixed Personal Pay for Officers eligible for House Rent Allowance shall be (A)+(B)+House Rent Allowance drawn by the concerned officer employees when the last increment of the relevant scale of pay as specified in sub-regulation (2) and (3) of Regulation 4 is earned.

(iii) On and from 1st November, 1999 there shall be no change in the schedule of release of Professional Qualification Pay as in Explanation (c) under sub-regulation(2) on account of release of Fixed Personal Pay.

Provided that where any instalment of Professional Qualification Pay which on account of the earlier provisions has been shifted by a year and is scheduled for release on or after to 1st November, 1999 it shall be released to the officer on and from this date and second instalment of Professional Qualification Pay, if any, shall be released on 1st November, 2000.

(iv) The increment component of Fixed Personal Allowance/Fixed Personal Pay shall rank for superannuation benefits.

(d) An Officer who has earned the advance increment as in (a) above shall draw the quantum of Fixed Personal Allowance/Fixed Personal Pay as mentioned in (b) or (c) above, one year after reaching the maximum of the scale.

Categorisation :

6. (1) Having regard to the responsibilities and functions exercisable, every post of an Officer in the Bank shall be categorised by the Board or any authority specified by the Board on this behalf as falling in any one of the grades or scales mentioned in

Regulation 4 and such categorisation may be reviewed by the Board or such authority.

Provided that the categorisation of the posts in existence on the appointed date shall be done before the expiry of two years from that date in accordance with guidelines of the Government, if any, and shall in respect of the posts in the senior management and top executive grades be done by a committee of the Managing Director and such other persons as may be appointed by the Government for the purpose.

(2) For the purposes of categorisation of posts under Sub-regulation (1), every branch of the Bank shall be classified by the Bank, in accordance with criteria to be approved by the Government, as small, medium, large, very large or exceptionally large category.

CHAPTER – III

FITMENT OF EXISTING OFFICERS AND PROMOTEES IN THE NEW GRADES AND SCALES OF PAY

IndiaCode

Categorisation on the appointed date:

7. Subject to the provisions of Regulation 6, the various posts of Officers in the Bank on the appointed date shall be categorised as specified in the Table below :

TABLE

Posts	Grade in which placed
General Manager	Top Executive Grade ScaleVII
Joint General Manager/ Deputy General Managers (in H.O)	Top Executive Grade Scale VI
Deputy General Managers (in charge of regions) / Officers in Senior Executive Grade - Divisional Managers /Regional Development Managers/ Regional Inspectors / Departmental Heads	Senior Management Grade Scale V
Others in Senior Executive and in Executive Grade like District Development Managers/ Managers of Exceptionally Large Branches, etc.	Senior Management Grade Scale IV
Senior Officers like Managers of big branches	Middle Management Grade Scale III
Assistant Senior Officers like Managers of medium sized branches, etc.	Middle Management Grade Scale II
Junior Officers	Junior Management Grade Scale I

Provided that any difficulties and anomalies arising out of the above categorisation shall be referred to a Committee consisting of the Managing Director and such other persons as may be appointed by the Government for this purpose for its decision.

Fitment in the Scales of Pay:

8. (1) Every Officer of the Bank who immediately before the appointed date holds a post specified in Column 1 of the Table below Regulation No. 7 and whose post has been categorised in the grade specified in Column 2 thereof; shall be fitted in the scale of pay applicable to that grade in such a manner that his salary in that

scale shall have relation with the aggregate pay plus dearness allowance payable to him immediately before the appointed date in accordance with the guidelines of the Government.

(2) Subject to sub-regulation (3) on being so fitted in the new scale of pay such Officer shall be eligible to draw the next increment, if any, in such new scale on the date on which he would have been eligible to draw an increment immediately prior to the appointed date, unless intimated to the contrary.

(3) Where two or more Officers of different seniorities in the scales of pay immediately prior to the appointed date are fitted at the same stage in the new scale of pay, different dates may be fixed for the eligibility of such Officers for the next increment in the new scale of pay.

(4) Where in the course of aforesaid scheme of fitment, Officers have to be fitted in two different scales depending on whether they are located in the Head Office or in the field or metropolitan areas or other areas, the mere fact that on the appointed date they happen to be posted at a particular place or office shall not by itself entitle them to a fitment in a particular grade and the Bank may make suitable changes in placements so as to fit them in an appropriate grade, having due regard to their inter se seniority.

Explanation to Sub-regulation (1):

Where in any Bank the maximum pay ranking for dearness allowance under the existing rules of service is less than Rs. 641/- for the purposes of fitment in the new scale of pay the same shall be assumed to be Rs. 641/-.

Adjustment Allowance:

9. If the pay of an Officer after fitment in the new scale of pay in the manner referred to in Regulation 8 is at the maximum of that scale and even then the salary of such Officer is lower than the aggregate of pay and dearness allowance payable to him immediately before such fitment, together with additional increment if any, that may be taken into account for fitment of an Officer in the category to which he belongs, the difference shall be paid to him by way of adjustment allowance till such time as he is promoted to a higher scale. If salary on such promotion is still less than the aggregate of salary and adjustment allowance payable to him immediately before such promotion, the difference shall continue to be paid to him as adjustment allowance; so, however, the adjustment allowance payable after such promotion shall be absorbed in the future increments to the extent of 331/3 per cent of each such increment, or of 331/3 per cent of the increase in salary as a consequence of such increment, whichever is lower.

Personal Allowance:

10. (1) If the salary and allowances, if any payable under these regulations to an Officer after fitment in the new scale of pay in the manner referred to in Regulation 8 is lower than the aggregate of pay and such allowances as are set out in the explanation to this regulation and were payable to him immediately before such fitment, the difference shall be paid to him as a personal allowance which shall be absorbed in the future increments to the extent of 331/3 per cent of each such increment or of 331/3 per cent of the increase in the salary as a consequence of such increment whichever is lower.

Explanation:

The allowances referred to in this regulation payable before fitment are the following :

IndiaCode

i) House rent allowance, wherever payable.

ii) Place allowance.

Note:

The House Rent Allowance, wherever payable shall mean:

a) Where a house rent allowance was payable to the Officer immediately before such fitment, the amount of such allowance.

b) Where immediately before such fitment in accordance with the rules of service then applicable, an Officer had been provided with a rent free accommodation or allowed to hire accommodation on reimbursement basis, such allowance only as would have been payable to him under these rules as house rent allowance or 10% of pay on fitment in the new scale of pay, whichever is higher.

Provided that where an Officer is eligible for house rent allowance in terms of Regulation 22, the amount of personal allowance, if any, payable to him under Clause (a) or (b) above shall be set off against such house rent allowance and difference if any after such set off shall alone be payable to him.

(2) For the purpose of computation of the personal allowance provided in Sub-Regulation 1 above such of the foregoing allowances excluding city compensatory allowance as mentioned in the explanation above would have ceased at any time to be payable to the Officer under the rules applicable to him before fitment in the new scale shall be excluded.

Absorption against future increments and increases :

11. For the purpose of absorbing the allowances mentioned in Regulation 9 and 10, the 331/3 per cent referred to therein shall be applied firstly for absorbing the adjustment allowance, if so necessary, and then the personal allowance.

Option for existing Officers:

12. (1) Notwithstanding anything contained in these regulations, an Officer in the service of the Bank immediately before the appointed date shall have the option to continue even after that date in the scale of pay applicable to him immediately before the appointed date by communicating to the Bank within 30 days of the receipt of the intimation regarding his fitment in the new scale of pay.

Provided that such option shall continue to have effect only till the Officer is promoted to a scale in the scales of pay set out in Regulation 4 higher than the scale of pay to which the scale of pay under his entitlement immediately before the appointed date corresponds in accordance with Regulation 7.

(2) Save as provided in Sub-regulation (3) where an Officer has exercised such option, he shall continue to draw pay and allowances according to his entitlement in the service of the Bank immediately prior to the appointed date.

Provided that in any case the Officer shall not be eligible for the perquisites under such entitlement but shall be entitled only to such perquisites as are admissible to him under these regulations.

(3) Any Officer who has exercised option referred to in Sub- Regulation (1) and continues to draw pay and allowances according to his entitlement in the services of the Bank immediately prior to the appointed date in terms of Sub-Regulation (2) shall be allowed to opt for pay and allowances as applicable under these Regulations on and from 1-2-1984. On exercising such option, he will be fitted notionally on the appointed date into the new scale of pay in the manner referred to in Regulation 8 and after granting him the increments he would have

received in terms of these Regulations upto 31-1-1984, he shall be fitted in the scale of pay set out in Regulation 4(1) as on 1-2-1984 in accordance with the guidelines of the Government issued thereunder.

Provided that if the aggregate of pay and allowances payable under these Regulations to the Officer after fitment as above is lower than the aggregate of pay and allowances that were payable to him as on 31-1-1984 before such fitment, the difference shall be paid to him as a Personal Allowance which shall be absorbed in the future increments to the extent of 331/3 per cent of each such increment or 331/3 per cent of the increase in the salary as a consequence of such increment, whichever is lower.

(4) Any Officer,

a) who had exercised option referred to in Sub Regulation (1); and

b) who continued even after the first day of February 1984 to draw pay and allowances applicable to him immediately before the appointed date; and

c) who continues in regular service of the Bank on or after the first day of April 1997 may be allowed to opt for pay and allowances as applicable under these Regulations on and from the first day of April 1997; on exercising such option, he will be fitted on the pay in such a manner that the pay as set out in Regulation 4(2) alongwith the dearness allowance payable thereon as on 1-4-1997 is nearest to his existing salary (i.e. pay plus dearness allowance) being drawn in terms of sub-regulation (2) on 31-3-1997.

Appeal against fitment

13. (1) Any Officer aggrieved by a fitment accorded to him in the new scales of pay, may prefer an appeal to the Committee constituted by the Board for this purpose.

(2) Such appeal shall be preferred within 30 days of the receipt of the communication of the fitment accorded to him.

(3) The Committee may after giving an opportunity to the Officer concerned to make his representation in the matter make such decision as it thinks fit;

Provided that the Board may of its own motion review any such decision and where it reviews any such decision, it shall give an opportunity to the Officer concerned to make his representation in the matter.

CHAPTER – IV

APPOINTMENT, PROBATION, CONFIRMATION PROMOTION, SENIORITY AND TERMINATION

Appointments:

14. All appointments in, and promotions to, the Officer grade shall be made by the competent authority in the light of the guidelines of the Government, if any.

Probation:

15. (1) An Officer directly appointed to the Junior Management Grade shall be on probation for a period of two years.

(2) An employee of the Bank promoted as an Officer in the Junior Management Grade shall be on probation for one year.

(3) An Officer appointed to any other grade shall be on probation for such period as may be decided by the Bank.

Provided that the competent authority may, in the case of any Officer, reduce the period of probation or dispense with probation.

Confirmation:

16. (1) An Officer shall be confirmed in the service of the Bank if, in the opinion of the competent authority the Officer has satisfactorily completed the training in any institution to which the Officer may have been deputed for training, and the in-service training in the Bank.

Provided that an Officer directly recruited to the Junior Management Grade may be required also to pass a test in a language other than his mother tongue.

(2) If in the opinion of the competent authority an Officer has not satisfactorily completed either or both the trainings referred to in Sub-regulation (1) or if the Officer has not passed the test referred to therein, the Officer's probation may be extended by a further period not exceeding one year.

(3) Where during the period of probation, including the period of extension, if any, the competent authority is of the opinion that the Officer is not fit for confirmation :

a) In the case of a direct appointee, his services may be terminated by one month's notice or payment of one month's emoluments in lieu thereof; and

b) In the case of a promotee from the Bank's services, he may be reverted to the grade or cadre from which he was promoted.

IndiaCode

Promotions :

17. (1) Promotions to all grades of Officers in the Bank shall be made in accordance with the policy laid down by the Board from time to time having regard to the guidelines of the Government, if any.

(2) For the avoidance of doubts, it is clarified that this regulation shall also apply to promotions of any category of employees to the Junior Management Grade.

Seniority:

18. (1) Each year, the Bank shall prepare a list of Officers in its service showing their names in the order of their seniority on an all India basis and containing such other particulars as the Bank may determine. A copy of such list shall be kept at every branch or office of the Bank.

(2) Seniority of an Officer in a Grade or Scale shall be reckoned with reference to the date of his appointment in that grade or scale. Where there are two or more Officers of the same length of service in that grade or scale, their inter-se seniority shall be reckoned with reference to their seniority in the immediately preceding grade or scale or the previous cadre to which they belonged in the Bank's service. Where two or more Officers have the same length of service in such preceding grade or scale or such previous cadre, their seniority shall be determined with reference to their seniority in the immediately preceding grade or scale or cadre, as the case may be.

(3) Subject to the provision of Sub Regulation (2)

a) The inter-se seniority of Officers directly recruited in a batch to any grade or scale shall be reckoned with reference to the rank allotted to them at the time of such recruitment.

b) If Officers recruited under the general category and reserved category are allotted to any Bank, the seniority inter-se amongst the candidates so allotted who join on the same date shall be determined in accordance with the marks

obtained by such candidates without adding notional marks for the reserved candidates.

c) If, however, two or more categories of Officers such as Technical Field Officers, Agricultural Field Officers and General Officers join on the same date and if there is no system of maintaining separate seniority list for the different categories of Officers, seniority in the common seniority list shall be determined on the basis of their date of birth.

(4) In the case of an Officer whose probation has been extended, his seniority shall be reckoned just below all the Officers, if any, recruited or promoted in the same batch along with him.

(5) Nothing in this regulation shall affect the seniority among themselves of the Officers as existing immediately prior to the appointed date.

Age of Retirement:

19. (1) The age of retirement of an Officer Employee shall be as determined by the Board in accordance with the guidelines issued by the Government from time to time.

Provided that the Bank may, at its discretion, on review by the Special Committee/Special Committees as provided hereinafter in Sub-Regulation (2), retire, if it is of the opinion that it is in the public interest, an officer employee on or at any time after the completion of 55 years of age or on or at any time after the completion of 30 years of total service as an Officer Employee or otherwise, whichever is earlier.

Provided further that before retiring an Officer Employee, at least three months' notice in writing or an amount equivalent to three months' substantive salary/pay and allowances shall be given to such Officer Employee.

Provided further that an Officer aggrieved by the order of the competent authority, as provided in Sub-regulation (2), may within one month of the passing of the order, give in writing a representation to the Board of Directors against the decision of the competent authority, and on receipt of such representation from the concerned Officer, the Board of Directors shall consider his representation and take a decision within a period of three months. Where the Board of Directors decides that the order passed by the competent authority is not justified, the concerned Officer shall be reinstated as though the competent authority has not passed the order.

Provided also that nothing in this regulation shall be deemed to preclude an Officer Employee from retiring earlier pursuant to the option exercised by him in accordance with the rules in the Bank.

Explanation :
An Officer Employee will retire on the last day of the month in which he completes his age of retirement.

Provided that an officer employee whose date of birth is on the first day of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of retirement.

(2) The Bank shall constitute a Special Committee/Special Committees consisting of not less than three members, to review, whether an Officer Employee should be retired in accordance with the first provision to this regulation. Such Committee/Committees shall from time to time, review the case of each Officer Employee and no order of retirement shall be made unless the Special

Committee/Special Committees recommend/s in writing to the competent authority the retirement of the Officer Employee.

Termination of Service:

20. (1) a) Subject to Sub-Regulation 3 of Regulation 16, where the Bank is satisfied that the performance of an Officer is unsatisfactory or inadequate or there is a bonafide suspicion about his integrity or his retention in the Bank's service would be prejudicial to the interests of the Bank and where it is not possible or expedient to proceed against him as per the disciplinary procedure, the Bank may terminate his services on giving him three months' notice or emoluments in lieu thereof in accordance with the guidelines issued by the Government from time to time.

b) Order of termination under this Sub-regulation shall not be made unless such Officer has been given a reasonable opportunity of making a representation to the Bank against the proposed order.

c) The decision to terminate the services of an Officer Employee under Sub-regulation (a) above will be taken only by the Chairman & Managing Director.

d) The Officer employee shall be entitled to appeal against any Order passed under Sub-Regulation (a) above, by preferring an Appeal within 15 days to the Board of Directors of the Bank. If the appeal is allowed, the Order under Sub-Regulation (a) shall stand cancelled.

e) Where an Officer employee whose services have been terminated and who has been paid an amount of three months' emoluments in lieu of notice and on appeal his termination is cancelled, the amount paid to him in lieu of notice shall be adjusted against the salary that he would have earned, had his services not been terminated and he shall continue in the Bank's employment on the same terms and conditions as if the order of termination had not been passed at all.

f) An Officer employee whose services are terminated under Sub-Regulation (a) above shall be paid Gratuity, Provident Fund including employer's contribution and all other dues that may be admissible to him as per rules notwithstanding the years of service rendered.

g) Nothing contained herein above will affect the Bank's right to retire an Officer employee under Regulation 19(1).

(2) An Officer shall not leave or discontinue his service in the Bank without first giving a notice in writing of his intention to leave or discontinue his service or resign. The period of notice required shall be three months and shall be submitted to the Competent Authority as prescribed in these regulations.

Provided further that the Competent Authority may reduce the period of three months, or remit the requirement of notice.

(3) (i) An Officer against whom disciplinary proceedings are pending shall not leave/discontinue or resign from his service in the Bank without the prior approval in writing of competent authority and any notice or resignation given by such an Officer before or during the disciplinary proceedings shall not take effect unless it is accepted by the Competent Authority.

(ii) Disciplinary proceedings shall be deemed to be pending against any employee for the purpose of this Regulation if he has been placed under suspension or any notice has been issued to him to show cause why disciplinary proceedings shall not be instituted against him and will be

deemed to be pending until final orders are passed by the Competent Authority.

(iii) The Officer against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he was in service until the proceedings are concluded and final order is passed in respect thereof. The concerned Officer will not receive any pay and/or allowance after the date of superannuation. He will also not be entitled for the payment of retirement benefits till the proceedings are completed and final order is passed thereon except his own contributions to CPF.

CHAPTER – V

ALLOWANCES

Dearness Allowance

21. (1) On and from 1-11-1987, Dearness Allowance Scheme shall be as under:

(i) Dearness Allowance shall be payable for every rise or fall of 4 points over 600 points in the quarterly average of the All India Average Working Class Consumer Price Index (General) Base 1960=100

(ii) Dearness Allowance shall be payable as per the following rates:

(i)0.67% of 'pay' upto Rs. 2,500/- plus,
(ii)0.55% of 'pay' above Rs. 2,500/- to Rs. 4,000/- plus
(iii)0.33% of 'pay' above Rs. 4,000/- to Rs. 4,260/- plus,
(iv)0.17% of 'pay' above Rs. 4,260/-

(2) On and from 1-7-1993, Dearness Allowance Scheme shall be as under:

(i) Dearness Allowance shall be payable for every rise or fall of 4 points over 1148 points in the quarterly average of the All India Average Working Class Consumer Price Index (General) Base 1960=100.

(ii) Dearness Allowance shall be payable as per the following rates:

(a) 0.35% of 'pay' upto Rs. 4,800/- plus,
(b) 0.29% of 'pay' above Rs. 4,800/- to Rs. 7,700/- plus,
(c) 0.17% of 'pay' above Rs. 7,700/- to Rs. 8,200/- plus,
(d) 0.09% of 'pay' above Rs. 8,200/-

(3) On and from 1-4-1998, Dearness Allowance Scheme shall be as under:

(a) Dearness Allowance shall be payable for every rise or fall of 4 points over 1684 points in the quarterly average of the All India Average Working Class Consumer Price Index (General) Base 1960=100.

(b) Dearness Allowance shall be payable as per the following rates:-

(i) 0.24% of 'pay' up to Rs. 7,100/- plus,
(ii) 0.20% of 'pay' above Rs. 7,100/- to Rs. 11,300/- plus,
(iii) 0.12% of 'pay' above Rs. 11,300/- to Rs. 12,025/- plus,
(iv) 0.06% of 'pay' above Rs. 12,025/-

Note:

(A) 'Pay' for the purpose of Dearness Allowance shall mean basic pay including Stagnation Increments.

(B) Professional Qualification Allowance/ Professional Qualification Pay as specified in Explanation (c) and (d) to sub-regulation (2) of Regulation 5 shall rank for dearness allowance.

House Rent Allowance:

22. (1) (a) On and from 1st November, 1994 where an Officer is provided with residential accommodation by the Bank, a sum equal to 4% of the basic pay in the first stage of the scale of pay in which he is placed or the standard rent for the accommodation, whichever is less, will be recovered from him.

(b) Where an Officer is not provided any residential accommodation by the Bank he shall be eligible on and from 1.11.1992 for House Rent Allowance at the following rates:

COLUMN -I	***COLUMN-II***
Where the place of work is in i) Major "A" class cities specified as such from time to time in accordance with the guidelines of the Government & Project Area Centres in Group "A".	HRA payable shall be13% of the pay p.m
ii) Places in Area-I & Project Area Centres in Group "B"	12% of the pay p.m
iii) Area-II and State Capitals of Union Territories not covered by (i) and (ii) above.	10½% of the pay p.m
iv) Area III	9½% of the pay p.m

IndiaCode

Provided that if an officer produces a rent receipt, the House Rent Allowance payable to him shall be the actual rent paid by him for his residential accommodation in excess over 4% of the pay in the first stage of the scale of pay in which he is placed or 150% of the House Rent Allowance payable as per Column II above, whichever is lower.

(2) (a) On and from 1st November, 1999 where an Officer is provided with residential accommodation by the Bank, a sum equal to 2.5% of the basic pay in the first stage of the scale of pay in which he is placed or the standard rent for the accommodation, whichever is less, will be recovered from him.

(b) Where an officer is not provided any residential accommodation by the Bank he shall be eligible on and from 1-11-1999 for House Rent Allowance at the following rates:

COLUMN -I	***COLUMN-II***
Where the place of work is in i) Major "A" class cities specified as such from time to time in accordance with the guidelines of the Government & Project Area Centres in Group "A".	HRA payable shall be 9% of the pay p.m
ii) Places in Area-I & Project Area Centres in Group "B"	8% of the pay p.m

iii) Area-II i.e. all places not covered by (i) & (ii) above.	7% of the pay p.m

Provided that if an Officer produces a rent receipt, the House Rent Allowance payable to him shall be the actual rent paid by him for his residential accommodation in excess over 2.5% of the pay in the first stage of the scale of pay in which he is placed or 150% of the House Rent Allowance payable as per Column II above, whichever is lower.

Note

i) 'Pay' for the purpose of House Rent Allowance shall mean basic pay including stagnation increments.

ii) Professional Qualification Allowance or Professional Qualification Pay, as the case may be, shall rank for House Rent Allowance with effect from 1-11-1994.

(3) Where an officer resides in his own accommodation he shall be eligible for a House Rent Allowance on the same basis as mentioned in proviso to sub-regulation (1)(b) and 2(b) as if he were paying by way of monthly rent a sum equal to one twelfth of the higher of A or B below:

A

The aggregate of:

i) Municipal taxes payable in respect of the accommodation; and

ii) 12% of the capital cost of the accommodation including the cost of the land and if the accommodation is part of a building, the proportionate share of the capital cost of the land attributable to that accommodation, excluding the cost of special fixtures, like air conditioners; or

B

The annual rental value taken for municipal assessment of the accommodation.

Explanation:

(1) For the purpose of this Regulation "standard rent" means:

(a) In the case of any accommodation owned by the Bank, the standard rent calculated in accordance with the procedure for such calculation in vogue in the Government:

(b) Where accommodation has been hired by the bank, contractual rent payable by the Bank or rent calculated in accordance with the procedure in (A) above, whichever is lower.

(2) In this Regulation, for the purpose of sub-regulation (1), Area I, Area II, and Area III shall mean as under:

Area-I : Places with a population of more than 12 lakhs.

Area-II : All Cities other than those included in Area-I which have a population of 1 lakh or more.

Area - III : All places not included in Are-I and Area-II

(3) For the purpose of sub-regulation (2) of this Regulation and Regulation 23, Area I and Area II shall mean as under:

Area - I : Places with a population of more than 12 lakhs

Area - II : All places not included in Area - I.

Other Allowances:

23. (i) On and from 1-11-1999, if he is serving in a place mentioned in column 1 of the Table below, a City Compensatory Allowance at the rate mentioned in column 2 thereof against that place shall be payable.

Places		Rates
1		2
a)	Places in Area-I & in the State of Goa	4% of Basic Pay subject to a maximum of Rs. 375/- per month.
b)	Places with population of 5 lakhs and over and State Capitals & Chandigarh, Pondicherry and Port Blair not covered by (a) above.	3% of Basic Pay subject to a maximum of Rs. 250/- per month

ii) A Special Area Allowance at such places and at such rates as may be decided by the Board from time to time having regard to the guidelines of the Government.

iii) If he is serving in an area to be specified as Project Area falling in Group 'A' or Group 'B' a project area compensatory allowance at the rate of Rs.40/- p.m. or Rs.25/- p.m. according as the area has been classified as Group 'A' or Group 'B'.

Provided that on and from the first day of April, 1997, the provisions of this sub-regulation shall have effect as if for the letters, figures and words "Rs. 40 p.m. or 25 p.m.", the letters, figures and words "Rs. 125 per month or Rs. 100 per month" had been respectively substituted.

iv) If an Officer is transferred from one place to another in the midst of an academic year and if he has one or more children studying in school or college, in the former place, a midacademic year transfer allowance of Rs. 150/- p.m. from the date he reports to the latter place up to the end of the academic year in respect of all children, provided that such allowance shall cease if all the children cease studying at the former place.

Provided that on and from the first day of April 1997, the provisions of this sub-regulation shall have effect as if for the letters and figures "Rs. 150 p.m.", the letters, figures and words "Rs. 300 per month" had been substituted.

(v) on and from 1-11-1999, if an Officer is deputed to serve outside the bank, he may opt to receive the emoluments attached to the post to which he is deputed. Alternatively, he may in addition to his pay draw a deputation allowance of 7.75% of pay subject to a maximum Rs. 1,000/- per month and such other allowances he would have drawn had he been posted in the bank's service at that place.

Provided that where he is deputed to an organisation which is located at the same place where he was posted immediately prior to his deputation, he shall receive a deputation allowance equal to 4% of his pay subject to a maximum Rs. 500/- per month.

Provided further that an Officer on deputation to the Training Establishment of the Bank as a faculty member shall be eligible for deputation allowance at 4% of his pay subject to a maximum Rs. 500/- per month.

vi) On and from 1-11-1999 if he is required to officiate in a post in a higher scale for a continuous period of not less than 7 days at a time or an aggregate of 7 days during a calendar month, he shall receive an officiating allowance equal to 6% of

his pay, pro-rata for the period for which he officiates. Officiating allowance will rank as pay for purposes of Provident Fund/Pension and not for other purposes.

Provided that where an officer comes to officiate in a higher scale, as a consequence solely of the review of the categorization of posts under Regulation 6, he shall not be eligible for the officiating allowance for a period of one year from the date on which the review of the categorization takes effect.

vii) On and from financial year 1989-90 if he is posted at a branch where books are closed on 31st March and 30th September a closing allowance of Rs. 150/- for each of the two closings.

Provided that on and from the financial year 1997-98, the provisions of the sub-regulation shall have effect as if for the letters and figures "Rs. 150", the letters and figures "Rs. 250/-" had been substituted;

viii) On and from 1-1-1990, if his working hours during a day are split with a minimum interval of 2 hours, a split duty allowance of Rs. 35/- p.m.

Provided that on and from the first day of April 1997 the provisions of this sub-regulation shall have effect as if for the letters and figures "Rs. 35 p.m.", the letters, words and figures "Rs. 70 per month" had been substituted;

ix) If an Officer is required to work as custodian of a vault or locker on a holiday, a 'diem allowance' at the rate to which he is entitled.

x) On and from 1-11-1999, if the Officer is serving in a place mentioned in column 1 of the table below, he shall receive a hill and fuel allowance at the rate mentioned in column 2 thereof:

Table

Place		**Rate**
1		**2**
i)	Place with an altitude of 1000 metres and above, but less than 1500 metres and Mercara Town	2% of Pay subject to a maximum of Rs. 220/-
ii)	Place with an altitude of1500 metres and above, but less than 3000 metres	2½% of Pay subject to a maximum of Rs. 260/-
iii)	Place with an altitude of 3000 metres and above	5% of Pay subject to a maximum of Rs. 750/-

Note:

(a) Officers posted at places with an altitude of not less than 750 metres and which are surrounded by hills with higher altitude which cannot be reached without crossing an altitude of 1000 metres or more, will be paid hill and fuel allowance at the same rate as is payable at centres with an altitude of 1000 metres and above.

(b) Hill and Fuel Allowance presently paid at any centre not covered by the above classification shall stand withdrawn.

Provided that in respect of an officer who was posted in such a centre prior to 1st May, 1989 and remains posted at that centre even after that date, the quantum of allowance which he was drawing as at 30th April, 1989 shall be protected and paid to him every month till the time he remains posted at that centre in the same scale of pay.

CHAPTER – VI

PERQUISITES

Medical Aid :

24. (1) An officer shall be eligible for reimbursement of medical expenses actually incurred by him in respect of himself and his family on the following basis, namely:

(a) Medical Expenses

On and from 1-11-1999 reimbursement of medical expenses to an officer in the grade specified in column 1 of the Table below and his family may be made on the strength of the Officer's own certificate of having incurred such expenditure supported by a statement of accounts for the amounts claimed subject to the limit specified in column 2 thereof:

Table

Grade	Reimbursement limit p.a.
1	2
Junior Management and Middle Management Grade	Rs. 2225/-
Senior Management and Top Executive Grade	Rs. 3000/-

Note :

(i) An officer may be allowed to accumulate unavailed medical aid so as not to exceed at any time three times the maximum amount provided above.

(ii) For the year 1999 the reimbursement of medical expenses under the medical aid scheme shall be enhanced proportionately for two months, i.e. November and December, 1999.

Explanation :

'Family' of an officer for the purpose of this regulation shall consist of spouse, wholly dependent children and wholly dependent parents only.

(b) **Hospitalisation Expenses** :

(i) On and from 1-11-1994, hospitalisation charges will be reimbursed to the extent of 100% in the case of an officer and 75% in the case of his family members in respect of all cases which require hospitalisation. Reimbursement on the basis of bills, vouchers, etc., of expenses incurred shall be subject to ceilings determined from time to time in accordance with the guidelines of the Government.

(ii) The Officers or members of their families (as the case may be) are expected to secure admission in a Government or Municipal Hospital or any private hospital, i.e., hospitals under the management of a Trust, Charitable Institution or a Religious Mission. But in unavoidable circumstances the Officers or their family members or both may avail themselves of the services of one of the approved private Nursing Homes or private Hospitals approved by the Bank. Reimbursement in such cases should, however, be restricted to the amount which would have been reimbursable in case the patient was admitted to one of the hospitals mentioned above.

IndiaCode

(iii) On and from 1-11-1994, medical expenses incurred in respect of the following diseases which need domiciliary treatment as may be certified by the recognised hospital authorities and bank's medical officer shall be deemed as hospitalisation expenses and reimbursed to the extent of 100% in case of an officer and 75% in the case of his family members :

Cancer, Leukemia, Thalsamea, Tuberculosis, Paralysis, Cardiac Ailment, Leprosy, Kidney Ailment, Epilepsy, Parkinson's Disease, Psychiatric Disorder and Diabetes.

(iv) on and from 1st November, 1999 in addition to diseases mentioned in para (iii) above, the following diseases shall also become eligible for domiciliary treatment, other conditions remaining unchanged:

Hepatitis-B, Hemophilia and Myaestheniagravis.

Note:
The cost of medicines etc. in respect of domiciliary treatment shall be reimbursed for the period stated in the Specialist's prescription. If no period is stated, the prescription for the purpose of reimbursement shall be valid for a period not exceeding 90 days.

(2) Notwithstanding the medical benefits (including hospitalisation etc.) listed in sub-Regulation (1) above and in complete substitution of the same, the Board may decide to retain in an unaltered form, medical benefits (including hospitalisation, etc.) as available in the Bank on the appointed date and if the Board so decides, all officers shall be eligible for reimbursement of medical expenses only as per the terms and conditions obtaining in the Bank on the appointed date for grant of medical benefits (including hospitalisation, etc.).

(3) Medical Aid and Hospitalisation facilities shall also be admissible to the officers who are placed under suspension.

Residential accommodation :

25. (1) No Officer shall be entitled as of right to be provided with residential accommodation by the Bank.

(2) It shall, however, be open to the Bank to provide residential accommodation to an officer on payment by the Officer, on and from 1st November, 1999, a sum equal to 2.5% of the basic pay in the first stage of the scale of pay in which he is placed or the standard rent for the accommodation, whichever is less:

Provided that where the officer is provided with furniture at such residence, a further sum equal to 0.5% of basic pay in the first stage of the scale of pay in which he is placed, will be recovered by the Bank from him.

Provided further that, where such residential accommodation is provided by the bank, the charges for electricity, water, gas and conservancy shall be borne by the Officer.

Bank's Car for personal purposes :

26. (1) No Officer, other than the Officers authorised by the Board, in accordance with the guidelines of the Government, shall be allowed the use of the Bank's car for personal purposes.

(2) The use of the Bank's car for personal purposes should be subject to the rules formulated by the Bank in accordance with the guidelines of the Government from time to time.

Loan for the purchase of conveyance:

27. The Bank may grant to an Officer confirmed in the Bank's service, loans for the purchase of a motor car or other conveyance, subject to such terms and conditions as the Board may decide either generally or with reference to any particular loan having regard to the guidelines of the Government.

Loans for the purchase of Houses :

28. The Bank may grant to an Officer confirmed in the Bank's service, a loan for the purchase of land for construction of a house or for purchase or construction of a house, flat or apartment or for extension or renovation of a house, flat or apartment, on such terms and conditions as the Board may decide generally or with reference to any particular loans having regard to the guidelines of the Government.

Entertainment expenses & club membership fees :

29. The Bank may reimburse to an Officer such entertainment expenses and such fees for membership of clubs and professional institutions as may be decided by the Board in accordance with the guidelines of the Government.

Preferential interest rates on deposits :

30. The Bank may allow 1% additional rate of interest over its ruling rate of interest on Fixed Deposits, Savings Deposits and Recurring Deposits in the name of an Officer, individually or jointly with any member of his family.

IndiaCode

CHAPTER – VII

LEAVE

Kinds of Leave :

31. Subject to the grant of leave being determined by the exigencies of service, an Officer shall be eligible for the following kinds of leave:
    a) Casual Leave
    b) Privilege Leave
    c) Sick Leave
    d) Special Sick Leave
    e) Maternity Leave
    f) Extraordinary Leave on Loss of Pay
    g) Special Casual Leave and Special Leave.

Casual Leave :

32. (1) An Officer shall be eligible for Casual Leave on full emoluments for 12 working days in a year, provided that not more than four days' Casual Leave may be availed of at any one time.

    (2) Casual Leave not availed of in any year may be suffixed or prefixed to Sick Leave in the following year.

    Provided that Casual Leave not availed of in the year 1997 or in any subsequent year may be suffixed or prefixed to sick leave in the following three years.

Privilege Leave :

33. (1) An Officer shall be eligible for Privilege Leave computed at one day for every 11 days of service on duty provided that at the commencement of service, no Privilege Leave may be availed of before completion of 11 months of service on duty.

(2) An Officer on Privilege Leave shall be entitled to full emoluments for the period of leave.

(3) The period of Privilege Leave to which an Officer is entitled at any time shall be period which he has earned, less the period of leave availed of.

(4) On and from 1-1-1990, Privilege Leave may be accumulated upto not more than 240 days except where leave has been applied for and it has been refused.

(5) An Officer desiring to avail of Privilege Leave, shall ordinarily give not less than one month's notice of his intention to avail of such leave.

Sick Leave :

34. (1) On and from 1-1-1989, an Officer shall be eligible for 30 days of Sick Leave for each completed year of service, subject to a maximum of 18 months during the entire service. Such leave can be accumulated upto 540 days during the entire service and may be availed of only on production of Medical Certificate by a Medical Practitioner acceptable to the Bank or at the Bank's discretion nominated by it at its cost.

(2) In respect of the period of Sick Leave, an Officer shall be eligible to receive one half of the full emoluments.

Provided that if an Officer so desires, the Bank may permit him to draw full emoluments in respect of any portion of the Sick Leave granted to him twice the amount of such period on full emoluments being debited against Sick Leave account.

(3) The Bank may require any Officer desiring to resume duty on the expiry of Sick Leave, to produce Medical Certificate saying that he is fit for duty.

Additional Sick Leave :

35. On and from 1-1-1989, where an Officer has put in a service of 24 years, he shall be eligible to additional Sick Leave at the rate of One Month for each year of service in excess of 24 years subject to a maximum of three months of additional Sick Leave.

Provided that in case of additional sick leave availed on or after 29th June, 1999 commutation of additional sick leave may be allowed in accordance with sub-regulation (2) of Regulation 34.

Maternity Leave :

36. (1) on and from 1st day of April, 2000, leave up to a period of 6 months at a time may be granted by way of Maternity Leave including in respect of post-natal period or at the time of miscarriage or abortion or medical termination of pregnancy:

Provided that not more than 12 months of such leave shall be available during the entire period of service of the Officer.

(2) Leave may also be granted once during service to a childless female employee for legally adopting a child which is below one year of age till it reaches the age

of one year, subject to a maximum period of two months on the following terms and conditions:

i) Leave will be granted for adoption of only one child.

ii) The adoption of a child should be through a proper legal process and the employee should produce the adoption deed to the Bank for sanctioning such leave.

Extraordinary Leave :

37. An Officer shall be eligible for Extraordinary Leave on Loss of Pay for not more than 360 days during the entire period of service. Such leave may not be availed of except for sufficient reasons on more than 90 days at a time.

Provided that in very special circumstances, the Board may grant Extraordinary Leave on loss of pay to an Officer upto a total period of 720 days.

a) An Officer may be granted Special Casual Leave and any special leave as may be decided by the Board in accordance with the guidelines of the Government.

Lapse of Leave :

38. Save as provided below, all leave to the credit of an officer shall lapse on resignation, retirement, death, discharge, dismissal or termination.

Provided that where an officer retires from the Bank's service, he shall be eligible to be paid a sum equivalent to the emoluments of any period, not exceeding 240 days of privilege leave that he had accumulated.

Provided further that where an Officer dies while in service, there shall be payable to his legal representatives, a sum equivalent to the emoluments for the period not exceeding 240 days of privilege leave to his credit as on the date of his death.

Provided also that where an officer leaves or discontinues his services by resignation on or after 1st April, 2001 after giving due notice under sub-regulation 2 of Regulation 20, he may be paid a sum equivalent to the emoluments in respect of the privilege leave to the extent of half of such leave to his credit on the date of cessation of service, subject to maximum of 120 days.

Recall for duty :

39. An Officer on leave may be recalled to duty by the competent authority whenever the Bank deems fit to do so, but if the Officer is at that time out of station, he shall be eligible to be paid the actual expenses incurred by him and the members of his family for coming back to the station and if the Officer and the members of his family go back to the same station from which he was called, for the return journey also.

Furnishing the leave address to the Bank :

40. An Officer, who has been sanctioned leave, and leaves his place of duty shall furnish to the Bank, the address at which he can be contacted while out of station.

CHAPTER – VIII

REIMBURSEMENT OF EXPENSES ON TRAVEL

Mode of travel and expenses on travel :

41. (1) On and from 1-7-1989, the following provisions shall apply whenever an Officer is required to travel on duty :

i) An Officer in Junior Management Grade may travel by Ist Class or AC sleeper by Train. He may, however, travel by Air (economy class) if so permitted by the competent authority, having regard to the exigencies of business or public interest.

ii) An Officer in Middle Management Grade may travel by Ist Class or AC sleeper by Train. He may, however travel by Air (economy class) if the distance to be travelled is more than 500 Kms. He may, however, travel by Air (economy class) even for a shorter distance if so permitted by the competent authority, having regard to the exigencies of business or public interest.

iii) An Officer in Senior Management or Top Executive Grade may travel by Train AC Ist class or by Air (economy class).

iv) An Officer in Senior Management or Top Executive Grade may travel by Car between places not connected by Air or rail provided that the distance does not exceed 500 Kms. However when a major part of the distance between two places can be covered by Air or rail only the rest of the distance should normally be covered by Car.

v) Any other Officer may be authorised by the competent authority, having regard to the exigencies of business, to travel by his own vehicle or by Taxi or by the Bank's vehicle.

(2) i) For air or rail travel, a single fare for the Officer will be reimbursed.

ii) For travel by road by his own vehicle, such rate on a kilometer basis as may be decided by the Bank from time to time, having regard to the type of vehicle used, the cost to be incurred and the terrain covered, will be reimbursed.

iii) Where hiring of a Taxi is permitted, the actual taxi charges will be reimbursed.

iv) For travel by public motor or water transport, the actual fare will be reimbursed.

(3) Actual expenses incurred for transport, and porterage will be reimbursed.

(4) (a) **Halting Allowance**: On and from 1st day of June, 2001 an Officer in the Grades/Scales set out in column 1 of the Table below shall be entitled to 'per diem' Halting Allowance at the corresponding rates set out in column 2 thereof:

(1)	(2)			
	Daily Allowance (Rupees)			
Grades/Scales of Officers	**Major 'A' Class Cities**	**Area-I**	**Other**	**Places**
Officers in Scale-IV and above	275.00	220.00	190.00	
Officers in Scale-I/II/III	220.00	190.00	165.00	

Provided that where the total period of absence is less than 8 hours but more than 4 hours, Halting Allowance at half the above rates shall be payable.

Explanation:
For the purpose of computing Halting allowance 'per diem' shall mean each period of 24 hours or any subsequent part thereof, reckoned from the reporting time for departure in the case of air travel and the scheduled time of departure in other cases, to the actual time of arrival. Where the total period of absence is less than 24 hours 'per diem' shall mean a period of not less than 8 hours.

(b) **Lodging Expenses**: An Officer in the Grades/Scales set out in column 1 of the Table below may be reimbursed the actual hotel expenses, restricting to single room accommodation charges in ITDC hotels of the corresponding star category set out in column 2 below:

Grades/Scales of Officers	***Eligibility to stay***
Scale – VI & VII	4* Hotel
Scale – IV & V	3* Hotel
Scale – II & III	2* Hotel (Non-AC)
Scale – I	1* Hotel (Non-AC)

The Board may prescribe reimbursement of additional limit in excess of the limits prescribed above in accordance with the guidelines of the Government.

(c) **Boarding Expenses**: An officer shall be entitled to per diem boarding expenses at the rates set out in sub-regulation 4(a) above.

(d) Where lodging is provided at bank's cost or arranged through the bank free of cost, 3/4th of the Halting Allowance will be admissible.

(e) Where boarding is provided at bank's cost or arranged through the bank free of cost, ½ of the Halting Allowance will be admissible.

(f) Where lodging and boarding are provided at bank's cost or arranged through the bank free of cost, ¼th of the Halting Allowance will be admissible:

Provided that, in the case of an Officer claiming boarding expenses on a declaration basis without production of bills for actual expenses incurred, he shall not be eligible for ¼th of the Halting Allowance.

(g) A supplementary diem allowance of Rs. 10/- per day of halt outside headquarters on inspection duty may be paid to all inspecting officers.

Transfer Travelling Allowance, etc.:

42. (1) i) An Officer on transfer and the members of his family will be eligible to travel to the place of posting by the same mode of travel and class of accommodation, by the Officer as in the case of travel on tour.

ii) When the members of the family travel by road, the entitlement will be the actual or the I Class rail fare for the distance covered, whichever is less.

Explanation :

"Family" for the purpose of this Regulation will be limited to the spouse as also children, parents, brothers and sisters residing with and wholly dependent on the Officer Employee.

(2) i) On and from the 1st day of April, 1998 an officer on transfer will be reimbursed his expenses for transporting his baggage by goods train up to the following limits:

Pay Range	**Where an Officer has family**	**Where an officer has no family**
Rs. 7100 p.m to Rs. 9820 p.m	3000 Kgs.	1500 Kgs.
Rs. 9821 p.m & above.	Full wagon	2500 Kgs.

ii) On and from 1-1-1987, if an Officer eligible for full wagon avails of the facility of Container Service by railways, he will be reimbursed actual charges for one container if he is in Junior or Middle Management Grade and for two containers if he is in Senior or Top Management Grade.

If the baggage is transported by road between places connected by rail, the reimbursement will be limited to the actual frieght charges against submission of bills subject to the cost not exceeding the cost of transport of the maximum permissible quantity by goods train. If there is no railway station or railway out-agency at the old or new place of posting, the Officer will be paid the actual cost of transporting the baggage by road upto the nearest railway station or railway out-agency. If both the places do not have railway station/out-agency, the Officer will be paid actual cost of transporting the baggage by road upto the stipulated weights by an approved transport operator.

iii) An Officer who owns a car will be eligible to claim the cost of transporting it by train to the place of transfer, at goods train rate and where the car is driven by road, the cost of so taking it, at the rates decided by the Board.

iv) An Officer who owns a scooter, motor cycle or any other vehicle, will be eligible to claim the cost of transporting it to the place of transfer at goods train rate; and if the vehicle is transported by lorry, the actual lorry charges. If the vehicle is driven by road, the Officer will be eligible to claim at the rates decided by the Board.

(3) On and from 1-1-1987 but before 1-4-1997, an Officer on transfer will be eligible to draw a lumpsum amount as indicated below for expenses connected with packing, local transportation, insuring the baggage, etc.

Grade	**Lumpsum**
Top Management and Senior Management	Rs. 1,500/-
Middle Management and Junior Management	Rs. 1,000/-

(a) On and from the first day of April 1997, an Officer on transfer will be eligible to draw a lump sum amount as indicated below for expenses connected with packing, local transportation, insuring the baggage, etc.:

Grade	**Lumpsum**
Top Executive and Senior Management	Rs. 5,000/-
Middle Management and Junior Management	Rs. 4,000/-

(4) An Officer transferred to any station shall be eligible to claim Halting Allowance for the period spent on journey at the same rates as in the case of travel on tour.

Provided that on and with effect from 30th October, 1987, where no residential accommodation is made available by the Bank to an Officer at the new place of posting and where such an Officer may incur additional expenses in the process of taking over charge, for reasons beyond his control, the competent authority may consider on merit grant of Halting Allowance to him upto a maximum period of 15 days or till the time the quarters are made available to him, whichever is earlier

Travelling allowance on retirement :

43. On retirement, an Officer will be eligible to claim Travelling Allowance, baggage and other expenses for himself and his family as on transfer from the last station at which he is posted to the place where he proposes to settle down on retirement.

Leave Travel Concession :

44. i) During each block of four years, an Officer shall be eligible for Leave Travel Concession for travel to his home town once in each block of two years. Alternatively, he may travel in one block of two years to his home town and in the other block to any place in India by the shortest route.

ii) On and from 1-6-1991 once in every 4 years when an Officer avails of Leave Travel Concession, he may be permitted to surrender and encash his Privilege Leave not exceeding one month at a time. Alternatively, he may whilst travelling in one block of two years to his home town and in other block to any place in India, be permitted encashment of Privilege Leave with a maximum of 15 days in each block or 30 days in one block. For the purpose of leave encashment, all the emoluments payable for the month during which the availment of the Leave Travel Concession commences shall be admissible.

Provided that an Officer at his option shall be permitted to encash one day's additional Privilege Leave for donation to the Prime-Minister's Relief Fund subject to his giving a letter to the Bank to that effect and authorising the Bank to remit the amount to the fund.

iii) The mode and class by which an Officer may avail of Leave Travel Concession shall be the same as in the case of travel on transfer, and other terms and conditions subject to which the Leave Travel Concession may be availed of by an Officer, shall be as decided by the Board from time to time.

CHAPTER – IX
TERMINAL BENEFITS

Provident Fund and Pension:

45. (1) Every Officer shall become a member of the Provident Fund constituted by the Bank, unless he is already a member of that Fund and shall agree to be bound by the rules governing such fund.

(2) The Provident Fund rules framed shall provide that on and from 1-11-1993:

(a) In case of an officer governed by the Pension Scheme, contribution to the Provident Fund shall be made only by the officer at the rate of 10% of pay without any matching contribution on the part of the Bank.

Provided that no adjustment on account of provident fund contributions already made for the period 1-7-1993 to 31-10-1993 shall be made.

(b) In case of an officer not governed by the Pension Scheme, contribution to Provident Fund by the officer and a matching contribution by the bank shall be made at the rate of 10% of pay.

Provided that no adjustment on account of provident fund contributions already made for the period 1-7-1993 to 31-10-1993 shall be made.

(3) Officers joining the bank's service on or after 29-9-1995 shall be governed by the Pension Scheme.

Provided that the following categories of officers shall not be covered by the Pension Scheme :

(a) an officer who was in service of the bank prior to 29-9-1995, unless he has specifically exercised an option to become member of the Pension Scheme in response to bank's notice to that effect.

(b) an officer who is recruited on or after 29-9-1995 at the age of 35 years and above, and who has elected to forego his right to Pension in terms of the Pension Scheme.

Note :
Pay' for the purpose of Provident Fund shall mean basic pay including Stagnation Increments, Officiating Allowance, Professional Qualification Allowance and increment component of Fixed Personal Allowance.

Gratuity :

46. (1) Every officer, shall be eligible for gratuity on:

a) retirement

b) death

c) disablement rendering him unfit for further service as certified by a medical officer approved by the Bank;

d) resignation after completing ten years of continuous service; or

e) termination of service in any other way except by way of punishment after completion of 10 years of service.

(2) The amount of gratuity payable to an officer shall be one month's pay for every completed year of service, subject to a maximum of 15 months' pay.

IndiaCode

Provided that where an officer has completed more than 30 years of service, he shall be eligible by way of gratuity for an additional amount at the rate of one half of a month's pay for each completed year of service beyond 30 years.

Provided further that pay for the purpose of Gratuity for an officer who ceased to be in service during the period 1-7-1993 to 31-10-1994 shall be with regard to scale of pay as specified in sub-regulation (1) of regulation 4.

Provided also that pay for the purpose of Gratuity of an Officer who ceased to be in service during the period 1-4-1998 to 31-10-1999 shall be with regard to scale of pay as specified in sub-regulation (2) of Regulation 4.

Note:
If the fraction of service beyond completed years of service is 6 months or more, gratuity will be paid pro-rata for the period.

CHAPTER – X

TRANSFERABILITY

47. Every Officer is liable for transfer to any office or branch of the Bank or to any place in India.

48. Every Officer shall be available for Bank's duties at any time of the day.

Joining time on transfer :

49. i) An Officer shall be eligible for joining time on one occasion, and not exceeding seven days, exclusive of the number of days spent on travel, to enable him -
    a) To join a new post to which he is appointed while on duty in his old post, OR
    b) To join a new post on return from leave.

    ii) During the joining time, an Officer shall be eligible to draw the emoluments as applicable to the place of transfer.

    iii) In calculating the joining time admissible to an Officer, the day on which he is relieved from his old post shall be excluded, but public holidays following the day of his relief shall not be included in computing the joining time.

    iv) No joining time shall be admissible to an Officer when the transfer does not involve a posting to a different place.

    v) No joining time will be admissible to an Officer when his posting is of a temporary nature, irrespective of the fact that the posting is to a place or station other than the one at which he is permanently posted.

IndiaCode

CHAPTER – XI

MISCELLANEOUS

Power to implement Regulations:

50. The Managing Director may from time to time, issue such instructions or directions as may, in his opinion, be necessary for giving effect to or carrying out the provisions of these Regulations.

Government's decision to be construed as initial decision of the Board:

51. Wherever these Regulations require that any matter shall be in accordance with the decision of the Board and where such a matter is covered by the recommendations made in the report of the Committee constituted by Government's Resolution No. F 4(26)/72/IR dated 19th July, 1973, as accepted by the Government together with modifications or alterations thereof as may, from time to time, have been or be made by the Government, such recommendations shall, until varied, be deemed to be decisions of the Board.

Interpretation of "Service":

52. In interpreting any of these Regulations, unless the context otherwise requires, service of an Officer shall be regarded as including his service in the existing Bank and also his service in the Bank prior to the date of coming into force of these Regulations.

Revocation of earlier rules, etc.:

53. Any rule, regulation, order, agreement, resolution or other instrument, or any usage, custom, convention or practice, governing any matter/dealt with in any of these Regulations including allowances, perquisites and facilities, shall, on the date when such Regulation comes into force and unless the contrary is provided in these Regulations, shall cease to have effect in regard to such matter.

    Provided that these shall not affect the validity of anything done or any claim arising prior to that date in pursuance of such agreement, rule, regulation, resolution, other provision or usage, custom, convention or practice.

Interpretation :

54. If any question arises as to the application or interpretation of any of these Regulations, it shall be referred to the Board for its decision.

COMPETENT AUTHORITIES

Under the provisions of Syndicate Bank (Officers') Service Regulations, 1979, the Board of Directors have to designate Competent Authorities under certain Regulations. At their meeting held on 21-10-1988, the Board of Directors were pleased to modify the Competent Authority in respect of certain Regulations.

IndianCode

Accordingly, the Competent Authorities under Regulation 5, 6, 12, 14, 15, 16, 20, 39 and 41 have been specified as follows :

Sl.No.	Reg.No.	Subject	Competent Authority	Jurisdiction
1	2	3	4	5
1	5	Increments	*1.Personnel Manager at HO	For officers in Scale-I in the Junior Management Grade.
			*2. Asst. Gen. Manager/ Dy. Gen. Manager heading the Zone	
			*1, Asst. General Manager (P) at HO	For Officers in Scale-II & Scale III in the Middle Management Grade
			*2, Asst. General Manager / Dy. General Manager heading the Zone	
			General Manager	For Officers in Scale-IV & Scale-V in the Sr. Management Grade
			Executive Director	For Officers in Scale-VI & Scale VII in the Top Executive Grade
2	6	Categorisation	Committee consist-ing of Executive Director, General Manager having jurisdiction over Personnel Department, and Asst. General Manager (Per).	For categorizing posts in the Bank, for all posts.
3	12	Option for existing Officers	Asst. General Manager	For all Officers - To receive intimation from Officers exercising option.

IndiaCode

4	14 & 15	Appointment & Probation	*1.Personnel Manager at HO	For officers in Scale-I in the Junior Management Grade.
			*2. Asst. Gen. Manager/ Dy. Gen. Manager heading the Zone	
			*1. Asst. General Manager (P) at HO	For Officers in Scale-II & Scale III in the Middle Management Grade.
			*2. Asst. General Manager / Dy. General Manager heading the Zone.	
			General Manager	For Officers in Scale-IV & Scale-V in the Sr. Management Grade
			Executive Director	For Officers in Scale-VI & Scale VII in the Top Executive Grade
5	16	Confirmation	*1.Personnel Manager at HO	For officers in Scale-I in the Junior Management Grade.
			*2. Asst. Gen. Manager/ Dy. Gen. Manager heading the Zone	
			*1. Asst. General Manager (P) at HO.	For Officers in Scale-II & Scale III in the Middle Management Grade.
			*2. Asst. General Manager / Dy. General Manager heading the Zone.	
			General Manager	For Officers in Scale-IV & Scale-V in the Sr. Management Grade.
			Executive Director	For Officers in Scale-VI & Scale VII in the Top Executive Grade
6	20	Termination	As under Reg.16.	

IndiaCode

7.	39	Recall for duty	Authorities empowered to sanction leave	All Officers working under Admn. Jurisdiction of such Sanctioning Authority.
8.	41	Reimbursement of expenses on travel	General Manager(P)	For all Officers.

Note :

General Manager for this purpose will be the General Manager having jurisdiction over the Personnel Department and Asst. General Manager in respect of Regulation No.6, 12, 39, 41 is the Asst. General Manager heading the Personnel Department.

* As amended by Board Resolution dated 25-10-1988, effective from 21-10-1988.

IndiaCode