Corporation Bank

(Officers') Service Regulations, 1982

In exercise of the powers conferred by section 19 read with sub-section (2) of Section 12 of Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 (40 of 1980), the Board of Directors of Corporation 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

PRELIMINARY

Short title and Commencement

1. (1) These regulations may be called Corporation Bank (Officers') Service Regulations, 1982.

(2) These regulations shall come into force on the 1st day of January, 1983

Officers to whom the Regulations apply

2. (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 officer 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 day of January 1983;

(b) "Bank" means Corporation Bank;

(c) "Board" means the Board of Directors of the Bank;

(d) "Calendar year" means the period commencing from the 1st day of January of a year and ending with the 31 st day of December of the same year;

(e) "Competent Authority" means the authority designated for the purpose by the Board;

(f) "Emoluments" means the aggregate of salary and allowances, if any;

(g) “family” means the spouse of the officer, wholly dependent unmarried children (including step children and legally adopted children), physically challenged brother or sister with forty per cent, or more disability and parents ordinarily residing with and wholly dependent on the officer’.
Explanation - For the purposes of this clause a child or parent or physically challenged brother or sister shall be deemed to be dependent on the officer if the monthly income of such child, parent, brother or sister does not exceed Rs.3,500 per month.

Provided that if the income of one of the parents exceeds Rs.3,500 per month or the aggregate income of both the parents exceeds Rs.3,500 per month, both the parents shall not be considered as wholly dependent on the officer.’

(h) "Government" means the Central Government;

(i) "Guidelines of 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 modifications or alterations thereof as may, from time to time, have been or be made by the Government;

(j) "Managing Director" means the Managing Director of the Bank;

(k) "Officer" means a person fitted into or promoted to or appointed to any of the grade specified in regulation 4 and any other person, 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;

(l) "Pay" means basic pay including stagnation increments;

(m) "Salary" means the aggregate of the pay and dearness allowance;

(n) "Year" means a continuous period of twelve months.

CHAPTER II

GRADES AND CATEGORISATION OF POSTS

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.6400-150-7000
Scale VI Rs.5950-150-6550

(b) Senior Management Grade :
Scale V Rs.5350-150-5950
Scale IV Rs.4520-130-4910-140-5050-150-5350

(c) Middle Management Grade :
Scale III Rs.4020-120-4260-130- 4910
Scale II Rs.3060-120-4260-130-4390

(d) Junior Management Grade :
Scale I Rs.2100-120-4020

(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.12650-300-13250-350-13600- 400-14000
Scale VI Rs.11450-300-12650

(b) Senior Management Grade :
Scale V Rs.10450-250-11450
Scale IV Rs.8970-230-9200-250-10450

(C) Middle Management Grade :
Scale III Rs.8050-230-9200-250-9700
Scale II Rs.6210-230-8740

(d) Junior Management Grade :
Scale I Rs.4250-230-4940-350-5290-230-8050

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(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.19340 - 420/2 - 20180 – 520/1 -

20700 – 600/1 - 21300

Scale VI Rs.17660 – 420/4 - 19340

(b) Senior Management Grade :
Scale V Rs.16140 - 380/4 - 17660

Scale IV Rs.13900 - 340/1 – 14240 – 380/5 - 16140

(c) Middle Management Grade :
Scale III Rs.12540 – 340/5 – 14240 – 380/2 - 15000

Scale II Rs.9820 - 340/11 - 13560

(d) Junior Management Grade :
Scale I Rs.7100 - 340/16 - 12540

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.

On and from the 1st day of November 2002, the scales of pay specified against each grade shall be as under:-

(4)

(a) Top Executive Grade :

Scale VII = Rs. 29340 – 680/2 – 30700 – 900/1 – 31600 – 1000/1 - 32600

Scale VI = Rs. 26620 – 680/4 – 29340

(b) Senior Management Grade :

Scale V = Rs. 24140 – 620/4 – 26620
Scale IV = Rs. 20480 – 560/1 – 21040 – 620/5 – 24140

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(c) Middle Management Grade :

Scale III = Rs. 18240 – 560/5 – 21040 – 620/2 – 22280

Scale II – Rs. 13820 – 500/1 – 14320 – 560/10 – 19920

(d) Junior Management Grade :

Scale I = Rs. 10000 – 470/6 – 12820 – 500/3 – 14320 – 560/7 – 18240

Note: Every officer who is governed by the scales of pay as in force as on 31.10.2002 shall be fitted in the scale of pay set out as in this sub-regulation as on 01.11.2002 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.

(5) With effect from the 1st November, 2007, the scales of pay specified against each grade shall be as under :

(a) Top Executive Grade
Scale VII = Rs.46800 – 1300/4 – 52000
Scale VI = Rs.42000 - 1200/4 – 46800

(b) Senior Management Grade
Scale V = Rs.36200 – 1000/2 – 38200 – 1100/2 - 40400
Scale IV = Rs.30600 – 900/4 – 34200– 1000/2 – 36200

(c) Middle Management Grade
Scale III = Rs.25700 - 800/5-– 29700 - 900/2 - 31500
Scale II = Rs.19400 - 700/1 - 20100 -800/10 - 28100

(d) Junior Management Grade
Scale I = Rs.14500-600/7- 18700-700/2- 20100- 800/7- 25700.

Explanation.-Every officer who is governed by the scales of pay in force as on the 31st October, 2007 shall be fitted in the scale of pay set out in this sub-regulation as on 1st November, 2007 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.

(6) Nothing in sub-regulations (1), (2), (3), (4) and (5) shall be construed as requiring the Bank to have at all times, officers serving in all these grades."

GUIDELINES OF GOVERNMENT UNDER REGULATION 4(1)*

1. Every Officer who is governed by the scales of pay as in force as on 31.10.1992 shall be fitted in the scale of pay set out in Regulation 4(2) as on 1.7.1993 on stage to stage basis, i.e. on corresponding stages from first stage onwards and the increments shall fall on the anniversary date as usual except where provided otherwise.

2. Officers in Substantive Scale III i.e. those who are recruited or promoted to Scale III and who are in receipt of first stagnation increment shall be given second stagnation increment w.e.f. 1.11.1994, or three years after having received the first stagnation increment, whichever is later.

* Government guidelines as a sequel to salary revision effected from 1.4.1998 are yet to be received.

Increments 5. (1) Subject to the provisions of sub-regulation (5) of regulation 4, on and from the 1st November, 2007, the increments shall be granted subject to the following, namely: -

(a) the increments specified in the scales of pay set out in sub-regulation (5) of 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 Junior Management Grade Scale I who have moved to scale of pay for Middle Management Grade Scale II after reaching maximum of the higher scale shall be eligible for four stagnation increments for every three completed years of service of which first two shall be Rs.800 each and next two Rs.900 each:

Provided that officers who have completed three years or more after receipt of the second stagnation increment as on 1st November, 2007 shall get the third stagnation increment on 1st November, 2007 and another stagnation increment on or after the 1st November, 2008 on their completion of six years after receipt of second stagnation increment;

(c) officers in Middle Management Grade Scale II who have moved to scale of pay for Middle Management Grade Scale III after reaching maximum of higher scale shall be eligible for three stagnation increments of Rs.900 each for every three completed years of service:

Provided that officers who have completed three years or more after receipt of the first stagnation increment as on

the 1st November, 2007 shall get the next stagnation increment with effect from the 1st November, 2007 and a subsequent stagnation increment on or after the 1st November, 2008 on their completion of six years after receipt of the first stagnation increment:

Provided further the officers appointed to or promoted in substantive Middle Management Grade Scale III, shall be eligible for four stagnation increments of Rs.900 each for every three completed years of service or :

Provided also that the officers who have already received two stagnation increments and completed more than three years of service after receipt of second stagnation increment as on the 1st November, 2007 shall get the third stagnation increment on the 1st November, 2007 and the fourth stagnation increment, on or after the 1st November, 2008 on completion of six years after receipt of second stagnation increment.

Explanation.- Grant of such increments in the next higher scale under this sub-regulation shall not amount to promotion and the privileges, perquisites, duties and responsibilities of the officers shall continue as of their substantive posts.

(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 as specified in the Table below:

TABLE

Those who have passed only Part I of CAIIB	(i) Rs. 100 per month after one year of which Rs. 75 shall rank for superannuation benefits.
Those who have passed both parts of CAIIB	(i) Rs. 100 per month after one year, of which Rs. 75 shall rank for superannuation benefits.
	(ii) Rs. 250 per month 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 specified in the table below:

TABLE

Those who have passed only Part I of CAIIB	(i) Rs. 120 per month after one year on reaching top of the scale.
Those who have passed both parts of CAIIB	(i) Rs. 120 per month after one year on reaching top of the scale.
	(ii) Rs. 300 per month after two years on reaching top of the scale.

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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 specified in the table below:

TABLE

Those who have passed JAIIB or Part I of CAIIB	Rs. 150 per month after one year on reaching maximum of the scale.
Those who have passed JAIIB and CAIIB or both parts of CAIIB	Rs. 150 per month after one year on reaching maximum of the scale.
	Rs. 360 per month after two years on reaching maximum of the 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.

(e) On and from 1.11.2002, other things being equal, the quantum of Professional Qualification Pay shall stand revised as specified in the table below:

TABLE

Those who have passed JAIIB or Part I of CAIIB	Rs. 300 per month after one year on reaching maximum of the scale.
Those who have passed JAIIB and CAIIB or both parts of CAIIB	Rs. 300 per month after one year on reaching maximum of the scale.
	Rs. 750 per month after two years on reaching maximum of the scale.

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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.

(f) On and from 1.11.2002, other things being equal, the quantum of Professional Qualification Pay shall stand revised under:

TABLE

Those who have passed JAIIB or Part I of CAIIB	Rs. 410 per month one year after reaching maximum of the scale.
Those who have passed JAIIB and CAIIB or both parts of CAIIB	Rs. 410 per month one year after reaching maximum of the scale.
	Rs. 1030 per month after two years on reaching maximum of the scale.

Provided that an Officer acquiring Junior Associate of Indian Institute of Bankers or Certified Associate of Indian Institute of Bankers (either or both parts) qualifications after reaching the maximum of the scale of pay, shall be granted from the date of acquiring such qualification the first installment of Professional Qualification Pay and the

release of subsequent installments of Professional Qualification Pay shall be with reference to the date of release of first installment of Professional Qualification Pay:

Provided further that in a case where an officer, has already acquired any of the above qualifications and has not earned any increment or Professional Qualification Pay on account of acquiring such qualification, he may be granted the Professional Qualification Pay, with effect from the 1st November 2007 or the date of acquiring such qualification/s, whichever is later.

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.

(iii) An officer shall not be eligible for Professional Qualification Pay as above if he refuses to accept promotion when offered.

(iv) if an officer acquiring JAIIB or CAIIB (either or both parts) qualifications after reaching the maximum of the scale of pay, shall be granted from the date of acquiring such qualification the first installment of Professional Qualification Pay and the release of subsequent installments of Professional Qualification Pay shall be with reference to the date of release of first installment of Professional Qualification Pay.

(v) if an officer, as on the 27th April 2010 has already acquired any of the said qualifications referred to in clause (iv) and has not earned any increment or Professional Qualification Pay on account of acquiring such qualification, he shall be granted the Professional Qualification Pay, with effect from the 1st day of November, 2007 or the date of acquiring such qualification, whichever is later.

(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 valid till further revised:

TABLE

Increment Component	Dearness Allowance as on 01.11.1993 on the increment component	Total Fixed Personal Allowance payable where Bank's accommodation is provided
(A) Rs.	(B) Rs.	(C) Rs.
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 specified in the table below:

TABLE

Increment Component	Dearness Allowance as on 01.11.1997 on the increment component	Total Fixed Personal Allowance payable where Bank's accommodation is provided
(A) Rs.	(B) Rs.	(C) Rs.
340	4.28	345
380	4.78	385
420	5.29	426
600	7.56	608

(d) On and from 1st November 2004, other things being equal, the Fixed Personal Pay with House Rent Allowance, if any, shall be as specified in the table below and shall remain frozen for the entire period of service:

TABLE

Increment Component	Dearness Allowance as on 01.11.2002 on the increment component	Total Fixed Personal Allowance payable where Bank's accommodation is provided
(A) Rs.	(B) Rs.	(C) Rs.
560	23	583
620	25	645
680	28	708
1000	41	1041

(e) on and from the 1st November, 2007, other things being equal, Fixed Personal Pay together with House Rent Allowance shall be at the following rates and shall remain frozen for the entire period of service:

TABLE

Increment Component (Rs.)	Dearness Allowance as on 01.11.2007 on the increment components (Rs.)	Total Fixed Personal Pay payable where bank's accommodation is provided (Rs.)
(A)	**(B)**	**(C)**
800	58	858
900	65	965
1000	72	1072
1100	79	1179
1200	86	1286
1300	94	1394

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Note:

(i) Fixed Personal Allowance/Fixed Personal Pay as indicated under Column (C) of the Table in clause (b), (c), (d) or (e) shall be payable to those officers who are provided with Bank's accommodation.

(ii) Fixed Personal Allowance/Fixed Personal Pay for officers eligible for House Rent Allowance shall be the aggregate amount specified under columns (A) and (B) of the Table under clause (e) and House Rent Allowance drawn by the concerned officer employees when the last increment of the relevant scale of pay as specified in sub-regulations (2), (3), (4) or (5) 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.

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

GUIDELINES OF GOVERNMENT UNDER REGULATION 5

The movement of officers in Scale l and Scale II to the higher stages in the next scale after reaching the maximum in their respective scales shall be subject to their crossing the Efficiency Bar which shall apply only in the following cases:-

i) Where an officer employee is under suspension ;

ii) Where a disciplinary action has been initiated against an officer employee;

iii) Where an officer employee has earned an adverse remark from the Reporting Authority in the Reporting Year preceding the date of which the officer employee is due to cross the Efficiency Bar and the same has been conveyed to the officer employee.

Note :

(a) Where the Efficiency Bar operates in terms of (ii) above, the case of the concerned officer employee shall be reviewed every year well before the next due date for crossing the Efficiency Bar. The delay in crossing the Efficiency Bar under this provision shall not be more than three years after which if the disciplinary proceedings are still not concluded, the increment shall be released with retrospective effect.

(b) Where the Efficiency Bar has been applied in terms of (iii) above, but the rating improves subsequently, the increment shall be released after one year. Average remark or rating shall not be treated as adverse for this purpose.

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 in 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 purpose of categorisation of posts under sub-regulation (1), every branch of the Bank shall be classified by the Bank, in accordance with the criteria to be approved by the Government, as Small, Medium, Large, Very Large or Exceptionally Large category.

GUIDELINES OF GOVERNMENT UNDER REGULATION 6

1) The categorisation of posts in existence on the appointed date shall be done keeping the following criteria in mind :

(i) The Top Executive Grade would normally include all executives under the Managing Director such as General Managers, Joint General Manager, Deputy General Managers etc. The main criterion for this categorisation will be their share in the Policy-Making, Review and Control functions of the Bank as a whole.

(ii) The Senior Management Grade would include Assistant General Managers and heads of functional departments in the Head Office exercising either operational or advisory responsibilities in both policy making and area reserved for HO functions. Officers having full functional responsibilities for certain large geographical areas with supervision over a sizeable portion of the Branches of the Bank, Managers of exceptionally large Metropolitan Branches and very large branches and the principal officer responsible for training will also be at this level.

(iii) The Middle Management Grade would include Managers of Large and Medium size branches. Second line Officers in Large branches as well as Region/Branches/Area/Division/District and like officers will also fall in this category.

(iv) The Junior Management Grade would comprise all other officers. It would include Managers of small branches and Pay Offices, Accountants or second line officers, in small and medium branches and other offices.

(v) In the cases of experts/specialists like Economists, Statisticians, Law Officers etc., as the role of all these officers vary from Bank to Bank, the grades of these officers will have to be determined by the Board on the basis of their experience, expertise and standing in their respective professions.

(vi) The categorisation of posts as on the appointed date in each of the grades and scales (including that of the experts/specialists) should be done in such a manner that as far as possible the aggregate of Basic pay and D.A. of an official in the new scale bears a reasonable relationship to the aggregate of basic pay and D.A. drawn by officer immediately prior to the appointed date.

(vii) Regarding classification of branches for the purpose of categorisation of Managers w.e.f. financial year 1995, the following norms shall be adopted:

Category of Branch	Business Criteria	Incumbency
(a) Small Branches	Average aggregate deposits and advances below Rs.2 crores during the last 2 years.	Scale - l
(b) Medium/Main Branches	Average aggregate deposits and advances of Rs.2 crores and above but below Rs.15 crores during the last two years.	Scale - II
(c) Large Branches	Average aggregate deposits and advances of Rs.15 crores and above but below Rs.50 crores during the last two years.	Scale - III
(d) Very Large Branches	Average aggregate deposits and advances of Rs.50 crores and above but below Rs 150 crores during the last two years.	Scale - IV
(e) Exceptionally Large Branches	Average aggregate deposits and advances of Rs.150 crores and above during the last two years.	Scale - V

Note :

1. There will be no staff linkage to the above norms.

2. Each year in the month of May, the bank may undertake an exercise in the matter of classification of branches on the basis of the above criteria and upgrade or downgrade branches taking into account two years of average business i.e. average aggregate deposits and advances during each of the last two financial years.

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

Categorisation on the appointed date

7. Subject to the provisions of regulation 6 the officers in the Bank in the existing posts or scales immediately before the appointed date shall be categorised as specified in the table below :-

TABLE

Posts or scales immediately on the appointed date (as applicable in the bank)	**Grade or scale in which placed**
1	2
General Manager	Top Executive Grade - Scale VII
Deputy General Manager	Top Executive Grade -Scale VI
Assistant General Manager	Senior Management Grade - Scale V
Chief Manager	Senior Management Grade- Scale IV
Officers Grade I	Middle Management Grade - Scale III
Officers Grade II & III	Middle Management Grade- Scale II
Officers Grade IV	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.	

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Fitment in the scales of pay

8. (1) Every officer of the Bank who has been categorised as per regulation 7 in the grade or scale specified in column 2 of the Table thereof as on the appointed date, shall be fitted in the scale of pay applicable to that grade or scale 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.

GUIDELINES OF GOVERNMENT UNDER REGULATION 8(1)

(1) The general principle to be followed for fitment of an officer in the new scale as on the appointed date is to work out the aggregate of pay and D.A. drawn by the Officer before the appointed date and fit him at such a stage in the new scale of pay where his salary will be equal to or just above the aggregate of pay and D.A. drawn by him before the appointed date, subject however, to the following provisions:

Explanation :

Pay drawn immediately prior to the appointed date shall include besides basic pay such other pay/allowance as have the same character as basic pay and reckoned as such for the purpose of both DA and superannuation benefits.

(2) In respect of Officers fitted in the Junior Management grade i.e. Scale I under the new scales, an amount equal to the next increment due to him in the scale applicable to the officer immediately prior to the appointed date (existing scale) should be added to the pay in the existing scale and fitment in the new scale worked out accordingly. Where an officer has already reached the maximum in his existing scale the amount of increment to be added shall be the last increment drawn by him. The amount to be added shall be the actual quantum of increment alone and not the DA paid thereon.

(3) In respect of officers fitted in scale II and above in the new scales, the benefit of additional increment referred to in para (2) above would be available provided their basic pay in the existing scale is equal to the basic pay in the existing scale of an officer fitted into the Scale - I.

(4) For the purpose of fitment in the new scales of pay the D.A. actually drawn by the officer immediately before the appointed date shall be taken into account subject to the following provision :

Where the rate of DA is paid in any bank on a percentage basis subject to a limitation on the maximum basic pay that shall rank for DA and such maximum basic pay is less than Rs. 641/-, this 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 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 33 1/3% of each such increment or 33 1/3% 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 33 1/3% of each such increment or of 33 1/3% 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 :

(i) House Rent Allowance, wherever payable.

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 ;

or

(b) Where immediately before such fitment in accordance with the rules of service then applicable, an officer had been provided with free unfurnished accommodation or allowed to hire accommodation on reimbursement basis, an amount equivalent to 10% of the new basic pay on fitment and where an officer had been provided with free furnished accommodation, an additional amount equivalent to 2½ % of the new basic pay on fitment.

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 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 Regulations 9 and 10, the 33 1/3 % 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-Reg. (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 service 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 33 1/3 percent of each such increment or 33 1/3 percent 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) along with 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 31.03.1997.

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.

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CHAPTER - IV

APPOINTMENT, PROBATION, CONFIRMATION,

PROMOTION, SENIORITY AND TERMINATION

Appointment **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.

GUIDELINES OF GOVERNMENT UNDER REGULATION 14 AND 17

(Reference : F. No. 4/1/10/96-IR dated 19th November, 1997)

In supersession of the guidelines issued by Government from time to time under Regulations 14 & 17 of the Officers' Service Regulations stipulating the Competent Authorities for the purpose of promotion in the Officers' Cadre, it has now been decided to issue revised guidelines as follows:-

The Competent Authority for the purpose of promotions to various scales in the Officers' Cadre (except TEGS VII) shall be decided by the Bank's Board. However, for promotions of Officers from Scale VI to VII, the promotions will be made by a Committee of Directors consisting of the following:

(i) Chief Executive of the Bank (Executive Director in case the post of Chairman and Managing Director is vacant)

(ii) Government nominee Director; and

(iii) RBI nominee Director.

The selection shall be on the basis of the past performance and assessment of the potential of the eligible Officers.

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 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 service 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.

Promotions **17.** (1) Promotions to all grade 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.

GUIDELINES OF GOVERNMENT UNDER REGULATION 17

(Ministry letter Reference : F. No. 4/5/6/84-IR dated 22.07.1986
4/5/6/84-IR dated 23.07.1986
4/3/15/88-IR dated 08.06.1990
4/3/11/90-IR dated 18.07.1990
4/3/20/90-IR dated 06.12.1990
4/2/1/83-IR dated 21.07.1994

(1) The Board shall formulate the eligibility criteria and details of the processes to be employed for promotion of officers from one Scale/Grade to another, subject to the following provision. This should be done not later than six months from the appointed date. Till such time as the new Promotion Policy is formulated, the Bank may, subject to the approval of the Board, continue with the existing promotion practices.

(2) Subject to the availability of vacancies and the eligibility criteria given below, all promotions whether from one scale to another or one grade to another shall be on the basis of merit with weightages, if any, for service record, educational/professional qualifications etc., as may be prescribed by the Board from time to time, except that the Board shall not provide any weightage for seniority.

(a) From Junior Management Grade Scale 1 to Middle Management Grade Scale II :

7 years of Satisfactory service in JMG Scale I. Provided that the officer has put in a minimum of 2 years service in rural branch. As regards Specialist officer, he should take the requisite rural branch experience as and when he switches over to the main stream of banking.

Note : The proviso to the above guidelines will become operative in respect of promotions to be made w.e.f. 1-6-1988.

(b) From Middle Management Grade Scale II to Middle Management Grade Scale III:

5 years of satisfactory service in Middle Management Grade Scale II.

Provided that the officer has put in a minimum service of 3 years as an officer in a "rural" and /or "semi urban" branch. This is inclusive of the two years rural branch experience prescribed for promotion from JMG Scale l to MMG Scale II. As regards the Specialist Officer, he should take the requisite rural/semi urban branch experience as and when he switches over to the main stream of banking.

Note : The proviso to the above guideline will become operative with effect from 1-6-1988.

(c) From Middle Management Grade Scale III to Senior Management Grade Scale IV:

5 years of satisfactory service in MMG Scale III.

(d) From Senior Management Grade Scale IV to Senior Management Grade Scale V:

3 years of satisfactory service in SMG Scale IV.

(e) From Senior Management Grade Scale V to Top Executive Grade Scale VI:

2 years of satisfactory service in Senior Management Grade Scale V.

(f) From Top Executive Grade Scale VI to Top Executive Grade Scale VII:

3 years of satisfactory service in Top Executive Grade Scale VI.

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(3) The above eligibility criteria may be relaxed suitably in case where the number of eligible officers is less than 3 times the number of posts available in the next higher grade/scale.

(4) The number of persons to be considered for promotion from one scale to another shall normally be restricted to 3 to 4 times the number of posts for which the promotions are being considered.

Provided that the Board of Directors may relax this criterion in exceptional circumstances after recording the reasons therefor in writing.

(4) (A) All promotions will be made only prospectively. In case, the implementation of promotions is delayed due to unavoidable reasons, promotions can be effected from a date not earlier than the date on which DPC/Competent Authority cleared the promotions.

(5) All promotions to Top Executive Grade Scale VI and VII will be made by a Committee of Directors consisting of the Managing Director, the Government Director and the RBI's Director on the Board of the Bank, on the basis of evaluation of the past performance and the assessment of the potential of the eligible officers by such Committee.

(6) (a) There shall be no appeal against the decision of the Committee of Directors (indicated at para 5 above). However an officer aggrieved with the decision of the Committee may make a representation to the said Committee within a period of 3 months from the date on which the promotion was announced. The Committee should consider such representations as soon as they are received and, in any case, not later than six months from the receipt of the representation and review or modify its earlier decisions if considered necessary. The decision of the Committee shall be recorded in writing.

(b) The decisions of the Committee have to be placed before the Board of Directors for ratification before being implemented.

(c) The aforementioned guidelines notwithstanding an officer employee of the bank, whether he/she is recruited as a sports person or otherwise, be considered for one out-of-turn promotion in his/her entire career, after he/she wins a medal for the country or is awarded a National Award by the Government of India or a prize in an individual event or in a team event as a playing member of the team in Olympics, Asiad or any other international event in which either all the nations are eligible to participate or a few, selected on the basis of their performance and past record, have been invited to participate.

If an officer employee wins an award, prize, medal in any other international event, or in exceptional cases, if an officer employee has been continuously performing well and winning tournaments, championships, prizes, medals, etc. at the National level, and the bank considers the Officer's case fit for out-of-turn promotion, the bank may promote him/her after seeking the views of the Banks' Sports Board.

Further, as a onetime measure, those sports persons who have given repeated outstanding performances at the International level in the past, after joining the Bank's service and have won medals/trophies/tournaments/championships in major international events but have not been given any out-of-turn promotion, may also be considered by the bank for out-of-turn promotion, if necessary, in consultation with the Bank's Sports Board.

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Government Guidelines Reference : F. No. 4/3/12/93-IR dated 19.11.1997

The Board of each Bank may formulate a transparent and well defined policy for ensuring that each officer in the Bank has sufficient exposure of rural/semi-urban service, at least for three years, before his promotion to SMGS - IV. It should also be assured that all the rural/semi-urban branches are adequately manned.

In case any bank wishes to give exemptions from rural/semi-urban posting in view of specialised nature of duties of certain officers, they may do so subject to laying down a well-defined and clear-cut policy in this regard so as to ensure that there is no discrimination in giving such exemptions.

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 provisions 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 marks obtained by such candidates without adding notional marks for the reserved candidates ;

(C) If, 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 alongwith 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, 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 shall 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 proviso to sub-regulation (1). 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 recommends in writing to the Competent Authority the retirement of the officer employee.

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GUIDELINES OF GOVERNMENT UNDER REGULATION 19(1)

The age of retirement of all Officers will be 60 years. It is also clarified that:

(a) Subject to the provisions of the Rules, every officer shall retire from the service on the afternoon of the last day of the month in which he attains the age of 60 years provided that the officer whose date of birth is first of month, shall retire from the service on the afternoon of the last day of the preceding month on attaining the age of 60 years.

(b) No extension shall be given to any officer employee beyond 60 years of age.

Termination of Service

20. (1) (a) Subject to sub-regulation 3 of regulation 16, where the Bank is satisfied that 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 and 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 same terms and conditions as if the order of termination had not been passed at all.

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(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 hereinabove will affect the Bank's right to retire an officer employee under Regulation19(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.

GUIDELINES OF THE GOVERNMENT UNDER REGULATION 20(1) (a)

The option to terminate the services of an officer shall be exercised only where-

(i) Decisions taken by the officer employee in his capacity as an officer employee has put the bank to monetary loss though no misconduct as such can be proved against him.

(ii) The officer employee for any reasons, has not been attending to his duties in the bank continuously for a period of 90 days after exhausting all leave due to him or after his request for leave or extension of leave has been refused in writing.

(iii) The officer employee employed on the basis of a particular expertise or skill or qualification, ceases to possess such an expertise or skill or qualification, for any reason whatsoever.

(iv) The officer employee, for three consecutive years on annual appraisal of his performance, has received ratings of less than average and despite the appraisal reports of the first two years having been communicated to him there has been no improvement or insufficient improvement of his performance.

(v) Situation is such that due to violence, insurgency or general indiscipline, insubordination, holding an enquiry against the officer employee is not possible.

(vi) The evidence to be relied upon to prove the misconduct gets destroyed or the principal witness(es) becomes unavailable for reasons beyond management control.

(vii) There is such other cause as would reasonably lead the Bank to believe that the retention of the officer employee would prejudice the Bank's Interest.

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GUIDELINES OF GOVERNMENT UNDER REGULATION 20(3)

In order to ensure compliance of the provisions of Regulation 20(3) for continuing the disciplinary proceedings against an officer who has reached superannuation, it has been decided to lay down certain ground rules.

A list of all those officers who are retiring in the next two years should be got prepared at the beginning of every year by the Disciplinary/Competent Authority. Thereafter, the Disciplinary/Competent Authority should get the following scrutiny done in the case of each officer:

- Reports from the Vigilance Department should be obtained to verify whether any enquiry/investigation is pending against the officer which is likely to result in disciplinary action being taken against the officer.

- Inspection reports pertaining to the retiring officer's work should be carefully examined to see if the officer has committed grave irregularities which may lead to criminal/departmental action against him, especially if the officer is working in a branch or dealing with operational matters.

- Check whether any other serious complaint is pending.

It should be ensured that all cases of irregularities, lapses, etc., alleged to have been committed by the officer are looked into one year before the retirement of the officer. Thereafter, it should be ensured that disciplinary proceedings, if any, are initiated and completed well before the date of superannuation. In cases where departmental proceedings are already pending, a time-bound programme should be drawn up to ensure that the proceedings are completed well before the date of superannuation.

The Chief Executive should once in a period of three months call for the list of officers against whom disciplinary proceedings are contemplated/pending and who are due to retire in the next two years and check the progress of the cases of these officers, and issue such directions as deemed necessary for expeditious disposal of the cases.

Three months before an officer is due for retirement the Competent Authority should once again check up with the vigilance department and obtain a fresh clearance from them. At this stage if any fresh case is brought to the notice of the Competent Authority, he should immediately submit a report to the Chief Executive of the bank giving the details of the misconduct/irregularities that the officer is reported to have committed and also whether in his view departmental proceedings should be initiated. The Chief Executive should take a view regarding continuation of disciplinary proceedings beyond the date of superannuation as if the officer was in service, depending upon the gravity of the irregularities committed and sensitiveness of the case. If the Chief Executive is of the view that action should be taken against the officer even if it results in continuation of disciplinary proceedings beyond the date of superannuation, the officer should be immediately advised by a proper order and the Disciplinary Authority should be ordered immediately to frame charges against him and prepare a time-bound programme for completion of disciplinary proceedings within the next six months.

In the case of officer against whom disciplinary proceedings have already been initiated, the Disciplinary Authority should examine the case three months before the officer is due for retirement and submit a note to the Chief Executive indicating whether the inquiry will be completed before the date of superannuation. In case proceedings are likely to continue beyond the normal date of superannuation, the officer should be informed by a proper order about the continuation of the enquiry proceedings, even though he would cease to be in service.

The cases of such officers against whom disciplinary proceedings will continue beyond superannuation should be put up to Board of Directors of the Bank for information/ confirmation.

A scrutiny will also have to be carried out in case of the officers who are under suspension at the time of their retirement. By a suitable order the officer should be advised about continuation of disciplinary proceedings upon his ceasing to be in bank's service on reaching superannuation. Whenever necessary CBI/Police authority should be informed.

CHAPTER V

ALLOWANCES

Dearness Allowance

21. (1) 0n 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. 2500/- plus,
ii) 0.55% of 'pay' above Rs. 2500/- to Rs. 4000/- plus,
iii) 0.33% of 'pay' above Rs. 4000/- to Rs. 4260/- plus,
iv) 0.17% of 'pay' above Rs. 4260/-.

(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. 4800/- plus;
b) 0.29% of 'pay' above Rs. 4800/- to Rs. 7700/- plus;
c) 0.17% of 'pay' above Rs. 7700/- to Rs. 8200/- plus;
d) 0.09% of 'pay' above Rs. 8200/-

(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' upto Rs.7100/- plus,
ii) 0.20% of `pay' above Rs.7100/- to Rs.11300/- plus,
iii) 0.12% of `pay' above Rs.11300/- to Rs.12025/- plus,
iv) 0.06% of `pay' above Rs.12025/-.

(4) On and from 1.11.2002, Dearness Allowance scheme shall be as under:

(a) Dearness Allowance shall be payable for every rise or fall of 4 points over 2288 points in the quarterly average of the All India Average Working Class Consumer Price Index, (General) Base 1960 = 100.

(b) during the period from 01.11.2002 to 31.01.2005, dearness allowance shall be payable at the following rates:

i) 0.18% of `pay' upto Rs.9650/- plus,
ii) 0.15% of `pay' above Rs.9650/- and upto Rs.15350/- plus,
iii) 0.09% of `pay' above Rs.15350/- and upto Rs.16350/- plus,
iv) 0.04% of `pay' above Rs.16350/-.

(c) on and from 01.02.2005, dearness allowance shall be payable at 0.18 % of pay.

(5) On and from 1.11.2007, Dearness Allowance shall be payable for every rise or fall of 4 points over 2836 points in the quarterly average of the All India Average Working Class Consumer Price Index, (General) Base 1960 = 100 at 0.15 % of Pay.

Explanation: For the purposes of this sub-regulation:

(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 Explanations (c), (d), (e) and (f) to sub-regulation (2) of Regulation 5 shall rank for dearness allowance.

House Rent Allowance

22 (1) on and from the 1st day of November, 2002,

(a) where an officer is provided with residential accommodation by the Bank, a sum equal to 1.75 per cent 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, shall be recovered from him;

(b) where an officer is not provided any residential accommodation by the Bank, he shall be eligible for House Rent Allowance at the rates specified in the following table, namely:

TABLE

Where the place of work is in	HRA payable shall be
(1)	(2)
(i) Major "A" Class Cities and Project Area Centres in Group A	8.5% of Pay
(ii) Other places in Area I and Project Area Centres in Group B	7.5% of Pay
(iii) Other places	6.5% of Pay:

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 the residential accommodation in excess over 1.75 per cent of pay in the first stage of the scale of pay in which he is placed with a maximum of 150 per cent of the House Rent Allowance payable as per column (2) of the above Table.

(2) on and from the 1st day of November, 2007,

(a) where an officer is provided with residential accommodation by the Bank, a sum equal to 1.20 per cent 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, shall be recovered from him;

(b) where an officer is not provided any residential accommodation by the Bank, he shall be eligible for House Rent Allowance at the rates specified in the following table, namely:

TABLE

Where the place of work is in	HRA payable shall be
(1)	(2)
(i) Major "A" Class Cities and Project Area Centres in Group A	8.5% of Pay
(ii) Other places in Area I and Project Area Centres in Group B	7.5% of Pay
(iii) Other places	6.5% of Pay

(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.

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 the residential accommodation in excess over 1.20 per cent of Pay in the first stage of the Scale of Pay in which he is placed with a maximum of 150 per cent of the House Rent Allowance payable as per aforesaid rates mentioned in column (2) above.

Note.- The claims of officers for House Rent Allowance linked to the cost of their ownership accommodation shall also be restricted to 150 per cent of House Rent Allowance as hitherto.

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(2) "Pay" for the purpose of House Rent Allowance shall mean Basic Pay including stagnation increments.

(3) Professional Qualification Allowance or Professional Qualification Pay as the case may be, shall rank for House Rent Allowance with effect from 01.11.1994.

(4) For the purpose of sub-regulations (1) and (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.

GUIDELINES OF GOVERNMENT UNDER REGULATION 22(2)

For the purpose of Regulation 22(2) (i) and other Regulation, Major 'A' class Cities shall mean the following cities effective from 1-8-1982 :

Ahmedabad, Bangalore, Mumbai, Kolkata, Delhi, Hyderabad and Chennai.

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Other Allowances 23 (1) **City Compensatory Allowance**

On and from the 1st Day of November,2007, an officer shall be eligible for the City Compensatory Allowance as specified in the table below, namely:-

Table

Places	Rates
(1)	(2)
(a) Places in Area I and in State of Goa	4% of basic pay subject to a maximum of Rs.540/- per month
(b) Places with population 5 lakh and over and State Capitals and Chandigarh, Pondicherry And Port Blair not Covered by (a) above	3% of basic pay subject to a maximum of Rs.375/- per month
(c) Other places	Nil

(2) Special Area Allowance

On and from the 1st day of November, 2007, the rates of special area allowance shall be as specified in the Schedule to these regulations.

(3) Project Area Compensatory Allowance

On and from the 1st day of November, 2007, if an officer is serving in an area to be specified as Project Area falling in Group A or Group B, he shall be eligible for a Project Are Compensatory Allowance at the rate of Rs.290/- per month or Rs.255/- per month according to the classification of area as Group A or Group B.

(4) Mid-Academic year Transfer Allowance

On and from the 1st day of November, 2007, 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, he shall be eligible for a mid-academic year transfer allowance of Rs.700/- per month from the date he reports to the latter place upto the end of the academic year in respect of all the children, provided that such allowance shall cease if all the children cease studying at the former place.

(5) Deputation Allowance

On and from the 1st day of May, 2010, 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, or he may in addition to his pay, draw a deputation allowance at the rate of 7.75 per cent of pay subject to a maximum of Rs.2,300/- 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 organization 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 per cent of his pay subject to a maximum of Rs.1,200/- 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 the rate of 4 per cent of his pay subject to a maximum of Rs.1,200/- per month.

(6) Officiating Allowance

If an officer is required to officiate in a post in higher scale for a continuous period of not less than seven days at a time or an aggregate of seven 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 and officiating allowance will ranks pay for the purposes of Provident Fund and Pension only:

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

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(7) Closing Allowance

If an officer is posted at a branch where books are closed on the 1st day of April and 30th September, a closing allowance of Rs.250/- for each of the two closings.

(8) Split Duty Allowance

On and from the 1st day of November 2007, if the working hours during a day are split with minimum interval of two hours, an officer shall be eligible for Split Duty Allowance at the rate of Rs.165/- per month.

(9) Diem Allowance

If an officer is required to work a custodian of a vault or locker on holiday, he shall be eligible for a Diem Allowance at the rate to which he is entitled.

(10) Hill & Fuel Allowance

On and from the 1st day of November, 2007, an officer shall be eligible for the hill and fuel allowance as specified in the table below, namely:-

TABLE

Place (1)	Rate (2)
(i) Place with an altitude of 1000 meters and above but less than 1500 meters and Mercara Town Town	2% of pay subject to a maximum of Rs.550/- per month
(ii) Place with an altitude of 1500 meters and above but less than 3000 meters	2 ½ of pay subject to a maximum of Rs.680/- per month
(iii) Place with an altitude of 3000 meters and above	5% of pay subject to a maximum of Rs.1,570/- per month

Note :

(a) officers posted at places with an altitude of not less than 750 meters and which are surrounded by hills with higher altitude which cannot be reached without crossing an altitude of 1000 meters or more, shall be paid hill and fuel allowance at the same rate as is payable at centers with an altitude of 1000 meters 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 day of May, 1989 and remains posted at that centre even after that date, the quantum of allowance which he was drawing as on the 30th day of 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.

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 the 1st day of November, 2007, an officer shall be eligible for reimbursement of medical expenses for self and family on the strength of the officer's own certificate of having incurred such expenditure supported by a statement of accounts for the amounts claimed as specified in the table below, namely:-

TABLE

Grade	Maximum limit of reimbursement
Junior Management and Middle Management Cadre	Rs.5,100/- or the amount incurred whichever is less
Senior Management and Top Executive Grade	Rs.6,320/- or the amount incurred whichever is less

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 or;

(ii) for the year 2007, the reimbursement of medical expenses under the medical aid scheme shall be enhanced proportionately for two months, that is, November, 2007 and December, 2007.

Explanation – for the purposes of this regulation, -

(i) hospitalization charges shall be reimbursed to the extent of 100 per cent in the case of an officer and 75 per cent, in the case of his family members in respect of all cases which require hospitalization or;

(ii) on and from the 1st day of May, 2010, reimbursement of hospitalization expenses under this regulation shall be in accordance with the terms and conditions of Hospitalisation Scheme as laid down under the Bipartite Settlement dated the 27th day of April, 2010 for workmen employees, subject to the limits as specified in the table below, namely:-

TABLE

(a) Junior Management Grade Scale I and Middle Management Grade Scales II and III	(i) Bed Charges Self – Rs.700/- per day Family – Rs.525/- per day (ii) Other charges At the scale of 125% of the limits laid down under the Hospitalisation Scheme applicable to Workmen employees
(b) Senior Management Grade Scales IV and V And Top Executive Grade Scales VI and VII	(i) Bed Charges Self – Rs.900/- per day Family – Rs. 675/- per day (ii) Other Charges At the scale of 150% of the limits laid down under the Hospitalisation Scheme applicable to Workmen employees

(2) Notwithstanding the medical benefits (including hospitalization, etc.) specified 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 hospitalization, etc.) as available in the Bank on the appointed date and if the Board so decided, 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 hospitalization, etc.)

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

GUIDELINES OF GOVERNMENT UNDER REGULATION 24

Reimbursement of hospitalisation expenses under Regulation 24 (1) (b) (i) shall be in terms of Hospitalisation Scheme laid down under the Bipartite Settlement for workmen employees, subject to the following limits :

Scale of Officer		Limits	
(a)	Junior Management Grade Scale 1 and Middle Management Grade Scales II and III	(i)	Bed Charges : Self : Rs. 225/-, Family : Rs. 180/-
		(ii)	Other Charges : One and quarter time limits laid down under hospitalisation scheme applicable to workmen employees.
(b)	Senior Management Grade Scales IV and V and Top Executive Grade Scales VI and VII.	(i)	Bed Charges : Self - Rs. 300/-, Family : Rs. 240/-
		(ii)	Other Charges : One and half time the limits laid down under the hospitalisation scheme applicable to the workmen employees.

Residential Accommodation

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

(2) Notwithstanding anything contained in sub-regulation (1), it shall be open to the bank to provide residential accommodation to an officer on payment by the officer, on and from the 1st day of November, 2007, a sum equal to 1.20 per cent, 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 0.25 per cent of basic pay in the first stage of the scale of pay in which he is placed shall 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 purpose

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.

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GUIDELINES OF THE GOVERNMENT UNDER REGULATION 26

(1) The facility of personal use of the Bank's car should normally be confined to executives in the Top Executive Cadre of the Bank. The Board may, however, extend this facility to such other officers as may be considered necessary having regard to the special circumstances of the Bank.

(2) Only non-air conditioned cars below 16 H.P. should be provided to the officers. An Officer of the Bank who is authorised by the Board to use the car for personal purposes would be required to pay a sum of Rs. 150/- per month for the first 500 Kms. and Re. 1/- per K.M. beyond 500 Kms.

(3) No air-conditioner should be installed in the Cars provided to the executives. Where, however, air-conditioned cars have been provided to the executives or air-conditioners have been installed in the cars provided to the executives before the issue of the revised guidelines, the rate of recovery would be Rs.200/- per month for the first 500 Kms. and Rs. 1.25 for each K.M. beyond 500 Kms.

Loans for the purchase of the 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.

GUIDELINES OF THE GOVERNMENT UNDER REGULATION 27

The Board shall lay down detailed terms and conditions on the basis of which loans for the purchase of motor car or other forms of conveyance shall be sanctioned to an Officer subject, however, to the following conditions :

(1) An Officer drawing a Basic Pay of less than Rs. 9,820.00 per month shall not be eligible for a loan for purchase of a motor car.

However, a physically handicapped officer drawing a Basic Pay of less than Rs. 9,820.00 per month shall be eligible for a loan for purchase of special motor car marketed by Maruti Udyog Ltd., provided he has completed 5 years of continuous service in the Bank.

(2) The maximum amount of loan that may be granted for the purchase of motor car shall be 80% of the cost of the vehicle or Rs.3.50 lakhs whichever is less. The maximum amount for purchase of Motorcycle/Scooter shall be 90% of the cost of the vehicle or Rs.60,000/-, whichever is less.

The maximum ceiling of Rs.60,000.00 mentioned at para (2) above will not be applicable in the case of Agricultural Field Officers and Marketing Officers. In their cases the amount of loan will be subject to a ceiling of 90% of the cost of the vehicle.

(3) The rate of interest on the above loans will be as follows :

Motor Car Loan :

8.5% p.a. (simple) for loan upto Rs. 80,000.00 and higher of Bank rate or 12% p.a. (simple) for loan beyond Rs. 80,000.00

Scooter/Motor Cycle Loan :

7.5% p.a. (simple) for loan upto Rs. 15,000.00 and higher of Bank rate or 12% p.a. (simple) for loan beyond Rs. 15,000.00

(4) Loan, together with interest thereon shall be repayable in not more than 200 monthly instalments in the case of motor car and in not more than 84 monthly instalments in the case of loan for purchase of any other conveyance.

Loans for the purchase of house

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 loan having regard to the guidelines of the Government.

GUIDELINES OF THE GOVERNMENT UNDER REGULATION 28

The Board shall lay down detailed terms and conditions on the basis of which loans may be sanctioned to an officer confirmed in the bank's service for purchase of land and/or for construction of a house or for purchase of or for construction of a house/flat/ apartment subject to the following conditions :-

1. ELIGIBILITY:

(i) Only an officer who has completed 5 years of continuous service in the bank shall be eligible for the loan.

Provided that the competent authority may relax this condition in such cases where the officer was in the confirmed service of a public sector bank or public sector financial institution or Reserve Bank of India or Central Government/State Government or an Undertaking of the Central / State Government before joining the service of the bank and had not availed of any housing loan from his previous employer.

(ii) Ex-servicemen may account their past military service for the purpose of eligibility after their confirmation in the Bank.

(iii) If the husband and wife either working in the same Bank or in the different Banks or one spouse is working in Central Govt./State Govt. or Public Enterprise or some other Govt. Institute or Local Body etc., HBA will be admissible to only one of them. The Bank will obtain a certificate from the employee that no HBA has been availed by his/her spouse or will be availed by him/her.

(iv) A Bank Officer on deputation to a Govt. Department or on foreign service will be entitled for HBA from his/her parent Bank only.

(v) Ordinarily, Officers under suspension or against whom major disciplinary proceedings are initiated, would not be eligible for House Building Advance. However, Competent Authority, depending upon the gravity of the case, may sanction House Building Advance to an officer against whom disciplinary proceedings are pending, subject to the condition that the Officer will be required to furnish collateral security in the form of sureties from two permanent Officers of the Bank.

(vi) The officer shall be entitled to housing loan only once in his service career and under no circumstances he will be sanctioned a second or additional HBA. If an officer has availed himself of HBA for construction of house etc. as specified in para 5(i), he/she will not be entitled to HBA for enlargement of accommodation specified in para 5(ii) and vice-versa.

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2. PURPOSES :

i) Acquiring a plot and constructing a house thereon.

ii) Constructing a new house on the plot already owned by the official or jointly with his/her spouse.

iii) Getting a plot under co-operative scheme and building a house where title will vest on the official after the house is built.

iv) Enlarging living accommodation in an existing house owned by the official or jointly with spouse. The total cost of the existing structure (excluding cost of land) and the proposed additions should not exceed the prescribed cost ceiling.

v) Conversion of hire-purchase into outright purchase of house/flat from State Housing Boards or similar Govt. Controlled bodies, and outright purchase of new ready built house or flat from Govt, Semi-Govt. or local bodies, Housing Boards, Development Authorities, etc., and from private parties.

vi) Purchasing of house/flat under self financing housing scheme and Co-operative Group Housing Societies.

vii) Repayment of loan taken from bank/private source for house construction, even if the construction has already commenced.

viii) Constructing the residential portion alone of the building on a plot which is earmarked as a shop-cum-residential plot in a residential colony.

3. **CONDITIONS :**

i) The official should not have availed of any loan or advance for the purpose from any other Govt. source and Housing Board, other Semi-Govt. or Local Bodies, Development Authorities etc. Where such loan has been availed of, HBA can be granted if the Bank employee undertakes to repay the outstanding loan forthwith in one lumpsum.

ii) The official or spouse or minor child should not already own a house in the town/urban agglomeration where the house is proposed to be constructed or acquired.

iii) The title to the land should be clear.

iv) Advance for ready built house or flat is admissible for outright purchase only. The purchase can be from Govt./Semi-govt. bodies, Housing Boards, Development Authorities, Registered Co-operative Societies, etc., or from Private parties.

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4. COST CEILING :

(i) Cost of house excluding cost of land should not exceed Rs.18.00 lakh for Major 'A' Class cities and Rs.6 lakhs * for other cities. It would however be incumbent on the sanctioning authority to satisfy himself regarding means of finance and sources thereof before accepting cost of house in individual loans.

ii) In the case of enlargement to existing accommodation the total cost of the existing structure and the cost of enlargement should not exceed the limit.

iii) If CPF withdrawal is also taken for house building, the total amount of CPF withdrawal and the house building advance should not exceed the limit.

iv) If the advance is for constructing residential part of the building on a shop-cum-residential plot situated in a residential colony :-

a) The cost of land, the cost of superstructures of the proposed residential portion and shop(s) should not exceed the ceiling limit.

b) The entire property including the shop(s) and the residential portion should be mortgaged.

c) The entire building including the shop should be insured against fire, lightning, floods, etc.

* the revision in the cost ceiling is yet to be received from the Government.

5. AMOUNT OF ADVANCE :

i) Rs. 7.5 lakhs

OR

The estimated cost of purchase/construction, whichever is least in the case of :

a) Construction of a new house on an existing plot.
b) Purchasing a plot and constructing a house thereon.
c) Purchase of a ready built house or flat which has not been occupied.

The above limit is further subject to the repaying capacity of the official.

ii) For Repairs/Renovations/Enlargement of the existing premises, the limit shall be Rs.2.00 lakhs.

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6. DISBURSEMENT:

i) Disbursement of instalment is to be related to the progress in the construction of the housing unit. However, where individual land documents are available, equitable mortgage should be essential, before disbursement of the loan. This should be subject to legal opinion to be furnished to the sanctioning authority.

ii) Mortgage or mortgage deed would mean creation of equitable mortgage and not registered mortgage. 20% or the actual cost of plot, whichever is less on execution of agreement, 50% of the balance on execution of the equitable mortgage deed and the balance on the construction reaching the plinth level.

iii) For purchase of land and construction -15% or the actual cost of plot whichever is less, on executing the agreement, 50% of the balance on execution of the equitable mortgage deed and the balance on construction reaching plinth level.

iv) For the purchase of house/flat from Co-operative group housing society-disbursement of loan within the sanctioned limit may be made in the light of demands made by the Co-operative group housing society, subject to obtention of equitable mortgage as early as possible.

7. **TIME LIMIT FOR UTILISATION OF ADVANCE** :

i) Purchase of Land : Deal for purchase of land should be completed and the sale deed should be produced within 6 months, failing which the amount should be refunded in lumpsum.

ii) Purchase of house : Acquisition of mortgage to Bank should be completed within 3 months. Extension of time limit may be granted by the Competent Authority.

iii) Purchase of New Flat: It should be completed within three months unless extension of time is granted.

Surety in certain cases : In addition to execution of mortgage/agreement, the surety of an approved permanent official is necessary before releasing the sanctioned advance or any part thereof to:-

a) Officials who are not permanent.

b) Officials who are due to retire from service within 18 months following the date of application for advance.

c) Permanent officials (covered by (b) above,) requiring the advance for the purchase of a ready built house.

8. **CONSTRUCTION** :

i) Adherence to plan : The construction should be exactly according to the approved plan and specification, on the basis of which the advance was sanctioned. Prior concurrence of the Ministry of Urban Development, or other concerned local body as the case may be is necessary for any deviation.

ii) Time Limit : The construction should be completed within 18 months of the date on which the 1st instalment is drawn. Extension of time limit is permissible upto one year by the competent authority and for a longer period by the Chairman and Managing Director or Executive Director if the work is delayed due to circumstances beyond the Bank Officer's control.

iii) Insurance : On completion of construction/purchase, the house should be insured by the official at his cost against fire, flood and lightning for the full value of the house. The insurance policy should be deposited with the Bank and the premia receipts should be produced for inspection. The insurance should be kept alive till liquidation of advance.

iv) Maintenance : The house should be maintained in good repair at owner's cost and kept free from all encumbrances. The official should pay all taxes regularly and furnish a certificate annually to that effect. Annual inspection may be carried out by the competent authority for checking up the maintenance.

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9. INTEREST :

The rate of interest on Staff Housing Loan for the employees who have been sanctioned loan on or after 1.10.2001 will be as indicated below:

	Amount of Advance	**Existing Rate (p.a.) Simple**	**Revised Rate (p.a.) Simple**
i)	Upto Rs. 1.10 lakh	5%	5%
ii)	Above Rs. 1.10 lakh but upto Rs.5 lakhs	11%	10%
iii)	Above Rs.5 lakhs	12%	11%

10. REPAYMENT OF ADVANCE :

i) The loan, together with interest thereon shall be repayable in not more than 240 monthly instalments provided that the officer may select to repay in a shorter period if he so desires. The amount of interest on housing loan should be recovered in 60 instalments only after the principal has been adjusted in full in 180 instalments. In case, however, the repayment is to be effected in a shorter period, the number of instalments towards principal and interest should be in the ratio 3:1, the principal being adjusted first in full.

ii) In the case of construction of a new house, recovery will commence from the pay of the month following the completion of the house or the 18th month after the date of payment of loan whichever is earlier. If the loan is taken for purchase of a ready built house, recovery will commence from the pay of the month following that in which the advance is taken.

iii) In case of construction of a new house by a Government agency, recovery will commence from the pay of the month following the completion of the house or the 36th month after the date of payment of the first instalment, whichever is earlier.

iv) The interest will be charged from the date of the payment of the loan or the first instalment of loan where such loan is paid in instalments. The amount of interest will be calculated on the balance outstanding on the last day of the month.

v) In the process of recovery, the portion of the loan carrying higher rate of interest will be treated as having been refunded first.

11. APPLICABILITY AND OPTION :

This Scheme (fresh/revised) will be applicable to all the officer employees who joined the bank on or after 01.03.1992. However, an officer employee who joined the bank before 01.03.1992 may have the option to apply for loan under the existing scheme of bank or the revised scheme provided he has not already availed himself of any housing loan either from the bank or any other Central/State Govt. Institution or local body. However, he will have to exercise his option within 3 months of the issue of circular by the bank and option once exercised shall be final. In case no option is received, it will be assumed that the employee has exercised option for the new scheme.

Entertainment Expenses and 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.

GUIDELINES OF GOVERNMENT UNDER REGULATION 29

Delegation of powers to Banks for deciding the eligibility and entitlement for reimbursement of entertainment expenses under Regulation 29 - Government guidelines reference No. F. No. 4/7/3/95-IR dated 19.11.1997:

The Boards of the Public Sector Banks which fulfil the criteria as given below would be allowed to have their own policy with regard to eligibility and entitlement for reimbursement of entertainment expenditure and fee for club membership (as well as corporate membership of a corporate club/professional institution) and fix the rates, ceilings and modalities for reimbursement of such expenses keeping in view the functional requirements of the officers covered under the scheme :

(1) Net profits for the last three years;

(2) Capital adequacy ratio of more than 8 per cent;

(3) Net NPA level below 9 percent of the total bank assets; and

(4) Minimum owned funds of Rs.100 crores.

The scheme formulated in this regard shall be transparent and objective and it shall be ensured that the scheme is not misused and the reimbursement of such expenses shall cover the expenses actually incurred by the officer concerned subject to the ceilings specified by board and that it does not become a source of profit for the officer. The details of expenses so incurred by the bank shall be submitted to the board every year.

Preferential interest rates on deposits

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

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 the 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 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 upto 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.

(3) With effect from 1st day of May 2010, within the overall period of 12 months, leave may also be granted in case of hysterectomy upto a maximum of 45 days.

Extra-Ordinary Leave	37.	An officer shall be eligible for Extraordinary Leave on loss of pay and allowances 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 Extra-ordinary Leave on loss of pay to an officer upto a total period of 720 days.
Special Casual Leave and Special Leave	37. (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.

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CHAPTER - VIII

REIMBURSEMENT OF EXPENSES ON TRAVEL

Mode of Travel and Expenses on Travel

41. (1) On and from 2nd day of june, 2005 an officer shall be eligible for the following while traveling on duty, namely:-

(i) An officer in Junior Management Grade is entitled to travel by 1st Class or AC 2-tier 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 is entitled to travel by 1st Class or AC 2-tier sleeper by train or he may travel by air (economy class) if the distance to be travelled is more than 1000 kms. Or 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 is entitled to travel by AC 1st class by train or 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 and when a major part of the distance between the 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) On and from the 1st day of May, 2010, an officer in the Grades or 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, namely:

Grades/Scales of officers	Major `A' Class Cites	Area I	Other Places
.....			
(1)		(2)	
Officers in Scales IV and above	1000	800	700
Officers in Scales I/II/III	800	700	600

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Provided that in the case of officers in Scale IV and above, Halting Allowance payable per diem while on outstation work at the four metros, viz., Delhi, Mumbai, Kolkata and Chennai, shall be Rs.1200 and for officers in Scale I or II or III, the per diem Halting Allowance and shall be Rs.1000:

Provided further that where the total period of absence is less than eight hours but more than four 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 twenty-four 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 and where the total period of absence is less than twenty-four hours, "per diem" shall mean a period of not less than eight 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 (1)	Eligibility to to stay (2)
Scale VI & VII	4* Hotel
Scale IV & V	3* Hotel
Scale II & III	2* Hotel (Non AC)
Scale I	1* Hotel (Non AC)

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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, 1/4th 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 1/4th 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.

GUIDELINES OF GOVERNMENT UNDER REGULATION 41(4) (b)

With effect from 4.10.1996, if officers in Top Executive Grade (Scales VI & VII) are unable to stay in ITDC hotels in Delhi and in other hotels in Calcutta & Mumbai within the tariff limit of ITDC hotels, they may be reimbursed actual lodging expenses for staying in other hotels not exceeding125% of the tariff of their entitled class at Mumbai, Calcutta and Delhi.

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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 1st Class rail fare for the distance covered, whichever is less.

Explanation : "Family" for the purpose of this Regulation shall be limited to the spouse as also children, parents, brothers and sisters residing with and wholly dependent on the officer employees.

(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 upto 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.

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(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 freight 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 up to 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 first day of April,1997 an officer on transfer shall be eligible to draw a lump sum amount for expenses connected with packing, local transportation, insuring the baggage, etc. as specified in the table below, namely,

Grade	Lumpsum
Top Executive and Senior Management	Rs. 5000/-
Middle Management and Junior Management	Rs. 4000/-

Provided that on and from the first day of May,2005 the provisions of this sub-regulation shall have effect as if for the letters and figures "Rs.5000" and "Rs.4000", the letters, words and figures " Rs.8750" and Rs.7000" had been respectively substituted

On and from the first day of May 2010, an officer on transfer shall be eligible to draw a lump sum amount for expenses connected with packing, local transportation, insuring the baggage, etc., as specified in the Table below, namely:-

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Grade	Lumpsum
Top Executive and Senior Management	Rs. 12000/-
Middle Management and Junior Management	Rs. 9000/-

(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 w.e.f. 30.10.1987, 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.

Traveling 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, or; alternatively, he may travel in one block of two years to his home town and in another block of two years to any place in India by the shortest route.

(ii) An officer, by exercising an option anytime during a block of four years or two years, as the case may be, may also surrender and encash his Leave Travel Concession (other than travel to home town) upon which he shall be entitled to receive an amount equivalent to 75% of the eligible fare for the class of travel by train to which he is entitled upto a distance of 4500 kms. (one way) for Officers in JMG Scale I and MMG Scale II and III and 5500 kms (one way) for Officers in SMG Scale IV and above and while opting to encash his Leave Travel Concession shall prefer the claim for himself or herself and his or her family members only once during the block or term in which such encashment is availed off and the facility of enchashment of privilege leave while availing of Leave Travel Concession shall also be available while encashing the facility of Leave Travel Concession.

(iii) The mode and class by which an officer may avail of Leave Travel Concession shall be the same as the Officer is normally entitled to 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.

Provided that with effect from the 1st May 2010, an officer in Junior Management Grade Scale I while availing Leave Travel Concession shall be entitled to travel by air in the lowest fare economy class in which case the reimbursement will be the actual fare or the fare applicable to AC First Class fare by train for the distance traveled, whichever is less and the same rules shall apply to an officer in Middle Management Grade Scale II and Middle Management Grade Scale III while availing Leave Travel Concession where the distance is less than 1000 kms.

(iv) Once in every four years when an officer avails of Leave Travel Concession, he may be permitted to surrender and encash his Privilege Leave not Exceeding thirty days at a time, or, he may whilst traveling 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 fifteen days in each block or thirty days in one block and for the purpose of leave encashment all the emoluments payable for the month during which the Leave Travel Concession is availed, 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 letter to the Bank to that effect and authorizing the Bank to remit the amount to the fund.

Chapter IX- Terminal Benefits

Provident Fund

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.

Provided that there shall be no Provident Fund to Officers joining the services of the Banks on or after the 1st day of April, 2010.

(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 from 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 from 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.

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(c) Officers who are covered under the Contributory Provident Fund Scheme who do not opt for Pension Scheme shall continue under the Contributory Provident Fund 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.

(4) The officers joining the services of the Bank on or after the 1st day of April 2010 shall be covered by a Defined Contributory Pension Scheme, where the officer shall contribute ten per cent, of pay plus Dearness Allowance and the Bank shall make the similar amount of contribution in accordance with the provisions of the Contributory Pension Scheme in accordance with New Pension Scheme notified by the Central Government vide notification of the Government of India, F.No.5/7/2003-ECB & PR dated the 22nd December, 2003, as amended from time to time.

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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 month's pay.

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.

Provides 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 services beyond completed years of service is 6 months or more, Gratuity will be paid pro-rata for the period.

CHAPTER - X

TRANSFERABILITY

Transferability 47. (1) Every officer is liable for transfer to any office or branch of the bank or to any place in India.

Availability of officers for Bank Duty 48. Every officer shall be available for Bank's duties at any time of the day.

Joining Time 49. (1) 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.

(2) During the joining time an officer shall be eligible to draw the emoluments as applicable to the place of transfer.

(3) 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,

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

(5) 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.

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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.

Governments decisions 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.

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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.

Schedule to Corporation Bank (Officers') Service Regulations, 1982

(See sub-regulation (ii) of regulation 23)

With effect from the 1st day of November, 2007, an officer shall be eligible for the Special Area Allowance till such time they are withdrawn or modified either wholly or partially, as specified in the Table below, namely:-

TABLE

Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
1.	**Mizoram**		
	(a) Chimptuipui District of Mizoram and areas beyond 25 kms. from Lunglei Town in Lunglei District of Mizoram.	2000	2600
	(b) Throughout Lunglei District excluding areas beyond 25 kms. from Lunglei town of Mizoram.	1600	2100
	(c) Throughout Aizawl District of Mizoram	1200	1500
2.	**Nagaland**	1600	2100
3.	**Andaman and Nicobar Islands**		
	(a) North Andaman, Middle Andamans, Little Andaman, Nicobar andNarcondum Islands	2000	2600
	(b) South Andaman (including Port Blair)	1600	2100
4.	**Sikkim**	2000	2600
5.	**Lakshadweep Islands**	2000	2600
6.	**Assam**	320	400
7.	**Meghalaya**	320	400
8.	**Tripura**		
	(a) Difficult areas of Tripura	1600	2100
	(b) Throughout Tripura except difficult areas.	1200	1500
9.	**Manipur**	1200	1500
10.	**Arunachal Pradesh**		

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Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
	(a) Difficult areas of Arunachal Pradesh	2000	2600
	(b) Throughout Arunachal Pradesh other than difficult areas.	1600	2100
11.	**Jammu and Kashmir** (a) Kathua District: Niabat Bani, Lohi, Malhar and Machhodi	2000	2600
	(b) Udhampur District: (i) Dudu Basantgarh, Lander Bhamag Illaqa, other than those included in Part 2(b).	2000	2600
	(ii) Areas upto Goel from Kamban Side and areas upto Arnas from Keasi side in Tehsil Mohre.	1600	2100
	(c) Doda District: Illaquas of Padder and Niabat Nowgam in Kishtwar Tehsil	2000	2600
	(d) Leh District : All places in the District	2000	2600
	(e) Barmulla District (i) Entire Gurez-Nirabat, Tangdar Sub-Division and KeranIllaqua	2000	2600
	(ii) Matchill	1600	2100
	(f) Poonch and Rajouri District : Areas in Poonch and Rajouri District excluding the towns of Poonch and Rajouri and Sunderbani and other urban areas in the two Districts.	1200	1500
	(g) Areas not included in items (a) to (f) above, but which are within the distance of 8 kms. from the line of Actual Control or at places which may be declared as qualifying for border allowance from time-to-time by the State Government for their own staff.	1200	1500
12.	**Himachal Pradesh** (a) Chamba District		
	(i) Pangi Tehsil, Bharmour Tehsil, Panchayats : Badgaun, Bajol, Deol Kugti, Nayagam and Tundah, Villages: Ghatu of Gram Panchayat Jagat, Kanarsi	2000	2600

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Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
	of Gram Panchayat Chauhata		
	(ii) Bharmour Tehsil, excluding Panchayats and Villages included in item (i) above.	1600	2100
	(iii) Jhandru Panchayat in Bhatiyat Tehsil,Churah Tehsil, Dalhousie Town (including Banikhet proper).	1200	1500
	(b) Kinnaur District:		
	(i) Asrang, Chitkul and Hango Kuno/ Charang Panchayats,15/ 20 Area comprising the Gram Panchayats of Chhota Khamba, Nathpa and Rupi, Pooh Sub-Division, excluding the Panchayat Areas specified above.	2000	2600
	(ii) Entire District other than Areas included in (a) above.	1600	2100
	(c) Kullu District:		
	(i) 15/20 Area of Nirmand Tehsil, comprising the Gram Panchayats of Kharga, Kushwar and Sarga	2000	2600
	(ii) Outer-Saraj (excluding villages of Jakat-Khana and Burrow in Nirmand Tehsil) and entire District excluding outer Seraj area and pargana of Pandrabis but including villages Jagat-Khana and Burrow of Tehsil Nirmand).	1200	1500
	(d) Lahaul and Spiti District :		
	Entire area of Lahaul and Spiti	2000	2600
	(e) Shimla District :		
	(i) 15/20 area of Rampur Tehsil comprising of Panchayats of Koot, Labana-Sadana, Sarpara and Chadi-Branda.	2000	2600
	(ii) Dora-Kawar Tehsil, Gram Panchayat of Darkali in Rampur, Kashapath Tehsil and Munish, Ghori Chaibis of Pargana Sarahan.	1600	2100

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Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
	(iii) Chopal Tehsil and Ghoris, Panjgaon, Patsnau, Naubis and Teen Koti of Pargana Sarahan, Deothi Gram Panchayat of Taklesh Area, Pargana Barabis, Kasba Rampur and Ghori Nog of Pargana Rampur of Rampur Tehsil, Simla Town and its suburbs (Dhalli, Jatog, Kasumpti, Mashobra, Taradevi and Tutu).	1200	1500
	(f) Kangra District: (i) Areas of Bara Bhangal and Chhota Bhangal	1600	2100
	(ii) Dharamshala Town of Kangra District and the following offices located outside the Municipal limits but included in Dharamshala Town- Women's ITI, Dari, Mechanical Workshop, Ramnagar, Child Welfare and Town and Country Planning Offices, Sakoh, CRSF Office at lower Sakoh, Kangra Milk Supply Scheme, Dugiar, HRTC Workshop, Sadher, Zonal Malaria Office, Dari, Forest Corporation Office, Shamnagar, Tea Factory, Dari, I.P.H. Sub-Division, Dan, Settlement Office, Shamnagar, Hinwa Project, Shamnagar. Palampur Town of Kangra District including HPKVV Campus at Palampur and the following offices located outside its municipal limits but included in Palampur Town – H.P. Krishi Vishwavidhalaya Campus, Cattle Development Office/Jersey Farm, Banuri, Sericulture Office/Indo-German Agriculture Workshop/HPPWD Division, Bundla, Electrical Sub-Division, Lohna, D.P.O. Corporation, Bundla, Electrical HESEE Division, Ghuggar.	1200	1500
	(g) Mandi District: Chhuhar Valley of Jogindernagar Tehsil, Panchayats in thunag Tehsil-of Bagraa, Chatri, Chhotdhar, Garagushain, Gatoo, Garyas, Janjehli, Jaryar, Johar, Kalhani, Kalwan, Kholanal, Loth, Silibagi, Somachan, Thachdhar, Tachi, Thana, Panchayats of Dharampur Block- Binga, Kamlah, Saklana, Tanyar and Tarakholah, Panchayats of Karsog Tehsil – Balidhar, Bagra, Gopalpur, Khajol, Mahog, Mehudi, Manj, Pekhi, Sainj, Sarahan and Teban, Panchayats of Sundernagar Tehsil – Bohi, Batwara, Dhanyara, Paura-Kothi, Seri and Shoja.	1200	1500

Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
	(h) Sirmaur District: Panchayats of Bani, Bakhali (Pachhad Tehsil), BharogBheneri (Paonta Tehsil), Birla (Nahan Tehsil), Dibber (Pachhad Tehsil) and Thana Kasoga (Nahan Tehsil) and Thansgiri Tract	1200	1500
	(i) Solan District : Mangal Panchayat.	1200	1500
	(j) Remaining areas of Himachal Pradesh not included in items (a) to (i) above.	320	400
13.	**Uttarakhand** Areas under Chamoli, Pithoragarh, Uttarkashi, Rudraprayag and Champavat Districts.	2000	2600”

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