VIJAYA BANK (OFFICERS') SERVICE REGULATIONS, 1982
(As amended upto 02.11.2012)

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VIJAYA BANK (OFFICERS') SERVICE REGULATIONS, 1982

(As amended upto 02.11.2012)

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

1. Short title and commencement:

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

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

2. Officers to whom the Regulations apply

(1) These regulations shall apply to all officers of the Bank and to such other employees of the Bank to whom they may be made applicable by the Competent Authority to the extent and subject to such conditions as such authority may decide.

(2) They shall also apply to officers transferred/posted/deputed outside India except to such extent as may be specifically or generally prescribed by the Competent Authority.

(3) They shall, however, not apply to employees appointed/ engaged in any country outside India and permanently serving there.

3. Definitions

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 Vijaya 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 31st day of December of the same year;

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

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

(g) "family" means and includes the spouse of the officer (if the spouse is also not an employee of the Bank) and the children, parents, brothers and sisters of the officer wholly dependent on the officer but shall not include a legally separated spouse;

(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 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 and any other employee to whom any of these regulations has been made applicable under Regulation 2;

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

(m) "Salary" means the aggregate of the pay and Dearness Allowance;

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

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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,

Provided that every officer who is governed by the scale of pay as in force on the appointed date having been fitted into the said scale of pay in accordance with the guidelines of the Government issued under Regulation 8, shall be fitted in the scale of pay set out above in accordance with the guidelines of the Government.

(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-$\frac{420}{2}$-20180-$\frac{520}{1}$-20700-$\frac{600}{1}$-21300

Scale VI Rs.17660-$\frac{420}{4}$-19340

(b) Senior Management Grade:

Scale V Rs.16140-$\frac{380}{4}$-17660

Scale IV Rs.13900-$\frac{340}{1}$-14240-$\frac{380}{5}$-16140

(c) Middle Management Grade:

Scale III Rs.12540-$\frac{340}{5}$-14240-$\frac{380}{2}$-15000

Scale II Rs.9820-$\frac{340}{11}$-13560

(d) Junior Management Grade:

Scale I Rs.7100-$\frac{340}{16}$-12540

*** (4) With effect from 01.11.2002, the scales of pay specified against each grade shall be as under:-

(a) Top Executive Grade:

Scale VII Rs.29340-$\frac{680}{2}$-30700-$\frac{900}{1}$-31600-$\frac{1000}{1}$-32600

Scale VI Rs.26620-$\frac{680}{4}$-29340

(b) Senior Management Grade:

Scale-V Rs.24140-$\frac{620}{1}$-26620

Scale-IV Rs.20480-$\frac{560}{1}$-21040-$\frac{620}{5}$-24140

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Pending amendment to Regulation

(c) Middle Management Grade:

Scale-III Rs.18240-560 (1)-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

*** (5) With effect from 01.11.2007 the scale 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 (6)-18700-700 (3)-20100-800 (7)-25700

Fitment: Fitment shall be stage to stage, i.e. on corresponding stages from 1st stage onwards and the increments shall fall on the anniversary date as usual.

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Note: Every officer who is governed by the scales of pay as in force as on 31.10.2007 shall be fitted in the scale of pay set out as in this sub-Regulation as on 01.11.2007 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) & (5) shall be construed as requiring the Bank to have at all times, officers serving in all these grades.

Increments

5. *** (1) Subject to the provisions of sub-regulation (5) of Regulation 4, on and from 01.11.2007, the increments shall be granted subject to the following sub-clauses:

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

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

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

Provided that on and from 1.1.1994 officers in substantive Scale III i.e. those who are recruited in or promoted to Scale III shall be eligible for second stagnation increment three years after having received the first stagnation increment.

Provided further that such increment/s in the next higher scale/stagnation increment/s shall not be allowed to an officer who refuses promotion when offered.

*** Pending amendment to Regulation

*** (d) Officers in JMG Scale-I who have moved to scale of pay for MMG Scale-II in terms of Regulation 5(b) 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 01.11.2007 will get the third stagnation increment on 01.11.2007 and another increment on or after 01.11.2008 on their completion of six years after receipt of second stagnation increment.

*** (e) Officers in MMG Scale-II who have moved to scale of pay for MMG Scale-III in terms of Regulation 5 (b) 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 01.11.2007 will get the next stagnation increment with effect from 01.11.2007 and a subsequent stagnation increment on or after 01.11.2008 on their completion of six years after receipt of the first stagnation increment.

Provided further that those officers in substantive MMG Scale-III, i.e. those who are recruited in or promoted to MMG Scale-III shall be eligible for four stagnation increments of Rs.900/- each for every three completed years of service. Those who have already received two stagnation increments and completed more than three years of services after receipt of second stagnation increment as on 01.11.2007 will get the third stagnation increment on 01.11.2007 and the fourth stagnation increment on or after 01.11.2008 on their completion of six years after receipt of second stagnation increment.

Provided further that such increment/s in the next higher scale/ stagnation increment/s shall not be allowed to an officer who refuses promotion when offered.

*** Pending amendment to Regulation

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

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

Explanation

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

(b) On and from 1.11.1987 officers who reach or have reached the maximum in the pay scale and are unable to move further except by way of promotion shall subject to Government guidelines, if any, be granted Professional Qualification Allowance in lieu of additional increments in consideration of passing CAIIB examination as under:

Those who have passed only Part I of CAIIB	(i) Rs.100/- p.m. after one year, of which Rs.75/- shall rank for superannuation benefits.
Those who have passed both Parts of CAIIB	(i) Rs.100/- p.m. after one year, of which RS.75/- shall rank for superannuation benefits. (ii) Rs.250/- p.m. after 2 years of which Rs.200/- shall rank for superannuation benefits.

c) On and from 1.11.1994, other things being equal, the quantum of Professional Qualification Allowance shall stand revised as under:

Those who have passed only Part I of CAIIB	(i) Rs.120/- p.m. after 1 year on reaching top of the scale.
Those who have passed both parts of CAIIB	(i) Rs.120/- p.m. after 1 year on reaching top of the scale. (ii) Rs.300/- p.m. after 2 years on reaching top pf the scale.

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

d) On and from 1.11.1999, other things being equal, the quantum of Professional Qualification Pay shall stand revised as under:

Those who have passed JAIIB or Part I of CAIIB	(i) Rs.150/- p.m. after 1 year on reaching max. of the scale.
Those who have passed JAIIB and CAIIB or both parts of CAIIB	(i) Rs.150/-p.m. after 1 year on reaching max of the scale. (ii) Rs.360/- p.m. after 2 years on reaching max. 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 01.11.2002, other things being equal, the quantum of Professional Qualification Pay shall stand revised as under:

A. (i) Those who have passed only CAIIB-Part I/JAIIB -

Rs.300/- p.m. one year after reaching top of the scale.

(ii) Those who have passed both parts of CAIIB -

a) Rs.300/- p.m. one year after reaching top of the scale.

b) Rs.750/- p.m. two years after reaching the top of the scale.

B. An officer employee acquiring JAIIB/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 instalment of PQP and the release of subsequent instalments of PQP shall be with reference to the date of release of first instalment of PQP.

Provided further that in a case where an officer, as on 2nd June, 2005 has already acquired any of the aforesaid qualifications and has not earned any increment or PQP on account of acquiring such qualification/s, he may be, with effect from 1st November, 2002 or the date of acquiring such qualification/s, whichever is later, released PQP as provided herein above.

*** f) On and from 01.11.2007, other things being equal, the quantum of Professional Qualification Pay shall stand revised as under:

A. Officers shall be eligible for professional qualification pay as under:

(i) Those who have passed only CAIIB Part-I/JAIIB -

Rs.410/- p.m. one year after reaching top of the scale.

*** Pending amendment to Regulation

*** (ii) Those who have passed both parts of CAIIB -

a) Rs.410/- p.m. one year after reaching top of the scale.

b) Rs.1030/- p.m. two years after reaching the top of the scale.

*** B. An officer employee acquiring JAIIB/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 instalment of PQP and release of subsequent instalments of PQP shall be with reference to the date of release of first instalment of PQP.

Provided further that in a case where an officer as on 27.04.2010 has already acquired any of the above said qualifications and has not earned any increment or PQP on account of acquiring such qualification/s, he may be, with effect from 1st November, 2007 or the date of acquiring such qualification/s, whichever is later, released PQP as provided herein above.

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Note:

(i) If an officer who is in receipt of Professional Qualification Allowance is promoted to next higher scale, he shall be granted, on fitment into 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 01.11.1994, 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.

*** Pending amendment to Regulation

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

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

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

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Increment Component	DA as on 1.11.1993	Total FPA 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 given hereunder:-

Increment Component	DA as on 1.11.1997	Total FPP 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 01.11.2004, Fixed Personal Pay with House Rent Allowance shall be at the following rates and shall remain frozen for the entire period of service.

Increment component	DA as on 01.11.2002	Total FPP payable where Bank's accommodation is provided
(A)	(B)	(C)
Rs.	Rs.	Rs.
560	23	583
620	25	645
680	28	708
1000	41	1041

*** (e) On and from 01.11.2007, Fixed Personal Pay with House Rent Allowance shall be at the following rates and shall remain frozen for the entire period of service.

Increment component	DA as on 01.11.2007	Total FPP payable where Bank's accommodation is provided
(A)	(B)	(C)
Rs.	Rs.	Rs.
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 in Column (C) in clause (b), (c), (d) and (e) shall be payable to those officer employees who are provided with bank's accommodation.

(ii) Fixed Personal Allowance/ Fixed Personal Pay for officers eligible for House Rent Allowance shall be (A) + (B) + House Rent Allowance drawn by the concerned officer employees when the last increment of the relevant scale of pay as specified in sub-regulation (2), (3), (4) & (5) of Regulation 4 is earned.

*** Pending amendment to Regulation

*** (iii) On and from 1st November, 2007 there shall be no change in the schedule of release of Professional Qualification Pay as in Explanation (e) 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.

(f) An officer who has earned the advance increment as in (a) above shall draw the quantum of Fixed Personal Allowance/ Fixed Personal Pay as mentioned in (b), (c), (d) or (e) above, 1 year after reaching the maximum of the scale.

Categorisation 6 (1) Having regard to the responsibilities and functions exercisable, every post of an officer in the Bank shall be categorized by the Board or any Authority specified by the Board in this behalf as falling in anyone of the grades or scales mentioned in Regulation 4 and such categorization may be reviewed by the Board or such authority.

Provided that the categorization 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 categorization 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.

*** Pending amendment to Regulation

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 categorized as specified in the table below:

TABLE

Posts or scales immediately on the appointed date **1**	**Grade or scale in which placed** **2**
General Manager (Scale Rs.1200-2500)	Top Executive Grade – Scale VII
Joint General Managers and Deputy General Managers (Scale Rs.1200-2500)	Top Executive Grade – Scale VI
Assistant General Managers (Scale Rs.900 – 1950)	Senior Management – Scale V
Divisional/ Chief Managers (Scale Rs.750 – 1800)	Senior Management – Scale IV
Managers Grade (Scale RS.600 – 1650) and Officers Grade I (Scale Rs.500 – 1300)	Middle Management Grade – Scale III
Officers Grade II appointed in / promoted to the Grade prior to 1.4.1981 and who were appointed in/promoted to Grade III prior to 1.1.1975 (Scale Rs.425 – 1150)	Middle Management Grade – Scale II
Officer Grade II other than those fitted in Scale II (Scale Rs.425 – 1150) and Officers Grade III (Scale Rs.350 – 1000)	Junior Management Grade – Scale I

Provided that any difficulties and anomalies arising out of the above categorization 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 categorized 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 scales 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.

Adjustment Allowances

9. If the pay of an officer after fitment in the new scale of pay in the manner referred to in Regulation 8 is at the maximum of that scale and even then the salary of such officer is lower than the aggregate of pay and dearness allowance payable to him immediately before such fitment, together with additional increment, if any, that may be taken into account for fitment of an officer in the category to which he belongs, the difference shall be paid to him by way of Adjustment Allowance till such time as he is promoted to a higher scale. If salary on such promotion is still less than the aggregate of salary and Adjustment Allowance payable to him immediately before such promotion, the difference shall be continued 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 of 33 1/3% of the increase in salary as a consequence of such payment

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or whichever is lower.

Personal Allowances

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 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

(ii) Place Allowance

Note:

The House Rent Allowance, wherever payable shall mean:

(a) Where a House Rent Allowance was payable to the officer immediately before such fitment, the amount of such allowance,

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.

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(2) For the purpose of computation of the Personal Allowance provided in sub-regulation (1) above, such of the foregoing allowances, excluding City Compensatory Allowances, 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 increment & increases

11 For the purpose of absorbing the allowances mentioned in Regulations 9 and 10, the 33 1/3% referred to there in shall be applied firstly for absorbing the Adjustment Allowance, if so necessary and then the Personal Allowance.

Option for existing Officers

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

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

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

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

(3) Any officer who has exercised option referred to in sub-regulation (1) and continues to draw pay and allowances according to his entitlement in the 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 01.02.1984. 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 31.01.1984, he shall be

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fitted in the scale of pay set out in Regulation 4(1) as on 01.02.1984 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 31.01.1984 before such fitment, the difference shall be paid to him as a personal allowance which shall be absorbed in the future increment or 33 1/3% 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 continues 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 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 31.3.1997.

Appeal against fitment **13** (1) Any officer aggrieved by a fitment accorded to him in the new scales of pay may prefer an appeal to the Committee constituted by the Board for the 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 my 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

Appointments **14** All appointments in, and promotion to the Officer grade shall be made by the Competent Authority in the light of the guidelines of the Government, if any.

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

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

(3) An officer appointed to any other grade shall be on probation for such period as may be decided by the Bank. Provided that the Competent Authority may in the case of any officer, reduce the period of probation or dispense with probation.

Confirmation **16** (1) An officer shall be confirmed in the service of the Bank, if in the opinion of the Competent Authority, the officer has satisfactorily completed the training in any institution to which the officer may have been deputed for training and the in-service training in the Bank;

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

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

(3) Where during the period of Probation including the period of extension, if any, the Competent Authority is of the opinion that the officer is not fit for confirmation –

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

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

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

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

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

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

(3) Subject to the provision of sub-regulation (2)

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

(b) If officers recruited under the general category and reserved category are allotted to any Bank, the seniority inter-se amongst the candidates so allotted who join on the same date shall be determined in accordance with the marks obtained by such candidates without adding notional marks for the reserved candidates.

(c) If, however, two or more categories of officers such as technical field officers, agricultural field officers and general officers join on the same date and if there is no system of maintaining separate seniority list for the different categories of officers, seniority in the common seniority list shall be determined on the basis of their date of birth.

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

(5) Nothing in these regulations 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 considered necessary to do so 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 services 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 equivalent to three months' substantive salary/ pay and allowances, shall be given to such officer employee;

Provided further that 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 recommend/s in writing to the competent authority the retirement of the officer employee.

Termination of service

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

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

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

(d) The officer employee shall be entitled to appeal

against any order passed under the 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.

(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 Regulation 19(1).

(2) An officer shall not leave or discontinue his service in the bank without first giving a notice in writing of his intention to leave or discontinue his service or resign. The period of notice required shall be 3 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 3 months, or remit the requirement of notice.

(3) (a) 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 of resignation given by such an officer before or during the disciplinary proceedings shall not take effect unless it is accepted by the competent authority.

(b) 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.

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(c) 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 contribution of CPF.

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CHAPTER V

ALLOWANCES

Dearness Allowance **21** (1) On and from 1.11.1987, Dearness Allowance Scheme shall be as under:

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

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

i) 0.67% of 'pay' upto Rs.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

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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) (a) On and from 01.11.2002 to 31.01.2005, 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 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/-

(b) On and from 01.02.2005, 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 at 0.18% of pay.

*** (5) On and from 01.11.2007 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.

Note:

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

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(B) Professional Qualification Allowance/ Professional Qualification Pay as specified in Explanation (c), (d), (e) & (f) to sub-regulation (2) of Regulation 5 shall rank for Dearness Allowance.

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

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

Where the place of work is in	**HRA payable shall be**
Column I	**Column II**
(i) Major 'A' Class cities specified as such from time to time in accordance with the guidelines of Government & Project Area Centres in Group 'A'	13% of the pay p.m.
(ii) Places in Area I and Project Area Centres in Group 'B'	12% of the pay p.m.
(iii)Area II and State Capitals and Capitals of Union Territories not covered by (i) & (ii) above.	10 ½% of the pay p.m.
(iv)Area III	9 ½ % of the pay p.m.

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

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

(b) Where an officer is not provided any residential accommodation by the Bank, he shall be eligible on and from 1.11.1999 for House Rent Allowance at the following rates:

Where the place of work is in	**HRA payable shall be**
Column I	**Column II**
(i) Major 'A' Class cities specified as such from time to time in accordance with the guidelines of the Government & Project Area Centres in Group 'A'.	9% of the pay p.m.
(ii) Places in Area I and Project Area Centres in Group 'B'.	8% of the pay p.m.
(iii) Area II i.e. all places not covered by (i) and (ii) above.	7% of the pay p.m.

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

*** 3) (a) On and from 01.11.2002 where an officer is provided with residential accommodation by the Bank, a sum equal to 1.75% of the basic pay in the first stage of the pay in which he is placed or the standard rent for the accommodation whichever is less will be recovered from him.

(b) Where an officer is not provided with any residential accommodation by the Bank, he shall be eligible on and from 01.11.2002 for House Rent Allowance at the

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following rates:

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 p.m.
ii)	Other places in Area 1 and Project Area centres in Group 'B'	7.5% of pay p.m.
iii)	All places not covered by (i) and (ii) above	6.5% of pay p.m.

Provided that if an officer produces rent receipt, the House Rent Allowance payable to him/her shall be the actual rent paid by him/her for the residential accommodation in excess over 1.75% of pay in the first stage of the scale of pay in which he/she is placed with a maximum of 150% of the House Rent Allowance payable as per aforesaid rates mentioned in Column 11 above.

Note: The claims of officer employees for House Rent Allowance linked to the cost of their ownership accommodation shall also be restricted to 150% of House Rent Allowance as hitherto.

*** 4) (a) On and from 01.11.2007 where an officer is provided with residential accommodation by the Bank, a sum equal to 1.2% of pay in the first stage of the scale of pay in which he is placed or the standard rent for the accommodation whichever is less will be recovered from him.

(b) Where an officer is not provided with any residential accommodation by the Bank, he shall be eligible on and from 01.11.2007 for House Rent Allowance at the following rates:

i)	Major 'A' class cities and Project Area centres in Group 'A'	8.5% of pay
ii)	Other places in Area 1 and Project Area centres in Group 'B'	7.5% of pay
iii)	All places not covered by (i) and (ii) above	6.5% of pay

Provided that if an officer produces a rent receipt, the House Rent Allowance payable to him/her shall be the actual rent paid by him/her for the residential accommodation in excess over 1.2% of pay in the first

*** Pending amendment to Regulation

stage of the Scale of Pay in which he/she is placed with a maximum of 150% of the House Rent Allowance payable as per aforesaid rates mentioned in Column II above.

Note: The claims of officer employees for House Rent Allowance linked to the cost of their ownership accommodation shall also be restricted to 150% of House Rent Allowance as hitherto.

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

ii) Professional Qualification Allowance or Professional Qualification Pay, as the case may be, shall rank for House Rent Allowance with effect from 1.11.1994.

5) 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), (2) (b), (3) (b) & (4) (b) as if he were paying by way of monthly rent a sum equal to 1/12th of the higher of A or B below:-

A

The aggregate of :

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

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

B

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

Explanation:

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

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

(b) Where accommodation has been hired by the bank, contractual rent payable by the bank or rent

calculated in accordance with the procedure in (A) above, whichever is lower.

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

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

Area II : All cities other than those included in Area I which have a population of one lakh or more.

Area III: All places not included in Area I & Area II.

(3) For the purpose of sub-regulation (2), (3) and (4) of this Regulation and Regulation 23,

Area I and Area II shall mean as under:-

Area I Places with population of more than 12 lakhs

Area II All places not included in Area I.

Other Allowances

23 An officer shall be eligible for the following other allowances namely -

(i) <u>City Compensatory Allowance:</u>

On and from 01.11.1999 if he is serving in a place mentioned in column 1 of the Table below, a City Compensatory Allowance at the rate mentioned in column 2 thereof against that place shall be payable:

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

*** On and from 01.11.2002 if he is serving in a place mentioned in column 1 of the Table below, a City Compensatory Allowance at the rate mentioned in column 2 thereof against that place shall be payable:

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Places	Rates
1	2
a) Places in Area 1 and in the State of Goa	4% of basic pay subject to a maximum of Rs.540/- per month.
b) Places with population of 5 *lakhs and over, State Capitals and Chandigarh, Puducherry and Port Blair.	3% of basic pay subject to a maximum of Rs.375/- per month.

*** On and from 01.11.2007 if he is serving in a place mentioned in column 1 of the Table below, a City Compensatory Allowance at the rate mentioned in column 2 or 3 thereof against that place shall be payable:

Places	Rate	Maximum amount
1	2	3
a) Places in Area 1 and in the State of Goa	4% of basic pay	Rs.540/- per month.
b) Places with population of 5 lakhs and over, State Capitals and Chandigarh, Puducherry and Port Blair.	3% of basic pay	Rs.375/- per month.

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(ii) Special Area Allowance:

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

(iii) Project Area Compensatory Allowance:

If he is serving in an area to be specified as Project Area falling in Group 'A' or Group 'B' a project Area Compensatory Allowance at the rate of Rs.40/- per month or Rs.25/- per month according as the area has been classified as Group A or Group B.

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

*** Pending amendment to Regulation

*** On and from 1st November, 2002, Project Area Compensatory Allowance shall be payable at the following rates:

Project area falling in Group 'A'	-	Rs.210/- p.m.
Project area falling in Group 'B'	-	Rs.185/- p.m.

*** On and from 1st November, 2007 Project Area Compensatory Allowance shall be payable at the following rates:

Project area falling in Group 'A'	-	Rs.290/- p.m.
Project area falling in Group 'B'	-	Rs.255/- p.m.

(iv) Mid Academic Year Transfer Allowance:

On and from 1.11.1987, if an officer is transferred from one place to another in the midst of an academic year and if he has one or more children studying in school or college, in the former place, a mid-academic year transfer allowance of Rs.150/- p.m. (rupees one hundred fifty) from the date he reports to the later 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 former place.

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

*** On and from 1st January, 2004, if an officer is transferred from one place to another in the midst of an academic year and if he has one or more children studying in school or college in the former place, a mid-academic year transfer allowance of Rs.500/- p.m. from the date he reports to the latter place upto the end of academic year in respect of all the children provided that such allowance shall cease if all the children cease studying at the former place.

*** On and from 1st May, 2010, if an officer is transferred from one place to another in the midst of an academic year and if he has one or more children studying in school or college in the former place, a mid-academic year transfer allowance of Rs.700/- p.m. from the date he reports to the latter place upto the end of academic year

*** Pending amendment to Regulation

in respect of all the children provided that such allowance shall cease if all the children cease studying at the former place.

(v) Deputation Allowance:

On and from 1.11.1999, if an officer is deputed to serve outside the bank, he may opt to receive the emoluments attached to the post to which he is deputed. Alternatively, he may, in addition to his pay, draw a deputation allowance of 7.75% of pay subject to a maximum of Rs.1000/- p.m. and such other allowances he would have drawn had he been posted in the bank's service at that place.

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

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

*** On and from 1st June, 2005, if an officer is deputed to serve outside the Bank, he may opt to receive the emoluments attached to the post to which he is deputed. Alternatively, he may, in addition to his pay, draw a deputation allowance of 7.75% of pay subject to a maximum of Rs.1500/- p.m. and such other allowances he would have drawn had he been posted in the Bank's service at that place.

Provided that where he is deputed to an organisation which is located at the same place where he was posted immediately prior to his deputation, he shall receive a deputation allowance equal to 4% of his pay subject to a maximum of Rs.750/- per month.

Provided further that an officer on deputation to the Training Establishment of the Bank as a faculty member shall be eligible for deputation allowance at 4% of his pay subject to a maximum of Rs.750/- per month.

*** On and from 1st 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.

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Alternatively, he may, in addition to his pay, draw a deputation allowance of 7.75% of pay subject to a maximum of Rs.2300/- p.m. and such other allowances he would have drawn had he been posted in the Bank's service at that place.

Provided that where he is deputed to an organisation which is located at the same place where he was posted immediately prior to his deputation, he shall receive a deputation allowance equal to 4% of his pay subject to a maximum of Rs.1200/- per month.

Provided further that an officer on deputation to the Training Establishment of the Bank as a faculty member shall be eligible for deputation allowance at 4% of his pay subject to a maximum of Rs.1200/- per month.

(vi) Officiating Allowance:

On and from 1.11.1999, if he is required to officiate in a post in a higher scale for continuous period of not less than 7 days at a time or an aggregate of 7 days during a calendar month, he shall receive an officiating allowance equal to 6% of his pay, pro-rata for the period for which he officiates. Officiating allowance will rank as pay for purposes of Provident Fund/ Pension and not for other purposes.

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

(vii) Closing Allowance:

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

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

(viii) Split Duty Allowance:

On and from 1.1.1990, if the working hours during a day are split with minimum intervals of 2 hours, a split duty allowance of Rs.35/- p.m.

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

*** Provided that on and from 1st November, 2002, the provisions of this Sub-Regulation shall have effect as if for letters, words and figures of "Rs.70/- p.m.", the letters, words and figures "Rs.125/- p.m." had been substituted.

*** Provided that on and from 1st November, 2007, the provisions of this Sub-Regulation shall have effect as if for letters, words and figures of "Rs.125/- p.m.", the letters, words and figures "Rs.165/- p.m." had been substituted.

(ix) Diem Allowance:

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

(x) Hill and Fuel Allowance:

On and from 01.11.1999, if the officer is serving in a place mentioned in column 1 of the table below, he shall receive a hill and fuel allowance at the rate mentioned in column 2 thereof:

Place 1	Rate 2
(i) Place with an altitude of 1000 metres and above but less than 1500 metres and Mercara Town.	2% of pay subject to maximum of Rs.220/-
(ii) Place with an altitude of 1500 metres and above but less than 3000 metres	2 ½% of pay subject to a maximum of Rs.260/-
(iii) Place with an altitude of 3000 metres and above	5% of pay subject to a maximum of Rs.750/-

*** On and from 01.11.2002, if an officer is serving in a place mentioned in column 1 of the table below, he shall receive a hill and fuel allowance at the rate mentioned under column 2 thereof:

***
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Places	Rates
1	2
a) Places with an altitude of 1000 metres and above but less than 1500 metres and Mercara town	2% of pay subject to a maximum of Rs.400/- p.m.
b) Places with an altitude of 1500 metres and above but less than 3000 metres	2.5% of pay subject to a maximum of Rs.500/- p.m.
c) Places with an altitude of 3000 metres and above	5% of pay subject to a maximum of Rs.1150/- p.m.

*** On and from 01.11.2007, if an officer is serving in a place mentioned in column 1 of the table below, he shall receive a hill and fuel allowance at the rate mentioned under column 2 thereof:

Places	Rates
1	2
a) Places with an altitude of 1000 metres and above but less than 1500 metres and Mercara town	2% of pay subject to a maximum of Rs.550/- p.m.
b) Places with an altitude of 1500 metres and above but less than 3000 metres	2.5% of pay subject to a maximum of Rs.680/- p.m.
c) Places with an altitude of 3000 metres and above	5% of pay subject to a maximum of Rs.1570/- p.m.

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Note:

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

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

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

*** Pending amendment to Regulation

CHAPTER VI

PERQUISITES

MEDICAL AID

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

(a) **Medical Expenses :** On and from 1.11.1999 reimbursement of medical expenses to an officer in the grade specified in Column 1 of the Table below and his family may be made on the strength of the officer's own certificate of having incurred such expenditure supported by a statement of accounts for the amounts claimed subject to the limit specified in column 2 thereof:

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

*** On and from February 2004, reimbursement of medical expenses shall be as under:

Grade	Reimbursement Limit p.a.
1	2
Junior Management and Middle Management Grade	Rs.3750/-
Senior Management and Top Executive Grade	Rs.5000/-

Note: For the year 2004, the reimbursement of medical expenses under the medical aid scheme shall be enhanced proportionately for eleven months, i.e. February 2004 to December 2004.

*** On and from 1st November 2007, reimbursement of medical expenses shall be as under:

***
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Grade	Reimbursement Limit p.a.
1	2
Junior Management and Middle Management Grade	Rs.5100/-
Senior Management and Top Executive Grade	Rs.6320/-

Note:

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

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

Explanations:

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

(b) Hospitalisation Expenses

(i) On and from 1.11.1994, hospitalisation charges will be reimbursed to the extent of 100% in the case of an officer and 75% in the case of his family members in respect of all cases which require hospitalisation. Reimbursement on the basis of bills, vouchers, etc., of expenses incurred shall be subject to ceilings determined from time to time in accordance with the guidelines of the Government.

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

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(iii) On and from 1.11.1994, medical expenses incurred in respect of the following diseases which need domiciliary treatment as may be certified by the recognized hospital authorities and Bank's medical officer shall be deemed as hospitalization expenses and reimbursed to the extent of 100% in case of an officer and 75% in the case of his family members.

Cancer, Leukaemia, Thalsmea, Tuberculosis, Paralysis, Cardiac Ailment, Leprosy, Kidney Ailment, Epilepsy, Parkinson's disease, Psychiatric Disorder and Diabetes.

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

Hepatitis-B, Haemophilia and Myaestheniagravis.

NOTE:

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

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

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

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

*** (2) It shall however be open to the Bank to provide residential accommodation to an officer, on payment by the officer on and from 01.11.2007 a sum equal to 1.20% of the first

*** Pending amendment to regulation

stage of the scale of pay in which the officer 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% of the first stage of the scale of pay in which the officer is placed will be recovered by the Bank from him.

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

Bank's Car for Personal Purposes

26 (1) No officer, other than the officers authorized by the Board, in accordance with the guidelines of the Government, shall be allowed the use of the Bank's Car for personal purposes.

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

Loan for the Purchase of Conveyance

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

Loan 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 loans having regard to the guidelines of the Government.

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.

Preferential Interest rates on Deposits

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

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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) Additional Sick Leave

(e) Maternity Leave

(f) Extraordinary Leave on Loss of Pay

(g) Special Casual Leave and Special Leave

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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 anyone 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 the Sick Leave granted to him twice the amount of such period on full emoluments being debited against Sick Leave account.

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

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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.

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 extraordinary 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 for any reason whatsoever.

Provided that where an officer retires from the Bank's service in terms of Regulation 19 of these Regulations OR seeks voluntary retirement on or after 1st November 1993 in terms of Vijaya Bank (Employees) Pension Regulations, 1995 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 in service, there shall be payable to his legal representative sums which would have been payable 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 1.11.1987, the following provisions shall apply whenever an officer is required to travel on duty.

(i) An officer in Junior Management Grade may travel by 1st Class or AC Sleeper by train. He may, however, travel by air (economy class) if so permitted by the Competent Authority, having regard to the exigencies of business or public interest.

(ii) An officer in Middle Management Grade may travel by 1st Class or AC Sleeper by train. He may, however, travel by air (economy class) if the distance to be traveled is more than 500 kms. He may, however, travel by air (economy class) even for a shorter distance if so permitted by the Competent Authority, having regard to the exigencies of business or public interest.

(iii) An officer in Senior Management or Top Executive Grade may travel by train AC 1st Class or by air (Economy class).

(iv) An officer in Senior Management or Top Executive Grade may travel by Car between places not connected by air or rail provided that the distance does not exceed 500 kms. However, when a major part of the distance between 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 authorized 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.

*** On and from 02.06.2005, the following provisions shall apply whenever an officer is required to travel on duty:

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

*** Pending amendment to Regulation

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. He may, however travel by air (economy class) if the distance to be travelled is more than 1000 Kms. He may, however, travel by air (economy class) even for a shorter distance if so permitted by the Competent Authority having regard to the exigencies of business or public interest.

*** iii) An officer in Senior Management or Top Executive Grade is entitled to travel by AC 1st class by train or by air (economy class).

iv) An officer in Senior Management or Top Executive Grade may travel by car between places not connected by air or rail provided that the distance does not exceed 500 Kms. However, when a major part of the distance between 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 exigencies of business, to travel by his own vehicle or by taxi or by the Bank's vehicle.

*** On and from 01.05.2010, the following provisions shall apply whenever an officer is required to travel on duty:

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. He may, however, travel by air (economy class) if the distance to be travelled is more than 1000 Kms. He may, however, travel by air (economy class) even for a shorter distance if so permitted by the Competent Authority having regard to the exigencies of business or public interest.

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*** iii) An officer in Senior Management or Top Executive Grade is entitled to travel by AC 1st class by train or by air (economy class).

*** iv) An officer in Senior Management or Top Executive Grade may travel by car between places not connected by air or rail provided that the distance does not exceed 500 Kms. However, when a major part of the distance between 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 exigencies of business, to travel by his own vehicle or by taxi or by the Bank's vehicle.

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

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

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

(iv) For travel by Public Motor or Water Transport the actual fare will be reimbursed.

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

(4) (a) **Halting Allowance**

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

(1)	(2)		
Grades/ Scales of Officers	Major "A" Class Cities	Area I	Other Places
	Rs.	Rs.	Rs.
Officers in Scale IV	275.00	220.00	190.00

*** Pending amendment to Regulation

and above			
Officers in Scale I/II/III	220.00	190.00	165.00

*** On and from 1st June, 2005, an officer in the Grades/Scales set out in column 1 of the table below shall be entitled to 'per diem' halting allowance at the corresponding rates set out in column 2 thereof:

Grades/Scales of Officers	Major 'A' class cities	Area 1	Other places
1	2		
Officers in Scale IV and above	Rs.	Rs.	Rs.
	600/-	550/-	500/-
Officers in Scale I/II/III	550/-	500/-	400/-

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.700/-.

*** On and from 01.05.2010, an officer in the Grades/Scales set out in column 1 of the table below shall be entitled to 'per diem' halting allowance at the corresponding rates set out in column 2 thereof:

Grades/Scales of Officers	Major 'A' class cities	Area 1	Other places
1	2		
Officers in Scale IV and above	Rs.	Rs.	Rs.
	1000/-	800/-	700/-
Officers in Scale I/II/III	800/-	700/-	600/-

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/II/III Rs.1000/-.

Provided that where the total period of absence is less than 8 hours, but more than 4 hours, Halting

***
Pending amendment to Regulation

Allowance at half the above rates shall be payable.

Explanation :

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

(b) **Lodging Expenses:**

An officer in the Grades/Scales set out in column 1 of the Table below may be reimbursed the actual hotel expenses, restricting to single room accommodation charges in ITDC Hotels of the corresponding star category set out in column 2 below:

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

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

(c) **Boarding Expenses**:

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

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

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

(f) Where lodging and boarding are provided at bank's cost or arranged through the Bank free of cost, 1/4th of the halting allowance will be admissible;

Provided that in 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.

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 actual or the 1st Class rail fare for the distance covered, whichever is less:

Explanation

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

(2) (i) (a) On and from 1.7.1993 but before 1.4.1997, 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.4250/- p.m. to Rs.6210/- per month	3000 Kgs	1000 kgs
Rs.6211/- per month and above	Full wagon	2000 kgs

(b) On and from 1st day of April 1997 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.4250/- p.m. to Rs.6210/- per month	3000 kgs	1500 kgs
Rs.6211/- per month and above	Full Wagon	2500 kgs

(c) On and from first 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 family	Where an officer has no family
Rs.7100/- p.m. to Rs.9820/- per month	3000 kgs	1500 kgs
Rs.9821/- per month and above	Full wagon	2500 kgs

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*** (d) On and from 1st day of November, 2002, 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.10000/- per month to Rs.13820/- per month	3000 Kgs.	1500 Kgs.
Rs.13821/- per month and above	Full wagon	2500 Kms.

*** (e) On and from 01.11.2007, 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.14500/- per month to Rs.19400/- per	3000 Kgs.	1500 Kgs.

*** Pending amendment to Regulation

month		
Rs.19401/- per month & above	Full wagon	2500 Kms.

(ii) On and from 1.1.1987, if an officer eligible for full wagon avails of the facility of 'Container Service" by railway, 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 upto the nearest railway station or railway out-agency.

If both the places do not have railway station/out agency the officer will be paid actual cost of transporting the baggage by road upto the stipulated weights by an approved transport operator.

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

(iv) An officer who owns a scooter, motor cycle or any other vehicle will be eligible to claim the cost of transporting it to the place of transfer of 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) (a) On and from 1.1.1987 but before 1.4.1997, an officer on transfer will be eligible to draw a lumpsum amount as indicated below for expenses connected with packing, local transportation, insuring the baggage etc.

Grade	Lumpsum
Top Management and Senior Management	Rs.1500/-
Middle Management and Junior Management	Rs.1000/-

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

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

*** (c) On and from 01.05.2005, an officer on transfer will be eligible to draw a lumpsum amount as indicated below for expenses connected with packing, local transportation, insuring the baggage, etc.

Grade/Scale of officers	Rs.
Top Management and Senior Management	8750/-
Middle Management and Junior Management	7000/-

*** (d) On and from 01.05.2010, an officer on transfer will be eligible to draw a lumpsum amount as indicated below for expenses connected with packing, local transportation, insuring the baggage, etc.

Grade/Scale of officers	Rs.
Top Management and Senior Management	12000/-
Middle Management and Junior Management	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 with effect from 30th October, 1987 where no residential accommodation is made available by the Bank to an officer at the new place of posting and where such an officer may incur additional expenses in the process of taking over charge, for reasons beyond his control, the competent authority may consider on merit, grant of halting allowance to him upto a maximum period of 15 days or till the time the quarters are made available to him, whichever is earlier.

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Pending amendment to Regulation

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

Leave Travel Concession **44**

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

(ii) On and from 1.6.1991, once in every 4 years when an officer avails of Leave Travel Concession he may be permitted to surrender and encash his Privilege leave not exceeding one month at a time. Alternatively, he may whilst travelling in one block of two years to his home town and in other block to any place in India, be permitted encashment of Privilege Leave with a maximum of 15 days in each block or 30 days in one block. For the purpose of leave encashment all the emoluments payable for the month during which the availment of the Leave Travel Concession commences shall be admissible.

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

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

*** (iv) With effect from 02.06.2005, an officer by exercising an option any time during a 4 year block or two year block as the case may be, surrender and encash his LTC (other than travel to place of domicile) upon which he shall be entitled to receive an amount equivalent to 75% of 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 & III and 5500 Kms. (one way) for officers in SMG Scale IV and above. An officer opting to encash his LTC shall prefer the claim for himself/ herself and his/her family members only once during the block/ term in which such encashment is

*** Pending amendment to Regulation

availed of. The facility of encashment of privilege leave while availing of Leave Travel Concession is also available while encashing the facility of LTC.

*** (v) 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 1st May, 2010 an officer in Junior Management Grade Scale I while availing of LTC will 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 1st class fare by train for the distance travelled whichever is less. The same rule shall apply when an officer in Middle Management Grade Scale II and Middle Management Grade Scale III while availing LTC where the distance is less than 1000 Kms.

*** Pending amendment to Regulation

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CHAPTER IX

TERMINAL BENEFITS

Provident Fund and Pension

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

(2) The Provident Fund rules framed shall provide that on and from 1.11.1993 :

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

Provided that no adjustment on account of provident fund contribution already made for the period 1.7.1993 to 31.10.1993 shall be made.

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

Provided that no adjustment on account of provident fund contribution already made for the period 1.7.1993 to 31.10.1993 shall be made.

(3) Officer 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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*** (4) In respect of an officer who is a member of the Pension Fund, who retires or dies while in service or otherwise ceases to be in employment on or after 1st of May, 2005, 'Pay' for the purpose of pension shall be the pay last drawn by the officer employee prior to his retirement/death.

*** (5) While the officers who are presently covered under the Pension Scheme and those who will join the Pension Scheme in terms of option being made available as on 27.04.2010 shall continue to contribute 10% of the pay towards Provident Fund, there shall be no matching contribution.

*** (6) Officers who are presently covered under Contributory Provident Fund Scheme who do not opt for Pension Scheme being made available as on 27.04.2010 shall continue under the Contributory Provident Fund Scheme as hitherto.

*** (7) There shall be no Provident Fund to officers joining the services of bank on or after 1st April 2010. They shall be covered by a defined Contributory Provident Fund Scheme where the officer will contribute 10% of pay plus Dearness Allowance and the Bank will make a matching contribution. The Scheme shall be governed by the provisions of contributory Pension Scheme as introduced for employees of Central Government with effect from 1st January, 2004 and modified from time to time.

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 Personnel Allowance.

Gratuity **46** (1) Every officer shall be eligible for Gratuity on :

a) retirement

b) death

c) disablement rendering him unfit for further service as certified by a Medical Officer approved by the Bank.

*** Pending amendment to Regulation

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 maximum of 15 months 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.

Provided further that pay for the purpose of gratuity for an officer who ceased to 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 for an officer who ceased to be in service during the period 1.4.1998 to 31.10.1999 shall be with regard to scale of pay as specified in sub-regulation (2) of Regulation 4.

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

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CHAPTER - X

TRANSFERABILITY

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

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

Joining time on transfer **49** (i) An officer shall be eligible for joining time on one occasion and not exceeding seven days, exclusive of the number of days spent on travel to enable him.

(a) to join a new post to which he is appointed while on duty in his old post.

Or

(b) to join a new post on return from leave.

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

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

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

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

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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.

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

51 Wherever these regulations require that any matter shall be in accordance with the decision of the Board and where such a matter is covered by the recommendations made in the report of the Committee constituted by Government's Resolution No. F4(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 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.

ANNEXURE I

The following guidelines are issued by the Government in terms of proviso to Regulation 4 (1) of the Vijaya Bank (Officers') Service Regulations 1982.

1. Every officer who is governed by the scale 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 a stage to stage basis 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 3 years after having received the first stagnation increment, whichever is later.

Guidelines under Regulation 5 of the Vijaya Bank (Officers') Service Regulations, 1982

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The movement of officers in Scale I 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 adverse remark from the Reporting Authority in the Reporting Year preceding the date on 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 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 increments shall be released with retrospect 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 writing shall not be treated as adverse for this purpose.

ANNEXURE II

The following guidelines are issued by the Government in terms of Proviso to Regulation 6 of the Vijaya Bank (Officers') Service Regulations, 1982.

1) The categorization 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 Managers/ Deputy General Managers etc. The main criterion for this categorization 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 areas reserved for Head Office 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 may 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/ 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 office/s, Accountants or second line officers in small and medium branches and other office/s.

   (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 categorization 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 DA of an official in the new scale bears a reasonable relationship to the aggregate of Basic Pay and DA drawn by an officer immediately prior to the appointed date.

(ii) Regarding classification of branches for the purpose of categorization of Managers, the following norms shall generally 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 I
(b)	Medium 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 2 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

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The following guidelines are issued under Regulation 6 of the Vijaya Bank (Officers') Service Regulations, 1982 with effect from 01.04.2012:

Regarding classification of branches based on business criteria for the purpose of categorisation, the following norms are adopted effective from 01.04.2012:

Sl. No.	Branch Category	Average Business [Both deposits & Advances] for each of the previous 2 years, excluding Average bulk deposits in excess of 15% of the Avg. Aggregate Deposits and sustaining the business in Mar-12 also
1	Small	Below Rs.5 Crore
2	Medium	Rs.5 Crore and above but below Rs.15 Crore and all CMS Branches.
3	Large	Rs.15 Crore and above but below Rs.50 Crore with Min. Average Advances of Rs.5 Crore.

4	Very Large	(i) Rs.50 Crore and above but below Rs.150 Crore. With Minimum Average Advances of Rs.12 Crore. (ii) All Service Branches handling instruments averaging 10000 per day (all others are treated as Large). ARMBs with min Rs.40 Crore portfolio (Incl. PWO accounts) or a min of 175 SARFAESI notice issued accounts (all others are treated as Large).
5	Exceptionally Large	Rs.150 Crore and above but below Rs.1000 Crore. With Min. Average Advances of Rs.35 Crore.
6	Special	Rs.1000 Crore and above. With Min. Average Advances of Rs.250 Crore.

Newly opened branches are treated as small branches until completion of two years. However the newly opened main branches situated in the State / District Head quarters are categorised as medium branches irrespective of their average business, as per Govt. norms.

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.

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ANNEXURE III

The following guidelines are issued by the Government in terms of Regulation 8(1) of Vijaya Bank (Officers') Service Regulations, 1982.

(1) Subject to what is stated in the following paragraphs, an officer shall be fitted in the new scale of pay as indicated in Regulation 7 at a stage where his salary (consisting of basic pay + DA) will be equal to or just above the aggregate of pay and DA drawn by him before 1.7.1979.

(2) In respect of officers in Junior Management Grade i.e., Scale I under the new scales of pay an amount equivalent to the next increment due to him in the scale applicable to him as on 30th June 1979 shall be added to the pay to arrive at the notional pay as on 1.7.1979 in the new scales. Where, however, an officer has reached the maximum in such existing scale of pay, the amount of increment to be added shall be the last increment drawn by him. In either case the amount to be added shall be the actual quantum of the increment alone and not the DA paid thereon. In respect of an officer fitted in Scale II and above in the new scales, the benefit of additional increment referred to above would also be available provided his basic pay in the scale as on 30th June 1979 is equal to the basic pay in such existing scale of an officer fitted into Junior Management Grade i.e., Scale I.

(3) For the purpose of arriving at DA as on 30.06.1979 the following procedure shall be followed:

(a) Where the rate of DA is paid on a percentage basis, take DA calculated @ 3% of basic pay for every rise for every rise of 4 points above 100 in the quarterly average of the All India Working Class Consumer Price Index (CPI 1960-100) subject to maximum DA on basic pay of Rs.641/- per mensum.

(b) Where the basic pay plus DA calculated as above exceeds Rs.2,750/-, the DA should be reduced to the extent the aggregate exceeds Rs.2,750/- except in respect of officers who were actually drawing prior to 1.7.1979, an aggregate of basic pay plus DA exceeding Rs.2,750/- in such cases, the DA actually paid shall be taken into account.

(c) Where the DA paid is on a percentage basis, the actual DA paid shall be taken into account.

(d) Where the DA payable at higher stages as on 30th June 1979 was limited due to the application of a ceiling on the aggregate of basic pay and DA or where no DA was payable beyond certain stages in the existing scale of pay, the DA payable as on 1.7.1979 under the Government guidelines issued separately in terms of Regulation 21 shall be assumed to be the DA drawn for the purpose of fitment only and not for the purpose of calculation of adjustment allowance and personal allowance under Regulation 9 and 10.

(4) (a) After so arriving at the basic pay in the new scales of pay as on 1.7.1979, he will be granted increments in the new scale of pay on the anniversary date of his last increment, to arrive at the basic pay as on appointed date.

(b) An officer fitted in the new scale of pay in terms of these guidelines will draw his annual increments on the anniversary date as stated above. However, when officer in a number of stages in the old scale of pay are combined into one stage in the new scales of pay then their date of increment shall be suitably preponed so, however, that the officer in the highest stages amongst the clubbed stages may be given a date of increment as 1.7.1979 and dates of increment of officers at other stages suitably adjusted.

(5) (a) Where an officer has been promoted to a higher scale of pay between the period 1.7.1979 and the appointed date for the purposes of notional fitment as on 1.7.1979, the scale appropriate to his position as on 30th June 1979, shall be taken. After arriving at the notional basic pay on the date of such promotion in the manner prescribed above, he will be notionally fitted in the higher scale of pay applicable to him at the stage equivalent to or next above the notional pay and the pay as on the appointed date arrived at, provided that this basic pay as on the appointed date shall not be more than what an officer in the higher scale as on 1.7.1979 with a similar basic pay as on 31.12.1982 would have drawn on fitment in the new scale of pay.

(b) Where an officer has been appointed between the period 1.7.1979 and the appointed date, he shall be fitted in the new scale of pay on a stage to stage basis, so, however, that he does not draw a pay higher than another officer with an equivalent pay fitted in the new scales of pay in accordance with the regulations.

(6) General Principles

(a) The basic pay of an officer as on 31.12.1982 shall not be reduced on his fitment in the new scale of pay as on the appointed date except where the officer is drawing basic pay beyond the maximum in the new scale of pay in which case the pay prior to the appointed date shall be protected by way of personal pay.

(b) Pay drawn immediately prior to 1.7.1979 shall include besides basic pay, such other pay/ allowances (Other than any special pay or special allowance granted for passing any part of CAIIB Examination) and have the same character as basic pay and reckoned as such for the purpose of both DA and superannuation benefits.

(7) For the calculation of adjustment allowance and personal allowance as on the appointed date, in terms of Regulations 10 and 11, only the actual salary (i.e. basic pay plus DA) drawn that date shall be taken into account.

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(8) Payment of Arrears

(a) In the case of officers whose scale of pay were not revised on or after 1.7.1979, an adhoc amount equivalent to @ Rs.150/- p.m. shall be payable by way of arrears for the period from 1.7.1979 till 14.4.1980, subject to the adjustment of any amount received by way of interim/ adhoc allowance.

(b) In the case of all officers the arrears shall be calculated and paid on the following basis for the period 15.4.1980 to 31.12.1982:

Where the aggregate of notional basic pay and DA arrived at in the manner stipulated above is higher than the actual basic pay and DA drawn by him, the difference shall be paid by way of arrears. However, in calculating the arrears, adhoc/ interim relief, if any, given during the period shall be adjusted.

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ANNEXURE IV

The following guidelines are issued by the Government in terms of Regulation 14 of Vijaya Bank (Officers') Service Regulations 1982.

The competent authority for the purpose of promotions to various scales in the Officers' cadre shall be as follows:

	For promotion from	Committee comprising
1.	Junior Management Grade, Scale I to Middle Management Grade, Scale II	One Deputy General Manager and Two Assistant General Managers
2.	Middle Management Grade, Scale II to Middle Management Grade, Scale III	One General Manager and Two Deputy General Managers
3.	Middle Management Grade, Scale III to Senior Management Grade, Scale IV	The Chairman & Managing Director or the Executive Director, two General Managers or in the absence of the second General Manager, a Deputy General Manager
4.	Senior Management Grade, Scale IV to Senior Management Grade, Scale V	The Chairman & Managing Director, the Executive Director and General Manager or in the absence of Chairman & Managing Director or Executive Director, another General Manager
5.	Senior Management Grade, Scale V to Top Executive Grade, Scale VI	The Chairman & Managing Director, Executive Director and General Manager or in the absence of Chairman & Managing Director or Executive Director, another General Manager
6.	Top Executive Grade, Scale VI to Top Executive Grade, Scale VII	The Chairman & Managing Director, (Executive Director in the case of post of Chairman & Managing Director is vacant) the Government Director and the Reserve Bank of India Director

Note:

For promotion from Scale-I to Scale-II and from Scale-II to Scale-III, the composition of the Committee would be as mentioned at S.No. 1 and 2. However, if a SC/ST officer of the designation mentioned therein is available within the Bank, he would be included as a member of the

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Committee. But, in case where no officer of the designation mentioned in the composition of the Committee is available member belonging to SC/ST may be co-opted. In that case, the composition of the Committee would be 4 officers instead of 3 officers as mentioned against S.No. 1 and 2. The co-opted member may be one scale above the level for which promotion is made and he/she will function like other regular members and participate in all the meetings of the committee.

The following guidelines are issued under Regulation 14 of Vijaya Bank (Officers') Service Regulations 1982 with effect from 31.05.2012:-

COMPETENT AUTHORITY TO EFFECT PROMOTIONS IN VARIOUS CADRES

"The Competent Authority (i.e. Departmental Promotion Committee)" for the purpose of effecting promotion to various scales in the officers' cadre shall be as mentioned below [to exercise the powers conferred in Regulation 14 of Vijaya Bank (Officers') Service Regulations, 1982]:

Level	Competent Authority
Junior Management Grade Scale-I to Middle Management Grade Scale-II	• One Deputy General Manager, • Two Assistant General Managers One SC/ST member
Middle Management Grade Scale-II to Middle Management Grade Scale-III	• One General Manager, • Two Deputy General Managers, One SC/ST member
Middle Management Grade Scale-III to Senior Management Grade Scale-IV	• Chairman and Managing Director or Executive Director • Two General Managers (If ED posts are vacant or absent due to reasons beyond their control, then Chairman and Managing Director is a mandatory member and vice versa)
Senior Management Grade Scale-IV to Senior Management Grade Scale-V	• EXECUTIVE DIRECTOR • EXECUTIVE DIRECTOR (looking after HR) • ONE GENERAL MANAGER (If any one of the ED Posts is vacant or absent due to reasons beyond their control, then another General Manager. However, at least either CMD or ED should be available)

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Senior Management Grade Scale-V to Top Executive Grade Scale-VI	• Chairman & Managing Director, • Executive Director • one General Manager (If CMD or ED Post is vacant or absent due to reasons beyond their control, then another General Manager. However, at least either CMD or ED should be available).
Top Executive Grade Scale-VI to Top Executive Grade Scale-VII	• Chairman & Managing Director, • Govt. Nominee Director • RBI Nominee Director (If CMD Post is vacant or absent due to reasons beyond his control, then Senior most ED). (Directors Promotion Committee)

NOTE

For promotion from Scale I to Scale II and from Scale II to Scale III, the composition of the Competent Authority (Departmental Promotion Committee) would be as mentioned above. If the SC/ST member is taken from within the Bank, he or she should at least be one scale above the level for which promotion is made and he/she will function like other regular members and participate in the meetings of the Committee. However, if a suitable SC/ST officer of the designation mentioned in the composition of the Committee is not available, any outside member belonging to SC/ST would be co-opted.

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ANNEXURE V

The following guidelines are issued by the Government in terms of Regulation 17 of the Vijaya Bank (Officers') Service Regulations 1982.

(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 provisions. 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 I 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 3 years service in rural branch. However, in case the officer has not completed the requisite rural branch service and promoted to MMG Scale-II, he shall straightway be posted to rural branch as a post-promotion condition to complete the rural branch service. As regards, Specialist officer other than Agricultural Officer, he should take the requisite rural branch experience as and when he switches over to the main stream of banking.

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

5 years of satisfactory service in Middle Management 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. However, in case the officer has not completed the requisite rural/ semi-urban branch service and promoted to MMG Scale-III, he shall straightaway be posted to rural/ semi-urban branch as a post-promotion condition to complete the rural/semi-urban branch service. As regards the Specialist Officer other than Agricultural Officer, he should take the requisite rural/ semi-urban branch experience as and when he switches over to the main stream of banking.

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

5 years satisfactory service in MMG Scale – III.

However, to become eligible for promotion to SMG Scale-IV, the officer

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has to put in 3 years of rural and/ or semi-urban service except in case of Specialist Officers other than Agricultural officers. This is however not applicable to those officers who have been promoted to MMG Scale-III on or before 31.5.19988. In case of such exempted category of Specialist officers who got converted to generalist category at the request, they shall not be considered for the promotion to Scale-IV unless they complete the requisite rural/ semi-urban branch service.

(d) From Senior Management Grade 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.

(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.

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

The number of candidates to be considered for promotion from one scale to another shall not only include all the superseded candidates who are otherwise eligible in terms of the promotion policy, but also fresh candidates shall have to be always included in the consideration zone, provided they otherwise satisfy the eligibility criteria. If the Bank decides not to include any fresh candidates or include a lesser number in the consideration zone, approval of the Board shall be obtained.

(5) Promotions to Top Executive Grade Scale-VII will be made by a Committee of Directors consisting of the Chairman and Managing Director, (Executive Director in the case of post of Chairman and Managing Director is vacant), Government nominee Director and RBI nominee 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.

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(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 afore-mentioned 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, if he/ she represents the country as a playing member of the team in any of the following sports events viz., Olympics, Asian Games, World Cup Tournaments, Champions Trophy Tournament, Cricket Test Series (minimum ONE Test or THREE One-Day Internationals), Commonwealth Games, SAARC Games and SAF Games or is awarded a National Sports Award, viz., Arjuna Award, Rajiv Gandhi Khel-Ratna Award, and as the out of turn promotion for performance in sports at the International level as detailed in para above is to be granted to all the playing members of the team (including reserves, but excluding Officials accompanying the team) in the games recognized by Bank's Sports Board. If an officer employee represented the State at the National level for 5 years with 2 medal winning performances having been placed as winners or runners up in a team or in an individual event in a particular discipline., having played for 5 years at the National level, not necessarily in successive nationals but actually played on the field and not merely a member of the winning team, he/ she may be considered for one out of turn promotion in his/ her entire career for his/ her performance at the National level. An out of turn promotion is to be granted only to a confirmed employee with a minimum of TWO years of service in the Bank.

(d) Second out of turn promotion on sports merits in exceptional cases

If an exceptional case of 'Exemplary Sports performance' calls for a second out of turn promotion, the Bank may forward the cases to the Bank's Sports Board. The cases will be scrutinized by the Bank's Sports Board and if found in order, the same will be recommended to the Government of India, Banking Division for consideration.

RELAXATION IN THE ELIGIBLITY CRITERIA

The Board of Directors may at its discretion, relax the minimum length of service to the maximum extent as given below, if:

(i) At any time, number of officers becoming eligible for promotion is less than three times the number of vacancies.

(ii) The officers who fulfilled the requirements of minimum length of service were all considered but the number of officers selected for promotions is less than the number of vacancies.

Sl. No.	Scale	Minimum service required under the policy	Maximum relaxation limit
1.	I to II	7 years	1 year
2.	II to III	5 years	1 year
3.	III to IV	5 years	1 year
4.	IV to V	3 years	1 year
5.	V to VI	2 years	6 months
6.	VI to VII	3 years	1 year

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Provided that in no case, relaxation in excess of the limit prescribed above shall be permitted by the Board.

The following guidelines are issued under Regulation 17 of the Vijaya Bank (Officers') Service Regulations 1982 with effect from 31.05.2012:

1) All promotions whether from one scale to another or one Grade to another, shall be on the basis of merit with weightages for professional qualification, performance appraisal, written test (wherever applicable), Group Discussion (wherever applicable) and interview as prescribed from time to time.

2) The consideration zone, minimum experience requirement (active service to be completed) for being eligible to be considered for promotion to next higher grade/scale, minimum length of service and the number of channels for promotion in each grade/scale are described and detailed under:

<u>The channel of promotion and minimum experience requirement at various levels shall be as follows:</u>

Promotion from	Promotion Channel	Minimum Experience requirement (Active service in years)	Maximum permissible relaxation by Board (in years)	Minimum length of service (in years)
JMG I to MMG-II	Normal/Seniority Channel	5	1	NA

	Merit / Fast Track Channel	3	1	NA
MMG II to MMG III	Normal/Seniority Channel	5	1	NA
	Merit / Fast Track Channel	3	1	NA
MMG III to SMG IV	Merit / Fast Track Channel	3	1	NA
SMG IV to SMG V	Merit Channel	3	1	12
SMG V to TEG VI	Merit Channel	3	1	15
TEG VI to TEG VII	Merit Channel	3	1	18

NA: Not Applicable.

Note:

i. For promotion from JMG-S-I to MMG-S-II, an officer should have completed two years of continuous service in rural areas, under both the channels.
ii. For promotion from MMG-S-II to MMG-S-III an officer should have completed a total of three years in rural / semi-urban areas, including the rural service rendered in JMG-S-I, under both the channels.
iii. For the Normal/Seniority Channel for promotion to Scale-II and Scale-III, officers who have put in more than the aforesaid service in rural areas will get an advantage of further relaxation of 50% weightage in minimum experience for each additional completed year of service while assessing their eligibility.
iv. To be promoted under Merit/Fast Track Channel, the Officer should have scored Minimum 75% marks in Performance Appraisal for each year in the immediate previous years of service required for eligibility for promotion.
v. For being eligible for promotion from Scale-III to IV and Scale-IV to V, it is mandatory to pass an examination on Computer Literacy and computer knowledge. The modalities of the same will be decided by the Chairman and Managing Director at the time of initiation of promotion process.
vi. For being eligible for promotion to SMG-Scale-V, the candidates should have been a Branch Head for at least three years.
vii. For being eligible for promotion to TEG-Scale-VII, the officer should have worked as Regional Head or must have worked in MMG-Scale-III to SMG-S-V, in the Regional / Circle Office, for two years. The experience as Chairman of RRB would be treated as equivalent to experience as Regional Head.
viii. Minimum Experience requirement means the active service to be rendered by the officer in that particular scale for promotion to next higher grade / scale.
ix. Minimum length of service means the total active service to be rendered by the officer in the bank in officers' cadre to be eligible for promotion to the respective grade/scale.

Bank will make endeavour to post the officers to undergo the mandatory rural /semi urban area service or as Branch Managers, as Regional Heads

or in Regional Office as the case may be to make them eligible for promotion to higher grade/scale, subject to availability of vacancies.

It is possible that some officers would not have completed the necessary rural/semi urban/branch head/ Regional office service as mentioned in point i, ii, vi & vii. It is therefore decided to allow relaxation as mentioned below to these officers and allow them to participate in the promotion process for the respective year/s.

Requirement of Experience (in Points) / For the Promotion Year	2 years *(as provided in Point i & vii above)*	3 years *(as provided in point ii and vi above)*
2011-12 & 2012-13	2 years	3 years
2013-14	1 year 3 months	2 years 3 months
2014-15	3 months	1 year 3 months
2015-16	Nil	3 months

Officers promoted/to be promoted upto the year 2012-13 will be posted to Branches in Rural/semi urban areas or as Branch heads or as Regional Heads as the case may be, immediately on promotion, if they have not already completed the said mandatory service/posting.

3) a. The zone of consideration for promotion will be maintained at 1:3 ratio. In case fresh candidates equal to the number of anticipated vacancies are not available by keeping zone of consideration at 3 times the anticipated vacancies, the zone of consideration may be extended to 4 times the number of anticipated vacancies, with the prior approval of the Board.

b. The Board of Directors may relax the minimum experience requirement (Active service to be completed) for being eligible for promotion to next higher scale, by one year in the lower scale for promotions to all the scales depending upon the availability of eligible candidates in the consideration zone.

c. No officer would be given the benefit of relaxation in the minimum required experience by the Board at two successive levels of promotion in Scale - III and above.

4) (1) a) Any officer employee who feels that his case for promotion has not been properly dealt with, will have a right to appeal to General Manager in charge of Personnel Department for promotion from JMG Scale-I to MMG Scale-II, Executive Director for promotion from MMG Scale-II to MMG Scale-III and Chairman & Managing Director for promotion from MMG Scale-III to SMG Scale-IV. In the absence of Executive Director for promotion from MMG Scale-II to MMG Scale-III, the appeal shall lie before the Chairman & Managing Director. The appeal in respect of promotions from SMG Scale-IV to SMG Scale-V and SMG Scale-V to TEG Scale-VI shall be made to the Committee of Directors comprising of the Chairman &

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Managing Director, Government Director and RBI Director. Such appeal shall be preferred within 30 days from the date of declaration of results. The decision of the Appellate Authority shall be final and the same shall be communicated to the officer concerned within a period of 60 days from the date of receipt of the Appeal by the Appellate Authority. However, the period within which the decision is to be communicated shall be 6 months in case the appeal lies with the Committee of Directors.

b) There shall be no appeal against the decision of the Competent Authority for promotions to Top Executive Grade Scale-VII. However, an officer aggrieved with the decision of the Competent Authority may make a representation to the Competent Authority within a period of 3 months from the date on which promotions are announced. The Competent Authority, as soon as it may and in any case not later than 6 months from the date of receipt of the representation, consider the representation and review or modify its earlier decision, if necessary. The decision of the competent authority shall be recorded in writing and shall be placed before the Board of Directors for ratification before being implemented.

4) (2) In the event of upholding of an appeal against non-promotion of an aggrieved official by the Competent Authority, such additional vacancies created and filled in, if any shall be set off against future vacancies for promotion.

5) Out of turn promotion for outstanding sportspersons in officer's cadre shall be considered in accordance with the guidelines issued/to be issued by Government /IBA from time to time and such guidelines/administrative instructions thereon shall be deemed to be a part of this policy and given effect to accordingly, which is presently as under:

(i) Notwithstanding the aforementioned guidelines an officer employee of the Bank upto MMG Scale-III, whether he/she is recruited as a sportsperson or otherwise, be considered for one out of turn promotion in his/her entire career, if he/she represents the country as a playing member of the team in any of the following sports events viz, Olympics, Asian Games, World Cup Tournaments, Champions Trophy Tournament, Cricket Test Series (minimum ONE Test or THREE One-Day Internationals), Commonwealth Games, SAARC Games and SAF Games or is awarded a National Sports Award viz, Arjuna Award, Rajiv Gandhi Khel-Ratna Award.

(ii) The out of turn promotion for performance in sports at the International level as detailed in para above is to be granted to all the playing members of the team (including Reserves, excluding Officials accompanying the team) in games recognized by Banks' Sports Board as per the IBA guidelines in force.

(iii) If an officer employee represented the State at the National level for 5 years with 2 medal winning performances having been placed as winners or runners up in a team or in an individual event in a particular

discipline having played for 5 years at the National level, not necessarily in successive nationals but actually played on the field and not merely a member of the winning team, be considered for one out of turn promotion in his/her entire career for his/her performance at the National level. An out of turn promotion upto MMG Scale-III is to be granted only to a confirmed employee with a minimum of TWO years service in the Bank.

(iv) As per the existing guideline only one out-of-turn promotion in entire career will be given for outstanding sportspersons. However, the second out-of-turn promotion will be given after obtaining approval from the GOI for 'Exemplary Sports Performance'.

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ANNEXURE VI

The following guidelines are issued by the Government in terms of proviso to Regulation 19(1) of the Vijaya Bank (Officers') Service Regulations 1982.

The age of retirement of all the officer employees will be 60 years. Subject to the provisions of the rules every officer employee 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 on the first day of a month shall retire from the service on the afternoon of the last day of the preceding month on attaining the age of 60 years.

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ANNEXURE VII

The following guidelines are issued by the Government in terms of Regulation 22(2) of the Vijaya Bank (Officers') Service Regulations 1982.

For the purpose of Regulation 22 (2) (1) and other Regulations, Major 'A' Class Cities shall mean the following cities effective from 1.8.1982:

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

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ANNEXURE VIII

Guidelines of the Government issued in terms of Regulation 23 (ii) of the Officers' Service Regulations, 1982.

With effect from 1.11.1999, Special Area Allowance may be paid to the Officer Employees at places indicated in Column 1 below and at the rates indicated in Column 2 till such time they are withdrawn or modified either wholly or partially.

Provided that if at any of the places indicated in Column 1 below, Hill and Fuel Allowance as provided under Regulation 23 (x) is also payable, then the officer shall be eligible to draw only **higher of the two allowances and not both.** Provided further that if such higher of the two allowances is less than the aggregate of Special Area Allowance an Hill and Fuel Allowance drawn by the officer on 31.12.89 then such difference shall be protected as personal allowance till such time the officer remains at that place.

Sl. No	Column 1	Column 2	
		Pay from Rs.7100 to Rs.9500 Rs.	Pay from Rs.9501 & above Rs.
1.	Mizoram		
	a) Champtunipui District of Mizoram and area beyond 25 Kms. from Lunglei Town in Lunglei District of Mizoram	600	780
	b) Throughout Lunglei District excluding areas beyond 25 kms from Lunglei town of Mizoram	480	630
	c) Throughout Aizwal District of Mizoram	360	450
2.	Nagaland	480	630
3.	Andaman & Nicobar Islands		
	a) South Andaman (including Port Blair)	480	630
	b) North & Middle Andaman, Little Andaman, Nicobar & Narcondum Islands	600	780
4.	Sikkim	480	630
5.	Lakshadweep Islands	600	780
6.	Assam	96	120

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7.	Meghalaya	96	120
8.	a) Tripura Difficult areas of Tripura b) Throughout Tripura except difficult areas	480 360	630 450
9.	Manipur	360	450
10.	Arunachal Pradesh a) Difficult areas of Arunachal Pradesh b) Throughout Arunachal Pradesh except difficult areas	 600 480	 780 630
11.	Jammu Kashmir 1. Kathua District (a) Niabat (b) Bani (c) Lohi (d) Malhar (e) Machhodi	 600	 780
	2 (i) Udhampur District (a) Dadu Basantgarh (b) Lender Bhamag Illaqa (c) Thakrakote (d) Nagote	600	780
	2 (ii) Tehsil Mahore (i) For areas upto Goel from Kamban side and areas upto Arnas from Keasu side for the rest of the areas.	 630	 780
	3. Doda District (a) Illaqas of Padder in Kistwar Tehsil Niabat Nowgam in Kishtwar Tehsil	 600	 780

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	4. Leh district		
	(a) Zanskar, Noyama and Nobre	600	780
	(b) All places in the District other than those covered in (a) above	480	630
	5. Barmulla District		
	(a) Entire Gurez – Niabat, Tangdar Sub-division and karen Illaqua Matehill	600	780
	6. Poonch and Rajouri District Areas in Poonch and Rajouri Distt. excluding the towns of Poonch and Rajouri and Sunderbani and other urban areas in the two Districts	360	450
	7. Areas not included in (1) to (6) 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.	360	450
12	Himachal Pradesh		
	1. a. Pangi Sub-Division of Chamba District	600	780
	1. b. Bharmour Sub-division of Chamba District	600	780
	1. c. Lahaul & Spiti District	600	780
	1. d. Kinnaur District	600	780
	1. e. Dodra-Kawar Tehsil and paraganas of Chhaibis, Pandrabis Gram Panchayat of Munish Darkali and Kashapat of Rampur Tehsil of Simla District	600	780
	1. f. Paragana of Pandrabis of Kulu District	600	780
	1. g. Chhota Bhangal and Bara Bhangal area of Palampur Sub-Division of Kangra District	600	780
	1. h. Janadru Panchayat area of Bhatiyat Tehsil of Chamba District	600	780
	1. i. Mahog, Sarhan, Gopalpur, Teban,	600	780

Income Tax

	Pokhi, Nanj, Khanoj, Bagra, Sainj Mahudi and Balidhar Panchayata of Karsog Tehsil		
1. j.	Simla Town and its suburbs (Mashobra, Dhalli, Taradevi, Kasumbpti, Jatog and Tutu)	600	780
1. k.	Gram Panachayat Deothi (Taklech areas) and Paraganas of Naubis, Saraban and Barabis of Rampur Tehsil of Simla District	600	780
1. l.	Chhuhar Valley of Jogindernagar Tehsil, Panchayats of Gattoo, Bzagraa, Chatii, Thechaadhar Garragus Illain, Kalahani, Thana, Silibagi, Chhetdharm Chanvar, Tachi, Johar Kholanal, Somachanloth Jaryar, Janjehli and Kalwar of Thunag Tehsil of Mandi District.	600	780
1. m.	Mangal Panchayat area of Solar District	600	780
1. n.	Outer Saraj and Malana Panchayat area of Kulu District	600	780
1. o.	Trans-Giri Tract of Simur District	600	780
2. a.	Janjehli Block (excluding area covered in 1(l) about Chachoit Tehsil of Mandi District	360	450
2. b.	Trah Chopal Tehsil of Simla District	360	450
2. c.	Churah Tehsil of Chamba District	360	450
2. d.	Munar Panchayat and Bealaj Pargana of Chamba District	360	450
2. e.	Dalhousie Town	360	450
2. f.	Rampur Tehsil	360	450
2. g.	Karsog Tehsil Minus the Panchayat indicated under 2 (c) above	360	450
3.	Manali-Ujhi areas, Parvati and Lagg Valley and Banjar Block of Kulu District	96	120

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13.	Uttar Pradesh	600	780
	1. a. Chamoli District 1. b. Dharchula 1. c. Munsiyari 1. d. Bhatwari Development Blocks (except District Head Quarters of Uttarkashi)		
	2. Other areas of Border District of Pithorgarh and Uttarkashi (including District Headquarters of Uttarkashi)	360	450

The following guidelines are issued in terms of Regulation 23 (ii) of Vijaya Bank (Officers') Service Regulations, 1982.

With effect from 01.11.2002, Special Area Allowance may be paid to the officer employees at the places indicated in column 1 below and at the rates indicated in column 2 till such time they are withdrawn or modified either wholly or partially:

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Sl. No	Area	Allowances (Rs.)	
		Pay from Rs.10000 to Rs.14000	Pay from Rs.14001 & above
1	2	3	4
1.	Mizoram		
	a) Champtunipui District of Mizoram and areas beyond 25 Kms. from Lunglei Town in Lunglei District of Mizoram	1000	1300
	b) Throughout Lunglei District excluding areas beyond 25 kms from Lunglei town of Mizoram	800	1050
	c) Throughout Aizwal District of Mizoram	600	750
2.	Nagaland	800	1050
3.	Andaman & Nicobar Islands		
	a) South Andaman (including Port Blair)	800	1050

	b) North & Middle Andaman, Little Andaman, Nicobar & Narcondum Islands	1000	1300
4.	Sikkim	1000	1300
5.	Lakshadweep Islands	1000	1300
6.	Assam	160	200
7.	Meghalaya	160	200
8.	Tripura a) Difficult areas of Tripura b) Throughout Tripura except difficult areas	 800 600	 1050 750
9.	Manipur	600	750
10.	Arunachal Pradesh a) Difficult areas of Arunachal Pradesh b) Throughout Arunachal Pradesh except difficult areas	 1000 800	 1300 1050
11.	Jammu & Kashmir 1. Kathua District (a) Niabat Bani (b) Lohi (c) Malhar (d) Machhodi	 1000	 1300
	2 a) Udhampur District i. Dadu Basantgarh ii. Lander Bhamag Illaqa iii. Thakrakote iv. Nagote b) All areas in Mohre Tehsil other than those included in 2(c)	1000 1000	1300 1300

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	c) Areas upto Goel from Kamban side and areas upto Arnas from Keasi side in Tehsil Mohre	800	1050
	3. Doda District (a) Illaqas of Padder and Niabat Nowgam in Kishtwar Tehsil	1000	1300
	4. Leh district All places of the District	1000	1300
	5. Barmulla District (a) Entire Gurez – Nirabat, Tangdar Sub-division and karen Illaqua b) Matchill	1000 800	1300 1050
	6. Poonch and Rajouri District Areas in Poonch and Rajouri Distt. excluding the towns of Poonch and Rajouri and Sunderbani and other urban areas in the two Districts	600	750
	7. Areas not included in (1) to (6) 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.	600	750
12	Himachal Pradesh **(1) Chamba District** 1. (a) Pangi Tehsil 1. (b) Following Panchayat and Villages of Bharmour Tehsil (i) Panchayats: Badgaun, Bajol, Deol Kugti, Nayagam and Tundah (ii) Villages: Ghatu of Gram Panchayat Jagat, Kanarsi of Gram Panchayat Chauhata	1000	1300

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	2. Bharmour Tehsil, excluding Panchayats and Villages included in Part 1.b. above	800	1050
	3. Jhandru Panchayat in Bhatiyat Tehsil, Churah Tehsil, Dalhousie Town (including Banikhet proper)	600	750
	(2) Kinnaur District		
	(a) Asrang, Chitkul and HangoKuno/ Charang Panchayats, 15/20 Area comprising the Gram Panchayats of Chhota Khamba, Nathpa and Rupi, Pooh Sub-Division, excluding the Panchayat Areas specified above.	1000	13000
	b) Entire District other than Areas included in (a) above	800	1050
	(3) Kullu District:		
	3. (a) 15/20 Areas of Nirmand Tehsil, comprising the Gram Panchayats of Kharga, Kushwar and Sarga.	1000	1300
	3. (b) Outer Seraj (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).	600	750
	(4) Lahaul and Spiti District: Entire area of Lahaul and Spiti	1000	1300
	(5) Shimla District:		
	a) 15/20 area of Rampur Tehsil comprising of Panchayats of Koot, Labana-Sadana, Sarpara and Chadi-Branda	1000	1300
	b) Dodra-Kawar Tehsil, Gram Panchayat of Darkali in Rampur, Kashapath Tehsil and Munish, Ghori Chaibis of Pargana Sarahan	800	1050
	c) 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	600	750

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	of Pargana Rampur of Rampur Tehsil, Shimla Town and its suburbs (Dhalli, Jatog, Kasumpti, Mashobra, Taradevi and Tutu)		
	(6) Kangra District: a) Areas of Bara Bhangal and Chhotal Bhangal. b) 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, IIRTC Workshop, Sadher, Zonal Malaria Office, Dari, Forest Corporation Office, Shamnagar, Tea Factory, Dari, IPH Sub Division, Dan, Settlement Office, Shamnagar, Binwa Project, Shamnagar. Palampur Town of Kangra District including HPKVV Campus at Palampur and the following offices located outside its municipal limits but incuded 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 HPSEE Division, Ghuggar.	800	1050
	(7) Mandi District: Chhuhar Valley of Jogindernagar Tehsil, Panchayats in thunag Tehsil of Bagraa, Chatri, Chhotdhar, Garagushain, Gatoo, Garyas, Janjehli, Johar, Kalhani, Kalwan, Kholanal, Loth, Silibagi, Somachan, Thachdhar, Tachi, Thana, Panchayats of Dharampur Block – Binga, Kamlah, Saklana, Tanyar and Tarakholah,	600	750

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	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.		
	(8) Sirmaur District: a) Panchayats of Bani, Bakhali (Pachhad Tehsil), Bharog Bheneri (Paonta Tehsil), Birla (Nahan Tehsil), Dibber (Pachhad TEhsil) and Thana Kasoga (Nahan Tehsil). b) Thansgiri Tract.	600	750
	(9) Solan District: Mangal Panchayat	600	750
	(10) Remaining areas of Himachal Pradesh not included in (1) to (9) above.	160	200
13	Uttar Pradesh: Areas under Chamoli, Pithoragarh and Uttar Kashi Districts. 2 (a) Other areas of District Pithoragarh and Uttarkashi (including District Headquarters of Uttarkashi). 2 (b) Champawat District (including area of Lohaghat).	1000	1300
14	Uttaranchal: Areas under Rudraprayad and Champavat Districts.	800	1050

The following guidelines are issued in terms of Regulation 23 (ii) of Vijaya Bank (Officers') Service Regulations, 1982;

With effect from 01.11.2007, Special Area Allowance may be paid to the officer employees at the places indicated in column 1 below and at the rates indicated in column 2 till such time they are withdrawn or modified either wholly or partially:

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Sl. No	Area	Allowances (Rs.)	
		Pay below Rs.14700/-	Pay above Rs.14700/-
1	2	3	4
1.	Mizoram		
	a) Throughout Lunglei District excluding areas beyond 25 Kms. from Lunglei town of Mizoram.	2000	2600
	b) Throughout Aizwal	1600	2100
	c) District of Mizoram	1200	1500
2.	Nagaland	1600	2100
3.	Andaman & Nicobar Islands		
	a) North Andaman, Middle Andaman, Little Andaman, Nicobar & Narcondum 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		
	a) Difficult areas of Arunachal Pradesh	2000	2600
	b) Throughout Arunachal Pradesh except difficult areas	1600	2100

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11.	Jammu & Kashmir 1. Kathua District: Niabat Bani, Lohi, Malhar and Machhodi	2000	2600
	2 Udhampur District:	1000	1300
	a) Dudu Basantgarh, Lander Bhamag Illaqa, other than those included in Part 2 (b).	2000	2600
	b) Areas upto Goel from Kamban Side and areas upto Arnas from Keasi side in Tehsil Mohre.	1600	2100
	3. Doda District Illaqas of Padder and Niabat Nowgam in Kishtwar Tehsil	2000	2600
	4. Leh District All places of the District	2000	2600
	5. Barmulla District		
	(a) Entire Gurez – Nirabat, Tangdar Sub-Division and Keran Illaqua	2000	2600
	b) Matchill	1600	2100
	6. Poonch and Rajouri District: Areas in Poonch and Rajouri Distt. excluding the towns of Poonch and Rajouri and Sunderbani and other urban areas in the two Districts	1200	1500
	7. Areas not included in (1) to (6) 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

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12	Himachal Pradesh **(1) Chamba District** (a) Pangi Tehsil, Bharmour Tehsil, Panchayats: Badgaun, Bajol, Deol Kugti, Nayagam and Tundah, Villages: Ghatu of Gram Panchayat Jagat, Kanarsi of Gram Panchayat Chauhata	2000	2600
	(b) Bharmour Tehsil, excluding Panchayats and Villages included in (a) above	1600	2100
	(c) Jhandru Panchayat in Bhatiyat Tehsil, Churah Tehsil, Dalhousie Town (including Banikhet proper)	1200	1500
	(2) Kinnaur District (a) 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
	b) Entire District other than Areas included in (a) above	1600	2100
	(3) Kullu District: (a) 15/20 Areas of Nirmand Tehsil, comprising the Gram Panchayats of Kharga, Kushwar and Sarga.	2000	2600
	(b) 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
	(4) Lahaul and Spiti District: Entire area of Lahaul and Spiti	2000	2600
	(5) Shimla District: a) 15/20 area of Rampur Tehsil comprising of Panchayats of Koot,	2000	2600

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	Labana-Sadana, Sarpara and Chadi-Branda		
	b) Dodra-Kawar Tehsil, Gram Panchayat of Darkali in Rampur, Kashapath Tehsil and Munish, Ghori Chaibis of Pargana Sarahan	1600	2100
	c) 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, Shimla Town and its suburbs (Dhalli, Jatog, Kasumpti, Mashobra, Taradevi and Tutu)	1200	1500
	(6) Kangra District:		
	a) Areas of Bara Bhangal and Chhota Bhangal.	1600	2100
	b) 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, IIRTC Workshop, Sadher, Zonal Malaria Office, Dari, Forest Corporation Office, Shamnagar, Tea Factory, Dari, IPH Sub Division, Dan, Settlement Office, Shamnagar, Binwa Project, Shamnagar.		
	Palampur Town of Kangra District including HPKVV Campus at Palampur and the following offices located outside its municipal limits but incuded 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 HPSEE	1200	1500

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	Division, Ghuggar.		
	(7) Mandi District: Chhuhar Valley of Jogindernagar Tehsil, Panchayats in thunag Tehsil of Bagraa, Chatri, Chhotdhar, Garagushain, Gatoo, Garyas, Janjehli, 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
	(8) Sirmaur District: Panchayats of Bani, Bakhali (Pachhad Tehsil), Bharog Bheneri (Paonta Tehsil), Birla (Nahan Tehsil), Dibber (Pachhad Tehsil) and Thana Kasoga (Nahan Tehsil) and Thansgiri Tract.	1200	1500
	(9) Solan District: Mangal Panchayat	1200	1500
	(10) Remaining areas of Himachal Pradesh not included in (1) to (9) above.	320	400
13	Uttar Pradesh: Areas under Chamoli, Pithoragarh and Uttar Kashi Districts.	2000	2600
14	Uttaranchal (Uttarakhand): Areas under Rudraprayad and Champavat Districts.	1600	2100

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ANNEXURE IX

The following guidelines are issued by the Government in terms of Regulation 24 of the Vijaya Bank (Officers') Service Regulations 1982.

Reimbursement of hospitalization 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 I and Middle Management Grade Scales II and III	i) Bed charges: Self : Rs.225/- Family: Rs.180/- ii) Other charges: One and a quarter times 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.300 Family: Rs.240/- ii) Other charges: One and half times the limits laid down under the hospitalisation scheme applicable to workmen employees.

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The following guidelines are issued:

On and from 1st May 2005, reimbursement of hospitalisation expenses shall be subject to the following:

Scale of Officer	Limits
a) Junior Management Grade Scale I and Middle Management Grade Scales II and III	i) Bed charges – Self - Rs.600/- per day Family – Rs.450/- 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 Scale VI and VII	i) Bed charges – Self - Rs.800/- per day Family – Rs.600/- per day
	ii) Other charges – At the scale of 150% of the limits laid down under the Hospitalisation Scheme applicable to workmen employees.

On and from 1st May 2010, reimbursement of hospitalisation expenses shall be subject to the following limits:

Scale of Officer	Limits
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 to V and Top Executive Grade Scale 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.

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ANNEXURE X

The following guidelines are issued by the Government in terms of Regulation 26 of Vijaya Bank (Officers') Service Regulations, 1982.

(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) Banks may purchase Staff cars for officers upto Top Executive Grade Scale VII which are on the DGS&D rate contract within the cost ceiling of Rs.5.00 lakhs. An officer of the Bank who is authorized by the Board to use the car for personal purposes would be required to pay a sum of Rs. 150/- P.M. for the first 500 kms and Re 1/- per km. 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/- P.M. for the first 500 kms and Rs.1.25/- for each km beyond 500 kms.

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ANNEXURE XI

The following guidelines are issued by the Government in terms of Regulation 27 of the Vijaya Bank (Officers') Service Regulations, 1982.

The Board shall lay down the 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.19400/- pm shall not be eligible for a loan for purchase of motor car. However, a physically handicapped officer drawing a basic pay of less than Rs.19400/- pm 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 purpose of purchase shall be 80% of the cost of the motor car subject to a maximum Rs.3,50,000/-. The maximum amount for purchase of any other conveyance shall be 90% of the cost subject to a maximum of Rs.60,000/-.

(3) The maximum ceiling of Rs.60,000/- mentioned at para 2 above will not be applicable in the case of Agricultural Field Officers, Marketing Officers; in their case the amount of loans will be subject to a ceiling of 90% of the cost of the vehicle.

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

   (a) Motor Car loan: 8.5% p.a.(simple) for loan upto Rs.80,000/- and higher of bank rate or 11.5% p.a. (simple) for loan beyond Rs.80,000/-

   (b) Scooter/ Motor cycle loan: 7.5% p.a. (Simple) for loan upto Rs.15,000/- and higher of bank rate or 11.5% p.a (simple) for loan beyond Rs.15,000/-.

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

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ANNEXURE XII

The following guidelines are issued by the Government in terms of Regulation 28 of the Vijaya Bank (Officer's) Service Regulations, 1982. (Revised guidelines issued vide Govt. order 4/2/1/85:IR dated 26.2.1992 and subsequent orders)

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 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. Officer with atleast 5 years continuous service in the bank.

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

iii. If the husband and wife either working in the same Bank or in different Banks or one spouse is working in Central Government/ State Government or Public Enterprises or some other Government institute or local body etc., HBA will be admissible to only one of them. The Bank will obtain a certificate from the employees that no HBA has been availed of by his/ her spouse or will be availed by him/ her.

iv. A Bank officer on deputation to a Government 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 HBA. However, Competent Authority, depending upon the gravity of the case may sanction HBA 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 officers 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 HBA for construction of house etc., as specified in 5(1) he/ she will not be entitled HBA for enlargement of accommodation specified in para 5(ii) and vice versa.

2. Purpose

i) Acquiring a plot and constructing house thereon.

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

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iii) Getting a plot under co-operative schemes 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 of similar Government Controlled bodies, and outright purchase of new ready built hour or flat from Government or local bodies, Housing Board, 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.

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3. Conditions

i) The official should not have availed of any loan or advance for the purpose from other Government source and Housing Board, other semi Government 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 Government; Semi-Government bodies, Housing Boards Development Authorities, Registered C o-operative Societies, etc., or from Private parties.

4. Cost ceiling

i) Cost of house excluding cost of land should not exceed Rs.18 lakhs. The ceiling may be relaxed upto 25% in individual cases based on merit by the bank.

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 super structures 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(s) should be insured against fire, lightening, floods, etc.

5. Amount of Advance

i) Rs.7.50 lakhs
OR
The estimated cost of purchase/ construction whichever is least in the case of:

a) Construction of a new house on a 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 subjected to the repaying capacity of the official.

ii) In the case of enlarging the accommodation on existing house, the amount admissible is Rs.2.00 lakhs or estimated cost of enlargement, whichever is least.

6. Disbursement of Advance

i) For enlargement/ construction (single/ double storeyed):- 50% on execution of the mortgage deed and 50% on the construction reaching plinth level.

ii) For purchase of land and constr5uction-single storeyed house:- 20% or the actual cost of the plot for purchase of plot on execution of agreement and production of Surety Bond, 50% of the balance on execution of the mortgage deed and the balance on the construction reaching plinth level.

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iii) For purchase of land and construction –
Double storeyed house:- 15% or the actual cost of plot on execution of the agreement, 50% of the balance on execution of the mortgaged deed and the balance on the construction reaching plinth level.

iv) For purchase of ready built flat/ house:- In one lump sum.

v) For purchase of house/ flat from Co-operative Group Housing Societies:- 30% on execution of mortgage deed and balance in suitable instalments on receipt of demand.

7. Time limit for utilization of advance

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

b) Purchase/ Construction of new flat: It should be completed within one month unless extension of time is granted.

c) 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.

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8. 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 purchase of a ready built house.

9. Collateral Security

For constructing or purchase of ready built flat, official should furnish adequate collateral security.

10. Construction

a) Adherence to Plans: 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.

b) Time limit: The construction should be completed within 18 months of the date on which the first 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 ED if the work is delayed due to circumstances beyond the bank officer's control.

c) 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 receipt should be produced for inspection. The insurance should be kept alive till liquidation of advance.

d) Maintenance: The house should be maintained in good repair at owner's cost and kept free from all encumbrances. The official should pay all tax 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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11. Interest

i)	Upto Rs.1.10 lakh	:	5% p.a.(simple)
ii)	Above Rs.1.10 lakhs upto Rs.5.00 lakhs	:	10% p.a. (simple)
iii)	Above Rs.5.00 lakhs	:	11% p.a. (simple)

12. 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 of 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 the purchase of a ready-built house, recovery will commence from the pay of the month following that in which the advance is taken.

iii) 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.

iv) In the process of recovery, the portion of the loan carrying higher rate

of interest will be treated as having been refunded first.

12. Applicability and option

This scheme (fresh/ revised) will be applicable to all the officer employees who join the bank on or after 1.3.1992. However, an officer employee, who joined the bank before 1.3.1992 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 Government 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.

The following guidelines are issued by the Board on 25.09.2010 in terms of Regulation 28 of the Vijaya Bank (Officer's) Service Regulations, 1982 on the basis of which loan may be sanctioned to an officer confirmed in the services of the Bank for purchase of land and/or for construction of a house or for the purchase of or for construction of a house/flat/apartment:

1. PURPOSE

i. Acquiring a residential site or plot of land and constructing house thereon in the name of the officer or jointly with spouse (as co-borrower).

ii. Construction of a residential building jointly with his/her spouse on the site/plot of land already owned by the officer (in such cases, the spouse shall be the co-borrower).

iii. Acquiring a residential site or plot of land allotted by Housing Co-operative Society and building a house thereon where title will vest on the officer or jointly with spouse after the house is built (the spouse shall be taken as the co-borrower).

- Enlargement of existing pre-owned residential building owned by the officer or jointly with spouse (spouse shall be taken as the co-borrower).

- Acquiring / construction of a second residential unit in the name of the officer or jointly with spouse (spouse shall be taken as the co-borrower).

- Outright purchase of house or flat from State Housing Boards of similar Govt. controlled bodies, Development Authorities etc. new ready built house allotted by the said Govt. or local bodies or conversion of hire purchase into outright purchase of house/flat taken from State Housing Boards of similar Govt. controlled bodies, Development

Authorities etc. by the officer or jointly with spouse, who shall be taken as the co-borrower.

- Purchase of ready built house/flat from private parties or residential House/flat under construction directly from the builders/developers in the name of the officer or jointly with the spouse as co-borrower.

- Absorbing outstanding liability under the existing Mortgage/Housing Loans availed by the officer outside staff scheme, either with our bank or in other banks– provided specific permission was granted earlier by the competent authority (General Manager, Personnel Dept., HO) for availing such loan from our Bank and/or other Banks/FIs within the overall limit prescribed under the scheme.

- Constructing the residential portion alone of the building on a plot which is earmarked as a shop-cum-residential plot in a residential colony in the name of the officer or jointly with spouse.

- Repairs, renovation, improvement of existing pre-owned house or flat in the name of the officer or jointly with spouse.

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Note:

i. Purchase of revenue sites (such as, land classified as 'agriculture' or 'non-converted' sites etc.) and construction thereof cannot be financed under SHL Scheme.

ii. Purchase of second dwelling unit or construction of second dwelling unit on pre-owned plot by the individual officers who have already availed SHL from the bank, may be permitted subject to the overall limit prescribed under the scheme.

2 ELGIBILITY An officer who is confirmed in the services of the Bank shall be eligible for the loan under the new scheme.

Note :

Both husband and wife working in the Bank can independently avail SHL based on their individual eligibility under the scheme.

3	**ENTRY & EXIT LEVEL CAP**	**Entry level cap** - Confirmed officers having completed 2 years of continuous service who are in service of the Bank **Exit level cap** - Maximum 70 years.
4	**PERSONAL GUARANTEE**	No personal guarantee is required. In case the property is in joint name with the spouse, spouse should be taken as co-applicant/borrower.
5	**LOAN QUANTUM AND TERMS OF REPAYMENT**	As below:

A. Revised Housing Loan Limit

SHL limit to officers have been revised/enhanced as under:

Rate of Interest	Base Rate (Simple Interest) (Floating)
Repayment terms	▪ 240 monthly installments (Principal to be recovered initially in 180 equal monthly instalments and accumulated interest, there after, in 60 equal monthly instalments.) ▪ Further, principal repayment is permitted to be staggered and stepped up after initial period of 5 years. Principal repayment for initial period up to 60 months is accordingly fixed for 25% of the loan amount and 75% balance loan shall be repaid in 120 equal monthly installments. For example, if the officer is eligible for SHL of Rs.20 lakhs, initially Rs.5.00 lakhs shall be recovered in 60 equal monthly instalment of Rs.8334.00 each and remaining amount of Rs.15.00 lakhs be recovered in subsequent 120 equal monthly instalment of Rs.12500.00 each, before commencement of recovery of accumulated interest which shall be recovered in 60 equal monthly instalments. However, for the purpose of reckoning the eligibility of the quantum of loan, normal repayment term shall be adopted with the instament equally distributed and arrived at by dividing the principal by 180 months. iii. In respect of loan granted for construction of house/flat, recovery to start after two years of first disbursement date or six months after completion of house/flat which ever is earlier. However, the entire loan is to be repaid within 20 years, inclusive of the moratorium period. In such cases, principal and interest shall be recovered within 216 months. In such event, if the employee is eligible for Rs.20.00 lakhs, initially Rs.5.00 lakhs shall be recovered in 52 equal monthly instalments of Rs.9616.00 lakhs each and remaining amount of Rs.15.00 lakhs be recovered in subsequent 104 equal

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	monthly instalments of Rs.14423.00 lakhs each, before commencement of recovery of accumulated interest which shall be recovered in 60 equal monthly instalments.
Note: Total deductions should not exceed 60% of the Gross Salary of the officer including interest on Staff Overdraft & Installment of proposed loan under this scheme as at the time of sanction of the loan.	

B. For Repairs/Renovation of the existing house/premises:

Officers are eligible for loan for repairs / renovation of the existing house standing in their name or jointly with spouse as per the limit given below:

Rate of Interest	Base Rate (Simple Interest) (Floating)
Repayment	120 monthly installments (Principal to be recovered initially in 90 equal monthly instalments and accumulated interest in 30 equal monthly instalments, there after.)
Margin	25% of the estimated cost.
Note : i. In the event of officer opting for the second housing loan as per revised scheme, then the amount of loan availed for repair/renovation will be setoff together with the liability under existing Housing loan and only the balance amount of the loan over the ceiling amount will be available to him/her for second housing loan. ii. Total deductions should not exceed 60% of the Gross Salary of the officer including interest on Staff Overdraft & Installment of proposed loan under this scheme.	

C. Housing Loan for extension of existing house and for acquiring 2nd unit:

Officers are allowed second housing loan under the revised housing loan scheme as under:

a. In case an officer desires to enlarge his existing house (individual house) by way of constructing additional space/ new floor/s, he/she shall be eligible for second housing loan for an amount equal to the difference of amount between proposed loan limit and the earlier loan taken. i.e. if an officer had earlier taken a Staff Housing Loan of Rs.7.50 lakhs with present outstanding of Rs.4.00 lakhs, he/she will be eligible for the remaining amount of Rs.12.50 lakhs as second housing loan. In that event, outstanding under the earlier loan availed if any, (i.e. Rs.4.00 lakhs in this example) and the new loan will be treated as two separate loans, one as

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per the old loan scheme and the new loan as per the new scheme guidelines. However, the asset created out of the old loan shall be offered as continuing security to the new loan as well.

b. In the case of an employee, who has purchased a flat/Apartment availing Housing loan under the earlier scheme and irrespective of the fact that the earlier loan availed is closed or outstanding, he/she shall have the option to avail second housing loan for the purchase of another flat/house etc., (second unit) subject to the overall loan ceiling applicable to him/her as stated in the example 'a' above. In such cases also, outstanding under the earlier loan availed if any, and the new loan will be treated as two separate loans, one as per the old loan scheme and the new loan as per the new scheme guidelines. Here again, the asset created out of the old loan shall be offered as continuing security to the new loan.

D. Housing Loan to new recruits joining on lateral placement: As regards officials who are joining our bank at lateral level, the bank may take over their pre-existing Housing Loan at the entry level, subject to compliance of other provisions of this scheme on case to case basis. The maximum amount permitted to be taken over shall not exceed Rs.20.00 lakhs as provided for in the scheme.

6 **LOANS UNDER DISBURSEMENT WITH REPAYMENT YET TO COMMENCE**

Officers who have availed Staff Housing Loan as per the scheme prevailing before the commencement of the proposed Staff Housing Loan Scheme, but construction of house is incomplete and/or repayment of loan has not begun, they shall be allowed to opt for the Housing Loan under the proposed Scheme as per the new terms and condition based on their eligibility. In such an event, subject to maintaining prescribed margin, they can avail the loan under the new scheme/enhanced limit as under:

- to the extent of difference between the housing loan sanctioned earlier and present eligibility under new scheme based on the estimate then submitted

- For the purpose of additional construction/ enlargement in the proposed house in addition to the loan already availed, the officer is eligible for further loan up to the maximum loan amount prescribed for officer's cadre.

However, the overall quantum of loan including the old as well as the new loans shall be restricted to the maximum limit prescribed for officers.

In such cases, if an officer opts for Housing Loan under the new scheme, the outstanding and interest accrued in his/her loan accounts will be permitted to be accounted for at the then applicable ROI and the limit under the new scheme shall be made available at the revised ROI

from the date of availment of the new loan by the employee. In such an event, up to date interest shall be computed at the rate applicable to the existing housing loan scheme as per the earlier sanction. New Rate of Interest i.e. Base Rate (Simple Interest) (Floating) shall be charged on the principal outstanding amount of the Housing loan from the date of availment under the new scheme and the interest portion remaining in the erstwhile loan (without compounding of interest) will be merged with the 'interest receivable account' portion of the new loan disbursed under the revised scheme. In the process, there will be only one loan account as per the revised scheme guidelines. DIT, HO will provide the guidelines for accounting the outstanding interest.

7 **ABSORBING EXISTING VHL/ML DUES UNDER NEW LOAN SCHEME**

Officers are permitted to exercise one time option of absorbing their existing liability of loan availed under VHL scheme under the new scheme within their overall eligibility as per new scheme guidelines. Such facility is not available to retired officers.

8 **SUBSTITUTION OF SECURITY**

The facility for substitution of security to the Housing Loan already availed of by the officer, shall be on the following terms and conditions.

An officer may be permitted to sell the house/flat purchased/constructed out of the housing loan availed, for genuine reasons and to permit him/her to purchase/construct another house/flat and offer the latter house/flat as security for the outstanding liability under the housing loan, provided, prior permission in writing is obtained from the respective 2nd line Executive of Regional Office/ Personnel Dept., HRD, HO (who is authorized to approve the request for substitution) for sale of existing house/flat and also approve additional exposure under the scheme based on the eligibility of the officer. While seeking permission for sale of the existing house/flat, the officer should furnish reasons for sale, expected sale consideration, present outstanding balance in the housing loan and interest receivable, time required for sale of property from the date of permission. Such request should be submitted through proper channel. However, the Competent Authority authorized to approve the request for substitution as stated above may reject such request without assigning any reason.

The entire sale proceeds of the house/flat as shown in the sale deed should be deposited with the branch, where the HL is availed, in a non-operative savings Bank A/c or in short term deposit A/c. If the proposed sale proceeds is less than the balance outstanding in the HL (aggregate of Principal + Interest receivable), the

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amount equivalent to the shortfall between the proposed sale consideration and the outstanding balance in the housing loan (plus interest receivable) should be deposited by the employee in the non operative Savings Bank Account or short term deposit account.

For Buying ready built house / flat

If the officer wants to buy a ready built house / flat, he/she should forward to the concerned Regional Head through the Branch where the housing loan was availed, a copy of the agreement to buy the house / flat, legal opinion of the property to be acquired and its valuation report. The loan sanctioned shall be based on the purchase cost or value assessed by empanelled valuer, whichever is less. The Regional Office should scrutinize the connected papers and the opinion given by the empanelled Advocate to ensure that the vendor has clear marketable title, free of encumbrance. Subject to ensuring the above, the Regional Head is empowered to instruct the Branch to release the credit balance in the non operative Savings Bank Account or the amount held in Short term deposit account to the extent required to meet the purchase consideration by means of Bank's demand draft in the name of vendor to be delivered at the time of registration of sale deed (stamp duty and registration charges shall not form part of purchase consideration for this purpose). Before release of payment to the vendor, the proposed sale deed should be scrutinized by the bank's legal adviser and the clearance should be obtained. Besides, the Branch should obtain from the officer:-

- Letter of authority to make the payment to the vendor (the payment should not exceed the sale consideration mentioned in the sale deed).

- An undertaking letter that he/she will deposit the original sale deed for the purpose of creating an equitable mortgage to secure repayment of the housing loan dues.

Where the release is sought for buying a site and construction of House / flat thereon

The officer should forward to the concerned Regional Head through the branch where the housing loan is availed, legal opinion of the property to be acquired, its valuation report, approved plan etc. The Regional Office should scrutinize the connected papers and ensure that the vendor / officer or jointly with the spouse as co-

borrower has clear marketable title, free of encumbrance.

9 BASIS FOR COMPUTATION OF CAPITAL COST

In case of -

i. Construction of residential House on pre-owned site:

. Cost of construction of house – inclusive of the cost of all non moveable fixed assets, fittings, being constructed thereon– as vetted by the bank empanelled engineers or valuers.

ii. Purchase of ready built independent house or flat:

. Purchase cost together with cost of registration, stamp duty, etc. as vetted by the bank empanelled engineers or valuers.

iii. Purchase of residential flat under construction :

- Advance paid through banking channel at the time of booking or allotment through verifiable source of document.
- Cost of construction of the flat as per the Construction Agreement with the builder (or any other Agreement of similar nature which defines the builders' responsibility to complete the construction of the structure under – construction) estimate being vetted by the bank empanelled engineers or valuers plus
- Cost of registration, stamp duty, VAT or any tax component, if any

iv. a. Expansion of pre-owned residential building:
b.Repairs, renovation of existing pre-owned house or flats:

- Cost estimation as per the owners or their engineers, duly vetted by the panel valuers or engineers for its fairness.

v. In case of takeover of existing Housing Loans :

- Outstanding with the existing lenders as at the time of takeover.

vi. Purchase of residential site or plot and subsequent construction of a residential house (single dwelling unit):

- Cost of acquisition of the site/plot plus registration cost being financed or the market value of the same as assessed by the panel valuer whichever is

lower.

b) Cost of construction of the residential building as dealt in para 10(i) above. However, the applicant shall furnish to the bank a draft plan – subject to approval and cost estimates for construction along with loan application for consideration. Officer to ensure submission of approved plan within the prescribed period as per sanction and cost estimates duly vetted by panel valuer.

10 MARGIN

a. 10% of total cost of acquisition or estimated construction cost.
b. 25% of estimated cost of repairs and renovation.

11 MODE OF DETERMINATION OF INCOME OF THE APPLICANT FOR ASSESSMENT OF LOAN QUANTUM

Gross salary of the officer based on the last drawn salary certificate/slip issued.

Total repayment commitments – covering all the existing borrowings including interest and other committed outflows on SOD account as also the interest thereon, instalment of proposed SHL and all the other deductions towards IT & such other obligations of the officer (excluding deductions towards voluntary provident fund) should not exceed 60% of gross earnings. In other words, officer should be left with at least 40% of disposable income for lively hood commitments as available at the time of sanction of the loan.

12 ASSESSMENT OF LOAN QUANTUM

Total income as defined in para 12, shall be the basis for assessment of loan quantum. However, it should be ensured that, total of deductions plus obligations towards existing repayment commitments for the proposed SHL, shall not exceed 60% of gross monthly income of the applicant, so that he would be left with at least 40% of gross monthly income for meeting normal lively hood commitments.

13 PRIMARY SECURITY

i. **For purchase/construction of residential house:**

- Mortgage charge on the residential land and a residential house already constructed or to be constructed thereon as per the cost estimation duly vetted by the panel valuer.

ii **For purchase of ready built flat or flat under construction:**

- Mortgage charge on the undivided share of land and residential flat built/to be built thereon out of the loan proceeds (subject to bye-laws and conditions put forth by the

Housing Societies / Flat Owners Association).

iii. **Expansion or renovation, repairs, improvement of pre-owned residential house**:

- Mortgage charge on the residential land & house built thereon and the expansion or renovation/repair to be carried out thereon as per the cost estimates duly vetted by the panel valuer.

iv. **Expansion or renovation, repair of pre owned house against which, first loan availed under SHL Scheme is outstanding and that the property is already under mortgage to the bank:**

- Continuing mortgage charge (as per the guidelines in force) on the property already under mortgage to the bank covering the outstanding under the additional SHL being granted.

v. **Absorbing existing Housing Loan/Mortgage Loan with our Bank or other banks/FIs:**

- As at (i) or (ii) above as the case may be.

14 COLLATERAL SECURITY

Exempted for SHL Scheme (continuing security of property charged for existing SHL shall however be taken for second loan availed from the bank).

15 MORATORIUM PERIOD

i	Construction of residential building & purchase of flat under construction.	Maximum of 24 months from date of first availment or 6 months after completion, whichever is earlier.
ii	Purchase of ready built house or flat	Maximum of 3 months from date of availment.
iii	Expansion of existing pre-owned residential building	Maximum 12 months from the date of first draw down.
iv	Repairs, renovation, improvement	Maximum of 6 months from the date of first availment.

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v	Takeover of Housing Loan	From the following month reckoned from the date of loan availment.
vi	Purchase of ready built independent house and to carryout repairs & renovation.	Maximum of 6 months from the date of loan availment depending upon the extent of work involved.
vii	Purchase of residential site together with financing cost of construction of the house thereon. Maximum of 24 months from date of first availment of loan for purchase of site or 6 months after completion, whichever is earlier.	

16	**PROCESSING & OTHER CHARGES**	Exempted
17	**PRE-PAYMENT / PRE-CLOSURE CHARGES (for VHL)**	a. No pre payment charge is payable in case of pre-payment/ pre-closure of SHL outstanding, from out of own sources of the officer or from sale of the mortgaged property. b. In case of pre payment of loans on account of takeover by other lenders (on an officer leaving the job for new assignment), pre payment charges shall be paid at 1% + service tax on the amount actually pre paid before due date.
18	**VALUATION & LAWYER'S FEES & OTHER CHARGES FOR SERVICE PROVIDERS**	• All expenses towards lawyer's fee for the legal opinion, conducting search in the records of Sub Registrar's Office, obtention of encumbrance certificates at the time of credit sanction, fees payable to the valuer for initial valuation and for his subsequent visit reports, until submission of certificate for completion of the construction, shall be debited to the loan account and recovered forthwith from the employee's operative account on actual basis.
19	**DOCUMENTA-TION**	Documentation process shall have to be completed before release of the loan based on the guidelines as prescribed by Credit (Legal) Dept.
20	**MODE OF CREATION OF MORTGAGE CHARGE**	i Effective and enforceable mortgage charge on the property shall be created as per the advice of panel advocate as specified in the legal opinion. ii All the supplementary documents, records, letters, affidavits etc., as suggested by the advocate for

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perfecting the charge shall have to be obtained.

iii All the expenses with regard to creation of mortgage charge, Legal opinion, documentation, Search in the records of Sub Registrar's Office, EC and such other measures as may be considered necessary by the bank shall be borne by the officers. A specific undertaking is to be obtained from the officers in this regard.

21 TYPE OF MORTGAGE CHARGE FOR CREATION OF ENFORCEABLE SECURITY STRUCTURE

As suggested by the panel advocate in the legal opinion.

22 MODE OF DISBURSE-MENT

(i) For construction of house in the pre-owned site:

- To be released in 3 – 4 stages directly to the operative account of the employee to be utilized for house construction in stages, against specific written request by the officer after confirming the utilization of funds already disbursed together with the margin money brought in by the officer, by obtaining physical progress report from the engineer and upon vetting the same by Bank's empanelled valuer as per guidelines.
- Margin shall be brought in, pro rata at each subsequent stage of loan release until the entire committed margin is invested in full.

(ii) For purchase of flats under construction :

- First release of bank loan shall take place only when pro-rata committed margin as per sanction terms is paid to the builder/developer. Such payments made prior to loan release shall be backed by documentary supporting evidences and would have remitted through banking channels.

- Loan component shall be released in stages in accordance with completion of work progress as laid down in Construction Agreement. Each release shall be backed by written request by the officer & demand made by the builder/developer. Cash payment accounted for shall be evidenced by documentary proof such as cash receipt or delivery challan etc. provided the sanctioning/ disbursing authority is convinced of it and records

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the same in the note.

- Remittance shall be made directly to the bank account of the builder/developer or by way of crossed DD/Pay Order duly incorporating their banker's name and account number. Margin shall be collected pro rata at each subsequent stage of loan release until the entire committed margin is invested in full.

(iii) a. Expansion of pre-owned residential house.
b. Renovation/repair of existing pre-owned house/flat:

- Procedure as laid down in 22 (i) above shall be adhered to (subject to approval of plan by the statutory authority and submission of relevant documents to the Bank).

(iv) Outright purchase of ready built house/flat:

- Entire loan proceeds together with margin from employee as stipulated in the sanction terms shall be directly remitted by way of Account Payee Demand Draft, drawn in favour of seller, duly incorporating the banker's name & account number.

- Such Demand Draft shall be handed over directly by the bank to the seller against specific written request by the officer simultaneously with registration of the property in the Sub Registrar's Office. In other words, bank representative has to be present in the Sub Registrar's Office to hand over the loan proceeds directly to the seller for credit of his bank account only, on ensuring that the property title has been simultaneously registered in favour of the buyer/our officer.

- Acknowledgement in this regard by both buyer & seller shall be obtained.

- As there is likely to be few days delay in receipt of title deeds, a specific letter of authority by the buyer-employee duly authorizing the Sub Registrar to directly handover the title deeds to the representative of our bank shall be obtained & the copy of the same shall be handed over to Sub Registrar against acknowledgement.

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- Acknowledgement receipt issued by Sub Registrar evidencing registration of property may also be collected by the bank official present thereon, simultaneously upon registration of the property.

- Bank officials shall collect the original title deeds of property documents directly from Sub Registrar's Office on the date committed by Sub Registrar's Office – for depositing the same with the bank along with other loan documents.

(v) Absorbing of existing liability of Housing/Mortgage Loans with our Bank/other banks/FIs :

- SHL proceeds equivalent to the entire outstandings in the Housing Loan of the officer with the existing lender, shall be remitted directly to that bank by way of Demand Draft, against full & final settlement of the dues. No Due Certificate from the existing lender shall be obtained simultaneously. (Modification of charge to be filed with Sub-Registrar, if mortgage was registered earlier by the lender).

- Property documents based on the letter of authority furnished by the owner shall be directly collected from the existing banker for creation of mortgage charge in our favour.

(vi) Purchase of residential site and subsequent construction of residential building :

- Procedures as laid down in 25 (iv) above shall be adhered to for disbursement of SHL covering site loan component.

Procedures as laid down in 25 (i) above shall be adhered to for disbursement of SHL covering construction loan component.

23 MODE OF REPAYMENT OF INSTALMENTS

Direct recovery of the dues from salary as per mandate.

24 APPLICATION AND COMPUTATION OF INTEREST

- The amount of interest will be calculated on the daily product basis and debited to interest receivable on Housing Loan account on monthly basis to be recovered separately after recovery of principal amount of loan.

- On resignation or dismissal or discharge of an

officer from services, the outstanding loan shall become immediately repayable and the rate of interest shall be the lending Rate as per VHL scheme (to general public) from the date of such resignation or dismissal or discharge till the date of repayment.

25 INSURANCE COVER ON THE HOUSE PROPERTY

- All the residential houses/flats being financed under SHL shall have to be covered by insurance - all risk, with bank's clause thereon, at the cost of the employee. Insurance premium debited to SHL initially shall have to be recovered from the officer separately.
- In certain cases, Housing Societies/Flat owner's Association might have covered the insurance of the entire building. In such cases, branches may not insist from officer, separate insurance cover against such properties but would be required to hold the insurance details in their records.

26 AUTHORITY FOR PERMITTING MODIFICATION IN THE GUIDELINES OF THE SCHEME

The Chairman and the Managing Director is the Competent Authority to make required modifications in the guidelines / format etc. for effective implementation of the scheme.

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ANNEXURE XIII

The following guidelines are issued by the Government in terms of Regulation 29 of the Bank (Officers') Service Regulations, 1982.

i) While the Board may lay down detailed rules for reimbursement of entertainment expenses incurred by an officer of the Bank, this facility should normally be available only to Branch Managers and Officers of the Bank of Senior Management and Top Executives.

ii) The maximum permissible limit for such reimbursement shall not exceed Rs.2,000/- per annum in the case of an Officer in the Senior Management Grade and Rs.5,000/- per annum in the case of an officer in the Top Executive Grade from 1.4.1992. The reimbursement should be done only on production of actual receipts. However, the Board may stipulate that expenses incurred upto 50% of the limit may be reimbursed on the basis of a certificate by the concerned officer.

While the Board may determine the categories of officers to whom the facility of reimbursement of admission fees for membership of Club/ Association should generally be made available, the reimbursement of such admission fees shall in no case exceed Rs.1,000/-.

With effect from 01.04.2011, the following limit per annum has been fixed for reimbursement of Business Development Expenses (formerly called Entertainment Expenses and Office (inside and outside) Expenses incurred by the Regional Heads, Branch Heads, Executives and Assistant Branch Managers for entertaining the customers in connection with the business development of the bank:

	Grade/Scale	Limit per annum (Business Development Expenses) (consolidated) (Rs.)	Remarks
A	TEG-S-VII (Regional heads)	20000/-	
	TEG-S-VII (Others)	20,000/-	
B	Regional heads		
	TEG-S-VI	18,000/-	
	SMG-S-V	12,000/-	
C	Branch Heads		
	TEG-S-VI	18,000/-	Officials/Executives who are posted/ working as Branch Heads will be entitled to reimbursement of Business
	SMG-S-V	14,000/-	
	SMG-S-IV	12,000/-	
	MMG-S-III	9,000/-	

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<table>
<tr><td></td><td>MMG-S-II</td><td>7,200/-</td><td rowspan="2">Development Expenses as entitled to the categorised size of their branch and not as per the scale of the official/ executive.

To make it clear, the categorised branch head incumbency is as under:

<table><tr><th>Categorized Size of the Branch</th><th>To be headed by official/ executive of</th></tr><tr><td>Special Branch</td><td>TEGS-VI (DGM)</td></tr><tr><td>Exceptionally Large Branch</td><td>SMGS-V (AGM)</td></tr><tr><td>Very Large Branch</td><td>SMGS-IV (CM)</td></tr><tr><td>Large Branch</td><td>MMGS-III (SBM)</td></tr><tr><td>Medium Branch</td><td>MMGS-II (BM)</td></tr><tr><td>Small Branch</td><td>JMGS-I (BM)</td></tr></table>
For example: A Scale-III officer posted as Branch Head of a Medium size Branch, which is categorised to be headed by a Scale-II officer, will be eligible for reimbursement of Rs.7,200/- only as Business Development Expenses and not Rs.9,000/-.</td></tr>
<tr><td></td><td>JMG-S-I</td><td>5,400/-</td></tr>
<tr><td>D</td><td colspan="3">Designated II Line Officials/Assistant Branch Managers (ABMs)</td></tr>
<tr><td></td><td>MMG-S-III</td><td>3,000/-</td><td rowspan="3"></td></tr>
<tr><td></td><td>MMG-S-II</td><td>2,600/-</td></tr>
<tr><td></td><td>JMG-S-I</td><td>2,000/-</td></tr>
<tr><td>E</td><td colspan="3">Other Executives in Administrative Offices including Regional Inspectorates, Service Branches and second line executives in the Branches</td></tr>
<tr><td></td><td>TEG-S-VI</td><td>16,000/-</td><td rowspan="3"></td></tr>
<tr><td></td><td>SMG-S-V</td><td>10,000/-</td></tr>
<tr><td></td><td>SMG-S-IV</td><td>8,000/-</td></tr>
</table>

The reimbursement of Business Development Expenses shall be made on the basis of the declaration of the concerned officer.

ANNEXURE XIV

Guidelines in terms of proviso (c) to Regulation 41 of the Vijaya Bank (Officers') Service Regulations, 1982.

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 Kolkata & Mumbai within the tariff limit of ITDC hotels, they may be reimbursed actual lodging expenses for staying in other hotels not exceeding 125% of the tariff of their entitled class at Mumbai, Kolkata and Delhi.

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