EXPORT-IMPORT BANK OFFICERS' SERVICE REGULATIONS, 1982

(AS AMENDED UPTO JUNE 2, 2006)

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EXPORT-IMPORT BANK OF INDIA
HEAD OFFICE :

CENTRE ONE BUILDING,FLOOR 21,
WORLD TRADE CENTRE COMPLEX,
CUFFE PARADE,
MUMBAI - 400 005.

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EXPORT-IMPORT BANK OFFICERS' SERVICE REGULATIONS, 1982

PRELIMINARY

In exercise of the powers conferred by sub-section 2(d) of Section 39 read with Section 27 of the Export-Import Bank of India Act, 1981 (28 of 1981), the Board of Directors of the Export-Import Bank of India with the previous approval of the Central Government hereby makes the following Regulations, namely:

CHAPTER I

SHORT TITLE AND COMMENCEMENT :

1. (1) These Regulations may be called "Export-Import Bank Officers' Service Regulations, 1982."

(2) These Regulations shall be deemed to have come into force on and with effect from April 4, 1982.

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OFFICERS TO WHOM THE REGULATIONS APPLY:

2. (1) These Regulations shall apply to all full time 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.

Provided that they shall not apply to:

(a) Officers employed temporarily or recruited on special contracts;

(b) Officers on deputation from other banks/ institutions;

(c) Officers employed outside India;

(d) Officers employed in India but on assignments /jobs outside India during their service outside India;

(e) Senior Executive of the Bank whose salaries and allowances are determined by Government.

(2) Nothing in these Regulations shall operate to override any special agreement entered into by the Bank with any of its officers.

DEFINITIONS:

3. In these Regulations, unless there is anything repugnant to the subject or context: -

(a) "Bank" means Export-Import Bank of India;

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

(c) "Competent Authority" means Chairman and Managing Director of the Bank or any other authority that may be designated for the purpose by the Chairman and Managing Director;

(d) "Development Bank" means the Industrial Development Bank of India established under the Industrial Development Bank of India Act, 1964 (18 of 1964);

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

(f) "Exim Bank" means Export-Import Bank of India.

(g) "Family" means and includes the spouse of the officer (if the spouse is also not an employee of the bank) and dependent children, but shall not include a legally separated spouse;

(h) "Government" means the Central Government.

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

(j) "Officer" means a person appointed to any of the grades specified in Regulation 4 and shall also include any specialist or technical person appointed and any other employee to whom any of these Regulations has been made applicable under Regulation 2;

(k) "Pay" means basic pay;

(l) "Public Sector Bank" means the State Bank of India or its Subsidiaries or a corresponding new bank specified in the First Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970);

(m) "Regulation/s" means Export-Import Bank Officers' Service Regulations, 1982 and the amendments made thereof from time to time;

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

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

(p) "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.

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CHAPTER II

GRADES AND SCALES OF PAY

GRADES AND SCALES OF PAY:

4. *(1) There shall be the following five grades for officers with the scales of pay specified against each of the grades:

GRADE	SCALE	SCALE OF PAY
(a) Special Grade	Scale VIII	Rs.20180-520-20700-600-21300
(b) Top Executive Grade	Scale VII	Rs.19340-420-20180-520-20700-600-21300
Top Executive Grade	Scale VI	Rs.17660-420-19340
(c) Senior Management Grade	Scale V	Rs.16140-380-17660
Senior Management Grade	Scale IV	Rs. 13900-340-14240-380-16140
(d) Middle Management Grade	Scale III	Rs. 12540-340-14240-380-15000
Middle Management Grade	Scale II	Rs.9820-340-13560
(e) Junior Management Grade	Scale I	Rs.7100-340-12540

* Effective from 1.4.1998

(2) Nothing in sub-Regulation (1) shall be construed as requiring the Bank to have at all times, officers serving in all these grades/scales.

EXPLANATION: - Special Grade/Scale VIII is applicable to Executive Director of the Bank and these Service Regulations are applicable to incumbent in Special Grade/Scale VIII also.

INCREMENTS:

5. *(1) The increments specified in the various scales of pay set out in Sub-regulation (1) of Regulation 4 shall, subject to the sanction of the Competent Authority, accrue on an annual basis and shall be granted on the first day of the month in which it falls due.

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*(2) An additional increment shall be granted in the scale of pay for passing each part of CAIIB examination:

* Provided that officers shall be eligible for a Professional Qualification Allowance as under:

*(i) Those who have passed only CAIIB Part I

Rs. 135/- per month after one year after reaching top of the scale.

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

(a) Rs. 135/- per month after one year after reaching top of the scale.
(b) Rs. 340/- per month after two years after reaching top of the scale.

** Provided further that officers shall be eligible for a Professional Qualification Allowance as under:

** (i) Those who have passed only CAIIB Part I

- Rs. 150/- per month after one year after reaching top of the scale.

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

(a) Rs. 150/- per month after one year after reaching top of the scale.
(b) Rs. 360/- per month after two years after reaching top of the scale.

* Professional Qualification Allowance shall rank for dearness allowance, house rent allowance and terminal benefits.

*(3)(i) All confirmed officers who are in the service of the Bank as on February 14, 2001 and have passed Part I and/or Part II of CAIIB during, or prior to joining the service of the Bank, will be eligible for additional increment(s) and/or Professional Qualification Allowance, as applicable, with effect from February 14, 2001.

* (ii) Officers who are confirmed in the service of the Bank after February 14, 2001, and who pass Part I and/or Part II of CAIIB after joining the Bank's Service will be eligible for the additional increment(s) and/or Professional Qualification Allowance as applicable from the date of confirmation in Bank's service or date of passing Part I/Part II of CAIIB, whichever is later.

* Effective from 14.2.2001
** Effective from 15.12.2001

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CHAPTER III

APPOINTMENT, PROBATION, CONFIRMATION AND TERMINATION

APPOINTMENTS:

6. All appointments in, and promotions to, any grade shall be made by the Competent Authority.

PROBATION:

7. (1) An officer directly appointed in any of the specified scales of pay shall be on probation for a period of two years.

(2) An officer promoted from one grade/scale to another shall be on probation for one year.

Provided that the Competent Authority may, at its sole discretion, reduce the period of probation or dispense with probationary period prescribed under sub-Regulations (1) and (2) above.

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CONFIRMATION :

8. (1) An officer shall be confirmed in the post in which he is appointed/promoted, if in the opinion of the Competent Authority, the officer has satisfactorily completed the probationary period.

(2) If, in the opinion of the Competent Authority, an officer directly recruited or an officer promoted from one grade/scale to another has not satisfactorily completed the probationary period, 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 an officer promoted from one grade/scale to another he may be reverted to the grade/scale from which he was promoted.

PROMOTIONS:

9. Promotion of all cadres of officers in the Bank shall be made in accordance with the Policy/Guidelines laid down by the Board of Directors or Competent Authority or, with its authority, by the Committee of Executives from time to time.

AGE OF RETIREMENT:

10 (1)* An officer of the Bank shall retire on completion of 60 years of age;

Provided that the Bank may, at its discretion, on review by the Special Committee as provided hereinafter in sub-Regulation (2) retire an officer on or at any time after the completion of 55 years of age or on or at any time after the completion of 30 years of total service as an officer or otherwise, whichever is earlier;

Provided further that before retiring such an officer, as mentioned in the first proviso of sub-Regulation (1), at least three months' notice in writing or an amount equivalent to three months' emoluments shall be given to such an officer;

Provided further that nothing in this Regulation shall be deemed to preclude an officer from retiring earlier subject to his fulfilling such terms and conditions which may be prescribed by the Bank.

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EXPLANATION

(a) * Every officer shall retire from the service on the afternoon of the last day of the month in which he attains the age of 60 years provided that the officer whose date of birth is 1st of month, shall retire from the service on the afternoon of the last day of the preceding month on attaining the age of 60 years.

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

* Effective from 22.5.1998

(2) The Bank shall constitute a Special Committee, consisting of not less than three members, to review, whether an officer should be retired in accordance with the first proviso to sub-regulation (1). Such committee shall, from time to time, review the case of such officer and no order of retirement shall be made unless the Special Committee recommends in writing to the Competent Authority the retirement of the officer.

TERMINATION OF SERVICE :

11* (1) (a) Subject to sub-regulation 3 of regulation 8, 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 or employee under sub-regulation (a) above will be taken only by the Chairman and Managing Director.

(d) The officer employee shall be entitled to appeal against any order passed under sub-regulation (a) above by preferring an appeal within 15 days to the Board of Directors of the Bank. If the appeal is allowed, the order under sub-regulation (a) shall stand cancelled.

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

(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 10(1).

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* Effective from 09.11.2002

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

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

* Effective from 02.06.2006

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

(ii) Disciplinary proceedings shall be deemed to be pending against any employee for the purpose of this regulation if he has been placed under suspension or any notice has been issued to him to show cause why disciplinary proceedings shall not be instituted against him and will be deemed to be pending until final orders are passed by the Competent Authority.

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

* Effective from 09.11.2002

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CHAPTER IV

ALLOWANCES AND PERQUISITES

DEARNESS ALLOWANCE:

*12. Dearness Allowance (D.A.) shall be payable to an officer on the following lines: -

i) D.A. will be linked to the All India Average Working Class Consumer Price Index(General) (Base 1960=100).

ii) D.A. will be payable only when the Average Index is above CPI 1684.

iii) Above 1684 points(All India Average Consumer Price Index (General) 1960=100), for each 4 point cycle, rise or fall, quarterly average, quarterly adjustments :-

1 st slab	On Basic Pay up to Rs. 7100/-	0.24% plus
2 nd slab	On part of Basic Pay above Rs.7100/- to Rs.11300/-	0.20% plus
3 rd slab	On part of Basic Pay above Rs.11300/- to Rs. 12025/-	0.12% plus
4 th slab	On part of Basic Pay above Rs. 12025/-	0.06%

* Effective from 01.04.1998

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HOUSE RENT ALLOWANCE:

13 *(1) Where an Officer is provided with residential accommodation by the Bank, the Officer should pay to the Bank, every month 2.5% of the Basic Pay at the first stage of the scale of pay in which he is placed or the standard rent, whichever is less for the unfurnished accommodation provided to him by the Bank, and shall also pay additional 0.50% of the Basic Pay at the first stage of the scale of pay in which he is placed towards the furniture and/or furnishing, if any, provided to him by the Bank.

*(2) Where an officer is not provided with residential accommodation by the Bank, the officer shall be eligible for a House Rent Allowance(HRA) per month, depending on place of posting, as under :

(i)	Major 'A' Class cities (New Delhi, Mumbai, Kolkata Chennai, Hyderabad, Bangalore, Ahmedabad) and Project area Centres in Group A.	9% of Pay
(ii)	Other places in Area I (population of 12 lakhs and above) and Project area centres in Group B.	8% of Pay
(iii)	Other places	7% of Pay

(Project area centres in Group A and Group B will be as per classification in Banking Industry).

Provided that if an officer resides in a rented accommodation and produces a rent receipt, the house rent allowance payable to him shall be the actual rent paid by him for his residential accommodation in excess over 2.50% 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 above, whichever is lower.

Note: 'Pay' for the purpose of House Rent Allowance shall mean basic pay including stagnation increments in terms of revised pay scales as on the 1st Day of April 1998.

* Effective from 01.11.1999

(3) Where an officer resides in his own accommodation, he shall be eligible for a house rent allowance on the same basis as mentioned in sub-regulation (2) as if the officer was paying, by way of monthly rent a sum equal to one-twelfth of the higher of A or B below, as declared by the officer.

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: 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 Government ;

(b) where accommodation has been hired by the Bank, the contractual rent payable by the Bank or rent calculated in accordance with procedure for such calculation in vogue in Government, whichever is lower.

RESIDENTIAL ACCOMMODATION

*14. No officer shall be entitled as of right to be provided with residential accommodation by the Bank. It shall, however, be open to the Bank to provide residential accommodation on payment by the officer of 2.5% of the basic pay at the first stage of the scale of pay in which he is placed for unfurnished accommodation and 3% of the basic pay at the first stage of the scale of pay in which he is placed for furnished accommodation or the standard rent, whichever is less for such accommodation. Where such furnished or unfurnished residential accommodation is provided by the Bank, the charges for electricity, water, gas and conservancy shall be borne by the officer and not by the Bank.

* Effective from 01.11.1999

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CITY COMPENSATORY ALLOWANCE:

*15. An officer shall be eligible for City Compensatory Allowance, depending on place of posting, as under :

	Area	Rate	Max.(Rs.)
(i)	Places in Area I and in the State of Goa	4 % of Basic Pay	375/-
(ii)	Places with population of 5 lakhs and over and State Capitals and Chandigarh, Pondicherry and Port Blair	3 % of Basic Pay	250/-

* Effective from 01.11.1999

ADVANCE INCREMENT/FIXED PERSONAL ALLOWANCE :

*15A. (1) Officers who are in service as on 1.11.1993 and are granted an advance increment on account of computerisation as on 1.11.1993 shall draw the Fixed Personal Allowance(F.P.A.) one year after reaching the maximum. The Officers who are at the maximum of scale of pay as on 1.11.1993 shall draw FPA as from that date, i.e. 1.11.1993.

In respect of Officer employees who are not provided with Bank's accommodation, the HRA component of FPA shall be the increase in quantum of HRA drawn by the concerned Officer employees when the last increment of the relevant scale of pay as specified is earned.

(2) FPA given hereunder together with HRA, if any, shall remain frozen for the entire period of service.

Increment Component	D.A. as on 1.11.1997	Total FPA payable where Bank's accommodation is provided.
(A)	(B)	(C)
Rs.	Rs.	Rs.
340	4.28	345
380	4.78	385
420	5.29	425
600	7.56	608

Note:

(i) FPA as indicated in (C) above shall be payable to those Officer employees who are provided with Bank's accommodation.

(ii) FPA for Officers eligible for House Rent Allowance(HRA) shall be (A)+(B)+HRA as indicated above rounded off to the next higher rupee.

(iii) The increment component of FPA shall rank for superannuation benefits.

* Effective from 01.11.1999

MID-ACADEMIC YEAR TRANSFER ALLOWANCE:

16. If an officer is transferred on long term basis, from one place to another in the midst of an academic year and if he has one or more children studying in school or college, in the former place, he shall be eligible for a mid-academic year transfer allowance of Rs.100.00 per month from the date he reports to the latter place upto the end of that academic year in respect of all the children, provided that such allowance shall cease earlier if all the children cease studying at the former place.

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DEPUTATION ALLOWANCE:

17. 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 12% of his basis pay subject to a maximum of Rs. 700.00 per month and he shall draw such other allowance as 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 at immediately prior to his deputation, he shall receive a deputation allowance equal to 6% of his basic pay subject to a maximum of Rs. 350.00 per month.

MEDICAL AID:

18. (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) The Bank shall endeavour to take a Health Insurance Policy covering all the officers of the Bank. If such Health Insurance Policy is obtained then the officer shall be reimbursed medical expenses as may be reimbursed by the Insurance Company under such a policy.

(b) Alternatively the Bank shall reimburse the medical expenses actually incurred by an officer for himself and his family at such rates and ceilings as may be prescribed by the Board.

(2) The Board may also frame a scheme for providing medical aid and/or medical facilities for the officers and their family members including the officers serving on deputation basis and their family members in case of major illness/accidents which require hospitalisation and/or domiciliary treatment.

EXPLANATION

"Family members" of an officer for the purpose of this Regulation shall mean the spouse, wholly dependent children and wholly dependent parents only.

BANK'S CAR FOR PERSONAL PURPOSES:

19. (1) No officer, other than the officers authorised by the Chairman and Managing Director 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 Board from time to time.

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(3) The Board may frame rules for reimbursement of conveyance expenses incurred for the office work to those officers who are not provided with the Bank's car.

ENTERTAINMENT EXPENSES AND CLUB MEMBERSHIP FEES :

20. 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 from time to time.

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CHAPTER V

LEAVE

KINDS OF LEAVE:

21. Subject to the grant of leave being determined by the exigencies of service as well as other conditions as may be decided by the Bank from time to time, an officer shall be eligible for the following kinds of leave:

    (a) Casual Leave
    (b) Privilege Leave
    (c) Sick Leave
    (d) Maternity Leave
    (e) Extraordinary Leave on loss of pay
    (f) Other special leave as may be prescribed by the Board.

GENERAL :

22. (1) Leave of any kind cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse/defer or revoke leave of any kind is reserved by the authority empowered to grant it.

    (2) An officer who desires to obtain leave of absence, other than casual leave, shall apply in writing to the authority empowered to grant such leave. Generally, application for leave, shall be made not less than one month before the date from which the leave is to commence, except in urgent cases of unforeseen circumstances including illness when it is not possible to do so. The authority empowered to grant leave shall communicate the decision as soon as practicable, and in case of an urgent nature, immediately. When the leave is sanctioned, the date of commencement of the leave and the date on which the officer will have to resume duty shall generally be intimated to the officer.

    (3) If an officer after proceeding on leave desires an extension thereof, he shall make an application in writing to the authority empowered to grant leave. Such application should state the full postal and telegraphic address of the officer and should be made in sufficient time to enable the said authority to consider the application and send a reply to him before the expiry of the leave desired to be extended. A reply either of grant or refusal of extension shall be sent to the officer at the address given by him.

    (4) An officer who overstays his leave (except under circumstances beyond his control for which he tenders a satisfactory explanation) shall not be paid his salary and allowances and shall further render himself liable to such disciplinary action as the competent authority may deem fit.

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(5) An officer on leave will not be entitled to return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority which granted him leave.

(6) An officer on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he was last posted (at the time of granting the leave).

(7) The authority empowered to grant leave may require an officer who has availed himself of leave for reasons of health to produce a medical certificate of fitness before he resumes duty.

(8) The Board and/or the Competent Authority may further prescribe, from time to time, other terms and conditions for sanctioning leave of any kind.

CASUAL LEAVE:

23. (1) An officer shall be eligible for Casual Leave on full emoluments upto a maximum of twelve working days in each calendar year. This leave may be taken not more than four working days at a time and public holidays and Sundays may be prefixed or suffixed to such leave. If casual leave is extended beyond 4 days, it shall be treated as privilege leave, sick leave or extra-ordinary leave as the case may be for the entire period, at the discretion of the authority empowered to grant the leave. Casual leave shall not be granted in combination with any other kind of leave.

(2) Ordinarily the previous permission of the authority empowered to grant leave shall be obtained before taking casual leave. When this is not possible, the said authority shall be informed as soon as practicable in writing or orally if writing is not possible or through any person, of the officer's absence from work, reason thereof and of the probable duration of such absence. In any event the written application shall be submitted to such authority latest on the day the officer resumes duty. Casual leave is intended to meet special or unforeseen circumstances. Casual leave may be taken on grounds of illness without production of a medical certificate.

(3) For an officer who has joined Bank's services at any time during the calendar year, the casual leave entitlement would be at one day per month for the first calendar year. Fraction of a month will also be treated as full month to calculate entitlement of the leave.

(4) Casual leave shall be non-cumulative.

PRIVILEGE LEAVE:

24. (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. Provided, however, an officer absorbed in the Exim Bank's service from the Development Bank or any other institution approved in this behalf by the Chairman and Managing Director may be permitted to proceed on leave even during the first eleven months of his service in the Exim Bank.

Provided further that the Chairman and Managing Director may, in his sole discretion, allow a directly recruited officer to proceed on privilege leave even during the first eleven months of his service in the Bank. The extension of the said facility shall be applicable only in those cases where it has been specifically permitted by the Chairman and Managing Director and not otherwise.

EXPLANATION:
"Service on duty" includes service as a probationer, time, if any, granted by the Competent Authority to an officer to join a new post to which he is appointed, and period spent on casual leave duly sanctioned.

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(2) Privilege leave may be accumulated upto not more than 240 days, except where leave has been applied for and it has been refused in writing.

(3) An officer desiring to avail of privilege leave shall normally submit at the commencement of the year his leave programme for the year.

(4) For calculating privilege leave, the number of days an officer was on service on duty since the date of his last return from leave will be divided by eleven which will give the number of days privilege leave earned by him. Fractions of a day of earned leave shall be taken as a full day if amounting to half a day or more and shall be ignored if amounting to less than half a day. Privilege leave encashed, if any, shall not be deducted from the period of service on duty for the purpose of calculation of privilege leave.

(5) An officer on privilege leave shall be entitled to full emoluments for the period of leave.

(6) Once in every four years when an officer avails of Leave Travel Concession he may be permitted to surrender and encash his Privilege Leave not exceeding 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.

SICK LEAVE:

25. (1) An officer shall be entitled to 30 days of Sick Leave for each completed year of service. Completed year of service shall mean one year of continuous service including period spent on duty and any kind of leave availed of. Such leave can be accumulated upto 360 days and may be availed of only on production of Medical certificate from 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 entitled to receive one half of the full emoluments.

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

(3) An officer may be granted Sick Leave during the first year of his service on pro-rata basis at the discretion of the Competent Authority.

(4) An officer shall be entitled to maximum Sick Leave of 18 months in entire service and to additional Sick Leave after 24 years of service at the rate of one month for each year of service in excess of 24 years subject to a maximum of three months.

MATERNITY LEAVE:

26. *(1) Maternity Leave may be granted to a female officer upto a period of six months at a time and not more than twelve months during the entire period of service irrespective of cadre.

* Effective from 15.12.2001

(2) Maternity leave will be available for pre-natal and post-natal period or at the time of miscarriage or abortion, on production of medical certificate.

(3) Female officer on maternity leave shall be entitled to full emoluments for the period of leave.

(4) Competent Authority may grant leave of any kind admissible to a female officer in combination with or in continuation of maternity leave if the request for its grant is supported by a medical certificate acceptable to the Bank.

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(5) A female officer shall be eligible for maternity leave even in the first year of service.

EXTRA-ORDINARY LEAVE:

27. (1) An officer shall be eligible for extra-ordinary leave on loss of pay (i.e. loss of full emoluments) when no other kind of leave is due to him.

(2) Such leave will not be granted for more than 720 days during the entire period of service, but in exceptional circumstances the Chairman and Managing Director or the authority designated by him, may, in individual cases, relax the aforesaid limit.

(3) Such leave shall not be availed of except for sufficient reasons for more than 90 days at a time.

(4) Such leave may be granted in combination with or in continuation of any kind of leave except casual leave admissible to an officer.

(5) The period spent as leave on loss of pay shall not count for increments.

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SPECIAL LEAVE:

28. The Board may decide the terms and conditions for sanctioning of Special Leave to an officer for other purposes like study leave, leave to sportsmen, leave for family planning operations, etc.

CARRIED FORWARD LEAVE:

29. An officer who has been absorbed in the Exim Bank's service from Development Bank or any other institution as may be approved in this behalf by the Chairman and Managing Director, may, at the sole discretion of the Competent Authority, be allowed to carry forward the accumulation of privilege leave and sick leave in his leave account at the Development Bank or any such institution, as the case may be, as on the date immediately prior to his absorption.

Provided that the Competent Authority may further prescribe such terms and conditions as it may deem fit in regard to sanctioning of such "Carried Forward" leave.

Provided further that the Chairman and Managing Director may, in his sole discretion, extend the aforesaid facility to carry forward the accumulation of privilege leave and sick leave in the leave account with the previous employer to a directly recruited officer. The extension of the said facility shall be applicable only in those cases where it has been specifically extended by the Chairman and Managing Director and not otherwise.

LAPSE OF LEAVE:

30. (1) All leave accumulation of an officer shall lapse on his death or cessation of his service in the Bank.

(2) However, where an officer dies while in service, his legal representative will be paid sums which would have been payable to the officer had he availed of the privilege leave that had accumulated at the time of his death.

(3) Also, an officer who retires from the Bank's service shall be eligible to be paid a sum equivalent to the emoluments (i.e. salary and allowances) of any period of privilege leave that he had accumulated as on the date of retirement.

EXPLANATION

For the purpose of sub-Regulations (2) and (3) above, the total emoluments payable at the time of death or retirement will be taken into account.

RECALL FOR DUTY:

31. (1) An officer on leave may be recalled to duty by the leave sanctioning authority whenever the Bank deems fit to do so. But, if the officer is at that time out of station, he shall be eligible for 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 fare also. In such an event, the journey period (both inward and outward) shall be taken as period spent on duty. If he is availing of Leave Travel Concession during that period it will be allowed to be carried over. However, the Bank will as far as possible offer him leave, so as to enable him to avail of Leave Travel Concession during the same span of LTC block. In addition to travelling expenses in such cases, the officer concerned will be eligible to halting allowances as may be applicable to him for the inward journey to his place of posting. The family members should generally accompany the officer when he is recalled to duty otherwise travelling expenses for the members of his family will not be reimbursed. Advance against LTC, if any, shall be adjusted by the officer immediately on his reporting for duty.

FURNISHING THE LEAVE ADDRESS TO THE BANK :

32. An officer, who has been sanctioned leave (of any kind), shall furnish to the Bank, the address at which he can normally be contacted on leave.

CHAPTER VI

REIMBURSEMENT OF EXPENSES ON TRAVEL

MODE OF TRAVEL AND EXPENSES ON TRAVEL:

33. The following provisions shall apply whenever an officer is required to travel on duty: -

(1) (i) Junior Management Grade :
First Class or AC second sleeper by rail or by air (economy class) if permitted by the Competent Authority having regard to exigencies of business or public interest.

(ii) Middle Management Grade:
First Class or AC second sleeper by rail or by air (economy class) if distance is beyond 500 kms. or if permitted by the Competent Authority having regard to exigencies of business or public interest.

*(iii) (a) Senior Management and Top Executive Grades :
AC first class by rail or by air (Economy class).

(b) Special Executive Grade:
AC first class by rail or by air (Executive Class within the country and Club/Business/ Executive Class for journey abroad).

* Effective from 31.05.2001

(iv) An officer in Senior Management, Top Executive, Special Grades 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 the exigencies of business, to travel by his own vehicle or by taxi or by the Bank's vehicle.

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

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

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

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

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

(4) An officer in the Grades/Scales set out in column 1 of the Table below shall be entitled to Halting Allowance at the corresponding rates set out in Column 2 thereof :

Grades/Scales of Officers	**Daily Allowance (Rupees)**		
1	2		
	Major 'A' Class cities	Area I	Other Places
Officers in Scale IV and above	340.00* 275.00**	270.00* 220.00**	240.00* 190.00**
Officers in Scale I, II and III	270.00* 220.00**	240.00* 190.00**	200.00* 165.00**

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* Effective from 26.03.2004
** Effective From 15.12.2001

Provided that

(a) Where the total period of absence is less than 8 hours, but more than 4 hours, Halting Allowance at half the above rates shall be payable.

(b) Officers in various Scales may be reimbursed the actual hotel expenses, restricting to single room accommodation charges in India Tourism Development Corporation Ltd.(ITDC) Hotels, subject to the limits as given below :

Scales of Officers	Eligibility to stay	Boarding Charges		
		Major 'A' class cities (Rupees)	Area I (Rupees)	Other Places (Rupees)
1	2	3	4	5
Scale VI, VII and VIII	4* Hotel	250.00	200.00	175.00
Scale IV and V	3* Hotel	250.00	200.00	175.00
Scale II and III	2* Hotel (Non-A.C.)	200.00	175.00	150.00
Scale I	1* Hotel (Non-A.C.)	200.00	175.00	150.00

* Effective from 1.11.1995

(c) Where lodging is provided at bank's cost/arranged through the bank free of cost, ¾th of the Halting Allowance will be admissible.

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

(e) Where lodging and boarding are provided at bank's cost/arranged through the bank free of cost, ¼th of the Halting Allowance will be admissible. Where however an officer claims boarding expenses on a declaration basis without production of bills for actual expenses incurred, then he shall not be eligible for 1/4th of the Halting Allowance.

(f) On and from 1.1.1987 a supplementary Diem Allowance of Rs. 10/- per day of halt outside headquarters on inspection duty shall be paid to all inspecting officers.

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.

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TRANSFER TRAVELLING ALLOWANCE ETC.:

34.(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, of the officer as in the case of travel on tour.

(ii) When the members of the family travel by road, the entitlement will be the actual or the 1st class rail fare for the distance covered, whichever is less.

EXPLANATION:

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

34(2) (i) An officer on transfer will be reimbursed his expenses for transporting his baggage by goods train upto the following limits:

Pay Range *	Where he has family	Where he has no family
Rs. 7100/- p.m. to Rs. 9820/- p.m.	3000 kgs.	1000 kgs.
Rs. 9821/-p.m. and above	Full wagon	2000 kgs.

* Effective from 01.04.1998

(ii) If an officer eligible for full wagon avails of the facility of "Container Service" by railways, he will be reimbursed actual charges for one container if he is in Junior or Middle Management Grade and for two containers if he is in Senior or Top Management Grade. If the baggage is transported by road between places connected by rail, the reimbursement will be limited to the actual freight charges against submission of bills subject to the cost not exceeding the cost of transport of the maximum permissible quantity by goods train. If there is no railway station or railway out-agency at the old or new place of posting, the officer will be paid the actual cost of transporting the baggage by road up to the nearest railway station or railway out-agency. If both the places do not have railway station/out-agency, the officer will be paid actual cost of transporting the baggage by road up to the stipulated weights by an approved transport operator.

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

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

(3) An officer on transfer will be eligible to draw a lump sum amount as indicated below for expenses connected with packing, local transportation, insuring the baggage, etc.

Grade	**Lump sum**
Top Management and Senior Management	Rs. 1500/-
Middle Management and Junior Management	Rs. 1000/-

(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.

(5) The Board may decide other terms and conditions for reimbursement of expenses of travel and transportation of household goods and other related matters.

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JOINING TIME ON TRANSFER :

35. (1) An officer shall be eligible for joining time not exceeding seven days, exclusive of the number of days spent on travel to enable him -

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

OR

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

(2) During the joining time an officer shall be eligible to draw the emoluments at the place of the old or new posting, whichever are less.

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

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

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

TRAVELLING ALLOWANCE ON RETIREMENT:

36. 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 he proposes to settle down on retirement.

LEAVE TRAVEL CONCESSION :

37. (1) 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 other place in India by the shortest route.

(2) Once in every four years, when an officer avails of leave travel concession, he may be permitted to surrender and encash his privilege leave not exceeding one month at a time. For the purpose of such encashment, pay, dearness allowance and house rent allowance shall alone be admissible.

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

(4) An officer, who has been absorbed in the Exim Bank's service from the Development Bank or any other institution as may be approved in this behalf by the Chairman and Managing Director shall be eligible for Leave Travel Concession for that block of four years which he has not availed of in that Bank. The terms and conditions for availing Leave Travel Concession for such block will be prescribed by the Competent Authority.

Provided that the Chairman and Managing Director may, in his sole discretion, extend the aforesaid facility of availing the unavailed leave travel concession block from the previous employer to a directly recruited officer. The extension of the aforesaid facility shall be applicable only in those cases where it has been specifically extended by the Chairman and Managing Director and not otherwise.

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CHAPTER VII

TERMINAL BENEFITS

PROVIDENT FUND :

38. (1) Every officer shall become a member of the Provident Fund constituted by the Bank and shall agree to be bound by the rules governing such Fund.

(2) The Bank shall contribute to the Provident Fund in accordance with the rules governing the Provident Fund from time to time, provided that the amount contributed by it shall not be more than,

i) 10% of 80% of pay from 1.11.87 to 31.12.88;

ii) 10% of 90% of pay from 1.1.89 to 31.12.89;

iii) 10% of pay from 1.1.90 onwards.

* Provided that the pay, under revised scales effective from the 1st day of July, 1993, shall apply for Provident Fund Contributions effective from the 1st day of November, 1993.

** Provided further that on and from the 'Notified Date' [as defined in the Export-Import Bank of India (Employees') Pension Regulations, 2000],-

(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; and

(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.

** (3) Officers joining the Bank's services on or after the Notified Date 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 the Notified Date, unless he has specifically exercised an option to become member of the Pension Scheme in response to Bank's notice to that effect; and

(b) an officer who is recruited on or after the Notified Date 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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Note : 'Pay' for the purpose of Provident Fund shall mean basic pay, professional qualification allowance and increment component of fixed personal allowance.

* Effective from 1.11.1993
** Effective from 20.9.2000

GRATUITY :

39.* (1) Every officer shall be eligible for gratuity on :

(a) retirement;
(b) death during his service;
(c) disablement rendering him unfit for further service as certified by a medical officer approved by the Bank;
(d) resignation after completing ten years of continuous service;
(e) termination of service by the Bank in any other way except by way of punishment after completion of ten years of service.

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

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 thirty years.

Provided further that an officer, who has been absorbed in Exim Bank's service from the Development Bank or any other institutions approved in this behalf by the Chairman & Managing Director, shall be eligible for the gratuity at the rate provided herein above for the period of his service in Development Bank or any such institution prior to the date of his absorption in the Exim Bank provided he had not been paid gratuity for such period by his parent institution.

EXPLANATION:

For the purpose of this regulation, 'Pay' shall mean last drawn pay or payable to the officer concerned, save that in the case of officers who became eligible for gratuity during the period from the 1 st day of July, 1993 to 31 st day of October, 1994 (both days inclusive), 'Pay' shall mean the last drawn pay under Scales of Pay as revised with effect from 1st November, 1987.

* Effective from 1.11.1993

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CHAPTER VIII

OTHER PROVISIONS

TRANSFERABILITY:

40. Every officer is liable for transfer to any office or branch of the Bank or to any place in India. An officer shall be liable for transfer to anywhere outside India with his consent.

DUTIES :

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

CONDUCT AND DISCIPLINE:

42. Every officer shall serve the Bank honestly, faithfully, diligently, maintain good conduct and discipline in a manner worthy of an officer of the Bank, and shall also be bound by the regulations governing the conduct and discipline as may be framed by the Board from time to time.

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OBLIGATION AS TO FIDELITY AND SECRECY:

43. (1) Every officer shall not, except as otherwise required by any Act or any other law, divulge directly or indirectly any information relating to, or to the affairs of the Bank and its constituents and clients to any person not legally entitled thereto or to a member of the public or to an outside agency or to an employee of the Bank not entitled to such information except in circumstances in which it is, in accordance with the law or practice and usage customary among bankers, necessary or appropriate for the duties assigned to the officer concerned to divulge such information.

(2) Every officer, including an officer or employee whose services are being utilised on deputation basis, shall before entering upon his duties make a declaration of fidelity and secrecy in the form set out at Annexure 'A' of these Regulations.

POWER TO AMEND REGULATIONS:

44. (1) The Board shall have right to alter, amend, clarify or rescind any of these Regulations/guidelines to the Regulations from time to time, in accordance with the relevant provisions of the Export-Import Bank of India Act, 1981.

(2) The Board shall also have right to prescribe terms and conditions of service for those aspects of service conditions, which are not covered under these Regulations.

POWER TO IMPLEMENT REGULATIONS:

45. The Chairman and 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.

INTERPRETATION:

46. If any question arises as to the application or interpretation of any of these Regulations, it shall be referred to the Board or to a Competent Authority appointed in this behalf for its decision.

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ANNEXURE - 'A'

DECLARATION OF FIDELITY AND SECRECY

[See Regulation 43 (2)]

I..... do hereby declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me as director, member of ..... committee, auditor, officer, or other employee (as the case may be) of the Export-Import Bank of India and which properly relate to the office or position held by me in or in relation to the said Exim Bank.

I further declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of the Export-Import Bank of India or to the affairs of any person having any dealing with the said Exim Bank, nor will I allow any such person to inspect or have access to any books or documents belonging to in the possession of the said Exim Bank and relating to the business of the said Exim Bank of the business of any person having any dealing with the said Exim Bank.

(Signature)

Signed before me

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