Bank of India (Officers') Service Regulations, 1979

PRELIMINARY

These Regulations have been amended from time to time and clarification be thereon, if need be obtained from Human Resources / Industrial Relations Department, Head Office.

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 Undertaking) Act, 1970 (5 of 1970) the Board of Directors of Bank of India in consultation with the Reserve Bank of India and with the previous sanction of the Central Government hereby makes the following regulations, namely:-

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CHAPTER I

Regulation 1: SHORT TITLE AND COMMENCEMENT

1. These regulations may be called Bank of India (Officers') Service Regulations, 1979.

2. These regulations come into force on the 1st day of July, 1979.

Clarification

Additions / amendments to the regulations will be effective from the date of their approval by the Board unless otherwise specifically provided.

Regulation 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.

Competent Authority : (B.M. 28.04.1980)

The Executive Director is the Competent Authority to make the regulations applicable to such other employees as he deems fit.

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. (Amended to Government guidelines w.e.f. 22nd February 1989 (Board Meeting dated 12.11.94), Br. Circular No. 99/62 dated 07.07.1995.

Regulation 3: DEFINITIONS

In these regulations, unless there is anything repugnant to the subject or context:-

a. "appointed date" means the 1st July 1979;

b. "Bank" means Bank of India;

c. "Board" means the Board of Directors of the bank;

d. "Competent Authority" means the authority designated for the purpose by the Board;

ADMINISTRATIVE INSTRUCTIONS REGARDING COMPETENT AUTHORITY

1. All decisions of the Competent Authority involving officers Scale I to VI, where necessary, would be reviewed by the Chairman. For Scale VII, a Committee of three Directors presided over by the Chairman may be formed to review the decisions of the Competent Authority.

2. An Officer higher in the rank than that of the officer designated as competent authority can also act as competent authority in respect of a particular regulation / regulations. In such cases the officer who is the Competent Authority under the regulations cannot again exercise his authority in respect of the same case.

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

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

(g) "Government" means the Central Government."

(h) "Guidelines of the Government" shall mean such guidelines as may be issued by the Government and shall include the recommendations made in the Report of the Committee constituted by the Government's Resolution No. F. 4(26)/72/IR dated 19th July, 1973, as accepted by Government together with medications or alterations thereof as may, from time to time, have been or be made by the Government;

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

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

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

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

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

(n) "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 CATEGORISATION OF POSTS

Regulation 4: GRADES AND SCALES OF PAY

Joint Note dated 27.04.2010 with effect from 01.11.2007; the scale of pay specified against each grade shall be as under –

Scale

4 (1) On and 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 – 600/7 – 18700 – 700/2 – 20100 – 800/7 - 25700

Guidelines of the Government under Regulation 4 (1) (BC 92 / 106 dated 15.09.1997)/ Joint Note dated 27.10.2007

Guidelines issued in terms of Regulation 4 (1) of the Bank of India (Officers) Service Regulation, 1979.

1. Every Officer who is governed by the scale of pay as in force as on 01.11.2007 shall be fitted in the scale of pay set out in Regulation 4 (1) as on 27.04.2010 on stage to stage basis i.e. on corresponding stages from first stage onward and the increments shall fall on the anniversary date usual except where provided otherwise.

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

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Chart showing the fitment of officers in Bank's service

As on 01.11.2007 into new Scale of Pay

STAGES	JUNIOR MANAGEMENT GRADE SCALE – I		MIDDLE MANAGEMENT GRADE SCALE – II		MIDDLE MANAGEMENT GRADE SCALE – III	
	NEW BP	OLD BP	NEW BP	OLD BP	NEW BP	OLD BP
	FITMENT AS ON 01.11.2007 (RS)	BASIC PAY AS ON 31.10.2007 (RS.)	FITMENT AS ON 01.11.2007 (RS)	BASIC PAY AS ON 31.10.2007 (RS.)	FITMENT AS ON 01.11.2007 (RS)	BASIC PAY AS ON 31.10.2007 (RS.
1	14500	10000	19400	13820	25700	18240
2	15100	10470	20100	14320	26500	18800
3	15700	10940	20900	14880	27300	19360
4	16300	11410	21700	15440	28100	19920
5	16900	11880	22500	16000	28900	20480
6	17500	12350	23300	16560	29700	21040
7	18100	12820	24100	17120	30600	21660
8	18700	13320	24900	17680	31500	22280
9	19400	13820	25700	18240	(+1) 32400	(+1) 22900
10	20100	14320	26500	18800	(+2) 33300	(+2) 23520
11	20900	14880	27300	19360	(+3) 34200	
12	21700	15440	28100	19920	(+4) 35100	
13	22500	16000	28900	20480		
14	23300	16560	29700	21040		
15	24100	17120	30600	21660		
16	24900	17680	31500	22280		
17	25700	18240	(+1)32400	(+1)22900		
18	26500	18800	(+2) 33300			
19	27300	19360	(+3)34200			
20	28100	19920				
+1	28900	20480				
+2	29700	21040				
+3	30600					
+4	31500					

+ Indicates Stagnation Increment

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Stages	Senior Management Grade Scale – IV		Senior Management Grade Scale – V		Senior Management Grade Scale – VI		Senior Management Grade Scale – VII	
	NEW BP	OLD BP	NEW BP	OLD BP	NEW BP	OLD BP	NEW BP	OLD BP
	Fitment as on 01.11.2007 (Rs)	Basic Pay as on 31.10.2007 (Rs)	Fitment as on 01.11.2007 (Rs)	Basic Pay as on 31.10.2007 (Rs)	Fitment as on 01.11.2007 (Rs)	Basic Pay as on 31.10.2007 (Rs)	Fitment as on 01.11.2007 (Rs)	Basic Pay as on 31.10.2007 (Rs)
1	30600	20480	36200	24140	42000	26620	46800	29340
2	31500	21040	37200	24760	43200	27300	48100	30020
3	32400	21660	38200	25380	44400	27980	49400	30700
4	33300	22280	39300	26000	45600	28660	50700	31600
5	34200	22900	40400	26620	46800	29340	52000	32600
6	35200	23520						
7	36200	24140						

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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 on 01.11.2007 on stage to stage basis, i.e. on corresponding stages from 1st stage onwards and the increments shall fall on the anniversary date as usual, except where provided otherwise.

Stagnation Increments

(a) Officers in JM Grade 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 ₹ 800/- each and next two ₹ 900/- each.

Provided that Officers who have completed three years or more after receipt of the second stagnation increments as on 01.11.2007 will get the third stagnation increment on 01.11.2007 and another stagnation increment on or after 01.11.2008 on their completion of six years after receipt of second stagnation increment.

(b) 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 ₹ 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 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 ₹ 900/- each for every three completed years of service. Those who have already received two stagnation increments and completed more than three years of service 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.

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Regulation 5 : INCREMENTS

Joint Note dated 27.04.2010 and Br. Cir. No.90/135 dated 08.11.1996

Subject to the provisions of Regulation 4(2), on and from 01.11.1992, 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 JM Grade Scale I who have moved to scale of pay for MMG scale II in terms of Regulation 5(1) (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 ` 800/- each and next two ` 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 stagnation increment on or after 01.11.2008 on their completion of six years after receipt of second stagnation increment.

(c) 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 3 stagnation increments of `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 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 `900/- each for every three completed years of service. Those who have already received two stagnation increments and completed more than three years of service 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.

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NOTE :

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

In terms of Branch Circular No. 100/168 of 23.01.2007 (effective from 16.12.2006), an Officer in JM Scale I or MM Scale II refuses promotion, when offered, he/she will not be eligible for the increments/stagnation increments in the next higher (sliding) scale, as available in terms of the aforesaid Reg. 5(1). Besides, such an officer, who refuses to accept promotion, when offered, will also not be eligible for the Professional Qualification Pay, as provided in terms of Regulation 5(2).

Professional Qualification Pay

Renaming of Professional Qualification Allowance as Professional Qualification Pay w.e.f. 1.11.1999 (Ref BC 95 / 41 dated 07.07.2001)

Regulation 5 (2) An additional increment shall be granted in the scale of pay for passing each part of Certified Associate of Indian Institute of Bankers Examination on or after the appointed date.

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Explanation: 1

In the case of an officer who has passed Part I or Part II of Certified Associate of Indian Institute 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.

Explanation : 2

On and from 01.11.2007, 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 Government Guidelines, if any, be granted Professional Qualification Pay in lieu of additional increments in consideration of passing CAIIB (JAIIB / CAIIB) Examination as under:-

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

Those who have passed Only part I of CAIIB (JAIIB)	i.	Rs.410/- p.m. one year after reaching on the top of The scale

Those who have passed Both parts of CAIIB (JAIIB AND CAIIB)	i.	Rs.410/- p.m. one year after reaching on top of the scale.
	ii.	Rs.1030/- p.m. two years after reaching on Top of the scale.

Note :

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

2. On and from 01.11.1994 revised Professional Qualification Pay shall rank for Dearness Allowance, House Rent Allowance & Superannuation benefits.

Release of Professional Qualification Pay :

a. 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 the date of this Joint Note 01.11.2007, 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.

FIXED PERSONAL PAY

Renaming of Fixed Personal Allowance as Fixed Personal Pay w.e.f. 1.11.1999

(Ref BC 95/41 dated 07.07.2001)

Regulation 5 (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 Pay 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 Pay given hereunder together with House Rent Allowance if any, shall remain frozen for the entire period of services;

Increment Component (Rs.)	DA as on 01.11.2007 (Rs.)	Total F.P.P. payable where Bank's accommodation is provided (Rs.)
(A)	(B)	(C)
800	58	858
900	65	965
1000	72	1072
1100	79	1179
1200	86	1286
1300	94	1394

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Note :

(i) F.P.P. as indicated in (c) above shall be payable to those officer employees who are provided with bank's accommodation

(ii) F.P.P. for Officers eligible for House Rent Allowance shall be (A) + (B) + House Rent Allowance payable on the last increment of the relevant scale of pay.

(iii) The increment component of Fixed Personal Pay shall count for superannuation benefits.

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

HO / P / IR / SAH / 1766 dated 05.02.2000

Applicability of the revised FPP to those Officers who were already in receipt of F.P.P. prior to 1.11.1999

The Officers, who were in receipt of FPP before 1.11.1999 and continuing in Banks' service, would be eligible for payment of corresponding revised FPP in the case of Officers where H.R.A. was included in the quantum of FPP paid to them (i.e those Officers who were not provided with Bank's accommodation when FPP was first released to them), the revised amount of H.R.A. to be included in FPP would be calculated at the revised rates of H.R.A. corresponding to the area of posting Officers, when FPP was first released to them. For e.g an officer was posted at Lucknow (an Area / Centre) when FPP was first released to him and at that time he was not provided with Banks accommodation, irrespective of his present place of posting. HRA to be included in FPP would be @ 8% on the corresponding revised increment component of FPP

Correction in the quantum of FPP

The Indian Bank's Association has also clarified that revision in the quantum of F.P.P. to a promotee officer will also undergo a change and this may depend upon the outcome of industry level negotiations with the workmen unions.

Accordingly the FPP drawn by these promotee officers who are drawing the frozen clerical FPP in Officer's Cadre, will undergo revision only after the wage settlement of Award Staff is finalized.

As per the prevailing instructions, the increments could be stopped / withheld only under the following circumstances;-

a) As per the Orders of Penalty against an officer;

b) As per the guidelines of the Government, on crossing the Efficiency Bar by the Officers in Scale I and II;

Competent Authority to sanction annual increments: (B.M.20.10.2000, Br. Cir No.94/161 dated 29.12.2000) & BC 104/124 dated 11.01.2011

Grade of officers	Competent Authority to sanction annual increments within the Scale / Grade

1. All officers working in the Branches including Branch Manager in the Zone and those working in LDM office but excluding and Assistant General Manager at Exceptionally Large Branches.	Dy. Zonal Manager
2. Assistant General Managers at Exceptionally Large Branches / Corporate Banking Branches and officers working under the control of Zonal Office including ZTCs, Officers on deputation to RRBs, Ombudsman, etc.	
a. Officers in Scale I, II and III	Chief Manager (HR) at Zonal Office
b. Officers in Scale IV	Dy. Zonal Manager
c. Officers in Scale V	Zonal Manager
d. Officer in Scale VI	General Manager (HR) where Zone is headed by Dy. General Manager
3. Officers working under the control of H.O including Zonal Audit Offices	
a. Officers in Scale I, II & III	Chief Manager of Respective Department.
b. Officer in Scale IV & V	Deputy General Manager / General Manager of respective Department.
c. Officers in Scale VI	General Manager in charge of respective Department.
4. All officers in Scale VII	Executive Director / Chairman & Managing Director.
5. Zonal Manager in Scale V & VI	National Banking GM & in his absence by GM (HR)

The above revision in the Competent Authorities for release of annual increment to the Officers within respective Grade / Scale is effective from 20.10.2000 & for Sr. No 5 from 11.01.2011.

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(Administrative Circular No.2011-12/2 dated 02.11.2011 – Delegation of Authority)

– Consequent upon reorganisation, the authorities in respect of HR related issues of LCBs, MCBs and Divisional Managers Office are delegated to the following offices as specified below :-

Release of annual increment	For Officers upto Scale III, the delegated authority will be the Chief Incumbent not less than the rank of Asst. General Manager of the concerned LCB/MCB. In respect of MCBs headed by Scale IV officials, the delegated authority will be the official of the rank of Asst. General Manager and above from the concerned Divisional Manager's Office. For Scale IV and above, the delegated authority will be the General Manager (HR), Head Office

Administrative Instructions:

1. Branch Managers must submit to the appropriate authority at least one month in advance, names of officers whose increment falls due in the following month along with their recommendations. Wherever increments have been stopped by the Disciplinary Authority such facts should be brought out by the Branch Manager when submitting recommendations to the Competent Authority.

2. Where the advice of the Competent Authority is not received in time, the increment may be released as laid down in the regulation excepting where the officer is on Efficiency Bar. However, the concerned officer should be advised that in case the increment is not sanctioned by the Competent Authority, appropriate recovery shall be made in the subsequent month.

3. Increments will not be allowed

   a. When an officer has reached the maximum of his grade / scale

   b. When the Efficiency Bar is applied to the officer, and

   c. When specifically stopped by the Competent Authority / Disciplinary Authority

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4. Board norms for imposition of Efficiency Bar (Prior to 1.11.1987)

   a. The general test should be whether the employee's work has fallen below that standard of efficiency normally expected of him at that stage of his career when the efficiency at the start has been reinforced by the experience from which he should have been profited.

   b. The circumstances necessitating the proposed imposition of the Bar will be communicated to the employee and the employee should be given an opportunity to submit an explanation which will be duly considered.

   c. The Officers so held up at the Efficiency Bar may be counselled to improve his performance and allowed to cross the Efficiency Bar at the end of one year.

GUIDELINES FOR EFFICIENCY BAR (w.e.f.1.11.1987)

The movement of officers in Scale – I and Scale II to the higher stages in the next scale after reaching the maximum in he respective scales shall be subject to their crossing the Efficiency Bar, which shall be apply only in the following cases.

i. Where an officer employee is under suspension;

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

iii. Where an officer employee has earned an adverse remark from the Reporting Authority in the Reporting year proceeding 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 officer employee shall be reviewed every year well before the next due date for crossing the Efficiency Bar. The delay in crossing the Efficiency Bar under this provision shall not more be more than three years after which if the disciplinary proceedings are still not concluded the increments shall be released with retrospective effect.

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

6. Normally, the period spent as leave on loss of pay shall not count for increments. However, in view of the fact that the increment in the case of Officers is released on the first day of the calendar month in which it falls

due, such anniversary date of increment will be postponed and notionally determined. The effect of postponement would be given when the notional date of increment shifts to the next calendar month. In effect, the postponement unless condoned by the Competent Authority, will have cumulative effect throughout the career of the officer.

7. Date of increment of officers who have opted to continue in the old scale of pay.

   The officer will continue to draw annual increment on the anniversary date of his last increment unless specifically postponed / stopped by the competent Authority / Disciplinary Authority. Increment will be released only from the date on which it falls due.

   . The annual increments as above will be released in the ordinary course till the officer reaches the maximum of the Grade (old)

8. Increments for Direct Recruit Officers

   a. The first increment will be due on the anniversary date of joining and will be payable on the first day of the month in which it is due.

   b. The second increment will be due on the date of confirmation only accordingly, until the confirmation of the officer is advised, the second increment will not be released. Subsequent increments, unless postponed by the Competent Authority, shall fall due on the anniversary date of confirmation.

9. Date of Increment of Promotee officers in terms of Memorandum of Settlement dated 3.10.1980.

   The annual increment in the scale of pay of an officer will accrue on annual basis from the date of promotion.

   Increments on promotion from one Scale / Grade to the next higher Scale / Grade

Effective from 01.11.2007, as per fitment formula circulated vide HO IOM No.HO:HR:IR:MSS:I-317 dated 20.07.2011.

Fitment formula on Promotion to higher scales of pay

Modified Annexure 'A' of BC 84 / 139 dated 17.9.1990) IBA Circular No. CIR/ HR & IR/76/582A/2011-2012/2999 of April 25.2011

1. At the time of fitment of an officer on promotion to the higher scale of pay, the number of increments he would have/had earned i.e. , one increment

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each for passing JAIIB / CAIIB Examination, as the case may be, shall be first reduced from the existing pay of the concerned officer, prior to his fitment in the higher scale of pay on promotion. If, however, the officer is at the maximum of the scale, the following procedure should be adopted :-

a. If the stagnation at the maximum of the scale is less than one year, the officer would not be drawing any Professional Qualification Pay. Then the number of increments i.e, one increment for JAIIB / CAIIB, as the case may be, included in his Basis Pay shall be reduced in the existing scale.

b. If the stagnation at the maximum of the scale is for a year or more but for less than 2 years, the officer would be drawing a Professional Qualification Pay of Rs.410/- per month. I such cases, if he had passed both JAIIB / CAIIB before the date of promotion, then one increment shall be reduced in the existing scale. If, however, such Professional Qualification Pay of ` 410/- p.m is for JAIIB only, then no increment need be reduced from the existing scale.

2. If the stagnation at the maximum of the scale is for 2 years or more, the officer who has passed both JAIIB / CAIIB before the date of promotion, would be drawing a Professional Qualification Pay of Rs.1030/- p.m. In this case, there would be no scope for reducing the increments for JAIIB / CAIIB as even without CAIIB increments, the officer would be at the maximum of the scale.

Note :The purpose of the above exercise is to determine as to what stage of scale of pay the officer would have been, had he not been granted increments for passing JAIIB / CAIIB.

3. After effecting the above adjustments, the fitment of basic pay in the promoted scale will be made.as per the fitment chart enclosed. The fixation so arrived at will be the basic pay in the promoted scale as on the date of promotion.

4. After such fitment in the higher scale of pay one or two increments shall be added to the Basic Pay so fixed in respect of JAIIB or of CAIIB, as the case may be. If, however, no increments are available in the scale, or only one increment is available in the scale, after allowing the available increment/s, the officer shall be allowed Professional Qualification Pay in lieu of such remaining increment(s), if any.

5. Normally, where an officer is promoted from one scale to another, the date of his increment shall be the anniversary date in the previous scale of pay. Where however, an officer has reached the maximum in the previous (pre-promoted) scale of pay or on promotion gets an increase in the Basic Pay

equivalent to two or more increments in the previous (pre-promoted) scale of pay, the date of increment shall be the anniversary date of promotion. However, if the Basic Pay after reduction of JAIIB/CAIIB increments is not at the maximum, then the date of increment shall be the anniversary date of last increment.

Provided further that if an officer who is in Scale I, II or III is promoted to higher scale after reaching the maximum in the previous (pre-promoted) Scale of pay but before drawing stagnation increment, the date of his increment in the higher scale shall be the anniversary date of promotion or due date of stagnation increment in the previous (pre-promoted) scale whichever is earlier.

6. In the case of officer in Scale I and II promoted after moving into higher Scale II and III because of stagnation movement, the notional increment to be added shall be the increment drawn by him on the date of promotion and the next and subsequent increment shall be on the anniversary date on which the member has drawn his increment in the previous scale.

7. Promotees who are drawing Fixed Personal Pay in terms of Settlement dated 27.4.2010 may continue to draw the same quantum of Fixed Personal Pay even after promotion which shall remain unaltered till revised (please refer to IBA circular

No.CIR/HR&IR/90/665/E12/201 0-11/1416 dated 30.9.10.)

Fitment Chart on Promotion for Officers promoted from one scale to another on or after 01.11.2007

A. Fitment Chart on Promotion from Scale I to Scale II

Stage	Scale I	Scale II
1	14500]	
2	15100]	
3	15700]	
4	16300]	
5	16900]	
6	17500]	
7	18100]	
8	18700]	19400
9	19400	20100

Stage	Scale I	Scale II
10	20100	20900
11	20900	21700
12	21700	22500
13	22500	23300
14	23300	24100
15	24100	24900
16	24900	25700
17	25700	26500
+]	26500	27300
+]	27300	28100
+]	28100	28900
++]	28900	29700
++]	29700	30600
++]	30600	31500
++]	31500	31500

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+ Sliding

++ Stagnation increments

B. Fitment Chart on Promotion from Scale II to Scale III

Stage	Scale I	Scale II
1	19400]	
2	20100]	
3	20900]	
4	21700]	
5	22500]	
6	23300]	
7	24100]	
8	24900]	25700
9	25700	26500
10	26500	27300
11	27300	28100

Stage	Scale I	Scale II
12	28100	28900
+	28900	29700
+	29700	30600
+	30600	31500
+	31500	31500
++	32400	32400
++	33300	33300
++	34200	34200

Note : Those who are getting promoted to Scale III after reaching the Basic Pay of ₹ 33,300/- and ₹ 34,200/-, their next stagnation increment will be released on the date it was due in the earlier grade.

+ Sliding

++ Stagnation increments

C. Fitment Chart on Promotion from Scale III to Scale IV

Stage	Scale III	Scale IV
1	25700	
2	26500	
3	27300	
4	28100	30600
5	28900	31500
6	29700	32400
7	30600	33300
8	31500	34200
++	32400	35200
++	33300	36200
++	34200	36200
++	35100	36200

++ Stagnation increments

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D. Fitment Chart on Promotion from Scale IV to Scale V

Stage	Scale IV	Scale V
1	30600	36200
2	31500	36200
3	32400	36200
4	33300	36200
5	34200	37200
6	35200	38200
7	36200	39300

E. Fitment Chart on Promotion from Scale V to Scale VI

Stage	Scale V	Scale VI
1	36200	42000
2	37200	42000
3	38200	42000
4	39300	43200
5	40400	44400

F. Fitment Chart on Promotion from Scale VI to Scale VII

Stage	Scale VI	Scale VII
1	42000	46800
2	43200	46800
3	44400	46800
4	45600	48100
5	46800	49400

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Regulation 6 : CATEGORISATION

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 any one 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 by done by a committee of the Managing Director and such other persons as may be appointed by the Government for the purpose.

Regulation 6 (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.

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Explanation :

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 branches and the principle officer responsible for training will also be at this level;

iii. The Middle Management Grade would include Managers of large and medium size branches. Second line officers in large branches as well as Region / Area / Division / District and like officers will also fall in this category.

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

v. In the case of experts / specialists like Economists, Statisticians, Law Officers, etc. as the role of all these officers vary from bank of Bank, the grade 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 grade and scales (including that of the experts / specialists) should be done in such a manner that as far as possible the aggregate of Basic Pay and D.A. of an official in the new scale bears a reasonable relationship to the aggregate of Basic Pay and D.A. drawn by an Officer immediately prior to the appointed date;

vii. Regarding classification of branches for the purpose of categorization of Managers, the following norms shall generally be adopted

Guidelines under Regulation : 6 of the Bank of India (Officers') Service Regulations, 1979 – (Board approval dated 30.10.2013)

Category of Branches/ General & Specialised	Business criteria (Average Business Mix for last 2 years)#	Incumbency
a. Small Branches	Upto Rs. 7 Crores.	Scale – I
b. Medium Branches	Above Rs. 5 crores and upto Rs. 30 crores	Scale – II
c. Large Branches	Above Rs. 30 crores and upto Rs. 75 crores with minimum advance of 25 % of deposit subject to minimum of Rs. 10 crores; otherwise the branch will be categorized as Medium Branch (Scale II)	Scale – III
d. Very Large Branches	Above Rs. 75 crores and upto Rs. 250 crores with average advances not less than Rs. 25 crores.	Scale – IV
e. Exceptionally large Branches	Above Rs. 250 crores with average advances not less than Rs. 100 crores.	Scale – V
f. Extra Exceptionally Large Branches	Rs. 750 crores & above (provided average are not less than Rs. 150 crores. (Otherwise the branches will fall under the next lower category)	Scale – VI

Two years average business mix i.e. average aggregate deposits and advances during each of the last two financial years.

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 deposits and advances during each of the last two financial years.

Considering the cost VRS developments and the increasing use of technology at the branches, it has been decided to revise the number of designated second line positions at the Branches a follows:

Category of Branch	**Second – line positions**
Exceptionally Large Branches	Chief Manager (Note : 2nd Chief Manager may be provided to the Branch having substantial Credit, Foreign Exchange port folio)
Very large Branches	Dy. Chief Manager (Credit & Foreign Exchange) Dy Chief Manger (Deposit and Administration & Services) Total – 2 (Note : However where Credit portfolio is less than 10 crores, Credit Department may directly be supervised by the Chief Manager. In such a situation, there would be only one Dy. Chief Manager responsible for Deposits and Administration & Services)
Large Branches	Dy Manager (Credit & Foreign Exchange) Dy. Manager (Deposit and Administration & Services) Total – 2 (Note : However where credit portofolio is less than 7.5 crores, Credit Department may directly be supervised by the Manager. In such a situation, there would be only one Dy. Manager responsible for Deposits and Administration & Services)
Medium Branches	Asst. Manager (Deposit and Administration & Services) Total – 1

(Administrative Circular 2001–02/05 dated 11.08.2001).

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CHAPTER III

Fitment of Existing Officers and promotees in the New Grades and Scales of Pay

Regulation 7 : CATEGORISATION ON THE APPOINTED DATE

Subject to the provisions of Regulation 6, the various posts of officers in the Bank on the appointed date shall be categorized as specified in the Table below:

TABLE

Posts	**Grade in which places**
General Managers	Top Executive Grade Scale VII
Deputy General Managers	Top Executive Grade Scale VI
Assistant General Managers	Senior Management Grade Scale V
Chief Managers	Senior Management Grade Scale IV
Senior Managers	Middle Management Grade Scale III
Manager	Middle Management Grade Scale II
Officers	Junior Management Grade Scale I

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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.

Regulation 8 : FITMENT IN THE SCALES OF PAY

1. Every officer of the Bank who immediately before the appointed date holds a post specified in column 1 under Regulation 7 and whose post has been categorized in the grade specified in column 2 thereof, shall be fitted in the scale of pay applicable to that grade in such a manner that his salary in that scale shall have relation with the aggregate pay plus dearness allowance payable to him immediately before the appointed date in accordance with the guidelines of the Government.

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

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

4. Where in the course of aforesaid scheme of fitment, officers have to be fitted in two different scales depending on whether they are located in the Head Office or in the field or metropolitan cities 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.

Clarification:

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

Explanation :

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

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

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

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

Where the rate the D.A. is paid in any Bank on a percentage basis subject to a limitation on the maximum basic pay that shall rank for D.A. and such maximum basic pay is less than Rs.641/- this shall be assumed to be Rs.641/-

Administrative Instructions

(A) Fitment of officers who were in Bank's service on 30.6.1979

The fitment of officers in the service of the Bank immediately prior to the appointed date i.e. 1.7.79. The fitment is done in such a manner that the salary (BP + DA) in the new scale of pay is equal to or just above the aggregate of pay and D.A. drawn by the officer as on 30.6.1979.

Note :

1. In the case of officers who are placed in Junior Management Grade Scale I, i.e. officers drawing basic pay upto Rs.660/- p.m. on 30.6.1979 an amount equal the next increment due in the old scale (but no the D.A. thereon) is added for purpose of fitment in the new scale.

2. Maximum D.A. is notionally calculated on basic pay Rs.641/- for the purpose of fitment.

3. Temporary Adjustable Allowance payable to officers promoted from clerical on (Special Assistants) as well as personal pay wherever it was being paid to considered for the purpose of fitment.

(B) Fitment of 'Pay' of officers who joined Bank's service between 1.7.1979 30.5.1980

1. All officers taken up in the old 'D' Grade i.e. basic pay upto Rs.1000/- shall fitted in Junior Management Grade Scale I.
2. All officers taken up in old 'C' Grade, i.e. basic pay of Rs.1050/- to Rs.1200/- shall be fitted in Middle Management Grade Scale II.
3. Their salary to be so fixed that it is atleast equal to BP + DA drawn on the date of appointment as also such as would protect inter-seniority among them.

(C) Fitment of Officers promoted from clerical cadre on or after 1.7.1979.

The fitment of promotee officers will be done in accordance with the Settlement Federation of Bank of India Staff Unions.

Regulation 9 : ADJUSTMENT ALLOWANCE

If the pay of an officer after fitment in the new scale of pay in the manner referred to in Regulation 8 is at the maximum of that scale and even then the salary of such officer is lower than the aggregate of pay and dearness allowance payable to him immediately before such fitment, together with additional increment if any, that may be taken into account for fitment of an officer in the category to which he belongs, the difference shall be paid to him by way of adjustment allowance till such time as he is promoted to a higher scale.

If salary on such promotion is still less than the aggregate of salary and adjustment allowance payable to him immediately before such promotion, the difference shall continue to be paid to him as adjustment allowance; so, however, the adjustment allowance payable after such promotion shall be absorbed in the future increments to the extent of 33-1/3% of each such increment, or of 33-1/3% of the increase in salary as a consequence of such increment, whichever is lower.

Clarification:

1. If on the date of promotion there is an upward revision or downward revision in the Dearness Allowance, the working of the adjustment allowance shall be done appropriately. Similarly, absorption of adjustment allowance on account of release of annual increment when there is also a change in the rate of Dearness Allowance will be carried out suitably.
2. The revised adjustment allowance, as above, will be absorbed against future increment to the extent of 1/3 of the increment or 1/3 of rise in salary on account of such increment, whichever is less.

Regulation 10: PERSONAL ALLOWANCE

1. If the salary and allowance, if any, payable under these regulations to an Officer after fitment in the new scale of pay in the manner referred to in Regulation 8 is lower than the aggregate of pay and such allowances as are set out in the explanation to this regulation and were payable to him immediately before such fitment, the difference shall be paid to him as a personal allowance which shall be absorbed in the future increments to the extent of 33-1/3% of each such increment or of 33-1/3% of the increase in the salary as a consequence of such increment, whichever is lower.

Explanation:

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

i. House Rent Allowance, wherever payable;

ii. Special Branch Allowance;

iii. Deposit Mobilisation Allowance;

iv. Personal Pay / Allowance;

v. Regional Manager's Allowance;

vi. Compensatory Allowance to Transferee Officers;

vii. Additional Compensatory Allowance for mid-academic year transfer

viii. Calcultta and Delhi Allowance

ix. Goa Allowance at Panjim

x. Instructor's and Principal's Allowance

xi. Hill and Fuel Allowance

xii. Temporary Adjustable Allowance

xiii. Additional Compensatory Allowance to officers working at Gramin Banks.

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;

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

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

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

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Regulation 11 : ABSORPTION AGAINST FUTURE INCREMENTS AND INCREASES

For the purpose of absorbing the allowances mentioned in Regulation 9 and 10, the 33-1/3% referred to therein shall be applied firstly for absorbing the adjustment allowance; if so necessary, and then the personal allowance.

Clarification :

1. No allowance other than those listed in Regulation 10(1) shall be considered for protection.
2. In calculating the total emoluments as on 30.06.1979, the emoluments actually drawn by/payable to an officer would alone be taken into account except D.A. As regards, Dearness Allowance, actual D.A. payable upto Rs. 620/- to be reckoned for basic pay of Rs. 660/- and above, the Dearness Allowance shall be calculated notionally at 171% on maximum basic pay of Rs. 641/-.
3. Where an officer has been provided with free housing accommodation, 10% of his new basic pay would be notionally taken into account for the purpose of calculation of emoluments on 30.06.1979. Further, where furniture has been provided, 2 ½ % of new basic pay shall similarly be notionally taken into account for the purpose of calculation of emoluments on 30.06.1979.
4. For the purpose of determining Personal Allowance on 01.07.1979, emoluments on fitment on 01.07.1979 excepting H.R.A. under the Regulation shall be taken into account.

Setting of Personal Allowance against House Rent Allowance under Regulation 22 :

1. Where an officer is entitled to House Rent Allowance in terms of Regulation 22, the Personal Allowance calculated as above would have to be set off against such House Rent Allowance payable under Regulation 22 and only the balance amount would be payable to the officer as personal allowance.
2. As the House Rent Allowance under Regulation 22 may vary from time to time, depending on the place of posting or provision of accommodation to an officer, it becomes necessary to show the amount of Personal Allowance and House Rent Allowance payable under Regulation 22 in full in the Establishment Book/Pay Sheet till such time as the Personal Allowance is fully absorbed in the future increments as stated in Regulation 10 (1). The amount to be set off should be shown in the Establishment Book/Pay Sheet in red as a deduction from the Personal Allowance.
3. Where the Personal Allowance is less than the House Rent Allowance under Regulation 22 no net Personal Allowance would be payable. Where the

Personal Allowance is more than the House Rent Allowance payable under Regulation 22 the Personal Allowance would be reduced by the amount of such House Rent Allowance.

4. The amount of Personal Allowance so calculated as on the appointed date would be reduced by 33 1/3 % of the increment or 33 1/3 % of the increase in the salary as a consequence of such increment, whichever is lower as provided for in Regulation 10 (1). If on the date of promotion there is an upward revision or downward revision in the Dearness Allowance, the working of the Personal Allowance may be done accordingly.

   Similarly, absorption of Personal Allowance on account of release of annual increment when there is also a change in the rate of Dearness Allowance will be carried out suitably.

5. Where an officer is drawing both Adjustment Allowance and Personal Allowance, the Personal Allowance will be absorbed only after Adjustment Allowance is completely absorbed.

6. The Personal Allowance will be adjusted immediately if the allowances like Compensatory Allowance, Calcutta Allowance, Goa Allowance etc. considered for protection as on 30.06.1979, cease to be payable consequent upon change in the posting / position of the concerned officer on or after 01.07.1979.

   However, if an officer drawing compensatory allowance is transferred by the Bank on or after 01.07.1979, the Personal allowance, if any, payable to him will continue to be paid with such adjustment as may be necessary.

7. Where there is a corresponding allowance under the new Regulations, and the amount of the allowance considered for protection is more than what is payable under the new Regulation, the Personal Allowance would be reduced to the extent of such difference consequent upon change in the posting / position.

8. Where the corresponding allowance under the new Regulations is more than the allowance considered for protection, the Personal Allowance would be increased to the extent of such difference consequent upon change in the posting / position.

9. Absorption of Personal Allowance as per Regulation 10 will be made in the aggregate Personal allowance and not in the net Personal Allowance payable to an officer for a particular month.

   Note : The adjustment / set-off / absorption of personal allowance will be done suitably.

Regulation 12: OPTION FOR EXISTING OFFICERS

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 correspond in accordance with regulation 7.

2. Same 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 admissible to him under these regulations.

3. Any officer who has exercised option referred to in sub – regulation (1) and continue 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 allowance as applicable under these regulations on and from 1.2.1984. On exercising such option, he will be fitted notionally on the appointed date into the new scale of pay in the manner referred to in Regulation 8 and after granting him the increments he would have received in terms of these regulations upto 31.1.1984, he shall be fitted in the scale of pay set out in Regulation 4 (1) as on 1.2.84 in accordance with guidelines of the government issued there under.

   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 allowance that were payable to him as on 31.1.1984 before such fitment, the difference shall be paid to him as Personal Allowance which shall be absorbed in the future increments to the extent of 33 – 1/3 per cent of each such increment or 33 – 1/3 per cent of the increase in the salary as a consequence of such increment, whichever is lower.

   Amendment to Regulation 12 (B.M. 22.02.2000) - Ref : BC 94 / 4 dated 22.04.2000

   In Regulation 12, after Sub-Regulation (3), the following Sub-Regulation shall be inserted, namely :-

(4) any officer,

a) who had exercised option referred to in Sub – Regulation (i) and

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

c. who continues in regular service of the Bank on or after the first day of April 1997, may be allowed to opt for pay and allowances as applicable under these Regulations on and from the first day of April, 1997; On exercising such option, he will be fitted on the pay in such a manner that the pay as set out in Regulation 4 (2) along with the dearness allowance payable thereon as on 01.04.1997 is nearest to his existing salary (i.e pay plus dearness allowance) being drawn in terms of Sub – Regulation (2) on 31.031997.

Clarification :

1. Option once exercised will have effect till the officer is promoted to a scale of pay higher than the scale of pay under the new Regulation in which he would have been placed had he not exercised the option to continue in the scale of pay existing immediately prior to 1.7.1979.
2. Officers exercising option would draw pay and all allowance as admissible under the Rules existing prior to 1.7.1979.
3 There will be no grade promotion in the old scale, in other words, an officer' who has opted to continue in the old scale of pay on reaching the top of grade would remain there till he is considered for promotion under Regulation 17 & promoted.
4. The option is restricted to Pay & Allowance only. Accordingly, the other service conditions not related to pay & allowances applicable to such officers will be as per new Regulations. Further, perquisites as laid down under Regulation 24 to 30 will now be considered to such officers as per rules under Regulation. Accordingly, where residential accommodation is provided by the Bank, 10% of his basic pay (old) will be recovered as compensation for the residential accommodation. And where such accommodation is furnished, additional 2 ½% the basic pay (old) will be recovered towards compensation for the furniture.

Note: Consequent upon amendment to Regulation 22 w.e.f. 1.11.1987, compensation for the residential accommodation shall be recovered @ 6% of the first stage of the scale in which the officer is placed. Further, when the accommodation is furnished, additional compensation, @ 1 ½% of the first stage of the scale in which he is placed will be recovered.

Regulation 13 : APPEAL AGAINST FITMENT

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

Competent Authority

Grades of officers	Committee
Junior Management Grade Scale I Middle Management Grade Scale II & III	A Committee of Deputy General Managers at Head office
Senior Management Grade Scale IV & V	A Committee of General Managers
Top Executive Grade Scale VI & VII	A Committee of the Executive Director & the Chairman

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

3. The Committee may after giving an opportunity to the officer concerned to make his representation in the matter make such decision as it thinks fit.

   Provided that the Board may of its own motion review any such decision, and where it review any such decision it shall given 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

Regulation 14 : APPOINTMENT

(Br. Cir. No.105/183 dated 15.02.2012)

All appointments in and promotions to the officer grade shall be made by the Competent Authority in the light of the guidelines of the Government, if any.

Competent Authority : While the interview committee will be only for the purpose of carrying out the interviews, the selection for Promotion will be decided by the Departmental Promotion Committee/Directors' Promotion Committee, as the case may be.

Sr. No.	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	Two Deputy General Mangers and one Assistant General Manager
3	Middle Management Grade Scale III to Senior Management Grade Scale IV	Two General Managers and one Deputy General Manager
4	Senior Management Grade Scale IV to Senior Management Grade Scale V	Two Executive Directors and one General Manager
5	Senior Management Grade Scale V to Top Executive Grade Scale VI	The Chairman & Managing Director, one Executive Director, one General Manager.
6	Top Executive Grade Scale VI to Top Executive Grade Scale VII	The Chairman & Managing Director, the Government Director,the Reserve Bank of India Director.

Note : Executive Director (HR) will nominate the Asst. General Managers, Dy. General Managers and General Managers in respective DPC for the desired objective.

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APPOINTMENT IN OFFICER CADRE - (Recruitment through IBPS – BM No.HO:HR:IR:KVVSP:BM-06 dated 21.04.2011 - approved in Board Meeting dated 2nd May, 2011)

Whether promotion from clerical cadre to officer cadre or appointment of the Candidate selected by the IBPS in the officer cadre, as heretobefore.	:	General Manager

Note :

Additional officer staff required by the Bank is sanctioned by the Board of Directors. This additional requirement is met by promotion of clerical staff in terms of agreement with Federation of Bank of India Staff Unions as well as from out of the panel of selected candidates provided by the IBPS.

The General Manager will be competent authority for appointing the selected candidates as officers.

Note issued under the guidelines w.e.f. 21.11.1986 (B.M. 21.11.1986)

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 Sr.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 Committee. But in case where no Officer of the designated mentioned therein is available within the Bank, he would be included as a member of the Committee. But in case where no Officer of the designation mentioned in the composition of the Committee is availing, the member belonging to SC / ST may be co-opted. In that case, the composition of the Committee would be 4 Officer 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.

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Regulation 15 : PROBATION

(Board Memo No.HO:HR:IR:KVVSP:BM-32 dated 05.12.2008 – approved in Board Meeting dated 22.01.2009)

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.

SPECIALIST OFFICERS

An officer directly appointed to the Middle Management Grade II shall be on probation for a period of one year.

Provided that the Competent Authority may, in the case of any officer, reduce the period of probation or dispense with probation.

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Competent Authority

The Executive Director would be the Competent Authority for reducing / waiving of the probation period as he deems fit.

Administrative guidelines regarding Performance & Attendance during probation

The performance and attendance of probationary officers is a very important matter and it should be ensured that officers maintain a high standard of performance and discipline, attend the office regularly and that they do not avail of leave too often and on flimsy grounds. The officer should be given every chance to improve his performance and proper guidance / counseling, wherever necessary, should be provided to him / her. It is equally important that the attendance of the officer is satisfactory. If an officer's attendance is unsatisfactory in any manner (e.g. he avails of leave too often and / or on frivolous grounds, he absents himself at the time of half – yearly closing, he proceeds on leave without prior intimation, he extends leave beyond the sanctioned leave) this should be clearly brought out in the progress reports.

Extension of probationary period :

Probationary period of an officer may be extended on account of the following

a. Unsatisfactory performance
b. Unsatisfactory attendance
c. Availment of leave in excess of prescribed limit

The date of confirmation will depend upon the period for which probation has been extended and also on the reason for such extension.

Unsatisfactory performance / attendance and extension of probationary period

If an officer's performance is not found upto the required standard and / or his attendance is unsatisfactory, the Branch Manager should bring to his / her attention his / her short comings orally and, if necessary, in writing. Such incidents should be specifically mentioned in the officer's monthly / quarterly progress reports. While forwarding such progress reports to Head Office, Regional Manager and Zonal Manager should give their own comments on the officer. If the officer's performance is found to be below the required standard in two consecutive quarters, the Regional Manger should interview the officer and guide him. A report on the interview should be forwarded to Head Office through Zonal Office.

On the basis of recommendations of Branch / Regional / Zonal Manager, Head Office may extend the probationary period of an officer whose performance / attendance is unsatisfactory. Such extension will be for a minimum period of three months. The Zonal Manager, on receipt of intimation about extension of probation should advise the officer concerned in writing about such extension.

Effect on probation of availment of leave in excess of prescribed limits

Probationary period will be extended by the number of days leave – other than Casual Leave – taken in excess of the prescribed limit.

Note : However, the foregoing will have no effect on the date of confirmation – the officer will be confirmed on satisfactory completion of extended probationary period with effect from the anniversary date of his joining / promotion and his increment released accordingly.

Regulation 16 : CONFIRMATION

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 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.

   Administrative instructions regarding Confirmation in cases where probation is extended on account of unsatisfactory performance / attendance.

   Monthly progress reports will have to be submitted during, extended period of probation. If at the end of extended period of probation, it is found that the performance and/ or attendance of the officer is satisfactory, then the officer may be confirmed after the expiry of the extended period or probation.

   The future date of increment of the officer will be on the anniversary date of confirmation if, on the other hand, the performance during the extended period of probation is also unsatisfactory, the probationary period may be further extended by a period of not less than three months, and the same procedure will be followed. However, as per Regulation 16 (2), the extension of probation shall not exceed one year in total. The effect of extension on account of unsatisfactory attendance / performance will be permanent deferment of date of confirmation and subsequent increments.

Confirmation in cases where probation is extended on account of availment of Privilege / Sick / Maternity / Extra-ordinary Leave.

1. In case the total leave taken by an Officer during probation under the various categories of leave except Casual Leave exceeds :-

   a. 15 days in the case of a promotee officer (probationary period being one year); and

   b. 30 days in the case of directly recruited officer (probationary period being two years).

The probationary period shall be extended by the number of days in excess of 15 days or 30 days, as the case may be, the officer has been on leave during the probationary period. If the officer avails of any leave other than Casual Leave during the extended period of probation also, the probationary period shall be further extended by the number of days such leave is taken. In case the probationary period is extended solely due to availment of excess leave (and NOT DUE to unsatisfactory performance / attendance) the officer shall be confirmed with the retrospective effect from the anniversary date of promotion or the second anniversary date of joining as the case may be, subject to his performance / attendance being found satisfactory during the extended period of probation also.

While conveying the sanction of leave to the officer it should be clearly mentioned by the sanctioning authority that the officer's probationary period shall be extended due to his availment of leave in excess.

3. Where during the period probation, including the period of extension, if any, the Competent Authority is of the opinion that the officer is not fit for confirmation:

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

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

Competent Authority :

Sr. No.	Grade of Officers to be covered	Competent Authority for confirming / non confirming probationary officers
1	Junior Management Grade Scale I Middle Management Grade Scale II & III	Deputy General Manager
2	Senior Management Grade Scale IV & V	General Manager
3	Top Executive Grade Scale VI	Executive Director
4	Top Executive Grade Scale VII	Managing Director

Regulation 17: PROMOTIONS

Policy approved by the Board on 27.01.2012) Branch Circular No. 105/183 dated 15.02.2012.

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 regards to the guidelines of the Government, if any.

2. For the avoidance of doubts, it is clarified that this regulation shall also apply to all Officers of the Bank, including those who are designated as Specialist Officers, whether posted in branches / offices in India or abroad. However, the Policy shall not cover those Officers who are recruited / working in the Bank on contract basis

1. PREAMBLE :

Regulation 17 of Bank of India (Officers') Service Regulations 1979 provides that 'Promotion 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.'

Keeping in view the said Regulation 17 and the relevant guidelines issued from time to time and Managerial Autonomy accorded by the Government of India, Ministry of Finance, Bank's Promotion Policy has been framed so as to provide continuous opportunities and motivation to the Bank's Officers, through a well defined career path, to enable them to fulfill their legitimate aspirations for progressing in the hierarchy of the organisation.

2. COVERAGE:

The policy shall apply to all Officers of the Bank, including those who are designated as Specialist Officers, whether posted in branches / offices / in India or abroad. However, the Policy shall not cover those Officers who are recruited / working in the Bank on contract basis.

3. RELEVANCE & Effective DATE:

This policy has been designed keeping in view the present manpower scenario in the Bank. The bank has been facing acute shortage of staff at the middle and senior management levels. In spite of several attempts to fill the vacancies by lateral recruitment, it has not been possible to get sufficient number of experienced Officers. Hence the changes, incorporated in this Policy, are required to take care of the gaps occurring in such Scales.

This policy shall be applicable to the promotion processes to be conducted after the approval of the Policy by the Board for a period of three years from the date of its approval. Thereafter the Policy will be reviewed and modifications, if any, in the light of requirement be incorporated with the approval of the Board of Directors. However it does not prevent the right of the Board of Directors to review, modify the policy within the period of 3 Years if situation warrants. After coming into effect, this Policy will supersede all the previous Promotion Policies.

4. CHANNELS OF PROMOTION:

4.1 There shall be two channels of promotion Merit Channel and Seniority Channel from Junior Management Grade Scale-I to Middle Management Grade Scale-II and for promotion from Middle Management Grade Scale-II to Middle Management Grade Scale-III . Thereafter, there shall be only one channel of promotion from Middle Management Grade Scale III to Senior Management Grade Scale IV, Senior Management Grade Scale IV to Senior Management Grade Scale V, Senior Management Grade Scale V to Top Executive Grade Scale VI and Top

Executive Grade Scale VI to Top Executive Grade Scale VII i.e. Merit Channel.

The position can thus be summarised as follows:-

Promotion from	**Channels available**
Scale I to II	Merit & Seniority
Scale II to III	Merit & Seniority
Scale III to IV, IV to V, V to VI and VI to VII	Merit

4.2 Different weightages (marks) shall be given to different factors for Merit Channel of promotion, as stated in paragraph 12 below. For Seniority Channel of promotion, Seniority and 60% average marks in APA during the immediate preceding 5 years and minimum 30% marks in Written test shall determine the eligibility criteria. Certain percentage of vacancies will be reserved for Seniority and Merit channel as stated in paragraphs 9.4 & 9.5 below.

5. ELIGIBILITY FOR PROMOTION IN TERMS OF LENGTH OF SERVICE, PERCENTAGE OF MARKS IN APA ETC.

5.1 Under Merit Channel

Promotion From	Minimum number of years of service and APA marks to be eligible for promotion inclusive of requisite Rural and / or Semi-Urban Branch experience
Scale I to Scale II	3 years of satisfactory service in JMGS-I and the officer has secured minimum 75% marks in APA for each of the year of the service eligible for promotion. Provided that the Officer has put in a minimum of 2 years continuous service in a rural branch;
Scale II to Scale III	3 years of satisfactory service in MMG Scale-II and the Officer has secured minimum 75% marks in APA for each of the years of service eligible for promotion as on the date of eligibility; Provided that the Officer has put in a minimum service of 3 years in a "rural" and / or a "semi-urban" branch. This is inclusive of the two years rural branch experience prescribed for promotion from Junior Management Grade Scale-I to Middle Management Grade Scale-II.
Scale III to Scale IV	3 years of satisfactory service in MMG Scale-III and he has secured of average 70% marks for the years of service eligible for promotion.
Scale IV to Scale V	3 years of satisfactory service in SMG Scale-IV with minimum length of 12 years of Service and he has secured of average 70% marks for the years of service eligible for promotion and provided that the officer has worked as Branch Head for at least 3 years. Officers recruited for specialized cadre would be required to have field experience in a branch or as branch head. In case of officers in specialized cadres, this requirement can be complied with over the next three years, beginning with 2013–14 when experience of one year, and two years for the year 2014–15 would be necessary.

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Promotion From	Minimum number of years of service and APA marks to be eligible for promotion inclusive of requisite Rural and / or Semi-Urban Branch experience
Scale V to Scale VI	3 years of satisfactory service in SMG Scale-V with minimum length of 15 years of service and he has secured of average 70% marks for the years of service eligible for promotion.
Scale VI to Scale VII	3 years of satisfactory service in Top Executive Grade Scale-VI with minimum length of 18 years of service and he has secured of average 70% marks for the years of service eligible for promotion and provided that the officer has worked as Regional / Zonal head or has working experience in Scale III to Scale V in Regional / Zonal /NBG / Head Office for 2 years.

The experience as Chairman of RRB would be treated as equivalent to experience as Regional / Zonal head.

In case of Specialist Officers, joined at a scale, higher than scale I, the minimum service requirement would be reckoned from the level at which they enter the service e.g. if an Officer enters at Scale – II, the minimum length of service for promotion from Scale IV to V will be 9 years instead of 12 years.

It is clarified that the aforesaid modification in reckoning the minimum length of service required is only for Specialist officers, joining at a scale , higher than scale I. There is no change in the minimum length of service requirement for General Banking Officers for promotion to Scale V ,Scale VI and Scale VII. (BM – 24.03.2012)

Board has relaxed the requirement of APA marks under merit channel to average 75% marks for the preceding five years of service with minimum 60% marks in each year for performance and the same percentage of marks for eligibility period of service for promotion. (BM 17.04.2013)

5.2 Under Seniority Channel :

Promotion From	Minimum number of years of service to be eligible for promotion inclusive of requisite Rural and / or Semi-Urban Branch experience
Scale I to Scale II	Minimum 5 years of completed service as an Officer in the Bank and he has secured average 60% marks in APA for the years of service eligible for promotion. For the seniority channel, officers who have put in more than 2 years' service in rural areas will get an advantage of further relaxation of 50% weightage for each additional completed year of service while assessing their eligibility in terms of minimum service in Scale-I.
Scale II to Scale III	Minimum 5 years of completed service in Middle Management Grade Scale-II and he has secured average 60% marks in APA for the years of service eligible for promotion. For the seniority channel, officers who have put in more than 2 years' service in rural areas will get an advantage of further relaxation of 50% weightage for each additional completed year of service while assessing their eligibility in terms of minimum service in Scale-II

NOTE:

(Applicable to all channels i.e. Merit and Seniority Channel)

Rural/Semi-urban Exposure/Experience as Branch Manager/Regional Head/Zonal Head & in Administrative Office

a) An officer will have to complete the mandatory requirement of two years continuous service in rural areas for promotion from Scale- I to II, and a total of three years in rural/semi-urban areas, including the rural service in Scale-I, for promotion from Scale- II to III.

b) For being eligible for promotion to Scale-V, an officer should have an experience as Branch Head for at least three years.

c) For being eligible for promotion to Scale-VII, an officer should have an experience as Regional/Zonal Head or working experience in Scale III to Scale V in Regional / Zonal / NBG / Head Office for 2 years.

However, these stipulations will come into effect from the promotion process for eligibility date 1st April 2015 to enable the bank to impart requisite exposure/experience to all those officers, who do not fulfill the said criteria of rural/semi-urban exposure or Branch Manager /Regional Head/Zonal Head & in Administrative office experience. Such officers promoted prior to 01.04.2015 will be posted at an appropriate place / office (i.e Rural / Semi-urban or as Branch Head or in administrative office, as the case may be) immediately upon promotion.

6. Computation of service for the purpose of ELIGIBILITY:

For the purpose of eligibility in terms of length of service, only the completed years of service as an Officer in the existing Scale, computed from the date of entry therein shall be taken into account, including the service during the period of probation.

i) The date relevant for the purpose of determining the eligibility shall be 1st of April of the financial year (April- March) in which the vacancies arise.

ii) Leave of absence on loss of pay will not be reckoned for computing length of service, unless specifically directed by the leave sanctioning Authority;

iii) Period of suspension will not be reckoned for the purpose of computation of the length of service, unless the alleged act of misconduct for which the officer employee was suspended, has not been proved in the departmental inquiry, if held, in terms of Bank of India Officer Employees (Discipline and Appeal) Regulations, 1976 and concluded before initiation of promotion process.

iv) The period of sabbatical leave will not be reckoned for the purpose of computation of length of service.

v) The period of deputation to other institutions will be reckoned for the purpose of computation of length of service

7. Relaxation in eligibility norms :

The Board of Directors may, at their discretion, relax the minimum length of service required for Seniority and Merit Channel of Promotions by maximum one year.

Board may further relaxation of three months in minimum requirement of service in each scale. (BM 17.03.2013)

8. Exemptions / Relaxation from Rural / Semi-Urban Service :

Following exemptions/relaxation may be given in the eligibility criteria regarding rural / semi-urban branch service for promotions to MMGS–II and MMGS–III in tune with the Government guidelines issued from time to time:

I) The provisions that an Officer should serve for two or three years in rural / semi-urban branches for being eligible for promotions to MMGS II & III may be relaxed for physically challenged Officers, who are having the disability above 65% and are in receipt of conveyance allowance as per Government guidelines. In other cases, the Chairman and Managing Director of the Bank may decide in each individual case whether relaxation is to be given or not to the Physically Challenged Officer for posting in rural / semi-urban branches keeping in view whether the handicap is of such a nature that it is not possible for him to serve in such a branch.

II) Any Officer of the Bank who is an active national/international player may be exempted from the stipulation of rural/semi-urban service so long as he remains active in the sports field / coaching at the national / international level. However, he shall be required to undergo rural / semi-urban branch exposure as and when he ceases to play / coach at the level indicated, if he is working in the relevant Scales. For this purpose, an active national player would be a sportsman who plays in a recognised national competition on behalf of the state. The international sportsmen would be those who represent the country in the international competitions. The games which were indicated by the Banks' Sports Board may be treated as recognised games. Exemptions under this clause would have to be approved by the Chairman & Managing Director of the Bank.

9. Determination of vacancies in various Scales :

9.1 The number of vacancies to be filled in on each occasion of promotion from one Scale to the next higher Scale up to SMG Scale IV both for General Banking Officers and Specialist Officers, on all-India/ global basis & modalities for arriving at such vacancies will be decided by The Chairman & Managing Director along with Executive Director & in respect of vacancies in SMG Scale V and above, the Board of Directors will be the deciding authority.

9.2 For Specialist Officers, there will not be any vacancies or promotion processes beyond Senior Management Grade Scale-IV in the specialist cadre. In other words, an Officer can continue as a Specialist Officer, provided he has been recruited / designated as such, only till he reaches Senior Management Grade Scale-IV, where after he will be considered as a General Banking Officer along with the other General Banking Officers for further promotions.

9.3 Promotions for filling up vacancies will be, as far as possible, in one lot every year. However, the Competent Authority, as specified in the Policy, may promote a lesser number of Officers, compared to the declared number of vacancies, in its sole discretion.

9.4 Vacancies for Promotion from Junior Management Grade Scale-I to Middle Management Grade Scale-II

(A) Seniority Channel :

For amongst the total number of vacancies in Scale- II, vacancies to the extent of-

Replacement of wastages, as represented in the Post-Based Roster;

PLUS

60 % of expansion in cadre strength by way of additional post; will be filled in from amongst the eligible officers.

(B) Merit Channel:

Vacancies in Scale-II to the extent of wastages not represented in the post-Based Roster , and any such vacancies as cannot be filled in under Seniority Channel

PLUS

40 % of the expansion in the cadre strength shall be filled in on the basis of merit.

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9.5 Vacancies for Promotion from Middle Management Grade Scale-II to Middle Management Grade Scale-III :

(A) Seniority Channel :

For amongst the total number of vacancies in Scale- III, vacancies to the extent of-

Replacement of wastages, as represented in the Post-Based Roster;

PLUS

50 % of expansion in cadre strength by way of additional vacancies, will be filled in from amongst the eligible officers.

(B) Merit Channel:

Vacancies in Scale-III to the extent of wastages not represented in the post-Based Roaster, and any such vacancies as cannot be filled in under Seniority Channel

PLUS

50 % of the expansion in the cadre strength shall be filled in on the basis of merit.

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9.6 Vacancies for Promotion from MMG Scale III to SMG Scale IV, SMG Scale IV to SMG Scale V, SMG Scale V to Top Executive Grade VI and Top Executive Scale VI to Top Executive Scale VII :

Number of vacancies will be as decided by the Chairman and Managing Director/ Board of Directors as mentioned in para 9.1 above.. There will be only Merit Channel for Promotion from MMG Scale III to SMG Scale IV, SMG Scale IV to SMG Scale V, SMG Scale V to Top Executive Grade VI and Top Executive Grade Scale VI to Top Executive Scale VII.

10. Selection process for promotion :

10.1 Selection Process for Promotion from Junior Management Grade Scale - I to Middle Management Grade Scale-II under Merit Channel

Written / On-Line Test :

All Officers in JMG Scale-I, who are eligible for promotion to MMGS-II under Merit Channel, will be required to appear for a Written Test / On-line Test, which will be administered primarily to test their banking and allied knowledge.

Selection Process :

A merit list will be prepared in the order of aggregate marks obtained by the Officer in the following factors / parameters –

(a)	CAIIB/AIB (London) Qualifications (Part-I/JAIIB: 2 marks, Part-II/CAIIB : 3 marks)		Max. 5 marks
(b)	Post Graduation/Double Graduation	5 mks.	Max. 5 marks
(c)	Other professional qualifications i.e. Chartered Accountant, Company Secretary, Cost & Works Accountant, Chartered Financial Analyst, CISA or Post Graduate Degree / Diploma in Management of minimum 2 years' duration in subjects related to Banking from a recognised University or Institute	5 mks.	
Performance (average of marks obtained in APA for the immediate preceding 3 years)			Max.30 marks
Banking Knowledge (Written Test / On-Line Test)			Max. 30 marks
Interview			Max. 30 marks
TOTAL :			**100 marks**

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Final Selection :

i) In order to be eligible for promotion, wherever provided the officer employee shall secure minimum 40% marks each in both Written / On-Line Test and Interview in case of Merit Channel.

ii) The final merit list will be prepared in the order of aggregate marks secured by the Officer, under the various factors/ parameters. The cut of mark will be determined by the actual number of vacancies and the Officers securing equivalent to and above the cut-off mark will qualify for promotion;

iii) In case more than one Officer secures marks equivalent to the cut-off mark, the final selection will be restricted to the exact number of vacancies and will be determined on the basis of inter-se seniority of such Officers, determined in terms of Regulation 18 of the Bank of India (Officers') Service Regulations, 1979.

iv) Marks for qualification will be given only for those qualifications which are above the basic criteria / eligibility Criteria for service as an officer in that cadre. Further, qualifications obtained through

distant learning program / correspondence course by government / UGC recognized institute will also be considered for the marks.

10.2 Selection Process for Promotion from Junior Management Grade Scale-I to Middle Management Grade Scale-II under Seniority Channel

Written / On-Line Test :

All Officers in JMG Scale-I, who are eligible for promotion to MMGS-II under Seniority Channel, will be required to appear for a Written Test / On-Line Test, which will be administered primarily to test their banking and allied knowledge. There will be no Interview for seniority channel but the candidates who desire to compete in merit channel will be required to appear for interview.

The Officers will be required to obtain minimum 30 % qualifying marks in the Written test for promotion in Seniority channel.

Final Selection :

The final selection will be restricted to the exact number of vacancies and will be determined on the basis of inter-se seniority of eligible Officers, determined in terms of Regulation 18 of the Bank of India (Officers') Service Regulations, 1979.

10.3 Selection Process for Promotion from Middle Management Grade Scale-II to Middle Management Grade Scale-III under Merit Channel

Written / On-Line Test :

All Officers in Middle Management Grade Scale-II, who are eligible for promotion under Merit Channel, will be required to appear for a Written Test / On-Line Test, which will be administered primarily to test their banking and allied knowledge.

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Selection Process :

A merit list will be prepared in the order of aggregate marks obtained by the Officer in the following factors / parameters –

(a)	CAIIB/AIB (London) Qualifications (Part-I/JAIIB: 2 marks, Part-II/CAIIB : 3 marks)		05 marks
(b)	Post Graduation/Double Graduation	5 mks.	Max. 05 marks
(c)	Other professional qualifications i.e. Chartered Accountant, Company Secretary, Cost & Works Accountant, Chartered Financial Analyst, CISA or Post Graduate Degree / Diploma in Management of minimum 2 years' duration in subjects related to Banking from a recognised University or Institute	5 mks.	
Performance (average of marks obtained in APA for the immediate preceding 3 years)			Max. 30 marks
Banking Knowledge (Written Test / On-Line Test)			Max. 30 marks
Interview			Max. 30 marks
TOTAL :			100 marks

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Final Selection :

i) In order to be eligible for promotion, wherever provided the officer employee shall secure minimum 40% marks each in both Written / On-Line Test and Interview in case of Merit Channel.

ii) The final merit list will be prepared in the order of aggregate marks secured by the Officers, under the various factors / parameters. The cut-off mark will be determined by the actual number of vacancies and the Officers securing equivalent to and above the cut-off mark will qualify for promotion.

iii) In case more than one Officer secures marks equivalent to the cut-off mark, the final selection will be restricted to the exact number of vacancies and will be determined on the basis of inter-se seniority of such Officers, determined in terms of Regulation 18 of the Bank of India (Officers') Service Regulations, 1979.

iv) Marks for qualification will be given only for those qualifications which are above the basic criteria / eligibility Criteria for service as an officer in that cadre. Further, qualifications obtained through

distant learning program / correspondence course by government / UGC recognized institute will also be considered for the marks.

10.4 Selection Process for Promotion from Middle Management Grade Scale-II to Middle Management Grade Scale-III under Seniority Channel

Written / On-Line Test :

All Officers in MMG Scale-II, who are eligible for promotion to MMGS-III under Seniority Channel, will be required to appear for a Written Test / On-Line Test, which will be administered primarily to test their banking and allied knowledge. There will be no Interview for seniority channel but the candidates who desire to compete in merit channel will be required to appear for interview.

The Officers will be required to obtain minimum 30 % qualifying marks in the Written test for promotion in Seniority channel.

Final Selection :

The final selection will be restricted to the exact number of vacancies and will be determined on the basis of inter-se seniority of eligible Officers, determined in terms of Regulation 18 of the Bank of India (Officers') Service Regulations, 1979.

10.5 Selection Process for Promotion from MMGS III to SMGS IV

The Selection Process for Promotion from MMGS III to SMGS IV shall comprise of Test for Computer Knowledge (only once), Professional Qualifications, Group Discussion, Interview and Performance in Scale III. However, test for computer knowledge will be of qualifying nature only, Chairman and Managing Director will be authorized to decide qualifying marks for the computer test.

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The eligible Officers shall be listed in the order of merit determined by the total number of marks obtained by them under the following heads:-

Particulars		Maximum Marks allocable under Merit channel	
(a)	CAIIB/AIB (London) Qualifications (Part-I/JAIIB: 2 marks, Part-II/CAIIB : 3 marks)	5 marks	5 marks
(b)	Post Graduation/Double Graduation	5 marks	5 marks
(c)	Other professional qualifications i.e. Chartered Accountant, Company Secretary, Cost & Works Accountant, Chartered Financial Analyst, CISA or Post Graduate Degree / Diploma in Management of minimum 2 years' duration in subjects related to Banking from a recognised University or Institute	5 marks	
(d)	Group Discussion	10 marks	
(e)	Performance (average of marks obtained in APA for the immediate preceding 5 years/ no. of years completed for DROs)	50 marks	
Potential (Interview)		30 marks	
TOTAL :		100 marks	

Marks for qualification will be given only for those qualifications which are above the basic criteria / eligibility criteria for service as an officer in that cadre. Further, qualifications obtained through distant learning program / correspondence course by government / UGC recognized institute will also be considered for the marks.

10.6 Selection Process for Promotion from SMG Scale IV to SMG Scale V

The selection process for Promotion to SMGS IV to SMGS V shall comprise of Test for Computer Knowledge (only once), Interview, Group Discussion and Performance in Scale IV. However, test for computer knowledge will be of qualifying nature only, Chairman and Managing Director will be authorized to decide qualifying marks for the computer test.

The eligible Officers shall be listed in the order of merit determined by the total number of marks obtained by them under the following heads –

Particulars	**Maximum Marks allocable**
Performance (average of marks obtained in APA for the immediate preceding 5 years/ no. of years completed for DROs)	50
Group Discussion	20
Potential (Interview)	30
TOTAL :	**100**

Candidates who qualify in Computer Knowledge test once will not be required to appear in the said test again for promotion from Scale III to Scale IV and / or Scale IV to Scale V. (BM 17.04.2013)

10.7 Selection Process for Promotion from SMG Scale V to TEG Scale VI and TEG Scale VI to TEG Scale VII

The selection process for Promotion from SMGS V to SMGS VI and from TEGS VI to TEGS VII shall comprise of Interview and Performance in respective Scale and the eligible Officers shall be listed in the order of merit determined by the total number of marks obtained by them under the following heads –

Particulars	**Maximum Marks allocable**
Performance (average of marks obtained in APA for the immediate preceding 5 years/ no. of years completed for DROs)	70
Potential (Interview)	30
TOTAL :	**100**

11. Determination of SUITABILITY FOR PROMOTION :

Suitability of the Officers for promotion shall be determined on the basis of performance, potential for shouldering higher responsibilities, banking knowledge, professional qualification, etc. as detailed below :-

(a) Performance :

Performance of an eligible Officer will be assessed through the Annual Performance Appraisal Reports.

(b) Potential :

Potential for shouldering higher responsibilities will be assessed in the interview, wherever provided for. The Interview Committee shall interview the Officers and assess them on the basis of the following parameters –

i) Personality, ii) Job Knowledge, iii) Communication Skills, Iv) General Awareness and v) Aptitude and willingness to shoulder higher responsibilities.

During interview for Scales - V, VI and VII, weightage will be given to the following:-

i) Whether the officer has worked in different specialized areas of the banks.

ii) Whether officer has been posted to different parts of India or has been in only one / few Zones / NBG.

iii) Whether the officer has experience of working in the field as well as working in Regional / Zonal / NBG and Head Office.

iv) Whether the officer has professional qualifications and has the officer acquired additional qualifications after joining the service.

(c) Banking and Computer Knowledge :

For promotions from Junior Management Grade Scale-I to Middle Management Grade Scale-II, Middle Management Grade Scale-II to Middle Management Grade Scale-III, banking knowledge will be assessed through a Written/On-Line Test.

For promotion from Scale – III to IV and IV to V, an officer will have to pass an examination to test for computer literacy and computer knowledge.

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(d) Professional Qualification :

Marks for professional qualifications will be given weightage for promotions from Junior Management Grade Scale-I to Middle Management Grade Scale-II, Middle Management Grade Scale-II to

Middle Management Grade Scale-III and from Middle Management Grade Scale-III to Senior Management Grade Scale-IV.

(e) Group Discussion:

For Promotions from Middle Management Grade Scale-III to Senior Management Grade Scale-IV & from Senior Management Grade Scale-IV to Senior Management Grade Scale-V to assess the communication, conceptual and leadership qualities. For Group discussion, a Board consisting of outside experts and officers of the Bank will be constituted with the approval of the Board.

12. WEIGHTAGES FOR DIFFERENT FACTORS UNDER MERIT CHANNEL OF PROMOTIONS:

Based on the aforesaid criteria, as stated in paragraph 11 above, the weightages for the relevant factors for promotion from one grade/Scale to the next higher grade / Scale, under Merit Channel, shall be as follows:

Sr. No.	Promotion from [under merit channel]	Allocation of marks (Maximum)					Total
		APA	Prof. Qual	Inter-view	Written Test	Group Disc.	
1.	JMG Scale-I to MMG Scale-II	30	10	30	30	--	100
2.	MMG Scale-II to MMG Scale-III	30	10	30	30	--	100
3.	MMG Scale-III to SMG Scale-IV	50	10	30	---	10	100
4.	SMG Scale-IV to SMG Scale V	50	--	30	---	20	100
5.	SMG Scale V to TEG Scale VI and TEG Scale VI to TEG Scale VII	70	--	30	--	--	100

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13. Number of Officers to be considered for Promotion:

For promotion to all scales, the number of candidates eligible for promotion shall be restricted to 3 times of the number of vacancies. In case, within the zone of consideration, adequate number of fresh candidates are not available the same can be extended beyond 4 times with prior approval of the Board. However, Bank with the approval of the Board can relax the zone of consideration beyond 4 times so as to include all officers promoted on the same date / in the same batch. (BM 17.04.2013)

14. Promotion of Officers against whom disciplinary/ court proceedings are initiated/ pending or a penalty has been imposed :

Officers against whom disciplinary /court proceedings have been initiated/ pending, including those under suspension, will also be eligible for consideration for promotion as under.

Disciplinary action/court proceedings will be deemed to have been initiated/ pending against an Officer in the following circumstances –

a) where the Disciplinary Authority has issued Articles of Charges or Statement of Imputation of Lapses to the Officer concerned on specific acts of misconduct / irregularities;

OR

b) where the Competent Authority has accorded sanction for prosecution to CBI Authorities against the Officer concerned or filed complaint to Police Authorities or the Officer is being prosecuted for any criminal offence.

14.1 CONSIDERATION FOR PROMOTION :

At the time of promotion, details of the Officers, who are eligible for promotion and falling under the following categories, should be specifically brought to the notice of the Departmental/Directors Promotion Committee (DPC), as the case may be -

i) Officers under suspension;

ii) Officers who have been issued Articles of Charge/Statement of Imputation of Lapses, pursuant to which disciplinary proceedings are pending against them;

iii) Officers in respect of whom prosecution for a criminal charge is pending.

14.2 PROCEDURE TO BE FOLLOWED BY DPC IN RESPECT OF SUCH OFFICERS :

The DPC shall assess the suitability of the Officers coming within the purview of the circumstances mentioned above alongwith other eligible candidates without taking into consideration the pending disciplinary/criminal prosecution case. However, the assessment of the Committee and the grading awarded by it, will be kept in a sealed cover. The cover will be superscribed `Findings regarding suitability for promotion to the grade/post of .....in respect of Shri ..... (Name of the Officer). Not to be opened till the termination of the disciplinary case/criminal prosecution against Shri .....'. The proceedings of the Committee need only contain a note to this effect, and the findings should be kept in a sealed cover. The authority competent to fill the vacancy should be separately advised to fill the vacancy in the higher grade only in an officiating capacity when the findings of the Committee in respect of the suitability of an Officer for his promotion are kept in a sealed cover.

14.3 PROCEDURE TO BE FOLLOWED BY THE SUBSEQUENT DPCS :

The same procedure outlined in paragraph 14.2 above will be followed by the subsequent DPCs, till the disciplinary/criminal prosecution case against the Officer concerned is concluded.

14.4 ACTION AFTER COMPLETION OF DISCIPLINARY/CRIMINAL PROSECUTION CASE :

On the conclusion of the disciplinary/criminal prosecution case, which results in dropping of allegations against the Officer, the sealed cover or covers shall be opened. In case the Officer is completely exonerated, the due date of his promotion will be determined with reference to the position assigned to him in the findings kept in sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such position. The Officer may be promoted, if necessary, by reverting the junior-most officiating person.

He may be promoted notionally with reference to the date of promotion of his junior. However, whether the Officer concerned will be entitled to any arrears of pay for period of notional promotion preceding the date of actual promotion, and if so, to what extent will be decided by the Appointing Authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution.

Where the authority denies arrears of salary or part of it, it will record its reasons for doing so. It is not possible to anticipate and enumerate exhaustively all the circumstances under which such denials of arrears of salary or part of it may become necessary. However, there may be cases where the proceedings, whether disciplinary or criminal, are for example delayed at the instance of the employee or the clearance in the disciplinary proceedings or acquittal in the criminal proceedings is with benefit of doubt or on account of non-availability of evidence due to the acts attributable to the employee, etc. These are only some of the circumstances where such denial can be justified.

If any penalty is imposed on the Officer as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon.

14.5 SIX MONTHLY REVIEW OF 'SEALED COVER' CASES :

It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any Officer is not unduly prolonged and all efforts to finalise expeditiously the proceedings should be taken so that the need for keeping the case of an officer in a sealed cover is limited to the barest minimum.

Therefore the Appointing Authorities concerned should review every six months the cases of the officers, whose suitability for promotion to a higher grade has been kept in a sealed cover. The review should, inter alia, cover the progress made in the disciplinary proceedings/criminal prosecution and the further measures to be taken to expedite their completion.

14.6 PROCEDURE FOR AD-HOC PROMOTION :

In spite of the six monthly review referred to in para 14.5 above, there may be some cases, where the disciplinary case/criminal prosecution against the officer is not concluded even after the expiry of two years from the date of the meeting of the first DPC which had kept its findings in respect of the Officer in a sealed cover. In such a situation, the Appointing Authority may review the case of the officer, provided he is not under suspension, to consider the desirability of giving him ad-hoc promotion keeping in view, the following aspects :-

(a) Whether the promotion of the Officer will be against public interest;

(b) Whether the charges are grave enough to warrant continued denial of promotion;

(c) Whether there is any likelihood of the case coming to a conclusion in the near future;

(d) Whether the delay in the finalisation of proceedings, departmental or in a court of law, is not directly or indirectly attributable to the officer concerned; and

(e) Whether there is any likelihood of misuse of official position, which the officer may occupy after ad-hoc promotion, which may

(f) Adversely affect the conduct of the departmental case / criminal prosecution.

The Appointing Authority should also consult the `Central Bureau of Investigation' and take their views into account where the departmental proceedings or criminal prosecution arose out of the investigations conducted by the Bureau.

In case the Appointing Authority comes to a conclusion that it would not be against the public interest to allow ad-hoc promotion to the Officer, his case should be placed before the next Committee held in the normal course after the expiry of two year period to decide whether the Officer is suitable for promotion on ad-hoc basis. Where the Officer is considered for ad-hoc promotion, the Committee should make its assessment on the basis of the totality of the individual's record of service without taking into account the pending disciplinary case / criminal prosecution against him.

After a decision is taken to promote an Officer on an ad-hoc basis, an order of promotion may be issued making it clear in the order itself that–

i) the promotion is being made on purely ad-hoc basis and the ad-hoc promotion will not confer any right for regular promotion; and

ii) the promotion shall be `until further orders'. It should also be indicated in the order that the Bank reserves the right to cancel the ad-hoc promotion and revert at any time the Officer to the post from which he was promoted.

If the Officer concerned is acquitted in the criminal prosecution on merits of the case or is fully exonerated in the departmental proceedings, the

ad-hoc promotion already made may be confirmed and the promotion treated a regular one from the date of ad-hoc promotion with all attendant benefits. In case the Officer could have got his promotion on merit from a date prior to the date of his ad-hoc promotion with reference to the findings of the Committee kept in the sealed cover(s) and the actual date of promotion of the person ranked immediately junior to him by the same Committee, he would also be allowed his due seniority and benefit of notional promotion as envisaged in paragraph 14.4 above.

If the officer is not acquitted on merits in the criminal prosecution but purely on technical grounds and the Bank either proposes to take up the matter to a higher Court or to proceed against him departmentally or if the officer is not exonerated in the departmental proceedings, the ad-hoc promotion granted to him should be brought to an end.

14.7 APPLICABILITY OF SEALED COVER PROCEDURE AFTER THE CASES HAVING BEEN RECOMMENDED FOR PROMOTION :

An Officer, who is recommended for promotion by the DPC but in whose case any of the circumstances mentioned in paragraph 14.1 above arises after the said recommendations are received but before he is actually promoted, will be considered as if his case had been placed in a sealed cover by the DPC. He shall not be promoted until he is completely exonerated of the charges against him and the provisions contained herein above will be applicable in his case also.

15. INTERVIEW COMMITTEE / committee for group discussion Competent Authority for promotion of officers from one Scale to the next higher Scale:

GROUP DISCUSSION : The committee shall comprise of outside experts and officers of the bank approved by the Board.

INTERVIEW COMMITTEE : The Interview Committee shall comprise of the following minimum designated authorities. The Chairman and Managing Director may prescribe higher designated authorities as and when required.

Sr. No.	Promotion from	Committee comprising
1.	Junior Management Grade Scale I to Middle Management Grade Scale II	One Asst. General Manager, two Chief Managers.
2.	Middle Management Grade Scale II to Middle Management Grade Scale III	One Deputy General Manager, one Assistant General Manager and one Chief Manager.
3.	Middle Management Grade / Scale-III to Senior Management Grade / Scale-IV.	One General Manager, one Deputy General Manager and one Assistant General Manager.
4.	Senior Management Grade / Scale-IV to Senior Management Grade / Scale-V.	One Executive Director, One General Manager, One Deputy General Manager and two outside experts with domain knowledge approved by the Board each year.
5.	Senior Management Grade / Scale-V to Top Executive Grade / Scale-VI.	The Chairman & Managing Director, one Executive Director, one General Manager and two outside experts with domain knowledge approved by the Board each year.
6.	Top Executive Grade / Scale-VI to Top Executive Grade / Scale-VII.	The Chairman & Managing Director, the Government Director, the Reserve Bank of India Director and two outside experts with domain knowledge approved by the Board each year.

For the purpose of interviews for promotion from JMGS I to MMGS II, MMGS II to MMGS III, MMGS III to SMGS IV, the Executive Director (HR) and in his absence, the General Manager (HR) shall constitute the requisite number of Interview Committees. For the purpose of interviews for promotion from SMGS IV to SMGS V and from SMGS V and TEGS VI, the Chairman and Managing Director and in his absence Executive Director (HR) shall constitute the requisite number of Interview Committees.

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Departmental /Directors' Promotion Committee: While the Interview Committee will be only for the purpose of carrying out the interviews, the selection for promotion will be decided by the Departmental Promotion Committee / Directors' Promotion Committee, as the case may be.

Sr. No.	Promotion from	Committee comprising
1.	JMG Scale-I to MMG Scale-II	One Deputy General Manager and two Assistant General Managers.
2.	MMG Scale-II to MMG Scale-III	Two Deputy General Managers and one Asst. General Manager.
3.	MMG Scale-III to SMG Scale-IV	Two General Managers and one Deputy General Manager.
4.	SMG Scale-IV to SMG Scale-V	Two Executive Directors and one General Manager
5.	SMG Scale-V to TEG Scale-VI	The Chairman & Managing Director, one Executive Director and one General Manager.
6.	TEG Scale-VI to TEG Scale-VII	The Chairman & Managing Director, the Government Director and the Reserve Bank of India Director.

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Note: Executive Director (HR) will nominate the Asst. General Managers, Dy. General Managers and General Managers in respective DPC for the desired objective.

16. Promotion Policy for Specialist Officers :

16.1 The Specialist Officers will have career path up to SMG Scale IV in their respective disciplines.

16.2 ELIGIBILITY FOR PROMOTION IN TERMS OF LENGTH OF SERVICE:

There shall be Seniority and Merit channel of promotion for Specialist Officers as below:-

Promotion from	Channels available
Scale I to II	Merit & Seniority
Scale II to III	Merit & Seniority
Scale III to IV	Merit

Under Merit Channel

From	Minimum number of years of service and APA marks to be eligible for promotion
Scale I to Scale II	3 years of satisfactory service in JMGS-I and has secured minimum 75% marks in APA for each of the year of the service eligible for promotion.
Scale II to Scale III	3 years of satisfactory service in MMG Scale-II and has secured minimum 75% marks in APA for each of the year of the service eligible for promotion.
Scale III to Scale IV	3 Years of satisfactory service in MMG Scale-III and has secured average 70% marks for the years of service eligible for promotion.

Under Seniority Channel :

From	Minimum number of years of service and APA marks to be eligible for promotion
Scale I to Scale II	Minimum 5 years of completed service as an Officer in the Bank and he has secured average 60% marks in APA for the years of service eligible for promotion.
Scale II to Scale III	Minimum 5 years of completed service in Middle Management Grade Scale-II and he has secured average 60% marks in APA for the years of service eligible for promotion.

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16.3 Eligibility Date

The cut-off date for determining eligibility as well as completed years of service will be 1st of April of the financial year (April- March) in which the vacancies arises.

16.4 Relaxation in eligibility norms :

The Board of Directors may, at their discretion, relax the minimum length of service required for Seniority and Merit Channel of Promotions by maximum one year.

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.

16.5 DETERMINATION OF VACANCIES IN VARIOUS SCALES :

Vacancies will be in same ratio for promotion from Scale I to II and Scale II to III as applicable in case of GBOs. To elaborate if there are 100 vacancies in Scale II and 400 Scale I officers based on inter se seniority come in zone of consideration which comprises 20 specialist officers, the vacancies for Specialist Officers will be 20/4 i.e. 5.

For promotion from MMG Scale III to SMG Scale IV, the vacancies shall be need based, to be sanctioned by the Chairman and Managing Director. Apart from this, the Chairman and Managing Director is authorized to declare the number of vacancies in any scale on a need based manner. (BM 17.04.2013).

16.6 SELECTION PROCESS FOR PROMOTION :

For promotion of Specialist Officers up to MMG Scale III, Merit and Seniority in the Scale will be given due weightage. For the Promotion of Specialist Officers to SMG Scale IV, only Merit will be considered However, the factors for consideration and weightage thereof will be as under:-

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Promotion from JMG Scale I to MMG Scale II

SENIORITY CHANNEL:–

I. The final selection will be restricted to the exact number of vacancies and will be determined on the basis of inter-se seniority of eligible Officers, determined in terms of Regulation 18 of the Bank of India Officers') Service Regulations, 1979.

II. There will be no Written Test / Interview for seniority channel but the candidates who desire to compete in merit channel will be required to appear for interview.

MERIT CHANNEL:

The selection process for Specialist Officers for Promotion from JMGS I to MMGS II shall comprise of Interview, Professional Qualifications and Performance in Scale I and the eligible Officers shall be listed in the order of merit determined by the total number of marks obtained by them under the following heads:

Performance (average of marks obtained in APA for the immediate preceding 3 years)	55 marks
Professional Qualifications (*)	05 marks
Potential (Interview)	40 marks
TOTAL :	**100 marks**

(i) Promotion from MMG Scale II to MMG Scale III :

SENIORITY CHANNEL:–

i) The final selection will be restricted to the exact number of vacancies and will be determined on the basis of inter-se seniority of eligible Officers, determined in terms of Regulation 18 of the Bank of India (Officers') Service Regulations, 1979.

ii) There will be no Written Test / Interview for seniority channel but the candidates who desire to compete in merit channel will be required to appear for interview.

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MERIT CHANNEL:

The selection process for Specialist Officers for Promotion from MMGS II to MMGS III shall comprise of Interview, Professional qualifications and Performance in Scale - II and the eligible Officers shall be listed in the order of merit determined by the total number of marks obtained by them under the following heads –

Performance (average of marks obtained in APA for the immediate preceding 3 years)	55 marks
Professional Qualifications (*)	05 marks
Potential (Interview)	40 marks
TOTAL :	**100 marks**

* Marks for qualification will be given only for those qualifications which are above the basic criteria / Eligibility Criteria for service as an officer in that cadre. Further, qualifications obtained through distant learning program / correspondence course by government / UGC recognized institute will also be considered for the marks.

*** Professional Qualifications marks for Specialist Officers:**

a) For IT related professional qualifications

Sr. No.	Professional Qualifications	Max marks
1.	"A" level of DOEACC or its equivalent i.e. Advanced Diploma in PGDCA	2
2.	"B" level of DOEACC or its equivalent i.e. Graduate course in technology i.e. AMIE/ AMETE/BE/B.TECH	3
3.	"C" level of DOEACC or its equivalent i.e. Post Graduation in technology	5
4.	CISA, CISSP & CISM	5

b) For MBA, CAIIB and other professional qualifications

Professional Qualifications	Marks
CAIIB/AIB (London) Qualifications (Part-I/JAIIB: 2 marks, Part-II/CAIIB : 3 marks) Other professional qualifications i.e. Chartered Accountant, Company Secretary, Cost & Works Accountant, Chartered Financial Analyst, Post Graduate Degree / Diploma in Management of minimum 2 years' duration in subjects related to Banking from a recognized University or Institute (5 marks)	Max. 5 mks

Promotion from MMG Scale III to SMG Scale IV :

The selection process for Specialist Officers for Promotion from MMGS III to SMGS IV shall comprise of Test for computer literacy and computer knowledge, Group Discussion, Interview and Performance in Scale III, However, test for computer knowledge will be of qualifying nature only, Chairman and Managing Director will be authorized to decide qualifying marks for the computer test.

The eligible Officers shall be listed in the order of merit determined by the total number of marks obtained by them under the following heads–

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Performance (average of marks obtained in APA for the immediate preceding 5 years/ no. of years completed for DROs)	50 marks
Group Discussion	10 marks
Potential (Interview)	40 marks
TOTAL :	**100 Marks**

16.7 Vacancies for Promotion from Junior Management Grade Scale-I to Middle Management Grade Scale-II

The procedure for allocation of vacancies between Seniority and Merit channels for General banking Officers as given in Para 9.4 will be followed for Specialist Officers also.

16.8 Vacancies for Promotion from Middle Management Grade Scale-II to Middle Management Grade Scale-III :

The procedure for allocation of vacancies between Seniority and Merit channels for General banking Officers as given in Para 9.5 will be followed for Specialist Officers also.

16.9 SPECIALIST OFFICERS : The term 'Specialist Officer' includes all those Officers with specialized professional qualifications, with or without experience, recruited in Bank's service as Specialist Officers or converted as Specialist Officers through a process of selection from General Banking Category. They may be broadly categorised as under:

(i) Agriculture Officers

Officers with Degree in Agriculture and/or allied subjects and recruited / promoted / converted as such.

(ii) IT Officers

Officers (with or without professional qualification in IT) recruited / promoted / converted as IT/Computer Officers, System Analysts, IT Security Officers etc.

(iii) HR / IR Officers

Officers with specialized qualifications in HR/IR areas and recruited/ promoted / converted as such.

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(iv) Security Officers

Officers recruited / promoted / converted as Security Officers to work in General Security / Fire / Disaster Management Departments

(v) Official Language Officers

Officers recruited / promoted / converted as Official Language Officers.

(vi) Law Officers

Officers with degree in law and recruited / promoted / converted as Law Officers.

(vii) Investigation Officers

Officers recruited / promoted / converted as Investigation Officers.

(viii) Economists/Statisticians

Officers with Professional qualifications in Economics / Statistics and recruited / promoted / converted as such.

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(ix) Finance Executives

Officers with Professional Qualifications like MBA/CA/ CFA either with or without engineering qualifications such as B.E. / B. Tech, specially recruited / promoted as such to work in Corporate Credit / Loan Syndication / Risk Management / Treasury / Forex Operations etc. and also converted as such.

(x) Company Secretary

Officers with Professional Qualification i.e. ACS from the ICSI, recruited / promoted / converted as such.

(xi) Marketing Executives

Officers with Professional Qualifications in Marketing e.g. MBA (Marketing) and / or relevant experience and recruited/ promoted / converted as such.

(xii) Corporate Communication Executives/Managers

Officers with specialized qualifications in Corporate Communication / Mass Communication / Journalism and recruited / promoted / converted as such.

(xiii) Technical Officers

a) Officers with Engg. Qualifications (B.E. / B.Tech.) and recruited / promoted / converted as such for handling / Civil / Mechanical/ Electrical works.

b) Officers with Engg. Qualifications (B.E. / B.Tech.) and recruited /promoted / converted as such for Project Appraisal / Technical Appraisal of loan proposals etc.

Note:

1) The condition regarding completion of the requisite rural/semi-urban tenure, as mentioned in Para 5 is not applicable to the Specialist Officers except for Agriculture Officers. The weightage for rural service will be given to agricultural officers as per para 5.2 (a) above.

2) Whereas the Departmental Promotion Committees will be the same as for General Banking Officers as mentioned in Para 15, the Interview Committee will comprise of one additional member having knowledge in the specialised field, if available, apart from the Interview Committee members mentioned therein.

16.10 CONVERSION OF SPECIALIST OFFICERS TO GENERAL BANKING OFFICERS :

A Specialist officer will have to remain in the specialist cadre for at least 5 completed years of service. Thereafter, the officer should gain experience of at least two years in field operations.

The Specialist Officers will be permitted to take conversion to General Banking Officers' category up to MMG Scale III after completion of minimum 5 years of service as a Specialist Officer. The request of the Specialist Officer for such conversion shall be examined by a Committee of three General Managers to be nominated by the Executive Director (HR). The decision of the Committee shall be final.

A Specialist Officer, who has got himself converted to general category, cannot seek conversion back to Specialist Category at any time thereafter. The General Manager (HR) will issue necessary administrative guidelines for such conversion in future as per the requirement of the Bank from time to time.

A Specialist Officer shall be deemed to be a General Banking Officer on his / her promotion to SMG Scale IV.

16.11 Officers not more than the number of vacancies in the specialist category shall be selected for promotion in the order of merit. The cut-off marks will be determined by the actual number of vacancies in Specialist Category and the officers securing equivalent to and above the cut-off marks will qualify for promotion. In case more than one officer secures marks equivalent to the cut-off marks, the final selection will be restricted to the exact number of vacancies, and will be determined on the basis of interse seniority.

17. General :

(i) Eligible officers in all Scales, willing to participate in Promotion Process will submit particulars as per the prescribed format, to Head Office through Zonal Office. The Zonal Office will verify and certify the correctness of the particulars submitted by the Officers.

(ii) If an eligible officer does not submit the application or does not participate in any of the promotion processes (i.e. does not appear for Test or for Interview before the Interviewing Committee), it shall be deemed that he has, of his own free will and volition, opted out of the promotion process. No correspondence in this regard will be subsequently entertained from him.

However, if an officer is unable to appear for an interview for reasons beyond his control, he should inform the Management well before the scheduled date for the interview, about his inability to appear for the same, giving reasons therefor. In such cases, he may be given only one more chance at the discretion of the Management for appearing for interview at such place and time as the Management may decide.

(iii) The Promotion Process will be conducted every year, subject to the availability of vacancies. The Officers, who had failed to get promotion in the previous promotion process in terms of (ii) above, will also be eligible to participate, in the subsequent processes.

(iv) Officers not selected for promotion will be advised the total marks obtained by them. In the event of an application by the officer for re-checking the marks, the Management shall have the marks re-checked for arithmetic accuracy, provided such an application is made within 30 days from the date of advice to him.

(v) Fitment in the higher Scale of pay on promotion will be determined as per the guidelines issued by the Management from time to time.

(vi) Filling up of Vacancies in SMG Scale V and above, arising on account of retirement, resignation, death, voluntary retirement etc.:

A waitlist of candidates for promotion to Scale V and above will be prepared and promotions in respective Scales will be released as and when vacancies arise on account of expected retirements / elevation to higher Scales, if any. In addition to the said waitlist, the Chairman and Managing Director is authorized to release the promotion of candidates appeared for promotion but not selected in the main list or waitlist but standing immediately after the name of the last candidate in the waitlist, so as to fill the vacancies, if any, arising on account of resignation, death, voluntary retirement, superannuation etc. who was/were promoted in the main list/ wait list of the concerned promotion process.

(vii) An Officer, against whom a Major Penalty has been imposed, will not be eligible to participate in any promotion process initiated during a period of one year from the date of effect of such penalty. The date of issuance of circular inviting applications shall be the date of initiation of promotion process in respect of all such officers.

(viii) The Chairman & Managing Director is the authority to issue the administrative guidelines/instructions for removal of any doubts and / or difficulties arising during the course of implementation of this policy.

(ix) The reservation and relaxation for SCs/STs/OBCs/Ex-Servicemen/ Physically Handicapped candidates, as the case may be, shall be provided as per the Government guidelines in force from time to time.

(x) Where APA marks of an Officer are not available due to i) sabbatical leave, ii) EOL, iii) unauthorized absence and iv) suspension, the APA marks shall be treated zero for that particular year/s. However, APA marks for the number of preceding years for which he rendered service and was rated for his performance excluding the period of Sabbatical Leave etc. will be included and taken into consideration for the purpose of promotion, subject to the condition that he has rendered minimum required service in that particular Scale, in terms of para 5 and 16 above.

(xi) In case an Officer employee is alleged to have resorted to unfair means/ copying in the Written/On-line Test, his result will be withheld subject to the outcome of disciplinary action, if any, to be initiated against him.

(xii) If a candidate is selected in both Seniority Channel as well as Merit Channel, he will be treated as selected only in Seniority Channel.

(xiii) In order to be eligible for promotion, wherever provided the officer employee shall secure minimum 40% marks each in both Written / On-Line Test and Interview in case of Merit Channel, and minimum 30% marks in Written / On-Line Test in case of Seniority Channel.

(xiv) Marks for qualification will be given only for those qualifications which are above the basic criteria / Eligibility Criteria for service as an officer in that cadre. Further, qualifications obtained through distant learning program / correspondence course by government / UGC recognized institute will also be considered for the marks.

(xv) An officer who applies for promotion and gets selected, cannot refuse promotion.

(xvi) In case more than one Officer secures marks equivalent to the cut-off mark, the final selection will be restricted to the exact number of vacancies and will be determined on the basis of inter-se seniority of such Officers, determined in terms of Regulation 18 of the Bank of India (Officers') Service Regulations, 1979

(xvii) The Board reserves its rights to change, alter, amend, modify or vary in any manner whatsoever, from time to time, all or any of the terms and conditions incorporated in this policy, recording reasons thereof. The provisions of this policy are subject to changes in accordance with the guidelines received from the Government from time to time and such guidelines shall be deemed to be a part of this policy and given effect to subject to adoption by the Board of Directors.

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Regulation 18 : SENIORITY

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 previous 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 an general officers join on the same date and if there is no system of maintaining separate seniority list for the different categories of officers, seniority in the common seniority list shall be determined on the basis of their date of birth.

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

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

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Regulation 19 : AGE OF RETIREMENT

(B.M. 21.10.1986)

1. The age of retirement of an officer employee shall be determined by the Board in accordance with the guidelines issued by the Government from time to time.

   Provided that the Bank may, at its discretion, on review by the Special Committee/Special Committees as provided hereinafter in Sub-Regulation (2), retire, if it is of the opinion that it is in the public interest, as Officer employee on or at any time after the completion of 55 years of age or on or at any time after the completion of 30 years of total service as an Officer employee or otherwise, whichever is earlier. (Refer Br. Cir No. 91/145 of 2011.1997)

   Provided further that before retiring, an officer employee, atleast three months' notice in writing or an amount equivalent to three months' substantive salary / pay and allowance, shall be given to such officer employee. 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 rules in the Bank.

   Provided further than an officer aggrieved by the order of the Competent Authority, as provided in Sub-Regulation (2), may within one month of the passing of the order, give in writing a representation to the Board of Directors against the decision of the Competent Authority, and on receipt of such representation from the concerned officer, the Board of Directors shall consider his representation and take a decision within a period of three months. Where the Board of Directors decided 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.

   Explanation:

   An officer employee will retire on the last day of the month in which the he completes his 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 this regulation. Such Committee/s 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 in writing to the Competent Authority the retirement of the officer employee".

Amendment to Regulation 19 – Age of Retirement

(B.M. 29.07.1998) Ref. BC 92/80 dated 01.09.1998

In supersession of the existing guidelines issued by the Government from time to time regarding age of retirement by the officer employee in the Bank, the Board in its meeting dated 29.07.1998 has approved revised guidelines conveyed by the Government under Regulation 19 (1) as under :-

"w.e.f. 22.05.1998 the age of retirement of all the officers in the Bank will be 60 years."

It is also clarified that:

a. Subject to the provisions of the Rules, every Officer, shall retire from the service on the afternoon of the last day of the month in which he attains the age of 60 years, provided that the Officers whose date of birth is 1st of month, shall retire from the service on the afternoon of the last day of preceding month on attaining the age of 60 years.

b. No extension shall be given to any Officer beyond 60 years of age.

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(Board Meeting dated 28.04.1980)

Competent Authority:

Officers Covered	Competent Authority
i. Junior Management Grade/Scale I ii. Middle Management Grade/Scale II & III iii. Senior Management Grade/Scales IV & V	General Managers
iv. Top Executive Grade/Scale VI	Executive Director
v. Top Executive Grade/Scale VII	Managing Director

The Review Committee would be the Board.

Rules regarding voluntary retirement for officer employees (BM dated 16.06.1990)

i) An Officer employee may be permitted by the Competent Authority to voluntarily retire from Bank's service any time after the completion of 55 years of age or 30 years of total service as an officer employee or otherwise, whichever is earlier, after giving the Bank 3 month's notice in writing, unless the requirement is wholly or partly waived.

ii) An officer employee may be allowed to withdraw a notice of voluntary retirement subsequently; only with the approval of the Competent Authority provided the request for such withdrawal is made before the expiry of the notice. An officer employee retiring voluntarily shall be entitled to all benefits under the normal retirement as per the service Regulations.

(The Competent Authority for the purpose of this scheme would be same as in case of 'Age of Retirement' - Regulation 19).

Procedure for compulsory retirement of Officer employee (Ref. Branch Circular No.81 / 48 dt. 24.2.1987 and Br. Cir. No.92/80 dated 01.09.1998)

Regulation 19 (1) inter alia provides that the Bank may, at its discretion, on review by the Special Committee as provided in proviso (2) to the Regulation, consider retiring an officer employee on or at any time after completion of 60 years of age. However, before compulsorily retiring an officer employee, atleast 3 months' notice in writing or an amount equivalent to 3 months' substantive salary / pay and allowances shall be given to an officer employee.

Sub – clause (2) to Regulation 19 lays down that the Bank shall constitute a Special Committee consisting of not less than 3 members to review whether an officer employee shall be retired in accordance with proviso (1) to the Regulation. Such Committee shall, from time to time, review the cases of each officer employee. No order of retirement shall be made unless the Special Committee recommends in writing to the Competent Authority the retirement of the officer employee.

Proviso (3) to Regulation 19 (1) further provides that an officer aggrieved by the order of the Competent Authority, as provided in Sub-regulation (2) may, within one month of the passing of the order, give in writing a representation to the Board of Directors against the decision of the Competent Authority, and on receipt of such representation from the concerned officer, the Board of Directors shall consider his representation and take a decision within a period of three months. Where the Board of Directors decides that the order passed by the Competent Authority is not justified, the concerned officer shall be reinstated as though the Competent Authority has not passed the order.

The underlying idea is to examine the desirability / suitability or otherwise vis-à-vis efficiency / fitness of an officer employee who has completed the specified age or put in the specified number of years' service for his being continued in Bank's service. In view of this, it is understood that these provisions shall not be used -

a. To retire an officer employee on grounds of specific act of misconduct as a shortcut to initiate formal disciplinary proceedings, or

b. For reduction of surplus staff as a measure of general economy, or

c. On the grounds that the officer employee may not be suitable for promotion to higher scale for which he might be eligible on his attaining age of 55 years or completing 30 years' total service.

Constitution of the Special Committee / Competent Authority –

Special Committee:

Following shall be constitution of the Special Committee

Officers in	**Member of Special Committee**
Scale I to Scale IV	Committee of General Managers to be appointed by the Chairman & Managing Director
Scale V to Scale VII	Committee comprising of Chairman and Managing Director, Government Director and Reserve Bank of India Director

Competent Authority :

Officers in	**Member of Special Committee**
Scale I to Scale IV	Chairman & Managing Director
Scale V to Scale VII	

Procedure to be followed :-

i. Every year in June and December, a list will be drawn and submitted to the Special Committee of all Officers who will be completing 55 years of age or 30 years of total service in the Bank, in the first / second half of the following year, i.e. January to June and July to December respectively.

ii. The Special Committee shall review the cases of officers included in the list, excepting the cases of officers who are under suspension, to determine the desirability, suitability or otherwise of continuing them in the Bank's service, taking into account the following :-

a) Broad service profile of the officer.

b) Performance Appraisal Reports of the previous 3 years.

c) Specific recommendations of the Senior Authority under whose direct control the officer worked.

d) Leave record, with particular reference to long absence due to illness, which might have impaired the capability / efficiency of the officer.

The Special Committee may seek the opinion of the specialist Doctor, if considered necessary.

As regards Officers under suspension, the Special Committee shall consider their cases only after a period of one year has elapsed from the date for conclusion of enquiry proceedings and the order of Disciplinary Authority.

iii. The Special Committee shall submit its findings in writing to the Competent Authority.

iv. The Competent Authority, on examining the recommendations of the Special Committee, shall issue an order of retirement on the officer, who, according to it, may be compulsorily retired from the Bank's service. In the notice, the grounds for compulsorily retiring the officer shall be specifically brought out. Further, the officer may be informed therein about his right of representation to the Board of Directors within 30 days against the decision of the Competent Authority.

v. The aggrieved officer's representations shall be considered by the Board of Directors and a decision thereon be taken within a period of 3 months. Where it is decided by the Board of Directors 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 of retirement.

vi. An officer employee who is compulsorily retired shall be eligible to all the benefits under the Regulation available to an officer employee who retires in the ordinary course, on reaching the date of superannuation.

vii. The foregoing shall not preclude the officer employee from seeking voluntary retirement on completion of 55 years age or 30 years' total service as an officer employee or otherwise.

Regulation 20 : TERMINATION OF SERVICE

1. Subject to Sub – regulation (3) of Regulation 16, the Bank may terminate the services of any officer by giving him three months' notice in writing or by paying him three months' emoluments in lieu thereof.

2. No officer shall resign from the service of the Bank otherwise than on the expiry of three months from the service of the Bank of a notice in writing of such resignation.

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

ADMINISTRATIVE INSTRUCTIONS

Procedure to be followed on resignation being submitted by an Officer against whom disciplinary proceeding are initiated / contemplated.

(Ref. Branch Circular No.83/317 dt. 5.1.1990)

a. Where an officer against whom a departmental enquiry or prosecution is pending (whether he has been placed under suspension or not), submits his resignation, then such resignation should not be accepted and the officer should be advised accordingly, after obtaining instructions from the Competent Authority.

b. Where an officer, against whom disciplinary proceedings are contemplated, but the charge sheet is not served, tenders his resignation, immediate steps should be taken by the Disciplinary Authority to get the charge sheet cleared by the Chief Vigilance Officer (in cases having vigilance angle) and to serve the same on the officer before expiry of the notice period of three months. In the meantime, instructions from the General Manager, Head Office, Personnel Department, for advising the officer about non-acceptance of his resignation should be obtained.

c. It is of utmost importance to take immediate steps to ensure that before the expiry of notice period the officer is served with the charge sheet, in addition to non-acceptance of resignation having been communicated to him.

d. Where the charge-sheet could not be served on the officer before the expiry of the Notice period due to the circumstances beyond the control of the Disciplinary Authority, then the officer should be advised about the non-acceptance of his resignation before the expiry of notice period and issued atleast a memorandum narrating his main misconducts. This is required to be done without fail. There after, the charge sheet should be served on the officer without further delay.

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e. Head Office should be immediately informed when resignation is submitted by an officer against whom disciplinary proceedings are contemplated / initiated.

Amendment to Regulation 20

Notification in the Gazette of India (Part III Section 4 page No.13098 – 13099) dated 26.06.1993 Annexure to BC 87 / 152 dated 06.10.1993

&

Amendment to Regulation 20 BM (31.10.2001) Annexure to BC 95 / 116 dated 26.11.01

Regulation 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 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 service of an Officer employee under sub-regulation (a) above will be taken only by the Chairman & Managing Director.

d. The Officer employee shall be entitled to appeal against any order passed under sub – regulation (a) above 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. Whether 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 has been 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 continued hereinabove will affect the Banks right to retire an Officer employee under regulation 19 (1).

Regulation 20 (2)

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

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

Regulation 20 (3) :

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

ii) Disciplinary proceedings shall be deemed to be pending against any employee for the purpose of this regulation if he has been placed under suspension or any notice has been issued to him to show cause why disciplinary proceedings shall not be instituted against him and will be deemed to be pending until final order 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 proceeding 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 payments of retirement benefits till the proceedings are completed and final order is passed thereon except his own contributions to CPF.

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Sr. No.	COMPETENT AUTHORITIES UNDER REGULATION 20 (Modified w.e.f. 30.10.2001)	Competent Authority for the purpose of both Regulation 20 (2) and 20 (3)
1	In the case of Officer in Junior Management Grade Scale I	General Manager
2	In the case of Officer in Middle Management Grade Sale II & III	
3	In the case of Officer in Senior Management Grade Scale IV & V	
4	In the case of Officer in Top Executive Grade Scale VI & VII	The Executive Director / Chairman & Managing Director

The decision of the Competent Authority upto the level below the rank of Chairman & Managing Director will be put up to the Chairman & Managing Director – for his information only.

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ANNEXURE II

GUIDELINES ISSUED BY GOVERNMENT IN TERMS OF REGULATION 20 (1) (a) OF THE OFFICERS' SERVICE REGULATIONS 1979 / 1982

Vide Ministry of Finance (Banking Division) - Letter No.F.4 /10/1/89–IR Dated10th April 1992. (B.M.23-2-1993)

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

i. Decisions taken by the officer employee in his capacity as an officer employee has put the Bank to monetary loss though no misconducts as such can be proved against him;

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

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

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

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

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

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

Amendment to Regulation 20 - BM (04.12.1993) (Annexure to BC 87 / 226 dated 04.01.1994)

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

A list of all those Officers who are retiring in the next two years should be got prepared at the beginning of every year by the disciplinary / competent authority. Thereafter the disciplinary / competent authority should get the following scrutiny done in the case of each officer:-

- Reports from the vigilance department should be obtained to verify whether any enquiry / investigation is pending against the officer which is likely to result in disciplinary action being taken against the officer.
- Inspection reports pertaining to the retiring officer's work should be carefully examined to see if the officer has committed grave / irregularities which may lead to criminal / departmental action against him, especially if the officer is working in a branch or dealing with operational matters.
- Check whether any other serious complaints are pending.

Internal Use

CHAPTER V

ALLOWANCES

Regulation : 21 DEARNESS ALLOWANCE (Joint Note dated 27.04.2010)

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.

Regulation 22 : HOUSE RENT ALLOWANCE

1. Where an officer is provided with residential accommodation by the Bank, on and from 1.11.2007, a sum equal to 1.2% of the pay in the first stage of the scale of pay in which he is placed or the standard rent of the accommodation, whichever is less, will be recovered from him.

2. Where an officer is not provided any residential accommodation by the Bank, he shall be eligible on and from 1.11.2007 for House Rent Allowance at the following rates-

	Column I	Column II
	Where the place of work is in	HRA payable shall be
I	Major 'A' Class Cities and Project Area Centres in Group 'A'	8.50% of the pay p.m.
ii	Other places in Area I and Project Area Centres in Group 'B'	7.50% of the pay p.m.
iii	Other Places	6.50% of the pay p.m.

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 the 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 II above.

Note :

i. "Pay" for the purpose of House Rent Allowance shall mean basic pay including stagnation increments in terms of revised pay scales as on 1.11.2007.

ii. Professional Qualification Allowance shall rank for House Rent Allowance w.e.f. 1.11.2007.

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iii. 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 hitherto.

(Br. Cir. No.99/202 dated 17.03.2006)

Clarification - Determination of "Standard Rent" in respect of accommodation owned / hired by the Bank.

In terms of the provisions under Regulation 22(1) of Bank of India (Officers') Service Regulations, 1979, as proposed to be amended in terms of the Joint Note dated 27.04.2010 signed between the Indian Banks' Association and the Banks' Officers' Associations whenever an Officer is provided with residential accommodation by the Bank, a sum equal to 1.20% of the Basic Pay in the first stage of the scale of pay in which he is placed (it was 1.75% of the Basic Pay in the first stage of scale of Pay, as per the pre-revised Regulation), or the Standard Rent for the accommodation, whichever is less is recovered from him.

In this regard, it is clarified that in the case of an office in JM Scale I & MM grade Scale II, who would draw increments in MM Grade Scale II and III respectively, eventhough not promoted to the respective Grade/Scale, on or after 01.11.1987, he shall pay to the Bank every month 1.20 % of the basic pay of the 1st stage of the scale in which he is placed. Further, where the accommodation is furnished , additional compensation @ 0.25 % of the first stage of the scale of pay in which the officer is placed will also be recovered.

The norms for areawise classification of branches for payment of H.R.A. will be as under :- (BC 91/90 dated 19.08.1997)

A) A or 'A' Class cities will mean cities, which have been notified by the Central, Government from time to time. For the present, the following will be the Major 'A' class cities : - Ahmedabad, Bangalore, Mumbai, Kolkata, Delhi, Hyderabad and Chennai.

B) Area I : Places with population of 12 lakhs and over.

C) Area II : Places with population of 1 lakh and over but upto 12 lakhs and State Capitals and Capitals of Union Territories not covered by (A) and (B) above.

D) Area III Places with population below 1 lakh.

Note :

(a) Population as per census of 2001 shall be taken as basis for the above purpose.

(b) Unless specifically advised, classification of branches shall not be altered

on the ground that the population of a place has subsequently undergone change.

(c) All places falling under an urban agglomeration shall be taken as one unit and classification of branches falling under the urban agglomeration will be on the basis of population of the urban agglomeration.

(d) Areas, which are treated as higher area under the Bipartite Settlement for award staff on the principle of contiguity shall be treated as higher areas.

(e) There is no change in the existing instructions regarding -

i) Determining standard rent for the above purpose.

ii) Determining house rent where an officer resides in his own accommodation. Obtaining documentary evidence for claiming H.R.A.

Regulation 22(3) (B.M.22-02-1990)

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 (2) as if he were paying by way of monthly rent a sum equal to one twelfth of the higher of A or B below;

(A) The aggregate of

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

ii 12% of the capital cost of 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 accommodation owned by the Banks, 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, contracted rent payable by the Bank, or rent calculated in the accordance with the procedure in (a) above, whichever is lower.

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2. In this Regulation and in Regulation 23, Area I, Area II and Area III shall mean as under :-

Area I	Places with a population of more than 12 lakhs.
Area II	All cities other than those included in Area I which have a population of 1 lakh and more
Area III	All places not included in Area I and Area II.

Clarification:

In terms of Regulation 42(4), an officer transferred to any station shall be eligible to claim halting allowance if no residential accommodation is made available by the Bank 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 halting allowance so payable will be restricted to the period of taking over charges of the new post. Accordingly when officers who are transferred and posted as Branch Managers of first (Main) Branch at a Centre claim halting allowance during the period of taking over charge of a Branch, they will not be eligible for House Rent Allowance for that period.

Clarification :

Items which could be considered as generally forming part of capital cost of accommodation are:

a. Cost of land – in case accommodations is part of a building the proportionate share of the capital cost attributable to that accommodation – excluding the cost of special fixtures like air – conditioners.

b. Expenses on items generally provided for in the house / flat and of permanent nature such as kitchen platform, lofts and permanent enclosure to the balcony.

Documentary Evidence for claiming H.R.A.

a. Rent receipt or Agreement with the landlord, if any.

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b. Purchase Agreement / Deed / any other documentary evidence or where the officer is member of a Co-operative Housing Society, the certificate from the Society about the allotment of the flat to the officer and its purchase price. (Architect's certificate, bills of materials purchased and those of labour contractors in the case of own house).

c. Municipal / local authority bills for annual taxes.

Administrative instructions:

In terms of Regulation 22, when an officer is not provided with residential accommodation by the Bank, he shall be eligible for House Rent Allowance being a sum equivalent to the excess of the actual rent paid by him for his residential accommodation over 1.20% of the 1st stage of the scale of pay in which he is placed subject to the ceiling stipulated in the Regulation.

The documentary evidence for this purpose shall be either the rent receipt issued by the landlord or where the rent receipt cannot be produced for some reason, declaration by the officer about the actual rent paid by him (Where the rent is paid by cheque on our Bank the same may be verified). Where the officers is staying in a lodge or as a paying guest, the receipt of such lodge / paying guest representing lodging charges shall be obtained.

The evidence of actual rent paid as above shall be obtained immediately when the officer claims House Rent Allowance. Thereafter, once in a year the same shall be again verified.

An officer has option to change the basis for claiming House Rent Allowance. Thus, on acquiring and occupying new premises, the officer may like to claim revised House Rent Allowance. For administrative reasons such option shall be given effect to once in a quarter i.e. in the months of March / June / September / December, However, it will be effective from the date of exercising option.

Note

i. The existing instructions regarding obtaining declaration from the concerned Officer continue to be operative.

ii. While H.R.A. would change with change in Basic Pay on promotion, it should not go below the minimum H.R.A. payable at the centre.

iii. H.R.A. is payable on the basis of place of posting, (Where an officer who is eligible for the Bank's accommodation at the place of posting, has been specifically allowed by the Competent Authority to have accommodation temporarily at nearby centre / place, H.R.A. as applicable to that centre / place of posting will be payable)

Clarification

Where an Officer is not provided with residential accommodation by the Bank, the Officer shall be eligible for minimum House Rent Allowance in following manner without production of evidence of actual rent paid and without reference to the quantum of rent actually paid by him or rental value of own house, the rate prescribed under Regulation 22(2) (effective from 01.11.2007) :-

	I	II
i)	Major "A" Class Cities and Project Area Centres in Group A	8.5% of Pay
ii)	Other places in Area I and Project Area Centres in Group B	7.5% of Pay
iii)	Other Places	6.5% of Pay

Provided that if an Officer produces a rent receipt, the House Rent Allowance payable to him / her shall be the actual rent paid by him / her for the residential accommodation in excess over 1.2% 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 II above.

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:

1. Where an officer claims minimum House Rent Allowance without reference to the actual rent paid / rental value of his own house, he shall furnish a certificate to the Bank as per specimen certificate given in Annexure.
2. Where an officer has claimed House Rent Allowance on production of rent receipt and his / her spouse who is also working as an officer request for payment of minimum House Rent Allowance, such request may be considered on merit. In this connection, the concerned officer shall give a certificate to the Bank as per specimen given in Annexure .
3. For the purpose of calculation of H.R.A. where accommodation is owned by the officer / where an officer resides in the house / flat / accommodation rented / hired by him, please be guided by the illustrations given on page No.9 and 10 of BC No.83 / 159 dated 10.7.1989.

General

i. House Rent Allowance changes with the change in basic pay. However, it shall be ensured that House Rent Allowance payable to an officer does not

go below the minimum HRA payable at that centre.

ii. House Rent Allowance is payable on the basis of place of posting an not on the basis of permanent residence of the officer. However, where an officer has been specifically allowed by the Competent Authority to take accommodation at the nearby centre / place, House Rent Allowance as applicable at that centre may be considered.

1. DETERMINATION / CALCULATION OF HRA WHERE ACCMMODATION IS OWNED BY THE OFFIER

Mr.'X' an officer of Mumbai (Main) Branch, in scale I with Basic pay of Rs.17500/- owns a flat, details of which are as under:

a.	Capital cost of the flat	Rs.8,40,000
b.	Annual Municipal taxes	Rs. 9,840
c.	Annual Rental value	Rs. 10,000
i.	12% of the capital cost of the flat	Rs.1,00,800
	Add : Annual Municipal Taxes	Rs. 9,840

		Rs.1,10,640 (A)
	1/12 of (A)	Rs. 9,220.00 (B)
ii.	1/12 of the annual rental value	
	Taken for Municipal assessment	Rs. 820.00 (C)
iii.	Monthly rent of the accommodation	
	Being higher of (B) & (C)	Rs. 9,220.00
	Less : 1.20% of the first stage of	
	Basic Pay	Rs. 174.00
		Rs. 9,046.00 (D)

The ceiling on H.R.A at Mumbai being lower of (i) and (ii) below:-

i.	150% of normal HRA payable to Mr. 'X'	
	At Mumbai (17500 X 8.5 % X 1.5)	Rs. 2,231.25

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ii. 12% of the annual rental value

Less 1.2% of the first stage of BP

In the scale Rs. 9046.00

H.R.A. being lower (i) and (ii) Rs. 2,231.25 (E)

The actual amount of H.R.A. payable will be

lower of (D) and (E) i.e. Rs. 2,231.25

CALCULATION OF HRA WHERE AN OFFICER RESIDES IN THE HOUSE FLAT / ACCOMMODATION HIRED BY HIM.

Mr. 'Y' an officer at Muzzafarpur (Other Places) with basic Pay of Rs.24100/- in Grade Scale II Pays monthly rent of Rs.6000/- for his accommodation.

i. Actual rent paid per month Rs. 6000.00

Less : 1.20% of first stage in the scale of pay

In which the officer is placed (i.e. Rs.19400/-) Rs. 232.80

Rs.5767.20 (A)

ii. Ceiling on H.R.A. being lower of

(a) and (b) below

i. 150% of normal HRA payable to Mr."Y"

ii. Rs.24100/- X 6.5 % X 1.5 Rs.2349.75

(b) Actual Rent paid

Less : 1.20% of first stage in the scale pay

In which the officer is placed Rs.5767.20

H.R.A. being lower of (a) and (b) Rs.2349.75 (B)

Actual amount of HRA payable is lower of

(a) and (b) i.e. Rs.2349.75

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CALCULATION OF STANDARD RENT IN RESPECT OF ACCOMMODATION OWNED BY THE BANK.

(The revised rates of Standard Rent as stated above, is effective in our Bank w.e.f. 01.12.2005).

The "Standard rent" is defined by way of an explanation to the Regulation give below:

iii. In the case of accommodation owned by the Banks, the standard rent calculated in accordance with the procedure for such calculation in vogue in the government

iv. Where accommodation has been hired by the Bank, contracted rent payable by the Bank, or rent calculated in the accordance with the procedure in (a) above, whichever is lower.

Vide Br. Circular No. 91/90 dated 19.08.1997, circulated the flat rates for calculation of standard rent in respect of owned accommodation provided to officer employees, in terms of Regulation 22.

The Personnel Committee of Indian Banks' Association, at its meeting held on 16th November, 2005 considered modification in standard rent in respect of owned / hired accommodation provided to officer employees of Public Sector Banks, taking into account the revision in rates of licence fees for Government servants and approved the revision in Standard Rent, as follows :-

LIVING AREA (Sq. Meters)	LIVING AREA (Sq. Feet)	MONTHLY LICENCE Fees (Rs.)
Up to 050	0538.20	183
051 to 060	0549 to 0646	241
061 to 075	0657 to 0807	279
076 to 090	0818 to 0969	387
091 to 105	0980 to 1130	520
106 to 120	1140 to 1292	632
121 to 150	1302 to 1615	773
151 to 180	1625 to 1938	924
181 to 225	1948 to 2422	1087
226 to 300	2433 to 3229	1557
301 to 400	3239 to 4305	1924
401 to 550	4316 to 5920	2290
Beyond 550	Beyond 5920	2672

(1 sq.metre = 10.76 sq.ft.)

The "Living Area" will be determined on the following basis :-

MAIN BUILDING :		
a)	Rooms, Kitchen bath, latrine, store and closed veranda	100% of the floor area
b)	Veranda, corridors and Barsati	25% of the floor area
c)	Porch	12.5% of the floor area
d)	Courtyard pucca	5% of the floor area
OUT HOUSES		
a)	Rooms	25% of the floor area
b)	Veranda	12.5% of the floor area
For servant quarters and garages, allotted independent of the regular accommodation, the following flat rate may be recovered :-		
a)	Servant Quarters	Rs. 36/- per month
b)	Garage	Rs. 22/- per month

Note : w.e.f. 01.04.1990 the aforesaid procedure is applied for calculation of Standard Rent in respect of leased/Rented accommodation provided by the Bank to Officers. The accommodation acquired by the Bank to on lease/monthly tenancy or the accommodation hired by the Officer may also be taken into account for the purpose of calculation of Standard Rent as per procedure laid down.

ANNEXURE

CERTIFICATE FOR CLAIMING MINIMUM HOUSE RENT ALLOWANCE.

(A) Specimen of the certificate to be given by the officer claiming minimum House Rent Allowance in terms of Regulation 22 of the Bank of India (Officers') Service Regulations, 1979 when his/her spouse has claimed House Rent Allowance on production of rent receipt.

"I certify that I have not been provided with residential accommodation by the Bank.

1. I certify that I am residing in a house hired/owned by my wife/husband.
2. I certify that I am incurring expenditure on the rent/contributing towards the rent or property tax.
3. I may therefore be reimbursed with such amount of House Rent Allowance as is reimbursable without production of rent receipt."

(B) Specimen of the certificate to be given by an officer who is claiming minimum House Rent Allowance in terms of Regulation 22 of the Bank of India (Officers') Service Regulations, 1979 without reference to the actual rent paid/rental value of the house.

"I certify that I have not been provided with residential accommodation by the Bank.

2. I certify that I am residing in a house hired/owned by my wife/husband/ child/parent/Hindu Undivided Family in which I am a coparcener. .

3. I certify that the house has not been provided to my wife/husband/ child/parent by the Central/State Government/an autonomous public undertaking or Semi-Government undertaking such as municipality, port trust etc.*

4. I further certify that I am incurring expenditure on the rent/contributing towards the rent or property tax.

5. I may therefore be reimbursed with such amount of House Rent Allowance as is reimbursable without production of rent receipt."

*Delete if not applicable.

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Regulation 23 : OTHER ALLOWANCES

An officer shall be eligible for the following other allowances

1. City Compensatory Allowance (Joint note dated 27.04.2010)

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 thereof against that place shall be payable.

Joint Note dated 27.04.2010 with effect from 01.11.2007; the scale of pay specified against each grade shall be as under –

	Places	Rate	Maximum Amount
a.	Places in Area I and in the State of Goa	4% of Basic Pay	Rs.540/- p.m.
b.	Places with Population of 5 lakhs and over and State Capitals and Chandigarh, Puducherry and Port Blair	3% of Basic Pay	Rs.375/- p.m.

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2. Special Area Allowance (w.e.f. 01.11.2007)

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 (Please see below for the various places where special area allowance is payable and the rates thereof).

Special Area Allowance

Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1.	2	3	4
1.	Mizoram		
	a) Throughout Lunglei District excluding areas beyond 25 kms. from Lunglei town of Mizoram	2000	2600
	b) Throughout Aizawal	1600	2100
	c) District of Mizoram	1200	1500

Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1.	2	3	4
2.	Nagaland	1600	2100
3.	Andaman & Nicobar Islands		
	a) North Andaman, Middle Andamans, 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 other than difficult areas	1600	2100
11.	Jammu & Kashmir		
	1) Kathua District : Niabat Bani, Lohi, Malhar and Machhodi	2000	2600
	2) Udhampur District : 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 : Illaquas of podder and Niabat Nowgam in Kishtwar Tehsil	2000	2600

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Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1.	2	3	4
	4) Leh District : All places in the District	2000	2600
	5) Baramulla District a) Entire Gurez – Nirabhat, Tangdar Sub-Division and Keran Illaqua	2000	2600
	b) Matchill	1600	2100
	6) Poonch and Rajouri District : Areas in Poonch and Rajouri District excluding the towns of Poonch and Rajouri and Sunderbani and other urban areas in the two districts.	1200	1500
	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
12.	Himanchal Pradesh		
	1) Chamba District a) Pangi tehsil, Bharmour Tehsil, Panchayats: Badgaun, Bajol, Deol Kugti, Nayagam and Tundah, Villages : Ghantu of Gram Panchayat Jagat, Kanarsi of Gram Panchayat Chouhata.	1200	1500
	b) Bharamour 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

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Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1.	2	3	4
	2) Kinnaur District :		
	a) Asrang, Chitkul and Hango Kuno/ Chrang Panchayats, 15/20 Area comprising the Gram Panchayats of Chhota Khambha, Nathpa and Rupi, Pooh Sub-Division, excluding the Panchayat Areas specified above.	2000	2600
	b) Entire district other than areas included in (a) above.	1200	1500
	3) Kullu District : a) 15/20 areas of Nirmad Tehsil, comprising the Gram Panchayats of Kharga, Kushwar and Sarga.	2000	2600
	b) Outer-saraj (excluding villages of jakat khana and burrow in Nirmad Tehsil) and entire district excluding outer Seraj Area and pargana of Pandrabis but including villages Jagat-Khana and Burrow of Tehsil Nirmad).	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, Labana-Sadana and Chadi-Branda.	2000	2600
	b) Dora – Kawar Tehsil, Gram Panchayat of Darkali in Rampur, Kashapath Tehsil and Munish, Ghori Chaibis of Pargana Sarahan.	1600	2100

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Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1.	2	3	4
	c) Chopal Tehsil and Ghoris, Panjgaon, Patsnau, Naubis and teen Koti of Pargana Srahan, Deothi Gram Panchayat of Teklesh Area, Pargana Barabis, Kasba Rampur and Ghori Nog of Pargana Rampur of Rampur tehsil, Simla Town and its suburbs (Dhali, Jagtog, Kusumpti, 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 Countary Planning Offices, Sakoh, CRSF Office at lower sakoh, Kangra Milk supply scheme, Dugiar, HRTC Workshop, Sadher, Zonal Malaria Office, Dari, Forest corporation office, Shamnagar, Tea factory, dari, I.P.H. Sub Division, Dan, settlement Office, Shamnagar, Hinwa Project, Shamnagar.	1200	1500
	Palampur Town of Kangra District including HPKVV Campusat Palampur and the following offices located outside its municipal limits but included in Palampur Town – H.P. Krishi Vishwavidhalaya Campus,Cattle Development Office/ Jersy Farm, Banuri, Sericulture Office/ Indo-German Agricultuer Workshop/ HPPWD Division, Bundla, Electrical Sub-Division, Lohna, D.P.O. Corporation, Bundla, Electrical HESEE Division, Ghuggar.	1200	1500

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Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1.	2	3	4
	7. Mandi District : Chhuhar Valley of Jogindernagar Tehsil, Pancayat in thunag Tehsil of Bagraa, Chatri, Chhotdhar, Garagushiain, Gatoo, Garyas, Janjehli, Jaryar, Johar, Kalhani, Kalwan, Kholanal, Loth, Siligagi, 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. Pamchayats of Bani, Bakhali (Pachhad Tehsil),Bharog Bheneri (Paonta Tehsil), Birla (Nahan Tehsil), Dibber (Pachhad Tehsil) and Thana Kasoga (Nahan Tehsil) and Thansgin Tract.	1200	1500
	9. Solan District : Mangal Panchayat	1200	1500
	10. Remaining Areas of Himanchal Pradesh not included in (1) to (9) above.	320	400
13.	Uttar Pradesh : Area under Chamoli, Pithoragarh and Uttar Kashi Districts	2000	2600
14.	Uttaranchal (Uttarakhand): Areas under Rudraprayad and Champavat Districts.	1600	2100

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3. Project Area Allowance

Amendment to Regulation (w.e.f. 01.11.2007)

On and from 01.11.2007, Project Area Compensatory Allowance shall be payable at the following rates :-

Project Areas falling in Group A - Rs.290/- per month

Project Areas falling in Group B - Rs.255/- per month

(Please see table below for branches classified as Project Area branches falling in Group A and Group B.)

List of Existing Project Area Centre

Group 'A'

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Sr. No.	Name of Centre
1.	Bheemarayangudi (Gulbarga District, Karnataka)
2.	Bhilai
3.	Bokarao
4.	Burnpur (West Bengal)
5.	Dapchari (Thane District, Maharashtra)
6.	Durg (Madhya Pradesh)
7.	Durgapur
8.	Heavy Electricals, Kailaspuram (Tiruchirapalli)
9.	Jamshedpur
10.	Pong Dam (Punjab)
11.	Rajghat (Madhya Pradesh)
12.	Ramagundam (Andhra Pradesh)
13.	Reasi (Jammu & Kashmir)
14.	Rourkela
15.	Sundarnagar (Mandi District, Himachal Pradesh)
16.	Tirthapuri (Aurangabad District, Maharashtra)
17.	Visakhapatnam (Andhra Pradesh)

Group 'B'

Sr. No.	Name of Centre
1.	Agali Attapady Irrigation Project
2.	Almatti Dam (Karnataka)
3.	Ambikanagar (Karnataka)
4.	Ankleshwar (Bharuch District, Gujarat)
5.	Balimela (Koraput District, Orissa)
6.	Bhadravati (Chandrapur District, Maharashtra)
7.	Bhopal Heavy Electricals (Madhya Pradesh)
8.	Cambay (Gujarat)
9.	Chakranagar (Shimoga District)
10.	Chas
11.	Chattargarh (Rajasthan – Rajasthan Canal)
12.	Dandeli (Karnataka)
13.	Deola (Chankapur Project, Nasik)
14.	Dharoi Village (Ahmedabad Clrcle)
15.	Donimalai (Karnataka)
16.	Durv
17.	Farakka Barrage
18.	Gajuvaka
19.	Ganeshgudi (Giant Kali Project, Supa Dam)
20.	Gunupur (Koraput District, Orissa)
21.	Haldia (West Bengal)
22.	Hatia
23.	Idikki
24.	Jagdalpur
25.	Jeypore (Koraput District, Orissa)
26.	Jog Falls (Karnataka)
27.	Jyotipuram (Salal Hydro Electric Project, Jammu & Kashmir)
28.	Kalpakkam (Tamil Nadu)
29.	Kankar (Bastar District)

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Sr. No.	Name of Centre
30.	Kashipur (Koraput District, Orissa)
31.	Kasimpur (Aligarh, Uttar Pradesh)
32.	Kargal (Karnataka)
33.	Khetri
34.	Koraput (Koraput District, Orissa)
35.	Kotpad (Koraput District, Orissa)
36.	Kudremukh Iron Ore Project (Malleswara)
37.	Kulamavu
38.	Machhakund (Koraput District, Orissa)
39.	Mahi (Rajasthan – Dam Project)
40.	Maithon (Bihar – DVC Project)
41.	Malkangiri (Koraput District, Orissa)
42.	Mandi (Himachal Pradesh)
43.	Munsar (Pench Electrict Project, Maharashtra)
44.	Nagarjunasagar
45.	Nangal Township
46.	Narora Atomic Power Project
47.	Nawrangpur (Koraput District, Orissa)
48.	Neyveli
49.	Pandoh
50.	Pochampadu (Andhra Pradesh)
51.	Pophali (Maharashtra)
52.	Ramchandrapuram
53.	Ranchi (Bihar)
54.	Rawat Bhata
55.	Rayagada (Koraput District, Orissa)
56.	Sileru (Andhra Pradesh)
57.	Srisailam (Andhra Pradesh)
58.	Sunabeda (Koraput District, Orissa)
59.	Surangani (Himachal Pradesh)
60.	Talwara

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Sr. No.	Name of Centre
61.	Umarkote (Koraput District, Orissa)
62.	Wedigodri (Jayakwadi Project, Aurangabad)
63.	Obra (Uttar Pradesh) Subject to verification of
64.	Renukoot (Uttar Pradesh) Government Notification

4. Mid-academic Year Transfer Allowance (Change in amount w.e.f. 1st May, 2010 as per Joint Note dated 27.04.2010)

Ref. BC 94 / 4 dated 22.4.2000

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

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Clarification:

1. a. to officers (including promotee officer if they are posted away from their former place of posting) who have one or more children who are residing with him and studying at the place from where they are transferred (Payment of the allowance will not be admissible in respect of any other relations residing and studying at the former place of posting with the officer).

   b. If the officer has been transferred after the commencement of academic year or before the completion of the academic year.

2. Payment of the allowance will be restricted to studies undertaken in recognized schools and colleges whether private or public (If a particular course or class, does not form integral part of the education in that State, e.g. student in K.G. no mid-academic year transfer allowance will be payable).

3. The officer shall produce alongwith his application for payment of the allowance, a certificate from the school / college / institution where his child is studying clearly indicating the commencement and completion of the academic year.

4. Payment of the allowance will commence from the actual date of reporting of the officer to the new place of posting and cease on;

   i. conclusion of that academic year (and not completion of the course)

OR

ii. the last date on which his last child ceases studying at the place from where he is transferred.

whichever is earlier.

Note :

Where the last child of the officer ceases studying at the former place of posting before the completion of the academic year, the officer shall inform in writing to Bank accordingly.

GENERAL

1. The material point while deciding payment of mid-academic year transfer allowance is non-shifting of child / children to the new place of posting on account of their studies – shifting of other family members to the new place of posting has no relevance in this connection.
2. The allowance will be restricted in respect of children who are dependent upon the officer.
3. The allowance will not be payable where the place of new posting and the place of former posting are taken as one unit.
4. The allowance will not be admissible where the officer has been transferred at his own request.

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Regulation 23 (v) Deputation Allowance (Change in amount w.e.f. 1st May, 2010 as per Joint Note dated 27.04.2010)

Ref BC 94/4 dated 22.4.2000

On and from 01.05.2010, 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. Alternatively, he may in addition to his pay, draw a deputation allowance of 7.75% of pay – maximum Rs.2300/- p.m. and 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 organization which is located at the same place where he was posted immediately prior to his deputation or to the training establishments of the Bank, he shall receive a deputation allowance @ 4% of his pay, maximum Rs.1200/- p.m.

Revision in Deputation Allowance (w.e.f.1.11.2012)

Deputation Allowance shall be at the following rates:-

a.	An officer deputed to serve outside the Bank of Pay with a maximum of Rs.2300/- p.m.	7.75%
b.	An officer deputed to an organisation at the same place or to the training establishment of the Bank of Pay with a maximum of Rs.1200/- p.m.	4%

Clarification

Where an officer on deputation opts to draw pay & allowance applicable to the place of his deputation, he may in addition to the pay and allowances, draw 7.75% / 4% of his basic pay subject to a maximum of Rs.2300/- / Rs.1200/- as the case may be, as Deputation Allowance till such time he is on deputation.

Regulation 23 (vi) Officiating Allowance

On and from 01.11.1987, 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, on pro rata basis for the period for which he officiates. Officiating Allowance will rank as pay for purpose of Provident Fund and not for other purposes.

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

Guidelines for payment of Officiating Allowance and assignment of officiating duties

1. Eligibility for Officiating Allowance

In order to be eligible for Officiating Allowance, an officer must work in a post in a higher grade / scale.

either

For a continuous period of not less than 7 days at a time

Or

For an aggregate of 7 days during a calendar month

For the purpose of computing 'Officiating period', the following points shall be kept in mind

i. The day on which charge of 'Officiating post' is taken shall be counted

in the 'Officiating period' provided the charge is taken at the start of business hours;

ii. Sundays / Holidays falling in between shall be included in the 'Officiating period'

iii. Leave taken during 'Officiating Period' except 'Casual Leave' shall be excluded

2. Calculation of officiating Allowance

Officiating allowance may be calculated in the individual cases keeping in view the following -

a. Where an officer officiates for a full calendar month (i.e. 1st day of the month to the last day of the same month), officiating allowance payable to him shall be equal to the difference between his salary and the salary applicable at the start of the scale / grade in which he officiate subject to the limits with regards to the minimum and maximum as laid down in the Regulation.

b. where the officiating period is less than one month, pro-rata Officiating Allowance will be payable. For this purpose, the month shall be taken to consist of 30 days

c. Where the officiating period is spread over two (or more) calendar months, the entire period shall be taken as one unit. In such cases, officiating allowance shall be calculated on the basis of salary payable at the time when the officiating period concludes. However, officiating allowance may be paid on month to month basis in cases where the officiating period is not pre-determined.

Norms for assignment of officiating duties

i. Where the officiating period is for a short duration say, for a month or so, arising out of the permanent incumbent proceeding on leave, normally the senior most official in the Branch or Office would be entrusted with the officiating responsibility. Where the senior most official is not suitable to hold charge, the Zonal Office may depute another suitable official from some other office or branch to officiate during this period.

ii. Where the officiating period is fairly long and the placement authority has no immediate plans for posting an official in the appropriate scale on a permanent basis, the selection of the official to be posted on an officiating basis must be made taking into consideration.

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a. Seniority
b. Suitability &
c. Availability.

iii. The normal rule in such cases would be that the official selected for the officiating position should be eligible for promotion to the higher scale at least in the next promotion process. In exceptional cases this rule can be waived subject to prior approval of the Head Office.

It may also be noted that

i. Generally, Specialist Officers should not be assigned officiating duties in the generalist post and vice versa except in special circumstances.

ii. While officiating, duties should generally be assigned to officer confirmed in the Bank's service, probationary officers may be considered for assignment of officiating duties depending on circumstances of each case. (Please see Annexure for Letter to be issued when assigning officiating duties.)

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GENERAL

i. An Officer to whom officiating duties have been assigned may have to perform the same over and above his normal duties;

ii. Officiating in a post in higher scale will not ipso facto make an officer eligible for promotion.

iii. An officer to whom officiating duties have been assigned shall not be immune from transfer during the officiating – period.

iv. An officer who has opted scales of pay existing prior to 1.7.1979, will not be eligible for officiating allowance;

v. During the officiating period, the concerned officer will be entitled to exercise lending & non-lending powers enjoyed by the permanent incumbent;

vi. Officiating allowance shall rank for Provident Fund only.

vii. For the purpose of officiating allowance, classification of branches and categorization of posts will be advised by Head Office from time to time.

Competent Authority to assign officiating duties (Br. Cir. No.107/163 dated 22.11.2013)

A delegate cannot exercise powers vested with a higher authority unless it is duly authorized in writing by the Competent Authority as given below :-

	Authority who can authorize
Scale I Officer officiating in Scale II position	Zonal Manager
Scale II Officer officiating in Scale III position	Zonal Manager
Scale III Officer officiating in Scale IV position	Zonal Manager (Scale VI)
	In case of ZM (Scale V) – then GM-NBG
Scale IV Officer officiating in Scale V position	General Manager – NBG
Scale V Officer officiating in Scale VI position	Executive Director

Note :

Where suitable officer is not available, Competent Authority will refer to the next higher Competent Authority for deputing suitable officer

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ANNEXURE

Specimen letter for assignment of officiating duties

BANK OF INDIA

_____ Branch

Date :

Shri / Smt. /Kum. .....

Officiating Duties

You are hereby informed that with effect from _____ to _____ or until instructed otherwise, you are assigned duties attached to the post of _____ _____ in the absence of Shri. / Smt. / Kum._____ _____ permanent incumbent. Such duties will be over and above your normal duties and functions.

2. By virtue of the duties required to be performed and the corresponding responsibilities to be shouldered by you in discharge of the assignment referred to above, you will be entitled to draw officiating allowance as laid down in Regulation 23 (vi) of the Bank of India (Officers') Service Regulations, 1979.

3. The officiating allowance so payable shall rank as "Pay" for the purpose of Provident Fund contribution only.

4. Please return the duplicate copy of this letter duly signed by you.

Signature & Name
of the Competent Authority

.....

I agree to officiate in the post of _____

Place _____ Signature _____

Date _____ Name _____

Regulation 23 (vii) - Closing Allowance

Amendment to Regulation (w.e.f.1.4.1997) - Ref BC 94 / 4 dated 22.4.2000

On and from financial year 1997–98, if he is posted at a Branch where books are closed on 31st March and 30th September a closing allowance of Rs.250/- for each of the two closings.

Rules for Payment of Closing Allowance w.e.f.1.2.1989 (B.M.25.3.1989)

i. Officers upto and including Senior Management Grade Scale IV will be eligible to receive closing allowance;

ii. Cases of Officers who were on leave on 'No Pay & No Allowance' basis during March and / or September, to be referred to Head Office, Personnel Department with full facts and recommendations through Regional Office / Zonal Office for consideration of payment of Closing Allowance to them;

iii. Promotee / Direct Recruit Officers joining the Bank's service in the month of March / September will be eligible for payment of Closing Allowance PROVIDED they have been in the service of the Bank for full month of March / September;

iv. Closing Allowance for September half yearly closing will be payable in October and for March half yearly closing in April

v. The Branch which has paid salary for March / September shall pay Closing Allowance to the concerned Officer.

Administrative Instructions :

Officers working at administrative offices will not be eligible for Closing Allowance.

Administrative Instructions regarding payment of closing Allowance - (C.C.C. Meeting - 3.9.1990)

It has been decided that Officers deputed from Administrative Offices to Branches for a minimum, continuous period of a one month (in the month of March/ September) for doing closing work shall be paid closing allowance of Rs.250/- for that half year. It may please be noted that deputation of officers from Administrative Offices to Branches for doing the closing work, if warranted, may be considered only in the exigencies of services, keeping in view the actual strength and the volume of work prevailing at the Branch/es to which the officers are deputed. These instructions are effective from the half year ended 30.9.1990.

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(viii) Split Duty Allowance - Amendment to Regulation (w.e.f. 1.11.2007)

On and from 01.11.2007, if an Officer's working hours during a day are split with a minimum interval of 2 hours, a Split Duty Allowance of Rs.165/- p.m. shall be payable.

(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 he is entitled.

Clarification:

All the officers who are required to attend vault on holidays will be entitled to Vault Allowance as above.

(For Diem Allowance please see Regulation 41(4).

(x) Hill & Fuel allowance

On and from 01.11.2007, if an employee is serving in a place mentioned in column 1 of the table below, a hill and fuel allowance at the rate mentioned in column 2 shall be payable to him, thereof:

	Place	Rate
I	Place with an altitude of 1000 metres and above but less than 1500 metres and Mercara Town.	2% of pay subject to a maximum of Rs.550/- p.m.
Ii	Place with an altitude of 1500 metres and above but less than 3000 metres	2.5% of pay subject of maximum of Rs.680/- p.m.
iii.	Place with an altitude of 3000 metres and above.	5% of pay subject to a maximum of Rs.1570/- p.m.

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.

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CHAPTER VI - PERQUISITES

Regulation 24 : MEDICAL AID

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, viz :

(a) Medical Expenses – Reimbursement of medical expenses of an officer in all pay range 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 amount claimed. The Officers will be eligible to get Rs.3,550/- per year towards the domiciliary treatment and Rs.450/- per year towards 'Medical Aid', which can be permitted to be accumulated for a maximum period of 3 calendar years, i.e. upto a maximum amount of Rs.12,000/-. (effective from .1.1.2011).

(b) Hospitalisation expenses :

i. On and from 01.05.2010, 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 hospitalization. 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

Hospitalisation Expenses under ex-gratia Scheme for dependent family members

On and from 01.05.2010, reimbursement of hospitalization expenses under Regulation 24(1)(b)(i) shall be in terms of Hospitalisation Scheme laid down under the Bipartite Settlement dated 27.04.2010 for workmen employees, subject to the following limits:-

Scale of Officer	**Limits**
a. Junior Management Grade Scale I and Middle Management Grade Scale II and III	i) Bed charges Family : Rs.525/-
	ii) Other Charges At the scale of 125% of the limits laid down under the Hospitalisation Scheme applicable to workmen employees.

Scale of Officer	Limits
b. Senior Management Grade Scale IV and V and Top Executive Grade Scales VI and VII	i) Bed Charges Family : Rs.675/-
	ii) Other charges At the scale of 150% of the limits laid down under the Hospitalisation Scheme applicable to workmen employees.

Note : The actual reimbursable amount would be 75% of the actual amount incurred or the amount of such revised ceiling.

ii) The reimbursement will be restricted to the following charges :

a) Charges for bed limited to a maximum as stated above.

b) Hospital charges excluding charges for board.

c) Diagnostic material charges, X-rays, Pathological tests, ECG etc.

d) Medicines and drugs except tonics.

e) Surgeon's fees including Anaesthetists, Blood Transfusion and Dialysis

f) Operation Theatre charges.

g) Physician's and Consultant's fees.

iii) The Officers or members of the 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 the 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.

iv) In the case of hospitalization expenses, reimbursement will be on the basis of bills, vouchers etc. of expenses incurred.

v) On and from 01.05.2007, 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 needed

as hospitalization expenses and reimbursement to the extent of 100% in the case of an officer and 75% in the case of his family members:-

Cancer, Leukaemia, Thalassemia, Tuberculosis, Paralysis, Cardiac Ailment, Pleuresy, Leprosy, Kidney Ailment, Epilepsy, Parkinson's Disease, Psychiatric Disorder, Diabetes, Hepatitis –B, Hepatitis – C, Haemophilia, Myastheniagravis, Wilson's disease, Ulcerative Colitis, Epidermolysis bullosa, Venous Thrombosis (not caused by smoking), Aplastic Anaemia, Psoriasis, Third Degree Burns, Rheumatoid Arthritis, Hypothyroidism and Hyperthyroidism.

The medical aid and reimbursement of expenses under the hospitalization scheme under this Scheme will also be available for medical treatment under the recognized systems of medicines viz. Ayurvedic, Unani, Sidha, Homeopathy and Naturopathy if such treatment is taken in a clinic / hospital recognized by the Central / State Government. Further, reimbursement shall be limited to such expenses within the prescribed ceilings as would have been reimbursable in case the treatment was taken in a Government / Municipal hospital, subject to the overall limits under the Scheme i.e. 100% of approved expenses for self and 75% in case of family.

Note :

(i) The cost of medicines etc, in respect of domiciliary treatment shall be reimbursed for the period stated in 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.

(ii) Expenses incurred on radiotherapy and chemotherapy in the treatment of cancer and leukaemia shall be considered for reimbursement under domiciliary treatment to the extent of 100% in case of a workman and 75% in the case of his family.

Regulation 24 (2)

Not withstanding the medical benefits (including hospitalisation etc.), listed in sub-regulation (1) above and in complete substitution of the same, the Board may decide to retain in an unaltered form medical benefits (including hospitalization etc.) as available in the Bank on the appointed date and if the Board so decided, all officers shall be eligible for reimbursement of medical expenses only as per the terms and conditions obtaining in the Bank on the appointed date for grant of medical benefits (including hospitalisation etc.)

As per regulation 24(2) , the board has decided that the medical and rules in force as on 30.6.79, in an unaltered form, shall continue to be in force as rules under

the new Regulations. The rules are given hereunder : (Board approval dated 28.4.1980)

RULES FOR MEDICAL AID TO OFFICERS AT INDIAN BRANCHES

All officers of the Bank, including officers on probation as well as officers suspended from the Bank's service, shall be eligible for reimbursement of medical expenses actually incurred by them in respect of themselves and their family on the following basis.

1. Medical aid for self:

i. The Bank will consider for reimbursement of individual claims / bills submitted at one time subject to their being certified, wherever necessary, as reasonable and in order by a Registered Medical Practitioner acceptable to the Bank, full amount of the claim upto Rs.100/- where the claim exceeds Rs.100/- reimbursement thereof shall be limited to 90% of the claim.

ii. Normally, the claims for reimbursement of medical expenses should be made once in a quarter.

2. Medical Aid for family

i. Every officer shall be entitled to reimbursement of medial expenses in respect of his family members provided they are considered reasonable by the Bank.

ii. As per Br. Cir. No.104/126 dated 11.01.2011 (w.e.f. 01.01.2011) - Ex-gratia Medical Aid reimbursable to the Officers towards hospitalization expenses incurred on the medical treatment of their dependent family members is as under:-

(a) The ceilings of reimbursement under different heads shall be @ 125% for the Officers in Junior Management and Middle Management Grades and 150% for the Officers in Senior Management and Top Executive Grades, of the respective limits laid down under the Hospitalisation Scheme applicable to the workmen employees, in terms of Bipartite Settlement dated 27.04.2010. Please note that the actual reimbursable amount would be 75% of the amount actually incurred, or the amount of such revised ceiling, whichever is lower.

(b) The charges for bed per day shall stand revised to Rs.525./- per day for the Officers in Junior & Middle Management Grades and Rs.675/- per day for the Officers in Senior Management & Top Executive Grades.

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(c) The existing limit of Rs.2,000/- per annum towards the domiciliary treatment of the family members will stand revised to Rs.3,550/- per annum, which is to be reimbursed on declaration basis. With the said revision, the Officers will be eligible to get Rs.3,550/- per year towards the domiciliary treatment and Rs.450/- per year towards 'Medical Aid', which can be permitted to be accumulated for a maximum period of 3 calendar years, i.e. upto a maximum amount of Rs.12,000/-.

Explanation : For the purpose of the above, the term 'FAMILY' of an officer for the purpose of this regulation shall consist of :

(a) For the purpose of medical facilities and for the purpose of leave fare concession, the expression 'family' of an Officer shall mean an Officer's spouse, wholly dependent unmarried children (including step children and legally adopted children), physically challenged brother / sister with 40% or more disability, as also parents ordinarily residing with and wholly dependent on the Officer.

(b) The term wholly dependent child / parent, wholly dependent physically challenged brother / sister shall mean such member of the family having a monthly income not exceeding Rs.3500/- p.m.

If the income of one of the parents exceeds Rs.3,500/- p.m. or the aggregate income of both the parents exceeds Rs.3,500/- p.m., both the parents shall not be considered as wholly dependent on the Officer.

(c) In the case of female employee additionally, the following will be taken into account – (BC 88 /66 dated 26.7.1994)

i. The parents of the female employee ordinarily reside with her; and

ii. The female employee is the only earning member in the family of her parent (if there are other members earning but they are married daughters, the bank may consider on merit the claim of the female employee for the inclusion of her family).

Note :

1. In the case of promotee officer, the maximum limit as to the reimbursement of medical expenses under this rule shall he determined after taking into account the medical expenses reimbursed on account of family to such promotee officer prior to his promotion during the calendar year.

   While considering such requests, the balance available in the Medical Aid account of the officer will be taken into account. Normally, such request shall

be dealt with when the treatment is concluded. However, in individual cases, having regard to the nature of illness and the expenses incurred, request for ex gratia medical aid before conclusion of the treatment will be considered.

2. The lady officer will also be allowed for claiming the hospitalization expenses incurred for her spouse (i.e. husband) under ex-gratia medical aid scheme. The effective date for claiming reimbursement of the hospitalization expenses by lady officer for her spouse is 1st June 1994.

Reimbursement of bed charges and I.C.U. / I.C.C.U. Charges on hospitalization of officers (for self) – Br. Cir. No.102/149 dated 25.11.2008

(i) In terms of the prevailing rules for reimbursement of medical expenses incurred by the Officers for treatment of self, individual claims/bills submitted at one time are considered for reimbursement, subject to their being certified, wherever necessary as reasonable and in order by a Registered Medical Practitioner acceptable to the Bank – full amount of the claim upto Rs.100/- and where the claim exceeds Rs.100/-, reimbursement thereof is restricted upto 90% of the claim. The Board, in its meeting held on 20.11.2008, approved enhancement in the ceiling limits for reimbursement of bed charges as also I.C.U. / I.C.C.U. charges to Officers (self), in Major 'A' class cities and other Centres as under :-

Scale / Grade of Officer	For Major 'A' Class Cities		For Other Centres	
	Bed Charges	ICU/ICCU Charges	Bed Charges	ICU/ICCU charges
For Officers in SM Scale IV and above	Rs.2,500/-	Rs.4,000/-	Rs.1,750/-	Rs.3,000/-
For Officers upto MM Scale III	Rs.1,750/-	Rs.3,500/-	Rs.1,250/-	Rs.2,500/-

(ii) There has been a substantial increase in the charges being levied by various hospitals towards regular bed charges as also I.C.U. / I.C.C.U charges. Further, in Major 'A' class cities, the increase is more as compared to the other Centres. It was, therefore, felt necessary to enhance the ceiling limit towards such expenses.

(iii) The aforesaid enhanced ceiling limits for reimbursement of bed / I.C.U./ I.C.C.U. charges are applicable with effect from 20.11.2008. These ceiling limits are applicable in respect of Officers only (for self), depending upon the place/Centre where he/she is hospitalised, irrespective of his/her place of posting. Needless to mention, the reimbursement of bed/I.C.U./I.C.C.U.

charges are to be considered upto the ceiling limits mentioned above or the actual expenses, whichever is less, as the case may be.

(iv) It has also been decided that the higher bed charges as above will be considered for reimbursement by the Zonal Mangers, on merits of each case, instead of calling such cases to Head Office for sanction as per the prevailing practice.

Regulation 24 (3)

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

Claims may be submitted in the specimen given below:

Specimen of application form for claiming ex-gratia medical aid In connection with expenses incurred by an officer for his wholly dependent family member.

.....

The General Manager — Name

Head Office — Branch

H.R. Department — Zone

Date

Dear Sir,

Ex – gratia Medical Aid for wholly dependent family member

I have incurred medical expenses amounting to Rs. ..... In respect of .....

(name of the family member) ..... Who is wholly dependent on me;

(Age) Relationship

2. Shri/Smt/Kum ..... had been suffering from ..... since ..... He / She (Name of illness) (period)

was required to be hospitalized from ..... to .....

3. In this connection, I enclose the following

   i. Details of expenses of Rs.

   ii. Relative prescriptions, cash memos, bills, money receipts.

iii. Report from the Doctor / Hospital authorities.

4. I may add that as per the Doctor's advice, the treatment will have to continue for another …… (period)

5. I would now request you to kindly reimburse me with Rs……. On ex-gratia basis.

6. The following further information is submitted to enable you to consider my request

   i. Number of family members wholly dependent on me.

   ii. Whether Sickness Policy has been obtained. If yes, the amount reimbursed.

   iii. In case of accident, whether any compensation has been received / claimed.

   iv. Medical aid on ex-gratia basis for family sectioned in the past.

Yours faithfully,

(Signature)

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(III) General

(i) Claims should be submitted without undue delay. The sanctioning authority may call for satisfactory explanation for the delay in submitting the claims over 12 month before considering the same.

(ii) Claim should be submitted in writing in the prescribed from supported by satisfactory documentary evidence such as medical certificates from registered medical practitioners stating the nature / type / name of sickness / illness, detailed prescriptions of the medical practitioner, cash memos for medicines purchased duly receipt hills for the payment etc.

(iii) Normally bills / claims shall be dealt with wholly and not in parts.

(iv) It is not incumbent upon the Bank to sanction claims in full where it is considered that the expenses incurred either wholly or part thereof are not reasonable and for good and sufficient reasons should not be sanctioned. Such expenses or part thereof shall lie disallowed.

(v) If an officer and his / her spouse are both employed in the Bank, the latter in whatsoever capacity, each shall be entitled to reimbursement of

medical expenses in his / her own individual right.

(IV) Expenses not reimbursable

Claims in respect of expenses on the following items shall not be reimbursed

(i) Cost of dentures, gold / silver crowns, fixed bridge, acrylin caps etc.

(ii) Cost of food items like Protinex, Protinuls, Thriptin Biscuits, Horlicks, Complan, Lemon Barley Water, Ovaltime, Lactogen etc and such other food items.

(iii) Cost of cosmetics / toiletry items such as Boroline, cold creams, olive oil, medicated soaps, prickly heat powders etc. and other like items.

(iv) The list is not exhaustive and the Bank may disallow any other items, which in its opinion should not be reimbursed under medical aid.

.....

P.S. For the purpose of detailed guidelines in respect of limits of 'Ex-gratia' Medical Aid for expenses on dependent family member under 'Hospitalization Scheme please refer to Branch Circular No.100/196 dated 05.03.2007.

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SCHEDULE FOR REIMBURSEMENT OF HOSPITALISATION EXPENSES

1. Hospitalisation of expenses will be reimbursed to officer staff in the bank to the extent of 75 per cent in case of members of family subject to the production of bills for reimbursement of hospitalization expenses as enumerated hereunder:

   a. Hospitalisation of charges to the extent stated above will be reimbursed in case of all ailments and major accidents, which require hospitalization including observation and medical treatment excepting normal medical check up.

   b. The family member (a) will be considered to have been hospitalized only if they are. Admitted as indoor patient(s) in the hospital in respect of disease / accidents as mentioned above in sub – para (a). Medical expenses incurred for the hospitalization will be reimbursed on the. Strength of bills / vouchers to the extent of 75%. Subject to limits prescribed hereunder.

2. The reimbursement of hospitalization expenses will be restricted to the rates as specified in Joint Note dated 27.04.2010

ANNEXURE

SCHEME OF REIMBURSEMENT OF EXPENSES INCURRED BY THE OFFICERS FOR TREATMENT OF THEIR FAMILY MEMBERS ABROAD

1. As a rule, reimbursement of expenses incurred by Officer on account of their family members on treatment abroad will not be allowed.

2. In exceptional case necessitating treatment of kind yet to be widely established in the country, where the family members on medical advice obtained in the manner indicated, below, choose, to go an their own for treatment abroad, reimbursement may be authorized by the Board of Director of the Bank, subject to conditions laid down hereinafter limited to the expenditure that would have been incurred had such treatment been received in India in government hospital or a nursing home specially recognized by Director general of Health Services of the Government India.

3. The reimbursement of expenses incurred on air passage travel abroad in connection with such treatment will not reimbursed.

4. Foreign exchange may be released for the purpose of treatment aboard to the same extent as is permissible to private citizens.

5. Hospitals and clinic indicated in paragraph 9 below have facility for specialists treatment for which request are generally received for treatment abroad and in respect of which treatment facility in ordinary hospitals are still inadequate. The services provided by these hospitals may be availed of by the Officers for their family members. In such cases, reimbursement may be allowed subject to the Board of Directors being satisfied about reasonableness of the claim.

6. The following ailments have been identified as ailments for which treatment in India is not yet widely established:-

   i. Cadaver Kidney Transplant;

   ii. Old operated by-pass surgery cases (in which the initial operation was done abroad) needing revascularization;

   iii. Bone marrow transplant;

   iv. Operative correction for high myopia cases and

   v. Complex cyanotic – Heart – Lesion and newly born infants suffering from heart diseases.

7. Reserve Bank of India (RBI) will constitute Medical Board at Mumbai, Delhi, Calcutta and Madras and at such other centres as may be considered necessary for the purpose of recommending whether an Officer would be covered under the Scheme. The annual cost incurred on meeting of the Board by way of sitting fees, etc. shall be shared on an annual basis by such of the Banks which avail of the services of the Medical Board of examining cases of family members of their Officer-s needing treatment abroad, in a manner as may be decided by the Reserve, Bank of India. The Medical Board should make a specific recommendation and also give reasons for recommending treatment abroad. The Medical Board will submit its report to RBI, which in turn, could pass it on to the concerned Bank.

8. Far the purpose of reimbursement, as envisaged in the Scheme, the schedule of charges as applicable for private ward treatment at the All India Institute of Medical Sciences, New Delhi, enforced from time to time, should be adopted.

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Regulation 25 : RESIDENTIAL ACCOMMODATION

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 1.20% of the pay in the first stage of the scale of pay in which he is placed or the standard rent for the accommodation whichever is less. Provided that a further sum equal to 0.25% of pay in the first stage of the scale of pay will recovered by the Bank from an officer if furniture is provided at such residence.. Provided further that, where such residence accommodation is provided by the Bank, the charges for electricity, water, gas and conservancy shall be borne by the officer.

Rules for provision of residential accommodation to officers posted in India

(Br. Cir. No. 90/135 dated 08.11.1996)

I. OFFICERS WHO ARE ELIGIBLE FOR PROVISION OF RESIDENTIAL ACCOMMODATION

A. The following categories of officers will be eligible for furnished housing accommodation, subject of course to availability

   i. Officers in Scale, V, VI & VII.

   ii. Officers in Scale IV who are posted away from their hometown.

   iii. Managers of First (Main) Branch at a centre.

   iv. Lead District Managers who are posted away from their hometown.

   v. Offers in any other category / posts as may be decided from time to time by the Managing Director.

B. Officers transferred at Bank's instance to Zonal centres, Project Areas and at any other place as may be decided from time to time by the Managing Director, shall he provided with unfurnished housing accommodation subject of course to the availability of suitable accommodation.

Br.Cir. No.99/136 dated 10.12.2005

The Officer shall not be eligible for subsidised residential accommodation, in case he owns residential accommodation either in his own name or in the name of his spouse / dependent child at the place of posting or he has sold such an accommodation at the said place in the present tenure.

However, it is clarified that now an Officer will be eligible for subsidized residential accommodation at the place of his posting, in case the residential accommodation owned by him at the said place, if any, was sold by him prior to his present posting.

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2. PAYMENT OF HOUSE RENT / HALTING ALLOWANCE TILL PROVISION OF RESIDENTIAL ACCOMMODATION

i. Branch Managers

Branch Manger, who is not provided with residential accommodation, though eligible as per Rules on reporting to the new place of posting, will be paid halting allowance as applicable to the place of new posting. Such payment of halting allowance will be restricted to the period of taking over charge of the new post which shall in any case not exceed 7 days. House Rent Allowance will however, not be payable during such period.

ii. Manager- designate, of a new Branch

Where a Manager – designate has not been provided with residential at the time of opening of a new branch, he may be paid appropriate halting allowance for a period not exceeding 2 months.

(During 2 months time, he may make the necessary arrangements if the official residence is not likely to be ready within 2 months of opening of the Branch)

Where the accommodation can be arranged at the nearby town / centre only halting allowance applicable at that place may be allowed.

After 2 months, he will be eligible to draw House Rent Allowance as may be applicable at the centre.

(Reference to Head Office should be made for continuing the above arrangements beyond two months)

iii. Other transferee officers

House Rent Allowance as applicable to the place of posting will be payable to Officers transferred at Bank's instance till such time the accommodation is not provided by the Bank.

3. COMPENSATION FOR THE ACCOMMODATION PROVIDED BY THE BANK

1.2% of the Pay or Standard Rent of the accommodation, whichever is less, would be recovered every month by way of rent for the accommodation provided by the Bank.

Where accommodation is furnished, additional 0.25% of pay would be recovered as compensation towards the furniture provided at the residential "Standard Rent" for the above purpose means.

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i. Where accommodation is owned by the Bank, amount equal to 1/12th of

a. 8% of the capital Cost of the accommodation, and

b. Yearly municipal taxes for the accommodation.

ii. Where the accommodation has been hired by the Bank, contractual rent payable by the Bank.

In case of Branch Mangers, however, compensation as above would be in proportion to the area of accommodation – the norms as to the area of flats to be provided to the transferee officers would be taken as basis for the same.

Clarification

1. Where the Branch Manager's premises the located in the same premises as the Branch and a composite rent is charged, rent may be apportioned on the basis of area for residence and branch premises taking into account the rate prevailing at the Centre for 'residential' and commercial' use of premises.
2. Compensation @ 0.25% of pay towards furniture provided to a branch Manager shall be made only when all the standard items of furniture & fixtures are provided at the residence of the Branch Manager. In other cases the compensation shall be in proportion to the value of the furniture supplied.

4. SPECIFICATION REGARDING SIZE / AREA OF THE ACCOMMODATION AND RENT THEREOF

Size of the house / flat and the maximum rent payable by the Bank shall be decided by the Chairman & Managing Director according to the grade of the officer and the category of the city / town. In Annexure I is given the existing guideline regarding size of the house / flat and the maximum rent payable by the Bank as also eligibility of transferee officers for the accommodation.

5. ELECTRICITY, WATER, GAS AND CONSERVANCY CHARGES

Charges for electricity, water and gas consumption as also conservancy charges shall be borne by the concerned officer.

Clarification :

i. Where the accommodation provided by the Bank also include garden / lawn, the electricity charges in respect of lamps on the compound wall as also water charges for maintenance of the garden will be borne by the Bank for this purpose, wherever necessary, separate meters. / sub–meters shall be installed.

ii. Reasonable expenses for minor repairs to the plumbing and sanitary items, electric wiring and periodical internal white washing / painting shall be borne by the Bank. Where however the practice at the centre requires landlord / owner to bear the white washing charges, specific provision should be made in this regard in the Lease Agreement etc. In normal circumstances, house/ flat should be white washed/painted after lapse of 3 years time from the date of last painting (keeping in view the balance period of lease).

iii. Where the accommodation provided to the officer is located in the same premises as the Branch and only one electricity / water meter is installed, steps should be taken to install separate meters or sub-meters as may be warranted to facilitate recovery of appropriate electricity and water charges.

iv. Where water is required to be 'fetched' for the Branch Manager's residence, the water fetching charges will be reimbursed to the Branch Manger.

6. STAMPED AGREEMENT

A Stamped Agreement specimen given in Annexure III will be executed by the officer to whom residential accommodation is provided by the bank.

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7. GENERAL

i. Charges in respect of Lease Agreement with the landlord for taking the premises on lease basis will be borne by the Bank.

ii. The various items of furniture & fixtures to be provided at the residence and the cost thereof, are given in Annexure II.

iii. Branch Manager may, if so desired, surrender the accommodation as also furniture provided by the Bank either wholly or in part with prior approval of the Zonal Manager. Where furniture has been surrendered in part, the compensation for the furniture will be proportionately reduced.

iv. Accommodation provided by the Bank, if any, shall be vacated by officer on transfer to another place. Where, however, the officer requests in writing to allow him to retain the accommodation at the former place of posting, it may be acceded to and the officer allowed to retain the accommodation for a period not exceeding six months. He would continue to pay to the Bank 1.20% of his 'pay' or the 'standard rent' whichever is less as compensation. For furniture, if any, provided by the Bank, he will additionally pay 0.25 % of is pay. During the period he retains the Bank's accommodation at the former place of posting, he will not be eligible for House Rent / Halting Allowance or provision of Bank's accommodation at the new place of posting.

v. The Zonal Manager shall authorize acquiring flats on lease / monthly tenancy basis within the norms. The flats shall be as far as possible in the Bank's name where however this is not possible, the transferee officer may fix the accommodation within the norms with the clear understanding that the accommodation is in fact provided by the Bank on chargeable basis.

Amendment to Rules for provision of residential accommodation to officers posted in India w.e.f. 1.2.1991

Scheme for provision of Residential accommodation to Officer staff

1. On and from 01.02.1991, all officers (Direct Recruit as well as Promotee) will be provided, subject to availability, with residential accommodation on payment by the officer of 1.20% of the pay in the first stage of the scale of pay in which he is placed or the Standard Rent for the accommodation whichever is less provided

   a. They are posted at Metropolitan, Urban, Semi-urban centres and at other centres approved by Head Office;

   b. They do not own a residential accommodation in their name or in the name of their spouse or in the name of dependent child, at the place of their posting or have not disposed / sold / surrendered / relinquished the rights in the residential accommodation in whatsoever manner, on or after 23rd March 1987.

   If the residential accommodation is a furnished one, a further sum equal to 0.25% of the pay in the first stage of the scale of pay will be recovered. The charges for electricity, water, gas and conservancy shall be borne by the furnished / unfurnished residential accommodation.

2. The following categories of officers will be eligible for furnished residential accommodation.

   i. Officers in Scale IV, V, VI and VII

   ii. Managers of all Branches, Lead District Managers, Deputy Regional Managers, Officers posted as General Managers of R.R.Bs. sponsored by the Bank.

3. All officers posted at Hardship Centres will be eligible for Bachelor Type / sharing accommodation at Hardship Centres for self occupation subject to recovery of compensation @ Rs.50/- p.m. and will be allowed to retain residential accommodation provided to them at the previous place of posting or will be provided with the residential accommodation at an approved

centre of their choice, nearest to Hardship Centres, for the use of their family members subject to recovery of compensation as stated in para 1 above.

4. Officers who are transferred from one zone to another and posted in Zonal Audit Office will be eligible to retain the residential accommodation provided to them at the previous place of posting or will be provided with residential accommodation at an approval centre of their choice.

Payment of House Rent Allowance to Officers on transfer to Branches / Offices situated in Bihar, Orissa and North – Eastern States from other States.

(Branch Circular No. 91/75 dated 25.07.1997)

In terms of existing rules framed under Regulation 22 of the Bank of India (Officers') Service Regulations, 1979, House Rent Allowance is payable to Officers as under :

i) On Capital Cost basis, if the Officer resides in his own accommodation, as provided for, in Regulation 22 (3), at the rate applicable to the place of posting.

OR

ii) On the basis of Rent Receipts for a house taken up at the place of posting on terms provided for, in Regulation 22(2);

OR

iii) Minimum H.R.A., without production of evidence of actual rent paid, at the rate applicable to the place of posting.

Having regard to the problems encountered by Officers transferred to Branches / Offices in Bihar, Orissa and North Eastern States FROM OTHER STATES, it has been decided to allow them to –

(i) Retain their family at the previous place of posting / place of choice, in their own house / flat and claim House Rent Allowance, on capital cost basis, as provided for, in Regulation 22 (3) of the Bank of India (Officers') Service Regulations, 1979 at the rate applicable to the new place of posting, as if the accommodation was located at the new place of posting;

OR

(ii) Claim House Rent Allowance, as per rules framed under Regulation 22(2) of the Bank of India (Officers') Service Regulations, 1979 on the basis of Rent Receipts for a house taken up at the previous place of posting / place of choice, at the rate applicable to the new place of posting, as if the accommodation was taken up at the new place of posting;

OR

(iii) Claim House Rent Allowance, without Rent Receipt, at the rate applicable to the new place of posting.

It is further clarified that –

(i) Bank's subsidised accommodation either owned, rented or leased would not be allowed to be retained at the former place of posting in the Officer's Home State, where the Officer may retain his family.

(ii) The Officers concerned will organize their accommodation at the actual place of posting, on their own, befitting the status of Officers of our Bank.

Residential Accommodation facility to the Officers posted in rural Branches / Offices -

(Branch Circular No. 93/149 dated 30.11.1999)

Presently, several facilities are extended under the Bank's Scheme of providing residential accommodation to the Officers posted in the Rural Branch Managers to stay within 15 Kms. From the Branch permitting the Officers posted in Haradship Centres to retain residential accommodation provided to them at their previous place of posting or to take up accommodation at an approved centre to their choice, nearest to the hardship Centre for the use of their family etc. Instructions were also issued in the past not be surrender residences acquired by the Banks even though the residence remains vacant.

It is observed that at some places residences have remained vacant for considerably long periods due to its non – occupation by the incumbents for various reasons such as the place takes in basic amenities including schooling, medical facilities, etc. Considering the hardship caused to the Officers posted in Branches / Officers located in rural Centres, the matter was considered in all its aspects and it has since been decided that.

a. An officer posted at a rural centre will have the option to take accommodation for family members, under Bank's Residential accommodation scheme at any place of his choice, subject to the ceiling on rentals applicable at the place of posting of the officer. However, the officer himself should compulsorily stay at the place where the branch is located.

b. Such officers, if he keeps his family in his own house (even if it is located at a place other than the place of posting) will be eligible to claim HRA on capital cost basis as if the house is located at the place of posting.

c. Such officer, if he opts to take a house on rental basis at the place of his previous posting or at a place of is choice for the purpose of his family members will be permitted to claim HRA on the basis of Rent Receipt, as per

the rules framed under Regulation 22 (2) of BOI OSR 1979, at the applicable to the new place of posting, as if the accommodation is taken at the new place of posting,

d. Bank's own accommodation or accommodation leased to the Bank, if any, occupied by the transferee Officer at the previous place of posting shall be compulsorily vacated on transfer and the Officer will make his own arrangement for his family members accommodation within the rental ceilings applicable at the place of posting, as stated above.

e. Wherever accommodation is leased in the name of the Bank as quarters to the Managers in rural areas and if the Manager opts to have the residential accommodation at a different place, then such accommodation taken on lease in the name of the Bank as quarters shall be surrendered. The subsequent incumbent if chooses to have accommodation at that place, will have make his own arrangements under subsidized housing scheme.

The above instructions will be applicable in the came of all Officers posted in Rural Branches / Offices and the same is in supersession of all existing guidelines on provision of residential accommodation to such Officers. The above revised instruction will come into force from 01.11.99. In case of Officers transferred to Bihar, Orissa, and the North – Eastern instructions conveyed vide BC / 91/ 75 dated 25.07.97 will remain operative

Annexure I - Size of House/flat and rental limits

Br. Cir. No. 106/131 dated 29.11.2012 - Revision in the existing rental ceilings as under, to be made effective from 01.10.2012 :-

(Amt. in Rs.)

Grade/ Scale of Officers	*Mumbai/ New Delhi	Other Major 'A' cities	'A' Category	'B' Category	'C' Category
JMGS-I	12500	10000	7500	5500	4000
MMGS-II	13000	11000	8500	6000	4500
MMGS-III	13500	11500	8500	6500	5000
SMGS-IV	15000	13000	9500	7500	7000

(Amt. in `)

Grade/ Scale	Major "A" Cities	"A" Category Cities & State Capitals	Other Centres
V	17000	11500	8500
VI	19000	13000	9500
VII	21000	15000	---

Basis for classification of centres (Based on Census 2001 figures) :

Major 'A'	Ahmedabad, Bangalore, Chennai, Delhi, Hyderabad, Kolkata & Mumbai*
'A' Category	Centres other than Major 'A' with population of 7.5 lakh and above
'B' Category	Centres with population of above 2 lakh but below 7.5 lakh
'C' Category	All other centres

*(Separate ceilings have been fixed for Mumbai & New Delhi centres for Officers upto Grade / Scale IV.)

03. Upon introduction of the above revised limits, sanction of additional amount of Rs. 5000/- towards rent over and above the then existing applicable limits in respect of eligible Officers in Scale I to IV posted at Mumbai, sanctioned by the Board in its meeting dated 02.05.2011 and conveyed vide our IOM. No. HO:HR:IR:VGK:I-83 dated 04.05.2011, would not be operative w.e.f. 01.10.2012.

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04. The Board has also accorded approval for acquiring accommodation on lease basis at various centres across the country. Upon acquiring such accommodation at a particular centre, the Officers who are staying on individual lease basis will have to surrender the same and move to the Bank's leased accommodation.

05. It may please be noted that the aforesaid rental ceilings will be applicable in the case of new agreements, as also for existing agreements upon expiry of present lease period. However, the Competent Authorities are advised that upward revision in rental limits may be considered in respect of existing agreements at the time of renewal as also in the case of new agreements by exercising due care on case to case basis. In the case of officers who were permitted to acquire houses at a rent higher than the pre-revised rental limits, the aforesaid revised limits may be made available from 01.10.2012 or from the date of taking the house on rent, whichever is later.

06. Needless to mention, the actual rent being paid by the officer concerned should be commensurate with the rates prevailing at the respective Centres. Besides, the amount should be paid by the Bank either directly to the owner or against a satisfactory proof indicating the desired end use.

Guidelines regarding size of House/flat (Br.Circular No. 85/7 dated 09.04.1991)

Grade/Scale	For posting at Mumbai	For posting at other places
JM-I	500-600 Sq.ft	750 Sq.ft
MM-II & III	700 Sq.ft.	950 Sq.ft
SM-IV	750 Sq.ft	1050 Sq.ft

ANNEXURE – II

(Br.Circular No. 105/148 of 05.12.2011.)

Scheme for providing furniture and fixtures at the residential accommodation provided by the Bank to officers in SMG-IV, V & TEG VI & VII and other designated Officers such as Managers, LDMs etc..

Revision in financial limits in respect of furniture to be provided

Please refer to Branch Circular No.102/90 dated 05.08.2008 inter alia advising the revised limits of cost of furniture to be provided at the Bank's residences allotted to Officers in various Scales alongwith guidelines for replacement / maintenance etc. of furniture and fixtures.

2. The Board of Directors has (B.M. dated 25.07.2011) approved upward revision in the existing monetary ceilings stipulated for providing furniture and fixtures on a need-based manner at the residences, owned/leased by the Bank, allotted to the eligible Officers as under :-

Sr. No.	Grade/ Scale	Existing Ceiling (₹)	Revised ceiling (₹)
i)	Managers of Small Branches	80,000/-	1,25,000/-
	Managers of Medium Branches		
ii)	Managers of Large Branches, LDMs, General Managers of RRBs (MMGS III)	1,00,000/-	1,50,000/-
iii)	SM Scale IV	1,50,000/-	2,25,000/-
	SM Scale V		
iv)	TEG Scale VI & VII	1 ,75,000/-	2,75,000/-

3. The Board has also approved the modification in the Standard Items of furniture / fixtures, permissible units, their individual cost ceilings, etc. as per Annexure-I enclosed to this Circular. It has also been approved that at the time of retirement (only on superannuation or under the provisions of Pension / Officers' Service Regulations), the Officer will be permitted to purchase the furniture items at the residential accommodation provided to him by the Bank by paying an amount equivalent to original cost of the item less 10% of such cost for each completed year from the date of purchase of the said furniture item.

4. However, (i) the furniture item to be purchased by an Officer should necessarily be in use for minimum four years from the date of purchase; (ii) in case of furniture item to be purchased by an Officer is in use for 10 years from the

date of purchase, the minimum amount to be recovered from the concerned Officer should be 5% of the original cost. The balance amount in the said Furniture A/c. after appropriating the recovered amount from the Officer at the time of purchase of furniture by him may be debited to Bank's Profit & Loss A/c. The Estate Department, Head Office, to administer the scheme as is being done presently and the modalities for administering the scheme to be decided by them.

5. We wish to clarify that the scheme for providing furniture/fixture items at the residence of all Officers circulated vide Branch Circular No. 105/88 dated 22.08.2011, is different then the present scheme and the modalities of that scheme do not apply to the instructions contained hereinabove.

Annexure I (Br.Cir. No. 105/148 of 05.12.2011)

The list of items of furniture & fixtures

(Amt. in Rs.)

Sr. No.	Name of Item, Brand Name, Model etc.	No. of units permi-ssible	Cost ceiling (scale I to III)	Cost ceiling (scale IV & V)	Cost ceiling (scale VI & VII)	Expiry Period (No.of Yrs.)
1.	Cots (single) with mattresses & pillows	6	7500	10000	12500	7 (Cot) 3 (Mattr)
2.	Cots (Double) with mattresses & pillows	3	15000	17500	20000	--do--
3.	Diwan	1	10000	12500	15000	7
4.	Dining table with Chairs (4/6)	1	20000	25000	30000	7
5.	Sofa Set (3+1+1)	1	20000	25000	30000	5
6.	Teapoy	1	5000	7500	10000	7
7.	Dressing Table with Stool	1	10000	10000	10000	7
8.	Steel Almirah	1	20000	20000	20000	10
9.	Writing table with Matching Chair (1)	1	8000	9000	10000	7
10.	Ceiling Fans	3	3000	3000	3000	10
11.	Table Fans	1	2000	2000	2000	10
12.	Pedestal Fan	1	5000	5000	5000	10
13.	Boiler/Geyser	1	7000	9000	12000	7
14.	Water Purifier (Aqua Guard, Usha Brita etc.)	1	10000	10000	10000	5
15.	Refrigerator (165 litres to 300 litres with stabilizer and stand)	1	20000	25000	30000	7
16	Washing machine	1	15000	20000	25000	7
17.	Vacuum Cleaner	1	7500	10000	12000	7
18.	Curtain + Pelmets		15000	20000	25000	3
19.	Kitchen Gas stove	1	2500	5000	7500	7
20.	Invertor	1	20000	20000	20000	5
21.	Television	1	30000	30000	30000	7

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1. Two 1.5 Tonne capacity window air conditioners to be provided to the Executives in Grade/Scale V, VI & VII at residential accommodation provided; Replacement to be done only after 7 years.
2. One Air-conditioner of 1-Tonne capacity to be provided at the residence of Senior Management – Scale IV - Replacement to be done only after 7 years.
3. Steel Almirah - No. of units permissible to Executives in Scale IV to VII - 2
4. Ceiling Fans - No. of units permissible to Executives in Scale IV to VII - 5
5. Geyser - No. of units permissible to Executives in Scale IV to VII - 2
6. Taxes, duties, installation charges, Transportation charges etc. would be extra

Scheme for providing Furniture & Fixtures to all confirmed Officers at their residence

Regulation 25 of Bank of India (Officers') Service Regulations 1979

As per the extant guidelines (Ref. Branch Circular Nos.102/90 dated 05.08.2008, 85/91 dated 08.07.1991), Bank is providing furniture & fixtures at the premises owned by the Bank or taken on lease by the Bank and allotted to the eligible Officer employees for residential purpose i.e. Branch Managers/Officers in Scale IV and above.

02. The Board of Directors, during the meeting held on 06.08.2011, has decided for providing furniture & fixtures at the residence of all confirmed Officers except those Officers who have been allotted Bank's furnished accommodation.

03. The salient features of the Scheme are as under:-

A) Eligibility

i) All confirmed Officers in the service of the Bank, irrespective of their grade / scale, who have not been provided with furniture and fixtures at their residence/Bank's furnished accommodation, are eligible for availing facility of furniture and fixtures under this scheme;

ii) Officers who are permitted by the Competent Authority to stay at a place other than the place of posting are also eligible to avail this facility under the Scheme;

iii) Officers, against whom Major Penalty proceedings are initiated, pending or contemplated, will be eligible to avail the facility only after the final disposal of the proceedings.

B) Modalities

i) An Officer desirous of availing facility under the Scheme will have to submit an application / undertaking / authority letter as per specimen attached to this Circular (Annexure-I);

ii) The availment of the facility under the Scheme is not compulsory. However, once the Officer has exercised the option, the same shall be irrevocable and he shall not have option to surrender the furniture to the Bank;

iii) The Officer will be required to purchase the furniture in Bank's name and submit the bills / cash memo to the Bank for claiming reimbursement for the same or he may submit proper invoice/quotation in the name of Bank and request the Bank to effect the payment directly to the said dealer;

iv) Furniture purchased under the Scheme belongs to the Bank till such time it is not purchased in terms of the Scheme by the Officer concerned. In the meantime, he cannot dispose of / sell the said furniture items.

v) As regards maintenance of records of the furniture purchased by the Officer in the name of the Bank, providing depreciation on the same in the books of accounts, passing the necessary entries etc., the extant guidelines issued by the Comptroller's / Estate / Premises Department are to be meticulously followed by the concerned Branch / Office. For the said purpose, all required details to be obtained from the concerned Officer;

vi) If an Officer who has availed the facility under this scheme is transferred from one Branch / Office to another, all necessary details regarding furniture items purchased by him along with item-wise depreciation provided and the amount of monthly recovery being made from his salary to be informed /advised to the transferee Branch/Office.

C) Financial Limits (scale-wise) for reimbursement, recovery towards cost

i) The eligible Officer availing the facility under the scheme can claim reimbursement of cost towards the furniture items purchased by him, as specified in Annexure-II to this Branch Circular, within the specified limits as mentioned herein below:-

Sr. No.	Grade/ Scale	Ceiling (`)
1.	Junior Management Grade Scale I	40,000/-
2.	Middle Management Grade Scale II	60,000/-
3.	Middle Management Grade Scale III	80,000/-
4.	SM Scale IV and V	1,00,000/-
5.	TEG Scale VI & VII	1,20,000/-

Expenses incurred for delivery of the furniture at the residence of the Officer will not be reimbursed;

ii) The Officer shall be required to take all reasonable steps to maintain the furniture in good and usable condition at the place he resides. Bank will neither undertake any repairs to the furniture & fixtures purchased under the scheme nor will reimburse any expenses towards maintenance of the said furniture & fixture items;

iii) In terms of Regulation 25 of Bank of India (Officers') Service Regulations, 1979, recovery towards the cost of furniture provided to the Officer will be made from the concerned Officer;

iv) After availing the facility under this scheme, the officer employee on his promotion will be allowed to avail balance of enhanced limit as applicable to the promoted scale ;

v) In the case of transfer of an Officer to another city / centre, he will have to transport furniture along with his other household goods to the new place of posting for which he would be reimbursed only transportation expenses (including transit insurance) as per his eligibility under Reg. 42 of Bank of India (Officers') Service Regulations, 1979. No extra amount will be reimbursed to him for transportation of the furniture items purchased under the scheme;

vi) Expenses for shifting furniture (including transit insurance) purchased under this scheme from one accommodation to another in the same Centre / City will be borne by the Officer concerned;

vii) Transit insurance for transportation of furniture / fixtures purchased under the scheme by an Officer would be borne by the Bank upon his transfer from one Centre/City to another;

viii) If the Officer is allotted Bank's furnished accommodation at his new place of posting, the furniture already provided in the Bank's accommodation

shall be in addition to the furniture availed by him under the Scheme. Upon his subsequent transfer, if he is required to vacate the Bank's accommodation, he will have to carry only such items of furniture, which he had purchased under the Scheme.

D) Repurchase at the time of cessation of service/promotion

Once an Officer has availed facility under the Scheme, he will have to compulsorily purchase the furniture at the time of his ceasing to be in the service of the Bank, for any reason whatsoever, OR on being promoted to Scale IV and provided with furnished accommodation. The cost of furniture to be recovered from the concerned Officer is to be arrived at as follows:-

a) In respect of wooden / steel furniture items such as cot, divan, dining table, sofa set, chair, teapoy, dressing table, writing table, cupboard, kitchen gas stove and certain electrical equipments such as ceiling/table/ pedestal fans, boiler, geyser, water purifier, vacuum cleaner etc., 10% of the original cost of the item to be reduced for each completed year from the date of purchase and the remaining amount to be recovered from the concerned Officer;

b) In respect of AC/ Washing machine/Refrigerator, 15% of the original cost of the item to be reduced for each completed year from the date of purchase and the remaining amount to be recovered from the concerned Officer;

c) In respect of curtains, mattresses, pillows - 30% of the original cost of the item to be reduced for each completed year from the date of purchase and the remaining amount to be recovered from the concerned Officer;

d) The entire cost of furniture item to be recovered if the item is purchased by the Officer before completion of one year from the date of purchase.

e) In case at the time of ceasing to be in the service of the Bank for any reason whatsoever if the amount towards cost of the furniture as mentioned above in points (a) to (d) as applicable is not paid by the concerned Officer, the said amount will be recovered from the terminal / other dues payable to him;

f) The balance amount in respect of the said furniture after appropriating the amount recovered from the concerned Officer at the time of purchase of furniture by him may be debited to Bank's Profit & Loss Account;

E) Sanctioning Authority

i) Request received from the eligible Officers posted at branches for the aforesaid facility will be considered and sanctioned by the Branch Manager. In case of the Branch Manager and Officers posted at Admin. Offices, such sanction would be given by Chief Manager / Asst. General Manager looking after administration of the concerned office.

ii) Requests submitted by eligible Officers under the said Scheme may be considered in respect of furniture items purchased / to be purchased on or after the date from which the Scheme is operative i.e. from the date of this Branch Circular.

ANNEXURE-I

(Ref. Branch Circular No.105/ 88 dated 22.08.2011)

APPLICATION-CUM-UNDERTAKING-CUM-AUTHORITY LETTER TO BE SUBMITTED BY AN OFFICER WHILE AVAILING THE FACILITY OF FURNITURE IN TERMS OF BRANCH CIRCULAR No.105/88 DATED 22.08.2011.

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Name:_____

Grade/Scale:_____

P.F. No. : _____

Branch/Dept.:_____

Zone : _____

Date :

The Branch Manager,

_____ Branch,

_____ Zone.

The Asst. General Manager/

The Chief Manager / Senior Manager,

_____ Dept.,/Office

_____ Zone/ NBG/HO.

Sir,

I, the undersigned, wish to avail the facility provided by the Bank for purchase of furniture & fixtures, in the name of the Bank, at my residence in terms of Branch

Circular No._____ dated _____ and apply for the same.

02. In terms of the guidelines issued vide the referred Circular, I hereby irrevocably undertake and authorise you as follows:-

(i) *(a) I am submitting bill /cash memo in the name of the Bank along with copy of receipted challan of _____ (reputed dealer) containing full description of furniture/fixture items purchased and item-wise cost thereof. Please reimburse the amount as per my eligibility under the scheme and credit the same to my account No._____ at _____ Branch;

**(b) I am submitting invoice / quotation of _____ (reputed dealer) in the name of Bank of India, containing full description of furniture/fixture items purchased and item-wise cost thereof. Please effect the payment directly to the said dealer with instructions to deliver the items at my residence. I will submit the final bill / receipted challan immediately on receipt of the furniture items at my residence;

(*strike out whichever is not applicable)

(ii) I will take all reasonable steps to maintain the furniture in good and usable condition. I am aware that Bank will neither undertake any repair to the furniture & fixtures, purchased under the Scheme nor will reimburse any expenses towards maintenance of the same. Hence, I will not claim any reimbursement of expenses incurred by me for the said purpose;

(iii) In case of my transfer from the present city / centre to another city / centre, for transportation of furniture items, I will not claim any extra amount beyond my eligibility in terms of Regulation 42 of Bank of India (Officers') Service Regulations, 1979. Expenses for shifting (including transit insurance) from one accommodation to another in the same centre / city will be borne by me;

(iv) To recover appropriate amount in terms of Regulation 25 of Bank of India (Officers') Service Regulations, 1979 towards the cost of furniture provided under this Scheme. The tax liability, if any, arises on account of availment of the facility under the Scheme will be borne by me;

(v) I will not surrender the furniture / fixtures purchased by me in the name of the Bank and I will purchase the same at the time of my retirement / ceasing to be in the service of the Bank for any reason/ the Bank providing furnished accommodation to me. In the meantime I will not

dispose of /sell the said furniture items. At the time of such purchase, I will pay the appropriate amount towards the cost of the said furniture as decided by the Bank;

(vi) At the time of retirement or in the event of ceasing to be in the service of the Bank, in case the said amount is not paid by me, I authorise the Bank to recover the said amount from terminal / other dues payable to me and/or from the balance amount available in any of my deposit accounts with the Bank.

03. I am aware that the facility of providing furniture & fixtures at my residence is being granted to me on the strength and basis of my aforesaid undertaking/ authority given to the Bank. I will always abide by the terms and conditions, guidelines issued by the Bank governing this Scheme and in case I do not adhere to any of the terms and conditions / guidelines of the Bank as regards the said Scheme, the Bank may take necessary action as deemed fit, against me.

Yours faithfully,

_____

(Signature)

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ANNEXURE II

(Reference - Branch Circular No.105/88 dated 22.08.2011)

Items of furniture and no. of units permissible under the scheme

Sr. No.	Name of Item	No. of units permissible
1.	Cots (single) with mattresses & pillows	4
2.	Cots (Double) with mattresses & pillows	1
3.	Divan	1
4.	Dining table with Chairs (4/6)	1
5.	Sofa Set (3+1+1)	1
6.	Teapoy	1
7.	Dressing Table with Stool	1
8.	Steel Almirah	1
9.	Writing table with Matching Chair (1)	1
10.	Ceiling Fans	3
11.	Table Fan, Pedestal Fan	1
12.	Boiler/Geyser	1
13.	Water Purifier (Aqua Guard, Usha Brita etc.)	1
14.	Room AC	1
15.	Refrigerator (165 litres to 300 litres with stabilizer and stand)	1
16	Washing machine	1
17.	Vacuum Cleaner	1
18.	Curtain + Pelmets	
19.	Kitchen Gas stove	1
20.	Television	1
21.	Invertor	1

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ANNEXURE III

RESIDENTIAL ACCOMMODATION TO OFFICER EMPLOYEES

DRAFT OF OCCUPATION AGREEMENT

(To be stamped as an Agreement in the State where executed)

The Manager / Officer-in-charge/

…… Branch / Office / Department

Bank of India

……

Dear Sir,

I, the undersigned…… am at present serving as …… In …….. Branch / Office of Bank of India (hereinafter referred to as "the Bank") and do hereby record and acknowledge that by reason of my being in such service and employment, the Bank has permitted and allowed me / agreed to permit and allow me the use and occupation as a service occupant of premises being Flat No…….. on the …… floor in the building known as "…….. ……." situated at …… belonging to / leased to the Bank (hereinafter referred to as "the said premises") as a residence for myself and members of my family only, subject to the terms and conditions of these presents and the terms and conditions of permission for use of Bank's flats and other rules and regulations for the time being governing the same. In connection with such use and occupation by me as a service occupant, I hereby confirm, record and agree with the Bank as follows :-

1. The Bank has permitted or agreed to permit me to stay in, occupy and use the said premises (together with the furniture, fixtures and fittings therein – wherever provided) as a service occupant only, commencing from ……, I am merely an occupant of the said premises at the Bank's absolute will and pleasure and the Manager / Officer-in-charge of the …….. Office / Branch / Department of the Bank or any other person who may be from time to time authorized in this behalf either by the Chief Executive Officer of the Executive Director or a General Manager, Deputy General Manager or any Assistant General Manager or by the Manager, Personnel Department of the Bank or by the said Manager / Officer-in-charge in that behalf, (hereinafter referred to as the "Competent Authority") has the right, in his absolute discretion, from time to time during the course of my service with the Bank on giving me one calendar month's notice, either to

transfer me from the said premises to any other premises and whether in the same building or in any other building as the Competent Authority may select or to ask me to vacate the said premises without giving me any other alternative accommodation AND I expressly agree that notwithstanding anything contained elsewhere in this agreement, the Competent Authority shall have a right to revoke the permission to occupy given to me as aforesaid and require me by giving one calendar month's notice to vacate the said premises without providing me with any alternative accommodation even during the continuance of my service with the Bank and without assigning any reasons whatsoever and I agree and undertake to vacate the said premises when required to do so and to accept the decision of the Competent Authority as final and binding in all respects.

2. I further agree to deliver up to the Competent Authority, without raising any kind of objection whatever, vacant and peaceful possession of the said premises in my occupation as a service occupant as soon as my service with the Bank stands termination or comes to an end, in any manner and for any reason or in case I am transferred from ..... (whatever may be the reason for such termination or transfer) or in case I am required to vacate the said premises on one calendar month's notice being given to me for so vacating. In case I want to give up the said premises, I agree to give the Bank one calendar month's notice in advance.

   I also agree that in the event of my acquiring residential accommodation within the municipal limits of ..... either by availing of loan/s sanctioned by the Bank under the Bank's Housing Loan Scheme for the time being in force or otherwise howsoever and whether such accommodation is on the basis of lease or tenancy or leave and license or an ownership flat or otherwise howsoever I shall forthwith inform the Bank thereof and shall deliver to the Bank without raising any objection whatsoever, vacant and peaceful possession of the said premises in my occupation within one month from the date on which I secure residential accommodation as stated above. If any question arises whether I have become liable to deliver vacant possession under this clause, the Competent Authority's decision thereon shall be final and binding on me.

3. The occupation by me of the said premises is as mentioned hereinabove by reason of the fact that I am in service and employment of the Bank and is strictly be way of mere permission to occupy the said premises as a service occupant and shall not either create any tenancy in my favour or give me any kind of estate, right, title or interest in the said premises or create any relationship either of landlord and tenant or of a protected (statutory) licensee between the Bank and myself, but such occupation shall always

be a permitted occupation of the premises by an employee (i.e. myself by reason of being in the service of the employer i.e. Bank) and the permission to occupy the premises shall cease and determine with the determination of my service or in case of my transfer from ..... (whatever may be the case or reason for such termination or transfer) or in case I am required by the Competent Authority to vacate the premises without assigning any reason whatsoever shall remain with the Bank or the Competent Authority, so that the permanent possession of the said premises shall be with the Bank and any person duly authorized by the Bank shall be entitled to enter the said premises at any reasonable time during the day after giving 24 hours' notice, except in an emergency where no such notice shall be necessary. I shall not change the locks on the front door or any other door in the said premises without the permission of the Competent Authority and in the event of any change of locks becoming necessary, I shall surrender one set of the keys of the new locks to the Competent Authority. I agree that if the Competent Authority allots me any other premises either in the same building or any other building (which the Bank is not bound to provide), then I will transfer myself to such other premises without any objections to the newly allotted premises and further agree that all the terms and raising conditions set out herein shall also govern my occupancy of the newly allotted premises as such service occupant.

4. In case I fail to deliver possession of the said premises on the determination or revocation of the permission to occupy the said premises, the Bank shall have every right to enter into and take possession of the said premises without going to a Court of Law and to remove my articles, furniture, fittings, etc. from the premises without in any way rendering the Bank liable for trespass, damage or otherwise. In particular and without prejudice to all its other rights, the Bank may proceed against me under the provisions of the Public Premises (Eviction of Unauthorised Occupants) Act, 1971.

5. I shall pay the Bank so long as I have use and occupation of the said premises and of the fixtures, fittings, furniture, articles and things such sum by way of compensation as may be fixed from time to time by the Bank at its absolute discretion for such use and occupation and the Bank shall be entitled to deduct the same from the salary or any allowance, of whatever nature, payable to me each month.

6. The Bank shall, after giving me fifteen days' notice in writing, be entitled to increase the monthly compensation amount payable to me, provided always that as from the date on which I became liable to vacate the premises given to m e by the Bank under the terms hereof, I shall be liable to pay to the Bank and shall pay to it ₹..... (Rupees .....

……..) per month as and by way of liquidated damages till the date of my vacating the said premises and give vacant and peaceful possession thereof to the Bank.

(w.e.f. 28.04.1988)

Further, I expressly agree with the Bank that the Bank shall be entitled at its discretion and I hereby irrevocably authorize the Bank to withhold the amount of Gratuity and PF payable by the Bank to me, on my ceasing to be in the service of the Bank by whatsoever reason till the date of delivering the vacant and peaceful possession of the said premises. I also hereby agree that I shall not demand any interest on terminal dues withheld by the Bank for the aforesaid reasons.

7. I shall pay all charges for electrical energy and gas, water consumed by me in the said premises as shown on the meters or meter attached hereto, and in case there is not a separate meter in the said premises, I shall pay the proportionate charges for the same and the Bank shall be entitled as its absolute discretion to fix the amount of the proportionate charges at such rate or at such amount per month from time to time as the Bank may deem fit and I shall be bound to abide by the Competent Authority's decision as to the amount of such proportionate charges and the Bank shall be entitled to deduct the same in advance from the salary or any allowance of whatever nature payable to me.

8. I shall use the said premises as a private residence only for myself and my wife / husband and children and parents and other members of my family who regularly and permanently stay with me, whose names and other particulars are set out in the Schedule hereto, and shall not without the previous consent in writing of the Bank or Competent Authority (which it or he shall not be bound to give) allow or permit the premises to be used by any other person either on payment of consideration or gratis. I undertake promptly to notify any change in the number of any family members as also any change in the particulars of such family members which are mentioned in the said Schedule.

9. I shall sign an inventory of all fixtures, fittings, furniture, installations and articles lying on the said premises when I enter into possession and shall deliver them to the Bank in the same good state and condition (reasonable wear and tear and damages by acts of God or irresistible force excepted) when I vacate the premises. I shall keep the said premises, fixtures, fittings, furniture, installations and articles in clean and proper conditions and repairs and in good and proper working order and shall not make any alteration of any kind therein without the Competent Authority's previous consent in

writing and the Competent Authority shall have a right to inspect them at any reasonable time during the day after giving 24 hours notice except in an emergency (where no notice shall be necessary) to view the sate and condition thereof. If I fail to keep the said premises, fixtures, fittings, furniture, installations and articles in clean and proper conditions and repairs and working order and I undertake to pay the Bank on demand the costs for the same as determined by the Competent Authority whose decision shall be final and in addition the Bank shall be entitled to deduct such costs from the salary or any allowance of whatever nature payable to me.

10. I shall not do or permit to be done any act whereby the value of the said premises is deteriorated or diminished (reasonable wear & tear excepted) not do nor permit to be done any act of waste nor do or permit to be done anything on the said premises whereby the Bank is made to incur any liability or responsibility to the Lessor / owner of the flat / building /..... Co-operative Housing Society Ltd., of which the Bank is the member or any person or local or public body or authorities and shall observe and perform all the terms and conditions of the lease / tenancy of the Flat / Building in-so-far as the same are to be performed by the Bank as the lessee / tenant of the flat / building and shall observe and comply with all the rules and regulations of the said Society and shall become a nominal member of the said Society, if necessary and called upon to do so by theBank.

11. I agree and undertake to abide by the rules, regulations, the conditions for use and occupation of the said premises, fixture, fittings, furniture and articles that may be enforced by the Bank from time to time. A copy of the general terms and conditions of permission for occupations by employees of residential premises, owned by / leased to / Bank of India has been signed by be me and is annexed hereto. The Bank shall, at its absolute discretion be entitled to amend the said rules from time to time and the rules as amended shall be binding on me.

    I have put my signature hereunder after fully understanding the contents hereof and the above mutual terms and conditions of occupation as also the conditions separately signed by me are binding upon me and all persons permitted to reside with me in terms of this agreement.

Dated at ..... this ..... day of .....

Witness : .....

.....

(Signature)

Name and Designation .....

Regulation 26 – Bank's Car for Personal Purpose

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 purpose.

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.

Guidelines of the Government issued under Regulation 26

i) Facility of the use of Bank's car for personal purpose 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 it may consider necessary having regard to the special circumstances of the Bank

ii) The officer should pay a sum of Rs.200/- per month for use of the Bank's car for personal purposes.

iii) The use of Bank's car for personal purpose should be limited to 500 kms. per month.

iv) For use of the Bank's car for personal purpose beyond the limit for 500 kms., the Officer shall be required to pay to the Bank a sum calculated at such rate as may be decided by the Board.

Rules for personal use of Bank's car

1. All purposes other than official purposes shall be personal purposes in connection with the use of Bank's car. The journey from the residence to the office and back will be considered as use of the vehicle for official purpose, However, the Bank's car should not be used when on journey while availing Leave Travel Concession.

2. i) The facility will be confined to the Officers in Scale VII, VI, V i.e. General Mangers, Deputy General Mangers and Assistant General Manager respectively, and those officers in Scale IV officiating for post in Scale V.

   ii) Officers who were on 30.6.1979 enjoying the facility of personal use of Bank's car, will be allowed to-continue to have this facility, as a special ease, till such time as they continue to be in that post at the same office / branch.

3. An officer who is permitted the use of Bank's car for personal purposes will be required to pay Rs.200/- per month for the same.

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4. The run of Bank's car for personal purpose should not exceed 500 kms per month on a yearly average basis, or pro-rata in the case of officiating appointments.

5. If the car is utlised for personal purpose beyond 500 kms. per month on a yearly average basis, the officer will be required to pay the Bank the cost of petrol calculated at the rate of 8 kms. run per on litre of petrol.

6. A proper logbook should be maintained to record use of the car for official purposes and personal purposes.

7. Any officer who is permitted personal use of Bank's car under regulation will continue to be reimbursed expenses like driver's wages, as heretofore. The maximum amount payable per month for driver's wages etc. shall be decided by the Managing Director from time to time.

8. No liability will attach to the Bank in case of accident to the car when driven for personal purposes merely because the car is registered in the Bank's name.

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Note :

Where a Bank's car is provided for official use by the Deputy Zonal Manager/ Branch Manager – they may, with prior authorization of the Zonal Manager, use the Bank's car for personal purpose on reimbursement of petrol expenses calculated at the rate of 8 kms. run per one litre of petrol.

Modifications to Government Guidelines w.e.f. 9.8.1984 (B.M. 9.8.1981)

i. No change.

ii. Only non-air-conditioned cars below 16 H.P. should be provided to the officers. 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/- per month for the first 500 km. and R.1 / per km. beyond 500 kms.

iii. 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 ears provided to the Executives before the issue of the revised guidelines, the rate of recovery would be Rs.200/- per month for the first 500 kms. and Rs.1.25 for each km. beyond 500 kms.

Regulation 27 : PURCHASE OF CONVEYANCE

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.

RULES REGARDING GRANT OF LOAN FOR PURCHASE OF CONVEYANCE

(I) Loan for purchase of motor car (w.e.f. 26.07.2013)

(II) Loans for purchase of motor cycle/scooter/mopeds (w.e.f. 26.07.2013)

Bank's Board, in its meeting held on 26.07.2013 has accorded its approval for revision in Conveyance (Vehicle) Loan Scheme to Officer Staff as under:-

i)	Eligibility Criteria :	a) For four wheelers :-	Confirmed officers with three years of satisfactory service.
		b) For two wheelers :-	All confirmed officers.
ii)	Quantum of Loan :	a) For four wheelers :-	80% of cost of vehicle or Rs. 7.5 lacs, whichever is less.
		b) For two wheelers :-	90% of cost of vehicle or Rs. 80000/- whichever is less.
iii)	Rate of Interest :	a) For four wheelers :	8.5 % (simple) upto Rs. 80000/- and @ Base rate (simple) above limit above Rs.80000/-
		b) For two wheelers :	8.5 % (simple) for limit upto Rs. 15000/- & @ Base rate (simple) for limit above Rs. 15000/-
iv)	Repayment Period :	a) For four wheelers :	Repayable in 200 monthly instalments in the ratio of 3 : 2 i.e. principal in 120 instalments and interest in 80 instalments.
		b) For two wheelers :	Repayable in 84 monthly instalments in the ratio of 5:1 i.e. principal in 70 instalments and interest in 14 instalments.

Request for additional limits from employees who have already availed of Staff Vehicle Loan on or after 26.07.2013 may be considered to the extent of difference between revised and existing limits.

This revision in Staff Vehicle Loan for Officers & Award Staff shall come into effect from the date of Board approval i.e. 26.07.2013.

TERMS AND CONDITIONS

1. Cost of vehicle –

In respect of new vehicles, showroom cost and registration charges inclusive of RTO tax will be considered for the purpose of loan. In respect of second-hand vehicles, the cost determined as per valuation report of the Government authorized valuer will be considered.

2. Insurance –

It is obligatory on the part of the staff member to take comprehensive insurance cover of the vehicle every year with Bank clause during the tenure of the loan. The charges towards the said insurance cover will have to be borne by the concerned staff member.

3. Registration of Bank's charge –

Bank's hypothecation charge must be registered with RTO till the closure of the loan account.

4. Total Deductions –

The total deductions of the employee including deduction on account of the instalment of the proposed loan should not exceed 60% (excluding instalment towards Cyclone Loan) of the gross salary of the employee.

5. Loan to promotee Officers –

The promotee Officers, during their probation period, will be entitled for staff vehicle loan as applicable to Officers' cadre, provided they are not entitled for reversion to clerical cadre. In case of other promotee Officers, they will be entitled for Staff Vehicle Loan upon their confirmation in Officers' cadre, subject to their eligibility.

6. Loan for purchase of second-hand vehicles –

Staff members can avail loan for purchase of second-hand vehicle provided the vehicle is not more than 5 years' old from the date of its first registration and the Government authorized valuer has assessed the vehicle about its fitness and comprehensive insurance cover is available for the same. The sanctioning authority must be satisfied about such fitness certificate. The sale / purchase of second-hand vehicles between the close relatives of staff members are not allowed. The repayment period for the said loan will be 84 installments (70 towards principal and 14 towards interest in the proportion of 5:1).

7. Changeover of vehicle -

Before purchasing another vehicle under the Scheme, the vehicle(s) already

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purchased by the staff member by availing Bank's vehicle loan must be disposed of and the said account should be closed;

a. A period of 4 years should elapse from the date of availment of earlier vehicle loan before considering a fresh application for loan for purchase of another vehicle. However, the stipulation of 4 years may be waived for purchase of better vehicle (i.e. from two-wheeler to four-wheeler).

b. If the staff member sells his vehicle purchased out of Bank's loan (before the stipulated date of closure of the account) and applies for a fresh loan for purchase of another vehicle (after closing earlier loan account) the excess sale proceeds must be utilized towards margin of the new vehicle.

As per Br. Cir. NO.107/202 dated 12.02.2014, the Officer employees may retain the earlier vehicle purchased by them while availing new Staff Vehicle Loan, only once in entire service.

8. Sale of vehicle –

The staff members are allowed to sell the vehicle purchased by availing Staff Vehicle Loan or part with the vehicle, during the repayment period of the said Vehicle Loan only with prior written permission of the sanctioning authority.

9. Conversion of vehicle loan into Staff Vehicle Loan –

If a staff member avails loan from other sources including loan from our Bank at par with public, without availing staff vehicle loan, the same is not liable for conversion under the above scheme as it will amount to takeover of loan. However, those staff members who have already availed staff vehicle loan under the earlier scheme, all such accounts shall attract the revised rate of interest automatically without change in the repayment schedule from 26.07.2013.

10. Loan for repairs –

No staff vehicle loan shall be granted hereinafter for the purpose of repairs of vehicle. However, existing staff vehicle loans for repairs shall continue as per the terms of sanction and they will not be liable for conversion as per clause (9) above.

11. Period of Service -

While calculating the length of service for deciding eligibility for Staff Vehicle loan, the period of Sabbatical leave, Extra-ordinary leave and absence on loss of pay shall be excluded from the total length of service.

12. Request for additional limits from employees who have already availed of Staff Vehicle Loan on or after 26.07.2013 may be considered to the extent of

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difference between revised and existing limits.

13. Sanctioning authority –

a. For two-wheelers –

Asst. General Manager of the Salary paying Branch of the concerned staff member or the SZLCC of the Zone under whose jurisdiction the salary paying Branch of the concerned staff member is located.

b. For four-wheelers –

The SZLCC of the Zone under whose jurisdiction the salary paying branch of the staff is located. (As per HO IOM No.HO:HR:IR:MSS:I-605 dated 03.01.2014)

c. The Sanctioning Authority will be the same for purchase of second-hand vehicles in terms of para (9) above.

d. In respect of staff working at LCBs and MCBs, the loan would be sanctioned by the SZLCC / ZLCC of the Zone, as the case may be, under whose jurisdiction the concerned LCB / MCB is located.

14. Repayment of loan upon cessation in Bank's service –

On superannuation of an employee or on his cessation in the Bank's service for whatsoever reasons, the outstanding balance in the staff vehicle loan shall be recovered from the amount of terminal dues or any other amount due to him / his nominee. The legal heirs shall be liable to make good the shortfall, if the terminal dues of the employee are less than the outstanding balance in the staff vehicle loan of the employee, in the event of death of staff member.

15. Sanction of the loan when disciplinary action is contemplated/ initiated/ pending against the employee –

The decision in this regard shall be taken by the Zonal Manager / Dy. General Manager of the concerned Zone on merits of each case.

16. Application of interest on cessation of service of an employee –

The outstanding balance of Staff Vehicle Loan as on the date of cessation of service of an employee for whatsoever reasons shall attract interest rate as applicable to public under Retail Loan Scheme, till its repayment in full.

17. Hereafter, all vehicle loans will be considered as per the new Scheme.

iii) Loan for purchase of Pedal Cycles :

a) An officer who is confirmed in the Bank's service shall be eligible for the loan.

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b) The amount of loan shall be 90% of the cost of new pedal cycle. No loan shall be granted for purchase of second hand pedal cycle.

c) The loan shall carry simple interest as applicable to two wheeler vehicles.

d) The loan amount together with interest thereon shall be repayable in 24 equal monthly instalments.

Note: i) The need for owning the vehicle, the repayment capacity, the conduct of the employee, etc. shall be gone into before the loan is granted. The Bank has right to decline the request of any employee if the Bank considers that such a decision is warranted by the circumstances of the case and in the interest of the Bank. It should at all times be ensured that no undue advantage is taken by the employee. of these concessional facilities.

ii) The vehicle purchased with the loan and hypothecated to the Bank shall be inspected from time to time.

iii) Branches must obtain from the employee borrower an annual declaration as on 31st December to the effect that the vehicle is being used by the employee concerned and is in good condition.

Procedure for taking loan :

(i) The employee should make an application for the required loan giving information of the make and model, ex-showroom price of the motor car/motor cycle/scooter/moped/pedal cycle.Information about vehicle previously owned whether or not purchased out of Bank loan should also be given. In case a second-hand vehicle is to be purchased, additional information, such as the year of manufacture,mileage run (in case of motor car), comments about the general condition of the vehicle should also be given.

(ii) An officer at the time of making the application may not have any particular vehicle in view and may not, therefore, give the above information to the Bank. In that event the officer should give an idea of the type of vehicle he is likely to go in for. The loan proposed will be considered on the basis of information supplied on the strict condition that the vehicle actually purchased out of the loan amount, does not materially differ from the one mentioned in the loan application.

(iii) Before disbursing the loan, the Branch Manager should satisfy himself that the vehicle against which the loan is being granted is in keeping with the description of the vehicle given by the employee in his application.

Regulation 28 : LOANS FOR PURCHASE OF HOUSES

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

Guidelines under the regulation (B.M. dated 30.06.2010 combined scheme for all staff members)

Housing Loan may be sanctioned by the Bank at its discretion to an individual staff member (Officers/ Award Staff) subject to the terms and conditions as mentioned herein below :-

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I. PURPOSE

Staff Housing Loan may be granted for the following purposes :-

(i) For acquisition / purchase of land and construction of house / flat thereon.

(ii) For construction of house / flat on the land already acquired / purchased in the name of the staff and / or in the name of the spouse (singly or jointly with staff) (Please see Note Below).

(iii) For acquisition / purchase of house / flat on ownership basis, built or to be built or in the process of being built.

(iv) To acquire an alternate accommodation after sale of the existing house / flat.

(v) For repayment of the debt(s) from identifiable sources raised for any of the above mentioned purposes including loan availed by the staff under Star Home Loan / Aashiyana Housing Loan Scheme.

(vi) Extension / renovation / repairs of the house / flat already owned.

(vii) To meet increase in the cost of construction due to escalation in prices where construction of the house is incomplete.

Provided that the land / house / flat proposed to be acquired / purchased / constructed / extended / renovated by the staff by availing Staff Housing Loan should be –

(a) situated in India and intended for bonafide use of staff and his family members i.e. spouse, children, parents, brothers and sisters wholly

dependent on him. However, the same need not necessarily be situated at his current place of posting.

(b) in his / her single name or in joint names of himself / herself and spouse only.

(c) in full vacant position and without any tenant(s) therein who could obstruct possession being taken by the staff.

(d) either freehold or leasehold (in case of leasehold land, the unexpired period of lease should not be less than 30 years and terms of lease should not absolutely prohibit transfer / assignment / mortgage of the same). The cost and size of the land should not be disproportionate and unduly large to the cost and size of the house / flat to be constructed.

(e) acquisition / purchase of land / house / flat should not be from the person who is in close relation (close relation means and includes spouse, children, parents, brothers, sisters, spouse's parents / grandparents/ brothers / sisters). However, this condition will not apply where the person in close relation is an employee of the Bank and the Bank is satisfied about the reasonableness of the purchase price / transaction of the purchase.

(f) the cost of land / house / flat is within the means of staff, including the Housing Loan to be sanctioned to him.

NOTE :

In case plot / land is already owned solely by the spouse of the employee, employee will be entitled to avail Staff Housing Loan for construction of house on the said plot / land, within the amount as per his eligibility. Similarly, if the house / flat is owned solely by the spouse of the employee, employee will be entitled to avail loan for repairs / renovation / enlargement of the house / flat under this Scheme as per his eligibility.

However, in such cases, spouse should be nominee of Provident Fund / Gratuity, and would be guarantor to the loan. The employee's spouse would create equitable mortgage over the plot / land and the house constructed thereon and also execute a stamped affidavit as per Annexure-I.

II. ELIGIBILITY

Staff member will be eligible for Staff Housing Loan, provided –

(a) He / She does not own a house / flat in his / her name and / or in the name of his / her spouse as absolute owner or on ownership basis or

other similar basis (by availing Staff Housing Loan/ commercial loan / inherited etc.). However, the following exceptions may be permitted, if (i) such owned house / flat is in dilapidated condition and cannot be used for dwelling purpose, (ii) house / flat is situated at remote rural place having negligible value, (iii) house / flat is not available for use and occupation of the staff and (iv) house / flat is not situated at his place of posting / at a place where he intends to purchase / construct house / flat.

(b) He is confirmed in the Bank's service and has completed 5 years of full-time continuous service in the Bank.

However, a confirmed ex-serviceman who has put in 5 years minimum service in Armed Forces will be eligible for Housing Loan on completion of 2 years continuous service in the Bank.

In the case of an employee who joins the Bank's service as an Officer, the services rendered by him in a Public Sector Bank or Public Sector Financial Institution or Reserve Bank of India or the Central Government / State Government or an undertaking of the Central/ State Government would be taken into account while counting the minimum number of years' of service for eligibility, However, he should have been confirmed employee in his previous employment and has also been confirmed in the Bank's service and has not availed of Housing Loan from his previous employer.

In the case of Part-time employee elevated as Full-time employee, the number of years of completed service to be calculated depending upon his scale of wages, e.g. erstwhile part-time employee on one-third scale wages would be eligible after completion of 15 years of service as Part-time (3 years part-time service equivalent to one year service).

(c) Eventual / likely Terminal Benefits at the time of retirement of the staff should be adequate to cover the then outstanding loan liabilities towards the Bank.

(d) He is not in service of the Bank on a contract basis.

(e) In case of both husband and wife being in the service of the Bank, only one of them will be eligible for Staff Housing Loan according to his / her own entitlement.

(f) The total deductions from monthly emoluments of employee on account of Income-Tax, Provident Fund, LIC Premium, Credit Society Loan, notional interest on personal overdraft sanctioned limit and all

loans (from all sources including Bank) including proposed Housing loan and any other recovery (except instalment for flood / cyclone / natural calamity loan) should not exceed 60% of his gross salary. The said 60% limit regarding total deductions to be adhered till the currency of advance.

(g) If a staff member has already availed staff Housing Loan and is owning a house / flat, then he / she is not eligible to avail the Staff Housing Loan facility again unless the said house / flat is disposed / sold after taking Bank's permission irrespective of whether the Staff Housing Loan is repaid / account being closed or otherwise.

(h) No disciplinary action / legal proceedings is / are contemplated / initiated / pending against him (in case of minor misconduct, the Bank, at its discretion, may waive this condition).

(i) During the currency of Staff Housing Loan availed for the purpose of acquisition / construction / purchase of house / flat, staff member will not be eligible for availing Housing Loan (at concessional rate of interest under this Scheme) for repairs / renovation / enlargement, etc. under this Scheme.

(MODIFIED VIDE BR. CIR. NO.104/104 DATED 06.12.2010)

(A) Staff Housing Loan - for extension / enlargement of house / flat

Eligibility – Staff member can avail loan under New Staff Housing Loan Scheme

(i) Only after 5 years from the date of completion / acquisition of ready built house / flat in the case of newly built house / flat.

(ii) In the case of acquisition of house / flat under resale / second sale, stipulation as regards to minimum number of years {as mentioned above in point (i)} is not applicable.

Loan entitlement –

(i) The maximum loan entitlement would be to the extent of difference between the eligible loan amount as per New Staff Housing Loan Scheme and the total Housing Loan limit(s) sanctioned to him in the past.

However, the total outstanding in the Staff Housing Loan account (principal) availed for acquisition / purchase of house / flat and proposed loan for enlargement / extension / repairs / renovation should not exceed limit of ₹ 20.00 lakhs, ₹ 12.00 lakhs and ₹ 8.00 lakhs for Officers, Clerks and Sub-Staff.

(B) Staff Housing Loan - for repairs / renovation

Eligibility - Staff member can avail loan under New Staff Housing Loan Scheme

(i) Only after 5 years from the date of completion / acquisition of ready built house / flat in the case of newly built house / flat.

(ii) In the case of acquisition of house / flat under resale / second sale, stipulation as regards to minimum number of years {as mentioned above in point (i)} is not applicable.

Loan entitlement –

(i) The maximum loan amount would be Rs.4.00 lakhs for Officers, Rs.2.40 lakhs for Clerks and Rs.1.60 lakhs for Sub-Staff.

However, the total outstanding in the Staff Housing Loan account (principal) availed for acquisition / purchase of house / flat and proposed loan for enlargement / extension / repairs / renovation should not exceed limit of Rs.20.00 lakhs, Rs.12.00 lakhs and Rs.8.00 lakhs for Officers, Clerks and Sub-Staff.

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Explanatory Note :

In case of employee under suspension, Staff Housing Loan may be considered to him / her, if he / she is otherwise eligible. However, he / she should furnish, preferably cash collateral / sufficient collateral security, acceptable to the Bank equivalent to the loan amount in addition to the equitable mortgage of flat / house to be purchased. In such cases, decision may be taken at Head Office level in respect of Officers and at Zonal level (Zonal Manager) in respect of Award Staff members.

III. LOAN ENTITLEMENT

(A) Maximum loan entitlement for the purpose of acquisition of land and construction of house / flat thereon, for acquisition / purchase of house / flat on ownership basis, built or to be built or in the process of being built will be as under :-

(i) Officer

90% of the total cost or Rs.20.00 lakhs whichever is less (*)

(ii) Clerk

90% of the total cost or Rs.12.00 lakhs whichever is less (*)

(iii) Sub-Staff

90% of the total cost or Rs.8.00 lakhs whichever is less (*)

(*)The total cost includes cost of land / house / flat, stamp duty, registration charges, architect's fees, etc.

(B) Maximum loan entitlement for the purpose of extension / renovation / repairs of the house / flat already owned will be as under :-

(i) Officer

90% of the total cost or Rs.4.00 lakhs whichever is less (*)

(ii) Clerk

90% of the total cost or Rs.2.40 lakhs whichever is less (*)

(iii) Sub-Staff

90% of the total cost or Rs.1.60 lakhs whichever is less (*)

(*) Estimates of cost of extension/ renovation/repairs to be obtained at the expense of the staff member alongwith his application. Reasonableness of the same to be ascertained from the Bank's approved Architect / Engineer / Premises Department at Zonal level.

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IV. MARGIN

Staff member shall provide for 10% of the total cost of acquisition / purchase / construction / extension / renovation of land / house / flat including cost of land, as minimum margin, from his own sources.

V. INTEREST

For sanctioned limit – upto Rs.1.10 lakh –@ 5% p.a. (simple)

Above Rs.1.10 lakh - @ 8% p.a. (simple) - (As per Circular IOM No.HO:HR:IR:VGK:353 dated 08.08.2011)

VI. DISBURSEMENT

In the case of acquisition / purchase of ready built house / flat, the disbursement of the loan to be made directly to the vendor and the same may be made in one instalment as far as possible. In the case of flat / house being purchased from builder / developer which is under construction, direct disbursement may be permitted in stages / instalments after receipt of proper demand letter of the builder / developer.

The disbursement of the loan to be co-related to the actual progress in construction of house / flat. The staff shall submit to the Bank, proof of proper utilisation of the amount of loan disbursed according to Bank's requirement and to its satisfaction. Stamped receipts for the payment made to the Vendor / Builder / Developer etc. to be obtained and kept on record.

Before disbursement of the loan, it should be ensured that there is no disciplinary action / legal proceedings contemplated / initiated / pending against the concerned staff (in case of minor misconduct, the sanctioning authority may, at its discretion, waive this condition for disbursement of loan).

VII. REPAYMENT

(a) In respect of loan for purchase / acquisition of land / house / flat, maximum repayment schedule shall be total 240 monthly instalments, of which first 180 equal monthly instalments shall be towards repayment of principal amount and subsequent 60 equal monthly instalments shall be towards repayment of interest amount.

(b) After repayment of principal amount (180 instalments), instalment amount for repayment of interest in 60 equal monthly instalments is to be arrived at after taking into account total amount of interest charged in the account and accordingly monthly instalment amount to be recovered.

(c) Staff Housing Loan availed for the purpose of repairs / renovation / enlargement, etc. under this Scheme shall be repayable in total 240 equal monthly instalments (principal amount repayable in initial 180 equal monthly instalments and interest accrued thereon in subsequent 60 equal monthly instalments).

(d) The repayment will commence from the salary of the month following that in which the first disbursement is made in case the loan is availed for acquisition/ purchase of already built house/ flat, ready for possession / occupation.

(e) In case loan is availed for construction of house / flat or for acquiring house / flat which is under construction, the repayment shall start from the salary of the month following the completion of house/ flat or the salary after eighteenth month after the date of first disbursement of the loan, whichever is earlier. Under no circumstances, the said moratorium period of 18 months will be extended irrespective of the reasons for non-completion of construction / non-occupying of the house / flat.

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(f) If staff member retires, dies or ceases to be in the service of the Bank for any reason or cause whatsoever (includes retirement on superannuation), the entire outstanding amount with interest thereon will become forthwith payable on that date and will be recoverable from his / her Terminal Benefits, Gratuity and any other dues from the Bank, balance in any deposit account.

(g) If the outstanding amount of the loan together with interest thereon is not repaid / recovered in full within one month from his ceasing to be in the service of the Bank for any reason, such outstanding amount of loan shall be charged interest at commercial rate as decided by the Bank from time to time from the date he has ceased to be in the service of the Bank.

However, if outstanding amount of loan together with interest is not fully repaid / recovered within one month on account of reasons of delay in settlement of his terminal benefits, gratuity, etc. and the said delay is not attributable to the concerned staff in the opinion of the Bank, charging interest at commercial rate may be deferred to the extent of such delay.

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Exceptions

(i) In case of death of staff member, the Bank may, at its discretion, transfer his outstanding Housing Loan liability in the name of close relative who is taken up in the Bank's service on compassionate ground or who is already in the Bank's service and is willing to take over the said liability. However, in such cases, the terminal dues of the deceased staff member to the extent of the amount of the outstanding Housing Loan liability are to be kept with the Bank in term deposit as security in addition to other usual securities in such Housing Loan Account. If amount of terminal dues is not sufficient to cover loan liability then he will be required to provide cash collateral to bridge the gap.

(ii) Normally, the total outstanding amount, together with interest thereon, is to be repaid / recovered at the time the staff member ceases to be in the service of the Bank, as mentioned in sub-para (f) above.

However, if such staff member wishes to continue the Housing Loan (after retiring on superannuation / seeking voluntary retirement under Pension Regulations / Service Regulations / under Special VRS), on commercial terms under Housing Loan Scheme as applicable to the general public, without any relaxations / concessions / deviations and if he is otherwise eligible for availing the said facility, his request may be considered by the concerned

Zonal Manager under whose authority the Staff Housing Loan Account is maintained. It is not obligatory on the part of the Bank / sanctioning authority to consider such request since sanctioning of the said loan would be purely a commercial / business decision.

VIII. SECURITY

A staff member will execute documents / furnish the following securities before disbursement of loan or as directed :-

(a) Application cum proposal form (L-498 with appropriate changes to be made).

(b) Demand Promissory Note (L-434).

(c) Joint / common document (L-516).

(d) Term Loan Agreement (L-503).

(e) Letter of Guarantee signed by the nominee of Provident Fund & Gratuity and / or by other Guarantor, wherever necessary, as stipulated by the sanctioning authority (OD194).

(f) In case nominee of Provident Fund / Gratuity (son/daughter of employee) is minor, guarantee of any other person(s) acceptable to the Bank may be obtained and on attaining majority by son / daughter of the employee, their guarantee to be obtained (after making change in nomination properly) substituting earlier guarantor.

(g) Letter of Authority addressed to the trustees of (i) Provident Fund and (ii) trustees of Gratuity from the staff member (L-496).

(h) Letter of Authority addressed to the trustees of (i) Provident Fund and (ii) trustees of Gratuity from the staff member's nominee(s) for Provident Fund and Gratuity (L-497).

(i) Letter of Undertaking from the staff members that he maintains Current / Savings A/c. with the Bank in the joint names of himself and his nominee(s) for the Provident Fund / Gratuity who has / have guaranteed the loan and that he will continue to maintain the same during pendency of the said loan (as per Annexure 'II').

(j) Combined letter of authority / undertaking (L-479A).

(k) Valid equitable mortgage of the land / house / flat purchased / acquired by availing Staff Housing Loan, by deposit of title deeds alongwith other necessary documents and recording of oral assent to be created.

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(l) Title, Search Report of the Advocate on the Bank's panel stating that the title of the property (land / house / flat) being purchased is clear and marketable without any encumbrance on the same. Search to be taken for minimum 30 years. The Report should also state any special document(s), if required to be taken for creation of valid mortgage.

(m) Valuation report of land/house/flat, to be purchased, from the Bank's approved valuer / Govt. approved valuer, in case of resale/ second sale.

(n) If the house/flat being constructed / purchased is in the Co-operative Housing Society, No Objection letter from the concerned Society for admitting the concerned staff as member of the Society to be obtained. If the concerned staff member is primary / founder member of the said Society, allotment letter duly stamped and registered as per law of the State alongwith certified copy of the Title Deed of land owned by Society and list of original members of society to be obtained & his / her name to be verified in the said list.

(o) If the house/flat being constructed / purchased is in the Co-operative Housing Society, confirmation / letter from the concerned Housing Society regarding registration of Bank's lien over the said house / flat in the books / registers / records of the said Society alongwith the original share certificate issued by the Society in the name of the staff to be obtained. In case share certificate has not been issued in the name of the staff, undertaking as per Annexure-III to be obtained at the time of disbursement.

(p) Irrevocable undertaking for not creating any other mortgage or encumbrance on the land / house / flat or any part thereof purchased / acquired availing Staff Housing Loan.

(q) If the house / flat is being purchased from builder / developer, undertaking / confirmation from the said builder / developer (in proper format) to be obtained that the subject house/ flat is unencumbered / has not been charged of whatsoever nature (mortgaged / alienated etc. to anybody) & the same will not be mortgaged / charged in future. Such undertaking / confirmation should also be obtained from vendor (other than builder/ developer) of house / flat.

(r) In case equitable mortgage of the land / house / flat purchased / acquired availing Staff Housing Loan is not legally feasible, say in case of staff member availing non-refundable withdrawal of Provident Fund, simple deposit (with the Bank) of Title Deeds / agreement to sell / sale deed

alongwith other necessary documents of title and / or letter of allotment of plot / house / flat and share certificate of the Co-operative Housing Society etc. to be obtained. In case share certificate is not issued by the Society at the time of disbursement of loan, an undertaking as mentioned in sub-para (o) above stating that it will be lodged with the Bank on issuance of the same to be obtained.

(s) An undertaking as per Annexure-IV from the staff to ensure compliance of the provisions of Urban Land (Ceiling and Regulation) Act, 1976 wherever applicable and / or any other law(s) of various local / Government authorities.

(t) Insurance Policy for the full value of the house / flat covering the risk of fire / flood / lightening / earthquake, etc. The said Policy to be kept alive till the repayment of advance.

(u) Any other security document stipulated by the Bank.

IX. ADDITIONAL LOAN / CHANGE IN LOCATION / CONVERSION

(This facility was available only upto 31.03.2011)

(i) Staff member who has availed Staff Housing Loan in the past and if he intends to purchase / acquire alternate house / flat / new house / flat by availing additional Staff Housing Loan under this Scheme will be required to dispose / sell the existing house / flat (purchased / acquired by availing Staff Housing Loan) after seeking permission from the competent authority. The sale proceeds of the said house / flat should be utilised for purchase of new/ alternate house / flat. The additional loan may be considered to bridge the gap between the cost of new house / flat and sale proceeds of the old house / flat, however, additional loan amount should not exceed difference between the revised limits as per his / her eligibility and the total amount of Staff Housing Loan(s) availed in the past.

(ii) Additional Staff Housing Loan under this Scheme for repayment of debt already raised for meeting shortfall in the cost of construction / purchase of land / flat / house from identifiable sources may be considered maximum to the extent of difference in the amount as per his eligibility under this Scheme and the Staff Housing Loan(s) availed in the past or the amount of the debt already raised, whichever is less. Staff member intending to convert such loan amount into Staff Housing Loan as per this Scheme will be required to submit his application (application-cum-proposal) within six months from the date of Branch Circular

communicating this Staff Housing Loan Scheme upto 31st March 2011. Conversion of such loan (Star Home Loan / Aashiyana) may be permitted from the date of receipt of application from the employee.

However, while considering request for repayment of the debt, as mentioned herein before, the said amount of the debt must have been indicated in the Staff Housing Loan application-cum-proposal form as the source of finance or on giving evidence that the amount borrowed has been applied to meet shortfall for the said purpose.

(iii) Similarly, portion of Staff Housing Loan already availed by staff member at higher rate of interest i.e.@10% / 11%, as the case may be, may be considered at the rate of interest as applicable under this Scheme w.e.f. 01.07.2010 to the eligible staff members on receipt of written request as per Annexure-V for the same within six months upto 31.03.2011.

(iv) On receipt of such request from the eligible employee, conversion of Aashiyana / Star Home Loan Account into Staff Housing Loan may be sanctioned by the Competent Authority (within the eligibility arrived at in respect of the said staff) after reviewing the said account with change in terms with regard to application of interest, repayment of instalments, recovery of principal and interest amount, etc.

While considering such conversion, the present outstanding amount in Aashiyana / Star Home Loan Account may be treated as principal loan amount, and repayment schedule (number of instalments) may be arrived after deducting the number of instalments repaid in Aashiyana / Star Home Loan Account from total permissible 240 instalments for Staff Housing Loan and such remaining number of instalments may be stipulated for repayment of the entire loan amount i.e. principal and interest amount to be repaid in instalments in 3 : 1 ratio. On sanction of such conversion, suitable sanction letter to be given to staff. Stamped agreement / undertaking from the staff to be obtained as per Annexure-VI.

There may be different situations in respect of conversion of such loan account, for example –

(a) Where entire loan amount gets converted - Same loan account will continue with modified terms. Repayment of principal & interest would be as given in para (iv) above. All existing security documents and charge over the property will continue.

(b) Where part of the loan amount gets converted - Portion of loan eligible for conversion would be transferred to a separate staff housing loan account with repayment as mentioned in para (iv) above. The residual portion of loan will continue in the existing loan account. All existing security documents & charge over the property will continue. Residual portion of loan may be permitted to be repaid in remaining repayment period as per original schedule of Star Home / Aashiyana Loan after reworking the amount of EMI.

Immediately after conversion of Aashiyana / Star Home Loan Account into Staff Housing Loan (either wholly or partially converted), acknowledgement of debt and security to be obtained from staff as well as guarantor(s).

X. LOAN TO STAFF MEMBER ALREADY OWNING A HOUSE

Ordinarily staff member who owns a house / flat in his name and / or in the name of his spouse owned by him with his own sources or as absolute owner or on ownership basis, either by availing Staff Housing Loan or otherwise, will not be eligible for Staff Housing Loan, subject to certain exceptions as mentioned in the eligibility criteria given in point (II) (a) above.

(a) The staff member who intends to acquire / purchase alternate house / flat, new house / flat, may avail the benefit to the extent of difference in the new / revised Staff Housing Loan limit as per his eligibility and Staff Housing Loan limit(s) already availed. However, he will have to dispose / sell the existing house / flat, after taking due permission from the appropriate authority, while availing additional Staff Housing Loan.

(b) The staff member, on account of his promotion say from sub staff to clerical cadre or from clerical to officer's cadre, intending to avail benefit of revised ceiling limit as applicable to his cadre after promotion, is eligible to apply for additional amount of Staff Housing Loan for the purpose as mentioned in point (I) 'PURPOSE' above. However, he will have to dispose / sell the existing house / flat, after taking due permission from the appropriate authority, while availing additional Staff Housing Loan.

In the cases as mentioned in para (a) or (b) above, the sale proceeds of the house / flat should be utilised to meet the cost of new / alternate house / flat and for bridging the gap, additional Staff Housing Loan (within his/her eligibility) may be considered. There would not be restriction as regard to number of occasions for availing additional Staff Housing

Loan facility so far he is confirming to the other guidelines / terms of the Scheme and otherwise eligible for availing the said facility.

XI. PERMISSION FOR LETTING OUT THE HOUSE / FLAT

At the discretion of the Bank, a staff member may be allowed to let out his house / flat (purchased / acquired availing Staff Housing Loan) or to give it on leave and licence basis on reasonable terms for any of the following reasons :-

(i) If he is transferred from the place where his house / flat is situated.

(ii) If he has acquired / constructed house / flat at a place other than a place where he is posted.

Provided that -

(a) the application is submitted by the concerned staff furnishing full details to the Zonal Manager of the concerned Zone wherein the said Staff Housing Loan is maintained.

(b) he shall first offer his house / flat to the Bank. The said offer will be considered by the Bank as per needs and Bank will convey its decision within a period of two months from the date of receipt of the offer.

(c) in case the Bank accepts the offer, the monthly rent / compensation for such house / flat shall not exceed the rental limits, applicable to that particular Centre, as laid down in Subsidised Housing Scheme for transferee Officers.

(d) In case such offer of the staff is not accepted by the Bank, the staff member may let out the said house / flat to an outsider.

(e) The entire amount of rent being received by the staff member on account of letting out the said flat to Bank or otherwise, will be credited to his Staff Housing Loan Account.

(f) such permission may be granted by the Deputy Zonal Manager / Zonal Manager of the Zone where the said Staff Housing Loan is maintained.

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XII. SANCTIONING AUTHORITY

Sr. No.	Particulars	Sanctioning Authority
1.	For staff members working in the Branches / Offices in the Zone who have not availed Staff Housing Loan.	Deputy Zonal Manager of the Zone under whose jurisdiction the salary account of the staff is maintained.
2.	For staff members working in the Branches / Offices in the Zone, intending to avail additional Staff Housing Loan and the existing Housing Loan is maintained at the Branch in the same Zone.	Deputy Zonal Manager of the Zone under whose jurisdiction the salary account of the staff is maintained.
3.	For staff members working in the Branches / Offices in the Zone, intending to avail additional Staff Housing Loan, however, the existing Housing Loan is maintained at the Branch in other Zone.	Deputy Zonal Manager at the Zone under whose jurisdiction the salary account of the staff is maintained. However, concurrence of the Zone where the existing Housing Loan is maintained, to be obtained.
4.	For staff members working in Administrative Office (Head Office / Zonal Office / LHO, etc.) who have not availed Staff Housing Loan.	Deputy Zonal Manager of the Zone under whose jurisdiction the salary account of the staff is maintained.
5.	For staff members working in the Administrative Office (Head Office / Zonal Office / LHO, etc.), intending to avail additional Staff Housing Loan, however, the existing Housing Loan is maintained at the Branch in other Zone.	Deputy Zonal Manager at the Zone under whose jurisdiction the salary account of the staff is maintained. However, concurrence of the Zone where the existing Housing Loan is maintained, to be obtained.
6.	For conversion of Aashiyana / Star Home Loan into Staff Housing Loan at concessional rate of interest (one-time measure)	Deputy Zonal Manager of the Zone where the said Aashiyana / Star Home Loan Account is being maintained.

Note - In terms of Branch Circular No. 107/163 off 22.11.2013, sanction of loan wil laps after expiry of six months.

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XIII. TRANSFER OF HOUSING LOAN ACCOUNT

As per the extant guidelines in vogue, Housing Loan Accounts are not being transferred on account of transfer of staff members. However, as per the new Staff Housing Loan Scheme, Housing Loan Account may be permitted to be transferred from one Branch to another (not within the same Zone), in case staff member intends to avail additional Staff Housing Loan to acquire / purchase alternate house / flat at his present place of posting in other Zone.

While permitting such transfer of Staff Housing Loan account, an application from the concerned staff to be obtained as per Annexure VII. However, equitable mortgage created at a particular Branch should not be disturbed. It should be maintained / continued at the Branch wherever the same has been created originally.

XIV. PERMISSION TO DISPOSE / SELL HOUSE / FLAT

In case staff member intends to dispose / sell the house / flat purchased / acquired by him / her, by availing Staff Housing Loan and intends to acquire / purchase new / alternate house / flat by availing additional Staff Housing Loan, permission of the Bank for the same is required to be obtained. The said permission may be given by the Deputy Zonal Manager of the Zone where the said Staff Housing Loan Account is maintained.

In case the Staff Housing Loan Account has already been repaid / closed, the said permission to be obtained from the Deputy Zonal Manager under whose jurisdiction the salary account of the concerned staff is maintained. Such permission may be granted initially for six months. In case the said time limit is required to be extended, the same may be obtained from Head Office, HR Department.

XV. GENERAL GUIDELINES

While creating equitable mortgage, due care is to be exercised and all the documents necessary for the same to be obtained as per the law of the state wherein the equitable mortgage is being created.

Generally, the following documents are obtained at the time of disbursement for the purpose of creation of valid equitable mortgage depending upon the individual case for eg. (i) Registered Agreement for sale / sale deed / conveyance deed (ii) share certificate of Co-operative Housing Society (iii) No Objection from the Society in the Bank's prescribed format (iv) blank transfer forms of shares signed by the borrower (v) certified copy of the conveyance deed (vi) Permission from builder / developer assenting to create mortgage in the Bank's prescribed format (vii) Title and search report (search for 30 years) (viii) valuation report (ix) letter from the society regarding registration of lien in their records (x) any other documents required for creation of valid

equitable mortgage.

However, in certain cases, it is not possible to create equitable mortgage before disbursement of loan to staff members, either because the last document of title to the land / built house / flat such as Sale Deed etc. is required to be sent for registration to the Registrar of Assurances or where under Urban Land (Ceiling & Regulation) Act, 1976 it is necessary for the staff members to obtain permission of the competent authority to create the mortgage in favour of the Bank.

In such cases, additional documents as mentioned below to be obtained along with the other documents mentioned above for creation of valid equitable mortgage.

(i) A power of attorney as per Annexure-VIII should be got executed by the borrower / staff member on stamp paper of appropriate value.

(ii) Stamped Undertaking from the staff member as per Annexure–IX to be obtained stating when the agreement for sale / sale deed / conveyance deed will be executed and the same will be submitted for registration. A copy of the said Agreement / Deed to be submitted along with the Undertaking. A letter from the borrower to be obtained requesting disbursement of the loan amount by means of Pay Order / DD, authorizing the Bank to deliver the said Pay Order / DD to the vendor / builder / developer etc.

(iii) Stamped Undertaking as per ANNEXURE-IX to create equitable mortgage on the date of execution of agreement for sale / sale deed / conveyance deed by deposit of certified copy of the said document, alongwith receipt issued by the Registrar for the original deed deposited with him for registration, in case the registered document is not made available immediately.

(iv) Equitable mortgage should be created by deposit of certified copy of the title deed to the property and receipt issued by Sub-Registrar for the original title deed lodged with him for registration in case registered title document is not available.

In addition to this, a letter of authority issued by the borrower in favour of the Registrar as per Annexure-X authorising him to send the registered document directly to the Bank should be obtained in duplicate and original letter to be sent to the Registrar and acknowledgement to be obtained and kept on record. The original document to the title of the property should be collected from the Registrar as and when ready and kept with other security documents. The aforesaid formats may undergo changes as and when necessary.

ANNEXURE-I

(Stamp duty applicable for Affidavit has to be affixed)

AFFIDAVIT – CUM – UNDERTAKING

This affidavit-cum-undertaking is executed at _____ on _____ by Shri/ Smt./Ms. _____ residing at _____ hereinafter called "the Mortgagor" (which expression shall include wherever the context so admits his/her Heirs, Executors, Legal Representatives, Administrators and Successors) in favour of Bank of India, a body corporate, constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 and having its Head Office at Plot No.C-5, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400 051 and a Branch Office among other places of business at _____ hereinafter referred to as "the Bank" (which expression shall include wherever the context so admits its Successors and Assigns).

WHEREAS the Mortgagor is seized and possessed of or is otherwise well and sufficiently entitled to the property as its owner more particularly described in the Schedule I hereunder, hereinafter referred to as "the said Premises" and that the said premises have been purchased by the Mortgagor under Sale Deed dated the _____ day of _____ 20__ executed between _____ and _____.

WHEREAS Bank has granted/agreed to grant for construction/repairs/ renovation/enlargement of Residential building a loan facility to the extent of Rs._____ the details and the terms whereof are more particularly detailed in Schedule-II hereunder (hereinafter referred to as said credit facility) to Shri _____ (hereinafter referred to as "Borrower") under Staff Housing Loan (Concessional) Scheme for Officer and Award Staff in the said premises against the mortgage of the said premises on this undertaking being these presents agreeing and undertaking, interalia, to permit the Borrower to construct/repair/renovate/enlarge the building in the said premises by availing the said credit facility from the Bank and not to part with the possession of the said Premises and not to create any encumbrance of whatsoever nature over the same till all the amounts due by Borrower to the Bank in respect of the said credit facility is fully paid with interest as agreed to and all the obligations and liabilities of Borrower towards the Bank in respect of the said credit facility is fully paid/ discharged.

AND WHEREAS the Mortgagor has deposited the title deed of the said premises to create Equitable Mortgage by Deposit of Title Deeds on _____ as security

for the said credit facility and has given his/her personal guarantee for the said credit facility.

NOW THEREFORE in consideration of the aforesaid premises, the Mortgagor hereby declares, undertakes and agrees with the Bank as follows :

1. THAT the Mortgagor is seized and possessed of or otherwise well and sufficiently entitled to the said premises and it is free from all encumbrances of every kind whatsoever subject to such encumbrances as are already disclosed by the Mortgagor to the Bank. The Mortgagor further agree and permit the Borrower to construct/repair/renovate/enlarge the building is said premises for which the Bank has agreed to sanction/sanctioned the said credit facility. The said premises proposed to be constructed/repaired/ renovated/enlarged therein shall be mortgaged to Bank as security for the credit facilities being availed/availed of by the Borrower.

2. The Mortgagor confirm and declare that Mortgagor has got a marketable title thereto and that there is no mortgage, charge or lien or other encumbrance or attachment on the said premises or any part or parts thereof in favour of any Government or the Income Tax Department or any other Government Department or any person, firm or company, body corporate or society or entity whomsoever and the Mortgagor has not entered into any agreement for sale thereof or any part or parts thereof and that no mortgage, charge or lien or other encumbrance will be created or attachment allowed to be levied on the said premises or any part or parts thereof in favour of or by or on behalf of any Government or Government Department or any person, firm, company, body corporate or society or entity whatsoever other than the Bank so long as the Borrower continues to be indebted to or liable to the Bank on any account in any manner whatsoever and that no proceeding for recovery of taxes is pending against me under the Income Tax Act or any other law and that no notice has been issued and / or served upon me under the Income Tax Act or any other law and that no notice has been issued and/or served upon me under Rules 2, 16 or 51 or any other rules of the Second Schedule or under any other provisions to the Income Tax Act, 1961 (as amended) or under any other law and there is no pending attachment whatsoever levied however on the said immovable properties.

3. The Mortgagor further undertakes not to create any mortgage, lien or charge or encumbrance of any kind or nature whatsoever over the said premises and not to sell, alienate, transfer, assign, gift or deal with or dispose of the said premises in any manner until all payments, obligations and liabilities in respect of each and every sum or monies under the said credit facility is

fully repaid by Borrower to the Bank together with interest, costs, charges, expenses, commission and any other monies due thereunder in terms of the said credit facility referred to herein and in terms of the various Deeds, Documents and Securities executed by the Borrower in favour of the Bank from time to time.

4. As a further security to secure the monies due and payable by Borrower to the Bank under the aforesaid credit facility granted and/or agreed to be granted to the Borrower, the Mortgagor undertakes to execute simple registered mortgage in respect of the said premises in favour of the Bank if and when called upon by the Bank to do so or mortgage of any other form.

5. THAT all the assets mortgaged in favour of the Bank by the Mortgagor shall be kept duly insured from time to time to the satisfaction of the Bank against such appropriate risks as the Bank may desire including fire, riot, strike, theft, etc. with a suitable Bank clause at the cost of the Mortgagor and the insurance policies and the premium receipts thereof shall be immediately thereafter be handed over by the Mortgagor to the Bank.

6. THAT the Mortgagor has deposited the title deeds of the abovesaid premises to secure the limits granted by the Bank. The title deeds so deposited are the only title deeds of the said premises available with the Mortgagor.

7. The Mortgagor further agrees and declares that it is solely on the faith and belief of whatever is stated herein and on the basis of the representations made hereinabove that the Bank has agreed to grant the said credit facility to the Borrower and that in the event of any default by the Borrower in the observance of any of the terms and conditions hereinabove mentioned or any of them and / or in the event of any of the said representations proving to be false, the Mortgagor hereby undertakes to pay to the Bank without demur the entire outstanding due at the foot of the account of the Borrower under the said credit facility together with interest, costs, charges, commission, expenses and any other monies due thereunder immediately on receipt of a demand by the Bank in that behalf.

8. The personal guarantee executed by the Mortgagor and the mortgage created over the said premises shall continue and remain in force until all the amount under the said credit facility is paid in full by the Borrower to the satisfaction of the Bank. The Mortgagor hereby agrees and undertakes that the Mortgagor shall give such declarations, undertakings, instruments and other writing as may be required by the Bank and to satisfactorily comply with all other requirements and requisitions submitted by the Bank by or on behalf of the Bank and to pay all rents, rates, taxes, cesses, fees, revenues,

duties, insurance premium and other outgoings and pay other amounts due in respect of the said premises and shall observe and perform all the rules and regulations pertaining to the same and will not do or omit to do or suffer to be done anything whereby the interest of the Bank in the said premises be affected or prejudiced in any manner whatsoever AND THAT the Mortgagor is not aware of any act, deed, matter or circumstances which prevents the Mortgagor from executing these presents in the manner aforesaid in favour of the Bank in connection with the said premises.

9. The Mortgagor irrevocably waives all the rights provided under the provisions of Section 61, 65A and 67A respectively of the Transfer of Property Act, 1882 in favour of the Bank and this shall be deemed to be contract to the contrary for the purpose of the said sections.

10. The Mortgagor further agrees, declares and confirms that these presents shall be irrevocable during the currency of the said credit facility granted and/or agreed to be granted to the Borrower and that these presents shall be binding on the Mortgagors and those deriving title from the Mortgagor and its successors and assigns the respective Heirs, Executors, Legal Representatives, Administrators and Successors.

11. IN WITNESS WHEREOF the Mortgagor has caused these presents to be executed on the day and year first hereinabove written.

SCHEDULE-I

(The details of the property has to be mentioned)

All the pieces and parcels of land situated at Survey No(s) _____, or House/ Door/Plot No._____ admeasuring in aggregate _____ sq.mtrs/ sq.ft. situated at _____ within the limits of _____ Village _____ Taluka _____ District in the state of _____ within the jurisdiction of Sub-Registrar _____ together with the _____standing thereon. The said premises is bounder by :

North :

East :

South:

West :

SCHEDULE-II

(give facilities, limits and the total aggregate facility secured with interest at the agreed rates)

(Mortgagor)

ANNEXURE-II

To,

The Manager,

Bank of India,

_____ Branch.

Dear Sir,

Re: My Housing Loan Account with you

I am an employee of Bank of India. You have, at my request, granted me loan of Rs._____ for acquisition / purchase/construction/extension/renovation of house/flat/repayment of debts for the aforesaid purpose.

02. I maintain with you / your _____ Branch, a Current / Savings Bank account in joint names of myself and my nominee(s) to the Provident Fund and Gratuity who has / have guaranteed the aforesaid loan.

03. I hereby undertake that so long as I am indebted to the Bank in respect of the above stated loan, I will continue to maintain a Current / Savings Bank account in joint names of myself and my nominee(s) for the Provident Fund and gratuity who has / have guaranteed the aforesaid loan.

04. I also hereby undertake that wherever I change my nomination for the Provident Fund and/or Gratuity, I shall open another Current /Savings Bank Account in joint names of myself and such nominee(s) who will guarantee the aforesaid advance.

Yours faithfully,

( )

Date :

Place :

IndiaCode

ANNEXURE-III

Undertaking for lodgement of Share Certificate of Co-operative Housing Society / Limited Company / Association of Apartment Owners / Non-Trading Corporation / such other organisation with the Bank

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To,

The Manager,

Bank of India,

_____ Branch.

Dear Sir,

I am an employee of Bank of India. The Bank, on my request, has granted me loan of Rs._____ for acquiring an ownership house / flat situated at _____ from _____ _____ (state from whom the house / flat is being acquired)

* I have proposed to acquire the house / flat which is / will be constructed by ____ _____ (state name of the Builders) who have undertaken to form _____ _____ _____ (state name of organisation which would be formed of all house / flat holders in such building) under the Act named _____ _____.

Upon formation of the organisation, I will be issued Share Certificate(s) of the said organisation as its member. I hereby undertake to lodge the said Share Certificate(s) with you immediately as soon as the same are issued to me.

* The vendor of the house / flat is already a member of _____ _____ (state name of organisation) in which the house / flat is situated. Since it would take some time to get the Share Certificate(s) transferred to my name, I hereby undertake to lodge the said Share Certificate(s) with you immediately on receipt thereof duly transferred to my name.

(*) to be filled in whichever is applicable and modified as necessary)

Yours faithfully

( )

Date :

Place :

IndiaCode

ANNEXURE-IV

An undertaking to be obtained from an employee who proposed to purchase ownership house / flat.

To,

The Manager,

Bank of India,

_____ Branch.

Re : My Staff Housing Loan account with you

I am an employee of Bank of India. You have at my request granted / agreed to grant me a loan of Rs._____ to enable me to purchase an ownership house / flat at _____.

* I am aware that under Section 27 of the Urban Land (Ceiling & Regulation) Act, 1976, permission of the Competent Authority is required for sale / transfer of the house / flat.

* I hereby undertake that I shall take care while purchasing the house / flat to see that the provisions of the Urban Land (Ceiling & Regulation) Act, 1976, if applicable are not violated.

If the house / flat is requisitioned / purchased for any reason and / or any other action is taken by the Government for breach of any provisions of the said Act, the entire risk and responsibility shall be mine and in such event, I undertake that I shall repay the entire loan or entire balance thereof then outstanding with all interest due thereon, immediately on demand by the Bank.

Yours faithfully,

( )

(*) This may be suitably amended in case any other similar Act is applicable in any of the State where ownership house / flat is proposed to be purchased.

Date :

Place :

IndiaCode

ANNEXURE-V

To,

The Manager,

Bank of India,

_____ Branch.

Dear Sir,

Re: My Staff Housing Loan Account with you

I am an employee of Bank of India. You have, at my request, granted me Staff Housing Loan of Rs._____ for acquisition/purchase/ construction/extension/ renovation of house/flat/repayment of debts for the aforesaid purpose.

2. As per the terms of sanction in respect of the said Staff Housing Loan, interest is being charged @ 5% (simple) upto sanctioned limit of Rs.1.10 lakhs and @ ___ % (simple) on the remaining portion (above Rs.1.10 lakhs) of sanctioned limit.

3. In terms of Branch Circular No._____ dated _____ regarding New Staff Housing Loan Scheme, I hereby request you to consider the change in the applicable rate of interest, as applicable from time to time, presently being 8% per annum (simple), on the portion of the sanctioned limit above Rs.1.10 lakhs in respect of my Staff Housing Loan Account, as per my eligibility.

4. I accept and undertake to comply with all the conditions stipulated by the Bank in respect of Staff Housing Loan at concessional rate of interest.

Yours faithfully,

( )

Date :

Place :

IndiaCode

ANNEXURE-VI

DRAFT LETTER TO BE OBTAINED IN THE MATTER OF HOUSING LOAN TO OFFICERS AND AWARD STAFF VIDE BRANCH CIRCULAR No._____ dated_____

To be stamped as an Agreement

To

The Manager,

Bank of India,

_____ Branch,

Dear Sir,

Sub: My/Our request for conversion of Housing Loan under Aashiyana Scheme/ Star Home Loan into Staff Housing Loan at concessional rate of interest

I/ We further submit that a loan of Rs._____ (in words) was granted to me/us under Housing Loan at commercial rate of interest under Aashiyana/ Star Home Loan Scheme.

2. I/We submit that I/We have been allowed vide your sanction letter dated _____ to convert my/our Housing Loan under Aashiyana /Star Home Loan Scheme at commercial rate of interest into Staff Housing Loan at concessional rate of interest granted to Officers / Award Staff.

3. I/We find that an amount of Rs._____Rupees _____ _____(in words) out ;of the above-said loan was decided by the Bank to be eligible to be considered for conversion to a loan at concessional rate of interest.

4. I/We agree and undertake to repay Rs._____ (amount converted) together with concessional rate of interest at the rate of _____% (concessional rate) with _____ rests.

5. I/We agree and undertake to repay Rs._____(amount not converted) together with interest at the rate of ____ % (interest rate for Aashiyana/Star Home Loan) with ____ rests.

6. I/We agree and undertake to repay the above loan as per the instalment schedule advised to me/us vide sanction letter dated _____ by the Bank.

IndiaCode

7. I/We agree and undertake all the documents executed and security created for prompt and due repayment of housing loan granted under commercial rate of interest under Aashiyana/ Star Home Loan Scheme will extend to and cover the loan converted to be a loan under concessional rate of interest.

8. I/We authorize the Bank to make such deductions from my/our salary towards repayment of instalments of principal, interest, costs and other charges in respect of loan under concessional rate of interest carved out of Housing Loan under commercial rate of interest and under Aashiyana / Star Home Loan Scheme granted to me/us and also towards repayment of instalments of principal, interest costs and other charges of loan, remaining under loan at commercial rate of interest and under Aashiyana /Star Home Loan Scheme.

9. I/We authorize the Bank to open such number of accounts as may be necessary to facilitate administration of loan under concessional rate of interest carved out of loan under Housing Loan at commercial rate of interest and under Aashiyana /Star Home Loan Scheme granted to me/us.

10 I/We accept and undertake to comply all the conditions stipulated by Bank in respect of loan under concessional rate of interest carved out of loan under Aashiyana / Star Home Loan Scheme granted to me / us.

Indiacode

_____

(Signature)

_____

(Name)

Date :

Place :

ANNEXURE-VII

Specimen of the letter to be obtained from the employee(s), Borrower(s) of and guarantor(s) to Housing Loan facility to the staff, for transferring the individual Housing Loan Account

To,

The Manager,

Bank of India,

_____Branch. Date:

Dear Sir,

Re : Transfer of Housing Loan Account in

the name of _____

to your _____

(transferee) Branch at _____

I/We am/are an employee/s of Bank of India and I/We have availed Housing Loan facility from _____ Branch (transferor). Mr./Ms._____, who is /are nominee/s to Provident Fund is /are guarantor/s to the Housing Loan account.

2. I/We have now been transferred to _____Branch. I/We, therefore, request you to transfer the individual Housing Loan A/c in my/our name to _____ (transferee) Branch, where I/We am/are transferred. By virtue of such transfer if any additional stamp duty on the documents is required to be paid, then I /We hereby authorize the Bank to pay the same by debit to my/ our salary account without notice to me/us.

3. I/We hereby agree and undertake that I/we shall repay the amounts due from me/us under the Housing Loan facility to staff along with interest, costs, charges, expenses and all other monies in accordance with the terms and conditions of the sanction of Housing Loan.

4. I/We confirm that in regard to the Housing Loan as above, I/WE have executed the following security documents and that the documents are valid and in force as on date:-

   i)

   ii)

   iii)

IndiaCode

5. I/We have also executed/created equitable mortgage of the immovable property situated at _____ (give details) as a security for the amount due from me/us to you in respect of the said Housing Loan facility granted by you to me /us.

6. I/We hereby agree that all the above documents and securities shall be enforceable against me/us, as if the Housing Loan facility was granted from the inception thereof at your _____ (transferee) Branch at _____ and that the said documents including the Memorandum of Oral Assent shall be read and construed as if in place of the name of your said Branch, the name of your _____(transferee) Branch has been specified therein and that all rights of the Bank to enforce the securities including the said equitable mortgage and the said security documents to recover the amount of principal loan, interest, cost, charges and expenses and other monies payable by me/us in respect of the said Housing Loan facility and shall not in any way be affected by the transfer thereof from your _____ (transferor) Branch to _____ (transferee) Branch at _____.

IndiaLaw

Yours faithfully,

1,

2.

I/We as guarantor/s to the Housing Loan facility granted to Mr./ Ms._____ agree to the transfer of the aforesaid Housing Loan facility from your _____Branch to _____ Branch and confirm that my/our guarantee dated _____ executed by me/us in respect of the same Housing Loan facility shall not in any way be affected by the transfer of the said Housing Loan facility as aforesaid and I/WE shall be liable under the said guarantee/s as if the said Housing Loan facility was granted from the inception at your _____ Branch.

Yours faithfully,

1.

2.

(Signature of guarantors)

ANNEXURE – VIII

SPECIAL POWER OF ATTORNEY

THIS Power of Attorney granted at _____ this the _____ day of _____ by _____ hereinafter called "the borrower" (which expression shall unless the context otherwise requires, include his / her / their heirs, executors, administrators and permitted assigns) in favour of Bank of India, a Body Corporate constituted and existing under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 having its Head Office at "Star House", C-5, "G" Block, Bandra-Kurla Complex, Bandra (East), Mumbai – 400 051 and having one of its Branch Offices at _____ _____ hereinafter called "BOI" (which expression shall unless the context otherwise requires, include its successors and assigns).

WHEREAS by an Agreement (hereinafter referred to as "the said agreement") made between the Borrower and BOI at _____ dated _____ day of _____ 20___. BOI has agreed to lend to the Borrower and the Borrower has agreed to borrow from BOI the loan amount as stated in the Schedule contained in the said Agreement.

WHEREAS as per one of the conditions contained in the said Agreement, the Borrower has agreed and undertaken that the principal sum of the loan, interest, commitment and other charges and any other dues payable thereunder shall be secured inter alia by mortgage of property described in the schedule thereto with BOI having the right to decide in its sole discretion, the type of the mortgage and the Borrower shall execute the mortgage as may be required by BOI.

WHEREAS the Borrower has further agreed to execute in favour of BOI an irrevocable Power of Attorney authorising BOI to create in favour of itself or any other person as BOI in its sole discretion may decide, mortgage in any form including in English form or equitable mortgage by deposit of title deeds for and on behalf of the Borrower in the event of the Borrower failing, when required by BOI, to duly create mortgage in its favour in such form including in English form or equitable mortgage by deposit of title deeds, as the BOI may require, of the property described in the said Schedule.

WHEREAS BOI has called upon the Borrower to execute the Power of Attorney being these presents :-

NOW THEREFORE, THIS DEED WITNESSETH that in consideration of BOI having sanctioned the said loan (including any further, other or additional loan sanctioned/ to be sanctioned by BOI) to the Borrower to do, execute and perform the following acts, deeds, things, viz.,

1. To create equitable mortgage by deposit of title deeds (including Co-operative Housing Society's Share Certificates wherever applicable) in favour of BOI of the property described in the schedule and to record oral assent in its books for the said purpose as a security for repayment of the loan and all interest, commitment and other charges and any other dues receivable in connection with the loan.

OR

1 (a) To make, sign, execute and deliver in favour of BOI or any other person as BOI in its sole discretion may decide the legal mortgage in any form including in English form of the property described in the schedule, contained in the said Agreement with the mortgage deed containing all such covenants, conditions, provisions and stipulations as BOI may in its sole and absolute discretion deem necessary or expedient for better securing the repayment of the loan and all interest, commitment and other charges and any other dues receivable in connection with the loan.

1 (b) To lodge the mortgage deed for registration and to admit execution thereof before any Registrar or Sub-Registrar of Assurances.

1 (c) To apply for and obtain the necessary certificates u/s 230-A and/or any other section of the Income Tax Act, 1961 and/or any other certificates that may be necessary for registration of the deed of mortgage and/or any other deed or documents that may be required to be registered.

1 (d) To appear for and on behalf of the Borrower before any IncomeTax Authorities and if need be to pay, discharge any tax liability for and on behalf of the borrower and to recover the same from the Borrower with such interest as BOI may in its sole discretion decide.

2. To apply for and seek permission, if necessary, of the Competent Authority under the Urban Land (Ceiling & Regulation) Act, 1976 and Rules framed thereunder and/or to apply and seek permission if necessary, of any Government / local or any other authority under any other Act, Order or Rules for creation of mortgage, as aforesaid, and for that purpose to make and sign such applications, affidavits, declarations, as may be necessary.

3. To have the mortgage documents / oral assent duly adjudicated and to pay stamp duty, registration charges and incur such other expenses in this regard as may be necessary and recover the same from the Borrower.

4. To do or cause to be done every other act, deed, matter or things which BOI

may deed necessary or expedient for the purpose of or in relation to these presents.

All or any of the powers hereby granted in favour of BOI may be exercised by any Officer or Officers of BOI as may be decided by BOI in that behalf.

The Borrower hereby ratifies and confirms and agrees to ratify and confirm all that BOI or any of its Officer or Officers nominated by BOI in that behalf shall do or cause to be done in or concerning the premises by virtue of these presents for which BOI shall not be in any manner, whatsoever.

The Borrower hereby declares that this Power of Attorney shall be irrevocable till the entire loan together with interest, costs, charges, expenses and all other monies payable in relation thereto as also expended by BOI in connection therewith or with these presents are fully repaid by the Borrower to BOI and BOI has revoked these presents in writing.

IndiaCorp

ANNEXURE-IX

DRAFT UNDERTAKING

Bank of India

_____ Branch

Dear Sir,

Re : Staff Housing Loan of Rs._____ sanctioned to me

Re : Creation of a mortgage by deposit of title deeds

You have sanctioned a loan of Rs._____ to me under the Staff Housing Loan Scheme of the Bank for the purchase of land & house already built thereon / plot of land and construction of a house thereon / purchase of flat. The said flat / land and house / plot of land is situated at _____ and bears Survey No._____. The area of the plot of land is _____ sq.mtrs. and built-up area of the house / flat is _____ sq.mtrs. (including all floors) / sq.ft. In addition to the usual security documents executed by me in favour of the Bank for the purpose of the loan under the Scheme, I am required to create an Equitable Mortgage of the said plot of land and house already constructed/ to be constructed thereon in your favour by deposit of Sale Deed / agreement for sale / conveyance deed in respect of the said land and house / plot of land to be executed in my favour and other supporting title deeds as listed below :-

i)

ii)

iii)

iv)

v)

The said Sale Deed / Conveyance Deed / Agreement is to be lodged for Registration with the Registrar _____ on _____ immediately on its execution on the same day in the presence of the Registrar with an authority from me to the Registrar to return the said Sale Deed / Conveyance Deed / Agreement directly to you. As some time will elapse in receiving back the said Sale Deed / Conveyance Deed / Agreement by you duly registered, it is not possible for me at present to deposit the same with intent to create an equitable mortgage of the said plot of land and house already constructed / to be constructed thereon / flat. Besides, I have also to apply immediately for obtaining permission of the Competent Authority under Urban Land (Ceiling & Regulation) Act, 1976 for

creation of the equitable mortgage on lodging the said Sale Deed / Conveyance Deed / Agreement for registration with the Registrar.

2. I have, therefore, to request you to disburse the loan amount for the present without creation of the equitable mortgage in your favour and you have agreed to do so, on my giving you an undertaking as hereunder.

3. In consideration of the premises and of your having agreed to disburse the loan as aforesaid, I, so as to bind myself and my heirs, executors, administrators, estate and effects, irrevocably undertake with you, your successor and assigns as follows, viz.

   (i) I shall lodge with the Bank the Registration receipt issued by the Registrar for having received the Sale Deed / Conveyance Deed / Agreement for registration, together, with other supporting title deeds of the property and a true copy of the Sale Deed / Conveyance Deed / Agreement.

   (ii) That immediately on receipt of the Sale Deed / Conveyance Deed / Agreement for the said plot of land executed in my favour from the Registrar, duly registered and on obtaining the permission of the Competent Authority under the Urban Land (Ceiling & Regulation) Act, 1976 for creation of equitable mortgage of the said plot of land and house constructed / to be constructed thereon, I shall create the equitable mortgage by depositing the said Sale Deed / Conveyance Deed / Agreement with you together with other supporting title deeds of the said plot of land and house constructed / to be constructed / flat as aforesaid as security for the loan and all interests and other dues, thereon.

   (iii) That I will not create any mortgage, charge, lien or encumbrance on the said land and the house constructed / to be constructed / flat thereon or any part thereof in favour of any person other than the Bank.

Yours faithfully,

( )

Place :

Date :

NOTE : Draft should be amended as necessary to suit each case

ANNEXURE-X

Instructions :

This letter should be prepared in duplicate. The original should be submitted to the Sub-Registrar taking his signature on the duplicate

_____

From :

Applicant's Name : _____

Present Address : _____

_____

_____

To,

The Sub-Registrar,

Sub : Agreement for Sale/Sale Deed/Conveyance Deed dated _____
Lodged for registration

Dear Sir,

The above document has been lodged with you for registration on _____ against your receipt bearing Serial No._____ and Document No._____ of the same date.

You are hereby requested and authorised to send the said document to the following address :

CARE : Please mention full address of the Branch / Office

You are requested to make necessary entries and / or amendment/s in your relevant register/s to give effect to the above request.

Thanking you,

Yours faithfully,

_____

(Applicant's Signature/s)

IndiaCode

Regulation 29 : ENTERTAINMENT EXPENSES & CLUB MEMBERSHIP FEES

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

Administrative Instructions :

1. Entertainment Expenses : All officers are eligible to claim reimbursement of entertainment expenses. (Br.Cir.No. 95/121 of 4.12.2001 (B.M. dated 30.10.2001)

2. Annual limit for reimbursement of entertainment expenses w.e.f. 01.04.2011

(Br. Cir. No.105/22 dated 05.05.2011)

IndiaCode

(Amt. in Rs.)

Sr. No.	Scale	Designation	Present ceiling limits	Revised ceiling limits w.e.f. 01.04.2011
1.	VII	General Managers	15,000/-	20000/-
2.	VI	Zonal Managers	13,500/-	18000/-
		Branch Managers	12,000/-	16000/-
		Others	9,000/-	12000/-
3.	V	Zonal Managers	9,000/-	12000/-
		Branch Managers	8,400/-	11200/-
		Others	6,000/-	8000/-
4	IV	Branch Managers	7,500/-	10000/-
		Others	4,200/-	5600/-
5.	III	Branch Managers	6,000/-	8000/-
		Others	3,600/-	4800/-
6	II	Branch Managers	5,400/-	7200/-
		Others	3,600/-	4800/-
7	I	Branch Managers	4,500/-	6000/-
		Others	2,700/-	3600/-

3. General

Eligible Officers are entitled to claim reimbursement of entertainment expenses incurred by them within the ceiling limit as mentioned above on declaration basis without production of bills / receipts etc.

II. Club Membership

1. Officers who are eligible for reimbursement of Club Membership Fees
   - i. All Officers in Scale IV & above.
   - ii. All Branch Managers.
   - iii. Deposit Development & Public Relations Officers.
   - iv. Lead District Manages.
2. Limits for reimbursement

Admission fees	Max. Rs.1000/-
Annual subscription	Max. Rs. 500/-

3. Acceptance of Membership
   - i. Membership of Social / Service / Bankers' Club may be accepted.
   - ii. Even membership of more than one Club will be permitted provided the monetary ceiling of Rs.1000/- on reimbursement of admission fees and Rs.500/- towards annual subscriptions not exceeded.

Revised Guidelines under Regulation 29 (B.M. 31.10.1991)

For officers in the rank of Deputy General Manager and above. The Bank may take corporate membership of one Club located at its Head office / Local Office / Zonal office. The officers availing the facility of corporate membership shall not be eligible for reimbursement of admission fees for membership of Club / Associations as well as annual subscription.

IndiaCode

Regulation : 30 - PREFERENTIAL INTEREST RATES ON DEPOSITS

The Bank may allow one per cent 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.

Ref. Br. Cir. No.104/55 dated 09.08.2010

Staff members will be eligible to receive1% additional rate of interest on their Term Deposits kept with the Bank without any ceiling of amount and the Ex-staff senior citizens would also receive 0.5% additional rate of interest (over and above 1% applicable to staff members) for the Rupee Term Deposits having maturity of 6 months and above without any ceiling in amount.

Other guidelines

(I) Staff members are exempted from minimum amount criterion for Term Deposits (Br. Cir. No.98/256 dated 31.03.2005)

(II) Bank has allowed additional interest rate over and above the rate of interest subject to following conditions which are as per RBI guidelines :-

In respect of a savings or term deposit account opened in the name of –

(a) a member or a retired member of the Bank's staff, either singly or jointly with any member or members of his / her family; or

(b) the spouse of a deceased member or a deceased retired member of the Bank's staff; and

(c) Branch should obtain a declaration from the depositor concerned that the monies deposited or which may from time to time be deposited into such account belong to the depositor as stated in clauses (a) to (c) above.

For the purposes of sub-paragraph(ii) –

(i) "a member of the Bank's staff" means a person employed on a regular basis, whether full-time or part-time, and includes a person recruited on probation or employed on a contract of a specified duration or on deputation and an employee taken over in pursuance of any scheme of amalgamation, but does not include a person employed on casual basis.

(ii) "A retired member of the Bank's staff" means an employee retiring whether on superannuation or otherwise as provided in the Bank's service / Staff Regulations, but does not include an employee retired compulsorily or in consequence of disciplinary action.

(iii) "Family" means and includes the spouse of the member / retired member of the Bank's staff and the children, parents, brothers and sisters of the member / retired member of the Bank's staff who are dependent on such member / retired member, but does not include legally separated spouse.

(iv) Payment of additional interest is subject to the following conditions, namely :

a) The additional interest is payable only so long as the person continues to be eligible for the same and in case of his ceasing to be so eligible, till the maturity of a term deposit account.

b) In the case of employees taken over pursuant to the Scheme of amalgamation, the additional interest is allowed only if the interest at the contractual rate together with the additional interest does not exceed the rate, which could have been allowed if such employees were originally employed by the Bank.

(III) Bank Employees' Federations in which Bank employees are not direct members are not eligible for additional interest.

(IV) In case of joint accounts, the name of staff member / ex-staff member / ex-staff senior citizen or spouse of the deceased staff members, who has submitted declaration for owning deposits and seeking the benefits of additional rate should be the first name in the account for receiving the benefits of additional rate of interest.

Rentals of SDV Lockers for Staff as well as Ex-staff – Circular Letter No.2009-10/157 dated 07.11.2009

Staff members are offered concessions in Locker Rentals which vary according to the size of the lockers. It is noticed that there is a tendency amongst staff members, including ex-staff to avail locker facility at more than one Branch or more than one locker at the same Branch, at concessional rate. To avoid such tendency, it has been decided to restrict concession granted in rentals on lockers to staff members, including ex-staff to only one locker in the Bank, as a whole. Accordingly, staff including ex-staff members whether singly or jointly, are eligible for concession in locker rentals only for one locker in the Bank as a whole.

Ex-staff members eligible for additional benefits after cessation of service as per extant rules are those staff members who have ceased Bank's service on account of–

(i) Superannuation;

(ii) Voluntary Retirement under Reg.29 of BOI (Employees') Pension Regulations, 1995

(i) Voluntary Retirement under Reg.19 of BOI (Officers') Service Regulations, 1979

Needless to add that all other ex-staff members are not eligible for concession in locker rentals.

CHAPTER VII
LEAVE

Regulation 31 : KINDS OF LEAVE

Subject to the grant of leave being determined by the exigencies of service, an officer shall be eligible for the following kinds of leave:

a. Casual Leave

b. Privilege Leave

c. Sick Leave

d. Special Sick Leave

e. Maternity Leave

f. Extraordinary Leave on loss of pay

g. Special Casual Leave and Special Leave

IndiaCode

General Guidelines:

1. All kinds of leave will be reckoned in a calendar year, i.e. January to December, every year and credit will be given on the 1st day of January every year. However, where an officer joins service or is due to retire in the middle of a calendar year, the proportionate credit in respect of pro – rate Privilege Leave and Sick Leave will be allowed to him.

2. An officer who desires to obtain leave of absence, other than Casual Leave shall apply in writing to the Competent Authority. Generally such application for leave shall be made not less than one month before the date from which the leave is to illness, when it is not possible to do so. The Competent Authority 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 proceedings on leave desires an extension thereof, he shall make an application-in writing to the Competent Authority, Such application should state the full postal and telegraphic address of the officer and should be made in sufficient time to enable the Competent 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. Leave of any kind cannot be claimed as of right. When the exigencies of the service so requires, discretion to refuse / defer to revoke leave of any kind is reserved by the Authority empowered to grant it.

5. 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 to such disciplinary action as the bank may deem fit.

6. An officer on leave will not be entitled t return to duty before the expiry of the period of leave granted to him, unless his is permitted to do so by the Authority which granted him leave.

7. 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 proceeding on leave)

8. The Competent Authority 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.

9. No leave shall be granted to an officer under suspension. However, if any Suspension period is treated as period spent on duty by specific order of Disciplinary Authority, the officer will be eligible to accumulate Privilege Leave in excess of 240 days, subject to the condition that such accumulated leave in excess for 240 days should to proportionate only to the period spent under suspension by the officer, until such time the bank is in a position to grant him privilege leave.

10. On promotion from clerical cadre, an officer will be permitted to carry over accumulated leave balance as on the date of promotion.

11. An officer proceeding on leave shall hand over the charge of his post at the close of last working day preceeding the day on which he proceeds on leave. His leave shall be considered to commence from the next succeeding working day and end on the last working day preceding that upon which he reports for duty.

12. Gazetted holidays (i.e. Bank Holidays under Negotiable Instruments Act) and Sundays may be allowed to be prefixed or suffixed to any kind of leave.

13. The Bank for this purpose shall mean and include 'Competent Authority' empowered to grant leave to office staff.

IndiaCode

(Br.Cir. No.95/42 dated 07.07.2001)

Competent Authority for grant of various kinds of leave to the Officers (w.e.f. 26.06.2001

	Grade of Officers	Types of Leave	Competent Authority
1.	Officers working in Branches and Lead District Offices excluding Branch Managers and Lead District Managers	CL, PL, SL & ML	Branch Manager / Lead District Manager as the case may be
		EL	Chief Manager in-charge of Personnel at Z.O.
2.	Branch Manager / Lead District Managers and other Officers working in a Zone, excluding Zonal Manager a) Officers in Scale I, II and III	CL, PL, SL, ML & EL	Chief Manager in-charge of Personnel at Zonal Office
	b) Officers in Scale IV	- do -	Assistant General Manager at Zonal Office
	c) Officers in Scale V	- do -	Dy. General Manager at Zonal Office
	d) Officers in Scale VI	- do -	General Manager at Zonal Office
3.	Zonal Managers in Scale IV, V & VI	CL,	General Manager (HR)
		PL, SL, ML & EL	General Manager (HR) in consultation with Executive Director
4.	Officers working in HO a) Officers in Scale I, II & III	CL, PL, SL, ML & EL	Chief Manager of respective Department
	b) Officers in Scale IV& V	- do -	Deputy General Manager/ General Manager of respective Department
	c) Officers in Scale VI	- do -	General Manager in-charge of respective Department
5.	All other Officers in Scale VII	CL, PL, SL, ML & EL	Executive Director / Chairman & Managing Director

Note : The Competent Authority as above can sanction Extraordinary Leave (EL) to an Officer only upto 360 days (reckoned cumulatively during the entire period of service). Authority to consider Extraordinary Leave to an Officer beyond 360 days but upto a maximum of 720 days rests wit h the Board.

In the absence of designated authority, leave will be considered by the next higher authority.

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(Circular IOM No.HO:HR:IR:KVVSP:I-873 dated 01.11.2010)

Consequent upon certain changes t the organization structure, the Competent Authority for sanction of leave to the Zonal Managers, Dy. General Managers in-charge of Large Corporate Branches, Divisional Managers, in-charge of Mid Corporate Branches and Assistant General Managers in-charge of following , shall be as under :-

Sr. No.	Type of leave and Scale of Officer	Competent Authority to sanction leave
1.	Casual Leave to Zonal Managers in Scale V and VI.	National Banking General Manager and in his absence by General Manager (HR).
2.	Privilege Leave, Sick Leave, Maternity Leave and Extraordinary Leave to Zonal Managers in Scale V and VI.	National Banking General Manager in consultation with Executive Director (HR) and in his absence, by General Manager (HR) in consultation with ED (HR).
3.	All types of leave to Dy. General Manager (Scale VI) in-charge of Large Corporate Branch.	General Manager, Large Corporate, HO and in his absence by General Manager, Project Finance & Syndications Group, HO.
4.	All types of leave to Divisional Manager (Scale VI), Mid Corporate.	General Manager, Mid Corporate, HO and in his absence by General Manager, SME, HO.
5.	All types of leave to Asst. General Manager (Scale V) in-charge of Mid Corporate Branch.	Divisional Manager, Mid Corporate and in his absence by General Manager, Mid Corporate, HO.

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Regulation : 32 - CASUAL LEAVE

1. An officer shall be eligible for casual leave on full emolument for 12 working days in a year provided that not more than 4 days Casual Leave may be availed of at any one time.

Clarification

- Casual Leave is intended to meet special unforeseen circumstances.
- Ordinarily, the prior permission of the Competent Authority should be taken before taking such leave.
- Public holidays and Sunday's may be allowed to be prefixed or suffixed to Casual Leave.
- Public holiday and weekly offs falling within the period of sanctioned casual leave will not be treated as part of casual leave.
- If casual leave is extended beyond 4 days, it shall be treated as privilege leave, sick leave or extraordinary leave, as the case may be, for the entire period at the discretion of the Competent Authority.
- Casual Leave shall not be granted in combination with and other kind of leave.

(2) Casual Leave not availed on any year may be suffixed or prefixed to sick leave in the following year.

Amendment to Regulation 32(2) as advised by Indian Bank's Association (BC 94 / 4 dated 22.4.2000)

(2) Provided that Casual Leave not availed of in a year 1997 or in any subsequent year may be suffixed or prefixed to Sick Leave in the following three years.

Clarification

Although casual leave is non-cumulative, unavailed casual leave in any calendar year may be suffixed or prefixed to the sick leave or availed of as sick leave in the following 3 years only.

Casual leave to probationary officers

For an officer who has joined Bank's service at any time during the calendar year, the casual leave entitlement would be at one day per month for the first calendar year.

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Fraction of a month will be treated as full month for the purpose of calculation of entitlement of casual leave.

A promotee officer will be eligible for casual leave for 12 working days during the probationary period subject to a maximum of 12 days casual leave during a calendar year.

Where probation is extended, casual leave on pro-rate basis during the extended probationary period may be considered.

Unavailed casual leave upto 31.12.1978

Casual leave not availed of an converted into sick leave as on 31.12.1978 shall not lapse in the next following year but shall be allowed to be availed of as per the rules prevailing in that behalf immediately prior to 1.7.1979.

IndiaCode

Regulation : 33 PRIVILEGE LEAVE

1. An officer shall be eligible for privilege leave computed at one day for every 11 days of service o duty provided that at the commencement of service no privilege leave may be availed of before completion of 11 months of service on duty.

Clarification :

Calculation of privilege leave: For calculation of privilege leave, leave availed of during the calendar year under the following heads shall be deducted from the total period of service during the calendar year (actual number of days in the year)-

(I) Privilege leave, sick leave, maternity leave, extraordinary leave (i.e. all leave except casual leave).

(ii) Unavailed casual leave of the previous year take as sick leave during the year.

Note : Absence from office on account of the following will, however, not be taken into account for the above purpose –

a. Privilege leave encashed, if any, during the calendar year;

b. Any absence treated as duty leave;

c. Absence during the joining time period

d. Compensatory off in lieu of working on Sundays and Holidays.

The remaining period shall be divided by 11 to arrive at the number of day's Privilege Leave earned by an officer during the calendar year. For this purpose, fraction of a day of earned leave, if any, shall be taken as a full day.

The calculation as above is only for the limited purpose of determining the entitlement of privilege eave of an officer during any calendar year.

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 day, except where leave has been applied for and it has been refused.

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5. An officer desiring to avail of privilege leave shall ordinarily give not less than one months' notice of his intention to avail of such leave.

Clarification:

Once in every 4 year, when an officer avails of LTC, he mays be permitted to surrender and encash his privilege leave not exceeding 1 month at time and for the purpose of such encashment, all the emoluments payable for the month during which the availment of the Leave Travel Concession commences will be taken into account instead of salary and house rent allowance. Encashment shall normally be made not before 15 days from the date of proceeding on leave.

Clarification (Ref. Branch Circular No.81 / 190 dated 24.7.1987)

For the purpose of leave encashment, all the 'emolument's payable for the month during which the availment of the Leave Travel Concession commences will he taken into account instead of salary and house rent allowance.

Clarification (w.e.f. 1.8.1987)

It is clarified that –

For the purpose of leave encashment 'emolument's will deem to include Notional House Rent Allowance in case of an officer who has been provided with Bank's accommodation, and to whom House Rent Allowance is not otherwise payable. Such Notional House Rent Allowance will be equivalent to H.R.A. that an officer may claim on a certificate basis as provided for under Regulation 22.

Privilege Leave to Probationary Officers

An officer on probation shall be eligible for privilege leave according to his / her entitlement as per Regulation 33. However, it should be ensured that privilege leave is not sanctioned on flimsy grounds. Generally, privilege leave shall be granted only for the following purposes_

a. Marriage of the officer

b. For attending last rites / funeral of near relatives i.e. parents, brothers, sisters, spouse, and children;

c. For visiting ailing near relatives, i.e. parents, brothers, sisters, spouse and children;

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d. Officer's own sickness;

e. Appearing for examinations;

f. For attending marriage of near relatives, i.e. sons, daughters, brothers, sisters,

g. Any other reason which, in the opinion of sanctioning authority, warrants sanctioning of leave.

Relevant medical certificate shall be obtained in case of reasons (iii) and (iv) Leave for either of the purposes (v) and (vi) can be granted only once and upto a maximum of 10 days during each year of probation.

Officers availing privilege leave shall, as rule, proceed on leave only after the same has been duly sanctioned by the Competent Authority. Where the officer proceeds on leave without getting the same sanctioned and, later fails to get it confirmed by the Competent Authority, then such leave will be treated as unauthorized absence without pay even if the other has enough leave to his credit.

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Regulation 34 : SICK LEAVE

On and from 01.01.1989, 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 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.

Clarification

1. For the purpose of the above, although completed year of service shall mean one year of continuous service including period spent on duty and any kind of leave availed of, as stated in general clarification (1), sick leave will be credited to the individual's sick leave account on 1st January every year.

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 emolument 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 amount.

3. The Bank may require any officer desiring to resume duty on the expiry of sick leave, to produce medical certificate saying that he is fit for duty.

SICK LEAVE WITHOUT MEDICAL CERTIFICATE IN CASE OF TEMPORARY INDISPOSITION OR SICKNESS OF CASUAL NATURE :

In case of temporary indisposition or sickness of casual nature, the Competent Authority for considering / sanctioning sick leave as per Reg. 34 of Bank of India Officer's Service Regulations, 1979, may waive the requirement of Medical Certificate in individual cases on merit. The following however, be kept in view while considering such request

i. The employee has no casual leave to his credit

ii. Request for grant of Sick Leave without production of Medical Certificate is for a period not exceeding 3 days at a time; in any case, the total sick leave so sanctioned should not exceed 10 days in a calendar year;

iii. The employee has intimated the Competent Authority (orally/in writing) bout his indisposition / sickness necessitating his absence from duties)

iv. The application for Sick Leave should specifically state that the employee was suffering from sickness of casual nature (viz, cold, cough, headache etc)

v. It may be importantly noted that the request for Privilege Leave/Extra Ordinary leave on the ground of sickness of casual nature, covered by the above instructions should not be considered. In such cases, production of Medical certificate should be insisted.

Sanctioning power for dispensing with the production of medical certificate in case of temporary indisposition or sickness of casual nature of Officers `working in Zonal Office /Regional Office / Branch will be exercised by Dy. Zonal Manager / Regional Manager / Branch Manager respectively (HO Circular 84/4 of 17.05.90)

Clarification:

1. Where unavailed Casual Leave of previous year is to be availed as Sick Leave in the following Year, such request should also be supported by the Medical Certificate.

   Sick Leave can be combined with the unavailed Casual Leave in the following year. It may be further clarified that unavailed casual leave is considered as part of sick leave which can be availed of on the ground of sickness only.

2. Sick leave to probationary officers

   An officer may be granted sick leave in the first year of his service on pro-rata basis, at the discretion of the Competent Authority:

   Clarification (General):

   An officer is eligible for 30 days of Sick Leave for each completed year of service, subject to maximum of 18 months during the entire service and such leave can be accumulated upto 540 days during the entire service. For this purpose, completed year of service shall mean one year continuous service, including period spent on duty and any kind of leave availed of, Sick Leave will be credited the individual's Sick Leave Account on 1st January every.

   The sick Leave entitlement in respect of an employee who remain unauthorized Absent or Strike Work or on Extraordinary Leave which is not reckoned as service by the Sanctioning Authority;

   On referring the matter to the Indian Bank's Association, they have clarified that the period of absence of the employee (Officers and Award Staff) on account of the following should be excluded for the purpose of accrual of Sick Leave.

   a. Unauthorised Absence;

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b. Period of EOL not reckoned as service by the Sanctioning Authority; and

c. Strike period.

Hence, for the purpose of accrual of Sick Leave, the period of absence on account of the aforesaid reasons should not be reckoned as service. Accordingly, the number of days of absence on account of aforesaid reasons as mentioned above, should be excluded from 365 days and on the remaining period, which is reckoned as active service only, pro-rata Sick Leave to be credited. For example an employee who was absent from 63 days during the previous calendar year would be entitled to get Sick Leave 25 days only (i.e. 365 – 63 = 302 x 30 / 365 = 24.82 days - rounded off to 25. If the fraction is 50, the same be ignored

(Ref. HO/P/IR/CMR/1-518/B-4 dated 12.02.2002)

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Regulation : 35 - ADDITIONAL SICK LEAVE

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.

(BC 93/200 dated 23.03.2000)

The matter has since been reviewed as per the advice received from the Indian Bank's Association and it has since been decided that –

i. The benefit of commutation of Additional Sick Leave on full Pay and Allowance May be allowed in all cases of Additional Sick Leave availed on or after 29th June, 1999, in terms of Regulation 35 of Officers' Service Regulation.

ii. Past cases of Additional Sick Leave i.e. Additional Sick Leave availed prior to 29.06.1999, would not be reopened.

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Regulation : 36 - MATERNITY LEAVE

Amendment to Regulations w.e.f. 1.4.2000 (Br.Cir. No. 95/41 dated 07.07.2001)

a. On and from 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, so however, that not more than 12 months of such leave shall be available during the entire period of service of the officer.

b. On and from 1st day of April, 2000, leave may also be granted once during service to a childless female employee for legally adopting a child who is below one year of age till the child reaches the age of one year, subject to a maximum period of two months on the following terms and conditions:

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

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

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If there by any case of female officer employee who has legally adopted a child as above and has availed of leave for the purpose on or after 1.4.2000, such leave may be set off against leave admissible under this provision.

Joint Note dated 27.04.2010

Within the overall period of 12 months, leave may also be granted in case of Hysterectomy upto a maximum of 45 days (effective from 01.05.2010).

Clarification

Adoption Leave (Officers and Award staff)

i. Leave for adoption is part of maternity Leave within overall limit of 12 months and not in excess thereof during entire service;

ii. Accepted definition of a month is 30 days

Clarification

1. An officer on maternity leave shall be entitled to full emoluments for the period of leave.

2. Competent Authority may grant leave of any kind except casual leave admissible to the officer in combination with or in continuation of Maternity Leave if the request or its grant is supported by a medical certificate acceptable to the Bank.

3. Maternity leave will normally be considered only 4 times in the entire service including services as a workman staff.

Maternity leave to probationary officers

Maternity leave shall be considered even in the first year of service. The officer shall proceed on such leave only on the leave being sanctioned by the Competent Authority.

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Regulation 37 - EXTRAORDINARY LEAVE

An officer shall be eligible for extraordinary leave on loss pay for not more than 360 days during the entire period of service. Such leave may not be availed of except for sufficient reasons for 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.

Regulation 37 (A) (B.M. 18.5.85)

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.

Clarification :

In view of the above, Extraordinary leave will be hereafter considered as under.

i. 90 days or more on any one occasion, subject to a maximum of 360 days in the entire service – by the Competent Authority.

ii. Request for leave beyond 360 days but upto a maximum of 720 days during the entire service – to be referred to Head Office Personnel Department, Staff Administration Division for consideration by the Board.

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Clarification:

Extraordinary leave will be one loss of full emoluments. It will be considered only when no other kind of leave is due to an officer. Such leave may be granted in combination with or in continuation of any kind of leave, except casual leave admissible to officers.

The period spent as leave on loss of pay shall not count for increments. In view of the fact that the increment in the case of an officer is released on the first of the calendar month in which the date of increment falls, such anniversary date will be postponed and notionally determined. The effect of postponement would be given when the notional date of increment shifts to the next calendar month. The incremental date in each year will be computed by taking into account the leave on loss of pay during the year. In effect, the postponement, unless condoned, will have cumulative effect throughout the career of the officer, provided that in the cases where the Competent Authority is satisfied that the leave was taken on account of illness or for any other cause beyond the Officer's control, it may direct that the period of extraordinary leave may count for increments.

In an officer on probation wants to go on leave for purpose (i) to (vii) mentioned in the clarification to Regulation 33 above; he / she can apply for extraordinary leave without pay, as per Regulation 37.

Regulation : 38 - LAPSE OF LEAVE

(Br. Cir. No. 93/193 dated 28.02.2000 – w.e.f. 22.05.1999)

All leave to the credit of an Officer shall lapse on resignation, retirement, death, discharge, dismissal or termination.

Provided that where an officer retires from the Bank's services, he shall be eligible to be paid a sum equivalent to the emolument of any period, not exceeding 240 days of Privilege Leave that he accumulated.

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

(Br. Cir. No. 95 / 16 dated 18.05.2001)

Amendment to Regulation 38 – Facility for employees resigning from Bank's services - Encashment of Privilege Leave

The Indian Bank's Association has advised that the Government has since conveyed its approval for providing encashment of Privilege Leave to an Officer as well as to a workman employee who resigns from the Bank's service after complying with rules / regulations governing resignation, to the extent of half of such leave at his credit on the date of cessation of service, subject to a maximum of 120 days. It has also been advised that the above facility may be extended to the Officers / Award staff resigning from Bank's Service on or after 1st April 2001.

(Br. Cir. No. 95/58 dated 04.08.2001)

Encashment of Privilege Leave as per Regulation 38.

Officers retired compulsorily as a major penalty -

The matter has been reconsidered in all its aspects and revised instructions in the matter are advised herein below:-

An officer whose service is terminated on account of:

a. compulsorily retirement;

b. removal from service; or

c. dismissal,

as a penalty as per Regulation 4 of the Officers Employee's (Discipline and Appeal) Regulation, 1976 would not be eligible for Leave Encashment as per provisions

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of Regulations 38 and reimbursement of Travelling Expenses on retirement as per Regulation 43 of the Bank of India (Officers') Service Regulations, 1979 respectively.

Clarification:

1. For the purpose of the above, emoluments payable at the time of death or retirement will be taken into account.

2. In terms of the provisions of the Income-Tax Act, the following exemption in respect of encashment of privilege leave at the time of Retirement is allowed.

   a) Amount of cash equivalent of the leave salary in respect of the earned leave(Privilege leave) encashed, or

   b) Amount of "Salary" for such period of encashment, AS DOES NOT EXCEED 8 MONTHS, calculated on the basis of the average salary drawn, by the employee during the period of ten months immediately proceeding his retirement, or

   c) Rs.3,00,000/- whichever is least.

   Note

   (I) The entitlement of earned leave of an employee shall not exceed thirty days for every year of actual service rendered by him as an employee of the Bank;

   (II) "Salary" for the purpose of calculation of Income-tax means -

      (i) all monthly emoluments qualifying for contribution to the Bank's Provided Fund and

      (ii) dearness allowance

BUT EXCLUDES ALL OTHER ALLOWANCES AND PERQUISITES.

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REGULATION 39 : RECALL FOR DUTY

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 the time out of station, he shall be eligible to be paid the actual expenses incurred by him and the member 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.

Clarification -

If an officer was out of station when recalled for duty, the journey period (both inward and outward) shall be taken as period spent on duty. If he is availing of LTC 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 book.

In addition to traveling expenses is such cases, the officer concerned will be eligible to halting allowance as may be applicable to him for the inward journey to his place of posting. The family members should generally accompany the offer when he is recalled to duty; otherwise traveling expenses for member of his family will not be reimbursed. Advance against LTC if any, shall be adjusted by the officer immediately on his reporting for duty.

Competent Authority under Regulation 39 :- (Board Meeting dated 28.04.1980)

Officers Covers	Competent Authority for recalling officers on leave to duty
Officers working in the Zones	Zonal Manager
Officers working in departments at Head Office	Dy. General Manager
Zonal Managers/Dy. General Managers	General Manager
General Managers	Executive Director

REGULATION 40 : FURNISHING THE LEAVE ADDRESS TO THE BANK

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.

Ref. Br.Cir. No.95/42 dated 07.07.2001)

Competent Authority for grant of various kinds of leave to the Officers (w.e.f. 26.06.2001

	Grade of Officers	Types of Leave	Competent Authority
1.	Officers working in Branches and Lead District Offices excluding Branch Managers and Lead District Managers	CL, PL, SL & ML	Branch Manager / Lead District Manager as the case may be
		EL	Chief Manager in-charge of Personnel at Z.O.
2.	Branch Manager / Lead District Managers and other Officers working in a Zone, excluding Zonal Manager a) Officers in Scale I, II and III	CL, PL, SL, ML & EL	Chief Manager in-charge of Personnel at Zonal Office
	b) Officers in Scale IV	- do -	Assistant General Manager at Zonal Office
	c) Officers in Scale V	- do -	Dy. General Manager at Zonal Office
	d) Officers in Scale VI	- do -	General Manager at Zonal Office
3.	Zonal Managers in Scale IV, V & VI	CL,	General Manager (HR)
		PL, SL, ML & EL	General Manager (HR) in consultation with Executive Director
4.	Officers working in HO a) Officers in Scale I, II & III	CL, PL, SL, ML & EL	Chief Manager of respective Department
	b) Officers in Scale IV& V	- do -	Deputy General Manager/ General Manager of respective Department
	c) Officers in Scale VI	- do -	General Manager in-charge of respective Department
5.	All other Officers in Scale VII	CL, PL, SL, ML & EL	Executive Director / Chairman & Managing Director

Note : The Competent Authority as above can sanction Extraordinary Leave (EL) to an Officer only upto 360 days (reckoned cumulatively during the entire period

of service). Authority to consider Extraordinary Leave to an Officer beyond 360 days but upto a maximum of 720 days rests wit h the Board.

In the absence of designated authority, leave will be considered by the next higher authority.

(Circular IOM No.HO:HR:IR:KVVSP:I-873 dated 01.11.2010)

Consequent upon certain changes t the organization structure, the Competent Authority for sanction of leave to the Zonal Managers, Dy. General Managers in-charge of Large Corporate Branches, Divisional Managers, in-charge of Mid Corporate Branches and Assistant General Managers in-charge of following , shall be as under :-

Sr. No.	Type of leave and Scale of Officer	Competent Authority to sanction leave
1.	Casual Leave to Zonal Managers in Scale V and VI.	National Banking General Manager and in his absence by General Manager (HR).
2.	Privilege Leave, Sick Leave, Maternity Leave and Extraordinary Leave to Zonal Managers in Scale V and VI.	National Banking General Manager in consultation with Executive Director (HR) and in his absence, by General Manager (HR) in consultation with ED (HR).
3.	All types of leave to Dy. General Manager (Scale VI) in-charge of Large Corporate Branch.	General Manager, Large Corporate, HO and in his absence by General Manager, Project Finance & Syndications Group, HO.
4.	All types of leave to Divisional Manager (Scale VI), Mid Corporate.	General Manager, Mid Corporate, HO and in his absence by General Manager, SME, HO.
5.	All types of leave to Asst. General Manager (Scale V) in-charge of Mid Corporate Branch.	Divisional Manager, Mid Corporate and in his absence by General Manager, Mid Corporate, HO.

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RULES REGARDING SPECIAL / DUTY LEAVE

1. Special casual leave and incentives for promoting small family norms

(i) Special Casual Leave on full pay and full allowance shall be considered to the permanent members of the staff (male / female) on the following basis

A. Male employees

(i) Special Casual Leave not exceeding 6 days to undergo operations for sterilisation (vasectomy);

(ii) Special Casual Leave not exceeding 7 days to the employee whose wife undergoes non-puerperal Tubectomy operation subject to the production of medical certificate from the Doctor, who performs operation, to the effect that the presence to the employee is essential for the period of leave to look after his wife during her convalescence after operation.

Where Tubectomy operation is performed immediately after delivery, Special Casual Leave, as above, will not be admissible.

B. Female employee

(i) Special Casual Leave not exceeding 14 days to undergo non-puerperal tubectomy operation. However, female employees who undergo puerperal sterilization (which generally is done 2 or 5 days after delivery) will not be entitled to special casual leave as they would be entitled to Maternity Leave on full pay and full allowance, under the eisting rules, for the period during which such operation is performed;

(ii) One day's special Casual Leave to those female employees who have had T.U.D. (loop) insertion, on the day of insertion.

C. Note

(a) Sundays and Bank Holidays falling in between the period of Special Casual Leave should be taken into account for the calculation of the Special Casual Leave;

(b) Special Casual Leave connected with sterlisation, recanalisation under family welfare programme may be suffixed as well as prefixed to regular leave or casual leave;

(c) However, Special Casual Leave SHOULD NOT BE ALLOWED TO BE PREFIXED BOTH TO CASUAL LEAVE AND REGULAR LEAVE;

(d) Special Casual Leave should EITHER BE PREFIXED to regular leave or to casual leave BUT NOT BOTH;

(e) Special Casual Leave may be SUFFIXED EITHER to regular leave or to casual leave BUT NOT BOTH.

(f) The intervening holidays and / or Sundays may be prefixed / suffixed to regular leave as the case may be;

(g) An employee developing post-sterilisation complications will be allowed Special Casual Leave to cover the period for which he / she is hospitalized for a post – operative complication, on production of satisfactory evidence (If necessary, Bank's Doctor may be asked to examine and issue necessary certificate)

Ex – gratia medical aid towards medical expense for undergoing sterilization operations

(i) Vasectomy operation, upto Rs.150/-

(ii) Tubectomy operations, upto Rs.350/-

Incentive for promoting small family norms :

Permanent employees who undergo sterilization operation for promoting small family norms would receive a lumpsum reward of Rs.500/- by way of incentive, subject to the following conditions –

i. The employees must be within the reproductive age group. In the ease of a male employee, this would mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female employee, she must not be over 45 years and her husband must not be over 50 years of age;

ii. The employee should have two or three living children;

iii. The sterilization operation must be conducted and the sterilization certificate must be issued by an authorized competent authority of the Hospital or under the auspices of the Central Government Health Scheme. Where this is not possible, the sterilization certificate issued by a State Government Hospital or an Institution recognized by the Central Government for the purpose or any private hospitals (i.e. hospitals under the Management of a Trust, Charitable Institution or a Religions Mission) will suffice;

iv. The sterilization operation can be undergone either by the employee or his / her spouse provided the conditions at Serial No. (i) to (iii) above are fulfilled;

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v. The incentive will be admissible to the employee who has already undergone the sterilization operation on or after 31st December 1980 and who undergo such operation hereafter.

Note :

(i) The lumpsum reward is payable by way of incentive over and above the ex-gratia medical aid as stated above. Employees who have one child or more than three children, irrespective of their being within the reproductive age group are NOT eligible to receive this incentive although they would be eligible for Special Casual Leave and ex-gratia medical aid. Where husband and wife are both Employed in our Bank only ONE of them would be eligible to receive this incentive. Where the spouse of the employee is employed in Central / State Government or Public Sector undertaking, the employee before availing of the reward of Rs.500/- by way of incentive, should give a declaration in writing to the Bank stating that his or her spouse has not availed of such incentive from his or her employer.

(ii) The lumpsum incentive payment would be free of income tax.

(iii) Medical certificate shall be submitted alongwith the application when making claim for lumpsum incentive.

2. Special Casual Leave for voluntary blood donation:

Employee who donate blood voluntarily shall be granted 1 day's Special Casual Leave on full pay and allowances.

i. on the day of donation, if the blood is donated before 11.00 a.m.

AND

ii. either on the day of donation or on the very next day only if the blood is donated after 11.00 a.m.

Grant of such Special Casual Leave will be in addition to the Casual Leave to which an employee is entitled during the year.

Satisfactory evidence in this connection should be obtained.

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3. Special leave and payment of traveling expenses / halting allowance to defence representatives at the departmental enquiry:

Where the charge–sheeted officer employee takes assistance of the other officer employee to defend him in the Departmental enquiry, the latter will be given Special leave and paid traveling expenses / halting allowance for attending the enquiry proceedings as under –

i. He will be granted special leave on full pay and full allowances for the period enquiry is in session, including the period of traveling.

ii. He will be paid travelling expenses and halting allowance payable as on duty in the Bank (However, where the enquiry is adjourned at the instance of the defendant officer or his representative, no travelling expenses or halting allowance shall be payable)

iii. Grant of TA/DA and Special Leave will be subject to the condition that he comes from an outstation Branch within the same state. (Ref. PERS:IL:LRT:1987/44 of 4.6.1987).

4. Duty leave and payment of travelling expenses and halting allowances to employees of the bank summoned by the Court or at the instance of CBI

The following norms for treatment of absence as on Duty Leave and payment of travelling expenses and halting allowance have been laid down –

I. An officer is summoned as a witness in a court to give evidence, where the bank is involved as a party, or where he / she is required to give testimony in his / her capacity as Bank's employee, or if he / she is required by the Bank's Disciplinary Authority / Inquiring Authority to give evidence in a departmental enquiry conducted at a place outside he employee's headquarter.	a. to pay traveling expenses and halting allowance in terms of Bank's rules. However, under certain special circumstances necessistating a journey by Air or stay in hotel, actual expenses be paid to the officer with sanction of the Competent Authority not lower in rank to Assistant General Manager. b. To grant special leave on full pay & full allowances

II.	An officer is summoned as a witness by a Competent Court but the trial or suit does not involve his giving evidence on behalf of the bank or in the discharge of his duties. i.e. cases where employee is summoned to give evidence in connection with discharge of his duties in earlier employment or as a witness to the prosecution or defence in a criminal trial.	a. b.	to pay travelling expenses and halting allowances under the rules; to grant special leave on full pay & full allowances.
III.	An officer is summoned to give evidence at the instance of Central Bureau of Investigation in a Civil or Criminal case or in a departmental enquiry.	a. b.	to pay travelling expenses and halting allowance under the rules; to grant Special leave on the full pay & full allowances

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However, an employee will not be entitled for payment of travelling expenses and halting allowance and also for special leave in the following cases –

i. where he / she is a complainant in his / her individual capacity or accused in a criminal trial;

ii. where he / she is plaintiff or defendant in a private civil suit;

iii. where he / she is summoned as witness for giving deposition in a criminal trial or a civil suit relating to a private complaint or dispute in which he / she is materially interested;

iv. where he / she is required to give evidence in a departmental enquiry held by institution or organisation where he / she was earlier employed or had any connection.

Explanation : Where, however, an officer is required to attend departmental enquiry before Commissioner of Departmental Inquiries (CBI) (nominated by the Central Vigilance Commission) or to give evidence before CBI officials and / or like agencies in connection with their previous employment he / she will be eligible for payment of travelling and halting allowance as per the Rules applicable to officer staff.

PROVIDED NEVERTHELESS the employee will be eligible for granting of –

i. Casual leave or Privilege leave, if due, or extraordinary leave without pay and allowances;

ii. No Objection Certificate for receiving whatever charges or compensation from Court or Institution where he / she is required to give evidence.

Note :

In the above cases, however, the concerned employee shall make good to the Bank the compensation by way of batta / travelling paid to him by the Court or CBI or other authority or tribunal for responding to the summons. In case no such batta / travelling allowance is paid to the employee then he should be asked to produce a certificate to that effect to the Court or CBI or other authority or tribunal, whenever he was summoned to give evidence.

Reimbursement of Travelling expenses to the ex-employees (including retired / dismissed) of the Bank

(Administrative Circular No.2001-2002/3 dated 27.07.2001 – IL:RS:04)

The Personnel Committee of the Indian Banks' Association (IBA) during its meeting dated 08.05.2001 has decided that –

Whenever an ex-employee of the Bank, including a retired or dismissed employee, has to undertake a journey to attend proceedings before a Court of Law / Tribunal / Inquiring Authority to depose as a prosecution witness or as a management witness, reimbursement of TA / HA may be considered on the following lines :-

a) If he / she is appearing at the Bank's behest as a management witness in a departmental enquiry conducted by the Bank, then he / she may be reimbursed TA / HA at the current rate admissible to the cadre / grade which he / she was holding at the time of his / her retirement or leaving Bank's service.

b) If he / she is summoned by a Court of Law for giving evidence as a prosecution witness as to facts which have come to his / her knowledge in the discharge of his / her duties while in the Bank and where the prosecution has been launched at the instance of the Bank or by the local police / CBI / suo moto, then he / she may be reimbursed only the difference in the amount of TA / HA that he / she is eligible to receive from the Summoning Court concerned and the rate of TA / HA admissible to the post held at the time of leaving the Bank.

c) No TA / HA is reimbursable if he / she is appearing as a 'defence witness' in a departmental enquiry.

5. Duty leave and payment of travelling expense and halting allowance for inspection of documents.

Art officer who is charge-sheeted or against whom 'enquiry' for major penalty proceedings is to be held may, at the discretion of the Zonal Manager & upon the recommendations of the Regional Manager be allowed to inspect documents.

Request for inspection of documents should be restricted only to one occasion unless are subsequently framed against the officer, or the Disciplinary Authority considers that further opportunity to inspect documents should be given to the officer.

Such inspection of document may be allowed subject to the following :-

a. the administrative authority, under whose control the branch / office records are kept, confirms that the original records are of confidential nature and cannot be sent to the branch / office where the concerned officer is posted, or the records are so voluminous that making out copies will be unpracticable.

b. the Disciplinary Authority certificate that official records to be inspected are relevant and essential for the preparation of defence statement and also the time lapse between the date of incident and date when explanation is called for is such that it requires the officer to refresh his memory.

c. the Manager of the Branch / head of the department under whose administrative control the Officer is working certifies that journey was undertaken with his approval.

d. the duly leave so granted for inspection of documents – depending on the merits of the case – does not exceed 5 days (excluding time spent on travelling)

In addition to grant of duty leave, 'such' officer may also be paid travelling expenses and halting allowance as admissible under the Regulations

6. Compensatory off for working on Holidays:

Officers who are called upon to work on a holiday will be granted one day's Compensatory Leave in lieu thereof either in the same or in the succeeding week or shortly thereafter at the convenience of the Bank.

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However, this will not apply to those officers who attend to Safe Deposit Vault on holidays and who are eligible to draw Vault Allowance for the same. This will also not apply for travel on Sundays / Holidays on account of Bank's work.

1. Compensatory Off : Compensatory leave is to be granted when an officer is called for duties on Sunday / Holidays. The exceptional cases are – Compensatory leave is not available for travel / journey, on Sunday, Holiday for Bank's work 2) Compensatory leave not available for attending work related to half year closing as closing allowance is paid to officer for the purpose of completing closing work 3) It is not available for completing routine works of the branch / offices on Sundays / Holidays. 4) It is not permitted for grade scale IV officer and above, for attending meetings / conference on Sundays / Holidays. Compensatory off may be allowed prefix or suffix to Sunday / Holidays. The officers who are called for duties on Sunday / Holidays should avail compensatory leave at the earliest within a week or two.
2. As for as possible the Officer should not be called for duties on Sunday / Holidays. The Officer should obtain prior permission the next higher authority for working on Sundays / Holidays.
3. If during the period of sanctioned Privilege Leave an officer falls sick and submit medical certificate cum fitness certificate (request for conversion of P/L into Sick leave) Sick leave can be sanctioned for the period of sickness mentioned by the doctor in the certificate.

7. Grant of 'On Duty' /Special leave to Sportspersons/Officials who participate in various level tournaments/Championships. (Ref.HO IOM No. P:IR:AVD:582 of 7.9.1996)

The following are the recognized games for the purpose of Special Leave/ Duty leave :-

1. Football, 2. Hockey, 3. Volleyball, 4. Basketball, 5. Cricket 6. Athletics

7. Tabel-Tennis 8. Badminton 9. Body-building 10. Weightlifting 11. Chess

12. Kho-kho 13. Kabaddi 14. Carrom

When an employee is representing either the Bank or the Banks' Sports Board, he is deemed to be on 'On Duty' leave. On all other appropriate occasions, he is deemed to be 'On Special Leave'.

Purpose : When a Sportsperson from the Bank represents the State in Senior Nationals or represents the country in any series/match against other country

(with Government's approval), he may be granted Special Leave. There is no limit on the number of days leave can be granted in a year for such participation.

When a Sportsperson from a Bank is representing either the Bank or Banks' Sports Control Board in any inter Bank Tournament or in any open Tournament which may be city level or State level or which may be called or deemed as National or International level, he may be granted Duty Leave.

Sportspersons, whose services are requisitioned for National level Tournaments, may be granted Special leave even if the game is not in the list of recognized games. In case of participation of Bank employees in Tournaments/Championships in individual capacity as officials, Special Leave need not be considered even if the game is a recognized game.

A Sportsperson appointed as Umpire/Referee/Judge/Tournament Director/ Arbitrator for National Level / International Level Tournaments or appointed as Coach / Manager of National Level / International Level Teams, may be granted Special Leave for the actual No. of days of Tournament as also the time spent in travelling by the most direct route.

A Sportsperson participating in ranking/selection Tournaments is not eligible for any Special Leave.

BANK OF INDIA SABBATICAL LEAVE SCHEME FOR FEMALE EMPLOYEES (BOISLFE) –

(Br. Circular No. 106/20 dated 25.04.2012)

1. Name

The Scheme shall be called Bank of India Sabbatical Leave Scheme for Female Employees hereinafter referred as "BOISLFE".

2. Applicability

The Scheme shall be applicable to all permanent female employees of the Bank viz. Officers and Workmen Staff.

3. Eligibility

All female employees who have completed minimum 5 years of service are eligible to apply for Sabbatical Leave under the Scheme. However, those who have not completed minimum 5 years of service are also eligible to apply for the said leave and their leave will be sanctioned only in exceptional circumstances. Further, female employees against whom Disciplinary action / Vigilance / CBI /Court cases are pending, are not eligible to apply for sabbatical

leave. Those female employees who are on probation, upon their promotion from Clerical Cadre to Officer's' Cadre or from Sub-staff to Clerical Cadre, are also not eligible to apply for sabbatical leave under the Scheme.

4. Purposes

Applications under BOISLFE may be made for the following purposes :-

i) For own medical reasons;

ii) To take care of family members/children ;

iii) For higher studies in India or abroad ;

iv) For visiting spouse in India or abroad;

v) Any other purpose acceptable to the Bank.

5. Period of Leave

Application for sabbatical leave shall be for a minimum period of 3 months and shall not be taken more than once in a calendar year. The maximum period of leave that can be allowed under the Scheme will be of 2 years during entire service. The application for leave shall be sent to the Competent Authority one month in advance. Once sanctioned the said leave, the same shall be irrevocable.

6. Competent Authority

The Competent Authority for grant of sabbatical leave under this Scheme shall be as follows:-

TEG Scale VI and VII	Chairman & Managing Director
SM IV and V	Executive Director
Officers in JM-I, MM-II and MM-III	General Manager (H.R.), H.O.
Award Staff members working in Head Office	Assistant. General Manager (H.R/ I.R.), Head Office
Award Staff members working in the Zones	Zonal Manager
Award Staff members working in LCB/MCB/DMO/NBG	General Manager posted at respective NBG office
Employees (Award Staff and Officers) who have not completed 5 years of service	General Manager (HR), Head Office

7. Terms and Conditions

i) The female employee proceeding on leave under the Scheme will have the right of lien on the job.

ii) The period of leave will not be treated / reckoned as active service for the purpose of seniority and for the purpose of consequential benefits/ posts arising out of seniority including for settlement of terminal dues i.e. Provident Fund, Gratuity etc.. After the period of sabbatical leave is over, the female employee may have to rejoin/report to the Bank on the same post, at the same stage of pay and at the Branch / Office wherefrom she availed sabbatical leave. The employee will be eligible to receive the benefit of Wage/salary Revision, if any, only from the date of her rejoining/reporting at the Branch / Office. No arrears will be payable for the period of Sabbatical leave she availed.

iii) The employees are not eligible for salary, allowances, perquisites and any other consequential benefits during the leave period including reimbursement of LFC/LTC as also reimbursement of cost of Newspaper/ cleaning material and entertainment expenses etc. or any other benefit that may be accrued to her by virtue of service conditions / settlements.

iv) The LTC/LFC span of the employee will not change due to availing of sabbatical leave. The LTC/LFC cannot be carried forward or the span cannot be extended for any reason.

v) The increment (s) including stagnation increments, if any, falling due during the leave period, will be deferred correspondingly. In other words, increment falling due to her shall be released only after rejoining the Bank without any arrears. However, her last drawn pay will be protected;

vi) The sabbatical leave period availed by the employee will not be reckoned as qualifying service for calculation of pension/ commutation payable under Bank's Pension Regulations.

vii) The female employees are not eligible to participate in the promotion process during the sabbatical leave period, even if they are otherwise eligible. In other words, they can participate in promotion process only after their resuming duties after sabbatical leave period;

viii) Privilege Leave accrued and balance of Sick Leave as on date of proceeding on sabbatical leave will be protected. No leave of any kind will be earned / sanctioned during the sabbatical leave Period.

ix) No other type of leave can be prefixed or suffixed to the sabbatical leave.

x) Official Quarters or leased/Bank's accommodation will have to be vacated/surrendered before proceeding on sabbatical Leave provided the said leave period is more than eighteen months.

xi) In case, the female employee is allowed to retain the leased/subsidized accommodation for less than eighteen months, she will have to pay on her own the actual leased rent to the Landlord. In case of Banks accommodation, she will have to pay to the Bank the rent at commercial rate as applicable to the center where she is posted. In any case during the period of sabbatical leave, no rent would be payable / reimbursed by the Bank and employee has to arrange its payment from her own sources.

xii) The employee who has joined the Bank's service on or after 01.04.2010 and is governed under Defined Contributory Pension Scheme (DCPS), shall not be entitled for Bank's matching contribution in respect of the leave sanctioned to her. Similarly, the employee covered under Bank's Provident Fund rules, neither the Provident Fund contribution will be recovered nor the Bank's contribution will be payable.

xiii) In the unfortunate event of death of the employee during the leave period, superannuation benefits will be paid to the legal heirs as per the rules of the Bank, subject to the above conditions.

xiv) The Bank reserves the right to recall the employee during the leave period without assigning any reason, by giving one month's notice.

xv) The employee will have to give an undertaking to the effect that –

a) She shall keep the Competent Authority informed of her address for communication and change, if any, in the same from time to time.

b) She shall make herself available to Bank for any Departmental Enquiry, Investigation/Court Case etc. in respect of serious irregularities, if any, which may come to light subsequently. On her failure to do so, she would be liable for appropriate action as deemed fit by the Bank.

c) She shall not take up any employment/vocation/business profession elsewhere during the sabbatical leave period.

d) She shall obtain prior written permission of the Competent Authority if she intends to go abroad, for whatsoever reason.

e) She shall repay the installments/interest of various staff Loans/

overdraft from her own sources during the period of her Sabbatical leave. Failure to do so, appropriate disciplinary action shall be initiated against her.

8. After the Leave Period

i) The employee shall submit her application for rejoining to the Competent Authority (who has granted her sabbatical leave) before 30 days of the expiry of leave period. On expiry of the leave, she shall report to the duty at the Branch/Office last worked, unless otherwise advised by the Bank

ii) The employee may opt for Voluntary Retirement under the Bank of India (Employees') Pension Regulations, 1995 / Bank of India (Officers') Service Regulations, 1979, as the case may be or resign only after her rejoining the duties.

9. Liabilities

i) Festival Advance and all types of Sundry Advance, if any, drawn by the employee will have to be fully repaid before proceeding on leave, provided the period of leave sanctioned is eighteen months or more.

ii) All other liabilities of the employee will continue as per the terms of sanction. However, she should undertake to repay the loans as per the repayment schedule out of her own resources and also to make satisfactory arrangements for the same.

iii) The employee will not be eligible to apply for loans, including Housing Loan/facility, during the period of leave sanctioned to her.

10. The Scheme will come into force from 1st April, 2012.

11. The Scheme will be reviewed by the Bank as and when required and the Bank reserves the right to alter, modify or change the terms, conditions or any of the stipulations contained in this Scheme at its sole discretion.

If any question arises as to the application or interpretations of any of these terms and conditions, it shall be referred to the General Manager (H.R.) of the Bank for his decision which shall be final and binding.

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CHAPTER VIII

REIMBURSEMENT OF EXPENSES ON TRAVEL

Regulation 41 : MODE OF TRAVEL AND EXPENSES ON TRAVEL

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 may travel by 1st Class or AC Two 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 may travel by 1st Class or AC Two Tier Sleeper by train. He may, however, travel by air (economy class) if the distance to be travelled is more than 1000 kms. (Joint Note dated 27.04.2010). He may, however, travel by air (economic 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 is 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 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.

Competent Authority

Officers covered	**Competent Authority for allowing travel by air and by own car, taxi or Bank's car when on duty.**
i. Officers working in Zone	Zonal Manger
ii. Officers working in departments at Head Office.	Deputy General Manager

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 vehicles used, the cost to be incurred and the terrain covered will be reimbursed.

(a) Rules for expenses on travel by own vehicle

The rates applicable for travel by own vehicle w.e.f. 01.08.2012 shall be as under:-

Sr. No.	Type of vehicle	Revised rate per k.m. for reimbursement (Amt. in Rs.)
1.	Four Wheeler – Engine capacity of 1000 cc or more	9.00
2.	Four Wheeler- Engine capacity of less than 1000cc	7.00
3.	Motorcycle and scooter	4.50
4.	Mopeds	3.00

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It may be clarified that the reimbursement of travelling expenses under Regulation 41(2) (ii) is admissible to the Officers who undertake travel in their own vehicle, while on official duty, beyond a radius of 8 km. from their Office / Branch.

b. The Managing Director shall prescribe appropriate monthly monetary ceilings for claiming reimbursement of travelling expenses at the rates mentioned in (a) above according to the class of cities / towns for travel within Municipal Limits.

Rules for reimbursement of expenses incurred on travel & Bank's work to certain categories of officers on a monthly – consolidated basis are given in Annexure.

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

4. 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 Halting Allowance at the corresponding rates set out in Column 2 thereof

Grades / Scale of Places	Major'A' Class Cities (Rs)	Area I (Rs.)	Other Places (Rs.)
Officers in Scale IV and above	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.1,000/-

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 Grades / Scales may be reimbursed the actual hotel expenses, restring to single room accommodation charging in ITDC hotels, subject to limits as given below :-

Grade of Officers	Eligibility to stay in ITDC Hotels	Max. Room Tariff Permissible		
		Major `A' Class Cities	Area-I	Other Places
		(Rs.)	(Rs.)	(Rs.)
Top Executive Grade / Scales-VI & VII	4* Hotel	6800.00	3400.00	3000.00
Senior Management Grade / Scales-IV & V	3* Hotel	4000.00	2400.00	2000.00
Middle Management Grade / Scales-II & III	2* Hotel (Non-AC)	2400.00	1600.00	1200.00
Junior Management Grade / Scale-I	1* Hotel (Non-AC)	1600.00	1200.00	800.00

Officers in Top Executive Grade – Scales VI & VII – who are unable to stay in eligible hotels in Delhi, Kolkata and Mumbai within the permissible room tariff, are reimbursed actual lodging expenses for staying in other hotels not exceeding 125% of the room tariff of their entitled class at Delhi, Kolkata and Mumbai i.e. @ Rs.8,500/- per day.

Major `A' Class Cities : Mumbai, Kolkata, Delhi, Chennai, Ahmedabad, Bangalore and Hyderbad.

Area-I Centres* : Agra, Bhopal, Coimbatore, Indore, Jaipur, Kanpur, Kochi, Lucknow, Ludhiana, Madurai, Nagpur, Patna, Pune, Surat, Vadodara, Varanasi and Visakhapatnam.

* Centres having population of above 12 lacs as per Census 2001.

Br. Cir. No. 91 / 159 dated 16.12.1997

India Tourism Development Corporation Ltd., has agreed to offer a special discount of 20% on their revised room tariff and to provide complimentary bed tea and breakfast. Alternatively, ITDC has offer "special independence package" where normal room tariff (without discount) is charged, which is inclusive of free breakfast, lunch and dinner (buffet spread). Please note that officers can avail either of the above offers, whenever they stay in ITDC Hotels. However, where breakfast lunch and dinner are provided by the hotel free of cost, the officer would not be eligible for boarding expense, as provided in Regulation 41 (4) of Bank of India (Officers' Service Regulations.

c) Where lodging is provided at Bank's cost / arranged through the Bank free of cost 3/4th of the Halting Allowance will be admissible.

d) Where boarding is provided at bank's cost / arranged through the Bank free of cost,1 /2 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, 1/4th of the Halting Allowance will be admissible. Where, however an Officer claims boarding expenses on declaration basis without production of bills for actual expenses incurred, then he shall not be eligible for 1 / 4 of the halting allowance.

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.

Clarification regarding payment of Boarding charges / halting allowance

i. Consequent upon amendment to Regulation 41 (4) w.e.f. 1.6.1991, an officer has now option to claim boarding expenses either on production of bills / cash means for actual expenses incurred or on declaration of having incurred

expenses on boarding, subject to overall ceiling on daily boarding charges. The officer can claim the entire amount of boarding expenses either on a declaration basis on production of bills / cash memos, for full amount.

ii. An officer claim boarding expenses on a declaration basis without production of bills / cash memos for actual expenses incurred shall not be eligible for 1 / 4th of the Halting Allowance.

Rules for payment of halting allowance:

i. The place of deputation shall determine the rate of halting allowance.

ii. Halting allowance will be admissible at the specified rates even for the period spent on journey.

iii. For both, outward and inward (return) journey, the rate of halting allowance will be as applicable to the place of deputation.

Where an officer is required to visit more than one station during the official tour and is required to halt for 8 hours or more or is required to stay overnight at an intermittent place, he shall be eligible for payment of halting allowance for the journey period involved at the rate applicable to the place of halt / overnight stay.

To give an example, if an officer posted at Mumbai is deputed to Kolkata and on the way he is required to halt at Nagpur for more than 8 hours or stay there overnight, halting allowance for the journey period to Nagpur shall be payable at the rate applicable at Nagpur. For the journey from Nagpur to Kolkata, he shall be eligible for halting allowance at the rate applicable at Kolkata. It is further clarified that the foregoing will also be applicable where the halt at the intermittent station is for boarding connecting train / bus / plane for undertaking onward journey to the proposed place of deputation.

The foregoing shall also apply for claims for halting allowance for the period spent on journey from an officer transferred to another station.

iv. Halting allowance will not be admissible for movement within the places, which are taken as one unit for area wise classification.

v. In terms of Regulation 41 (4) (a), halting allowance at one-half the rate given under Regulation 41 (4) shall be payable where the total period of absence is less than 8 hours but more than 4 hours.

It is however clarified that halting allowance as above will be payable if –

a. the officer is required to proceed on duly beyond the Municipal Limits of the headquarters and to a distance not less than 8 kms. from the headquarter (regular place of work). Further, no halting allowance will be payable for

movement within the places which are taken as one unit for areawise classification.

b. the total period of absence from head quarters is more than 4 hours hut less than 8 hours.

(Officers attached to Mobile Branch Unit may also claim halting allowance as above provided they fulfill the eligibility norms).

Note :

1. In case of metropolitan towns like Mumbai, the Municipal Limits would be deemed to cannot outside the Greater Mumbai limits.
2. In case of towns like Delhi, New Delhi or Hyderabad & Secunderabad the journey to qualify for halting allowance should take them to distance beyond the Municipal Limits of both the Municipalities taken together.
3. While calculating halting allowance for the above purpose, the rate of halting allowance payable at the place of visit will be taken into account.
4. The Officer will not be entitled to claim incidental expenses viz, expenses on tea, snacks, lunch, etc., for that day – either during journey or during the day.
5. The Officers is entitled to claim, in addition to halting allowance, actual to and for travelling expenses wherever incurred as may be permissible.
6. Where the period spent on duty outside the headquarters comes to beyond 24 hours, the officer will be eligible for the halting allowance at the full rate on the date on which he has returned to the headquarter, even though he may not have completed 8 hours on the date of return to his headquarters.

For example - An officer leaves headquarters for official duty on 26th September 2011 at 7.30 a.m. and returns to headquarters on 29th September 2011 at 8.30 a.m. he will be eligible for halting allowance for 4 days at the permissible rate.

7. Halting allowance may be sanctioned by the Zonal authorities for a maximum period of 100 days, where after the officer will cease to draw Halting Allowance unless specifically sanctioned by Head Office.
8. Upon request in writing, advance may be granted upto the extent of 75% of the halting allowance payable subject to a maximum of 30 days halting allowance.

Such advance may be paid one or two days before proceeding to the place of deputation / training etc.

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Reimbursement of out–of–pocket expenses to Officers deputed to Training Colleges / Centre / Institutions

Br. Cir. No. 100/165 dated 17.01.2007 - Reimbursement of Out-of-pocket expenses to Officers attending the Bank's residential / non-residential Training – w.e.f. 24.12.2006

For Officer Trainees

	Non-residential programme (Existing rates)	**Non-residential programme (Revised rates)**	**Residential programme (Existing rates)**	**Residential programme (Revised rates)**
Local Trainees	Rs.50/- per day	Rs.75/- per day for Mumbai & Delhi (NOIDA) Rs.60/- per day for the other Centres (No reimbursement will be admissible towards local to & fro travel between the place of stay and the Training Centre)	No provision	Equivalent to 1/4th of the Halting Allowance.
Upcountry Trainees	Rs.50/- per day	Trainees will be eligible for regular halting allowance as per the relevant provisions of the Bank of India (Officers') Service Regulations, 1979. (No reimbursement will be admissible towards local to & fro travel between the place of stay and the Training Centre), and no out-of- pocket expenses will be payable.)	1/4th of halting allowance	Trainees will be eligible for 1/4th of Halting Allowance, as per the relevant provisions of Bank of India (Officers') Service Regulations, 1979 (no change)

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The other rules/instructions, in force with effect from 24.12.2006, regarding reimbursement of travelling expenses/out of pocket expenses are summarised below:-

i) The reimbursement of travelling expenses/out of pocket expenses, wherever permissible, shall be made on the basis of declaration;

ii) The reimbursement of expenses as above will be only for the actual period of training;

iii) The employees who do not avail of residential facility (after availing permission from the Competent Authority) though available, will not be eligible for reimbursement of any travelling/out of pocket expenses;

iv) Upcountry trainees (officers) deputed to non-residential training

College/Centres/Institutions may claim –

a) Halting allowance as per Bank of India (Officers') Service Regulations, 1979 OR

b) Actual hotel expenses as per Bank of India (Officers') Service Regulations, 1979 and 1/4th halting allowance where bills are produced for boarding charges. (However, 14/th halting allowance will not be admissible when the boarding charges are claimed on declaration basis).

The officers will also not be eligible for reimbursement of local traveling and out-of-pocket expenses.

Br. Cir. No. 96 / 151 dated 10.02.2003

For settling the claims of Local Trainees (Non – Residential, in respect of actual conveyance charges, it should be ensured that

a. the fare is reasonable and in tune with prevailing mode of transport (Taxi / Rickshaw fare should not be considered).

b. The claim is settled only for the differentials particularly in cases where the location of Training Centre is at a place nearby to the trainee's regular work place.

Reimbursement of expenses towards transportation, porterage, etc.,

1. Actual transportation/ traveling expenses incurred from the residence to airport! Railway station/ S.T. Bus station on the date of leaving the headquarters for official duty will be reimbursed. Similarly, transportation/ traveling expenses incurred on the date of return to Head quarters from airport/ railway station/ S.T. Bus station will also be reimbursed.

2. Transportation/travelling expenses incurred at the place of official duty on the date of arrival from the airport/ railway station/S.T. Bus station to hotel and / or office will be reimbursed. Similarly on the date of leaving the place of such official duty, transportation/ traveling expenses incurred from hotel to airport/ railway station/ S.T. Bus station will be reimbursed.

3. Porterage / coolie charges as per the approved rates will also be reimbursable.

Travelling Expenses to Branch Manager/ Manager Designate of New Branches.

Where the Zonal Manager, having regard to the facts of individual case allows the incoming Branch Manager/ Manager Designate to arrange for his accommodation at a nearby centre, reimbursement of to/fro traveling expenses for travel by public mode of transport may be allowed for a period not exceeding 2 months. Reimbursement of traveling expenses beyond 2 months would require prior approval of Head Office.

Travelling expenses to officers sent on deputation to places where lodging/ boarding facility is not available.

At Centres – particularly rural and semi-urban - where reasonably good lodging/ boarding facilities are not available, the Zonal Manager may allow officers sent on deputation to such places, during the absence on leave of the permanent incumbent, to make arrangement for stay at the nearest possible centre, and allow reimbursement of to/fro traveling expenses by public mode of transport. However, Halting Allowance as admissible under the rules at the place of deputation will also be payable.

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ANNEXURE

Br. Cir. No.103/154 dated 29.12.2009

OFFICERS OWNING A VEHICLE WHO ARE ELIGIBLE TO CLAIM REIMBURSEMENT OF TRAVELLING EXPENSES ON MONTHLY CONSOLIDATED BASIS (w.e.f. 01.01.2010)

	Major 'A' Class Cities		Area I		Area II		Area III	
For Car Owners	**Monetary Limit**	**Petrol Limit**	**Monetary Limit**	**Petrol Limit**	**Monetary Limit**	**Petrol Limit**	**Monetary Limit**	**Petrol Limit**
Scale I	700	45	600	45	600	40	500	35
Scale II	1050	55	1000	55	1000	50	800	45
Scale III & IV	1350	70	1200	70	1200	60	1000	50
All categories of Officers referred above For Two Wheelers	**Major 'A' Class Cities**		**Area I**		**Area II**		**Area III**	
	Monetary Limit	**Petrol Limit**	**Monetary Limit**	**Petrol Limit**	**Monetary Limit**	**Petrol Limit**	**Monetary Limit**	**Petrol Limit**
Motor-cycles & scooters	700	35	650	35	600	30	500	25
Mopeds	700	30	650	30	600	25	500	20

Major 'A'	Ahmedabad, Bangalore, Chennai, Delhi, Hyderabad, Kolkata & Mumbai
Area I	Places with population of 12 lakhs and above
Area II	Places with population of 1 lakh and above but less than 12 lakhs
Area III	All other places

Ceiling limits for reimbursement of expenses on Travel on Duty on Petrol / Diesel consumption basis:

Sr. No.	**Categories of Officers**	**Monthly reimbursement (Rs.)**
1.	Officers in Junior Management Grade Scale I	500/-
2.	Officers in Middle Management Grade Scale II & III	675/-
3.	Officers in Senior Management Grade Scale IV	800/-

It has been decided to reimburse diesel / gas / CNG consumption expenses for travel on duty to the eligible officers owning two wheelers/ motor car/ jeep / van with diesel engine upto the amount arrived at for petrol limits (in litres) as per entitlement as applicable to the centre/place where the said officer is posted,

w.e.f. 01.09.2011. (Ref.Br. Cir. No. 105/85 dated 22.08.2011).

Note:-

i. Metropolitan cities for this purpose would mean branches in Mumbai Delhi, Kolkata, Chennai, Hyderabad, Ahmedabad and Bangalore.

ii. All the Officers of the Bank will be eligible to claim on monthly consolidated basis, the expenses incurred on travel for Bank's work, upto a radius of 8 kms. From the Branch/ Office.

Officers who are provided Bank's Car for Official use will not be covered by the above facility.

i. To and fro journey between branch/ office and residence should not be treated as travel on duty and no reimbursement for such journey be made.

ii. Expenses incurred on maintenance/ repairs of vehicle owned by the officer will not be reimbursed.

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Area of Operation

Reimbursement of traveling expenses as specified in(I) & (II) above, will be restricted for travel on short journeys within a radius of 8 kms. from the office/ branch.

For travel on duty beyond a radius of 8 kms. from the office/branch, reimbursement of the actual traveling expenses either by public mode of transport or at the stipulated rate under Regulation 41 (2) (ii), if travel is undertaken in own vehicle, will be considered.

Reimbursement when not available

Reimbursement would not be available if Bank's car is provided for official use. Where, however, a Bank's car is in garage for repairs, etc. for a period of one month or more, reimbursement either as in(1) or (2) above, as may be applicable, may be permitted.

Also, where Bank's jeep or motor cycle is provided for agricultural work, it must be used for Bank's work beyond a radius of 8 kms. From the branch/ office. Where the Bank's jeep or motor cycle is in garage for repairs, etc. for a period of one month or more, reimbursement as provided above, may be permitted.

Limits are non – cumulative

The limits stipulated arc maximum permissible per month and are non cumulative. Only pro-rata reimbursement will be admissible to the eligible officers when they are away on leave, duty or training etc.

Payment of local conveyance expenses.

Officers Covered by the facility will not be eligible to claim any other local conveyance expenses, except in the following circumstances.

i. Journey to and fro airport/ railway station for travel on duty out of headquarter;

ii Travel on Bank's work beyond a radius of 8 kms. from the branch/ office.

Travelling expenses will be reimbursed in the above cases, as under -

iii. Actual expenses when travel by public mode of transport;

iv. At the rate stipulated under Regulation 41(2) (ii) when travel is undertaken in own vehicle.

Reimbursement when officer's own vehicle is in garage

When own vehicle is in garage for a period of one month or more and Bank's car is also not provided for official use, the eligible officer will claim reimbursement for that period at the rate applicable to officers who do not own a vehicle.

Declaring regarding owning a vehicle

Officers who already own a vehicle (or those who purchase a vehicle hereafter) and are eligible to claim traveling expenses in the above manner will advise the Competent Authority, about their owning a vehicle and using it for Bank's work. Similarly, advice should be sent when the vehicle is disposed of.

Claim for reimbursement

The eligible officer may claim at the end of every month (now every quarter) reimbursement of traveling expenses indicating the aggregate expenses incurred by them on account of travel for office work during a specified period.

The memo for claiming reimbursement will be addressed to the competent Authority.

The officers may maintain a record of travel for Bank's work.

It should however be noted in this connection that claims within the limits represent actual expenses incurred and do not become a source of profit. It should also not generate into an automatic payment of a fixed amount on certificate basis.

Reimbursement on the basis of claims will be made at the end of every quarter to the debit of Branch P& L A/c. Travelling Expenses.

Note : Where the place of work of the officer is different from the place of work of the competent Authority, the reimbursement will be made by the branch/ office where the officer is working and claim forwarded to the competent Authority within 10 days of such reimbursement.

Officers who are not covered by the above facility

Officers who are not covered by the above facility will be reimbursed traveling expenses incurred for Bank's work as under :-

(i) Actual expenses for travel by public mode of transport (w.e.f. 15.1.97) OR

(ii) Expenses for travel by own vehicle as under –

Type of Vehicle

Cars 1000 cc above	Rs. 9.00 /km.
Less than 1000 cc	Rs. 7.00 / km
Motor Cycle / Scooter	Rs. 4.50 / km
Moped	Rs. 3.00 / km

Officers sent on relief duties to local branches

Eligible officers, if deputed to local branches on relief duties, will not be entitled to claim any extra traveling expenses. If however, the office of deputation is situated beyond the radius of 8 kms. from their parent office/ branch, then on the 1st day and last day of deputation they will be reimbursed actual travelling expenses.

Officers who are not covered by the above facility may be reimbursed traveling expenses on pro-rata basis, maximum Rs.100/- P.M. In their case also, if the office of deputation is situated beyond the radius of 8 kms. From their parent office/ branch, on the 1st and last day of deputation, they may be reimbursed actual traveling expenses and for the remaining period of deputation, pro-rata, subject to maximum of Rs.100/- p.m.

Competent Authority

Following will be the competent authority for reimbursement of traveling expenses on monthly- consolidated basis-

Category of Officer	**Competent Authority**
a) Dy. Zonal Managers / Chief Managers	Zonal Manager / Assistant General Manager (Personnel)
b) Branch Managers	Claims of Managers may be sanctioned by other lower delegated authority at the Branch (Ref HO IOM P / A SSG / 1092 dated 2.9.2002
c) Other Officers	
At Head Office	Assistant General Manger (Personnel)
At Zonal Office	Dy. Zonal Manager
At Branch	Branch Manger

REGULATION: 42 - TRANSFER TRAVELING ALLOWANCE, ETC,

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

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

Explanation:

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

For the above purpose, the term wholly dependent will mean as under:-

a. Monthly income of the parents either individually or collectively, does not exceed Rs.3500/-

b. Monthly income of the child / dependant parents does not exceed Rs.3500/- individually. Where, however, the income of both the parents exceeds Rs.3500/- either individually or collectively of an employee even though ordinarily residing with him / her and not having an independent income of Rs.3500/- P.M. will not be considered as dependent on the Officer.

c. In the case of female employee, additionally, the following will be taken into account :-

   i. The parents of the female employee ordinarily reside with her; and

   ii. The female employee is the only earning member in the family of her parents (if there are other members earning but they are married daughters, the Bank may consider on merit the claim of the female employee for the inclusion of her family)

   As per clarification received from the Indian Banks' Association, the family also includes-

   - Deserted daughters / sisters residing with and wholly dependent on the employee;

   - Married daughter of the employee only in exceptional circumstances, such as where she has been divorced, abandoned or separated from the husband and is residing with and is wholly dependent on the employee.

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Regulation 42 (2)

(i) (a) On and from the 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 he has family	Where he has no family
Rs.14500/- p.m. to Rs.19400/- p.m.	3000 kgs.	1500 kgs
Rs.19401/-p.m. and above	Full Wagon	2500 kgs

As per IBA guidelines, if the Officer on transfer, is shifting his personal effects between the two places by approved Lorry Transport Operator, even if the two places are connected by train, then reimbursement of expenses may be made at the following rates subject to wage stipulations as in Regulation 42 (2) :-

Sr. No.	Distance in Kms	Rate @ per ton / per km.
1.	Upto 1000 kms.	Rs. 2.80
2.	Beyond 1000 kms.	Rs. 2.00

The above rates will apply on slab basis.

The Officers transferred to shorter distance upto 300 kms, the reimbursement may be permitted upto the amount chargeable for 300 kms. i.e. 300 x weight x Rs.2.80.

(ii) Further, if an officer is 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.

Where as Officer on transfer transports his baggage by lorry, for the purpose of reimbursement o charges, the max limit in cases where "Full Wagon" is applicable shall normally be 60 quintals by goods train. However where the expenses incurred are beyond such maximum, the bank may , keeping in

mind the hardship involved to the officer concerned, reimburse the actual expenses incurred on the basis that the minimum charges for transport of goods in an 8 wheeler wagon would be 120 quintals provided the baggage is transported through the approved transport operators.

Since there is no stipulated rates like railways (Full Wagon weight = 60 quintals) etc., in lorry transport, the only way is to reimburse the charges on actual weight of the goods transported, where the full truck is not engaged, as the luggage is of lesser quantity. If a full truck is engaged, the reimbursement is restricted to actual charges incurred or the rates calculated as above for the distance covered subject to weight stipulation as in this Regulation.

(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.

Regulation 42 (3) : 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	**Lumspum**
Officer in Scale IV and above	Rs.12000/-
Officers in Scale I, II and III	Rs. 9000/-

Regulation 42 (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 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 charges, for reasons beyond his control, the Competent Authority may consider on merit, grant of Halting Allowance to him upto a maximum period of 7 days, or till the time the quarters are made available to him, whichever is earlier.

Br. Cir. No.94/209 dated 14.02.2001

Guidelines in respect of payment of Halting Allowance to the transferee Officers where transfer involves change in place of posting would be subject to –

a) That Officer does not own a residential accommodation in his name or in the name of spouse or in the name of their dependent child at the place of posting.

b) That even if residence as above is owned by an Officer, the same is not readily available for his occupation on transfer, since the same has been let out with Bank's prior permission.

c) That Halting Allowance as above may also be paid to a transferee Officer even if he does not vacate residence provided to him at his earlier place of posting during the above period of 7 days.

Further, if bachelor type/ sharing accommodation is provided on reporting, the Transferee Officer will not be eligible for payment of Halting Allowance as above even though Bank's residential accommodation for the use his family members at other approved centre of his choice is not provided. However, in case of officers who are transferred from one zone to another and posted in Zonal Audit Office, they will be eligible for payment of Halting Allowance provided Bank's residential accommodation at an approved centre of their choice for the use of their family members is not provided (It is understood that these officers do not request for Bank's Accommodation at their place of posting).

Br.Circular No. 105/86 dated 22.08.2011 (Board Memo dated 06.8.2011)

In terms of Board approval dated 06.08.2011, Officers transferred from one place to another (where there is a change in the place of posting) are entitled to claim actual lodging/boarding expenses within their entitlement as applicable to their new place of posting for maximum seven days or till the quarters/accommodation is made available by the Bank, whichever is earlier. These guidelines are applicable to all the Officers including the officers posted in Branches in designated positions such as Branch Manager, Dy. Chief Managers etc.

Other terms and conditions viz. owning residential accommodation by transferee Officer / spouse at the place of posting, bachelor type sharing accommodation provided by the Bank etc. as mentioned in Branch Circular No.94/209 dated 14.02.2001 are required to be fulfilled while considering the claim of transferee Officer for reimbursement of lodging /boarding expenses as per the revised guidelines communicated vide this Branch Circular.

Administrative Instructions

A) Reimbursement of traveling / transportation expenses to officers on probation:

1) Promotee Officers are eligible for reimbursement of traveling / transportation expenses upon transfer during probation period.

2) A directly recruited Officer will be eligible to claim actual traveling expenses, if any, incurred by him for himself alone, for travel from his station as recorded with the Bank or from his place of domicile / home town, to the place of joining as may be instructed by the Bank, by the class and mode of transport to which he is eligible as per Regulation 41.

However, he will not be eligible to claim reimbursement of transportation charges for his personal effects.

B) Definition of the term 'Full Wagon' :

The expression full wagon shall mean 4 wheeler full wagon and charges to the full extent for the full wagon will be considered for reimbursement.

As per Regulation 42 (2) (i) (a), an Officer drawing Basic Pay Rs.19401/- and above p.m. is entitled for reimbursement of expenses incurred on transportation of baggage by full wagon in goods train. If the baggage is transported by lorry, reimbursement will be limited to the actual freight charges subject to the cost no exceeding the equivalent charges for transporting 60 quintals by goods train. If the actual expenses incurred for transporting luggage by 'lorry exceed the equivalent charges for transporting 60 quintal by goods train. Reimbursement of actual expenses will be considered subject to the cost not exceeding the equivalent charges for transporting 120 quintals in 8 wheeler wagon by goods train provided the goods are transported through an approved transport operator. If approved transport operator is not available in a particular sector, comparable charges levied by the approved transport operator for the distance covered by road shall be reckoned for the purpose.

C) Reimbursement of traveling expenses/ halting allowance where the vehicle (motor car or scooter / motorcycle) owned by the officer is driven by road to the new place of posting:-

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1) Where a car or scooter / motorcycle is driven by road, the reimbursement would be at the same rate as applicable foe travel by road in own vehicle on duty as laid down under Regulation 41(2) (ii) (a).

	Type of Vehicle	**Reimbursement per k.m.**
i.	Four Wheeler – engine capacity 1000 CC or more	Rs.9.00
ii.	Four Wheeler – engine capacity of less than 1000 CC	Rs.7.00
iii.	Motor Cycle and Scooter	Rs.4.50
iv.	Moped	Rs.3.00

2) While the officer himself will not be eligible for traveling expenses, if the family does not accompany the officer in the car or on the scooter/ motorcycle, they (family) will be eligible for reimbursement of traveling expenses as laid down in Regulation 42 (1).

3) Admissible halting allowance will however be payable to the officer for the normal journey period involved for travel by road to the new place of posting.

D) Halting Allowance on transfer :

- For the journey period, the Officer will be eligible to claim halting allowance for him, as applicable at the place of new posting.
- Where enroute to the place of posting the Officer is required to halt at an intermittent station for a period of not less than 8 hours or is required to stay overnight at such intermittent station, halting allowance as applicable to the Centre of halt will be admissible. Such halt at the intermittent – station may be either because of failure of transportation or for taking connected ST / Train / Plane to the place of posting.
- For the onward Journey from such place of intermittent halt, halting allowance as applicable to the place of permanent posting will be admissible.

General :

- Reasonable expenses on travel from residence to airport/ railway / S.T. Bus station at the place from where an Officer is transferred and from the air port / railway / S.T. Bus stand to the residence at the place of new posting will be reimbursed.

- Payment of lumpsum amount for expenses connected with packing, local transportation, insuring the baggage etc. which is admissible under the provisions of Regulation 42(3) can be made against Officer's declaration of laving incurred the same and that he will not have any further claim in this regard The said claim cam be considered independent of the claim relating to transporting house hold luggage.
- All the claims relating to Transfer Travelling allowance can be sancationed by the respective delegated authorities. As per Clause B(1) contained at Table – II of Branch Circular No.95/87 dated 03.10.2001, issued by the' Systems & Management Services Department, Head Office, all designated Officers from Scale I and above are fully empowered to sanction traveling expenses on transfer.
- The Procedure to be followed for reimbursement of transportation charges / lumpsum amount

  1) The application will be addressed to the Manager of the Branch from where Officer is transferred, if the personal baggage is transported prior to reporting to the new place of posting.

  2) Where, however, the personal baggage is being transported reporting to the new place of posting, the application will be addressed to the Manager of the transferee Branch.

  3) Steps to be taken by the transferor Branch :-

- The Branch Manager will work out the entitlement of transportation expenses as per Regulation 42(2) on the basis of railway tariff table for transportation of personal baggage by goods train to the new place of posting. Where the 2 points are not connected by rail, entitlement may be worked out notionally.
- The Branch Manger may also allow permissible reimbursement as per Regulation 42(3) towards packing, local transportation, insurance and other expenses incidental to transfer and travel ors transfer.
- The advance payment, as calculated above, will be made only 1 or 2 days prior to transportation of personal baggage as declared by the Officer.
- An intimation for the amount of advance along with the application – cum – declaration shall be sent to the transferee – Branch if the posting of the Officer is known. Where the posting of the Officer is not known, the amount of advance payment may be debited "G/L Suspense (Debit)

Account Advance payment of transportation expenses to Mr.----------.

- The Relieving Memo shall state whether or not advance payment of transportation expenses is made and if so, the amount thereof.

4) Steps to be taken by the transferee Branch

- The amount of advance paid by the transferor branch be wiped by debiting G/L Suspense (Debits) Account by the transferee branch.
- The transferee Officer should to submit final claim along with bills, receipts, cash memos, etc. within 15 days of his reporting the Branch / 15 days from the date of the bill.

Clarification - Ref: HO IOM P/A/ SSG /1092 dated 2.9.2002

- All delegated authorities from Scale I onwards are empowered to settle the claims upto 120 Qtls;
- Transportation by IBA approved Transport Operator entitlement is 120 Qtls and other cases 60 Qtls;
- In certain sectors viz, Rural, Semi- Urban and Some Urban centres where facility of IBA approved transport operator is not available entitlement may be permitted for 120 Qtls;
- If Four Wheeler is transported by separate lorry additional entitlement for 60 Qtls. may be permitted;
- Officers in JMS-I upto Basic Pay of Rs.19400/-, entitlement is 30 Qtls only for both IBA approved / Non-approved Transport Operator;
- Shifting of goods to a place other than new place of posting may be permitted within the entitlement from place of previous posting to place of new posting.
- Applicable class of wagon load of Tariff Table is 250 for shifting of goods not for sale.

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REGULATION 43 : TRAVELLING ALLOWANCE ON RETIREMENT

The facility of traveling allowance on retirement is extended to all retiring officers to enable them to settle down at a place of their choice irrespective of the place of their posting at the time of retirement. In case officer desires to settle down in place other than his place of hometown / domicile, you may please ensure that he produces sufficient proof for settling down at such a place.

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.

Note :

(1) The forgoing will also apply where an officer has been compulsorily retired from the service as per Regulation 19. Similarly, where an Officer retires voluntarily as per the rules in this regard, he will be eligible to the travelling allowances as laid down in the above regulation 42.

(2) On retirement, claim for travelling allowance as above will be considered within a reasonable period not exceeding six months from the date of retirement.

(3) As per Circular IOM NO.P:IR:SRC:1459 dated 24.09.1987 - The Government of India vide their letter F.No.4/10/2/-86-IR OF 18th July, 1986, decided to extend certain facilities to the retiring Officers so that they are not put to hardships immediately after retirement. The relevant extract of the Government letter (noted at B.M. 21.11.986) are reproduced below for information and strict compliance.

"It has been decided that the Officers who give written request in advance may be granted the following facilities for a period of two months only from the date of retirement.

a) Residence, if any on charging only such amount as he was paying just prior to his retirement. Receipt should not be issued for the rent paid by the Officer. (Br.Cir. No. 89/43 of 12.06.1995)

b) Telephone, if provided during service period, on the condition that the telephone bills will be paid by the Officer."

No other facility other than 1 and 2 above should be extended during the post retirement period. Further, the Government have directed that the amount of gratuity payable to such Officers who have been given the above facilities should be released only after getting the vacant possession of the accommodation / flat, settlement of the telephone bill / rent, etc.

(4) Reimbursement of expenses as above would be restricted to travel / transportation within India.

(5) 'Family' for this purpose would have the same meaning as in Regulation 42.

(6) In the case of death of an Officer at the station where is he last posted, his family will be eligible to claim reimbursement of travelling and transportation expenses as above.

Br. Cir. No. 94/111 dated 11.09.2000

The facilities listed in Point No.1,2,3,4,5 and 6 above are presently allowed to an Officer –

(a) Retiring on superannuation

(b) Retiring voluntarily at any time after completion of 55 years of age or 30 years of total service.

In terms of clarification received from the Government of India, Ministry of Finance vide their communication dated 28th July, 2000, the Officers taking voluntary retirement in terms of Regulation 29 of Bank of India (Employees') Pension Regulations, 1995 are eligible to claim Travelling Allowance as provided in Regulation 43 of the Bank of India Officers' Service Regulations, 1979. Accordingly, the Officers retiring under the provisions of Pension Regulations will also be eligible for the facility of travelling allowance on retirement as mentioned above.

Br. Cir. No. 105/148 dated 05.12.2011

The Board has approved the modification in the Standard Items of furniture / fixtures, permissible units, their individual cost ceilings, etc. as per Annexure-I.

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ANNEXURE – I

The list of items of furniture & fixtures

(Amt. in `)

Sr. No.	Name of Item, Brand Name, Model etc.	No. of units permissible	Cost ceiling (scale I to III)	Cost ceiling (scale IV & V)	Cost ceiling (scale VI & VII)	Expiry Period (No.of Yrs.)
1.	Cots (single) with mattresses & pillows	6	7500	10000	12500	7 (Cot) 3 (Mattr)
2.	Cots (Double) with mattresses & pillows	3	15000	17500	20000	--do--
3.	Diwan	1	10000	12500	15000	7
4.	Dining table with Chairs (4/6)	1	20000	25000	30000	7
5.	Sofa Set (3+1+1)	1	20000	25000	30000	5
6.	Teapoy	1	5000	7500	10000	7
7.	Dressing Table with Stool	1	10000	10000	10000	7
8.	Steel Almirah	1	20000	20000	20000	10
9.	Writing table with Matching Chair (1)	1	8000	9000	10000	7
10.	Ceiling Fans	3	3000	3000	3000	10
11.	Table Fans	1	2000	2000	2000	10
12.	Pedestal Fan	1	5000	5000	5000	10
13.	Boiler/Geyser	1	7000	9000	12000	7
14.	Water Purifier (Aqua Guard, Usha Brita etc.)	1	10000	10000	10000	5
15.	Refrigerator (165 litres to 300 litres with stabilizer and stand)	1	20000	25000	30000	7
16	Washing machine	1	15000	20000	25000	7
17.	Vacuum Cleaner	1	7500	10000	12000	7
18.	Curtain + Pelmets		15000	20000	25000	3
19.	Kitchen Gas stove	1	2500	5000	7500	7
20.	Invertor	1	20000	20000	20000	5
21.	Television	1	30000	30000	30000	7

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1. Two 1.5 Tonne capacity window air conditioners to be provided to the Executives in Grade/Scale V, VI & VII at residential accommodation provided; Replacement to be done only after 7 years.
2. One Air-conditioner of 1-Tonne capacity to be provided at the residence of Senior Management – Scale IV - Replacement to be done only after 7 years.
3. Steel Almirah - No. of units permissible to Executives in Scale IV to VII - 2
4. Ceiling Fans - No. of units permissible to Executives in Scale IV to VII - 5
5. Geyser - No. of units permissible to Executives in Scale IV to VII - 2
6. Taxes, duties, installation charges, Transportation charges etc. would be extra

It has also been approved that at the time of retirement (only on superannuation or under the provisions of Pension / Officers' Service Regulations), the Officer will be permitted to purchase the furniture items at the residential accommodation provided to him by the Bank by paying an amount equivalent to original cost of the item less 10% of such cost for each completed year from the date of purchase of the said furniture item.

However, (i) the furniture item to be purchased by an Officer should necessarily be in use for minimum four years from the date of purchase; (ii) in case of furniture item to be purchased by an Officer is in use for 10 years from the date of purchase, the minimum amount to be recovered from the concerned Officer should be 5% of the original cost. The balance amount in the said Furniture A/c. after appropriating the recovered amount from the Officer at the time of purchase of furniture by him may be debited to Bank's Profit & Loss A/c. The Estate Department, Head Office, to administer the scheme as is being done presently and the modalities for administering the scheme to be decided by them.

Branch Circular No. 105/88 dated 22.08.2011

A) Repurchase at the time of cessation of service/promotion

Once an Officer has availed facility under the Scheme, he will have to compulsorily purchase the furniture at the time of his ceasing to be in the service of the Bank, for any reason whatsoever, OR on being promoted to Scale IV and provided with furnished accommodation. The cost of furniture to be recovered from the concerned Officer is to be arrived at as follows:-

a) In respect of wooden / steel furniture items such as cot, divan, dining table, sofa set, chair, teapoy, dressing table, writing table, cupboard, kitchen gas stove and certain electrical equipments such as ceiling/

table/pedestal fans, boiler, geyser, water purifier, vacuum cleaner, invertor etc., 10% of the original cost of the item to be reduced for each completed year from the date of purchase and the remaining amount to be recovered from the concerned Officer;

b) In respect of AC/ Washing machine/Refrigerator, Television 15% of the original cost of the item to be reduced for each completed year from the date of purchase and the remaining amount to be recovered from the concerned Officer;

c) In respect of curtains, mattresses, pillows - 30% of the original cost of the item to be reduced for each completed year from the date of purchase and the remaining amount to be recovered from the concerned Officer;

d) The entire cost of furniture item to be recovered if the item is purchased by the Officer before completion of one year from the date of purchase.

e) In case at the time of ceasing to be in the service of the Bank for any reason whatsoever if the amount towards cost of the furniture as mentioned above in points (a) to (d) as applicable is not paid by the concerned Officer, the said amount will be recovered from the terminal / other dues payable to him;

The balance amount in respect of the said furniture after appropriating the amount recovered from the concerned Officer at the time of purchase of furniture by him may be debited to Bank's Profit & Loss Account.

REGULATION 44 : LEAVE TRAVEL CONCESSION

i) During each block of 4 years, an Officer shall be eligible for leave travel concession for travel to his place of domicile once in each block of two years. Alternatively, he may travel in one block of two years to his place of domicile and in another block of two years to any place in India by the shortest route.

ii) On and from 01.06.1991, 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 traveling in one block of two years to his home town and in other block to any place in India, be permitted encashment of privilege leave with a maximum of 15 days in each block or 30 days in one block. For the purpose of leave encashment all the emoluments payable foe 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 authorizing the Bank to remikt the amount to the Fund.

iii) The mode and class by which an Officer may avail of leave travel concession shall be the same as in the case of travel on transfer, and other term 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.

In terms of the prevailing guidelines (As per Joint Note dated 27.04.2010 signed between IBA and Banks' Officers Associations) it is also provided as under :-

Alternatively, an Officer, by exercising an option anytime during a 4 years block or two year block, as the case maybe, 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 the eligible fare for the class of travel by train to which he entitled upto a distance of 4500 kms. (one way) for Officers in JMG Scale I and MMG Scale II and III and 5500 kms (one way) for Officers in SMG Scale IV and above. 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 availed of. The facility of encashment of privilege leave while availing of Leave Fare Concession is also available while encashing the facility of LTC.

Provided that w.e.f. 1st May 2010 an officer in Junior Management Grade Scale I while availing 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 rules shall apply when an officer in Middle Management Gracie Scale II and Middle Management Grade Scale III while availing LTC where the distance is less than 1000 kms

Rules & Administrative Guidelines for availment of Leave Travel Concession:_

I) Eligibility and Leave Period:

ii) All confirmed officers will be eligible for availment of Leave Travel Concession facility along with their families .

As regards officers on probation, as a Rule, Leave Travel Concession (and leave encashment) will not be allowed during probationary period. Where the officer's span for availing leave travel concession comes to an end during the probationary period, the same may be carried forward to the next year. However, under very special circumstances for following reasons and / or on genuinely humanitarian grounds, leave sanctioning authority may allow Leave Travel Concession and / or encashment –

a) Marriage of the officer,

b) For attending last rites / funeral of parents, brothers, sisters, spouse and children,

c) For visiting ailing near relatives, i.e. parents, brothers, sisters, spouse and children,

d) Officer's own sickness.

Note: Definition of family (As per Joint Note dated 27.04.2010 signed between IBA and Banks' Officers Associations)

For the purpose of leave fare concession, the expression 'family' of an Officer shall mean an Officer's spouse, wholly dependent unmarried children (including step children and legally adopted children), physically challenged brother / sister with 40% or more disability, as also parents ordinarily residing with and wholly dependent on the Officer.

The term wholly dependent child / parent, wholly dependent physically challenged brother / sister shall mean such member of the family having a monthly income not exceeding Rs.3500/- p.m.

If the income of one of the parents exceeds Rs.3,500/- p.m. or the aggregate income of both the parents exceeds Rs.3,500/- p.m., both the parents shall not be considered as wholly dependent on the Officer.

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In the case of female employee additionally the following will be taken into account :

The parents of the female employee ordinarily reside with her, and

The female employee is the only earning member in the family of her parents (if there are other member earning but they are married daughter, the bank may consider on merit the claim of the female employee for the inclusion of her family).

ii) Leave Travel Concession will be considered during any kind of leave. However Encashment of privilege Leave as provided under Regulation 44(ii) shall he considered to an officer when he avails of Leave Travel Concession on any kind of leave.

(iii) (a) If the husband and wife both are employees of the Bank, only one of them will be eligible to Leave Travel Concession, as per his / her entitlement, in a particular block of 4 years. In other words, where one of the spouse avails Leave Travel Concession under his / her span, the Leave Travel Concession for the other will have to be surrendered. Proper notes should be taken in the personal folders of the respective officers.

Where one of the spouse surrenders his/ her entitlement, the LTC will be admissible to the family on the scale applicable to the husband or the wife, as the case may be, and not both.

(b) Where husband / wife does not claim LTC for the other, i.e. each prefers to avail LTC in his/her own right, it may be allowed to him/ her as per entitlement.

In the case of (b) above only husband or wife will be entitled to claim LTC in respect of dependent children during that span.

Where the husband avails of LTC in his own right, he may also claim LTC for his parents, brothers and sisters residing with and wholly dependent on him but not the other dependents of the wife. However, where the wife claims LTC in her own right, ordinarily she will he eligible to claim LTC facility in respect of her dependent parents in individual cases, depending upon facts, the Bank may consider allowing LTC to the wife for her other dependents. It is of course understood that in such cases -

(a) the parents of the female employee ordinarily reside with her; and

(b) the female employee is the only earning member in the family of her parents. (If there are other members earning but they are married daughters, the Bank may consider on merits, the claim of the female employee for inclusion of her family)

2) Periodicity of Leave Travel Concession:

During each block of 4 years, Leave Travel Concession as laid down in the Regulation may be availed of as under :-

(i) An officer may go to his home town as declared by him twice in 4 years, i.e. once in each block of 2 years OR

(ii) An officer may go to his home town as declared by him once in the block of 2 years and to any place in India in the other block of 2 years OR

(iii) An officer may go to any place in India once in a block of 4 years.

3) Computation of block for Leave Travel Concession

The commencement of block for the Leave Travel Concession for officers will be as under :-

Officers in the service of the Bank as on 30.06.1979.

An officer may, if so desired, complete the block of Leave Travel Concession as per the Leave Travel Concession Scheme in force prior to the appointed date, i.e. 01.07.1979. and immediately there after become eligible for Leave Travel Concession under the new Regulations.

Alternatively, the officer may surrender the Leave Travel Concession span available to him under the Scheme existing prior to 01.07.1979.

Where an officer opts to surrender his old span, he shall give a declaration to that effect to the bank.

Where an officer has already availed of Leave Travel Concession as per the Rules prevailing prior to 01.07.1979, he will become eligible for Leave travel Concession as per the new Rules immediately after his earlier span is over.

In the case of (i) above, the officer may be allowed, at his option, to avail of the Leave Travel Concession either as per the old Rules or as per the new Rules.

Officers joining the Bank on or after 01.07.1979-

i. In the case of a direct recruit officer appointed on or after 01.07.1979, the Leave Travel Concession block will commence from the date of his appointment as officer in the Bank's service.

ii. In the case of promotee officer who has not availed of Leave Travel Concession as per his Clerical span, he may, if so desired, continue with the clerical span and immediately after the clerical span is over, become eligible for Leave Travel Concession under the Officers' Service Regulations.

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Alternatively, he may surrender his clerical span and prefer to commence the fresh block of Leave Travel Concession from the date of promotion. Where a promotee officer opts to surrender his clerical span he shall give a declaration to that effect to the Bank.

Where a promotee officer has already availed Leave Travel Concession under the clerical span, the new Rules will become applicable immediately after his clerical span is over.

4. Eligibility of mode and class of travel for Leave Travel Concession

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

ii) Railway fare will include the charges for reservation and berth charges but it will not include charges of Travel Agents.

Once in every four years, when an officer avails of Leave Travel Concession, he will be permitted to surrender and encash his Privilege Leave not exceeding one month at a time. He will, on such encashment be paid, pay, dearness allowance, and house rent allowance, if any.

Note:

(1) Encashment of Privilege Leave as above will be considered when an officer proceeds on privilege Leave for availing Leave Travel Concession.

(2) Encashment of Privilege Leave will be considered even to a spouse who has surrendered his / her span.

(3) (a) For the purpose of leave encashment all the emoluments" payable for the month during which the availment of the Leave Travel Concession commences will be taken into account instead of salary and house rent allowance.

(b) An officer at his option shall be permitted to encash one day's Privilege Leave over and above one month, as provided in the Regulation.

(4) Encashment shall normally be made not before 15 days form the date of proceeding on Leave.

(5) For the purpose of leave encashment 'emoluments' will deem to include Notional House Rent Allowance in case of an officer who has

been provided with Bank's accommodation, and to whom House Rent Allowance is not other wise payable. Such Notional House Rent Allowance will be equivalent to H.R.A. that an officer may claim on a certificate basis as provided for under Regulation22.

5. Reimbursement of fare for Leave Travel Concession

i) An Officer will be reimbursed actual to an fro journey fare equivalent to the mode and class by which he is eligible for travel by the shortest route.

'Shortest route' means distance between the place of destination / visit (as declared by the Officer) and his place of posting – by shortest route.

Clarification

(1) To and fro expenses on travel from house to railway station / airport / bus stand for availment of LTC facility, as also, similar expenses at the place of destination, will not be reimbursable.

(2) Claim for reimbursement of traveling expenses at the intermittent station for boarding the connecting flight / train / bus where direct mode of transport to the place of destination / hometown is not available, may be considered, keeping in view the following :-

a) Normally, the facility for transit stay available at the station / airport / bus stand itself should be availed of, for boarding the next convenient connecting train / flight / bus. In such cases, the question of incurring additional traveling expenses at the intermittent station would not arise.

b) However, where the employee has to undertake further journey by a mode of transport other than by which he has travelled up to the intermittent station or travel from one railway station to another railway station at the Centre reasonable traveling expenses may be considered for reimbursement.

c) Where the next convenient connecting train / flight / bus is not available immediately and the employee has to temporarily halt at such intermittent station, expenses on travel from railway station / airport / bus stand to the place of halt and from there to the connecting mode of transport, may be considered.

(3) An officer, when availing Leave Travel Concession for visit to his home town / place of destination, may visit any place in India. However, the reimbursement of fare for LTC will be restricted to the mode and class

by which an officer is eligible to travel. Accordingly, if the actual fare incurred for visit to the place of destination / home town as also other places in India, during availment of LTC is within the entitlement of the officer, it may be considered for reimbursement. Where, however, the fare is more than the entitlement, the reimbursement would be restricted to the amount of the entitlement.

(4) It is however important that the officer availing LTC MUST actually touch his home town / declared place of visit. It is immaterial whether the officer touches the place of destination during the outward journey or inward journey. It is also open to the officer to undertake the outward and inward journeys by different routes.

(ii) Where the place of destination / visit is not accessible by rail, the officer will be free to travel by other means of transport by a class equivalent or corresponding to a class to which he is eligible to travel under Rule (4) of the Regulation 44.

Where part of the journey is of necessity, required to be covered by road transport (public motor / taxi) or water transport, reimbursement of actual fare will be considered.

Similarly, where part of the journey is, of necessity, to be covered by bullock cart, etc. actual expenses in respect of such journey to the home town/ nearest railway station / steamer halt / bus link shall be considered.

All the above cases, documentary evidence shall be produced by the officer.

(iii) While an officer will be free to travel by a mode and class of transport other than by which he is eligible to travel, the reimbursement will be restricted to that mode and class by which he is eligible to travel or the actual fare paid by him, whichever is lower.

(iv) While it will be open for the officer to break the journeys at the place he likes, the reimbursement of to and fro fare will be permissible only from the place of posting to the place of his destination / visit, as declared by him at the time of availing the Leave Travel Concession by the shortest route, by the mode and class by which he is eligible to travel.

(v) An Officer may avail of the Leave Travel Concession by joining tours organized by Travel Agents.

If the tour is to visit more than one place, the officer will be required to declare the place of destination / visit. The reimbursement will be

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restricted to the extent of the mode and class by which he is entitled to travel. For the distance from the place of his posting to the place of destination / visit declared by him or the actual traveling expenses excluding boarding and reservation charges, if any, whichever is lower.

(vi) If the officer is permitted to travel by his own car, he will be reimbursed actual expenses as reckoned hereunder, or the far he is eligible to whichever is lower :-

a. Actual expenses on petrol, oil, etc. and incidental expenses on repair which are essential for the purpose of the travel in connection with Leave Travel Concession availed of and supported by documentary evidence petrol / oil bills and in case of repair, bills / receipts or bills / receipts for purchasing spare parts, must bear the number of the car. Further, bills / receipts for purchase of spare parts / repairs should additionally bear the name of the owner / officer of the car.

b. Driver's wages (but not batta or halting charges) at a reasonable rate. Where an officer travel by taxi to avail of leave travel concession, he will be reimbursed with actual expenses or the fare he is eligible, whichever is lower, having regard to the following :-.

The actual expenses in this connection will be reckoned as detailed hereunder :-

(a) Where the taxi is hired on the basis of charges per km., detention charge for the vehicles will be permitted.

(b) Where the taxi is engaged on the basis of charges per day (detention charges then being included) and expenses on actual petrol / oil consumed are charged separately (for which bills etc. should be produced to the Bank) – no other charges will be permissible.

(c) Where the taxi is engaged on a lumpsum basis or on the basis of a certain amount per passenger particularly for short trips, no other charges will be permissible.

(d) Driver's wages are not separately payable as the charges per day or per km. would include charges for the driver as well as the vehicle itself.

(e) Any charges / allowances for the taxi drivers towards food and / or overnight stay and the like are not permissible.

(f) Inter – state tax payable by the transport companies which entitles them to ply their vehicles in the state concerned is not permissible.

Note:

(i) the taxi receipts must accompany the bill indicating the maximum details such as the places visited, the distance covered, the rate and the name of the passenger;

(ii) In the case of long distance travel by taxi or where the entire journey is undertaken by taxi, the taxi receipts must be from an established / reputed transport company and on the letter head of the company.

(In case of short distance travel or travel to small towns, villages, when the receipt is obtained directly from the taxi driver, the requirement that the receipt must be on a printed letter head etc., may be waived. But the receipt must otherwise be complete with details such as the date, place, name of the payee and the passengers, distance covered, rate, taxi number, the name and full address of the taxi driver, etc.)

6. Calculation of entitlement

(i) Where an officer desires to know his entitlement before proceeding on leave travel concession, it may be worked out according to the mode and class by which he is entitled to travel by the shortest rout. Where however the place of destination visit / home town is not connected by air the entitlement may be worked out on the basis of rail fare (A.C. / 1st class) as may be applicable. Also, where place of visit / destination / home town is not connected by rail. Notional rail fare (A.C. / 1st class) may be considered for determining entitlement.

(ii) Where part of the journey is of necessity to be covered by means of transport other than to which he is entitled, notional railway fare may be taken into account for that part of the journey.

(iii) Where an officer undertakes circular tour / round tour, the farthest point of the journey shall be taken as place of destination.

7. Advance against Leave Travel Concession:

i) An officer, on request, may he granted an advance to the extent of actual cost of return tickets for going to the place of destination / visit, as declared by him on his undertaking to produce tickets and relevant money receipts.

ii) Where an officer proposes to travel by his own car / taxi he may be granted an advance upto 75% of his entitlement against a suitable undertaking.

iii) An officer will be required to submit LTC bill within 7 days from the date of resumption of duties, otherwise the amount advanced to him against LTC bill will be recovered in one lumpsum from the salary of the subsequent month.

Clarification:

(i) An officer, on request, may be granted advance to the extent of actual cost of outward and inward journey tickets within his entitlement for going to the place of destination / visit as declared by him.

(ii) Such request shall be considered only after the leave requested by the officer for undertaking the journey under Leave Travel Concession is sanctioned.

(iii) Where the leave to an officer is sanctioned well in advance, say 2/3 months and the officer desires to book tickets both for outward and in ward journeys immediately (as bookings are available even 6 months in advance), the advance may be granted immediately. In such cases, the officer should submit the relative money receipts etc. within 7 days of taking the advance; evidence of visit to the place of destination may be submitted, in such cases, within 7 days of the officer resuming his duties.

(iv) In other cases the advance may be granted within a reasonable time not exceeding 15 days before the officer proceeds on leave. In such cases the officer should produce evidence of Visit and tickets / money receipts etc. within 7 days after resuming his duties.

(v) The advance for travel by own car / taxi may be granted as provided in Rule 7 above, i.e. upto 75% of the entitlement after obtaining permission from appropriate authority;

(vi) All advances towards Leave Travel Concession should be granted only after obtaining suitable undertaking from the officer for submission of tickets, money receipts, etc., within the prescribed time limit.

8) General

i) Leave Travel Concession may be availed of by the family of the officer prior to or after the date on which the officer himself avails of Leave Travel Concession, provided that, the period between the date of commencement of journey, by the family and the date on which the officer himself commences his journey, does not exceed six months. On the expiry of such period of six months any leave Travel Concession not

availed of by the officer for himself will lapse unless in the meantime his leave is refused by the Management.

ii) An officer will be eligible to claim the Leave Travel Concession for the members of his family, if they do not ordinarily reside with him at the place of his posting for travel of family members from the place of domicile to the place of posting and return after enjoying Leave Travel Concession with the officer and vice versa.

iii) While availing of the Leave Travel Concession :-

(a) When an officer travels by railway / air as per his entitlement, he will be required to produce the relative money receipts as an evidence of his having visited the place of destination / visit or home town as declared by him.

(b) When he prefers to travel by means other than mentioned in (a) above, he will be required to produce satisfactory evidence to the Bank of having visited the place of destination/ visit of home town as declared by him. Such evidences amongst others may include hotel bills, petrol bills, purchase bills, etc.

iv) Other ancillary or incidental expences such as conveyance charges for sight seeing in the city or town, toll tax, pilgrim tax, porter and coolie charges, etc. are not payable under Leave Travel Concession.

v) In respect of an officer not availing of LTC within the block eligible to him his entitlement for the particular block will lapse except where his leave for availing of the Leave Travel Concession has been refused by the Management in writing, for the exigencies of administration. However, the officer should apply for such leave in advance.

v) In respect of the officers who are already in the services of the Bank prior to July 1, 1979 the place of home town / domicile will be the same as declared by him and which is on the record of the Bank. In respect of those, who are appointed on or after July 1, 1979, the place of home town/ domicile will be as declared by him at the time of his appointment.

Clarification:

I) An officer may be allowed to change the place of home town / domicile already declared to the Bank,, once in the entire service provided the reasons given by him/her for such change conform to the criteria and conditions governing such criteria given below.

Criteria:

a) whether the place declared is the one which requires his physical presence at intervals for discharging various domestic and social obligations and if so, whether after his entry into service, he had been visiting that place frequently;

b) Whether he owns residential property in that place or whether he is a member of a joint family having such property there;

c) Whether his near relations are permanently residing in that place;

d) Whether prior to his entry into service, he had been living there for some years.

Conditions governing the Criteria –

a) The criteria, one after other, need be applied only in cases where the immediately proceeding criterion is not satisfied;

b) Where property is owned in more than one place, the employee may chose any one place giving reasons for the choice, but the decision of the controlling officer whether or not to accept such a place as 'home town' of the employee shall be final;

c) Where the presence of the near relations at a particular place is to be the determining criterion for the acceptance of the declaration of ' home town' the presence of near relations should be more or less of permanent nature;

d) The declaration of home district once made shall be treated as final but in exceptional circumstances change in such declaration be authorized at the discretion of the Management.

(II) A lady officer may also be allowed to change the place of home town / domicile already declared to the Bank if she so opts consequent upon her marriage for the place of home town / domicile of her husband, provided she declares that her in laws are residing or having land or other interest at that place.

(III) The change in the place of home town / domicile shall be done, as above, only with the approval of Head Office.

(IV) Officers, who are already allowed to change the place of home town / domicile earlier, shall not be allowed to change it again upon adoption of the above rules.

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Salary for Leave Period:

An officer proceeding on leave for availing Leave Travel Concession will, if so requests be advanced salary and allowances falling due during the leave period. Such payment shall be made ½ Days prior to the officer proceeding on leave, to the debit of C/L Suspense (Debits) Account. On salary day, the account will be credited with the salary and allowances payable to the officer for that month. It must be ensured that the account does not remain outstanding beyond leave period.

Where an officer has availed the facility of payment of advance salary and allowance as above after proceeding on leave but cannot avail of Leave Travel Concession for any reason, he shall immediately return the amount of advance salary.

Substitution Clause – with effect from 01.04.1989.

(i) Value of perquisite (cost to the Bank) of leave fare concession granted by the Bank for the employee and his family in connection with his proceeding on leave to any place in India (Including to his home – district in India) must be exempted to the extent of the amount actually incurred on the performance of such travel; however, such exemption shall not exceed.

a) where the places of origin of journey and destination are connected by rail, air-conditioned second class rail fare by the shortest route to the place of destination.

b) Where the places of origin of journey and destination or part thereof are not connected by rail –

i) Where a recognized public transport system exists, an amount not exceeding the first class or deluxe class fare by the shortest route to the place of destination;

ii) Where no recognized public transport system exists, an amount equivalent to the air- conditioned second class rail far by the shortest route.

Provided that the exemption referred to in (iii) (a) and (iii) (b) above shall be available to an employee in respect of TWO journeys performed in a block of four calendar years commencing from the calendar year 1986 (i.e. 1986 – 89, 1990 – 93 and so on)

Provided further that where the employee has not availed himself of such exemption in any such block of four calendar years, such exemption unavailed of can be carried forward and availed of during the first calendar

year in the immediately succeeding block of four calendar years and such carried forward availment will not be reckoned in determining the exemption pertaining to the latter block of four calendar years.

ii) As per our LTC Rules, the block of 4 years may be different for each employee, whereas the blocks have been prescribed specifically under the Income Tax rules for the purpose of exemption.

iii) All officers are therefore advised to bear in mind that exemption of LTC will have to be determined with reference to the block of 4 calender years commencing from 1974 and not on the basis of LTC block of each individual employee.

NOTE : For the purpose of calculation of Income Tax, the value of (cost to the Bank) of leave Fare Concession granted by the Bank for the employees and his family in connection with his proceeding, on leave, to any place in India (including to his home district in India) shall be determined keeping in view the provisions under Income Tax Act/rules in force from time to time.

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Rule No. 8 – General

i) Leave Travel concession may be availed of by the officers family for travel without the attendance of the officer. The officer and/or member/s of the family may visit the same place or different places of their choice.

Explanation :

a) LTC may be availed of by the member/s of the family without the officer having to avail of the same for himself and accompanying them. In other words it is not necessary for all the members of the family or for that matter any member of the family to accompany the officer when he proceeds on LTC.

b) Further, it is not necessary for all the members of the family to travel at the same time to avail LTC. It will be open for the member/s of the family to avail LTC at any time as per their convenience within the block of LTC of the concerned officer.

c) It is not necessary that the officer and/ or member/s of the family, visit the same place. In other words it would be open for the officer and the member/s of the family to choose their own place of visit while availing LTC.

d) Reimbursement of travelling expenses incurred by the member/s of family will be based on the same principle as is laid down under Reg. 44. In other words, the officer is entitled for reimbursement for each member of the family as and when that member avails of LTC.

Clarification/Relaxation :

i) An Officer's claim for reimbursement for travel to a place farther other than the place of declared destination may be considered. Where however, the officer has taken advance towards travelling expenses under LTC, then it would be incumbent upon him to refund the excess amount of such advance, if any, should there be a change in the destination before proceeding on LTC. If such change in the declared destination is made after embarking on the journey then, the officer must refund the excess amount if any, within a period of 7 days of returning to headquarters.

ii) Railway fare charged for travel by 'Rajdhani Express' may be reimbursed under the LTC facility provided the officer or the member /s of his family (for whom LTC is claimed) actually undertakes journey by Rajdhani Express. However ~ 'Rajdhani Fare' should not be taken for the purpose of computation of entitlement, if the officer and / or member / s of his family do not actually travel by "Rajdhani Express'.

iii) Direct Recruit Officers, who are not able to avail of LTC facility, during the two year period of probation, may be allowed to carry over the two year block span, for a further period of six months.

iv) While settling LTC claims, it should be ensured that reimbursement is limited to expenses that would be incurred on travel by the shortest route. Where however on such shortest route, the class of travel (say AC 2nd Class) to which the officer is entitled to, is not available, then another shortest route (reaching the same destination) which provides for that class of travel , should be considered for reimbursement on actual basis.

Circular IOM No.HO:HR:IR:URD:24 dated 11.04.2014 - Discontinuation of facility to visit places outside India as a part of LTC

The Ministry of Finance, Department of Financial Services had called a meeting of CMDs of all PSBs to discuss the issue of discontinuation of facility to Officers to visit places outside India as a part of LFC. Thereafter, the matter was examined by IBA and for the purpose of having uniform guidelines to be followed by all PSBs, took a decision that Officers shall not be entitled to visit overseas countries/ centres as part of LTC with immediate effect.

CHAPTER IX

TERMINAL BENEFITS

REGULATION 45 : PROVIDENT FUND

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.

The Bank shall contribute to the Provident Fund in accordance with the rules governing the provident Fund, from to time, provided that the amount contributed by it shall not be more than 10% of 80 % of pay on and from 01.11.1987 to 31.12.1988, 10% of 90% of pay on and from 01.01.1989 to 31.12.1989 and 10% of pay on and from 01.01.1990 of the officer. (Note: The existing Bank of India Provident Fund Rules will continue to be operative).

Pension Regulation

The employees who have exercise / opted for pension, in those cases they will be governed by the Bank of India (Employees') Pension Regulation, 1995. Those employees who have opted for pension under the said regulation, their banks' contribution is transferred to the pension trust created by the bank for this purpose and they will not get banks' contribution upon their cessation as a member of the Provident Fund. Further, the bank shall not contribute the Provident Fund for them.

Defined Contributory Pension Scheme (DCPS) - Joint Note dated 27.04.2010 (Refer Branch Circular No. 105/192 dated 16.03.2004)

There shall be no Provident Fund to Officers joining the services of Bank on or after 01.04.2010 nor they would be covered under the Bank's Pension regulation, 1995. They shall be covered by Defined Contributory Pension 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 w.e.f. 1st January, 2004 and modified from time to time.

Regulation 46: GRATUITY

Every officer shall be eligible for gratuity on retirement, death, disablement rendering him unfit for further service as certified by a medical officer approved by the Bank

OR

resignation after completing ten years of Continuous service.

OR

Termination of service in any other way except by way of punishment after completion of 10 years service.

(Note: The existing Bank of India Gratuity Rules will continue to be operative)

REGULATION 46(2) (B.M.22.02.1990)

On and from 01.11.1987, 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 thirty years.

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.

Ref: BC 87 / 33 dated 19.05.1993.

Amendment to Regulation 46 Payment of Gratuity Act, 1972 Revision in ceiling of wage:

It has been advised by Indian Banks 'Association that the Government of India has amended some of the provisions of the payment Gratuity Act. 1972 by the payment of Gratuity (Amendment) Act, 1994, The salient features of the Amendment Act are given below:-

Maximum amount of gratuity payable has been raised from Rs.3,50,000/- to Rs.10,00,000/-. (The amendments have come into force w.e.f. 24.05.2010)

Amendment to Regulation 46- Payment of Gratuity Act, 1972

Excluding Special Allowance while computing "Wages" for the purpose of calculating gratuity under the payment of Gratuity Act.

Section 2 (s) of the above Act defines wages as under :

" Wages" means all emoluments which are earned by the employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and including dearness allowance, but does not include and bonus commission, house rent allowance, overtime wages and other allowance"

Note:

The amount of gratuity shall be equal to one month's pay for each completed year of service, subject to a maximum 15 months' pay. Where however an officer has put in service of over thirty years, an extra amount, by way of additional gratuity, will become payable to him at the rate of additional half month's pay for each completed year of service beyond thirty years. To that extent the maximum provided as aforesaid will stand increased.

For the purpose of calculating the number of years of service, service rendered beyond the complete years of service shall also be reckoned if it is six months and more, but less than one year.

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CHAPTER X

TRANSFERABILITY

Regulation 47 : TRANSFERABILITY

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

Transfer Policy (Br. Circular No.105/153 dated 22.12.2011)

GENERAL

1.1. In terms of Regulation 47 of Bank of India (Officers') Service Regulations, 1979, "Every officer is liable for transfer to any office or branch of the Bank or to any place in India". Accordingly, the services of Officer Employees of the Bank can be utilized anywhere in the country and it will be incumbent upon the Officer to carry out the transfer orders wherever he is posted. Hence, Officer Employees shall not refuse to comply with transfer orders issued by the Bank.

1.2. The Bank has to ensure that there are no HR gaps at the various geographical areas where it operates and deficiencies are duly met and people with special skills and talent are duly deployed at the Centre requiring their services. In other words, the staff members should be deployed in the best interest of the Bank.

1.3. The Bank is conscious of the fact that transfers from one linguistic area to another can create hardships, more particularly in the education of the children. The Bank is also conscious of the fact that in case of some Officers, certain special circumstances may warrant their retention or positing to specified Centers to meet their personal requirements. Wherever possible, therefore, the Bank would like to match the organisational requirements with the individual needs of the Officers.

1.4. The Transfer Policy spelt out in this document has been prepared keeping the above objectives in mind.

BASIC PRINCIPLES

2.1 As a general rule, as far as possible, annual transfers of all Officers including Administrative transfers should be planned in advance and transfer orders shall be released on or before 30th April and transferee Officers shall be relieved by 31st May from the branch/office with instructions to report at the transferee branch/office so as to coincide with the academic year of children widely prevalent in the country.

2.2 Except in emergent circumstances, an Officer should be given a minimum of 15 days notice in respect of his transfer from one station to another, so that he can make adequate preparation for winding up his establishment and shifting to the new station.

2.3 As a general rule, no Officer shall be retained in the same post for a period in excess of 3 years and in the same station (municipal limits) for a period in excess of 5 years, unless otherwise warranted.

2.4 Every Zone, in consultation with Head Office, shall identify Centres which shall be termed as 'hardship Centres'. Generally, no Officer shall be retained at such Centres for a period in excess of 2 years.

2.5 As a general rule, physically challenged officers who are in receipt of conveyance allowance, as per Government guidelines, may not be transferred out of their home zone. However, in case these officers opt for promotions in Senior Management Grade Scale IV and above, while efforts will be made to retain them in their home zone, they will be liable for transfer from out of their home zone.

2.6 Officers may be posted to different verticals after identifying them, taking into account their expertise in the field, aptitude, knowledge, age, inclination, etc. and their postings to be decided keeping in mind the interest of the Bank. It is to be ensured that the experience / expertise / knowledge of such identified Officers is utilised optimally.

As far as possible, an Officer posted in a vertical shall be transferred within the same geographical area i.e. the Zone. Needless to mention, he/she may be posted to another vertical in the same Zone.

If the posting within the Zone is not possible, he/she can be transferred to another adjoining Zone within the same NBG. If posting is not possible in the same NBG then posting in the adjoining NBG and if it is also not possible the officer can be transferred to any other NBG till the Officer is promoted to SM scale IV. Needless to mention, an Officer posted in vertical may be transferred to Branch/Office other than vertical, if required. Such transferee Officer, if eligible, can seek re-transfer in terms of para 3.4 of this Policy.

2.7 In respect of the Officers promoted under Fast Track / Super Fast Channel, as the case may be, they may be transferred anywhere in India taking into account the requirement at such place in the interest of the Bank, irrespective of their tenure at the place of posting prior to his / her promotion.

2.8 In respect of officers promoted under Merit channel from Scale I to II and from Scale II to III, they may be posted anywhere in India. However, endeavour will be made to accommodate them in their respective Zones, if not possible within the same NBG and if that too is not possible, then in the Zone in the adjoining NBG as per requirement of the Bank.

In case the number of Officers to be transferred out of the Zone is less than the number of Officers promoted to Scale II & III in that Zone, then identification of such officers shall be made on the principle of First-in-First-out.

2.9 In respect of officers promoted under Seniority channel from Scale I to II and Scale II to III, endeavour will be made to accommodate them in their respective Zones taking into account the requirement of the Zone.

If the number of officers promoted under Seniority channel in the Zone is more than the number of officers required in the Zone, then surplus Officers may be transferred out of the Zone to deficit Zones, preferably within the same NBG. Identification of such officers shall be made on the principle of First in First out.

2.10 After effecting the transfers, if required, as mentioned in para 2.7, 2.8 and 2.9 above, the requirement of the Zone is not being fulfilled, then while effecting administrative transfers, generally the principle of First in First out would be adopted.

For the purpose of paras 2.8 and 2.9, the strength of the Officers shall be determined after clubbing number of Scale II and Scale III Officers requirements vis-à-vis the actual strength.

2.11 The officers posted at Administrative offices, as a matter of principle, shall be transferred unless otherwise warranted, for branch exposure after completion of a period of 5 years. Such officers shall be required to work at branches for a minimum period of 3 years.

INTER-ZONAL TRANSFERS

3.1 Administrative transfer exercise in respect of Officers in Scale I, II and III from one NBG to another NBG, will be undertaken by HR Department, Head Office. While issuing such transfer orders from surplus NBGs to deficit NBGs, HR Department, Head Office will specify scale-wise number of officers (including those officers who are working in specialized positions such as Credit, Foreign Exchange etc.) to be posted at deficit NBG and the respective GM, NBG in turn will allocate the Officers amongst deficit Zones within the NBG.

The General Manager, NBG may issue administrative transfer orders of Officers in Scale I, II and III from excess Zone to shortage Zone within NBG following basic principles of Transfer Policy. While arriving at the excess / deficit position of the Zones within the NBG, in respect of Officers in Scale II and III, the total number of Officers in these Scales to be clubbed together. These Officers (those transferred on administrative grounds/exigencies) are eligible to seek retransfer in terms of provisions / guidelines related to the same.

3.2 HR Department, Head Office may transfer Officers from one Zone to another Zone within NBG or from one NBG to another NBG as per administrative exigencies. However, while identifying the Officers to be transferred out of the Zone / NBG, generally the First in First out principle to be adopted. These Officers (those transferred on administrative exigencies) are eligible to seek retransfer in terms of provisions / guidelines related to the same.

3.3 In respect of an Officer who is not found suitable at the place of his / her present posting, the Zonal Manager / General Manager - NBG / HR Department, Head Office may transfer such identified Officer in Scale I, II and III to other establishment within the same Zone under different Reporting Authority and his / her performance may be reviewed after six months. In case such Officer is Manager of a Branch, then, he may be posted under different Reporting Authority or as Manager at a different Branch in the Zone. If it is found that his / her performance is not upto the mark, then he may be transferred to other Zone within the same NBG, following the procedure mentioned hereinafter :-

i) In the case of such identified Officer, the reasons as regards his non-suitability at the said place of posting to be advised to him in writing.

ii) A counseling session to be conducted by an authority not below the rank of Dy. Zonal Manager for such identified Officer for improving his output / work / conduct, etc.

iii) No remarkable improvement has been noticed in him / her by such changed authority under whom he / she has been placed in a period of six months.

3.4 An Officer in the Junior Management Grade/Scale I or in the Middle Management Grade/Scale II or III, posted/working in a Zone other than his home zone may apply for a transfer to his home zone.

An officer shall be eligible to seek retransfer to:

a) The concerned zone wherein his/her place of domicile exists

OR

b) Home Zone i.e. the Zone from where an officer was promoted from clerical cadre in the case of promote Officer and to the Zone of initial posting in the case of Direct Recruit Officer

In case of request by an officer in Scale I, II and III for transfer from one Zone to another Zone within NBG, such request may be addressed to the National Banking Group General Manager/General Manager (HR). The GM, NBG will take appropriate decision on such request transfer and inform about its decision to HR Department, Head Office.

In case such requests are from one Zone of a particular NBG to another Zone in another NBG, the request may be addressed to the General Manager (HR), Head Office.

However, such requests for transfer to home zone will normally be considered only after the Officer has completed 4 years of service in the other Zone(s), if the officer is posted/transferred from out of his home zone for the first time and after completion of 3 years on second and subsequent occasion and having regard to the length of stay away from his home Zone. In case of lady officers in JMG Scale I, MMG Scale II and III, posted / working in a zone other than her home zone may apply for a transfer to her home zone after the officer has completed 2 years of service in other zone(s). For the purpose of reckoning the completed number of years of service in other Zone(s), the cut-off date would be 30th June in respect of Officers seeking transfer under this clause.

In respect of DROs, the period of 4 years for the purpose of transfer to his home zone, shall be reckoned from the date of his reporting at the place of posting upon his recruitment in the other zone/s including service while on probation.

Head Office, HR Department will be inviting applications for re-transfer to a Zone within NBG/ in another NBG once in a year stipulating last date for submission and other modalities for the same. Zonal Offices/LCBs/ MCBs etc. to forward only those applications (received in response to HO communication) fulfilling the eligibility criteria to Head Office within the stipulated timeframe. Requests forwarded by Zones during the intervening period will not be entertained at Head Office except under extraordinary / compassionate circumstances as mentioned in para 3.7 below.

3.5 After receipt of applications for re-transfer, in response to Head Office notice, a Zone-wise request transfer list (of Zones to which transfer is sought) will be

prepared at Head Office. Similarly, Zone-wise request transfer list (of Zones to which transfer is sought within the NBG) will be maintained at the office of GM,NBG.

3.6 Normally transfers will be effected in the order determined by the length of stay of an Officer away from his Zone. However, exceptions to this can be made in cases warranting extreme compassion and exigency. Such cases would, however, be required to be approved by the concerned Zonal Manager /General Manager (NBG) /General Manager (HR), as the case may be, as mentioned in para 3.7 below.

3.7 Officer may request for transfer from the Zone in which he / she is working to any Zone of his/her choice where circumstances so warrant (extreme compassion/exigency) such as :-

(i) On account of self sickness, major ailment of spouse / child of an Officer who needs medical treatment which is available at a specific Centre where the request for transfer has been made.

(ii) Any other exigency / compassionate ground

Such requests will be considered at the sole discretion of the Bank on merits of the case.

In the case of request under 3.7(i) above for transfer within the Zone, the Zonal Manager will be the approving authority. If the request is from one Zone to another Zone within the NBG, the approving authority will be the concerned GM, NBG. However, if the request is for transfer to a Zone outside the NBG, the application should necessarily be forwarded through the concerned Zonal Manager & General Manager (NBG) to the General Manager (HR), who will be the approving authority for such transfer.

In the case of request under 3.7(ii) above, the application should necessarily be forwarded through the concerned Zonal Manager & General Manager (NBG) to the General Manager (HR), who will be the approving authority.

If request submitted under para 3.7 above is considered by the Competent Authority, the concerned Officer will not be entitled for claiming reimbursement of travelling / transportation expenses, joining time, halting and/or any other allowances.

3.8 Request submitted by an Officer for transfer shall not ordinarily be considered in the event of any disciplinary action / conduct related issues against the said Officer are pending. In such cases, on completion of enquiry, request of the said Officer may be considered at the sole discretion of the Bank.

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3.9 If request submitted by an Officer for transfer on account of self-sickness / major ailment of spouse / child is considered by the Bank and subsequently the concerned Officer opts for promotion / promoted, he would be subject to transfer in terms of the then applicable Transfer Policy.

TRANSFERS WITHIN THE ZONE

4.1 Transfers within the Zone of Officers belonging to Junior Management Grade Scale I and Middle Management Grade Scale II/III will be considered by the Zonal Manager taking into account the administrative requirement, subject to the provisions of the placement policy.

4.2 An Officer in Junior Management and Middle Management Grade may also seek a transfer to a specific station within the Zone. Such request with specific reasons should be made to the Zonal Manager through proper channel. Proper record / register of such requests will be maintained at each Zonal Office and may be considered on merits.

4.3 Before filling the vacancies arising at any station, due regard will be given by the Authority to the request, if any, for being posted at that station, subject, however to the suitability of the Officer to hold the post at that station.

4.4 Where the Officer's transfer request is considered and an Officer is posted to a station of his choice, his continued retention at that station will be subject to provisions of this policy. However, in case of administrative exigencies, he will be transferred to the branch / office as per the Bank's requirement.

OTHER PROVISIONS:

5. Specialist Officers and Officers in Senior Management Grade Scale IV and above are outside the purview of the Transfer Policy.

6. Notwithstanding anything contained above, Bank reserves the right to transfer any Officer to any of its Branches / Offices at any point of time under Regulation 47 of Bank of India (Officers') Service Regulations, 1979 for meeting any exigencies, administrative requirements, compassionate grounds, undesirable behaviour, performance reasons, disciplinary action, etc.

7. Officers who are currently undergoing inter-zonal transfers shall be re-transferred to their home zones in a phased manner upon completion of their tenure of inter-zonal transfer, as stipulated in this policy and their transferability in future shall be governed by this policy.

8. These guidelines supersede any previous guidelines / understanding / agreements / practices formulated or implemented at Head Office / Zonal

level involving or relating to transfer of Officers in the Bank.

9. Bringing any outside or political influence by officers for issuing transfer orders or cancellation of transfer orders will amount to breach of Regulation 12 Bank of India Officer Employees (Conduct) Regulations, 1976, as amended from time to time and may invite appropriate action as deemed fit.

10. Generally, Officers over 55 years of age will be exempted from administrative transfers out of the Zone. However, this exemption shall not apply to those officers who opt for promotion after attaining the age of 55 years and also in case of need based requirement of the Bank, such officers may be transferred out of the Zone.

    Further, Officers who are out of their home zone and reached the age of 58 years, may opt for home zone transfer, provided the officer has completed minimum 2 years out of his home zone at the time of seeking transfer to home zone under this provision.

11. Directives /guidelines of the Government/RBI/IBA presently in force or that may be received from time to time in respect of transfers shall be deemed to be an integral part of these guidelines.

12. Officers who seek transfer in terms of para 3.4 above, should submit their requests in prescribed proforma to their Controlling Authority as and when applications are invited by Head Office within the stipulated date for the same. Requests received after the stipulated date, will not be considered / entertained. The Zones and other Controlling Authorities also should not forward such applications during the intervening period.

13. The Bank reserves the right to modify / amend / rescind any or all of the provisions of this policy as felt necessary at any point of time, with due approval of the Board of Directors. However, Chairman & Managing Director (Executive Director, in the absence of CMD) shall have the power to make exceptions to any provisions of this policy for facilitating smooth administration / implementation of the policy or on account of any special circumstances.

14. In the context of guidelines laid down by the Government of India in the matter of transfer of spouses and keeping in view the administrative requirements of the Bank, each case of request for transfer on the ground of serving spouse will be considered on merit once in the entire career of the officer. If, however, both husband and wife are working in our Bank, as far as possible, they would be posted at the same centre provided such posting is not detrimental to the interest of the Bank.

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15. If an officer is transferred, at his request, to his home Zone before completion of requisite tenure and in case he is transferred out of his home zone by the Bank subsequently, he shall be required to complete his requisite tenure as applicable afresh before considering his request thereafter to his home zone.

16. Request for transfer submitted by Officer posted at North Eastern Region on transfer from other parts of the country may be considered as per the choice given by him / her (the Officer has to indicate three places of his / her choice including his / her Home Zone), after completion of two years tenure of such Officer. In case of officers posted in Kashmir valley, they will be posted at one of the three centers of their choice after completion of 18 months tenure. However, these provisions are not applicable to those officers who belong to these regions and posted there and those who have been selected and appointed by the Bank on their submitting applications for employment in response to recruitment for those specific areas.

17. An Officer returning to Indian establishment / repatriated after completion of his overseas posting tenure can be posted anywhere in India as per the requirement of the Bank. Thereafter, he will be governed by the Transfer Policy as applicable to other Officers at Indian establishments.

18. In case Transfer Order has been issued in respect of an Officer(s) by both Head Office and NBG/Zone, the order(s) issued by the Head Office shall have overriding effect over the order(s) issued by NBG/Zone.

19. Notwithstanding anything mentioned hereinabove, this policy does not restrict the right of the Bank to retain / transfer any Officer at its discretion.

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Regulation 48 : EVERY OFFICER SHALL BE AVAILABLE FOR BANK'S DUTIES AT ANY TIME OF THE DAY

Administrative instructions regarding working hours of officer staff-

It is neither dignified not feasible to prescribe specific hours of work for officers who have to perform managerial, supervisory and developmental functions. In fact, Managers and other officers are expected to decide for themselves their schedule of working hours in relation to their duties and responsibilities. It is they who have to ensure that prompt and efficient customer service is maintained and that the work in no way falls into arrears. They have also to meet the challenges of socio – economic obligations of the Bank.

Nevertheless, for the sake of administrative propriety, it is necessary that officers generally conform to certain office hours, which may normally be 6½ hours on week days (exclusive of half-an-hour to one hour as lunch recess according to the local practice) and 4 hours on Saturdays.

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REGULATION 49 - JOINING TIME ON TRANSFER

(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 now 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. (Br. Cir. No. 89 / 63 dated 07.07.1995)

(iii) In calculating the joining time admissible to an officer, time day on which he is relieved from his old post shall ho 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.

Administrative instructions on joining time on transfer:

(i) Normally, joining time not exceeding seven days – exclusive of traveling time- will be allowed at the time of joining the new place of posting, in one instalment.

(ii) Where, however, joining time cannot be availed of before reporting to the new place of posting owing to exigencies of service, it may be allowed at a later date or in 2 instalments, subject to maximum not exceeding 7 days similarly; relaxation may be considered in other cases on request in writing from the transferee officer.

(iii) Joining time as provided in (ii) above shall be availed of within a reasonable period not exceeding 6 months from the date of reporting to the new place of posting. Generally, no further relaxation will be allowed. However, in exceptional cases, if Zonal Manager is satisfied, he may refer such requests for further relaxation in the period beyond six months, to Head Office, Personnel Department, giving full details and his specific recommendation.

(iv) Direct recruit officers may be allowed joining time as provided above, only on their regular posting after completion training.

(v) Public holidays following the day of relief of the officer are not to be included in joining time. However, where public holidays fall in between the joining time, the same shall be included in calculating the joining time.

(vi) Casual Leave and Privilege Leave may be allowed to be prefixed or suffixed to joining time. Further , while Sick Leave may be allowed to be prefixed to joining time, requests for suffixing Sick Leave to joining time may be considered on merits of the case.

(vii) Where joining time has been allowed in instalments due to exigencies of service, the officer shall be reimbursed with the traveling expenses on his to and fro journey undertaken later to escort his family to the new place of posting or for winding up of the old establishment. In other cases, reimbursement of traveling expenses would be allowed only for one trip to the new place of posting, Similarly, while in the former case the officer will be eligible for halting allowance for the journey period both the times; In the latter case, it will be restricted to the journey undertaken while reporting to the new pace of posting.

Amendments to Administrative Instructions (w.e.f. 15.12.1983)

It has now been decided that the Zonal Manager may on the basis of facts and after satisfying that the transferee officer could not take his family to the new place of posting or wind up his old establishment at the time of reporting to the new place, reimburse him the travelling expenses incurred on his to and fro journey undertaken later to escort his family to the new place of posting or for winding up his old establishment. However, halting allowance for the journey period will not be payable in such cases.

Transfer of Officer-

Reimbursement of traveling expenses for journey undertaken later to escort his family to a new place of posting or for winding up the old establishment.

Clarification: (Ref: HO IOM P/A/ANB/ 3122 dated 11.04.84)

An officer while reporting at his new place of posting, the time spent on journey is not included in the joining time and he is allowed incidentals like coolie charges, rickshaw / taxi charges, etc. The journey period is not again available to him when he goes to bring his family or to escort his family to his place of posting at a later date. However, he may be reimbursed traveling expenses to escort his family provided the Zonal Manager is satisfied about the reasons for which the officer could not shift his family as advised in BC 78/5 dated 09.01.1984.

Note: The Sunday failing in between casual leave and joining Time on transfer is to be included either in casual leave or in joining time.

Amendments to Administrative Instructions – (Br. Cir.No.78/155 dated 06.08.1984)

As per rules, a Direct Recruit Officer is allowed Joining Time, during the period of his training in the first year of probation if he is posted to a place involving change in the Centre, provided the period of posting is atleast three months. In other cases neither joining time nor halting allowance will be admissible.

AMENDMENT TO REGULATION 49 - JOINING TIME ON TRANSFER

Promotee Officer availing the facility at the time of reporting at the place of posting on promotion: BC 90/79 dated 12.08.1996.

The promotee officer promoted from clerical to officers' cadre are permitted to avail joining time as per provisions of Regulation 49 after reporting to the place to which they are posted since their promotion is subject to reporting at the Branch/ Office at which they are posted on promotion. However, ' for traveling from their old place of posting (in clerical cadre) to the place where they are posted, such promotee officers are permitted to travel as per the entitlement of Officers in Scale I, although their promotion in Officers' cadre would be effective from the date their reporting at the place of posting.

It has been decided to permit the dependent family members to travel as per entitlement of Scale I Officer in such circumstances. However, the traveling expenses pertaining to the dependent family members may be reimbursed only after promotee officers report to the new place of posting. The advance taken, if any, would be recovered in full in case the promotee Officer does not report at the place of posting.

Similarly, promotee officers who intend to avail Joining Time in connection with / incidental to winding up to their establishment before reporting at the place of posting on promotion i.e. at the time of joining new place of posting, may also be permitted to avail joining time exclusive of journey period maximum upto 7 days in one instalment. However, they will continue to draw clerical salary till the date of reporting to the new place of posting on promotion. Where the number of days availed after reporting in one instalment only. The particulars of joining time so allowed must be mentioned in the relieving letter issued to the employee.

CHAPTER XI

MISCELLANEOUS

REGULATION 50: POWER TO IMPLEMENT REGULATION

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

REGULATION 51: GOVERNMENTS DECISION TO BE CONSTRUED INITIAL DECISION OF THE BOARD

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

REGULATION 52 : INTERPRETATION OF 'SERVICE'

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.

REGULATION 53 : REVOCATION OF EARLIER RULES, ETC.

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

Provided that these shall not affect the validity of any thing 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.

REGULATION 54 : INTERPRETATION

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.

OTHER FACILITIES EXTENDED TO OFFICER STAFF

1. Provision of Bank's telephone at the residence of Officers – Fixing monetary ceiling limits for considering reimbursement of expenses (Br. Cir. No.105/5 dated 05.04.2011)

The reimbursement of expenses for telephone facility provided at the residence of eligible Officer is being considered on the basis of permissible maximum number of calls. The Board, in its meeting held on 30.03.2011, has approved fixing of monetary ceiling limits for the said facility. In terms of the said approval, the monetary ceiling limits for reimbursement of expenses towards telephone facility provided at the residence of eligible Officers are as under :-

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Sr. No.	Designation	Amt. (Rs.) per month (including service tax)
1.	General Managers	1900
2.	Deputy General Managers	1600
3.	Zonal Managers	1600
4.	Assistant General Managers	1000
5.	Chief Managers	700
6.	Designated Senior Managers at Head Office/ Zonal Offices etc.	500
7.	At Very Large Branches (i) Senior Managers (Deposits) (ii) Senior Managers (Credit & FE)	500
8.	At Large Branches (i) Dy. Manager (Credit & Foreign Exchange) (ii) Dy. Manager (Deposits)	500
9.	Medium Branches (i) All Assistant Managers (Deposit and Admin & Services)	500
10.	Chief Manager/ Senior Manager – (Administrative in-charge as the case may be) of Estate Department, Head Office	1600

(Officers upto Assistant General Manager level may also avail internet facility within the abovesaid entitlements).

All Executives in the rank of Assistant General Manager and above are entitled to mobile phone facility, in addition to telephone facility provided at their residence, subject to monetary ceiling as under :-

Asst. General Manager	Asst. General Manager-Zonal Manager	Dy. General Manager	Dy. General Manager-Zonal Manager	General Manager
Handset (Nokia –in the range ₹.6,500/- to ₹.7,000/-) provided by the Bank, monthly rental amount, call charges, service tax etc. amounting to ₹.1,356/- p.m.	Handset (Blackberry) provided by the Bank, monthly rental amount, call charges, service tax etc. amounting to ₹.2,347/- p.m.	Handset (Nokia – in the range ₹.7,500/- to ₹.8,000/-) provided by the Bank, monthly rental amount, call charges, service tax etc. amounting to ₹.1,631/- p.m.	Handset (Blackberry) provided by the Bank, monthly rental amount, call charges, service tax etc. amounting to ₹.2,623/- p.m.	Handset (Blackberry) provided by the Bank, monthly rental amount, call charges, service tax etc. amounting to ₹.2,899/- p.m.

(Pl. refer to IOM No. HO:ESTATE:KBS dated 23.10.2010 of Estate Department, Head Office addressed to all Zones for full details.)

Reimbursement of expenses / claims of the eligible Officers to be considered upto the maximum monetary ceiling limits as mentioned above or the actual expenses incurred by him / her as per the bills (for landline or mobile) submitted, whichever is less, on monthly basis.

The monetary monthly ceiling limits to be made effective from 01.03.2011 (for expenses incurred from the said date) and reimbursement of claims for expenses incurred may be considered on monthly basis as hitherto.

2. Reimbursement of cost of Newspapers (Branch Circular No.103/44 dated 11.06.2009)

Board of Directors, during the meeting held on 29.05.2009, has approved revision in entitlement / monetary limits for reimbursement of newspaper expenses, on declaration basis, effective from the month of April, 2009.

For Officers

Category of Officers	Entitlement per month
Top Executive Grade Scale VI & VII	Rs.500/-
Senior Management Grade Scale IV & V	Rs.350/-
Officers upto Scale III	Rs.250/-

The declaration may be submitted on quarterly basis (i.e. Last week of September, December, March & June every year) and the reimbursement of the amount may be made to the staff member, by crediting his / her individual account, taking into account the declaration submitted by him / her as per entitlement.

3. Reimbursement of Cleaning Material expenses incurred by Officers

(Br.Circular No. 103/45 of 11.06.2009)

The Board of Directors, during the meeting held on 29.05.2009, has approved revision in the ceiling limits for reimbursing cleaning material expenses with effect from 01.05.2009 on declaration basis. The revised ceiling limits as approved in the said Meeting are as under :-

Scale VI & VII	Rs.1500/- p.m.
Scale V & IV	Rs.1200/- p.m.
Scale III	Rs.700/- p.m.
Scale II	Rs.600/- p.m.
Scale I	Rs.500/- p.m.

Pursuant to the aforesaid decision of the Board of Directors, Officers may claim reimbursement for expenses incurred by them for the aforesaid purpose on declaration basis from the month of May, 2009. Thereafter, the declaration may be submitted on quarterly basis (i.e. Last week of September, December, March & June every year) and the reimbursement of the amount may be made to the Officer, by crediting his / her individual account taking into account the declaration submitted by him / her as per entitlement.

Please note that submission of declaration (claim) by the individual staff member is mandatory to enable the concerned Branch/Office to reimburse the amount to the staff member as per his / her entitlement. Specimen of the declaration (claim) to be obtained from the staff member is attached herewith.

4. Grant of Salary advance for Festival (Br.Cir.No. 103/88 of 18.08.2009)

The Board of Directors, during the meeting held on 12.08.2009, has accorded approval for revision in the amount of Festival Advance to the nearest thousand of one month's Basic Pay of the staff members, subject to a minimum of Rs.8,000/- in the case of Clerical Staff members and Rs.6,000/- in the case of Sub-Staff members with effect from 12.08.2009.

Eligibility : All Confirmed Officers

Purpose : For celebrating following Festivals and Birthday Celebrations (Jayanties) of Eminent Personalities –

Festivals : Baisakhi, Bakri-id, Buddha Purnima, Christmas, Dhamma Chakra Pravartan, Diwali, Durga Puja (Dasara), Ganesh Chaturthi, Holi, Maha Shivratri, Onam, Parsi New Year, Pongal, Ramzan-id, Ugadi.

Jayanties : Chhatrapati Shivaji, Dr. B.R.Ambedkar and Gandhi Jayanti.

Repayment : Salary Advance to be recovered in TEN monthly equal instalments. The repayment should start from the succeeding month of the festival/jayanti.

Sanctioning Authority : The salary advance will be sanctioned as per Delegation of Powers in respect of the Staff working at Branches and Zonal Offices. In respect of Staff working at Head Office Departments, the Salary Advance will be sanctioned by Head Office, H.R. Department, Salary Division. (Ref.Br. Circular No. 99/168 of 13.02.2006).

5. Clean Overdraft Facility (Br. Circular No. 95/129 of 13.12.2001)

a) Purpose : Any bonafide purpose relating to Staff member (in lieu of other loans except Housing Loan and Vehicle Loan)

b) Eligibility : Confirmed Employees.

c) Limit : Service 3 Years and above but less than 5 years : Rs. 1.50 lakhs Service 5 Years and above but less than 10 years : Rs. 2.50 lakhs Service 10 Years and above : Rs. 5.00 lakhs

d) Rate of Interest : Base Rate (Board approval dated 06.08.2011) (Br.Cir. No. 105/87 of 22.08.2011).

e) Sanction : Chief Managers in charge of credit at Zonal Offices for all staff members working in the Branches and Zonal Office, Zonal Audit Office and Zonal Training Centre. In the case of AGM/DGM headed branches, the sanction can be accorded by the Chief incumbents of the respective branches.

In terms of Br. Circular No. 101/38 of 15.06.2007, 60 % of eligible amount to be sanctioned as Personal Overdraft and 40% as Personal Term Loan in future. (B.M. dated 22.05.2007).

6. Facilities to Marketing Staff

In terms of Branch Circular No. 103/06 of 15.04.2009, Marketing Staff are entitled to reimbursement of the following expenses :

Sr. No.	Particulars	Proposed to all (i.e. General Marketing Staff, Business Marketing Staff, Personal Banking Staff and Retail Hub)
1	Petrol Expenses	Reimbursement of petrol without bills or equivalent amount for those who do not own a vehicle upto a maximum of : - 40 litres per month in Metro areas - 35 litres per month in all other areas (above are over and above the normal entitlements)
2	Mobile Phone	Mobile Phone costing not more than Rs.4000/-
3	Mobile phone usage	Prepaid card valued at Rs. 750/- p.m. or reimbursement of claim upto Rs. 750/-
4	Monthly out of pocket expenses	-Upto Rs. 1000/- p.m. in Metros -Upto Rs. 750/- in other areas (On declaration basis)
5	Brief Case / Bag	Upto a maximum of Rs. 1000/- every year
6	Umbrella / Rain coat	Max. Rs. 300/- every year
7	Tie	Two corporate ties every two years
8	Visiting Cards	To be provided as per Bank's standard design
9	Accident Insurance Cover	Group Accident Insurance Cover (Death only) of Rs. 10.00 lacs per person to be obtained by Head Office in a group policy.

(Br. Cir. No.105/5 dated 05.04.2011) - Provision of Bank's telephone at the residence of Officers – Fixing monetary ceiling limits for considering reimbursement of expenses

At present Bank has training colleges at six centres for imparting training to the staff members. MDI, CBD Belapur is the apex training institute of the bank. Apart from imparting training to the staff of the Zones assigned to it, the institute provides training to officers of all zones in Scale III & IV. Depending upon geographical locations, the zones have been assigned to different training colleges as under:

Sr. No.	Designation	Amt. (₹) per month (including service tax)
1.	General Managers	1900
2.	Deputy General Managers	1600
3.	Zonal Managers	1600
4.	Assistant General Managers	1000
5.	Chief Managers	700
6.	Designated Senior Managers at Head Office/ Zonal Offices etc.	500
7.	At Very Large Branches	
	(i) Senior Managers (Deposits) (ii) Senior Managers (Credit & FE)	500
8.	At Large Branches	
	(i) Dy. Manager (Credit & Foreign Exchange) (ii) Dy. Manager (Deposits)	500
9.	Medium Branches	
	(i) All Assistant Managers (Deposit and Admin & Services)	500
10.	Chief Manager/ Senior Manager – (Administrative in-charge as the case may be) of Estate Department, Head Office	1600

(Officers upto Assistant General Manager level may also avail internet facility within the abovesaid entitlements).

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All Executives in the rank of Assistant General Manager and above are entitled to mobile phone facility, in addition to telephone facility provided at their residence, subject to monetary ceiling as under :-

Asst. General Manager	Asst. General Manager-Zonal Manager	Dy. General Manager	Dy. General Manager-Zonal Manager	General Manager
Handset (Nokia –in the range ₹ 6,500/- to ₹ 7,000/-) provided by the Bank, monthly rental amount, call charges, service tax etc. amounting to ₹ 1,356/- p.m.	Handset (Blackberry) provided by the Bank, monthly rental amount, call charges, service tax etc. amounting to ₹ 2,347/- p.m.	Handset (Nokia – in the range ₹ 7,500/- to ₹ 8,000/-) provided by the Bank, monthly rental amount, call charges, service tax etc. amounting to ₹1,631/- p.m.	Handset (Blackberry) provided by the Bank, monthly rental amount, call charges, service tax etc. amounting to ₹ 2,623/- p.m.	Handset (Blackberry) provided by the Bank, monthly rental amount, call charges, service tax etc. amounting to ₹ 2,899/- p.m.

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(Pl. refer to IOM No. HO:ESTATE:KBS dated 23.10.2010 of Estate Department, Head Office addressed to all Zones for full details.)

Reimbursement of expenses / claims of the eligible Officers to be considered upto the maximum monetary ceiling limits as mentioned above or the actual expenses incurred by him / her as per the bills (for landline or mobile) submitted, whichever is less, on monthly basis.

The monetary monthly ceiling limits to be made effective from 01.03.2011 (for expenses incurred from the said date) and reimbursement of claims for expenses incurred may be considered on monthly basis as hitherto.

(Branch Circular No.103/44 dated 11.06.2009)

Board of Directors, during the meeting held on 29.05.2009, has approved revision in entitlement / monetary limits for reimbursement of newspaper expenses, on declaration basis, effective from the month of April, 2009.

For Officers

Category of Officers	Entitlement per month
Top Executive Grade Scale VI & VII	₹ 500/-
Senior Management Grade Scale IV & V	₹ 350/-
Officers upto Scale III	₹ 250/-

The declaration may be submitted on quarterly basis (i.e. Last week of September, December, March & June every year) and the reimbursement of the amount may be made to the staff member (Officer/Award Staff), by crediting his / her individual account, taking into account the declaration submitted by him / her as per entitlement.

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Amendment

Bank of India
The 12th September, 2017

F.No.BOI/HO/HR/IR/MSS/L-234.-In exercise of the powers conferred by section 19, read with sub-section (2) of section 12 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970), the Board of Directors of the BANK OF INDIA , in consultation with the Reserve Bank of India and with the previous sanction of the Central Government, hereby makes the following regulations further to amend the Bank of India (Officers') Service Regulations, 1979, namely:-

1. (1) These regulations may be called the Bank of India (Officers') Service (Amendment) Regulations, 2017.

   (2) They shall be deemed to have come into force with effect from the 1st day of November, 2007, except as otherwise provided in these regulations.

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2. In the Bank of India (Officers') Service Regulations, 1979 (hereinafter referred to as the said regulations), in regulation 3,-

   (i) for clause (f), the following clause shall be substituted, namely:-

   '(f) "family" means the spouse of the officer, wholly dependent unmarried children (including step children and legally adopted children), physically challenged brother or sister with forty per cent, or more disability and parents ordinarily residing with and wholly dependent on the officer'.

   Explanation.- For the purposes of this clause a child or parent or physically challenged brother or sister shall be deemed to be dependent on the officer if the monthly income of such child, parent, brother or sister does not exceed Rs.3,500 per month.

   Provided that if the income of one of the parents exceeds Rs.3,500 per month or the aggregate income of both the parents exceeds Rs.3,500 per month, both

the parents shall not be considered as wholly dependent on the officer.'

(ii) Clause (o) shall be omitted.

3. In regulation 4 of the said regulations,-

(i) sub-regulation (4A) shall be omitted;

(ii) after sub-regulation (4A) as so omitted, the following sub-regulations shall be inserted, namely:-

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

(a) Top Executive Grade

Scale VII = Rs.46800 – 1300/4 – 52000

Scale VI = Rs.42000 - 1200/4 – 46800

(b) Senior Management Grade

Scale V = Rs.36200 – 1000/2 – 38200 – 1100/2 - 40400

Scale IV = Rs.30600 – 900/4 – 34200– 1000/2 – 36200

(c) Middle Management Grade

Scale III = Rs.25700 - 800/5-– 29700 - 900/2 - 31500

Scale II = Rs.19400 - 700/1 - 20100 -800/10 - 28100

(d) Junior Management Grade

Scale I = Rs.14500-600/7- 18700-700/2- 20100- 800/7-25700.

Explanation.-Every officer who is governed by the scales of pay in force as on the 31st October, 2007 shall be fitted in the scale of pay set out in this sub-regulation as on 1st November, 2007 on stage to stage basis, i.e. on corresponding stages from first stage onwards in the respective scales and the increments shall fall on the anniversary date as usual except where provided otherwise.

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

4. In regulation 5 of the said regulations, -

(a) for sub-regulation (1), the following sub-regulation, shall be substituted, namely: -

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

(a) the increments specified in the scales of pay set out in sub-regulation (5) of regulation 4 shall, subject to the sanction of the Competent Authority, accrue on an annual basis and shall be granted on the first day of the month in which these fall due;

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

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

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

Provided that officers who have completed three years or more after

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

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

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

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

(b) in sub-regulation (2),-

(i) in the Explanation, after clause (e) and before the Note, the following clause shall be inserted, namely:-

"(f) on and from the 1st day of November, 2007, other things being equal, the quantum of Professional Qualification Pay shall stand revised as under:-

TABLE

Those who have passed Junior Associate of Indian Institute of Bankers or Certified Associate of Indian Institute of Bankers	(i) Rs.410 per month one year after reaching maximum of the Scale.
Those who have passed both parts of Certified Associate of Indian Institute of Bankers	(i) Rs.410 per month after one year on reaching maximum of the Scale. (ii) Rs.1030 per month after two years on reaching maximum of the Scale;

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

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

(ii) in the Note, for clause (v), the following clause shall be substituted, namely:-

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

(c) in sub-regulation (3),-

(i) after clause (d) and before the Note, the following clause shall be inserted, namely:-

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

TABLE

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

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(ii) in the Note, for clauses (i) and (ii), the following clauses shall be substituted, namely:-

"(i) Fixed Personal Allowance or Fixed Personal Pay as indicated under column (C) of the Table under clauses (b), (c), (d) or (e) shall be payable to those officers who are provided with bank's accommodation.

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

(iii) clause (e) occurring after the Note shall be renumbered as sub-clause (v) thereof and for clause (v) as so numbered, the following clause be substituted, namely:-

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

5. In regulation 21 of the said regulations, -

(i) in sub-regulation (3), the Note shall be omitted;

(ii) in sub-regulation (4), the Note shall be omitted;

(iii) after sub-regulation (4), the following sub-regulation and Note shall be inserted, namely:-

"(5) On and from the 1st day of November, 2007, dearness allowance shall be payable for every rise or fall of four points over 2836 points in the quarterly average of the All India Average Working Class Consumer Price Index (General) Base 1960=100 at 0.15% of Pay.

Explanation.- For the purposes of this sub-regulation,-

(a)"pay" for the purpose of Dearness Allowance shall mean basic pay including Stagnation Increments;

(b)Professional Qualification Allowance or Professional Qualification Pay as specified in Explanations (c), (d), (e) and (f) to sub-regulation (2) of regulation 5 shall rank for dearness allowance'.

6. In regulation 22 of the said regulations, for sub-regulations(1) and (2), the following sub-regulations shall be substituted, namely:-

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

(a) where an officer is provided with residential accommodation by the Bank, a sum equal to 1.75 per cent of the basic pay in the first stage of the scale of pay in which he is placed or the standard rent for the accommodation, whichever is less, shall be recovered from him;

(b) where an officer is not provided any residential accommodation by the Bank,

he shall be eligible for House Rent Allowance at the rates specified in the following table, namely:

TABLE

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

Provided that if an officer produces a rent receipt, the House Rent Allowance payable to him shall be the actual rent paid by him for the residential accommodation in excess over 1.75 per cent of pay in the first stage of the scale of pay in which he is placed with a maximum of 150 per cent of the House Rent Allowance payable as per column (2) of the above Table.

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

(a) where an officer is provided with residential accommodation by the Bank, a sum equal to 1.20 per cent of the basic pay in the first stage of the scale of pay in which he is placed or the standard rent for the accommodation, whichever is less, shall be recovered from him;

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

TABLE

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

(iii) Other places	6.5% of Pay

Provided that if an officer produces a rent receipt, the House Rent Allowance payable to him shall be the actual rent paid by him for the residential accommodation in excess over 1.20 per cent of Pay in the first stage of the Scale of Pay in which he is placed with a maximum of 150 per cent of the House Rent Allowance payable as per aforesaid rates mentioned in column (2) above.

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

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7. In regulation 23 of the said regulations,-

(i) in sub-regulation (1), for the figures, letters and words "1st day of November 2002", the figures, letters and words "1st day of November 2007" shall be substituted;

(ii) in sub-regulation (2), for the figures, letters and words "1st day of November 2002, the figures, letters and words "1st day of November 2007" shall be substituted;

(iii) for sub-regulations (3), (4) and (5), the following sub-regulations shall be substituted, namely:-

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

(4) On and from the 1st day of November, 2007, if an officer is transferred from one place to another in the midst of an academic year and if he has one or more children studying in school or college, in the former place,

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

(5) On and from the 1st day of May, 2010, if an officer is deputed to serve outside the Bank, he may opt to receive the emoluments attached to the post to which he is deputed, or he may in addition to his pay, draw a deputation allowance at the rate of 7.75 per cent of pay subject to a maximum Rs.2300 per month and such other allowances he would have drawn had he been posted in the Bank's service at that place:

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

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(iv) for sub-regulation (8), the following sub-regulation shall be substituted, namely:-

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

(v) in sub-regulation (10),-

(a) for the figures, letters and words "1st day of November 2002", the figures, letters and words "1st day of November, 2007" shall be substituted;

(b) for the Table, the following Table shall be substituted, namely:-

"TABLE

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 a maximum of Rs.550 per month
(ii) Place with an altitude of 1500 metres and above but less than 3000 metres	2½% of pay subject to a maximum of Rs.680 per month
(iii)Place with an altitude of 3000 metres and above	5% of pay subject to a maximum of Rs.1570 per month";

8. In regulation 24 of the said regulations, in sub-regulation (1), for clause (a), the following clause shall be substituted, namely:-

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

TABLE

Grade	Maximum limit of reimbursement
Junior Management and Middle Management Grade	Rs.5100 or the amount incurred whichever is less
Senior Management and Top Executive Grade	Rs.6320 or the amount incurred whichever is less

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

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

is, November 2007 and December, 2007.

Explanation. - for the purposes of this regulation,-

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

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

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TABLE

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

9. In regulation 25 of the said regulations, for sub-regulation (2), the following sub-regulation shall be substituted, namely:-

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

Provided that where the officer is provided with furniture at such residence, a further sum equal to 0.25 per cent of basic pay in the first stage of the scale of pay in which he is placed shall be recovered by the Bank from him:

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

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10. In regulation 36 of the said regulations, after sub-regulation (2), the following sub-regulation shall be inserted, namely :-

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

11. In regulation 41 of the said regulations, in sub-regulation (4), for clause (a), the following clause shall be substituted, namely:-

'(a) Halting Allowance – On and from the 1st day of May, 2010, an officer in the Grades or Scales set out in column (1) of the Table below shall be entitled to `per diem' Halting Allowance at the corresponding rates set out in column (2) thereof, namely:-

TABLE

Grades/Scales of officers	Major `A' Class cities	Area I	Other Places
(1)	(2)		
	Rs.	Rs.	Rs.
Officers in Scale IV and above	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 or II or III, the per diem Halting Allowance and shall be Rs.1000:

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

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

12. In regulation 42 of the said regulations, after sub-regulation (3), the following sub-regulation shall be inserted, namely:-

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

"TABLE

Grade	Lump Sum
Top Executive and Senior Management	Rs.12,000
Middle Management and Junior Management	Rs.9,000".

13. In regulation 44 of the said regulations, in sub-regulation (3), the following proviso shall be inserted, namely:-

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

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14. In regulation 45 of the said regulations, -

(i) in sub-regulation (1), the following proviso shall be inserted, namely:-

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

(ii) in sub-regulation (3), after clause (b) and before the Note, the following clause shall be inserted, namely:-

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

(iii) after sub-regulation(3), the following sub-regulation shall be inserted, namely:-

"(4) The officers joining the services of the Bank on or after the 1st day of

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

15. For the Schedule to the said regulations, the following Schedule shall be substituted, namely,:-

"Schedule to Bank of India (Officers') Service Regulations, 1979
(See sub-regulation (2) of regulation 23)

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

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TABLE

Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
1.	**Mizoram** **(a)** Chimptuipui District of Mizoram and areas beyond 25 kms. from Lunglei Town in Lunglei District of Mizoram.	2000	2600
	(b) Throughout Lunglei District excluding areas beyond 25 kms. from Lunglei town of Mizoram.	1600	2100
	(c) Throughout Aizawl District of Mizoram	1200	1500
2.	**Nagaland**	1600	2100
3.	**Andaman and Nicobar Islands** (a) North Andaman, Middle Andamans, Little Andaman, Nicobar andNarcondum Islands	2000	2600

Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
	(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 (b) Throughout Tripura except difficult areas.	 1600 1200	 2100 1500
9.	**Manipur**	1200	1500
10.	**Arunachal Pradesh** (a) Difficult areas of Arunachal Pradesh (b) Throughout Arunachal Pradesh other than difficult areas.	 2000 1600	 2600 2100
11.	**Jammu and Kashmir** (a) Kathua District: Niabat Bani, Lohi, Malhar and Machhodi	 2000	 2600
	(b) Udhampur District: (i) Dudu Basantgarh, Lander Bhamag Illaqa, other than those included in Part 2(b). (ii) Areas upto Goel from Kamban Side and areas upto Arnas from Keasi side in Tehsil Mohre.	 2000 1600	 2600 2100
	(c) Doda District: Illaquas of Padder and Niabat Nowgam in Kishtwar Tehsil (d) Leh District : All places in the District	 2000 2000	 2600 2600

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Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
	(e) Barmulla District (i) Entire Gurez-Nirabat, Tangdar Sub-Division and KeranIllaqua	2000	2600
	(ii) Matchill	1600	2100
	(f) Poonch and Rajouri District : Areas in Poonch and Rajouri District excluding the towns of Poonch and Rajouri and Sunderbani and other urban areas in the two Districts.	1200	1500
	(g) Areas not included in items (a) to (f) above, but which are within the distance of 8 kms. from the line of Actual Control or at places which may be declared as qualifying for border allowance from time-to-time by the State Government for their own staff.	1200	1500
12.	**Himachal Pradesh** (a) Chamba District		
	(i) Pangi Tehsil, Bharmour Tehsil, Panchayats : Badgaun, Bajol, Deol Kugti, Nayagam and Tundah, Villages: Ghatu of Gram Panchayat Jagat, Kanarsi of Gram Panchayat Chauhata	2000	2600
	(ii) Bharmour Tehsil, excluding Panchayats and Villages included in item (i) above.	1600	2100
	(iii)Jhandru Panchayat in Bhatiyat Tehsil,Churah Tehsil, Dalhousie Town (including Banikhet proper).	1200	1500
	(b) Kinnaur District: (i) Asrang, Chitkul and Hango Kuno/ Charang Panchayats,15/ 20 Area comprising the Gram Panchayats of Chhota Khamba, Nathpa and Rupi, Pooh Sub-Division, excluding the Panchayat Areas specified above.	2000	2600
	(ii) Entire District other than Areas included in (a) above.	1600	2100

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Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
	(c) Kullu District:		
	(i) 15/20 Area of Nirmand Tehsil, comprising the Gram Panchayats of Kharga, Kushwar and Sarga	2000	2600
	(ii) Outer-Saraj (excluding villages of Jakat-Khana and Burrow in Nirmand Tehsil) and entire District excluding outer Seraj area and pargana of Pandrabis but including villages Jagat-Khana and Burrow of Tehsil Nirmand).	1200	1500
	(d) Lahaul and Spiti District :		
	Entire area of Lahaul and Spiti	2000	2600
	(e) Shimla District :		
	(i) 15/20 area of Rampur Tehsil comprising of Panchayats of Koot, Labana-Sadana, Sarpara and Chadi-Branda.	2000	2600
	(ii) Dora-Kawar Tehsil, Gram Panchayat of Darkali in Rampur, Kashapath Tehsil and Munish, Ghori Chaibis of Pargana Sarahan.	1600	2100
	(iii) Chopal Tehsil and Ghoris, Panjgaon, Patsnau, Naubis and Teen Koti of Pargana Sarahan, Deothi Gram Panchayat of Taklesh Area, Pargana Barabis, Kasba Rampur and Ghori Nog of Pargana Rampur of Rampur Tehsil, Simla Town and its suburbs (Dhalli, Jatog, Kasumpti, Mashobra, Taradevi and Tutu).	1200	1500
	(f) Kangra District:		
	(i) Areas of Bara Bhangal and Chhota Bhangal	1600	2100

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Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
	(ii) Dharamshala Town of Kangra District and the following offices located outside the Municipal limits but included in Dharamshala Town-Women's ITI, Dari, Mechanical Workshop, Ramnagar, Child Welfare and Town and Country Planning Offices, Sakoh, CRSF Office at lower Sakoh, Kangra Milk Supply Scheme, Dugiar, HRTC Workshop, Sadher, Zonal Malaria Office, Dari, Forest Corporation Office, Shamnagar, Tea Factory, Dari, I.P.H. Sub-Division, Dan, Settlement Office, Shamnagar, Hinwa Project, Shamnagar. Palampur Town of Kangra District including HPKVV Campus at Palampur and the following offices located outside its municipal limits but included in Palampur Town – H.P. Krishi Vishwavidhalaya Campus, Cattle Development Office/Jersey Farm, Banuri, Sericulture Office/Indo-German Agriculture Workshop/HPPWD Division, Bundla, Electrical Sub-Division, Lohna, D.P.O. Corporation, Bundla, Electrical HESEE Division, Ghuggar.	1200	1500
	(g) Mandi District: Chhuhar Valley of Jogindernagar Tehsil, Panchayats in thunag Tehsil-of Bagraa, Chatri, Chhotdhar, Garagushain, Gatoo, Garyas, Janjehli, Jaryar, Johar, Kalhani, Kalwan, Kholanal, Loth, Silibagi, Somachan, Thachdhar, Tachi, Thana, Panchayats of Dharampur Block- Binga, Kamlah, Saklana, Tanyar and Tarakholah, Panchayats of Karsog Tehsil – Balidhar, Bagra, Gopalpur, Khajol, Mahog, Mehudi, Manj, Pekhi, Sainj, Sarahan and Teban, Panchayats of Sundernagar Tehsil – Bohi, Batwara, Dhanyara, Paura-Kothi, Seri and Shoja.	1200	1500
	(h) Sirmaur District: Panchayats of Bani, Bakhali (Pachhad Tehsil), BharogBheneri (Paonta Tehsil), Birla (Nahan Tehsil), Dibber (Pachhad Tehsil) and Thana Kasoga (Nahan Tehsil) and Thansgiri Tract	1200	1500
	(i) Solan District : Mangal Panchayat.	1200	1500
	(j) Remaining areas of Himachal Pradesh not included in items (a) to (i) above.	320	400

Sr. No.	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
13.	**Uttarakhand** Areas under Chamoli, Pithoragarh, Uttarkashi, Rudraprayag and Champavat Districts.	2000	2600"

EXPLANATORY MEMORANDUM

The Regulations which have been given retrospective effect are as per the agreed terms and conditions of the Joint Notes signed between the Indian Banks' Association on behalf of member banks on the basis of specific mandate given by the respective banks in this regard and apex level officers' associations of the Banks. Therefore, interests of no person shall be adversely affected by such retrospective effect.

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