

**COMPENDIUM OF BENEFITS
AVAILABLE TO
KVB EMPLOYEES
(Updated To 31/12/2024)**



Compiled by
Com. D. Arumugam,
Ex-President, KVBEU
and
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Vice – President , KVBEU
CSA – Gudalur Branch.

KARUR VYSYA BANK EMPLOYEES' UNION
(Affiliated to AIBEA)
Plot "E" , New No.44 Old No.33B, 8th Street,
Sourashtra Nagar, Choolaimedu,
Chennai – 600094. Phone:044-45542649
E-Mail: kvbeu1959@gmail.com Website: www.kvbeu.co.in

This e_book is for Private Circulation Only.

We thank all our comrades those who helped us to update this book.

This e_Book is available in PDF format in our website KVBEU.CO.IN

Further the calculators for Gratuity, Pension, Pay bill, PL encashment, Repayment Schedule for Staff Housing Loan and Society loan is available in our website.

Members are requested to make use of the same.

Your feedback will help us to fine tune.



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Dear Comrades,

Every line you are now referring as a service condition and benefits has got an historical struggle and historical negotiation. Remember, the task of the union to shape your life, career and future was never an easy way or path. These benefits are hard earned rights in tough times. Now you hold the responsibility to preserve, protect, and improve them.

Let thousand hands join and build our movement strong.

Success is not a destination but it is a journey.



With Greetings,

Comradely yours,

T.SEKAR

General Secretary.
31/12/2024

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INTRODUCTION:

This booklet deals with Loans, Allowances, other benefits and Service Conditions prevailing in our bank. These benefits are achieved by us through various **MOUs** and **Settlements** including exchange of letters between **KVBEU** and **THE KARUR VYSYA BANK LIMITED**. The list of **MOUs/ SETTLEMENTs** is given below for the information of the members. Based on these **MOUs/SETTLEMENTs** and Bank Circulars in this regard we have prepared this booklet. Further certain benefits which the bank unilaterally/voluntarily released have also been dealt in this book for easy reference.

For easy and ready reference, the benefits covered under the All India Settlements (up to 11th BPS) are also given in this booklet to our members. For more details about the all India Settlement benefits please refer the Book viz., "THE JOURNEY SO FAR" compiled by Com.N.SAMPATH, Ex-President,AIBEA and Ex-Chairman , TNBEF, Published by Tamil Nadu Bank Employees' Federation. The Journey so far book updated to 9th BP settlement only and for 10th BP settlement, 11th BP and 12th BP settlement refer the Booklet on 10th BP settlement , 11th BP settlement and 12th BP released by AIBEA and reproduced by our KVBEU. **Further the TNBEF update the various provisions as obtaining upto the recent 12th BP settlement signed on 8th March 2024 and the updated Book is being published on the occasion of AIBEA's 3rd National Youth Convention.**

In last pages of this booklet, we have listed some important Bank Circular numbers which may be useful to our members for their ready reference.

Wherever possible, benefits available to our Officers are also given for information.

OUR UNION:

Our Union established and registered in the year 1959 having its registered office at Madurai and Administrative Office at Chennai. Our union affiliated to ALL INDIA BANK EMPLOYEES' ASSOCIATION (AIBEA).

The affairs of the Union shall be managed by an Executive Committee consisting of (20 Office Bearers) a President,4 Vice-Presidents, a General Secretary, a Secretary , 2 Joint Secretaries, 7 Organising Secretaries, 3 Assistant Secretaries and a Treasurer and not more than 37 Executive Members, out of which , 2 posts of ECMs are reserved exclusively for women members elected in the General Body at the Triennial meeting from among the members and they shall hold office until their successors are elected. The retiring members are eligible for re-election. The elected members shall have the power to add the committee not more than two by co-option.

The Office-bearers will nominate Central Committee Members not exceeding five activists of the trade union.

OFFICE BEARERS ELECTED IN THE 38TH CONFERENCE		
POST	NAME	BRANCH NOW
President	G.Ramkumar	Tiruvannamalai
Vice - President	M.Sai Sri Shankar	Hyderabad-Santosh Nagar
Vice - President	R.Athinarayanan	Gudalur
Vice – President	P.Venkatraman	Palayamkottai
Vice – President	D.Subramani	CBE-Kalapatti
General Secretary	T.Sekar	Chennai-Arumbakkam
Secretary	R.Logeshwaran	Chennai-West Mambalam
Joint Secretary	N.Shanmugasingaram	Hoskote
Joint Secretary	S.PrasannaVenkatesh	Madurai- Palanganatham
Treasurer	R.Sampath	Central Office
Organising Secretary	Biju Thuruthiyil	Kottayam
Organising Secretary	Ganesh Babu K V	Rajahmundry
Organising Secretary	L.Murugesh	Bangalore Yeswanthpur
Organising Secretary	P.Baskar	Tiruchi - Suriyur
Organising Secretary	D.Srinivasan	Chennai-BesantNagar
Organising Secretary	S.Saadath	Salem-Gugai
Organising Secretary	R.Ashok	Perundurai-KEC Nagar
Assistant Secretary	Sanjeev Garg	Noida
Assistant Secretary	Narayan De	Kolkata-Burra Bazaar
Assistant Secretary	Gajjula Chennakesavalu	Puttur

MOU / SETTLEMENTS BETWEEN KVB LTD & KVBEU

DURING SIXTIES - 5 MOU 'S SIGNED BETWEEN KVB LTD & KVBEU
DURING SEVENTIES - 20 MOU'S SIGNED BETWEEN KVB LTD &KVBEU
DURING EIGHTIES - 40 MOU ' S SIGNED BETWEEN KVB LTD & KVBEU
DURING NINETIES - 22 MOU ' S SIGNED BETWEEN KVB LTD & KVBEU

Sl.No	Year	Year wise Sl.No	Date of Discussion	MOU or settlement Signed on	Signed under section
1	1960	01	20/04/1960	20/04/1960	
2	1963	01	04/06/1963	04/06/1963	
3	1964	01	05/09/1964	05/09/1964	
4	1966	01	17/07/1966	17/07/1966	
5	1967	01	14/12/1967	14/12/1967	
6	1970	01	25/06/1970	08/07/1970	
7	1971	01	25/02/1971	25/02/1971	
8	1971	02	12/07/1971	12/07/1971	
9	1971	03	21/08/1971	21/08/1971	
10	1972	01	19/03/1972	19/03/1972	
11	1972	02	27/04/1972	27/04/1972	
12	1972	03	27/12/1972	29/12/1972	
13	1973	01	11/01/1973	12/01/1973	
14	1973	02	26/05/1973	26/05/1973	
15	1973	03	04/10/1973	04/10/1973	
16	1975	01	07/10/1975	07/10/1975	2(P)
17	1975	02	07/10/1975	07/10/1975	2(P)
18	1977	01	09/03/1977	29/04/1977	2(P)
19	1977	02	09/03/1977	29/04/1977	2(P)
20	1978	01	15/10/1978	15/10/1978	

21	1979	01	28/05/1979	28/05/1979	
22	1979	02	22/11/1979	22/11/1979	
23	1979	03	09/12/1979	09/12/1979	
24	1979	04	10/12/1979	10/12/1979	
25	1979	05	21/12/1979	21/12/1979	
26	1980	01	19/02/1980	19/02/1980	
27	1980	02	20/02/1980	20/02/1980	
28	1980	03	21/07/1980	21/07/1980	
29	1980	04	23/07/1980	23/07/1980	
30	1980	05	22/09/1980	24/09/1980	
31	1980	06	24/09/1980	24/09/1980	2(P)
32	1980	07	24/09/1980	24/09/1980	2(P)
33	1980	08	24/09/1980	24/09/1980	2(P)
34	1981	01	23/03/1981	23/03/1981	
35	1981	02	02/07/1981	02/07/1981	
36	1981	03	14/11/1981	14/11/1981	
37	1982	01	02/07/1982	16/08/1982	
38	1982	02	16/08/1982	16/08/1982	2(P)
39	1982	03	16/08/1982	17/08/1982	
40	1982	04	20/11/1982	20/11/1982	12(3)
41	1983	01	12/04/1983	21/04/1983	
42	1984	01	19/01/1984	20/01/1984	
43	1984	02	12/03/1984	13/03/1984	
44	1984	03	11/10/1984	12/10/1984	
45	1985	01	04/04/1985	04/04/1985	
46	1985	02	15/05/1985	16/05/1985	
47	1985	03	24/05/1985	25/05/1985	
48	1985	04	27/05/1985	27/05/1985	
49	1985	05	27/05/1985	27/05/1985	12(3)
50	1985	06	24/06/1985	25/06/1985	
51	1985	07	03/07/1985	04/07/1985	
52	1985	08	10/10/1985	24/10/1985	
53	1985	09	26/10/1985	26/10/1985	
54	1985	10	16/11/1985	16/11/1985	2(P)
55	1985	11	23/11/1985	25/11/1985	
56	1987	01	04/05/1987	04/05/1987	2(P)
57	1987	02	18/09/1987	28/09/1987	

58	1988	01	18/11/1988	19/11/1988	
59	1989	01	21/07/1989	21/07/1989	
60	1989	02	23/07/1989	23/07/1989	
61	1989	03	11/09/1989	11/09/1989	
62	1989	04	07/10/1989	18/11/1989	
63	1989	05	18/11/1989	01/12/1989	
64	1989	06	25/11/1989	29/12/1989	
65	1989	07	13/02/1989	16/02/1989	
66	1990	01	09/12/1989	25/01/1990	
67	1990	02	13/02/1989	03/02/1990	2(P)
68	1990	03	03/02/1990	03/02/1990	
69	1990	04	01/11/1990	01/11/1990	12(3)
70	1991	01	02/04/1991	10/09/1991	
71	1991	02	10/09/1991	10/09/1991	
72	1992	01	05/06/1992	06/06/1992	
73	1992	02	17/06/1992	25/06/1992	
74	1992	03	26/11/1992	21/12/1992	
75	1992	04	03/12/1992	03/12/1992	
76	1993	01	16/06/1993	27/08/1993	
77	1993	02	06/10/1993	06/10/1993	
78	1994	01	03/12/1993	12/01/1994	
79	1994	02	09/05/1994	02/08/1994	
80	1995	01	11/01/1995	23/03/1995	
81	1995	02	23/03/1995	23/03/1995	
82	1995	03	02/09/1995	18/09/1995	
83	1996	01	10/06/1996	21/06/1996	
84	1997	01	15/05/1997	14/07/1997	
85	1997	02	28/11/1997	28/11/1997	12(3)
86	1998	01	04/11/1997	13/03/1998	
87	1998	02	07/09/1998	10/10/1998	
88	2000	01	16/11/2000	18/11/2000	
89	2002	01	31/08/2001	08/02/2002	
90	2002	02	31/08/2001	08/02/2002	2(P)

91	2003	01	21/11/2002	20/02/2003	
92	2004	01	08/01/2004	21/01/2004	
93	2005	01	05/04/2005	05/12/2005	
94	2006	01	01/07/2006	22/08/2006	
95	2006	02	13/09/2006	13/09/2006	12(3)
96	2006	03	19/12/2006	19/12/2006	12(3)
97	2008	01	31/01/2008	04/02/2008	
98	2008	02	04/11/2008	24/11/2008	
99	2009	01	05/02/2009	25/02/2009	
100	2010	01	27/09/2010	30/09/2010	
101	2011	01	18/11/2011	23/12/2011	
102	2012	01	18/12/2012	21/12/2012	
103	2014	01	20/03/2014	24/03/2014	
104	2016	01	24/10/2016	31/12/2016	
105	2024	01	20/01/2024	30/01/2024	

DATES OF AWARDS / SETTLEMENTS (ALL INDIA LEVEL)

SEN TRIBUNAL

- Appointed : 13/06/1949
- Award Given : 12/08/1950
- Declared Null & Void : April 1951

H.F. DIVATIA Tribunal

Appointed in July 1951 but it resigned

SASTRY TRIBUNAL

- Appointed : 05/01/1952
- Award Given : 20/04/1953
- LAT : 28/04/1954
- Govt. Modification Order : 24/08/1954

- Bank Award Commission : 25/07/1955
- Sastry Award as Modified : 1957
- DA Amendment Notification : 03/02/1960

DESAI TRIBUNAL

- Appointed : 21/03/1960
- Award Given : 13/06/1962

BIPARTITE SETTLEMENTS

- First Bipartite Settlement : 19/10/1966
- Second Bipartite Settlement : 12/10/1970
- Bipartite Settlement : 23/07/1971
- Bipartite Settlement Other Issues : 08/11/1973
- Third Bipartite Settlement : 01/08/1979
- Other issues : 31/10/1979
- Settlement for B/C Class Banks : 22/11/1979

- MOU with IBA : 16/04/1980
- Bipartite Settlement : 21/04/1980
- Computer and Residual issues : 08/09/1983
- Fourth Bipartite Settlement : 17/09/1984
- Settlement on B Class Banks : 28/02/1985
- Bipartite Settlement-Other issues : 05/01/1987
- II Computer(ALPM) Settlement : 29/03/1987
- Bipartite Settlement : 23/02/1989
- Fifth Bipartite Settlement : 10/04/1989
- III Computer Settlement : 10/04/1989
- Settlement on B Class Banks : 03/02/1990
- Supplementary Settlement : 29/06/1990
- Settlement on B Class Banks : 13/10/1990
- Bipartite Settlement-Residual Issues : 16/07/1991
- IV Computer Settlement : 29/10/1993
- Pension Settlement : 29/10/1993
- Minutes on HRA at Surat,Jaipur &Lucknow : 22/06/1994
- Sixth Bipartite Settlement : 14/02/1995
- MOU on Relativity issue : 30/09/1996
- Settlement on Relativity Issue : 20/11/1996
- Settlement dated : 14/12/1996
- Settlement on residual issue VI-BP : 28/11/1997
- Seventh Bipartite Settlement : 27/03/2000
- Disciplinary Action and
Disciplinary Procedure : 10/04/2002
- Eighth Bipartite Settlement : 02/06/2005
- 9th Bipartite Settlement : 27/04/2010
- Settlement on Option to join Pension : 27/04/2010
- 10th Bipartite Settlement : 25/05/2015
- 11th Bipartite Settlement : 11/11/2020
- 12th Bipartite Settlement : 08/03/2024

DEATH RELIEF FUND-maintained by KVBEU

This scheme was promoted by Karur Vysya Bank Employees' Union with a motto to give financial relief to the legal heirs of the employee who dies while in service. This scheme is extended to all members of KVBOA / KVBEU and Executives of the Bank. In the event of the death of a member*, a uniform sum of (at present) Rs.30/- (w.e.f 7.4.2010) by a General Mandate, is deducted from the salary of the members.

The amount thus collected is paid to the nominee or to the legal heir (spouse) of the deceased member.

To meet out the emergency expenses on the day of death of an employee, the nearest branch concerned is authorised to pay a sum of Rs.2000/- only, through the branch secretary/co-employee(s) and the same may be paid to the heir/s (dependent(s) identified by any the co-employee(s)) by reimbursing from Union Death Relief Fund account maintained by our union with our Bangalore Avenue Road branch.

* "member" means member of KVBEU or KVBOA and all Executives.

Cir.No.236/97 for instructions. Cir.No.129/2010.

Cir.no.46/89 DT. 18.02.89,346/94,180/88,336/88.

RETIREMENT GIFT (Union)

Memento from Union:

Every member of the union on the day of his/her retirement (under VRS also) will be awarded a memento for **Rs.5000**. (From Rs.250/- to Rs.1000/- w.e.f 01.09.2010 and from Rs.1000/- to Rs.2500/- w.e.f 01.07.2017 as decided in the EC Meeting Dated 24,25/06/2017 KVBEU Circular Dt.11/07/2017. Rs.5000 w.e.f 01/01/2021 as decided in the EC Meeting dated 13th,14th February 2021 KVBEU Circular No.36/23/2020 dated 19/02/2021.

UNION SUBSCRIPTION:

Calculated @ 0.5% on Basic Pay as per our Bye-law of our Union and deducted from the salary of all the union members on monthly basis.

CONFERENCE OF KARUR VYSYA BANK EMPLOYEES' UNION		
UNION STARTED ON 24/03/1959		
REGISTERED ON 03/09/1959		
FIRST CONVENTION WAS ORGANISED AND DEMANDS WERE CHARTERED ON 15/08/1959		
BANK ANNOUNCED A WAGE REVISION ON ITS OWN ON 26/08/1959		
22/12/1959 FIRST CONCILIATION AT MADRAS		
FIRST WAGE SETTLEMENT WAS SIGNED ON 20/04/1960		
SECOND WAGE REVISION SETTLEMENT WAS SIGNED ON 04/06/1963		
DATE	CONFERENCE No.	HELD AT
11/10/1959	1	DINDIGUL (1)
09/07/1961	2	TRICHY (1)
03/06/1962	3	SALEM (1)
04/08/1963	4	ERODE (1)
24/05/1964	5	VILLUPURAM (1)
08/08/1965	6	KARUR (1)
02/11/1966	7	MADURAI (1)
03/09/1967	8	NAMAKKAL (1)
05/05/1968	9	TIRUPUR (1)
06/04/1969	10	KUMBAKONAM (1)
03/05/1970	11	TIRUVANNAMALAI (1)
01/05/1971	12	MADRAS (1)
27/05/1972	13	KARUR (2)
06/10/1973	14	TANJAVUR(1)
04/08/1974	15	ERODE (2)
11/10/1975	16	TRICHY (2)
26/09/1976	17	COIMBATORE (1)
01/10/1978	18	MADRAS (2)
01/10/1979	19	BANGALORE (1)
25/01/1981	20	MADURAI (2)

16/01/1982	21	MADRAS (3)
15/01/1983	22	VIJAYAWADA (1)
26/01/1985	23	BANGALORE (2)
25/01/1987	24	VELLORE (1)
23/10/1988	25	TRICHY (3)
26/01/1991	26	ERODE (3)
01/05/1993	27	COIMBATORE (2)
30/04/1995	28	MADRAS (4)
25/01/1998	29	TIRUPATHI (2)
01/10/2000	30	MADURAI (3)
01/05/2004	31	BANGALORE (3)
01/12/2007	32	CHENNAI (5)
02/10/2010	33	SALEM (2)
13/04/2014	34	CHENNAI (6)
10/12/2016	35	TIRUCHI (4)
28/12/2019	36	CHENNAI (7)
28/05/2022	37	COIMBATORE(3)
23/11/2024	38	MADURAI(4)

(Number of times the GB held in a particular place is given in bracket)

OURSOCIETY:

KVB STAFF COOPERATIVE THRIFT & CREDIT SOCIETY LIMITED, CHENNAI.

Our Society established and registered in the year 1980. Our society is managed by the Board comprising 17 elected Members and two co-opted members. The Manager who is the Chief Executive of the Society is the ex-officio member on the Board. The Members of the Board as on date is as follows: (31/12/2024)

President	T.Sekar	CSA	Chennai-Arumbakkam	
Vice-Presidents	K.Magesh	Officer	Coimbatore – DO	
	R.L.Suresh chander	OA	Chithalapakkam	
	R Logeshwaran	CSA	Chennai-West Mambalam	
Directors	G.Indumathi	CSA	Chennai-Ayanavaram	
	R.Athinarayanan	CSA	Gudalur	
	L.Murugesh	CSA	Bangalore-Yeshwanthpur	
	Ganesh Babu K V	CSA	Rajahmundry	
	B.M.Mallikarjuna	Officer	Karur – Currency Chest	
	CH.V.D. Prasad	Officer	ARB- Hyderabad	
	S. Rengan	Officer	Central Office - Karur	
	K.Muraleedharan	Officer	COC- Coimbatore	
	R.Prakash	CSA	Central Office – Karur	
	G.Ramkumar	CSA	Tiruvannamalai	
	Leo Rodrigues	Officer	Bangalore – VV Puram	
	G.Amuthapriya	Officer	Chennai-Purasawalkam	
	D.Srinivasan	CSA	Chennai-Besant Nagar	
	Co-opted Directors	J.Rajendran	Clerk	Retired
		S.Murugan	Officer	Retired
	Ex-officio	J.Arockia Mary	Manager	Society

MEMBERSHIP:

Any confirmed employee of the Karur Vysya Bank Ltd., including the permanent part-time employee on scale of wages who is competent to contract under section 11 of Indian Contract act 1872 may become regular member by subscribing one share and entrance fee there on.

Any confirmed employee of the Karur Vysya Bank Ltd., who desirous of joining the Society have to submit the application in the prescribed form completed in all respect along with a Demand Draft or a Cheque for Rs.11/- and copy of the Confirmation order issued by our bank.

As per Cir.No.04/2019-20 dated 18/03/2020 along with the application form and other documents mentioned therein, the following documents have to be submitted: 1. Passport size Photo 2. ID proof (copy of PAN card and copy of Aadhar Card) 3. Address Proof (copy of Driving Licence / Voter ID / Passport.

For availing Loan along with the Loan application in the prescribed form, in addition to latest Pay bill, the above said documents for ID AND ADDRESS PROOF have to be submitted if not submitted already along with the membership application.

Every member shall take at least one share. Every member shall pay an entrance fee of (25paise) twenty five paise for each share taken by him/her at the time of taking his/her share provided that the total payment of entrance fees by any one member for all the shares held by him/her shall not exceed Rs. 12.50 (Rupees Twelve and paise fifty only). The member can subscribe share capital to the maximum of Rs.70000/- only at present. At the time of admission of new member, only one share will be allotted. Members can subscribe to shares at the time availing surety loan subject to norms.

No member shall be permitted to withdraw any of the shares held by him in the Society or to resign his membership from the Society within three years from the date of which he was admitted as a member unless he retires/resigns from the service within this period. A member who has resigned from the Society shall be eligible to become member **only after a lapse of two years from his resignation and Application for loan shall be considered after six months of his re-admission as a member.**

Every member of the Society may nominate any person or persons to receive in the event of his death all the moneys due to him/her by the society at such time. The member may, from time to time, revoke or change such nomination.

A nomination made by a member shall not be valid and shall not in event of death of the member have effect unless:

It is made in writing and is signed by the member in the presence of two witnesses attesting the same. It is recorded in the books of the society kept for the purpose.

NOMINAL MEMBERS:

Retired Employees of the Karur Vysya Bank Ltd., residing within the area of operation of the society may become Nominal members of the Society on payment of Non-refundable fees of Rs. 5/-.

The Nominal members shall be eligible only for investing their funds in deposits with the society and for availing loans on the deposits. **(As per Society Circular dated 26/06/2020 Deposit accepted from the A-CLASS MEMBERS only with effect from 01/07/2020 onwards.)**

No nominal members shall be entitled to subscribe the shares of the society or have any interest in the management thereof including right to vote, elect as a Director of the Board or participate in the General Body of the Society.

THRIFT SUBSCRIPTION:

Every member shall subscribe to the thrift deposit as long as he continues to be a member of the Society according to the scales laid down below for the time being. (w. e. f 01/04/2021)

Thrift Subscription		w.e.f 01/04/2021
Cadre	Amount in Rs.	Rs.
Sub staff	500	700
Clerical	700	1000
Officer	1000	1400

It shall be open to a subscriber however to increase his/her monthly subscription to any amount (maximum Rs.5000/- as per Society Circular Dated 17/07/2017) over and above the minimum amount, mentioned above, at any time during the year with the approval of the Board.

These subscriptions shall be collected along with the instalments of loan due, if any, by the members every month. At the end of every co-operative year the accumulated amount shall be converted into thrift deposit and held to the credit of the member until he ceases to be a member. Interest shall be allowed on the thrift deposit at a rate fixed by the Board and paid to the members every year (first week of April) or credited to the Thrift Deposit account as per the member's preference through a mandate.

For **March 2024** the Board declared the rate of interest as **9% p.a.** for Thrift Deposit as well as for Thrift subscription.

DEPOSITS:

Deposits may at the discretion of the Board of Directors be received. Deposit shall be accepted from members and from any other institutions.

There shall be two classes of deposits namely:

1. Fixed Deposit- Fixed amount for a fixed period in multiples of Rs.1000/-. Interest on FD of Rs.5000/- and above shall be paid monthly and for FD less than Rs.5000/- at the end of every six months.

2. Recurring Deposit- Fixed amount every month in multiples of Rs.100/. Board of Directors is empowered to fix the Rate of Interest from time to time for FD as well as RD.

With effect from 01.01.2017 onwards ,It is decided to put an upper cap for individual member's RD amount ,accordingly a member can open fresh RD account with an aggregate of Rs.5000/- pm only.

FIXED DEPOSIT RATE OF INTEREST:

As per Circular dated 26/06/2020 Deposit accepted from the A-CLASS MEMBERS only. Rate of interest for the period of **one year is 8%.**

Pre closure of deposit allowed subject to conditions. **ROI for preclosure Upto 3 months 4.5%, Above 3 months upto 6 months 5.5% and Above 6 months 6.5%.**

RECURRING DEPOSIT ROI:

ROI FOR RD for one year 6.75% and for Two years 7.00%.

Pre closure of RD allowed subject to conditions.

SURETY LOAN: (w.e.f 18/04/2022)

No member shall at any time be indebted to the Society by way of principal to the extent of more than Rs.7,00,000/-(conditions apply) on account of any loan / loans taken by him/her subject to this limit, a member may at the discretion of the Board of Directors be given loan/loans not exceeding Rs. 100/- for every share held by him/her or 15 times of his/her pay and allowances per month whichever is less subject to the members repaying capacity. No member shall be eligible for second loan on personal surety before he/she has paid not less than six monthly instalments towards the loan previously taken by him/her.

Surety Loan subject to the following Limits or 15 times of pay & allowances per month whichever is less: (w.e.f 18.04.2022)

The following limits decided by the Board based on the continuous membership with the society by the members.

Continuous Membership with the Society	Upto 5 years Rs.	5 - 10 years Rs.	10 - 15 years Rs.	15 - 20 years Rs.	Above 20 years Rs.
Sub-Staff	1,50,000/-	3,50,000/-	4,50,000/-	6,00,000/-	7,00,000/-
Clerk	2,00,000/-	4,00,000/-	5,00,000/-	6,00,000/-	7,00,000/-
Officer	2,00,000/-	4,00,000/-	5,00,000/-	6,00,000/-	7,00,000/-

Interest on loans shall at such rate/rates prescribed by the Board of Directors from time to time. The present lending rate is **10% with effect from 01/04/2021 as per Soc.Cir.No.07/2021**. The surety loan shall be repayable in 150 monthly instalments through salary deduction. Calculation of interest for Surety loan is on daily products basis. No member shall be eligible for second loan on personal surety before he/she has repaid not less than six monthly instalments towards the loan already taken by him/her.

If the loan closed with in 15 days from the date of availing the loan a minimum of 15days interest will be charged.

Pre-closure of loan is permitted further member can make part payment also. Loan will be sanctioned subject to fulfillment of 25% take home pay norm.

SPECIAL LOAN:

Notwithstanding anything in any other bye-law, the Board of Directors may grant a special loan to a member not exceeding Rs.50,000/- to meet out any major ailment. The said loan shall be repayable in 60 monthly instalments.

WELFARE SCHEME : (Introduced in the year **1993**)

All members of the Society shall subscribe to the scheme regularly and monthly as long as their membership in the Society continues. The subscription of this scheme is extended to all members of the Society and they should opt to subscribe Rs.20/- per month to the scheme as they continue to be the member of the Society. The object of the scheme is to render financial assistance as an act of benevolence to the nominees or legal heirs of a subscriber in the event of his death before his retirement or during his membership of the Society. In the event of death of a subscriber, his nominees or legal heirs shall be eligible for assistance of Rs.100000/- as an act of benevolence.

In the event of death of a subscriber, his nominees or legal heirs shall be eligible for assistance of Rs.150000/-as an act of benevolence. **(Revised from Rs.1.00 lac to Rs.1.50 lac.)**

In addition to above, an assistance to the extent of 10% of the bill with a maximum of Rs.20,000/- whichever is less shall be extended to the member who had incurred expenses exceeding Rs.100000/- **for any major ailment/operation, subject to other terms and conditions.**

On a subscriber's retirement from his/her employment or on ceasing to be in his/her employment for any reason or ceasing to be a member of the society, the subscriber shall be eligible to receive the subscription made by him under the scheme together with interest, if any, accrued and payable as per rule.

SURETY RELIEF FUND: (Introduced in the year 2001)

Surety relief fund for affording relief to sureties of the principle borrower of loans in case of need. Every member of the Society shall subscribe Rs.20/- every month and the same is recoverable along with other dues of the society every month. The same shall be refunded at the time of retirement/ resignation with simple interest as decided by the Board then and there. The surety relief fund shall have a holiday period of three year in respect of interest from the date of admission.

DIVIDEND: For the Year ended **31st March 2024 12%**. (As per bye-law the maximum dividend is 15%)

GUEST HOUSE:

There is a guest house in our society Building at Chennai. Members who are coming to Chennai for various reasons can utilise the same for comfortable stay at a cheaper rate.

HALL RENT (5 Hours):

The Hall Rent revised with effect from **01/09/2022** as follows:

For Members from Rs.2000/- to Rs.3000/- (for 5 Hours)

For Non-members from Rs.4000/- to 5000/- (for 5 Hours)

Hall Advance Rs.2500/-

TARIFF FOR ROOMS revised with effect from **01/09/2022** as follows:

	AC (Per day)	Non-Ac (per day)	Dormitory
For Members	Rs.700/-	Rs.400/-	Rs.100 per bed
For Non-members	Rs.900/-	Rs.600/-	Rs.150 per bed

Phone Number/s for Room Booking during office Hours: (10 am-5 pm)

044 – 23725845.

LOANS:

(Including Refundable & Non-Refundable Withdrawal of P.F.)

HOUSING LOAN: (including NRW for housing)

Base MOU dt.29.4.1977 Base Cir No.226/77 dt.31.12.77.

ELIGIBILITY: Must have completed 3 years of confirmed service
(As per Circular No.462/2010 and MOU 29.9.2010) for Award staff.

(Previously it is 5 years of Confirmed service for award staff.)

(For Officers 2 years of confirmed service is enough-316/2006)

(For Armed Guards one year confirmed service (30.06.1999)

Must have five more years of service to retire.

Should not have own house in own right. This is relaxed as per cir.no.121/2013 MOU 21.12.12 subject to the condition that such workman employee who avail first housing loan consequent to this relaxation will not be eligible to avail second housing loan.

Loan will be granted only to individual employees and No loan shall be granted jointly to two or more employees.

Available only once in the services of an employee.

NOTE:

As per Cir.No.224/2020 If husband and wife are employed with KVB both of them eligible to apply for staff HL individually, for quantum applicable to their respective cadre. However, the property should be in the name of the individual employee concerned. Further, if the properties purchased by the spouses are adjacent to each other they should be clearly demarcated and individually marketable in nature.

ALLOTMENT: All the eligible employees shall apply for housing loan directly by submitting the first housing loan application form along with necessary papers / documents to HRD (Refer Circular No.167/2000 (PAD-52) Dt.09.05.2000). The Housing Loan application form -1 is available with our HRD and HR.COM.

OVERALL LIMIT: 1.75% of the total deposit of the Bank as on 31st March of the last financial year. (Changed from 1.5% to 1.75% as per MOU dt.29.12.1989).

PURPOSE: (CirNo.226/77 dt.31.12.77) For Purchase of a completed House and also for making alterations, additions and renovations, if in the opinion of the Bank, they are found necessary. (For Old House/Flat a minimum of 25 years of expected remaining life is required).

For Construction of a house on the land already owned or Purchase of a land and construction thereon.

Clearing off liability incurred for acquiring a house or for constructing a

house with housing Board, Trust Board, Housing Society LIC etc. provided the house is acquired or constructed and the liability is incurred by the employee while in the service of the bank.

For purchase of Flat (refer elsewhere in this chapter for details - Base Cir.No.335./98)

LOAN AMOUNT: enhanced to: **REVISED CIR.NO. 399/2022 DATED 01/12/2022 with effect from 01/01/2023 as follows: For Clerk and Substaff: Loan quantum**

Centres *	Clerks (Maximum)	Sub staff (Maximum)
New Delhi, NCR, Metros and Centres having population above 12 lakhs	Rs.40.00 lakhs	Rs.26.00 lakhs
Other Centres (population below 12 lakhs)	Rs.35.00 lakhs	Rs.21.00 lakhs

*Centre is based on the location of purchase/construction of the property.
For officers and Executives revision refer the cir.no. 399/2022.

EXISTING:

(05/2017 w.e.f 01.01.2017)

For Clerks: 30 Lakhs

For Sub-staff: 18 Lakhs

For Executives: 50 Lakhs

For Officers (463/2016 w.e.f 01.11.2016)

Metro/Major A*	Area-I	Other Areas
50 Lakhs	40 Lakhs	35 Lakhs

*4 Metro and Ahmedabad,Bangalore,Hyderabad,Secunderabad,Surat and Pune (Population more than 45 Lakhs)

FOR OFFICERS Rs.50 LAKHS irrespective of area with effect from 22.02.2017 as per cir.No.76/2017.

(Cir.No.538/2011 dt.25.11.2011 w.e.f 25.11.2011 CLK Rs.25L,SS Rs.10L from 2.6.2014 (202/2014) for SS Rs.13Lakhs)

Interest: 8% p.a. for the entire loan amount irrespective of amount of loan or cadre etc. Cir.No.462/2010. w.e.f 1.7.2010 & applied from1.12.2010.

Repayment:

For purchase of house/flat, repayment commences within two months from the date of availment of loan.

For construction of a house repayment commences after 14 months from the date of availment of loan or on submission of ready for occupation/completion certificate whichever is earlier.

Maximum period of instalment 25 years (300 months) or remaining service available whichever is less. For Pension Optees the number of instalments Up to 65 years of age may be taken. (Subject to maximum of 300 months).

HOUSING LOAN MONTHLY INSTALMENT AMOUNT :(for the repayment period of 300 months)

FOR LOAN AMOUNT OF Rs.1.00 Lakh. @8%

Rs.476/- for 210 Months (Accounted towards Principal)

Rs.781/- for the remaining 90 months (Credited towards Interest)

CALCULATION OF MONTHLY INSTALMENTS :(Cir No.154/99 dt.25.5.1999)

With effect 1.5.99 the monthly instalments will be fixed as per the new formula of recovery of principal (in both the accounts - Housing Loan Part-I(upto Rs. 1.10 Lakh) and Part-II (remaining amount-above Rs.1.10 lakh) in 180 months and interest in the remaining 120 months for loans which have the maximum period of repayment viz., 300 months.

It is changed with effect from 25.11.11 the principal recovered in 210 months and the interest in the remaining 90 months for loans which have the maximum period of repayment viz., 300 months.

In case the period of repayment is less than 300 months principal and interest will be recovered in the ratio of 70% : 30% of the total period of repayment available.

ACCOUNTING PROCEDURE:

The monthly deductions towards the housing loan is to be appropriated towards the principal portion and only after the entire portion of the principal is liquidated, the monthly instalments are to be appropriated towards the interest portion.

General: 25% take home pay norm will be adhered (Cir.No.387/93)

Rental income /own/spouse salary and other income taken for this purpose (538/2011)

DISBURSEMENT OF HOUSING LOAN (CIR.NO.226/77 DT.31.12.77):

In case of purchase of a completed house, the entire amount of loan may be paid in one lump sum to the vendor.

In case of construction of a house, the housing loan will be disbursed in 3 stages, as per the request of the employee.

First Instalment: 20% of the loan amount or actual estimated amount for basement whichever is lower.

Second instalment: After producing the bills for first instalment the amount will be released for the purpose of construction upto lintel level.

Third and final instalment: After the producing the bills for second instalment the final instalment will be released.

**NON-REFUNDABLE P.F. WITHDRAWAL FOR HOUSING PURPOSES:
(91/2002)**

(Regarding Clause (iii) under explanation-2 of Rule II (1))

The definition of "Institution" to include Banks also for the purpose of extending non-refundable withdrawal under Rule-II. Consequently, the properties mortgaged to the Banks (either to our Bank or some other banks) shall be treated as 'unencumbered properties', for the purpose of extending non-refundable withdrawal under Rule-II.

Terms and conditions for extending non-refundable withdrawal are:

1. If the amount outstanding in the loan account of the vendor is less than the non-refundable withdrawal amount sought for, then the cheque will be issued in the name of the Bank to the extent of loan amount outstanding and balance amount alone will be paid to the member by means of cheque.

2. If the amount outstanding in the loan account of the vendor is more than the non-refundable withdrawal amount, then the non-refundable withdrawal amount shall be paid to the Bank directly. The vendor/purchaser has to take suitable steps to pay the balance amount to the Bank in which the property is mortgaged already.

3. If the property is mortgaged to any other bank by the vendor;

a. The member (employee) has to get legal opinion from an Advocate

in the approved panel of our Bank to ascertain as to whether the vendor is having clear title to the property.

b. Valuation of the property is also to be done by an Engineer in the approved panel of our Bank and the valuation certificate is to be produced with other papers by our employees.

c. The vendor has to give a letter to the Bank requesting them to hand over all the title deeds lodged by him to our employee. The Bank in turn has to give a letter to the effect that they will hand over the title deeds directly to our employee as per the authorisation letter given by the vendor to them.

Employees desirous of purchasing house properties mortgaged to our Bank/other banks availing non-refundable withdrawal from Provident Fund are advised to follow the above guidelines.

Members are advised to avail NRW first and then only they should avail a Housing Loan against the said property. Because for the encumbered property NRW cannot be considered. However, if any request is received for NRW from the members, after availing housing loan from our bank, for any valid reasons like Cost escalation or Ignorance of this facility etc. the **same may be considered if such request is received before**

1. 2 Months for the purpose of purchase of House/Flat.
2. 6 Months from the date of disbursement of first installment for the purpose of construction of a House/Flat under construction(Even though as per norms 14 months is allowed for construction, for this purpose only 6 months is allowed to make a request for NRW)
3. Starts repayment in Housing Loan (If repayment starts in Housing Loan , then this NRW will not be considered) **Whichever is earlier.**

INCLUSION OF REGISTRATION FEE, STAMP DUTY WITH PROJECT COST WHILE APPLYING FOR A NON-REFUNDABLE WITHDRAWAL FOR HOUSING PURPOSE. (CIR.50/2003)

The expenses to be incurred by the member towards actual cost of non judicial stamp paper and registration fees payable to the office of Registrar will be considered on the following terms:

- 1 Cost of stamp paper and registration charges will be considered on the sale price as per sale agreement entered by the parties.
- 2 While applying a non-refundable withdrawal, a member should clearly furnish the details of expenses to be incurred towards cost of stamp paper and remittance of registration fee for getting the property registered in his/her name in the application itself along with cost of house site/ready built house /flat to be purchased.
- 3 After registering the property , a copy of receipt issued by Registering Authority and a copy of Registered Sale deed should be produced.
4. Non-refundable withdrawal for housing will not be considered if the member applies merely to meet out the expenses in connection with registering the property. (i.e. non-refundable withdrawal will be considered only along with cost price/project cost of the property to be purchased/constructed by the member).

NON-REFUNDABLE WITHDRAWAL FROM PROVIDENT FUND A/C FOR HOUSING PURPOSE CLARIFICATIONS (CIRNO. 196/2004)

(For more details please refer PF rules Book)

ELIGIBILITY: The member has to complete 5 year's membership of the fund. The member's own share of contribution with interest thereon in the amount standing to his credit in the fund is not less than one thousand rupees and the dwelling site or house /flat or the house under construction, which he intended to buy, is free from encumbrance.

AMOUNT OF WITHDRAWAL:

Shall not exceed the member's basic wages and DA for 36 months or the member's own contributions, together with that amount of the employer's share of contributions, admissible under Rule. 16, had the member been allowed to withdraw his accumulations with interest thereon, on the date of authorisation of payment, or actual cost of construction or purchase of the dwelling house/flat or construction of dwelling house, which ever is least.

Those who have opted for pension scheme can avail only his contribution of

provident fund accumulation with interest for the purpose of acquiring a House. (Non refundable withdrawal for Housing purpose).

Where the withdrawal is for the acquisition of a dwelling site for the purpose of construction of a dwelling house thereon from any individual or any agency, the amount shall be paid in not less than 2 equal instalments, the first instalment at the time of acquisition of the dwelling site and the remaining at his (member) request at the time of the construction of a dwelling house on such dwelling site.

PURPOSE:

- 1 For Purchase of a site for the purpose of construction.
- 2 For construction of a house on a site already owned.
- 3 For purchase of ready built house/flat.
- 4 For purchase of a flat under construction.
- 5 For purchase of flat/house from a Housing Board/Society. Provided the site, house/flat or the house/flat under construction is free from encumbrances.

HOUSING LOAN TO PURCHASE FLAT: (Cir.No.335/98 dt.16.11.98 & 374/97 for officers)

Housing Loan amount for purchase of flats will be released in stages, if the agreement between the concerned workman availing housing loan and the flat promoter stipulate such terms. The following norms will be observed for release of loan amounts in stages:

1. The flat promoter should have experience in the line of construction of flats continuously for a period of not less than 5 years.
- 2 The promoters of flats should have already completed at least 2 projects of construction of flats.
- 3 Employees of Banks, LIC and Government should have purchased flats from such completed projects of the concerned flat promoters.
- 4 The flat promoter should have obtained necessary approval from MDA /Corporation / Municipalities or from other competent authorities as the case may be, for the project.
5. The flat promoter should have obtained complete legal clearance.
6. Where the total cost of the flat to be purchased is more than the loan amount to be sanctioned by the Bank, concerned workman will have to first invest his portion viz., his own funds and only thereafter the Bank will release housing loan amount in stages.
7. The concerned workman has to produce necessary investment certificate/completion certificate for each stage of completion of construction of the flat from the flat promoter and the same shall have to be certified by the branch manager.
8. The loan amount will be released in not more than 4 stages.

The above norms will be strictly observed in all cases, however, individual cases will be analysed on case to case basis and the management may, at its discretion, relax one or few of the above norms if other things are in order and the reputation of the flat promoter is also established.

DOCUMENTS TO BE PRODUCED FOR/AFTER AVAILING HOUSING LOAN:

1. DPN and Agreement on stamp paper.
2. Apart from all the documents produced for obtaining legal opinion, E.C., shall be produced for the latest date after creation of EM charge. (EM charge by deposit of original title deeds OR MOD as the case may be).

List of documents to be submitted in duplicate to PAD-Karur along with housing loan application.

I. A. For purchase of site for the purpose of construction:

1. Sale Agreement (Copy)
2. Copy of parent documents
3. Legal Opinion from our Bank's Approved panel Lawyer (in duplicate)
4. Two copies of Encumbrance Certificate (latest) for the last thirteen years.
5. Valuation Certificate of the site from Bank's approved Panel Engineer (in duplicate)
6. Copy of the approved Layout Plan & layout approval letter issued by the competent authorities.
7. Copy of Latest House tax receipt.

II FOR CONSTRUCTION OF A HOUSE ON THE SITE ALREADY OWNED:

1. Copy of Sale Deed Registered in favour of the applicant for the site on which the construction is proposed.
2. Copy of the Parent documents.
3. Legal Opinion obtained from our Bank's approved Panel Lawyer (In duplicate)
4. Two copies of Encumbrance Certificate (latest) for the last thirteen years.
5. Tax Receipt (latest) if any.
6. Detailed Estimate.
7. Abstract estimate in duplicate to be obtained from our Bank's approved panel Engineer.
8. Soil Certificate
9. Specification Certificate.
10. Valuation certificate for the site.
11. Building plan duly approved by the panchayat/ municipal/ corporate authorities.
12. Copy of the plan approval letter issued by the authorities.

III FOR PURCHASE OF A READY BUILT HOUSE/FLAT

1. Copy of Sale Agreement
2. Copy of Parent Documents
3. Legal Opinion from our Bank's Approved panel Lawyer (in duplicate)
4. Two copies of Encumbrance Certificate (latest) for the last thirteen years.
5. Valuation Certificate of the property (for both land and building) from Bank's approved Panel Engineer (in duplicate)
6. Copy of the layout approval letter and building plan approval letter issued by the competent authorities.

7. Copy of the Layout Plan & Building Plan approved by the competent authorities.
8. Copy of Latest House tax receipt.

Note: If the house/flat property to be purchased is under mortgage to any other financial institution and the purchaser has to clear the dues out of the sale consideration, details of the dues and name of the financial institution must be furnished in the sale agreement. Further, suitable clauses for liquidation of loan dues by the purchaser and to get back the title deeds and no dues certificate from the financial institution must be incorporated without fail. For this suitable draft of the agreement shall be obtained from our Bank's approved panel Lawyer. In addition, applicant has to submit the following documents also along with the above mentioned documents.

a) An authorization letter given by the vendor authorizing the purchaser (with name and address) to liquidate his/her loan dues with _____(full address of the financial Institution to which the property is mortgaged)___ out of the sale consideration to be paid to him/her and to get back the title deeds of the property and No Dues Certificate directly from the concerned financial institution.

b) An authorization letter given by the vendor authorizing the concerned Financial Institution to handover the title deeds of the property and No Dues Certificate to the Purchaser (with name and address) immediately after the liquidation of his dues by the purchaser.

c) An undertaking letter obtained from the authority of the concerned financial institution undertaking to handover the title deeds of the property and no dues certificate to the purchaser immediately after the liquidation of the Vendor's dues by the purchaser duly mentioning exact amount of dues payable by the Vendor as on the date.

IV. For Purchase of a Flat under Construction:

- 1 Copy of Sale Agreement
- 2 Copy of Parent Documents
- 3 Copy of the construction agreement
- 4 Legal Opinion from our Bank's Approved panel Lawyer (in duplicate)
- 5 Two copies of Encumbrance Certificate (latest) for the last thirteen years.
- 6 Detailed Estimate.
- 7 Abstract estimate in duplicate to be obtained from our Bank's approved panel Engineer.
- 8 Soil Certificate
- 9 Specification Certificate.
- 10 Copy of the Building Plan duly approved by the Panchayat / Municipal Corporation authorities.
- 11 Copy of the Building Plan approval covering letter issued by the authorities.
- 12 Copy of the approved lay out plan.
- 13 Copy of the layout approval letter issued by the competent authorities.
- 14 Valuation Certificate for both land and the stage of the flat constructed so far and that of the pending construction works obtained from our bank's approved panel engineer (in duplicate).

V. For Purchase of a Flat / House from a Housing Board / Society

- 1 Copy of the Allotment letter issued by the Board/Society

- 2 No Objection certificate from the Board/Society for mortgaging the property to our Bank.
- 3 Legal Opinion from our Bank's Approved panel Lawyer (in duplicate)
- 4 Two copies of Encumbrance Certificate (latest) for the last thirteen years.
- 5 Copy of the layout plan and Building plan approved by competent authorities.
- 6 Copy of the layout approval letter and building plan approval letter issued by the competent authorities.
- 7 Valuation Certificate of the House/flat (with break-up for both land and the building) obtained from our Bank's approved panel Engineer in duplicate.
- 8 Copy of the latest House Tax Receipt.

VI. For take over of Housing Loan Liabilities of the employee from other financial institutions / Commercial Banks:

1 Copy of the Sale deed registered in favour of the applicant in respect of the property purchased/constructed by availing the loan to be taken over.

2 Copy of the Parent documents.

3 Legal Opinion from our Bank's Approved panel Lawyer (in duplicate)

4 Two copies of Encumbrance Certificate (latest) for the last thirteen years.

5 Valuation Certificate of the property (for both land and building) from Bank's approved Panel Engineer (in duplicate)

6 Building Plan duly approved by the Panchayat / Municipal / Corporation Authorities.

7 Copy of the Plan approval letter issued by the authorities.

8 Copy of Latest House tax receipt.

9 A Certificate obtained from the Bank / Financial Institution where the loan has been availed by the employee duly mentioning the following particulars: 1. Name of the Borrower/s 2. Amount of the loan availed 3. Date of loan 4. Purpose for which loan is availed 5. Balance outstanding as on the date with up to date interest. 6. No. of instalments sanctioned and 7. EMI amount.

10. An undertaking letter issued by the Bank / Financial Institution undertaking to hand over the title deeds and no dues certificate to our Bank immediately after takeover of the liabilities.

Note:

1 Legal opinion should be obtained from our advocate in the prescribed format stipulated in our Circular No.338/92 (Legal) dated 7/10/1992.

2 For obtaining legal opinion from approved lawyer the applicant may have to produce the following documents for Lawyer's perusal:

i. Parent documents and subsequent documents to establish legal flow of title.

ii. Encumbrance certificate for the period of 13 years

iii. Other related documents if any as required by the lawyer.

3. Xerox copies of all the documents/papers perused by our advocate to be produced.

Note: The above said documents are essential to apply for Nonrefundable withdrawal of PF for the purpose of purchasing the ready built house/site or for construction on the site.

The set of documents shall be submitted for obtaining non-refundable withdrawal at first instance. After creating EM CHARGE for housing loan

it is in-eligible to obtain P.F non-refundable because the housing property becomes encumbered.

Those who want to avail non-refundable withdrawal may have to apply in the prescribed format and get the sanction before availing the housing loan from bank or from any other institutions. Those who want to avail NRW as well as housing loan from our bank may submit the application simultaneously furnishing the required documents.

Sale consideration amount mentioned in the Registered Deed should not be less than the amount specified in the Sale Agreement. (389/2000)

Ref: Cir No. 165/83,259/84,253/92 for EM Charge creation.

Cir No.377/86 Calculation of interest procedure

Cir No.145/90 Declaration in lieu of EC & Wood Certificate dispensed 402/91,210/92 accounting procedure

Cir.No.239/93 guidelines 240/93 inspection, 151/95 dispensation of LIC policy, 159/97, 262/97 EMI towards principal of first account 365/98 EMI towards principal of higher rate interest account 81/2002 commercial rate of interest for who have ceased to be in service 160/ 2003 centralisation accounting procedure for staff HL.

SECOND HOUSING LOAN Base MOU dt.6.10.1993

Eligibility: On completion of 5 years from the date of availment (of first instalment) of first housing loan.

One time permit for 3years of gap period (94/2012) for those who availed first housing loan before November 2011.

(Case to case permission is being granted for lesser year of gap period)

AMOUNT : The difference between the present first Housing Loan Limit and the quantum of first housing loan plus second housing loan (if any) already availed by the employee. (219/2010 dt.28.6.2010 w.e.f 1.7.2010) 538/2011

Interest: 8% p.a (462/2010 w.e.f 1.7.2010 applied from 1.12.2010)

Purpose:

Purchase of a ready built House/Flat

Purchase of a flat under construction

Purchase of a site and construction of a house thereon

Construction of a house on the site already owned.

Additional construction/modification in the house property purchased/constructed out of first housing loan.

To clear housing loan liabilities incurred by the applicant employee with other bank/financial institution/our bank under General Public category after availing first housing loan from our bank.

Second Housing loan can also be availed for the purpose of clearing of liabilities with Financial Institutions like Can Fin Homes & HDFC and the balance available after clearing such liabilities should be utilized for the purpose for which second Housing Loan is eligible for consideration (i.e., additional Construction/ Modifications)

Repayment: Maximum 20 years (240 months) or one month before the date of retirement of the applicant whichever is earlier.

For pension optees up to 65 years of age the repayment period is allowed.

Monthly instalment :(Cir No.154/99 dt.25.5.99)

With effect from 1.5.1999 the method of recovering the principal and the interest in the ratio of 3:2 of the total period of repayment available as that of First Housing loan. With effect from 25.11.11 the repayment ratio changed as 70:30.

Principal amount will be recovered in 168 monthly instalments and the interest receivable will be recovered in the remaining 72 months.

In case the period of repayment is less than 240 months principal and interest will be recovered in the ratio of 70 : 30% of the total period of repayment available.

For example:

For the Loan amount of Rs.1.00 lac the monthly instalment is Rs.595/- (595 X 168) for 168 months and Rs. 782/- towards in interest for 72 months. Deduction commences within six months in the case of additional Construction / modification. Deduction commences within six months or after completion of construction/ modification whichever is earlier.

Security: Additional charge to be created on the building property already secured to the bank for first housing loan.

Loan amount will be disbursed in stages. The number of stages will depend upon the estimate furnished.

ACCOUNTING PROCEDURE: (w.e.f 1.4.1997)

The equated monthly instalment in respect of Second housing loan will be fully appropriated towards principal amount till the Principal is wiped out and only thereafter the equated monthly instalment will be appropriated towards interest amount.

DOCUMENTS/PAPERS TO BE SUBMITTED FOR SECOND HOUSING LOAN: (IN DUPLICATE)

- 1 Certificate from the Manager of the Branch, where the first housing loan account is maintained, certifying that the First Housing Loan account is maintained properly without any inspection remarks.
- 2 For additional construction: Detailed/Abstracted estimate, specification Report, Soil Certificate from approved engineer.
- 3 Plan for the proposed construction duly approved by the competent authorities.
- 4 For clearing off liability with Financial Institutions such as HDFC/ Can Fin Homes Ltd., certificates from the concerned financial Institutions certifying therein that the exact amount payable by the employee concerned with upto date interest for closing the loan account.
- 5 Encumbrance Certificate from the date of search to till date.
- 6 Latest Tax paid Receipt.
- 7 The applicant will avail second housing loan after executing a DPN and after creating additional charge.
- 8 After fulfilling modification/additions completion certificate and valuation certificate if any shall be produced.

GENERAL FOR BOTH FIRST AND SECOND HOUSING LOAN:

Declaration should be given instead of producing fresh E.C at the time of inspection if required. (Refer Cir. No. 145/90 dt.28.3.90). House shall be insured for fire and general insurance for the value as per valuation certificate issued by the approved Engineer, and shall be periodically renewed.

As per Cir.No.66/2020 FEC (Final Enforceability Certificate) for loan amount Rs.25.00 lacs (sanctioned on or after 24/02/2020 Cir.No.224/2020) and above and Long Term Insurance for the building for the staff housing loan is required.

ADDITIONAL HOUSING LOAN:

(BASE CIRCULAR-193/2002)

RESTRUCTURED ADDITIONAL HOUSING LOAN SCHEME CIR. No.395/2004 , 249/2005.

Applicable to Executives, Officers and Workmen cadre employees. (Only for regular full-time employees).

PURPOSE:

- 1 For purchase of a ready built house or flat. or
- 2 For purchase of a plot and construction of a new house thereon or
- 3 For construction of a new house in the plot owned by the employee in his name. or
- 4 For construction an additional floor in the house already owned by the

employee even if it is mortgaged for having availed housing loan in our bank. or
5 Takeover of housing loan liabilities of the employee from other financial institutions and commercial banks.

6 Take over of housing loan liabilities of the employee from our bank under First Housing Loan or Second Housing Loan available refer circular No.94/2012.

Eligibility: Employees who have put in minimum of 10 years of service. The concerned employee should have minimum remaining service of 5 years.

QUANTUM: (w.e.f 01/07/2010) CIR. NO. 219/2010

EXECUTIVES MAXIMUM Rs. 25.00 lacs

OFFICERS MAXIMUM Rs. 20.00 lacs

CLERKS MAXIMUM Rs. 15.00 lacs

SUB-STAFF MAXIMUM Rs. 7.50 lacs

Stamp Paper Cost and Registration charges included in loan component.

RATE OF INTEREST :
(Fixed Rate) (287/2008)

REPAYMENT PERIOD	ROI (IN % p.a.) **
Upto 5 years	9.25%
Above 5 years & Upto 10 years	9.5%
Above 10 years	10%

(**) The above rates are subject to change)

MARGIN: Nil

REPAYMENT PERIOD:

For employees with remaining service	Repayment period
a. 15 years and above -	Actual remaining years of Service.
b. 10 years & above & less than 15 years -	15 years (Maximum)
c. 5 years & above & less than 10 years -	10 years (Maximum)

In all the cases, if the repayment required by the employee exceeds his/ her normal retirement period, as detailed above in (b) & (c), the balance outstanding in the revised Additional housing loan account is to be adjusted in terminal benefits payable to him/her. The employee has to give necessary authorization for this purpose while availing the loan.

In case, there is a request from any employee for continuing the loan to enjoy Tax

benefit, even after his retirement undertaking to repay the equated monthly instalments without default, the request of the employee may be considered at the discretion of the Management and he has to keep a Fixed Deposit equivalent to outstanding balance in his housing loan account out of his terminal benefits which will be kept under lien to the bank. Interest payable on fixed deposit can be taken on monthly/quarterly / half yearly / yearly as required by the employee. Only on clearing of dues, the deposit amount will be released. In any case, the repayment period will not be beyond the maximum age of 65 years.

OTHER CONDITIONS:

1 Minimum 25% take home pay must be available for availing this loan after taking into account all deductions including the proposed deduction for this loan and external borrowings, first housing loan etc.

2 While arriving at the take home pay, the salary income/income derived by the spouse, rental income of the proposed house/flat will be taken into account. For other than salary income of the employee/spouse, such income is to be supported by documentary evidences.

3 The entire loan amount will have to be covered under Life Insurance Housing Scheme to meet out any contingencies and the premium payable is to be borne by the employee. The one time insurance premium on loan amount will be included in the loan component within the overall ceiling limit of the loan. (249/2005). If the loan taken over under staff housing loan whether the premium will be refunded , in this regard refer cir.No.94/2012.

4 This revised Additional Housing Loan can be availed by the employee not withstanding the fact that the employee had already availed regular housing loan from the bank or he has availed a housing loan from any other banks/financial institutions. In other words, this is a separate housing loan for the purposes specified above. It is immaterial whether the earlier housing loan stands closed or is in current. This loan cannot be clubbed while availing first housing loan or second housing loan under the staff housing loan scheme.

5 In case this additional housing loan is applied for constructing additional floor in the house already owned by the employee, the said house should be free of encumbrance or it should be under charge only to our Bank. In other words, if the house in which an additional floor is to be constructed is under mortgage to any other financial institution, second charge or paripasu charge will not be accepted.

6. The repayment will be on equated monthly instalment basis.

7. Other formalities such as creation of charge etc. are to be duly complied with the new documentation manual for this type of housing loan scheme as applicable to public.

EMI FOR READY REFERENCE:

Repayment period in months	ROI in %	1.00 Lac Rs.	ROI in %	1.00 Lac Rs.	ROI in %	1.00 Lac Rs.
60 Months	8.00	2028	8.50	2052	9.25	2088
120 Months	8.25	1227	9.00	1267	9.50	1294
180 Months	8.75	999	9.75	1059	10.00	1075
240 Months	8.75	884	9.75	949	10.00	965

HOUSING LOAN-SUBSTITUTION OF PROPERTY – MOU dt.16.11.2000 (381/2000,87/2001,173/2001)

PURPOSE: To sell the house property purchased/constructed out of the first Housing Loan and to Purchase a house/flat; Purchase a site & construction of house thereon. Purchase a flat under construction; Construct a house on the site already owned out of the sale consideration.

ELIGIBILITY: Employees who have Completed 5 years of service from the date of availment of first instalment of first Housing loan; not closed the first Housing Loan and not availed this facility earlier. This facility is available only once in the career of the employee (irrespective of cadre in which the employee is at the time of availment).

QUANTUM: ACTUAL PRICE -Sale proceeds + second housing loan if any.

REPAYMENT: Repayment for first Housing Loan as well as the second Housing Loan (if any) already sanctioned will be continued as per the original repayment schedule/s.

Maximum repayment period for the second Housing Loan, if applied from now will be 180 months or before the final repayment of the first Housing loan, whichever is earlier.

NORMS: Applicant should obtain permission from Central Office for substitution of property before entering into sale agreement.

After the sale is effected, the entire proceeds of the sale should be immediately deposited in the non-operative SB account in the branch where he is working and Lien should be marked on the said deposit. The sale of the house property mortgaged to the bank should be completed within a maximum period of 3 months

from the date of grant of permission by the bank.

In the case of purchase of a site and construction thereon/construction of house on the site already owned, the construction process should be completed within 12 months from the date of CO permission for release of sale consideration towards construction of a new property. In case of purchase of a ready built property the purchase process should be completed within 2 months from the date of CO PERMISSION for release of sale consideration.

For more details refer the base circular No.87/2001.

AGREEMENT: Agreement to be executed before release of sale proceeds/ second housing loan. (Refer Cir. No.173/2001).

EDUCATIONAL LOAN – MOU DT. 16.11.2000

(381/2000, 59/2001, 67/2001, 86/2001, 166/2001)

THE KARUR VYSYABANK LIMITED-EDUCATIONAL LOAN SCHEME FOR THE CHILDREN OF ITS EMPLOYEES TO PURSUE CERTAIN PROFESSIONAL/SPECIALISED COMPUTER COURSES. (BASE CIRCULAR 59/2001)

ELIGIBILITY: Children of employees(employees who are in the confirmed services of the bank who have put in minimum of 5 years of confirmed service and are below the age of 55 years) (**this 55years norm dispensed with as per cir.no.403/2012**) who have got admission in any of the professional courses or certain specialised courses, like BE,MS(IT),MCA & MBA etc.

Loan in the name of the student (children). The Parent(employee) will be the guarantor. If the student is already in employment he/she shall not be eligible for this loan. The loan amount will be reduced to the extent of scholarship/stipend received, if any, by the student.

ELIGIBLE PROFESSIONAL COURSES :(By recognised and reputed institutions)

- A. Engineering
- B. Medical including Dental course
- C. Law
- D. Veterinary Science
- E. Pharmacy.
- F. Post Graduate Degree in Microbiology.

- G. Post Graduate Degree in Industrial Technology.
- H. PG course in computer science of Minimum 2 years of duration or Diploma course in computer science of minimum 1 year duration.
- I. Other computer courses of minimum 6 months duration , fees for which is above Rs.50000/-

The following courses included Vide our Cir.No.437/2002

- 1 All Post Graduate courses & Ph.D.
- 2 Graduate/Post Graduate courses conducted by the following reputed educational institutes:
 - a. Indian Institute of Management.
 - b. Indian Institutes of Technology.
 - c. Indian Institutes of Science.
 - d. Xavier Labour and Research Institute (XLRI), Jamshedpur.
 - e. National Institute of Fashion Technology (NIFT)
 - f. Birla Institute of Technology, Pilani.
 - g. Birla Institute of Technology, Ranchi.

This facility is now made available for pursuing Graduation/Diploma courses also. The maximum quantum of the Educational Loan for Graduation/Diploma course is Rs.50, 000/- . (149/2008)

PURPOSE: Tuition Fees, Hostel Fees (excluding mess), Caution deposit and security deposit, Special fees, Library fees and computer fees. Addition (Cir.22/2004) Building fund (supported by a receipt) will all be included as a component for education loan, subject to overall ceiling and other terms and conditions. **As per cir.no.121/2013 and MOUdt.21.12.12 Cost of Books ,Exam fees included as a component for this Loan.**

Loan quantum: (TERM LOAN) **Maximum Loan Rs.15 lacs**
as per cir.no.94/2012 for Award staff 93/2012 for Officers.

Maximum Rs.2.00 lakhs for Professional courses of 4 years and above and Rs. 1.00 lac for other courses. To be disbursed on prorata basis every year during the course. (If the duration of the course is more than a year). This quantum revised with effect from 1.7.2008 as Rs.4.00 lacs and Rs.2.00 lacs respectively.

Loan will also be granted for PG courses on the above professional fields, subject to an overall ceiling both for professional degree and professional PG course together or for either of the course.

This loan facility is in the normal course restricted to one child only, if the first child of an employee has availed this loan less than the maximum eligible limit , then the difference between the total quantum of loan availed for the first child and the maximum eligible quantum may be sanctioned as a special case for the another child for pursuing any of the eligible professional / specialised computer courses

subject to other norms.

Maximum eligible limit of Staff Educational loan for M.Sc (Software Engineering / Information Technology) and other Integrated Computer Science Courses of minimum 4 years duration, by treating the same as Professional Courses. (w.e.f 11.10.2007 Cir.No.384/2007)

The maximum quantum of the Educational Loan for Graduation/Diploma course is Rs.50,000/-. (149/2008)

RATE OF INTEREST: 8% w.e.f 1.1.2004 (Cir.No.22/2004)

7% w.e.f 1.1.2010 (cir No.555/09)

7% w.e.f 1.3.2012 up to Rs.5 lacs

From 5 to 15 lacs 9% w.e.f 1.3.2012

SANCTIONING AUTHORITY: BRANCH MANAGER

(CIR.No. 148/2003)

SECURITY: Up to Rs.5 lacs Loan amount No Security.

ADDITIONAL CHARGE is to be created on the house property of the parent employee if he/she has availed housing loan, otherwise collateral security such as SC, KVP, IVP, BANK DEPOSIT, Immovable property are to be offered at least to the extent of the loan amount. (Addition Cir.No.22/2004)

LIC policy in the name of the student or in the name of the staff or in the name of the spouse of the concerned employee.

In case there is no housing loan outstanding in the name of the parent employee in our Bank and he/she could not offer any other collateral security for this Educational loan, they may get prior permission from Central Office – HRD for relaxation in collateral security norms. Please note that only after obtaining prior permission for relaxation of collateral security norms from HRD, Educational loan should be sanctioned. (286/2008).

REPAYMENT: Repayment to commence 12 months after the duration of the course or from the month of securing the job by the beneficiary whichever is earlier. For repayment refer Cir.No.49/2004.

The loan shall be closed within a maximum period of 12 years from the date of initial disbursement. In case of medical course it is 13 1/2 years from the date of disbursement. Repayment for professional course - 84 months. Repayment period for PG/Diploma courses- 48 months.

In case the loan is not closed before the retirement of the parent employee the remaining balance shall be adjusted from any amount payable to the concerned employee including terminal benefits, for which the parent employee has to give

necessary authorisation letter. Alternatively, the parent employee should keep the proceeds of terminal benefits to the extent of one and half times of the loan outstanding in the name of the beneficiary (student borrower) and should give an irrevocable letter of authority in favour of the bank authorising the bank to preclose the said deposits at any time and to adjust the same towards the outstanding if the repayments are not regularly made by his son/daughter.

Student's parent has to undertake to pay periodical (monthly) interest debited to loan account right from the initial disbursement of the loan amount.(Even during holiday period).

REFER CIRCULAR No.67/2001 & 86/2001 for Documentation Procedures. 49/2004 for interest chart, 437/2002 for additional courses. 166/2001, 22/2004 other circular for reference 384/2007/.286/2008,149/2008.

PERSONAL LOAN

PERSONAL LOAN SCHEME FOR THE EMPLOYEES OF
OUR BANK (BASE 336/2001,338/2001) 121/2013

PURPOSE:

To meet out any family/personal expenses such as Educational expenses for children, performing certain family functions, Purchase of jewels, Additional constructions/repairs to the house owned by the employee Or his spouse, Medical expenses based on the declaration to be furnished by the employee.

ELIGIBILITY:

Clerks and Sub-staff with minimum of 5 years of service in the bank and should have minimum remaining service of 2 years.

QUANTUM: (REVISED)

In respect of employees who have completed 10 years of service :
(w.e.f 01.01.2017 Cir.No.05/2017)

For Clerks: Rs.1.25 Lakhs
For Sub-Staff: Rs.75000/-

In respect of employees who have completed 5 years of service but less than 10 years: (w.e.f 01.01.2017 Cir.No.05/2017)

For Clerks Rs.60000/-
For Sub-staff Rs.40000/-

Previous Limits is given below for those who completed 10 years:

CADRE	LOAN	EMI w.e.f 1.1.2004	EMI w. e. f 1.1.2010
CLERKS :	Rs. 60000/-	827	802
SUB-STAFF :	Rs. 40000/-	552	535
CLERKS:	RS.100000	REVISED	w.e.f 1.4.13
SUB-STAFF	Rs. 60000/-	REVISED	w.e.f 1.4.13

Previous Limits is given for those who completed 5 years:

CADRE	LOAN	EMI w.e.f.1.1.2004	EMI w.e.f. 1.1.2010
CLERKS :	Rs. 25000/-	345	334
SUB-STAFF :	Rs. 15000/-	207	187
CLERKS:	Rs. 40000/-	Revised	w.e.f 1.4.13
SUBSTAFF:	Rs.25000/-	Revised	w.e.f 1.4.13

REPAYMENT: 120 months (EMI)

With effect from 1.4.2013 repayment period is 120 months.121/2013)

(EARLIER 100 MONTHS (IN EMI as detailed below)).

The EMI is arrived in such a way by taking into account the interest that would have been payable by the employee who has availed this loan, had he paid the interest in diminishing balance method for the same repayment period.

But, from 2.11.2014 onwards due to introduction of HRD.COM (PeopleSoft) the above said system withdrawn and the general EMI formula used for our customers is being used for us also.

(On conversion 7% w.e.f 01.11.2014 charged since, the EMI method is changed as said above. In order to retain the benefit of a different EMI followed for staff for personal loan the rate is reduced from 8% to 7% for the existing loan at the time of conversion.)

RATE OF INTEREST : 8% w.e.f 1.1.2010 for new loans and renewals.

(9% w.e.f 1.1.2004 Cir.No.22/2004 EMI PER 1000 of Loan @ 10% (for 100 months)

Rs. 14.63 EMI PER 1000 of Loan @ 9% (for 100 months) Rs.13.79 (w.e.f 1.1.2004)

EMI PER 1000 of Loan @ 8% (for 100 months) Rs.13.37 (w.e.f 1.1.2010)

SANCTIONING AUTHORITY: BRANCH MANAGER (CIR.No. 148/2003)

NORMS: There should be minimum gap period of 24 months between availment of one loan and another loan.

When an eligible employee applies for this loan for the second/

subsequent time during the pendency of the earlier loan, the outstanding balance with upto date interest in the loan would be adjusted on the reducing balance basis from the new loan and the balance amount will be paid.

Employees who are to retire within the maximum repayment period, the balance of the loan amount remaining unpaid, on the date of retirement will be adjusted from any amounts payable to the employee including terminal benefits. In respect of other employees also, they should give necessary letter of authorisation to the bank and PF Trust for recovery of the outstanding loan amount at the time of cessation of their employment from the bank for any reason whatsoever. Employee should have a minimum take home pay of 25%.

This loan can be availed subject to a maximum of 8 times (revised from 5 times Ref: Cir.05/2017 w.e.f 01.01.2017) in the entire career of an employee. Number of times increased from 5 to 8 for Officers also as per Cir.No.76/2017(22.02.2017).

Cir.No.49/2004 for Interest Chart.

COMPUTER LOAN – MOU dated 16.11.2000

PURPOSE: To purchase brand new Computer and other accessories, for personal use of the employee and shall not be used for any commercial purpose.

ELIGIBILITY: Full-time clerical cadre employee who have completed 3 years of service from the date of joining as probationer.

Full time sub-staff who have completed 3 years of service from the notional date of joining the bank if their children are studying in 10th standard and above. For this they should produce along with the application necessary certificate from the concerned school/college or Xerox copy of school/college fees paid receipt duly attested by the Branch Manager.

This facility is not applicable to part-time employees.

LOAN AMOUNT: The workman employees who have completed 3 years of service but below 10 years are eligible for a maximum of Rs.25000/-. However, an employee who has availed housing loan will be eligible for a

maximum of Rs.50,000/- subject to the condition that he creates additional charge on the house property.

Workman employees who have completed 10 years of service are eligible for a maximum of Rs.50,000/-(No additional charge is required).

The loan amount will be restricted to the actual cost of the computer, printer, stabilizer and UPS subject to a maximum of Rs.25000/- or Rs.50,000/- as the case may be as stated above.

RATE OF INTEREST: 7% pa. w.e.f 1.1.2010 (Cir.No.555/2009).

(9% w.e.f 1.1.2004)

REPAYMENT: Repayable in 100 monthly instalments.

In the case of an employee who is to retire before the maximum repayment period, the repayment period will be fixed in such a manner that this loan is closed at least one month before the retirement.(age of retirement is 60 years of age for workmen).

Repayment of loan by way of salary deduction will be commenced from the succeeding month of availment of loan along with interest.

25% take home pay norm to be adhered.

The employees who are availing this loan shall produce necessary quotation and also cash receipts from the Companies/Dealers from whom they are purchasing computer. This loan can be availed only once in their career. **This clause changed as two times as per cir.no.94/2012**).If an employee has already availed consumer credit loan for purchase of computer he/she will not be eligible for this loan till the consumer credit loan availed by the employee for the said purpose is closed in normal course.(Normal course includes closing CCLoan after 24 months gap period). An employee who is sanctioned this loan will not be eligible to avail consumer credit loan for the purpose of purchase of computer.

Hypothecation agreement is to be executed.

In the case of transfer of an employee who has availed computer loan, the loan account is to be transferred to the branch where the employee is posted to, as in the case of consumer credit loan and vehicle loan.

Base Circular No.381/2000 DT. 19.12.2000

Other Circulars No.24/2001 dt.23.01.2001, 59/2002 ,22/2004

NOTE:

As per Cir.No.224/2020 employee can avail computer loan for the purchase of Laptop,ipad and Tablet (TAB).

Requirement of creation of additional mortgage of housing loan property is dispensed with.

Condition that Sub staff can avail computer loan only if his/her child is studying in 10th Standard and above is dispensed with.

Number of chances for availing the computer loan is increased to four times (from two times) for all cadres.

Gap period for availing the loan is reduced to 3 years from 5 years, subject to the existing loan being closed before availing new loan.

Further, change in Payment mode also. Loan sanctioned has to be paid to vendor by loan disbursing branch, after collecting margin (if any) from employee concerned. Now, in addition to that, employee can avail reimbursement for purchase made online within 15 days from the date of purchase. Employee has to submit proof of purchase (viz. invoice, paid receipt) and declaration to the effect that purchase made is neither canceled nor returned.

VEHICLE LOAN – MOU dated 07.10.1975
(HYPOTHECATION LOAN - VEHICLE - TWO WHEELER)

1. ELIGIBILITY : Minimum 2 years of completed service required.(462/2010) (Earlier 4 years completed service required)

(From date of joining as probationer for clerk and notional date of joining for sub-staff, PTE not eligible for this loan)

7 times in the entire service with a gap period of 2 years from one loan to another. (121/2013 MOU 21.12.12)

Earlier it was ONLY 5 TIMES IN THE ENTIRE SERVICE without any condition.

2. LOAN AMOUNT:

Cost of Vehicle, Life tax, Insurance Premium ,Mandatory fittings, saree guard and crash guard/bar.

For old vehicle : Actual cost payable to vendor less 15% margin (Cost of Extra fittings, Registration charges, handling charges, Delivery charges and other charges are not eligible for loan amount) . Registration charges also included in the loan Component for staff vehicle loan as per the cir.No.462/2010.

3. PURPOSE: To purchase brand new or old two wheeler (not more than 5 years old)

4. TYPE OF VEHICLE :

For clerks : Two Wheelers up to 350 CC (**121/2013**)

Earlier it was 250 CC.

For sub -staff: Two Wheelers up to 250 CC(121/2013 mou 21.12.2012. Earlier Moped or Scooter and Motor Cycle up to 110 CC then it was revised as 150 cc (94/2012).

5.MARGIN: For new vehicles : No margin

For old vehicles : 15% (Not more than 5 years old)

6.INTEREST : 7% (w.e.f 1.1.2004)

7.REPAYMENT: 84 equal monthly instalments along with interest.

Repayment starts from the succeeding month of availment of the loan.

"In case of employee whose retirement is due before 84 months the loan should be closed one year before the date of retirement". The repayment should fixed accordingly by equal monthly instalments.

NOTE: Age of retirement for workman cadre employee is 60 years.

8.GAP PERIOD: NO GAP PERIOD. A workman cadre employee shall apply for vehicle loan more than once after the closure of previously availed loan. Gap period of 24 months between availment of one loan and another w.e.f 1.4.2013.(121/2013 MOU 21.12.12).

9. SANCTIONINGAUTHORITY: BRANCH MANAGER (w.e.f 1.5.2003 cir. 148/2003)

10. OTHER INSTRUCTIONS: 25% take home pay norm to be adhered.

Photo copy of valid Permanent Driving Licence / Learner's Licence is necessary to apply.Circular Numbers: 145/75, 106/90 dt.10.03.90, 369/93dt.05.11.93 262/97 dt.08.09.97, 59/2002 dt.7.3.2002 and 22/2004

**Inclusion of Electric Vehicles Under Staff Vehicle loan for IBA employees:
Two wheeler EV for workmen: w.e.f 01/10/2023 Cir.No. (249/2023)**

The loan facility for two wheeler is eligible only if registered with RTO.

	Clerk	Sub-staff
Eligibility	2 years from date of Joining	2 years from date of Joining
Quantum #	Rs.2.00 Lakhs	Rs.1.50 Lakhs
Rate of Interest	7%	7%
Maximum Loan Tenure	60	60
No.of Chances	Seven times in a service	Seven times in a service
Gap Period Between Two Loans	24 months	24 months

Four Wheeler EV for Workman:

	CLERK
Eligibility	8 Years from the date of confirmation
Quantum #	7 lakhs
Rate of interest	7.5%
Maximum Loan tenure	60

No. of Chances	Once in a service
Gap period Between Two Loans	Not applicable

The Loan Quantum includes Actual cost of the Vehicle + Registration expenses + Life tax amount + Insurance Premium + cost of compulsory fittings.

The loan will not be permitted for purchase of any second hand vehicle under EV model.

The details of eligible EV cars listed below:

Brand	Model
Honda	City Hybrid Ehev
Kia	EV6
MG	Comet EV, ZS EV
Tata	NEXON EV, NEXON EV MAX, NEXON EV PRIME, TIGOR EV, TIAGO EV

The above said models are approved by Retail RMD for general public which will also applicable to all employees and if any requests for considering loan against any other model other than the above, the employee and Branch/office needs to get prior approval from HRD subject to the approval of RMD for inclusion of the model.

All other terms and conditions stipulated for staff Vehicle loan remains unchanged.

**CAR LOAN TO CLERKS: BASE CIR.202/2014 DT.2.6.2014.
MOU DATED 24.03.2014.**

Loan amount for new car: Full amount of invoice price subject to maximum of Rs.4.00 Lacs. **Loan amount revised to Rs.5.00 (from 4 lakhs) with effect from 01/01/2023 cir.no. 399/2022.(All other terms and conditions unchanged).**

For old car: Rs.2.5 lacs with 10% margin (Should not be more than 7 years old).
Rate of Interest : 7.5% pa

8 years of clerical service in bank. Only once in the service as clerk.

Repayment: 180 months or 6 months prior to retirement whichever is earlier.
Existing Two Wheeler Loan need not be closed to avail car loan ,vice versa. CC condition waived as per cir.No.05/2017 w.e.f 01.01.2017.

For Officers Rs.7.00 Lakhs (463/2016 w.e.f 01.11.2016). Eligible for Car Loan after completion of 3 years of confirmed service. (20/2007). Loan amount revised for Officers from **7 lakhs to 10 lakhs** with effect from 01/01/2023 (399/2022)

CONSUMER CREDIT LOAN – MOU dated 25.6.1970

1. ELIGIBILITY: 3 years completed service
2. Amount: 5 months basic pay + Dearness allowance subject to a maximum of Rs.75000/- (w.e.f 01.01.2017 Cir.No. 05/2017)

For Officers Rs.1.00Lakh (463/2016 w.e.f 01.11.2016).

3. Type of Articles: As per list
4. Minimum Gap Period: 24 months between availment of one loan and another.
5. Interest: 7% (w.e.f.1. 1.2004)
6. Repayment: 50 (**revised as 60 cir.no.121/2013**) equal monthly instalments along with interest. Repayment starts from the succeeding month of availment of loan.

In case of employee whose retirement is due within 50 months, the repayments schedule should be fixed accordingly, by equal monthly instalments, so as to close the loan amount on the previous month of the retirement.

7. Sanctioning Authority: Branch Manager (CIRNo. 369/93)

8. Other instructions

- a. Disbursement of loan in one instalment only.
- b. At the time of submitting loan application the existing /previous loan account if any, should be "Nil" balanced.
- c. 25% take home pay norm to be adhered.
- d. Disbursement: DD or Pay order drawn on the seller towards purchase of goods.
- e. Goods purchased will be subjected to inspection by bank.

As per the Circular 96/2019 with effect from 04/03/2019 Purchase of consumer goods/articles and Jewel Ornaments can be on declaration basis. To avail this facility, go to HR.COM-People soft – Loans- Consumer credit Loan- CCL request – List of Articles – and select either “Purchase of Consumer goods – Declaration or Purchase of Jewels – Declaration” as the case may be.

9. Documents

- a. D.P.N
- b. Invoice / stamped receipt for the articles purchased.
(Cir.no. 106/90 dt.10.03.90) (Cir.no.369/93 dt.05.11.93)
(Cir.No.312/94 dt.5.10.94) (Cir.no.335/98 dt.16.11.98)
(Cir.No.59/2002dt.7.3.2002)Cir.No.22/2004)149/2008 (Rs.35,000/- to w.e.f
01.04.2008 149/2008) **Rs.50000/- w.e.f 1.4.13 (121/2013 and MOU dt.21.12.12)**

LIST OF ARTICLES FOR WHICH CONSUMER CREDIT LOAN CAN BE APPLIED FOR

- 1 Bi-Cycle Baby Tri-Cycle
- 2 Electric Fans
- 3 Electric Iron
- 4 Geyser
- 5 Steel Furniture (All type)
- 6 Wooden Furniture (All type)
- 7 Pressure Cooker, Milk Cooker, Rice Cooker etc.
- 8 Sewing Machine
- 9 Tape Recorders
- 10 Gas Stove (Indane) etc. (including deposit for Gas Stove)
- 11 Radio/Tape Recorders & Radio/Transistors
- 12 Record Player
- 13 Clocks/Wrist Watches
- 14 Suit Cases
- 15 Refrigerator
- 16 Water Heaters
- 17 Air Coolers
- 18 Wet Grinders
- 19 Pump sets including accessories (upto 2 H.P.)
- 20 Mixers
- 21 Dining Tables
- 22 Typewriters
- 23 Sports Articles (Carrom Board, Tennis, Rackets, etc.)
- 24 Mattress (Foam)
- 25 Domestic Washing Machine
- 26 Stereo Record Player / Radio
- 27 Stereo two-in-one (Tape Recorder)
- 28 Stereo Record Player
- 29 Television
- 30 Water Filter
- 31 Any other electrical items (Domestic)
- 32 Electronic items (Domestic)
- 33 Home appliances
- 34 Plastic items (Domestic)
- 35 Stainless steel (Eversilver) Utensils
- 36 Gold Ornaments and Silverware (Cir.No.312/94)
- 37 Personal Computer
- 38 Air condition Machines
- 39 Telephone instruments

JEWEL LOAN – MOU dated 25.06.1992

- 1 Amount : Rs.100000/- (w.e.f 01.01.2017 Cir.No.05/2017).
- 2 Rate of Interest: with effect from 01.01.04 8% (Cir.No.22/2004)
(Delinked from CMD rates 8% is fixed rate)
3. Repayment: 36 (EXISTING 20) monthly instalments.

4. Gap Period: There must be a clear gap of 24 calendar months between the date of availment of one loan and another.

5. Take home pay: 25% take home pay.

6. Other instruction

a. If branches where there is no jewel loan facilities the employees can avail loan in any other branches or authorised jewel appraiser valuation can be relied upon.

b. Sanctioning authority Concerned branch manager.

3 Cir.No.25/92 dt.31.1.92, 214/92 dt.22.6.92,328/92 dt.26.9.92,No.92/ 93 dt.16.3.93. No.59/2002 dt.7.3.2002.

(Rs.20000/- w.e.f 01.04.2008 149/2008) **Rs.50000/- (w.e.f 01.04.2013 121/2013 mou 21.12.12)**

For Officers Rs.1,50,000 w.e.f 22/02/2017 CIR.76/2017.

LOAN AGAINST NATIONAL SAVINGS CERTIFICATES – MOU dt. 25.6.1992-NSC LOAN - OLD SCHEME AND NEW SCHEME

INSTALMENT LOAN - NSC (OLD) AND NSC (NEW)

TO WORKMEN CADRE EMPLOYEES: The workman cadre employees are now eligible to avail loan against NSCs, subject to the following terms and conditions:

1 The loan amount shall not exceed Rs. 60,000/- **(Revised 75000) (121/2013)** at any point of time.

2 The loan can be availed only once in a calendar year against NSC in the name of the employee concerned.

3 The loan shall be repaid in monthly instalments which will be deducted from the salary.

4 The loan shall be repaid within a maximum of 40 **(Revised 48) (121/2013)** monthly instalments.

5 Rate of interest: w.e.f 1.1.04 THE ROI IS NSC RULING RATE MINUS 1 % i. e., at present (8-1)=7%

6 Margin at 25% of the face value of NSCs shall be maintained.

7 The loan can be availed for personal purpose only.

8 As per the provisions of Income Tax Act, any investment made in NSS or NSC, etc., shall be from out of the salary income. As such this loan shall not be applied for the said purpose of investing in NSS or NSC.

9 Sanction of this loan is subject to the condition that the employee concerned shall have a minimum take home pay of 25 % after all deductions including the proposed deduction for this loan.

10 This loan can be closed in advance before the stipulated period by lump sum

payment also. However, it shall be ensured that this loan is not sanctioned more than once in a calendar year.

11 The other conditions stipulated for this type of loan as applicable to 3rd parties as communicated by Credit Management Department Vide their Circular No. 262/84, dated 15.10.84 and No. 173/87, dated 26.6.87 shall be scrupulously followed.

12 SANCTIONING AUTHORITY: BRANCH MANAGER (w.e.f 1.5.2003 cir. 148/2003)

13 Loan application for this purpose can be downloaded from Hr.com

As per cir.No.59/2002 while availing the Fresh NSC LOAN, the balance outstanding in the existing loan(availed under old scheme) will be adjusted from out of the proceeds of the new loan now applied for.(8 I / 2002)

14 Option is there to avail any one of the system i.e. OLD, NEW SCHEME. But, there should be only one NSC LOAN either old or new scheme.

LOAN AGAINST NSC (NEW LOAN SCHEME) 59/2002 MOU dt. 8.2.2002.

The interest portion for the loan availed will be recovered from the monthly salary and the principal amount will be recovered from out of the proceeds of the matured NSC. Consequently, the fixed repayment period for 40 months cannot be applied. The repayment will depend upon the maturity period of the NSCs pledged. In other words, the repayment period of the loan will be upto the maturity period of the NSCs pledged. (Maximum 72 months)

Under this scheme the branches will have to get the NSCs transferred in the name of the Bank/lien marked on the NSCs offered as security by the workmen employees who avail this loan. Loan Margin 25%. The workman employee who proposes to avail loan against NSCs to get necessary transfer effected/lien marked by the Post Office on the NSCs and then to offer the same for sanction of the loan.

Cir.no.96/97 dt.22.03.97, 335 /98 dt .16.11.98,59/2002,81/2002, 77/2003, 82/2003, 22/2004)

MARRIAGE LOAN

INSTALMENT LOAN FOR MEETING OUT MARRIAGE EXPENSES:

Purpose: To meet out marriage expenses for self/dependents of the staff members. After 3 years of minimum service.

Loan amount: (w.e.f 1.4.2008 Cir.No.149/2008) MOU dated 4.2.2008

Rs.20, 000/- for clerks **Revised 50000 121/2013 MOU 21.12.12**

Rs.10, 000/- for Sub-staff **Revised 25000 121/2013 MOU 21.12.12**

Repayment: 30 monthly instalment loans.

Rate of Interest: The rate applicable for Non-priority personal loans.

ROI revised and linked to base rate (at present 10.75%)

MARRIAGE LOAN FOR SELF: (Cir.No.449/2007) MOU dt. 4.2.2008

Eligibility: All confirmed, regular and full-time employees

Eligible Service: ON confirmation

Loan Amount: Executives and Officers: Rs.2,00,000/- (463/2016).

Clerks : Rs. 60,000/-

Sub-Staff : Rs. 25000/-

Rate of Interest : 10% per annum
(8% w.e.f 1.1.2010 555/09)

Repayment period : 100 Months

Terms: To meet out the expenses of Employees' own marriage.

Loan sanctioned on declaration of the borrower employee and production of Marriage invitation.

Personal Guarantee will be obtained from parents.

25% Take home norm will apply.

Loan sanction at branch level.

MARRIAGE LOAN AS PER MOU dated 31.12.2016 w.e.f 01.01.2017 as per Cir.No.05/2017:

For Clerks:

The loan amount increased from Rs.0.60 lakh to Rs.1.00 lakh for self and dependents with a Minimum 5 years' service.

For Sub-staff:

The Loan amount increased from Rs.0.25 lakh to Rs.0.50 lakh for self and dependents with a Minimum 5 years' service.

LOAN FOR WINTER CLOTHES (instalment loan) :

Eligible branches: New Delhi branches, Gurgaon , Coonoor, Ooty,Kothagiri and Vilpatti Branches.

Loan amount: Rs.1500/- for workman cadre (only once in the career)

Repayment: 30 monthly instalments.

Interest: Interest free loan.

FESTIVAL ADVANCE: MOU dated 23.03.1995

1. AMOUNT: One month's Nominated Basic pay Dearness Allowance as per D.A.Chart (not as per pay slip) and Special Pay (permanently attached under the specific orders of Central Office) plus PQP+FFP subject to a maximum of

:

For Executives/Officers Rs.40000/- to Rs.50000/-201/2014 dt.2.6.14.

For Clerks Rs.40000/- (w.e.f 1.1.2017 Cir.No.05/2017)

For Sub-staff Rs.25000/- (w.e.f 1.1.2017 Cir.No.05/2017)

For PTE on scale wages Rs.9500/- (w.e.f 1.1.2017 Cir.No.05/2017)

2. Eligibility: For confirmed staff only

3. Repayment: 10 equal monthly instalments repayment commencing from the month succeeding the month in which the advance is availed.

4. Rate of Interest: No interest

5. Other instructions

- a. 25% take home pay norm to be adhered. (i.e. the net pay should be 25% of Gross Salary) .Deduction of any kind (including Income-tax) will not be exempted while computing the take-home pay.

- b. This advance granted one month in advance to the month of the concerned Festival to which the advance is required.

- c. This advance can be availed by the employees for any Festival of their choice for which Holiday has been declared under the Negotiable Instruments Act.

- d. There should be a gap of 10 months between one advance and another.

- e. The earlier advance availed must have been liquidated before fresh advance is availed.

- f. This facility can be availed only once in a calendar year.

- g. Total salary for this purpose (one month BASIC+DA+PERMANENTLY ATTACHED SPECIAL PAY+FFP+PQP) shall be in multiples of Rupees Ten by ignoring the fraction of Rupees and paise.

- h. DPN not required for this advance. Specimen application and receipt enclosed with the circular mentioned below.

- i. Sanctioning authority Branch Manager. (Cir.No. 386/2001 dt. 28.12. 2001, 439/2002, 22/2004, 450/2005, (w.e.f 09.02.2011 66/2011 &74/2011Rs.40k,28k,18k and 6k respectively) (w.e.f 2.6.2014 Cir. 202/2014 Rs.50k,Rs.33k,Rs.22k,Rs.8k respectively).

P.F. LOAN (Refundable withdrawal) **FCR Product No. 940**

Amount:

The amount of withdrawal shall not exceed his 3 months Basic and Dearness Allowance or the amount of his share of contribution with interest thereon standing to his credit in the fund on the date of such withdrawal whichever is less. (Basic means Basic including stagnation increments, special pay, Graduation pay, PQP, and Increment component of FPP)

The eligible amount of loan is 6 months Basic + DA instead of 3 months Basic+DA and the Number of instalment is 60 instead of 24 months.

Repayment in 60 monthly instalments(Revised). (127/2019)

Repayment in 120 equal monthly instalments w.e.f 07/12/2023 (332/2023)

Rate of Interest: 1% above the rate of interest allowed to the subscribers' account each year.

The Present rate is 8.50% with effect from 01/12/2024 cir no. 357/2024.

8.50% w.e.f 01/12/2022 cir no.392/2022 and 8.80% w.e.f 01/10/2023 cir.no.250/2023

8.00% w.e.f 01/11/2021 (371/2021) and 8.5% with effect from 01/08/2020 (Cir.No.249/2020)

ROI 9.40% (w.e.f 1.10.2016) (419/2016) (392/2014 and 242/2015) AND

ROI 9.5% with effect from 01/10/2018 refer Cir.No.412/2018.

- **Purpose** : Some References
 - a. Birthday celebration of son/daughter
 - b. Death ceremony of father/mother
 - c. Ear boring function son/daughter/sister's children
 - d. Family religion function specific name.
 - e. Baptism function
 - f. Celebration of daughter's puberty
 - g. Celebration of seemandam of wife/sister
 - h. Sumangali prarthana
 - i. House repairs alone
 - j. Celebrate sister's birthday
 - k. To perform Upanayam
 - l. Sixtieth/eightieth Birthday Celebration of father.
 - m. Annual ceremony of father/mother
 - n. Ganapathy Homam
 - o. Son/Daughter/Sister/Sister in law marriage.
 - p. Medical Expenses incurred by employee or his family.

General:

Loan applications may not be entertained during last week of every month due to pay bill work. 25% take home norm to be adhered. Along with loan application stamped receipt (one rupee)-cum-authorisation letter and declaration for 25% take home pay to be submitted.

While apply PF loan employees have to mention their SB account number in the application itself to enable PAD to credit the amount directly to SB account. (Cir.No.88/2005)

Renewal: (Cir.No.233/1983)

After 9 months (date to date) and after repayment of a minimum of 8 instalments. However if the existing loan account is closed by remitting the entire outstanding amount thro' People Soft HRD.COM then the member can avail PF refundable on next day.

Cir.No.90/2001 (single form only not in duplicate)

NRW (PF) FOR OTHER THAN HOUSING PURPOSE

1. To repay the Housing Loans:

1 To repay the Housing loan availed from State Govt./Coop.society/ Housing Board, HDFC, LIC, CANFIN, PNB Housing etc.

2 The amount of withdrawal shall not exceed the Member's Basic wages and DA for 36 months or his own share of contributions together with employer's share of contributions with interest thereon, in the member's account in the Fund or the amount of outstanding Principal and interest of the said loans whichever is least is permissible for those who have completed 15 years' membership of the fund.

2. For Illness:

For the member's treatment or treatment for a member of his family NRW is eligible for treatments of illness like TB, Leprosy, Paralysis, Cancer etc., or for major surgical operation in a hospital or for illness warranting hospitalisation for one month or more.

Maximum: Member's own share of contributions with interest in the fund. (Cir.No. 18/2004)

3. For Marriages and Post -matriculation education of Children:

NRW of 50% of MC with interest thereon can be availed for:

Member's own marriage, the marriage of his/her son, daughter, brother, sister Or for Post matriculation education of member's son/daughter.

For availing above facility member should have completed 7 years of membership and only 3 withdrawals shall be admissible under this rule.

4. For physically handicapped persons:

Non-refundable withdrawal amount to the extent of 6 months wages and dearness allowance or the member's own share of contribution with interest thereon or actual

cost of equipment whichever is lower will be available to a member who is physically handicapped for purchasing an equipment to minimize the hardship on account of handicap.

Second advance will be available after a three year period from the date of payment of the first advance.

INVESTMENT BY THE MEMBERS IN VARISHTAPENSION BIMAYOJANA SCHEME OF LIC: (NEW PROVISION Cir.No .18/2004)

The withdrawal shall be granted to a member who has completed 55 years of age out of his own contribution and interest for investment in "Varishta Pension Bima Yojana" scheme of LIC.

Note: While apply PF NRW employees have to mention their SB account Number in the application itself to enable PAD to credit the amount directly to SB account. (Cir. No. 88/2005).

DEPOSIT LOAN TO STAFF: The rate of interest is plus one percent to applicable rate of interest to the deposit. (cir.no.121/2013 MOU 21.12.12)

It is clarified in the Cir.No.05/2017 the one percent above the applicable deposit rate is irrespective of loan amount. In other words whether the deposit loan amount is 75% or 90% of the deposit, the ROI for DL is one percent more than the applicable rate of interest to the deposit. It is applicable to Officers also as per Cir.No.76/2017 dated 22.02.2017.

FLOOD RELIEF LOAN :

This loan meant for confirmed employees working/residing in flood affected districts and who have suffered loss/damage due to flood.

Bank will issue circulars based on the representation made by the union for the state/district declared as flood affected by the respective state government.

For more details please refer Cir.No.449/2005 dt.31.12.2005, 463/2006, Cir.No.117/2009, 141/2009 and 553/2009 ,219/2012.

For "THANE" CYCLONE RELIEF LOAN (219/2012) Rs.40000/-, Rs.30000/- ,Rs.20000/- (15,10,6.5) at the rate of 9% with 72 instalments.

FLOOD RELIEF ADVANCE: (Cir.No.477/2015)

Interest FREE to all the confirmed Officers and Workmen employees working in Chennai,Kancheepuram,Tiruvallur and Cuddalore Districts of Tamilnadu and in Puducherry on declaration basis repayable in 48 monthly instalments. The Loan amount is for Officers Rs.50000/- Clerks Rs.30000/- Substaff Rs.20000/- PTE3/4 Rs.15000/- PTE1/2 Rs.10000/- PTE Rs.1/3 Rs.6500/-

Cir.No.413/2018 applicable for the area affected by the rain/flood in Kerala. One

change in the existing norm is the Loan amount to PTE 1/3 is revised from Rs.6500/- to Rs.10000/- all other terms no change.

DELEGATION OF POWER TO SANCTION STAFF LOANS:

BRANCH MANAGERS ARE EMPOWERED TO SANCTION All staff Loans other than Housing Loan. As per cir.No.148/2003 and 369/1993.

However, Housing Loan of all types will continue to be sanctioned by **HRD**, CO, KARUR.

ONE TIME GENERAL PURPOSE LOAN TO ALL:

Sanctioned During December 2009 at the rate of 7%.

ONE TIME SPECIAL LOAN TO ALL PF optees who are exercising their option for pension at the rate of 8% repayable in 60 monthly instalments. As per circular No.314/2010.

As per the cir. No. 462/2010 the number of instalments increased from 60 to 72 with effect from January 2010.

KVBESOS-CUB-CLEAN LOAN(UNSECRUED) 183/2014.

For Executive Rs.3.5 Lacs, Officers Rs.2 Lacs ,Clerks Rs.1.3 Lacs and for Substaff Rs.60000/- at the rate of 11% with 60 months repayment period.

SBI Xpress Credit Loan for the purpose of subscription of shares under employee reservation portion. The Loan amount is Rs.197600/- (2600 * 76). ROI 8.4% .

Last date for applying for the said share is 10.11.2017.

TERMINAL. BENEFITS: (Calculations & clarifications)

PROVIDENT FUND :

- a) Employees who had joined the Banks prior to 1-4-2010 and opted to continue under Contributory PF would contribute 10% of their Pay every month with matching contribution from the management.
- b) For employees who had joined before 1-4-2010 and are governed by pension scheme, only own contribution of 10% of Pay would be recovered but without any matching contribution from the management.
- c) Those who joined the Banks on and from 1-4-2010 are covered by New pension Scheme only and hence not covered by PF or CPF.

(THE KARUR VYSYA BANK LIMITED EMPLOYEES' PROVIDENT FUND)

OBJECT: The object of the Fund is to provide every member on the cessation of his service of the Bank with a sum of money the amount of which will be ascertained according to these Rules.

CONTROL: The Custody, management, investment and control of the fund shall be irrevocably vested in the Trustees.

TRUSTEES: There shall be 8 Trustees in the Fund. Out of which one shall be the Chairman or Chief Executive Officer of the Bank and 3 Trustees shall be nominated by the Board Directors of the Bank, from amongst the Executive cadre of the Bank. The remaining 4 Trustees representing the employees shall be as under: 2 representatives from Officers and 2 representatives from Workmen employees (Award Staff).

Wherever there is a recognised Officers' Association/Employees' Union under a Code of Discipline or under any Act, such Association/Union shall nominate their representatives. While nominating their representatives, the Officer's Association and Employees' Union shall ensure that one of their representative Trustee is stationed at the Headquarters where the Fund is maintained.

As per the above provisions, our Union nominated the following comrades as our representative Trustees in the PF trust:

Com. T.Sekar, General Secretary of KVBEU.

Clerk, Chennai-Arumbakkam Branch.

Com. R.Sampath, Treasurer of KVBEU.

Clerk, Central Office, Karur-2.

SOME IMPORTANT NORMS OF THE FUND:

Member can contribute to P.F (member contribution) more than the stipulated norm of 10% of Pay. Any voluntary contribution over and above 10% (subject to a maximum of 20% of pay) of pay can be exercised only twice in a year that too during the month of April and October every year. (Voluntary contribution in multiples of 0.05% subject to Maximum 10%).

(Refer Cir.No.147/15 , 270/2015 and 150/2016, 134/2017)

Pay means "Basic (including Stagnation increments, Special Pay, Graduation Pay, PQP, Officiating Pay (if any) and Increment component of FPP". (both for PF Optees and Pension Optees).

(Rule No.3 (b) amended for definition of Pay as above)

Members, who are desirous of changing the Member's Voluntary contribution to PF can exercise their option in hrd.com during April and October every year.

The rate of interest payable to members' accounts is 8.40% (419/2016) with effect from 01.10.2016. (Cir.No. 242/2015,392/2014)

The rate of interest payable to members' accounts is revised from 8.40% to 8.50% as per Cir.No.412/2018 with effect from 01/10/2018.

The ROI revised to 7.75% with effect from 01/02/2020 Cir.No.30/2020 23/01/2020.

The ROI is revised w e f 01/08/2020 from 7.75% to 7.50% (249/2020)

The ROI is 7.00% with effect from 01/11/2021 (Cir.No.371/2021)

The ROI is 7.50% with effect from 01/12/2022 cir no. 392/2022

The ROI is 7.80% with effect from 01/10/2023 cir no. 250/2023

At present ROI is 7.50% with effect from 01/12/2024 cir no. 357/2024

The interest shall be calculated on monthly compounding basis and credited to the members' account on 30th September and 31st March of every year.

As per PF rules the interest on Refundable withdrawal shall be 1% above the ROI for PF.

INTEREST ON PF - INCOME-TAX THEREON:

In terms of the Notification No. SO 484(E) dated 30.5.2001 issued by the Government Of India, interest paid on PF in excess of 9.5% is taxable with effect from the 1st day of April 2001.

(Cir.No.88/2005 dt.17.3.2005) Ref: Cir.No. 05/2006 dt.4.1.2006.,106/2006

GRATUITY

PAYMENT OF GRATUITY FOR CLERKS & SUBSTAFF

In terms of Section 4(5) of the Gratuity Act, an employee has the right to receive either under Act or under any Award/Settlement/Rules whichever is more beneficial. Hence, for every retiring employee, Gratuity has to be calculated both under Act and under BPS and higher of the two will be paid.

GRATUITY AMOUNT CALCULATION UNDER THE ACT:

$$\frac{\text{Pay} \times 15 \text{ days} \times \text{Number of years of service}}{\text{Divided by 26 days}}$$

1. Maximum amount of Gratuity is Rs.10.00 lacs (w.e.f 24.5.2010).**The maximum amount revised from 10.00 to Rs.20.00 lacs with effect from 29/03/2018.**
2. Above six months rounded to one year while computing service.
(six months and below will be ignored)
3. Pay means last drawn pay as defined below.
4. One day wage = Monthly wage Divided by 26.
5. Gratuity payable on Death, Disablement, Retirement on superannuation, Resignation after 5 years service.
6. Employee means any person employed on wages without salary ceiling.
7. **Pay means Basic Pay, Spl.Pay, PQP,Officiating Pay,DA,Increment Portion of FPP.**

GRATUITY AMOUNT CALCULATION UNDER BP SETTLEMENT:

(No Maximum Limit)

$$\text{Pay} \times \text{No. Of years of service}$$

1. One month pay for each completed year of service subject to a maximum of 15 months Pay upto 30 years of service.
2. Half month pay for each completed year of service beyond 30 years.

3. No rounding off for no.of years of service calculation. Service rendered beyond the completed years of service shall also be reckoned if it is six months and more, but less than one year. (below six months will be ignored.)
4. The length of service shall be calculated as the total period from the day of initial appointment (whether permanent, temporary or on probation) in the bank to the day of cessation of the bank's service.
5. 'Pay ' for the purpose of Gratuity shall be the average of pay as defined below drawn during the preceding 12 months.
6. Gratuity payable on Death of an employee, Employee becoming incapacitated, Retirement on superannuation, Voluntary Retirement / Resignation after 10 years of service, Termination of service.
7. Part - time employees (1/3 rd and above) are eligible for gratuity.
8. Pay means Basic Pay, Spl.Pay,Officiating Pay,PQP,Increment Portion of FPP.
9. No ceiling or maximum on gratuity under BPS.

DEFINITION OF PAY:

Earlier Spl.Allowance, PQA,FPA were not included as Pay under Gratuity Act as per Supreme Court decision. Under 7TH BPS, Spl. Allowances /PQA has been changed as Spl.Pay/ PQ pay w.e.f 1.4.98 and FPA as FPP w.e.f. 1.11.99; Spl. Pay,PQP,FPP (increment portion) are now eligible for inclusion as Pay for calculation under Gratuity Act from the respective dates.

Gratuity under BPS provisions are applicable only from 1.11.99 while Gratuity is to be revised under the Gratuity Act provisions w.e.f. 1.11.97.

Employees, who have retired / resigned from November, 1997 are eligible for payment of difference in Gratuity under the provisions of the Act as above.

For those who have retired from November 2002 Gratuity will be recalculated both under the Act and as per 8th BPS pay and arrears / difference if any will be paid to them.

Payable under the Act	Payable under BPS
FROM 1.11.1997	
7th BPS Basic Pay 7th BPS D.A. PQA Not eligible as per FPA Supreme Court SPL.ALLOWANCE decision	6th BPS Basic Pay D.A. - Not eligible 6th BPS PQA 6th BPS FPA (increment portion) 6th BPS Spl. Allowance.
Payable under the Act	Payable under BPS
FROM 01.04.1998	
7th BPS Basic Pay 7th BPS PQP 7th BPS Spl.Pay 7th BPS DA FPA - Not eligible	same as above
FROM 1.11.1999	
7th BPS Basic Pay 7th BPS PQP 7th BPS Spl.Pay 7th BPS DA 7th BPS FPP (Increment portion)	7th BPS Basic Pay 7th BPS PQP 7th BPS Spl.Pay DA - not eligible 7th BPS FPP(increment portion)
FROM 1.11.2002 ONWARDS	
8th BPS Basic Pay 8th BPS PQP 8th BPS Spl.Pay 8th BPS DA 8th BPS FPP (Increment Component)	8th BPS Basic Pay 8th BPS PQP 8th BPS Spl.Pay DA – Not eligible 8 th BPS FPP (Increment Component)
FROM 01.11.2007 ONWARDS	
9th BPS Basic Pay 9th BPS PQP 9th BPS Spl.Pay 9th BPS DA 9th BPS FPP (Increment Component)	9th BPS Basic Pay 9th BPS PQP 9th BPS Spl.Pay DA – Not eligible 9th BPS FPP (Increment Component)

For those who have retired from 1-11-2007, Gratuity already paid will be reworked and difference in amount will be paid.

For those employees who have retired from November 2012 Gratuity will be re-calculated both under the Act and as per 10th BPS and arrears / difference if any will be paid to them.

For those employees who have retired from November 2017 Gratuity will be re-calculated both under the Act and as per 11th BPS and arrears / difference if any will be paid to them.

PENSION

Those who joined the Banks before 1-4-2010 and had opted for pension scheme are covered by the pension Scheme in lieu of CPF.

Basic pension is payable at 50% of the last drawn Pay. (10 Months' average)

1/3 of basic pension can be commuted into lump sum payment

Balance of Basic pension + DA on full pension would be paid.

DA at the rates like workmen would be paid once in 6 months in Feb. and August every year.

PENSION CALCULATION BASED ON 10th BP SETTLEMENT

How to arrive basic Pension?

Basic pension is 50% of last drawn 10 months average pay.

Pay means Basic Pay , Special Pay, PQP , FPP (Only Increment component of FPP) and Officiating Pay if any.

This Basic pension is applicable to those who have served the bank at least for a period of 33 years and more.

If the period of service of an employee includes broken period of service less than one year, then if such broken period is more than six months, it shall be treated as one year and if such broken period is six months or less it shall be ignored.

For those who have served less than that , calculation will be on pro-rata basis i.e., $\text{Pay} / 2 \times \text{no. Of years of service} / 33$ to arrive the basic pension.

As per Pension rules minimum service to be rendered to qualify for pension is 10 years. This is applicable for retirement on superannuation but not applicable for VRS for which 20 years of service is required.

For those who have retired under VRS scheme available under pension rules the minimum service required is 20 years. And a notional addition of 5 years will be added for arriving basic pension subject following condition:

“The qualifying service of an employee retiring voluntarily under pension regulation shall be increased by a period not exceeding five years, subject to the condition that the total qualifying service rendered by such employee shall not in any case exceed thirty-three years and it does not take him beyond the date of superannuation. “

However, this notional addition of five years in the qualifying service, shall not entitle him to any notional fixation of pay for the purpose of calculating his pension.

The Basic pension so arrived will attract DA as per the present formula applicable to the employees in service. i.e., 0.1% per slab.

Refer AIBEA DA circular for more details about DA to pensioners.

Out of the Basic Pension thus arrived 1/3rd may be commuted (received in advance in one lump sum)

To arrive commuted value the following formula can used:

$1/3 \text{ of Basic Pension} \times 12 \times \text{conversion factor as per list.}$

This conversion factor is based on the age at next birth day of the retired employee. Refer Pension rules for the chart.

For example for an employee who retired on superannuation at the age 60 the factor will be 9.81.

Even after commutation the DA will be worked out on the basic pension before commutation because we are commuting the basic pension only and the not the DA on the basic pension. Commutation means receiving the pension in advance at a discounted rate (say at the rate of 4% discount). The commuted portion will be restored after 15 years.

IMPROVEMENT IN PENSION PAYMENT AS PER VIII BPS & 9th BP

Period of Retirement	Pension paid at present	Pension to be revised as
<p>April 1998 to October 2002</p> <p>(7th BPS PERIOD)</p>	<p>1. Pension is paid at 50% of the pay as per 6th BPS plus DA upto 1616 points</p> <p>(Note: This comes to about 43% of the 7th BPS Pay)</p> <p>2. DA is paid over 1616 points at 0.25, 0.20, 0.12%</p>	<p>1. Pension will now be refixed at 50% of the pay as per 7th BPS. Hence there will be increase in the Basic Pension of these retirees</p> <p>2. DA will be paid over 1684 points at 0.24, 0.20, 0.12%</p> <p>3. This revised pension will be paid from May 2005 and no arrears of pension or commutation will be paid prior to that period.</p>

<p>November 2002 to April 2005 (8th BPS PERIOD)</p>	<p>1. Pension is paid at 50% of the pay as per 6th BPS plus DA upto 1616 points (Note: This comes to about 43% of the 7th BPS Pay) 2. DA is paid over 1616 points at 0.25, 0.20, 0.12%</p>	<p>1. Pension will be refixed at 50% of the pay as per 8th BPS 2. DA will be paid over 2288 points at <u>0.18% per slab on entire pension</u> This revised pension will be paid from May 2005 and no arrears on pension or commutation will be payable.</p>
<p>From May 2005 onwards</p>	<p>Will be drawing 8th Bipartite basic pay and hence will be paid pension at 50% of 8th BPS basic pay.</p>	<p>1. Pension will be fixed at 50% of the pay as per 8th BPS 2. DA will be paid over 2288 point at <u>0.18% per slab on entire pension</u> Commutation will be payable as per the new eligible pension s per 8th BPS.</p>

NOTE: D.A. is payable on full basic pension even after commutation.

D.A. revision in February and August every year.

With effect from 1.11.2012 , the pay as defined under clause 6 of the 10th BP settlement and drawn by the employees who are members of the Pension Fund shall be taken into consideration for the purpose of calculation of pension as per the Pension Fund Rules/Regulations in force. With effect from 1.11.2012 , for the purpose of calculating the amount of pension in respect of permanent part time employees in scale wages who are covered by the pension scheme, their actual service shall be reckoned for qualifying service and not pro rata.

The actual service/qualifying service shall be calculated from the date of recruitment/appointment as permanent PTE in scale wages or from 1st September 1978 whichever is later.

Consequent upon the wage revision (10thBP) , the pension, dearness relief, family pension, minimum pension, etc., payable in respect of those employees who ceased to be in service on or after 1.11.2012 and are eligible for pension, are revised. We give below , the details in this regard.

The basic pension will be revised on the basis of the revised pay w.e.f. 1.11.2012.

DEARNESS RELIEF

The dearness relief shall be payable for every rise or be recoverable for every fall, as the case may be, of every 4 points over **4440 points** in the monthly average of All India Consumer price index for Industrial Workers in the series 1960 = 100 at the rate of **0.10 per cent** per slab on the basic pension.

With effect from 01/11/2017 , the pay as defined under clause 6 of the 11bps and drawn by the employees who are members of the pension fund shall be taken in to consideration for the purpose of calculation of pension as per the pension fund rules / regulations in force.

With effect from 01/11/2022, the pay as defined under clause 7 of the 12BPS and drawn by the employees who are members of the Pension fund shall be taken into consideration for the purpose of calculations of pension as per the Pension fund rules/regulations in force.

DEARNESS RELIEF

The dearness relief shall be payable for every rise or be recoverable for every fall, as the case may be, of every 4 points over **6352 points** in the monthly average of All India Consumer price index for Industrial Workers in the series 1960 = 100 at the rate of **0.07 per cent** per slab on the basic pension.

With effect from 1st November, 2022, in respect of employees who retired or died while in service on or after 1st November, 2022, Dearness Relief shall be payable at 1.00 % per percentage point of Index on the Basic Pension or Family Pension or Invalid Pension or compassionate allowance as the case may be. Dearness Relief in the above manner shall be paid half yearly for every variation of rise or fall over 123.03 points in the quarterly average of the All India Consumer Price Index for Industrial Workers Base 2016= 100.

FAMILY PENSION

Where an employee dies in service or after retirement the family of the deceased shall be entitled to family pension, the amount of determined as follows:

In respect of employees (other than part-time employees) who retire/retired from service on or after 1.11.2015 the ordinary rate of pension shall be as under:

Scale of pay per month	Amount of monthly family pension
-------------------------------	---

Up to Rs.11,100	30 per cent of the 'pay' subject to a Minimum of Rs.2,785 per month.
Rs.11,101 to Rs.22,200	20 per cent of the 'pay' subject to a Minimum of Rs.3,422 per month.
Above Rs.22,200	15 per cent of the 'pay' subject to a Minimum of Rs.4,448 per month and Maximum of Rs.9,284 per month.

Note:- In the case of part-time employees, the minimum amount of family pension and the maximum amount of family pension shall be in proportion to the rate of scale wages drawn by the employee.

MINIMUM PENSION

In respect of employees other than part-time employees, who retired on or after 01/11/2012, the amount of **minimum pension shall be Rs.2,785 p.m.** In respect of part-time employees who retired on or after 01/11/2012, the minimum pension payable **shall be Rs.932 p.m.** in respect of part-time employees drawing **1/3 scale wages, Rs.1,397 p.m.** in respect of part-time employees drawing **1/2 scale wages** and **Rs.2,096 p.m.** in respect of part-time employees drawing **3/4 scale wages.**

Pending amendments to Bank Employees Pension Regulations, 1995, bank may compute pension as above. Before, however, giving effect to the revised pension, a suitable undertaking may be obtained from the pensioners as well as from family members/nominees, to enable the pension fund to make adjustments, if any, at a later date.

The amount of family pension shall be fixed at monthly rates and be expressed in whole rupees and where the family pension contains a fraction of a rupee, it shall be rounded off to the next higher rupee;

Provided that in no case a family pension in excess of the maximum prescribed under these regulations shall be allowed. Where an employee, who is not governed by the Workmen's Compensation Act, 1923 (8 of 1923), dies while in service after having rendered not less than seven years; continuous service, the rate of family pension payable to the family shall be equal to fifty percent of the pay last drawn or twice the family pension admissible, whichever is less, and the amount so admissible shall be payable from the date following the date of death of the employee for a period of seven years or for a period up to the date on which the deceased employee would have attained the age of sixty five years had he survived, whichever is less;

In the event of death of an employee after retirement, the family pension as determined above shall be payable for a period of seven years or for a period upto the date on which the retired deceased employee would have attained the age of sixty five years had he survived, whichever is less;

Where an employee, who is governed by the Workmen's Compensation Act, 1923), dies while in service after having rendered not less than seven years' continuous service, the rate of family pension payable to the family shall be equal to fifty percent of the pay last drawn or one and half times the family pension admissible, whichever

is less; the family pension so determined shall be payable for the period mentioned above.

After the expiry of the period referred above, the family, in respect of family pension shall be entitled to family pension at the normal rate admissible.

As per 11bps , subject to approval of the Government , It is agreed that family pension shall be payable at the rate of 30percent of the Pay of the deceased employee and that there shall be no ceiling on family pension.

On 25.08.2021, Government of India, Ministry of Finance, Department Of Financial Services, New Delhi had sent a letter to IBA, Mumbai wherein it is mentioned that "Pay, family pension at a uniform rate of 30 % of pay of the deceased employee, without any ceiling on family pension, with effect from 01.04.2021". IBA Mumbai had also issued a circular dated 11.10.2021 in this regard. Implemented in our bank November 2021.

NEW PENSION SCHEME: DCRB (508/2012) w.e.f 1.4.2010

For those who have joined our bank on or after 01.04.2010 this NEW PENSION scheme will apply. (Cir.No.118/2010)

The amount collected up to 31.10.2012 transferred to trustee bank along with interest applicable to PF.

THE NEW PENSION SCHEME:

Those who have joined/joining the Banks on and from 1-4-2010 will be governed by the New Defined Contributory Pension Scheme.

Features of New Pension Scheme:

- a. Effective from 1-4-2010
- b. There will be two tiers of contribution i.e. Tier I and Tier II
- c. Contribution to Tier I is compulsory and contribution under Tier II is optional.
- d. Under Tier I, employees will contribute 10% of Pay plus DA.
- e. Banks will make matching contribution.
- f. For Tier II contributions, there will be no matching contribution by the Banks.
- g. Tier I contributions will be kept in Non-refundable account.
- h. Tier II contributions will be kept in a separate account and are withdrawable at the option of the employee.
- i. There will be no separate PF account or contribution by the employees.
- j. The account will be maintained by a Central Record keeping Agency.
- k. The contributions will be managed by Pension Fund Managers.
- l. PFRDA - Pension Fund Regulatory and Development Authority will regulate the scheme.
- m. On retirement at the age of 60, it would be mandatory to invest 40% of the contributions in Pension Annuity and 60% can be taken as cash. Employee can also invest more than 40% in Pension Annuity.
- n. For those who retire/exit service before the age of 60 years, 80% of the contributions shall be invested in Pension Annuity.
- o. Each employee will be given a Permanent Pension Account Number (PPAN).

DCPS (NPS):

As per 11bps ,while the employee will continue to contribute 10% of pay plus Dearness allowance, the bank will make a contribution of 14% of pay and DA from the date of settlement subject to approval of Government. Further, the service charges by the service provider/fund manager of NPS will be borne by the bank from the FY 2021.

Government of India approved the same subsequently and implemented in our Bank also.

AS PER THE GAZETTE OF INDIA NO.315 DATED 10.08.2017.

The following withdrawals shall be permitted under National Pension System.- (1) A partial withdrawal of accumulated pension wealth of the subscriber, not exceeding twenty-five per cent. of the contributions made by the subscriber and excluding contributions made by employer, if any, at any time before exit from National Pension System subject to the terms and conditions, purpose, frequency and limits specified below:-

(A) Purpose: A subscriber on the date of submission of the withdrawal form, shall be permitted to withdraw not exceeding twenty-five percent. of the contributions made by such subscriber to his individual pension account, for any of the following purposes only:-

(a) for Higher education of his or her children including a legally adopted child;

(b) for the marriage of his or her children, including a legally adopted child;

(c) for the purchase or construction of a residential house or flat in his or her own name or in a joint name with his or her legally wedded spouse. In case, the subscriber already owns either individually or in the joint name a residential house or flat, other than ancestral property, no withdrawal under these regulations shall be permitted;

(d) for treatment of specified illnesses: if the subscriber, his legally wedded spouse, children, including a legally adopted child or dependent parents suffer from any specified illness, which shall comprise of hospitalization and treatment in respect of the following diseases:

(i) Cancer; (ii) Kidney Failure (End Stage Renal Failure); (iii) Primary Pulmonary Arterial Hypertension; (iv) Multiple Sclerosis; (v) Major Organ Transplant; (vi) Coronary Artery Bypass Graft; (vii) Aorta Graft Surgery; (viii) Heart Valve Surgery; (ix) Stroke; (x) Myocardial Infarction (xi) Coma; (xii) Total blindness; (xiii) Paralysis; (xiv) Accident of serious/ life threatening nature.

(xv) any other critical illness of a life threatening nature as stipulated in the circulars, guidelines

or notifications issued by the Authority from time to time.

(B) Limits: the permitted withdrawal shall be allowed only if the following eligibility criteria and limit for availing the benefit are complied with by the subscriber:-

(a) the subscriber shall have been in the National Pension System at least for a period of three years from the date of his or her joining;

(b) the subscriber shall be permitted to withdraw accumulations not exceeding twenty-five per cent of the contributions made by him or her and standing to his or her credit in his or her individual pension account, as on the date of application for withdrawal;

(C) Frequency: the subscriber shall be allowed to withdraw only a maximum of three times during the entire tenure of subscription under the National Pension System. The request for withdrawal shall be submitted by the subscriber, along with relevant documents to the central recordkeeping agency or the National Pension System Trust, as may be specified, for processing of such withdrawal claim through their nodal office. Provided that where a subscriber is suffering from any illness, specified in sub-clause (d), the request for withdrawal may be submitted, through any family member of such subscriber.

(2) A subscriber having a valid and active Tier-II account of the Permanent Retirement Account can withdraw the accumulated wealth either in full or part, at any time by applying for such withdrawal, on such application form and in such mode and manner, as may be specified by the Authority in this behalf. There shall be no limit on such withdrawals till the account has sufficient amount of accumulated pension wealth to take care of the applicable charges and the withdrawal amount.

Provided that the Tier-II account shall stand automatically closed at the time of exit of the subscriber from the National Pension System, even if an application so specified for the purpose has not been received from the subscriber, and the accumulated wealth in such account shall be transferred to the bank account provided by the subscriber, while submitting his application for exit from the National Pension System.

Withdrawal process.- (1) The National Pension System Trust or any other intermediary or entity

authorized by the Authority for the said purpose shall be responsible for processing, authorizing and

approving the withdrawal and exit claims lodged by the subscriber in accordance with the provisions of the Act, regulations, directions, guidelines issued by the Authority and the Pension Fund Regulatory and Development Authority (National Pension System Trust) Regulations, 2015, where applicable.

In this regard those who are covered under NEW PENSION SCHEME in our bank, for the above said withdrawal they have to apply for the same in the NSDL site, with their user id and password. After the same they have to send the hard copy of the printed application form (can be downloaded from NSDL SITE OR CAN BE OBTAINED FROM HRD) to HRD then the HRD will verify the eligibility and forward the withdrawal application to NSDL.

AS PER PFRDA CIR.2021 DATED 14/01/2021.

Partial withdrawal of NPS made easy through self-declaration.

Refer above said circular available in PFRDA website.

PENSION ON VOLUNTARY RETIREMENT: (VRS)

An employee (joined the bank before 01/04/2010 and opted for pension) who has completed twenty years of qualifying service may by giving notice of not less than three months in writing to the appointing authority can retire voluntarily from the service. This notice of voluntary retirement shall require acceptance by the appointing authority. An employee may make a request in writing to the authority to accept the less than three months notice with reasons. The Authority may consider such request on merits.

The qualifying service of an employee retiring voluntarily under this VRS shall be increased by a period of not exceeding five years, subject to the condition that the total qualifying service rendered by such employee shall not in any case exceed thirty-three years and it does not take him beyond the date of superannuation.

ENCASHMENT OF PRIVILEGE LEAVE :

AT THE TIME OF RETIREMENT/DEATH:

A workman at the time of his retirement; or his heirs, in the event of his death would be entitled to encashment of the accumulated privilege leave upto the maximum of **255** days.

AT THE TIME OF VOLUNTARY RETIREMENT UNDER PENSION RULES:

In addition to other terminal benefits viz., PF(MC),Gratuity etc., the Encashment of PL(MAX.**255** days) is also available to such employee who wish to retire under the VOLUNTARY RETIREMENT provision available under Pension rules.

AT THE TIME OF RESIGNATION OF PF OPTees:

ENCASHMENT OF PL ON RESIGNATION

With effect from 1.7.2003, employees (officers/workmen) who have completed 55 years of age (reduced to 50 years of age as per circular No.149/2008) and served for a minimum of 20 years in our Bank on the date of submission of resignation letter if they are PF optees and resign from the services of the Bank for any reason such as health grounds/personal grounds etc. will be eligible for this additional benefit of encashment of PL at their credit upto a maximum of 240 days at present. This is in addition to the normal terminal benefits for which the said employees are otherwise eligible. (Circular No.235/2003 and 149/2008)

ENCASHMENT OF CASUAL LEAVE FOR WORKMAN EMPLOYEES RETIRING DURING MIDDLE OF THE YEAR.

Encashment of unavailed Casual leave at credit at end of the calendar year in the subsequent month i.e., in January is permitted. This is being done year on year basis from the calendar year 2007 onwards if such encashment is approved by Board of Directors.

In as much as the encashment is being done in January the workman employees who retire during the middle of the calendar year are not hitherto eligible for such encashment.

It is now permitted to the workman employees who retire even during the middle of the calendar year provided CL encashment has been permitted and Circular has been issued to that effect for that calendar year. **(For those who retired on super annuation with effect from 31st May 2016 onwards 12 days CL credited instead of prorata as requested by the union.)**

In the case of employees who expire during any month in the Calendar year, CL Encashment shall be paid to the legal heirs of employees. The available casual leave to the credit of the expired employees out of the prorata casual leave credited for the said year, will be permitted to be encashed and the amount will be paid to the legal heirs.

RETIREMENT GIFT (BANK)

Presentation of Memento by the Bank: (Cir.No.297/95 dt.26.10.95) Felicitation to Relieving Employee w.e.f 1.1.2012 cir No.8/2012.

At the time of bidding Farewell to the retiring employee, a Memento is presented at Bank's Cost. Cost of Memento not to exceed Rs.250/-(w.e.f. 1. 11.95) **Rs.1000(w.e.f 1.1.2012)** for workmen staff.

Presentation of Memento is applicable only to the employees retiring from the services on their attaining the age of super-annuation and it is not applicable to the employees leaving services due to resignation, dismissal, discharge and VRS etc. (For Officers the cost of Memento is Rs.2000/-)

NOMINATION FOR PF, GRATUITY, GSLI, GIH & GPA

An employee who desires to change the nomination for PF and GRATUITY may request Central office-HRD to send the prescribed form for the same.

NOMINATION UNDER KVB PF RULES:

i. An employee may be allowed by the Trustees of the Provident fund to make a nomination conferring on one or more persons the right to receive the amounts that may stand to his credit in the Provident Fund in the event of his death, before that amount becomes payable or having become payable has not been paid. Such nomination shall be made in a form prescribed by Income-tax Rules, 1962 for the time being in force or in a form as near thereto as may be necessary.

ii. If an employee nominates more than one person under sub-rule (i), he shall, in his nomination, specify the amount or share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the Provident Fund.

iii. Where an employee has a family at the time of making a nomination, a nomination shall be in favour of one or more person belonging to his family. Any nomination made by an employee in favour of a person not belonging to his family shall be invalid.

iv. If at the time of making nominations the employee has no family, the nomination may be in favour of any person or persons, but if the employee subsequently acquires a family, such nomination shall forthwith be deemed to be invalid and the employee may be allowed to make a fresh nomination in favour of one or more persons belonging to his family.

v. A nomination made by an employee may, at any time, be modified by him after giving a written notice to the Trustees of his intention of doing so in a form prescribed by the Income-tax Rules, 1962 for the time being in force or in a form as near thereto as may be. If the nominee

predeceases the employee, the interest of the nominee shall revert to the employee, who may thereupon make a fresh nomination in respect of such interest.

vi. A nomination or its modification shall take effect to the extent that it is valid on the date on which it is received by the Trustees

Where the nomination is wholly or partly in favour of a minor, the member may, for the purposes of this rule appoint a major person of his family to be the guardian of the minor nominee in the event of the member predeceasing the nominee and the guardian so appointed. Further, where there is no major person in the family, the member may, at his discretion appoint any other person to be the guardian of the minor nominee.

The definition of Family as per PF rules and Gratuity Act for nominating the eligible persons furnished below:

As per PF rules of our Bank Family means-"The employees' spouse,(wife or husband) legitimate children, step children, deceased son's widow, deceased son's legitimate children, deceased son's step children and dependent parents, sisters and minor brothers".

As per Gratuity Act, Family means-"The employees' spouse (wife or husband) legitimate children whether married or unmarried, dependent parents, dependent Parents of the spouse, widow and children of predeceased son, if any".

Employees are informed to Nominate only the eligible members in their "family" as referred above for their PF and Gratuity.

For GPA (Group Personal Accident Policy) employees can nominate the persons from their family members.

For GSLI & GIH employees can nominate the persons from their family members or others.

Cir.No.95/2002,128/2004, 116/2005.

RETIREMENT DATE & AGE

AGE OF RETIREMENT :(for award staff):

Age of retirement for workman cadre is 60 years.

DATE OF RETIREMENT: (FOR award staff)

The retirement shall take effect on the last day of the month in which he completes such age. (60 years)

EXAMPLE:

If the Date of Birth is 2.5.1950 the date of retirement is 31.5.2010

1 If the Date of Birth is 1.5.1950 the date of retirement is 30.4.2010

AGE OF RETIREMENT ON PROMOTION:(From Clerk to Officer) A

workman employee of our bank recruited prior to 1.1.83 and promoted as an Officer on or after 1.1.83 shall retire on completion of 60 years of age.

Whereas, a workman employee recruited on or after 1.1.83 and promoted as on officer on or after 1.1.83 shall retire on completion of 58 years of age.

AS PER CIRCULAR No.459/2009 the age of retirement for Executives and Officer Cadre Employees **from 58 years to 60 years**.

This is applicable to all Executives / Officers who have joined / promoted on or after 01.01.1983. **This comes into effect from 01.10.2009**. In other words Executives / Officers who are due for retirement on completion of 58 years of age on or after 1st October 2009 will continue to be in service till their completion of 60 years of age and retire accordingly.

PAY AND ALLOWANCES:

Pay scales: (as per 12th BP with effect from 01.11.2022) including stagnation increments.

Stage	Basic Pay Clerks	Increment	Note	Basic Pay Sub-staff	Increment	Note
1	24050			19500		
2	25390	1340		20165	665	
3	26730	1340	Starting Basic for a Graduate Clerk	20830	665	
4	28070	1340		21495	665	
5	29720	1650		22160	665	
6	31370	1650		22990	830	
7	33020	1650		23820	830	
8	35020	2000		24650	830	
9	37020	2000		25480	830	
10	39020	2000		26310	830	
11	41020	2000		27300	990	
12	43360	2340		28290	990	
13	45700	2340		29280	990	
14	48040	2340		30270	990	
15	50380	2340		31440	1170	
16	52720	2340		32610	1170	
17	55060	2340		33780	1170	
18	57400	2340		35125	1345	
19	61800	4400		36470	1345	
20	64480	2680		37815	1345	
21	67160	2680	1 st Stag	39160	1345	1 st Stag
22	69840	2680	2 nd Stag	40505	1345	2 nd Stag
23	72520	2680	3 rd Stag	41850	1345	3 rd Stag
24	75200	2680	4 th Stag	43195	1345	4 th Stag
25	77880	2680	5 th Stag	44540	1345	5 th Stag
26	80560	2680	6 th Stag	45885	1345	6 th Stag
27	83240	2680	7 th Stag	47230	1345	7 th Stag
28	85920	2680	8 th Stag	48575	1345	8 th Stag
29	88600	2680	9 th Stag	49920	1345	9 th Stag
30	91280	2680	10 th Stag	51265	1345	10 th Stag
31	93960	2680	11 th Stag	52610	1345	11 th Stag

Note:

- a) Fitment in the new scales of pay shall be on a stage-to-stage basis
- b) There shall be no change in the dates of annual increments because of the fitment.

Stagnation Increments:

Stagnation Increment:

- a. Clerks : Rs.2680 : 11 Stagnations once in 2 years**
- b. Sub-staff : Rs.1345 : 11 Stagnations once in 2 years**

In partial modification of Clause 5 of Bipartite Settlement dated 11th November, 2020, both clerical and subordinate staff (including permanent part time employees on scale wages) shall be eligible for eleven stagnation increments w.e.f. 1st November 2022 at the rate and frequency as stated herein under:

The clerical and subordinate staff including permanent part-time employees on scale wages on reaching the maximum in their respective scales of pay, shall draw eleven stagnation increments at the rate of Rs. 2680/- and Rs.1345/respectively (pro rata in respect of permanent part-time employees) each due under this settlement, and at frequencies of 2 years, from the dates of reaching the maximum of their scales as aforesaid.

Provided further that a clerical / subordinate staff (including permanent parttime employees on scale wages) already in receipt of nine stagnation -increments shall be eligible for the tenth stagnation increment from 1st November, 2022 or two years after receiving the ninth stagnation increment, whichever is later and draw the 11th stagnation increment two years thereafter.

Provided further that those clerical/subordinate staff (including permanent part time scale wages) shall be eligible for the eleventh stagnation increment from 1st November, 2022 or four years after receiving the ninth stagnation increment whichever is later.

In other words, 10th stagnation increment shall be released 2 years after release of 9th stagnation increment and 11th stagnation increment shall be released 4 years after release of 9th stagnation increment. However, the financial benefit of 10th and/or 11th stagnation increment shall be paid with effect from 01.11.2022 or from the date of release of increment/s, whichever is later.

Illustration:

Clerical / Subordinate staff (including permanent part-time employees on scale wages)	Eligible for the Additional Stagnation Increment with effect from
<i>Who were in receipt of 9th Stagnation increment from November 2018 & before</i>	<i>11th Stagnation increment from 01/11/2022</i>
<i>Who were in receipt of 9th Stagnation increment between December 2018 and October 2020</i>	<i>10th Stagnation increment from 01.11.2022 and 11th Stagnation increment 4 years from the date of release of 9th Stagnation increment</i>
<i>Who are in receipt of 9th Stagnation increment from November 2020 & after</i>	<i>10th Stagnation increment from 01.11.2022 or 2 years after receiving the 9th Stagnation increment, whichever is later and the 11th stagnation increment two years thereafter</i>

Definition of 'Pay'

In reiteration of Clause 6 of the Bipartite Settlement dated 11th November, 2020, 'Pay' shall be defined as under:

i.) 'Pay' components	Eligible for
Basic Pay, Stagnation increments, Special Pay, Graduation Pay I Professional Qualification Pay, Officiating Pay, and Increment component of Fixed Personal Pay	Superannuation benefits - Provident Fund, Gratuity, Pension, and Defined contributory Pension Scheme (DCPS) / (NPS)
ii) 'Pay' components	Eligible for
Basic Pay, Stagnation increments, Special Pay, Graduation Pay/PQP, Officiating Pay, Special Allowance, Transport Allowance	Dearness Allowance
iii) 'Pay' components	Eligible for
Basic Pay, Stagnation increments, Special Pay, Graduation Pay / PQP, Officiating Pay	House Rent Allowance

Change in designations:

With effect from 1st April, 2024, the following designations/nomenclatures will be in vogue:

Existing	Changed as
Clerk / SWO A and SWO B	Customer Service Associate (CSA)
Head Cashier	Senior Customer Service Associate (Cash)
Special Assistant	Special Customer Service Associate
Substaff / Peon	Office Assistant
Bill Collector / Daftary	Senior Office Assistant
Head Peon	Special Office Assistant
Armed Guard	Armed Guard/Security Guard
Driver	Driver
Electrician/AC Plant helper	Office Assistant (Tech)
Head Messenger in IOB	Head Messenger in IOB
Sweeper/ Safaikarmachari	Housekeeper (HK)
Part time sweeper	Part time Housekeeper / PTHK

Special Pay

In modification of Clause 1.1 of the Bipartite Settlement dated 11th November, 2020, with effect from 1st November 2022 :

(i) The revised role and duties of clerical staff/ Customer Service Associate / Senior CSA (Cash) / Special CSA, Office Assistant and Special Pay posts in subordinate cadre, shall be as provided in Part A of Schedule II of this Settlement.

(ii) The Special Pay payable to the clerical staff and subordinate staff in banks, shall be as provided under Part B in Schedule II to this Settlement. The Special Pay as mentioned in Part B of Schedule II shall rank for superannuation benefits.

(iii) The revised powers of Special Pay posts, other than in State Bank of India, shall be as provided under Part C of Schedule II of this Settlement.

(vi) In all other aspects, the general rules and provisions contained in Chapter V of the Bipartite Settlement dated 19th October 1966 relating to special pay carrying posts, as modified from time-to-time, shall continue to apply.

Graduation Pay / Professional Qualification Pay

(i) With effect from 1st November 2022, Graduation Pay and Professional Qualification Pay payable to the clerical staff and Subordinate staff in banks shall be as mentioned in Part D of Schedule II to this Settlement.

(ii) The Graduation Pay and Professional Qualification Pay as mentioned in Part D of Schedule II shall rank for superannuation benefits.

(iii) In reiteration of sub-clause (xv) of Clause 11 of the Bipartite Settlement dated 11th November, 2020, a member of the non-subordinate cadre acquiring a Graduate/National Diploma in Commerce or JAIIB/CAIIB the requisite number of increments in the scale to be earned as advance increments shall in the first instance be released increments for such qualification(s) acquired to the extent available in the scale and in lieu of the remaining increments(s) not available for being so released as advance increments be granted / released the first installment of Graduation Pay or PQP, as the case may be. Release of subsequent installments of Graduation Pay or PQP shall be with reference to the date of release of Graduation Pay or PQP under this clause.

(iv) Provided that in the case of an employee acquiring such qualifications after reaching the maximum of the scale of pay, he shall be granted from the date of acquiring such qualification the first installment of Graduation Pay or PQP, as the case may be and the release of subsequent installments of Graduation Pay or PQP shall be with reference to the date of release of Graduation Pay or PQP under this clause.

Provided further that in case where the non-subordinate employee as on the date of this Settlement, has already acquired or shall acquire hereinafter JAIIB (Part-I) or CAIIB (Part-II)/ Graduation after reaching maximum of the scale of Pay (in case of JAIIB/ CAIIB/ Graduation) or after reaching 19th stage of scale of Pay (in case of CAIIB/Graduation), and has not earned increment(s), otherwise entitled on account of acquiring such qualification, when there were no increments to provide in the scale of pay of those employees, the stagnation increment in such cases may be advanced by one year or two years as the case may be.

(v) A member of the subordinate cadre acquiring JAIIB/CAIIB (either or both parts) qualification/s at a time when he/she does not have the requisite number of increments in the scale to be earned as advance increments shall in the first instance be released increments for such qualification(s) acquired to the extent available in the scale and in lieu of the remaining increments(s) not available for being so released as advance increments be granted /released the first installment of PQP. Release of subsequent installments of PQP shall be with reference to the date of release of PQP under this clause.

(vi) Provided that in the case of a subordinate cadre employee acquiring such qualifications after reaching the maximum of the scale of pay, he shall be granted from the date of acquiring such qualification the first installment of PQP and the release of subsequent installments of PQP shall be with reference to the date of release of PQP under this clause.

Provided further that in case where the subordinate cadre employee as on the date of this Settlement, has already acquired or shall acquire hereinafter JAIIB (Part-I) or CAIIB (Part-II) after reaching maximum of the scale of Pay (in case of JAIIB/ CAIIB) or after reaching 19th stage of scale of

Pay (in case of CAIIB), and has not earned increment(s), otherwise entitled on account of acquiring such qualification, when there were no increments to provide in the scale of pay of those employees, the stagnation increment in such cases may be advanced by one year or two years as the case may be.

PROFESSIONAL QUALIFICATION PAY/ GRADUATION PAY

For those non-subordinate staff who hereafter reach or have already reached 20th stage of the scale and have got increments in consideration of educational qualification(s), Graduation Pay/ Professional Qualification Pay shall be payable as under:

1 Those who are graduates and/or NOC

Rs. 820 p.m. After they complete 1 year

Rs. 1640 p.m. After they complete 2 years

2 Those who have passed JAIIB or Part I of CAIB/CAIIBRs.

820 p.m. After they complete 1 year

3 Those who have passed JAIIB/CAIIB or both Parts of CAIB/CAIIB

Rs. 820 p.m. After they complete 1 year

Rs. 1640 p.m. After they complete 2 years

Rs. 2460 p.m. After they complete 3 years

4 Those who are graduates/NOC and have passed JAIIB or Part I of CAIB/ CAIIB

Rs. 820 p. m. After they complete 1 year

Rs. 1640 p.m. After they complete 2 years

Rs. 2460 p. m. After they complete 3 years

5 Those who are graduates/NOC and have passed JAIIB or Part I of CAIB/CAIIB

Rs. 820 p.m. After they complete 1 year

Rs. 1640 p.m. After they complete 2 years

Rs. 2460 p.m. After they complete 3 years

Rs. 3280 p. m. After they complete 4 years

Rs. 4100 p.m. After they complete 5 years

For those subordinate staff/Office Assistants who hereafter reach or have already reached 20th stage of the scale and have got increments in consideration of passing JAIIB/CAIIB, Professional Qualification Pay shall be payable as under :

1 Those who have passed JAIIB or Part I of CAIIB

Rs. 820 p.m. After they complete 1 year

2 Those who have passed JAIIB and CAIIB or Both Parts of CAIIB

Rs. 820 p.m. After they complete 1 year

Rs. 1640 p.m. After they complete 2 years

Rs. 2460 p.m . After they complete 3 years

Fixed Personal Pay

In partial modification of Clause XIV of Bipartite Settlement dated 29th October 1993, Clause 13 of Bipartite Settlement dated 27th March 2000, Clause 13 of the Bipartite Settlement dated 2nd June 2005, Clause 13 of Bipartite Settlement dated 27th April 2010, Clause 13 of Bipartite Settlement dated 25h May, 2015, and Clause 13 of Bipartite Settlement dated 11th November, 2020, the Fixed Personal Pay shall be revised with effect from 1st November 2022 as under.:

For clerical Staff – for all Centres Rs.3155/- (increment portion is Rs.2680/-)

For Subordinate staff – for all Centres Rs.1585/- (increment portion is Rs.1345/-)

NOTE:

(i) Only employees who were in the service of the bank on or before 1st November 1993 will be eligible for FPP, one year after reaching the maximum scale of pay, they are placed in. Those who joined the Banks on or after 2nd November, 1993 are not eligible for FPP.

(ii) Increment component of FPP shall rank for superannuation benefits.

Officiating Pay

With effect from ist April, 2024, In modification of - Clause 9.11 (a) (i) and (ii) of 1st Bipartite Settlement dt. 19-10-1966 and Clause 29 of 8th Bipartite Settlement dt. 2-6-2005, a workman employee officiating in the post of Clerk / Officer in Junior Management Grade in Scale I, either for a continuous period of 4 days or more OR an aggregate of 4 days in a calendar month, shall be paid Officiating Pay of 15% of the Basic Pay of the person officiating and the same shall be payable pro-rata for each day of such officiating plus applicable allowances.

Dearness Allowance

In substitution of Clause 7 of Bipartite Settlement dated 11th November, 2020, with effect from 1st November 2022, the Dearness Allowance shall be payable as per the following rates : -

Clerical and Subordinate Staff

1.00 % of 'pay' per percentage point of Index.

Note:

Dearness Allowance in the above manner shall be paid for every variation of rise or fall over 123.03 points in the quarterly average of the All India Consumer Price Index for Industrial Workers Base 2016=100. i.e., 0.01% change in DA on 'pay' for change in every second decimal place of CPI 2016 over 123.03 points.

The change in the Dearness Allowance rate will be released on a quarterly basis on 1st May, 1st August, 1s November and 1st February based on the following :

D.A release date	Quarterly average of CPI points of the month	Applicable for the month
1st May	January, February and March	May, June and July
1 st August	April, May and June	August, September and October
1st November	July, August and September	November, December and January
1st February	October , November and December	February , March and April

(a) It- is clarified that there shall be no ceiling on Dearness Allowance.

(b) All other existing provisions relating to Dearness Allowance Scheme shall remain unchanged.

(c) While working out quarterly average up to first two decimals will be considered.

House Rent Allowance

In continuation / partial modification of Clause 8 of the Bipartite Settlement dated 11th November, 2020, with effect from 1st November 2022, the House Rent Allowance payable to subordinate and clerical staff shall be as under:

For all centres 10.25% on pay (No minimum and No maximum amount for HRA)

Note:

(1) - 'Pay' means as defined in Clause a of the Settlement hereinabove.

(2) Where quarters are provided, HRA shall not be payable and the rent to be recovered shall be 0.15% of the first stage of the Scales of Pay.

(3) All other existing provisions relating to House Rent Allowance shall remain unchanged.

Provided further that when a workman employee is transferred out of the station other than on account of request, he/she may, in lieu of HRA as above, claim reimbursement of house rent upto 150% of HRA otherwise payable and subject to submission of self-declaration for having incurred the said amount.

Special Allowance

In modification of Clause 9 of the Bi-partite Settlement dated 11.11.2020, with effect from 1.11.2022, workmen employees shall be paid Special Allowance as under:

- **26.50** % of the Basic pay with applicable DA thereon

Note: The Special Allowance with applicable DA thereon shall not be reckoned for superannuation benefits viz., pension including contribution to NPS, PF & Gratuity.

Transport Allowance

In partial modification of Clause 10 of the Bipartite Settlement dated 11th November, 2020, with effect from 1st November, 2022, Transport Allowance shall be paid as under;

All Clerical and Subordinate Staff Rs. 850 per month with applicable DA thereon

Note :

(i) The Transport Allowance with applicable DA thereon shall not be reckoned for superannuation benefits viz., pension including contribution to DCPS (NPS), PF & Gratuity.

(ii) This provision by itself will not preclude the payment of any existing allowance of this nature paid as a result of Government guidelines/bank level settlements.

(iii) Conveyance Allowance payable to employees who are persons with benchmark disability (PwBD) shall be over and above the Transport Allowance payable as above.

Washing Allowance

In supersession of Clause 27 of Bipartite Settlement dated 11th November, 2020, with effect from 1st April, 2024, washing allowance shall be payable at Rs.300/- p.m., where the washing of livery is not arranged by the bank.

No washing allowance would be payable

(a) where washing arrangements are made by the bank;

(b) For the period of leave where such leave exceeds 30 days.

All members of the staff who are supplied with uniform shall wear them while on duty and in clean condition.

Cycle / Two wheeler Allowance

In supersession of Clause 28 of Bipartite Settlement dated 11th November, 2020, w.e.f. 1st April, 2024, cycle/two wheeler allowance is payable to the members of the subordinate staff who are required to use a cycle/two wheeler on regular assignment for outdoor duties at Rs. 250/- p. m. at all centers.

This allowance would not be paid to workman member of the subordinate staff entitled to the allowance for the period of leave where such leave exceeds 30 days.

Deputation Allowance:

Deputation Allowance shall be at the following rates with effect from the date of this Settlement. :

A workman employee deputed to serve outside the bank to an organization in a different place other than the present place of posting	7.75% of Pay with a maximum of Rs. 3750/- per month
A workman employee deputed to another organization at the same place. or to the training establishment not owned by the bank	4% of Pay with a maximum of Rs. 1875/- per month

Hill and Fuel Allowance

In partial modification of Clause 12 of the Bipartite Settlement dated 11th November, 2020, the Hill and Fuel Allowance shall be payable at the following rates with effect from 1 st November 2022 :

a. At places situated at a height of 3000 meters and above	8% of pay (Max. Rs. 2850/-p. m.)
b. At places situated at a height of and over 1500 meters but below 3000 meters	4% of pay (Max. Rs. 1150/-p. m.)
C. At places situated at a height of over 1000 meters but less than 1500 meters and Mercara Town	3 % of pay (Max. Rs. 950/-p. m.)

Note: All other existing provisions shall remain unchanged.

Workmen at our Coonoor-Ooty-Kotagiri and Vilpatti branches are eligible for this allowance at the rate of 4% of pay subject to a maximum of Rs.1150/- per month (as applicable for places situated at a height of and over 1500 metres but below 3000 metres)

Special Area Allowance

In supersession of all earlier provisions relating to Special Area Allowance, w.e.f. 1st November 2022, Special Area Allowance shall be payable at places specified in column 2 of the Schedule IV hereto, as per the quantum indicated in column 3 thereof against each such place, subject to the condition that if at any of the places mentioned in column 2 of Schedule IV hereto, Hill and Fuel Allowance is payable in terms of this Settlement, then at such places only higher of the two allowances shall be payable. (More details refer the 12BPS book or Journey so far book by TNBEF 2024)

Payment of Overtime Allowance

a) The overtime allowance paid to the employees for the overtime work performed before the date of this settlement shall not be recalculated on account of this Settlement.

b) In partial modification of Clause 14.16 (b) of Settlement dated 19-10-1966, for the purpose of calculating the amount of overtime work, the expression "emoluments" shall mean aggregate of Basic Pay including Stagnation increment, Special Pay, PQP, Special Allowance, Transport Allowance and DA thereon, HRA and FPP.

Compensation for losses due to breakage or damage to goods on Transfer:

In modification of Clause 25 of Bipartite Settlement dated 11th November, 2020, with effect from 1.4.2024, compensation on transfer, shall be as under:

a. Where an employee produces receipts or a statement of loss in respect of breakages subject to a maximum of: Clerical Staff Rs.2,000/- Subordinate Staff Rs.1,400/-

b. Where no receipts/statement of loss are produced, a lumpsum payment of:

Clerical Staff Rs.1,400/- Subordinate Staff Rs. 1,000/-

Medical Aid

(i) In partial modification of Clause 20 of the Bipartite Settlement dated 11th November, 2020, with effect from 1st November 2022, the reimbursement of medical expenses under medical aid scheme shall be restricted to an amount of Rs.2830/- per annum.

(ii) For the calendar year 2022, the reimbursement of medical expenses under the medical aid scheme shall be enhanced proportionately for two months i.e. November and December 2022.

(iii) All the Banks to evolve and implement a scheme for periodical health checkup of all employees wherever it is not available.

(iv) All employees shall be allowed reimbursement of Rs.500 per year towards annual *eye check-up*.

NOTE:

Probationers are eligible for Medical aid. If a probationer joined even in the month of December he will qualify for the entire amount of Medical Aid for that calendar year. Refer Circular No.438/93 for Medical Aid to Probationers.

Permanent Part time employees drawing scale wages (1/3 and above) are eligible for full medical aid. (BPS 8.1.73, 10.4.89)

Employees on suspension are also eligible for Medical Aid.

Leave Fare Concession

(i) In partial modification of Paragraph 22 of Bipartite Settlement dated 11th November, 2020, with effect from the date of this Settlement, leave fare concession payable will be the actual return railway fare or steamer fare incurred by the workman and members of his family subject to the following:

a) For avilment of leave fare concession under a 2 year block for visit to any place within India, the maximum permissible distance shall be 2700 kms. (one way) for the subordinate staff and 2350 kms. (one way) for non-subordinate staff.

b) For avilment of leave fare concession under a 4 year block for visit to any place in India, the maximum permissible distance shall be 5400 kms. (one way) for subordinate staff and 4700 kms. (one way) for non-subordinate staff.

c) Reimbursement of fare by special trains like Rajdhani/ Shatabdi/ Tejas/ Vande Bharat/Amrit Bharat, etc. (except luxury trains) shall be allowed.

d) Where an employee has applied for LFC/leave as per stipulated time and the same is sanctioned and when advance booking of train tickets is not possible, tickets purchased under Tatkal/Premium tatkal will be reimbursed.

e) Where an employee has applied for LFC/leave in advance and has also booked the tickets and the LFC is declined or deferred by the management, the cancellation charges will be reimbursed by the Bank.

Note : While availing LFC, break-in journey shall be permitted upto two times in the overall journey and train fare actually incurred by the f) LFC facility for an escort accompanying an employee with benchmark disabilities:

LFC facility shall be allowed for an escort who accompanies an employee with benchmark disabilities on the journey subject to following conditions:

- i. Prior Approval of the competent authority is obtained on each occasion.
 - ii. The nature of Physical disability of the employee is such as to necessitate an escort for the journey. In case of doubt, the decision of the head of the Department/Controller will be final.
 - iii. The employee with such benchmark disabilities does not have an adult family member as dependent to accompany him/her.
 - iv. The employee with such benchmark disabilities and the escort shall avail of the concession, if any, in the Rail/Bus fare as might be extended by Railways/State Roadways authorities in such cases.
 - v. Any other person who is entitled to LFC as dependent does not accompany the employee with such benchmark disabilities on the journey.
- g) All employees will be given an opportunity to exercise an option within 90 days from the date of this Settlement to avail LFC under two years/four years block as the case may be. If no option is exercised within the stipulated period, the earlier option will continue to be operative.

L.F.C: SOME CLARIFICATIONS :

Employees are eligible to avail Leave Fare Concession facility to visit their place of domicile or visit any place in India up to eligible distance.

	Once in 2 years	Once in 4 years	Eligibility Entitled Class:
CLERK	2350 KM	4700 KM	AC2 TIER / 1 st CLASS CABIN BY STEAMER
SUBSTAFF	2700 KM	5400 KM	AC 3 TIER / 2 nd CLASS CABIN BY STEAMER

Note: The above mentioned distance limit is only for one way travel and reimbursement will be for both onward and return journey.

NOTE: The above entitlement Class shall also be applicable for travel on duty.

Permanent employees with 11 months service eligible for LFC. Employees have to give their option to avail LFC either in 2 years block or 4 years block at the time of joining the bank.

LFC — Available against any kind of Leave :To get LFC the workman can avail of any kind of leave that is due to him. It is not necessary that he should proceed on privilege leave only. LFC is available even if the workman proceed on extraordinaryleave. No minimum period of leave is now obligatory. LFC will be permitted to the eligible employees even when they proceed on leave of any kind as per BPS.

Provided further that where the non-subordinate employee and / or members of his family undertake travel by air either to his place of domicile or to any other place for rest and recuperation within India, he shall be entitled to be reimbursed the actual air fare so incurred or the AC II Tier class fare by train by a direct route in case of travel to place of domicile or to the extent of the maximum admissible distance in case of travel to any other place for rest and recuperation, during the two year/four year block respectively, whichever is less.

An employee and/or members of his family, when availing leave fare concession may undertake travel by any mode of surface transport between places and the employee will be eligible to claim in respect of such journey his actual expenditure or the notional train fare by the entitled class for the distance so travelled, whichever is less, within his overall entitlement.

For the purpose of this sub-clause, travel by any approved mode of surface transport would mean such travel undertaken through any public transport or transport (including taxi) operated by agencies / tour operators approved by appropriate Government authorities or motorcar owned by the employee with the permission of the Bank.

Employees can travel by STEAMER while on LFC and for clerks entitled class would be I class and for substaff II class cabin.

Employees can avail LFC with their family and can travel together or avail LFC by separate travel within the block.

While availing LFC/encashment of LFC, employees under 2 years block can encash PL up to either 15 days in each block or 30 days in any one block. Employees under 4 years block can encash up to 30 days.

LFC BLOCK: For those who have joined before 01.10.1976, their LFC block commences from 01.01.1980. Those who have joined in our bank on or after 01.10.1976 but before 30.9.1979 their block commences from 1.10.1979.

For those who have joined after 30 .9.1979 the LFC BLOCK commences from the date of probation. (i.e., deemed confirmation date).

For Clerks the LFC block commences from the date of Joining as probationer.

For Sub-staff the LFC BLOCK commences from NOTIONAL date of joining as probationer. i.e., the Notional date of joining is, the date exactly six months before the date of Confirmation. In other words, from the Date of Joining as temporary sub-staff (on 80 days period) we have to add the No.of days gap period, arised after the completion of 80 days and before joining as Probationary Sub-staff, to arrive the Notional date of Joining in the Bank.

LFC is treated as availed once an employee returns to his place of work (headquarters).

An employee may travel in A/c 2 Tier in Shatabthi Express / Rajathani Express trains while availing L.F.C., either for the entire journey or for the part of the journey.

The actual train fare (inclusive of food charges if any) for such trains will be reimbursed subject to overall entitlement of the concerned employee and the eligible dependents.

LFC - Exemption available under Income -tax Act/Rules. Reference Circular No.103/98 dt.17.3.1998

Some improvements in 11BPS: (for details refer the 11BPS booklet):

Clerical employees can undertake travel by air ; reimbursement will be restricted to the entitled train fare as per the admissible distance.

Employees can undertake the travel by any means of surface transport including taxi or own car within the eligible fare.

By giving option, employees can encash the LFC and cash will be paid upto 100% of the entitled train fare of that block.

While encashing LFC, no leave need to be taken. While availing LFC/encashing LFC, employees under 2 year block can encash Privilege leave upto either 15 days in each block or 30 days in one block. Employees under 4 year block can encash upto 30 days.

Road mileage charges will be Rs.8/- per Kilo metre.

Train fare by Shatabdi/Rajdhani express trains (Non Executive Classes) will be reimbursed.

Charges of local sight seeing will be reimbursed within the limit on production of bill.

GST Charges on train fare will be paid over and above the settlement.

If both husband and wife are working in same bank, they will be entitled to LFC individually.

Employees and family can travel together or avail LFC by separate travel within the block.

RELEASE OF LFC ADVANCE/ ENCASHMENT OF PRIVILEGE LEAVE:

Release of LFC advance/PL encashment to employees only on previous working day of the date of proceeding on LFC. If any request is made by the employees for release of LFC advance for purchase of tickets earlier, the branch should ensure that the employees furnish necessary proof by way of tickets or receipts within a week's time and balance, if any, is to be remitted back immediately.

CHANGE OF OPTION: (Cir.No.315/2015)

All employees will be given an opportunity to exercise an option within 90 days from the date of this 10th BP Settlement to avail LFC under two years/four years block as the case may be. If no option is exercised within the stipulated period,(20/08/2015) the earlier option will continue to be operative.

LFC option under 11bps not exercised within the stipulated period, the earlier option will continue to be operative.

SURRENDER OF LFC (w.e.f 2.6.2005)(Encashment of LFC)

This facility is applicable only while opting for LFC for rest and recuperation. The employee can not surrender/encash for his/her journey to the place of domicile (home town LFC). Train fare for the admissible distance (depending on a 2 year or 4 year block) by the entitled class subject to deduction of admissible Income-tax at source. The option so exercised shall be irrevocable for the block concerned. On opting to encash the facility, he will be entitled to receive a lump sum equivalent to notional train fare for the admissible distance (depending on a 2 year or 4 year block) by the entitled class, subject to deduction of admissible tax at source. A employee opting to encash his LFC shall prefer the claim for himself and his 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 LFC is also available while encashing the LFC facility. Necessary format for encashment of LFC is available in Hr.com.(format available as enclosure to Cir.No.225/2005).

Cir.No.96/2018 as per the Circular with effect from 04/03/2019 the procedure for LFC surrender changed as follows: Need not send physical LFC SURRENDER application to the DO/CO and making entry in People soft is enough.

The condition of a minimum of one day leave is not required and 100% of eligible fare is reimbursed instead of 75% , subject to tax.

LFC OVERALL ENTITLEMENT: (for one full ticket)

ONCE IN 2 YEARS BLOCK OPTION: As per 11th BP SETTLEMENT

Based on Railway fare as on 01/01/2020.

CADRE	ADMISSIBLE DISTANCE IN Kms	ADMISSIBLE FARE (TO AND FRO)
CLERK	2200 X 2 = 4400	2853 X 2 = 5706
Clerk- Lean season	(February, March & August)	2767 X 2 = 5534
SUB-STAFF	2600 X 2 = 5200	2116 X 2 = 4232
PTE ½	1300 X 2 = 2600	1398 X2 = 2796
PTE 1/3	866 X 2 = 1732	1088 X2 = 2176
PTE ¾	1950 X 2 = 3900	1834 X 2 = 3668

ONCE IN 4 YEARS BLOCK OPTION: For one full ticket.

Based on Railway fare as on 01/01/2020.

CADRE	ADMISSIBLE DISTANCE IN Kms	ADMISSIBLE FARE (TO AND FRO)
CLERK	4400 X 2 = 8800	4266 X 2 = 8532
Clerk- Lean season	(February, March & August)	4150 X 2 = 8300
SUB-STAFF	5200 X 2 = 10400	3653 X 2 = 7306
PTE ½	2600 X 2 = 5200	2116 X 2 = 4232
PTE 1/3	1733 X 2 = 3466	1699 X 2 = 3398
PTE ¾	3900 X 2 = 7800	2654 X 2 = 5308

Definition of 'Family':

With effect from 01.04.2024, in partial modification of clause 18 of BPS dated 25-5-2015 and Clause 21 (ii) of the settlement dated 11th November, 2020 for the purpose of medical facilities and for the purpose of LFC, the expression 'family' of an employee shall mean:

- i . the employee's spouse,
- ii. wholly dependent unmarried children (including step children and legally adopted children)
- iii. wholly dependent physically and mentally challenged brothers / sisters with 40% or more disability,
- iv. widowed daughters and dependent divorced / separated daughters,
- v. sisters including unmarried/ divorced/ abandoned or separated from husband/ widowed sisters,
- vi. parents wholly dependent on the employee.

Provided that in the case of physically and mentally challenged children irrespective of age, they shall be construed as dependents even after their marriage subject to however fulfilling the income criteria for dependent.

The term wholly dependent family member shall mean such member of the family having a monthly income not exceeding Rs. 18,000/-.

If the monthly income of the parents exceeds Rs.18,000/- or the aggregate of monthly income of both the parents exceeds Rs.18,000/-, both the parents shall not be considered as wholly dependent on the employee.

Note:

i. For the purpose of medical expenses reimbursement scheme, and Leave Fare Concession, for all employees, any two of the dependent father, mother, father-in-law, mother-in-law shall be covered. The employee will have the choice to substitute either of the dependents or both once in a calendar year.

ii. For the calendar year 2024, for the purpose of medical insurance scheme / policy, the revised monthly income criteria of dependents shall be effective from 01. 10. 2024.

Reimbursement of expenses on Road Travel

In modification · 2 of Bipartite Settlement dated 11th November, 2020, w .e. f. 1.4.2024 where an employee has to travel on duty between two places, he shall be reimbursed actual cost in case of travel by public transport or at Rs . 11/- per k.m. plus toll fees, if any, if travel by own vehicle.

For the purpose of LFC, while travelling by own vehicle, the employee shall be reimbursed a maximum of Rs. 11/- per k.m. plus toll fees if any, per vehicle. Other existing provisions to continue.

TRAVEL ON DUTY – ENTITLE MENT

For Clerks: AC 2 TIER and FOR Sub-staff AC3 TIER.

SPLIT DUTY ALLOWANCE: Rs.200 per month. Split-Duty Allowance will be payable at branches where business hours are split with a minimum break of two hours.

PROJECT AREA COMPENSATORY ALLOWANCE

“ A “ AREA	Clerk	Rs.290
	Sub-staff	Rs.230
“ B “ AREA	Clerk	Rs.230
	Sub-staff	Rs.200

Workmen at our Vizag and Neyveli branches are eligible for Project Area Allowance as follows:

Clerk Rs. 290/- and Sub-staff Rs. 230 /-per month for Vizag Branch.

Clerk Rs.230/- and Sub-staff Rs.200/- per month for Neyveli Branch.

Halting Allowance

a) In modification of Clause 26 of the Settlement dated 11th November, 2020, with effect from the date of this settlement, halting allowance shall be payable at the following rates for the days spent on duty outside the headquarters and where Lodging expenses are not claimed / reimbursed:

	(A)	(B)	(C)
	Places with population of 12 lakhs and above and state of Goa	Places with population of 5 laksh and above, State capitals/ Capitals of Union Territories not covered in Column (A)	Other Places
Clerical Staff	Rs.1500/- per diem	Rs.1350/- per diem	Rs.1000/- per diem
Subordinate Staff	Rs.1100/- per diem	Rs.900/- per diem	Rs.600/- per diem

b) Provided that an employee can also claim lodging expenses reimbursement by production of hotel rent receipt subject to ceilings prescribed hereunder :

	(A)	(B)	(C)
	Places with population of 12 lakhs and above and state of Goa	Places with population of 5 laksh and above, State capitals/ Capitals of Union Territories not covered in Column (A)	Other Places
Clerical Staff	Rs.3000/- per day	Rs.2500/- per day	Rs.2000/- per diem
Subordinate Staff	Rs.1500/- per day	Rs.1250/- per day	Rs.1000/- per diem

c) Provided further that in such cases of reimbursement of hotel rent, boarding charges at 35% of the halting allowance shall be payable.

d) In centres / stations with population of 12 lacs and above, halting allowance as provided under (a) above shall be payable to an employee upon deputation to another office / branch, within the same municipal limits / urban agglomeration, if the distance of such deputation is 20 km and more from the parent branch / office.

PLACES BASED ON 2011 CENSUS (Cir No.49/2016)

STATE	Places with Population of 5 Lacs and above, State Capitals of Union Territories not covered in (A) (B)	Places with Population of 12 Lacs and above and State of Goa (A)
Tamil Nadu	Tirupur, Tiruchi , Erode And Salem	Coimbatore, Madurai Chennai
Andhra	Guntur, Warangal And Nellore	Vizag, Secunderabad And Hyderabad, Vijayawada And Poranki

Karnataka	Mangalore, Mysore, Belgaum , Gulbarga And Hubli-Dharwad	Bangalore
Kerala	Kollam	Cochin(Kochi)/Ernakulam Kozhikode, Thrissur , Kannur , Irinjalakuda And Thiruvananthapuram
Gujarat		Vadodara, Ahmedabad Surat And Rajkot
Mp	Gwalior	Indore, Bhopal
Punjab	Amritsar, Jalandhar	Ludhiana
Maharashtra	Solapur, Amravati, Kolhapur , Nanded And Bhiwandi	Mumbai, Pune, Nagpur And Nasik
West Bengal	Durgapur	Kolkata
Up		Lucknow, Noida, Ghaziabad And Meerut
Bihar	Aurangabad	Patna
Odisha	Bhubhaneswar, Cuttack And Raurkela	
Haryana		Gurgaon, Faridabad
Rajasthan		Jaipur
Jharkhand	Ranchi, Jamshedpur	

Chhattisgarh	Raipur	
New Delhi		New Delhi
Pondicherry	Pondicherry and Villianur	
Chandigarh	Chandigarh	
Goa		Entire State Of Goa

Note: Where the period between the time when a workman commences work on that day and the time at which he returns to his place of work from outstation duty exceeds his normal working hours plus recess interval, full halting allowance at the above rates, applicable to him shall be paid. In such cases the workman concerned shall not be entitled to any overtime allowance. When the outstation duty not exceeds his normal working hours plus recess interval, only half of the halting allowance at the above rates, applicable to him shall be paid.

T.A. BILL ON TRANSFER

Eligibility for engaging private carrier and modalities for claiming Transfer T.A. Bill. The practice of obtaining prior permission from Central Office for transporting household articles by private carrier while on transfer is dispensed with.

Hereafter, the employees may engage private carrier for transporting their household articles after taking necessary precautions and they need not write to Central Office for this purpose.

On transfer, employees will be paid the actual freight charges for transporting household articles against submission of bills in proper form, subject to the maximum cost of transport of maximum permissible quantity by goods train for the distance between the present place of working and the place of transfer.

The TA bill should be accompanied by a Stamped Receipt from lorry company with name of that company and its Registration Number, date of transportation, destination, quantity of the household articles in terms of Quintals etc., and the TAbill should be submitted for sanction within a week's time from the date of transportation of the household articles.

Maximum eligible quantity of house hold articles for reimbursement:

An employee on transfer shall be paid the cost actually incurred for transporting his personal effects, as under:

By Train: (w.e.f 01/11/2020)

	Non Sub-staff	Sub-staff
a. For married persons	3500 kg.	2500 kg.

b. For unmarried persons 2500 kg. 1500 kg.

By Road: An employee on transfer from one station to another can transport his / her personal effects by rail / road up to the stipulated weights by an IBA approved Transport Operator.

HOSPITALISATION : (Applicable to all banks as per BPs , Except SBI)

In reiteration of clause 20 of the bipartite settlement dated 25th May 2015 and further modified by clause 23 of the Bipartite settlement dated 11th November 2020, the reimbursement of hospitalization expenses under the Group Medical Insurance Scheme shall continue to be as same as provided therein. (12th BPS)

MEDICAL INSURANCE SCHEME: w.e.f 01.10.2015. (388/2015,439/2015 AND 477/2016).

Please refer the Medical Insurance Policy Details given under the chapter “Insurance” for more details about this subject.

The scheme shall cover expenses of the officers / employees and dependent family members in cases he/she shall contract any disease or suffer from any illness (hereinafter called DISEASE) or sustain any bodily injury through accident (hereinafter called INJURY) and if such disease or injury shall require any employee/ dependent family member, upon the advice of a duly qualified Physician/Medical Specialist/Medical practitioner (hereinafter called MEDICAL PRACTITIONER) or of a duly qualified Surgeon (hereinafter called SURGEON) to incur hospitalization/ domiciliary hospitalization and domiciliary treatment expenses as defined in the Scheme, for medical/surgical treatment at any Nursing Home/ Hospital / Clinic (for domiciliary treatment)/ Day care Centre which are registered with the local bodies in India as herein defined (hereinafter called HOSPITAL) as an inpatient or otherwise as specified as per the scheme.

The Scheme covers Employee + Spouse + Dependent Children + any two of the dependent Parents /Parents-in-law.

No age limit for dependent children (including step children and legally adopted children).

A child would be considered dependent if his/her monthly income does not exceed Rs.10,000/- per month;

Widowed Daughter and dependent divorced / separated daughters, sisters including unmarried / divorced / abandoned or separated from husband/ widowed sisters and Crippled Child shall be considered shall be considered as dependent for the purpose of this policy.

Physically challenged Brother / Sister with 40% or more disability shall also be covered as Dependent.

No Age Limits for Dependent Parents. Any two, i.e. either dependent parents or parents-in-law will be covered as dependent. (for both male and female employee)

Parents would be considered dependent if their monthly income does not exceed Rs.10,000/- per month or as revised by Indian Banks' Association in due course, and wholly dependent on the employee as defined in this scheme.

All the existing permanent officers / employees of the Banks which are parties to this Settlement shall be covered by this Scheme from the date of introduction/implementation of this Scheme. All New Officers / employees shall be covered from the date of joining as per their appointment in the bank.

In the event of any claim becoming admissible under this scheme, the Bank will reimburse the amount of such expenses as would fall under different heads mentioned below and as are reasonably and medically necessary incurred thereof by or on behalf of such employee.

As per 11BPS the above mentioned para is amended as under:

“In the event of any claim becoming admissible under this scheme, the Bank will reimburse the amount of such expenses as would fall under different heads mentioned below and as are reasonably and medically necessary incurred thereof by or on behalf of such employee, may be decided by bank independently”

Reimbursement shall cover Room and Boarding expenses as provided by the Hospital/Nursing Home not exceeding Rs.5000 per day or the actual amount whichever is less. Intensive Care Unit (ICU) expenses not exceeding Rs.7500/- per day or actual amount whichever is less. Surgeon, team of surgeons, Assistant surgeon, Anaesthetist, Medical Practitioner, Consultants, Specialists Fees, Nursing Charges, Service Charges, IV Administration Charges, Nebulization Charges, RMO charges, Anaesthetic, Blood, Oxygen, Operation Theatre Charges, surgical appliances, OT consumables, Medicines & Drugs, Dialysis, Chemotherapy, Radiotherapy, Cost of Artificial Limbs, cost of prosthetic devices implanted during surgical procedure like pacemaker, defibrillator, ventilator, orthopaedic implants, Cochlear Implant, any other implant, Intra-Ocular Lenses, infra cardiac valve replacements, vascular stents, any other valve replacement, laboratory/ diagnostic tests, X-ray CT Scan, MRI, any other scan, scopies and such similar expenses that are medically necessary or incurred during hospitalization as per the advice of the attending doctor.

Hospitalization expenses (excluding cost of organ) incurred on donor in respect of organ transplant to officers/ employee/dependent would also be covered for reimbursement.

Alternative systems of treatments other than treatment under Allopathy or modern medicine shall include Ayurveda, Unani, Siddha, Homeopathy and Naturopathy in the Indian context, for Hospitalization and Domiciliary treatment.

CASHLESS FACILITY: The scheme also includes the benefit of cashless treatment facility in hospitals under a scheme worked by the Banks and the hospitals under a common insurance scheme.

CONTRIBUTION: The officers / employees shall not be required to share the cost of such benefits under the new scheme.

DOMICILIARY HOSPITALIZATION: Domiciliary Hospitalization shall be covered under this scheme and would mean medical treatment for an illness/disease/injury which in the normal course would require care and treatment at a hospital but is actually taken while confined at home under any of the following circumstances :

- a) The condition of the patient is such that he/she is not in a condition to be removed to a hospital or
- b) the patient takes treatment at home on account of non-availability of room in a hospital.

DOMICILIARY TREATMENT shall also be covered under this scheme i.e. treatment taken for specified diseases which may or may not require hospitalization as mentioned herein below. Domiciliary Hospitalization / Domiciliary Treatment : Medical expenses incurred in case of the following diseases which need Domiciliary Hospitalization /domiciliary treatment as may be certified by the recognized hospital authorities and bank's 'medical officer shall be deemed as hospitalization expenses and reimbursed to the extent of 100%. Cancer, Leukemia, Thalassemia, Tuberculosis, Paralysis, Cardiac Ailments , Pleurisy , Leprosy, Kidney Ailment, All Seizure disorders, Parkinson's diseases, Psychiatric disorder including schizophrenia and psychotherapy, Diabetes and its complications, hypertension, Asthma, Hepatitis –B, Hepatitis - C, Hemophilia, Myasthenia gravis, Wilson's disease, Ulcerative Colitis, Epidermolysis bullosa, Venous Thrombosis (not caused by smoking) Aplastic Anaemia, Psoriasis, Third Degree burns, Arthritis, Hypothyroidism, Hyperthyroidism, expenses incurred on radiotherapy and chemotherapy in the treatment of cancer and leukemia, Glaucoma, Tumor, Diphtheria, Malaria, Non-Alcoholic Cirrhosis of Liver, Purpura, Typhoid, Accidents of Serious Nature, Cerebral Palsy, Polio, all Strokes leading to Paralysis, Haemorrhages caused by accidents, all animal/reptile/insect bite or sting, chronic pancreatitis, Immuno suppressants, multiple sclerosis / motor neuron disease, status asthmaticus, sequela of meningitis, osteoporosis, muscular dystrophies, sleep apnea syndrome(not related to obesity), any organ related (chronic) condition, sickle cell disease, systemic lupus erythematosus (SLE), any connective tissue disorder, varicose veins, thrombo embolism venous thrombosis/ venous thrombo embolism (VTE), growth disorders, Graves' disease, Chronic Pulmonary Disease, Chronic Bronchitis, Physiotherapy and swine flu shall be considered for reimbursement under domiciliary treatment.

Addition in Domiciliary Scheme coverage: (w.e.f 01/10/2019)

The following treatments / diseases have also been included under Domiciliary treatment coverage w.e.f 01/10/2019:

- a. Type 1 Diabetes
- b. Rheumatoid Arthritis
- c. Psoriasis/Psoriatic Arthritis
- d. System Lupus Erythematosus
- e. Inflammatory Bowel Diseases
- f. Additions Diseases
- g. Sjogren's Diseases
- h. Hashimoyos Thyroiditis
- i. Auto immune vacuities
- j. Pernicious Anemia
- k. Celiac disease
- l. Auto immune myositis

The cost of medicines, investigations, and consultations, etc.in respect of domiciliary treatment shall be reimbursed for the period stated by the specialist in Prescription. If no period stated, the prescription for the purpose of reimbursement shall be valid for a period not exceeding 90 days.

PRE-EXISTING DISEASE: Pre Existing Diseases would be covered for reimbursement under this scheme.

PRE-HOSPITALISATION MEDICAL EXPENSES: Medical expenses incurred immediately 30 days before the insured person is hospitalized will be considered as part of a claim provided that such medical expenses are incurred for the same condition for which the insured person's hospitalization was required.

POST HOSPITALISATION MEDICAL EXPENSES: Relevant medical expenses incurred immediately 90 days after the employee/ dependent/ retirement employee is discharged from the hospital provided that such medical expenses are incurred for the same condition for which the Insured Person's Hospitalization was required.

Additional Ex-Gratia for Critical Illness : In addition to the reimbursement covered under this scheme, officers / employees (only officers / employees and not their dependents or retired officers / employees) shall be provided additional ex gratia of Rs. 1,00,000/- . In case an employee contracts a Critical Illness (**Cancer including Leukemia,Stroke,Paralysis,By Pass Surgery, Major Organ Transplant/Bone marrow transplantation,□End Stage Liver Disease,Heart Attack,Kidney Failure,,Heart Valve Replacement Surgery**), the sum of Rs.1,00,000/- shall be paid. This benefit shall be provided on first detection/diagnosis of the Critical Illness. Hospitalization is not required to claim this benefit.Expenses on Hospitalization for minimum period of a day are admissible. However, this time limit shall not be applied to specific treatments.This condition will also not apply in case of stay in hospital of less than a day provided the treatment is undertaken under General or Local Anesthesia in a hospital / day care centre in less than a day because of technological advancement and which would have otherwise required hospitalization of more than a day.

MATERNITY EXPENSES BENEFIT EXTENSION: Hospitalization expenses in respect of the new born child can be covered within the Mother's Maternity expenses. The maximum benefit allowable under this clause will be up to Rs. 50000/- for normal delivery and Rs.75,000/- for Caesarean Section.

Baby Day one Cover: New born baby is covered from day one. All expenses incurred on the new born baby during maternity will be covered in addition to the maternity limit and up to Rs, 20,000/-.

Ambulance Charges: Ambulance charges are payable up to Rs 2500/- per trip to hospital and / or transfer to another hospital or transfer from hospital to home if medically advised. Taxi and Auto expenses in actual maximum up to Rs750/- per trip will also be reimbursable.

Ambulance charges actually incurred on transfer from one center to another center due to Non availability of medical services/ medical complication shall be payable in full.

Congenital Anomalies: Expenses for Treatment of Congenital Internal / External diseases, defects anomalies are covered under the scheme.

Psychiatric diseases: Expenses for treatment of psychiatric and psychosomatic diseases shall be payable with or without hospitalization.

Advanced Medical Treatment: All new kinds of approved advanced medical procedures for e.g. laser surgery, stem cell therapy for treatment of a disease is payable on hospitalization/day care surgery.

Treatment taken for Accidents can be payable even on OPD basis in Hospital.

Taxes and other Charges : All Taxes , Surcharges , Service Charges , Registration charges, Admission Charges , Nursing , and Administration charges to be payable.

Charges for diapers and sanitary pads are payable,if necessary, as part of the treatment.

Charges for Hiring a nurse / attendant during hospitalization will be payable only in case of recommendation from the treating doctor in case ICU / CCU, Neo natal nursing care or any other case where the patient is critical and requiring special care.

Treatment for Genetic Disorder and stem cell therapy shall be covered under the scheme.

Treatment for Age related Macular Degeneration (ARMD), treatment such as Rotational Field Quantum magnetic Resonance (RFQMR), Enhanced External Counter Pulsation (EECP), etc. are covered under the scheme. Treatment for all neurological/ macular degenerative disorders shall be covered under the scheme.

Rental Charges for External and or durable Medical equipment of any kind used for diagnosis and or treatment including CPAP, CAPD, Bi-PAP, Infusion pump etc. will be covered under the scheme. However purchase of the above equipment to be subsequently used at home in exceptional cases on medical advice shall be covered.

Ambulatory devices i.e., walker, crutches, Belts, Collars, Caps, Splints, Slings, Braces,Stockings, elastocrepe bandages, external orthopaedic pads, sub cutaneous insulin pump, Diabetic foot wear, Glucometer (including Glucose Test Strips)/ Nebulizer/

prosthetic devise/Thermometer, alpha / water bed and similar related items etc., will be covered under the scheme.

Physiotherapy charges: Physiotherapy charges shall be covered for the period specified by the Medical Practitioner even if taken at home.

However, for the purpose of clarity and information, the details of the Scheme worked out between IBA/Banks and insurance companies may be referred.

HOW TO MAKE USE OF THIS NEW INSURANCE SCHEME:

The New scheme providing for reimbursement of hospitalization and medical expenses incurred by the employees and their eligible family members with the coverage for Award staff is Rs.3.00 lacs per year per family of an employee (Clerical & Substaff including Part Time Employees of 1/3 wage and above) for Officers Rs.4.00 lakhs. Our bank implemented the scheme through a Group Medclaim Policy with National Insurance Company. The National Insurance Company will administer the scheme through various Third Party Administrators (TPA) allotted to various banks. The TPA allotted to our bank is GOOD HEALTH THIRD PARTY ADMINISTRATOR, Madurai (head office Hyderabad).

Additional coverage by way of buffer of Rs.100 crores (maximum amount covering all the member banks of this scheme per year) towards claims of expenses over and above Rs.3.00 lacs.

Special Coverage: If an employee contracts specified critical illnesses, he would be paid Rs.1 lac in addition to reimbursement of expenses incurred.(Only for employees and not for family members).

HOW TO CLAIM UNDER THIS NEW SCHEME:

First the Notice of Claim should be given.

For Planned hospitalisation: Prior to admission to hospital or intimation as soon as possible on hospitalisation by mentioning employee ID and Name and Name of the patient (self/dependents) with admission date, Hospital Name on the following mail IDs or on their call center number.

Wherever it is not possible for employee concerned to do so, officials in the branch/office may intimate about hospitalization. Intimation is mandatory as per our medical insurance policy.

Mail ids:

CLAIM PROCEDURE:

Under Cash less facility: This can be availed at the Good Health TPA Network hospitals. For list of Network hospitals please make use of their [web site www.goodhealthtpa.com](http://www.goodhealthtpa.com) or [Getsetgo App](#), where you can find the names of network hospitals situated all over India.

The procedure mentioned below needs to be followed while availing cashless at hospitals after selecting the network hospital.

Show the e_ID card issued by the Good Health tpa and collect the Pre authorization form (Preferably the latest form – to adopt the IRDA designed form for all TPAs uniformly)

from the hospital and the Pre-authorisation form duly completed in all respects Signed by the insured/ patient to be submitted to the hospital along with the

ID Proof of insured and patient

- a. TPA ID card for the insured and patient.
- b. And Any other additional card like: (for the patient)
 - i. Voter's ID
 - ii. Unique identification number
 - iii. DL
 - iv. Pan card
 - v. Employment ID card

The Hospital will send the form by fax/email or online to TPA. The TPA shall process the claim as per policy terms and conditions and send back an approval letter/mail to the hospital. Then get admitted, take treatment and get discharged without payment of bill except for non-payable items. (Refer good health website or IRDA website for non-admissible expenses as per IRDA). Before discharge ensure claim form is filled and duly signed and final bill is signed. The payment will be made to the Hospital/Nursing Home directly by the TPA.

In case of cashless facility denial from listed hospital in network, you can contact

Cashless Dept:-

GHPL Preauth Mail Id :-

preauth@ghpltpa.com Toll Free: 18604254062 FAX:-1860 425 4242

Reimbursement of the hospitalisation:

Reimbursement of the hospitalization expenses can be claimed where Cashless Hospitalisation facility is not availed or treatment is availed in a Non-network Hospital. You will have to settle the hospital bill, collect all original hospitalisation documents and submit the documents to our HRD,CO,KARUR and the HRD will forward the same to GOOD HEALTH for their scrutiny the same in terms of the policy and check the admissibility or otherwise of the claim/ expenses.

Reimbursement claims may be filed in the following circumstances:

- a. Hospitalization at a non-network hospital
 - b. Post-hospitalization and pre-hospitalization expenses
 - c. Denial of preauthorization on application for cashless facility at a network hospital
- Reimbursement claims can be submitted to Good Health, Madurai through registered post / courier or can be handed over at their office at Madurai by the retired Employees.

However, the employees on roll should submit their claim only through our HRD.

One of the very basic requirements of insurance is 'Claim Intimation'. It simply means intimating TPA or the Insurance Company about the hospitalisation. Non-compliance to this may make your claim inadmissible.

The documents that you need to submit for a hospitalization reimbursement claim are:

- a. Original hospital final bill
- b. Pre-Numbered / Printed Receipts for payments made to the hospital
- c. Complete break-up of the hospital bill
- d. Original Detailed Discharge Summary
- e. All Investigation reports
- f. All medicine bills with relevant prescriptions
- g. Operation Theatre Notes in the event of a surgery performed
- h. Sticker for the Implant, if any, used during surgery
- i. A copy of the Invoice for the implant, if any, used during surgery performed
- j. Original duly completed and signed claim form PART A
- k. Duly completed and signed Medical Practitioner's Form PART B
- l. Copy of ID card (or e_idcard) issued by the TPA
- m. Employee ID card
- n. Documents for National Electronic Fund Transfer (NEFT)
 - i. NEFT Format giving details of the Bank Account where you need the claim amount to be transferred
 - ii. A copy of the page of the Bank Pass Book containing the Account Number & the Name/ Address of the Account Holder.
 - iii. A cancelled Cheque for the above Account in to which the claim amount has to be transferred

(PROVIDE THE BANK ACCOUNT DETAILS IN THE CLAIM FORM THAT IS ENOUGH AS FOR OUR BANK CONCERN)

- o. Covering letter stating your complete current address, contact address if available and the list of documents attached.

The documents that you need to submit for a Post-hospitalization or a Pre-hospitalization claim are:

- a. Copy of the discharge summary of the corresponding hospitalization
- b. All relevant doctors' prescriptions for investigations and medication
- c. All bills for investigations done with the respective reports
- d. All bills for medicines supported by relevant prescriptions
- e. NEFT Documents as above. (If you have furnished the NEFT Documents for the main hospitalisation claim earlier, you want the amount be transferred to the same Bank Account, Please furnish the Claim Particulars for us to pick up NEFT Details there from.)

Once the reimbursement claim is received by the TPA it will be processed by the medical team and they will determine whether the condition requiring admission and the treatment are covered by our health insurance policy. They will also check with all the other terms and conditions of our insurance policy. All [Non-admissible Expenses](#) will be disallowed. (Refer non-admissible expenses by IRDA in IRDA OR Good health website).

The policies stipulate a period from the Date of Discharge within which the claim documents have to be submitted. Submission of claim papers after the stipulated period could lead to denial of the claim. Please check for the time frame for submission of the claim papers. (**Refer Policy details given under the chapter "Insurance" of this book**). In case the claim papers are submitted beyond days from the date of discharge the claim is liable to be denied as per the policy terms. Hence, ensure compliance to the time frame without fail.

Based on the processing of the claim, a denial or approval is executed. In case of approval, settlement is made by transferring the approved amount to our Bank Account. The TPA will send you the settlement particulars along with the computation sheet to the address mentioned in our health insurance policy or by way of mail.

In case if the TPA requires additional documents they will send you a *Shortfall Letter or mail*. Kindly comply with the requirements within the stipulated time. In case you do not submit the required documents within the stipulated time, after 2 reminders they will reject the claim and send the Denial Letter. Once the claim is denied as above, you will forfeit your right to the claim.

In case your claim is denied, the denial letter is sent to you by courier / post/mail quoting the reason for denial of your claim.

**HOW TO MAKE USE OF THE GOOD HEALTH TPA "App" "Getsetgo".
Make use of their "App" It is very easy to use.**

USER ID FOR "GETSETGO" APP OF GOODHEALTH IS – YOUR MOBILE NUMBER (as per bank record).

DEFULT PASSWORD IS : 1234

You can change the password subsequently in the App itself.

**The current Policy Number for the employees on roll is: 251100502110000186
Policy Period from 01/10/2021 to 30/09/2022**

**National Insurance Co.Ltd. TPA : Good Health
Good Health ID for the individual Employee refer APP or ecard.**

Download app from Play store “Getsetgo”. (Good health tpa).

The “app” may be very useful for the following:

To take e-card of the employee and their dependents.

To know the procedure for cashless facility.

To see the list of Hospitals authorized for cash less facility.

To download the claim forms to make claim in the case where there is no cashless facility.

To download the claim forms for domiciliary treatment claims.

To see the personal details of employee and their dependents entered in the website.

To see all about your claims made from claim inward to final settlement.

CONTACT MATRIX.

Claim intimation :-

Mail ID : ibacare@ghpltpa.com Phone No: 1860 425 3232

Level 1:- 24 × 7 × 365 Days Customer care:- 1860 425 3232 Fax:-1860 425 4242

Level 2:- Mr.Joe Manuel Wilfred. F

Help desk – KVB HO Karur

Contact no: 7075551963

Mail ID : ibacare@ghpltpa.com

Level 3:- Mr.Dilip Kumar Contact no: 7075551938

Mail Id: ibacare@ghpltpa.com

Escalation

Level: 1 Mr.V.Sathish Kumar Branch Manager

Mail Id: sathish.v@ghpltpa.com Mobile No: 9500004358

Cashless Dept:-

GHPL Preauth Mail Id :-

preauth@ghpltpa.com Toll Free: 18604254062 FAX:-1860 425 4242

Madurai Office Address :-

M/S Good Health Insurance TPA Ltd

No.3, North Krishnan Kovil Street, North Masi Street, Madurai – 625001

Ph : 0452 4379765, 4231115.

ALLOWANCES: (As per bank level MOU).

LOCAL DEPUTATION ALLOWANCE (As per our Letter June,1993)
(BASE CIR.No. 179/93)

Employees who are deputed locally will be paid Local Deputation Allowance to meet the lunch and conveyance expenses (local means where there is more than one branch).

The workmen employee who are deputed to work in the branch/office situated in the same building are not eligible for the local deputation allowance.

This benefit will be applicable only in such cases, where the workmen employees are deputed to work in a local branch/office in term of a written local deputation order.

Allowance w.e.f 01.4.2008

Metro Centres Rs.100/- per day **(Rs.150/- w.e.f 1.1.2012 94/2012)**

CCA Centres Rs.80/- per day **(Rs.125/- w.e.f 1.1.2012 94/2012)**

Other Centres Rs.65 /-per day **(Rs.100/- w.e.f 1.1.2012 94/2012)**

Local Deputation Allowance with effect from 01/03/2023:

Metro Centres Rs.150/- per day (Rs.250/- w.e.f 1.3.2023 56/2023)

CCA Centres Rs.125/- per day (Rs.250/- w.e.f 1.3.2023 56/2023)

Other Centres Rs.100 /-per day (Rs.200/- w.e.f 1.3.2023 56/2023)

**Major "A" class centres / Metro centres includes 1. Chennai 2. Delhi 3. Kolkata
Major "A" class centres / Metro centres includes 1. Chennai 2. Delhi 3. Kolkata
4. Mumbai 5. Ahmedabad 6. Bangalore 7.Hyderabad (which includes
Secunderabad).**

(Base Circular No.179/93) (Other Circulars: No.156/98 Dt. 2.5.98) 356/2005 dt.21.10.2005, 149/2008, 117/2009 , 92/2012)

INCONVENIENCE ALLOWANCE - MOU dated 05.12.2005 In all CCOs those workman employees who are required to report for duty before and upto 8.00 a.m. will be paid an inconvenience allowance of Rs.20/per day. As per MOU dt.24.3.14 and cir.no.202/2014 dt.2.6.14 revised . For Mumbai CCO from Rs.30 to Rs.50 for other CCO Centers From Rs.20 to Rs.40/- per working day.

SUBSISTENCE ALLOWANCE:

As per MOU dt.8.2.2002 , once a workman employee starts drawing subsistence allowance equivalent to full wages (which is now payable on completion of one year period from the date of suspension, apart from statutory deductions, viz.,

Prof tax, Income-tax, LIC premium, the deductions towards all the loans availed by the concerned employee including arrears and society dues are to be recovered from the subsistence allowance to the extent leaving 25% of the gross subsistence allowance as take home subsistence allowance. However, this 25% will not be applicable in case court orders or any other statutory deductions are to be made.

LUNCH ALLOWANCE:Lunch allowance to award staff of split duty branches/long working hours/business hours branches. The amount revised from Rs.25/- to Rs.50/- per working day with effect from 1.1.2012. Refer cir.no.500/2012.

WINTER CLOTH REIMBURSEMENT: (Refer Staff welfare)

All the employees working in the below mentioned branches are eligible to avail winter cloth reimbursement as given below, from DOJ.

Employees Continuously working for more than two years in any one of the branches/offices in the Eligible centre or posted (on transfer/appointment) to the Branch/Office in the eligible Centre may avail the facility after a gap period of 2 years from the previous availment.

Eligible Branches: Branches in New Delhi, Punjab, Hariyana, Chandigarh, Uttar Pradesh, Rajasthan and in Tamil Nadu (Coonoor, udhagamandalam, Kothagiri, Vilpatti Only)

The Eligible amount is: For Executives and Officers: Rs.5000/-
For Award staff (Clerk,Sub-staff,PTE(on scale wage) : Rs.3000/-

REIMBURSEMENTS: (In our Bank)

NOTE: As per Cir.No. 224/2020 All the reimbursements that are being paid monthly should regularly claimed on or before 20th of immediate subsequent month, failing which the same gets lapsed.

All the reimbursements that being paid quarterly should be regularly claimed in the first month of the subsequent quarter, failing which the same gets lapsed.

REIMBURSEMENT OF COFFEE/TEA EXPENSES: MOU dt. 10.6.1996

Workmen cadre employees (Clerks, Sub-staff, Permanent Part-time Employees on Scale wages) will be reimbursed Coffee/Tea Expenses every month subject to a maximum of Rs. 175/- per men sum with effect from 1.01.2010 **and it is revised to Rs.225/- w.e.f 1.1.2013.(121/2013MOU21.12.12) Revised from 225 to Rs.350 per month (98/2024) with effect from 01/04/2024.**

The reimbursement will be made against individual declaration.

If a workmen employee is on leave continuously for 30 or more days he/she will not be eligible for reimbursement of Coffee/Tea expenses during the month in which his/her absence is more than 15 days or in any one of the months when the absence is exactly 15 days in each of the month.

The above facility comes in to force from 1st July'96 and reimbursement is to be made every month on the last working day against declaration.

As the above facility is only reimbursement upto a specified limit (Rs. 225/-)w.e.f 1.1.2013 against declaration, this amount need not be taken into account for the purpose of calculating income tax.

Employees need not make any individual claim for this facility.

(Cir.no.258/96 dt.22.07.96) (Cir.No.381/2000 dt.19.12.2000), (Cir.No.22/2004, 180/2006, 23/2007, 555/2009,121/2013 &MOU 21.12.12 , 98/2024)

REIMBURSEMENT OF EDUCATIONAL EXPENSES: MOU dt. 16.11.2000

(Base Circular No.381/2000) w.e.f 1.11.2000)

(Income-tax exemption available upto Rs.100/-per month per child to the maximum of two children, the amount above Rs.100/- will be treated as perks)

SCHOOL FEES includes Tuition fees, Special Fees, Computer Fees, Laboratory fees, Sports fees, Library Fees and Parent Teacher Association Fees, if any. (and does not include hostel fees, cost of purchase of books, donation etc.) FROM LKG TO 12th std/plus2 / PUC/UG/PG DEGREE (Rs.250/- per month) /per child subject to a maximum of two children. (For UG/PG DEGREE w.e.f. 01.04.2009

Cir.No. 117/2009) (Amount revised w.e.f 1.1.2012)

Reimbursement once in a quarter on a declaration along with necessary receipt for the school fees paid

The part-time employees on scale wages will be eligible for reimbursement of

educational expenses on prorata basis i.e., 1/3, 1 /2, 3/4 as the case may be.

First quarter commencing from June of every year.(Reimbursement made in September) (If school fees paid for April and May and proof produced to that effect will be reimbursed). The unclaimed bills should be claimed before the beginning of next academic year.

No reimbursement during suspension period.

Cir. No.144/2001, 22/2004, 149/2008, 117/2009, 309/2007,94/2012 Cir.No.22/2001 for officers.

REIMBURSEMENT OF COST OF PURCHASE OF ONE NEWSPAPER – MOU
dated 16.11.2000 (381/2000) with effect from 1.11.2000.

Reimbursement of 100% of the cost of one English Newspaper to the clerical cadre employees subject to a maximum of Rs. 200/- per month (revised from 120 w.e.f 01.01.2017) and 100% of the cost of one English or one vernacular newspaper to the permanent full time sub-staff cadre employees subject to a maximum of Rs.200/- (revised from Rs.120/- w.e.f 01.01.2017) per month. **Revised from 200 to Rs.300 per month for workmen with effect from 01/04/2024 onwards (98/2024) .**

This facility is not applicable to part-time employees.

If a workman was absenting himself unauthorisedly throughout the calendar month he shall not be eligible for reimbursement of cost of newspaper during that particular month. A workman employee who is placed under suspension is not eligible for the above facility during the period of suspension.

The reimbursement will be made on production of bill along with a declaration.

Bill not required, **based on declaration with effect from 1.1.12(94/2012).** Reimbursement can be made through hrd.com.

Cir.No.22/2004, 149/2008,94/2012 and 05/2017. 65/2021 AND 117/2021 e-paper and 98/2024.

MAGAZINE ALLOWANCE :

Rupees 50 per month with effect from 1.1.2012 based on declaration as per circular number 94/2012.

REIMBURSEMENT OF COST OF MEDICAL CHECKUP: MOU dt. 31.1.2008. Master Health Check up for Workmen employees above 40 years of age once in 2 years. (Cir.No.149/2008)

The first block commences from 1st April 2008 onwards.(2008-2010)

The maximum quantum of reimbursement permitted is Rs.1500/-
w.e.f 1.1.2012 as per cir.no.94/2012 amount **revised to Rs.2000/-**

Terms:

1. The 2 years block will run from 1st April 2008 to 31st March 2010 and for every 2 years likewise.
2. An employee in order to avail this facility during the particular block should have completed 40 years of age during that block itself.
3. The medical check up to be undergone by the eligible employees shall be a master health check up/overall medical checkup (in other words known as whole body checkup) and not related to any particular ailment checkup.
4. Reimbursement for any specialised individual medical checkups such as Diagnostic checkup, Cardiac checkup, renal checkup etc., will not be Considered.
5. Master health checkup should be undergone by the eligible employees **in any corporate hospitals or in any reputed hospitals where a master health checkup scheme is available**. The claim should be submitted in the prescribed format (which is being made available in Hr.com). The claim bill along with original cash receipts, Xerox copies of all reports for investigations and study report of X-ray and other related reports should be submitted.
Cir.No.82/2014 for MIOT HOSPITAL , Chennai For Discounts.

Some modifications to Officers cadre as per Cir.No.145/2015.

Enhancement and combined limit for the officers and his/her spouse w.e.f 01.04.2015 as given below: For Branch Head/Sr.Manager Rs.4500/-; for other Officers Rs.4000/- once in 2 years. Spouse of the officers who are 40 years of age and above should undergo master health check-up along with the officer. If the spouse of the officer does not undergo Master health checkup the officer individually eligible for the earlier limit that is Rs.3000/- for Branch Heads & Senior Managers and Rs.2500 for other officers. Both for Officers/Managers the eligible age is 40 years (Cir.no.20/2007). Refer Circulars 22/2001 for Managers Calendar year 2000-2001 onwards. For Officers 434/2003 Calendar year 2004-2005 onwards.

REIMBURSEMENT OF EDUCATIONAL EXPENSES ON MID ACADEMIC TRANSFER:

A new facility of reimbursement of Educational Expenses incurred by workman cadre employees who are transferred otherwise than on request (Non request transfers) during the middle of the academic year is being introduced. Such workman cadre employees who are transferred otherwise than on request, during the middle of the academic year i.e, after the month of June up to February and if they admit their children in School / College in the new place of posting and incur additional expenses, the actual School / College fees paid by such workman cadre employees in the new place of posting will be reimbursed **subject to a ceiling of Rs.3000/- per child for maximum of 2 children**. Such

workman cadre employees have to produce necessary proof for the fees paid in the Educational Institution in the new place of posting. **This facility will be effective after June 2010.**

TA BILL ON DEPUTATION /TRAINING -(MOU dt.5.12.2005 Cir.No. 108/2006 dt.21.3.2006 and MOU dt.24.3.14 Cir.No.202/2014 dt.2.6.14.Reimbursement of consolidated conveyance expenses (for Auto) to workman employees on Deputation/Training to outstation at the following rates: AT METRO/MAJOR A CLASS CITIES Rs.30/-revised to Rs.40/-AT URBAN CENTRES Rs.25/- revised to Rs.35/-AT SEMI URBAN & RURAL CENTRE Rs.20/- revised to Rs.30/- . Existing Auto fare Metro 50/- Urban Rs.45/- and other locations Rs.40/- . **Auto fare revised with effect from 01/03/2023 as follows: For Metro Rs.100/- for Urban Rs.80/- and for other areas Rs.60/-.** (Cir No.56/2023).

However for FUNDS TRANSFER the actual conveyance expenses (if any) will be reimbursed.

LEAVE FARE CONCESSION: IN OUR BANK :

LFC BY TAXI - MOU dt. 18.9.1995 and 21.6.1996

The workmen employees are permitted to travel by Taxi while availing LFC. However, reimbursement will be restricted to the **actual cost incurred for the travel by Taxi**, subject to the maximum eligible train fare viz., 2nd AC train fare in the case of Clerical cadre employees or 3rd AC train fare in the case of sub-staff cadre employees as the case maybe, for the actual distance travelled by Taxi subject to the following terms and conditions.

The reimbursement of (maximum per kilometer rate) taxi fare while availing LFC is increased from Rs.3.75 per kilo meter to Rs.7/- per kilo meter.
It is now revised to Rs.10 per km as per cir.no.94/2012.

Accordingly if an Workman Cadre Employee, while availing LFC, engages a taxi for the entire journey or for part of the journey, the actual taxi fare will be reimbursed subject to the following: (Cir. No. 74/2011)

1. Amount spent by employee for the travel portion, by taxi
2. Rs.7.00 per km
3. The notional second A/c. Train fare for clerks and notional III A/c. train fare for substaff cadre employees for the actual distance traveled by Taxi.
4. II A/c. Train fare for clerical cadre employees and III A/c. train fare for substaff cadre employees for the entire distance traveled under LFC, including taxi travel, subject to eligible kilometers to the respective cadre.

- a) Only approved Tourist Taxi (T Board Vehicles) are to be engaged.

b) The employees should produce the Xerox copy of R.C. Book and the original trip sheet of the Taxi in which travel was undertaken. In case of inter-state travel, Xerox copy of the permit copy from the Competent Authority should also be produced.

c) The employees should produce printed stamped receipt/stamped receipt in the letter head of the Tourist Taxi Operator.

d) The employee should give a declaration that any of his/her dependents who are employees in any other Bank or any organisation have not claimed reimbursement from his/her institution for the same journey.

e) Workmen cadre employees while availing LFC by Taxi, they will also be permitted to take the dependents as defined in the provisions of the Bipartite settlement relating to LFC (viz., spouse, wholly dependent children, parents, brothers and sisters ordinarily residing with the employee) without restricting the income limits as laid down in the Bipartite settlement for such dependents. However, the claim will be restricted only for the eligible dependents who perform the journey

f) While submitting the LFC Form-I and seeking permission to travel by taxi will have to specifically mention the names and particulars of such dependents whom they propose to take along with him/her in the taxi, even though they are not eligible to be included in the claim for reimbursement of expenses (i.e., who have ceased to be eligible dependents on account of crossing the income limit fixed).

(Cir.No.77/2003) (MOU dated 20.2.2003)

An Employee while availing LFC through Van/Taxi, he/she may take any of the following close relatives in the Taxi/Van along with eligible family members.

1. Sons
2. Daughters
3. Daughters-in-law
4. Sons-in-law
5. Parents
6. Parents-in-law
7. Grand parents
8. Unmarried sisters
9. Unmarried brothers
10. Grand Children

However, the reimbursement will be restricted only to the eligible dependent family members subject to the maximum eligible entitlement. The concerned employees while applying for availment of LFC, mention the name, age and relationship of the person whom he/she propose to take along with him/her in his/her travel by taxi/van. If they fail to obtain prior permission, their LFC bill will be rejected.

It is hereby clarified that the employees will be permitted to engage only Ambassador Taxi or any other taxi with seating capacity of 5 persons only, in case the eligible family members are 5 or less than 5. On account of permitting the close relatives mentioned above, they cannot engage van or any other mode of conveyance having more than seating capacity of 5.

In other words, an employee can engage a Van or Tata Sumo or Toyota Qualis or any other vehicle of that type having seating capacity of more than 5, only if the

employee has eligible family members (for making LFC CLAIM) of 6 and above. In other words, no permission will be granted to engage van or any other type of conveyance having more than 5 seating capacity, unless the concerned employee and the eligible family members (who are travelling in the LFC and for whom reimbursement of travelling expenses is eligible) are 6 in number and more. If any employee acts in violation of the above and engages van or any other conveyance having more than 5 seating capacity, their LFC BILL will be summarily rejected.

g) Part of the journey can also be performed by engaging tourist taxi. However, reimbursement will be restricted to the actual taxi charges incurred, subject to the maximum eligible train fare, viz., I class train fare in the case of clerical cadre employees or II class train fare in the case of sub-staff cadre employees for the actual distance travelled by taxi.

h) For the purpose of actual taxi charges, Petrol Diesel expenses, parking charges, entrance charges etc., will not be taken into account.

i) The employees who travel by taxi should produce sufficient proof for having travelled in a taxi, such as petrol/diesel bills from places to which/ through which they have travelled by taxi, lodging bills if any for their stay in the places to which/through which they have travelled by taxi, temple tickets, museum tickets, parking tickets from the places to which/through they have travelled by taxi.

j) The employees undertaking entire travel/journey by taxi shall obtain prior permission for travel by taxi.

k) An employee may club his journey on LFC along with another employee availing LFC in the same taxi. In such cases reimbursement will be restricted to the actual proportionate taxi charges subject to the maximum of eligible train fare for the employee and his eligible dependent family members for the distance travelled by taxi.

l) Where the number of family members undertaking the journey are more than (5) the employee may engage approved tourist van (T Board). The conditions set out above for travel by taxi will be applicable to travel by van also.

The permission to travel by taxi/van will be granted based on the number of eligible dependents, but not based on the total number allowed to accompany.

m) Any employee found to have mis-utilised the facility will be liable for disciplinary action for major misconduct.

(Cir.no.258/96 dt.22.07.96)

(Cir.no. 156/98 dt.02.05.98) (Cir.No.77/2003)

INCENTIVES:

SMALL FAMILY NORMS -INCENTIVES (Base Circular No. 203/1987) Circular for reference 148/2005

MONETARY INCENTIVE AND OTHER BENEFITS FOR ADOPTING

SMALL FAMILY NORM: 1. MONETARY INCENTIVE: A sum of Rs.500/- is awarded to the employee/spouse who undergoes family planning operation for adopting small family norm. Subject to the following:

- i. To all confirmed employees
- ii. Reproductivity age group not exceed 45 years in case of female 50 years in case of male.
- iii. Incentive is extended if any one of the couple undergoes operation. NO claim can be made where similar or any other form of monetary incentive is extended to the spouse if the person is working.
- iv. An employee is not eligible for the above incentive if he has more than three living children. If the third delivery begets twins then the parent employee is eligible for the incentive.

2. LEAVE FACILITIES:

- i. A male employee under going Vasectomy operation - 6 days Special Casual Leave.
- ii. A female employee under going tubectomy operation - 14 days Spl. C.L.
- iii. Wife of a male employee undergoes tubectomy operation - 7 days Spl. C.L. (provided his services were necessary to take care of the patient- certificate to that effect shall be obtained)
- iv. A female employee who had IUD insertion one day spl.C.L. (availment of leaves commences from the date of operation)

SPECIAL INCENTIVE FOR EDUCATION – MOU dt. 10.6.1996

TO SUB-STAFF CADRE

If a sub-staff passes graduation examination of a recognised University, he will be paid a one time lump sum incentive of Rs.5000/-, on production of copy of the Provisional/Degree Certificate duly attested by the Manager. The said amount is to be paid only after obtaining necessary sanction from Central Office. (Cir.no.258/96 dt.22.07.96)

As per MOU dt.01.7.2006 (CIR.NO.411/2006) Sub Staff who have acquired graduation under Open University scheme not eligible for payment of one time lumpsum incentive of Rs.5000/-.

Thus only Sub Staff who acquire graduation by studying 10th Standard / SSLC, then +2 and then Graduation (either as part time course or through regular correspondence course) will alone be eligible for one time lumpsum incentive of Rs.5000/-.

INCENTIVE FOR FLEX CUBE (CBS) - CONVERSION WORK (ONE TIME) Lump sum incentive of Rs.500/- to all eligible Sub-staff for Flex cube conversion work done. (Cir.No.356/2005) For Clerks Rs.1500/- paid as OT wages as per the claim made by the branches. (Refer MOU dt.5.12.2005) **INCENTIVE SCHEME** by the bank: Refer Bank Circular No.336/2006, 346/2008

OTHER MONETARY BENEFITS:

ENCASHMENT OF PL ON SPECIAL OCCASION:

Based on Union and OA proposals Bank permitted to encash one day PL to donate to relief fund. Please refer the following Circulars for the same.

For Kargil Cir.No.211/1999 For Tsunami No.2/2005 and Flood in Chennai 487/2015. In July 2013 IBA issued a circular to member banks to encash one day PL for Uttarkhand floods for donation to PMNRF.

ANNUAL ENCASHMENT OF PL: As per 11BPs.

It has been agreed that from the calendar year 2020, Privilege Leave encashment shall be permitted at the rate of 5 days for each calendar year at the time of any festival of the employee's choice. Employees who have completed 55 years of age and above shall be entitled to encash at the rate 7 days for each calendar year, in addition to existing provisions.

ENCASHMENT OF LAPSED PRIVILEGE LEAVE –MOU dated 8.1.2004 (419/2007, 555/2009, 154/2010)

Additional Encashment of Privilege Leave (which gets lapsed), subject to a maximum of 20 days in a Calendar Year and an overall maximum of 40 days in a Block of 4 years (Privilege Leave Encashment / LFC Block) to Workman Cadre employees every year.

Salient features of the Scheme:

This Encashment facility is applicable to all Workman Cadre employees (for whom Privilege leave gets lapsed), including Part Time Employees on Scale wages. The encashment is permitted after the end of the Calendar Year, in the subsequent month (i.e.) in January and to be availed before the date to be specified every year by the HRD.

This facility is in addition to 30 days Encashment of Privilege Leave already permitted, while availing LFC.

An employee willing to encash lapsed PL should not have availed Medical **Leave for more than 15 days on Full Pay** or 30 days on Half Pay in a Calendar Year.

These Encashed amount attracts deduction of Income tax at source and Accordingly necessary tax will be deducted.

The employees, for claiming this facility, must submit a declaration duly authorised by the Branch / Office Head. A separate menu in Hrd .Com will be provided for this purpose. The screen will be available to Branches / Offices during the first week of January every year and the encashment amount will be credited to the individual savings accounts of the employees who have applied and who are eligible.

The terms and conditions as applicable to Officer Cadre Employees for this facility will apply for workman cadre employees also. For details refer BANK Circular No. 440/2002 (PAD-117) dt. 20.12.2002.

This facility of Lapsed PL Encashment withdrawn by the bank as per Cir.No.224/2020.

ENCASHMENT OF CASUAL LEAVE (347/2006, 164/2007, 151/2008, 117/2009, 147/2009, 153/2010,155/2013,170/2014,182/2015,143/2017).192/2018.

This encashment facility will be available after the end of each calendar year to employees of all cadres except for those under contract basis. Employees can transfer the entire CL balance available at the end of each calendar year to UCL as being done earlier.

OR

Employees can encash the entire CL balance available at the end of each calendar year.

OR

Employees can encash a part of their outstanding CL balance and transfer the remaining part to UCL after the end of each calendar year.

For claiming the Encashment of the unavailed CL, employees must submit a declaration to the Branch/ Office Head. The declarations received from the employees have to be certified by the Branch/ Office Head and to be preserved at the Branch/ Office level. **The declarations need NOT be forwarded to HRDCentral Office.** A separate screen in HR.Com will be provided for this purpose. Those who are desirous of applying for CL encashment have to feed the data in the screen provided and the same should be authorized by the Manager/ Officer of the Branch/ Office. The screen will be available to Branches/ Offices from 1st January to 5th January every year and the encashment amount will be credited as soon as it is approved.

Income Tax at applicable rates will be deducted at source.

Terms and conditions for CL Encashment

Employees should not have availed

1. Leave on Loss on Pay / Unauthorized absence for 15 days or more during the calendar year.
2. Privilege leave for more than 15 days and more than 3 occasions during the calendar year.
3. Medical leave for more than 10 days (Full Pay) and more than 3 occasions during the calendar year.
4. UCL for more than 10 days and more than 3 occasions during the calendar year.

In addition to the above preconditions, the unavailed portion of CL available at the end of the each calendar year alone will qualify for encashment.

Norms for Encashment of CL in Certain Cases

RETIREMENT:

The employees who are retiring during any month in each calendar year are also eligible to avail CL encashment facility and they will be allowed to encash the available casual leave to their credit subject to fulfilling above said conditions. **(For those who retired on super annuation with effect from 31st May 2016 onwards 12 days CL credited instead of prorata as requested by the union.)**

DEATH:

In the case of employees who expire during any month in the Calendar year, CL Encashment will be paid to the legal heirs of employees. The available casual leave to the credit of the expired employees subject to fulfilling above said conditions will be permitted to be encashed and the amount will be paid to the legal heirs.

SUSPENSION:

Payment of CL Encashment will not be considered for the employees who are suspended during the Calendar year.

Likewise CL Encashment will not be paid to the employees who are/ were suspended after 31st December of each year and continue to be under suspension on the date of release of CL Encashment.

Payment of CL Encashment will not be considered for the employees who have been reinstated after suspension during the calendar year.

RESIGNATION AND VRS:

Employees who have tendered resignation or opted for VRS during the reference period and after the calendar year and up to the date of credit of encashment shall not be eligible for the CL encashment.

CHARGE SHEET AND PUNISHMENT:

CL Encashment shall not be considered to those employees against whom charge sheets were served and punishment is pending for the charge sheets issued in the earlier year/s also.

Employees who have been charge sheeted or punished after the respective calendar year and up to the date of credit of encashment shall not be eligible to claim CL encashment.

DISMISSAL AND REINSTATEMENT:

Such of those employees dismissed from the services of the Bank and later reinstated as per the order of Court during the calendar year are not eligible to claim any CL Encashment.

This scheme is extended for the year 2018 and the scheme continues for the subsequent years also till it gets changed/modified/alterd. **(192/2018).**

remove the words “out of the prorated casual leave credited for the year “and add the following sentence “subject to fulfil above said conditions” under the Para with a heading “RETIREMENT” AND ALSO IN THE PARA “DEATH”. (This is because of the reason for the retirement and death cases , instead of Pro rata CL , 12 days being credited to their leave account with effect from May 2017 onwards). Insert the Cir.No.52/2019 in page number 138 under the above subject, the bank communicated the decision of continuing the said facility for the year 2019 along with the condition mentioned above. (Condition means the Terms and conditions for CL encashment given in the third Para of this CL encashment chapter).

BONUS AND EXGRATIA -Received

Financial Year	E X G R A T I A		Bonus*	
	Clerk	Sub-Staff	Compensation**	
1986			8.33%	NA
1987			10.75%	NA
1988-89	1000	750	20%	No
1989-90	1250	1000	20%	No
1990-91	2600	2250	20%	Yes
1991-92	3650	3150	20%	Yes
1992-93	3500	3050	20%	Yes
1993-94	5400	4900	20%	Yes
1994-95	7500	6800	20%	Yes
1995-96	8000	7200	20%	Yes
1996-97	8000	7200	20%	Yes
1997-98	8000	7200	20%	Yes
1998-99	8000	7200	20%	Yes
1999-2000	8800	7920	20%	Yes
2000-2001	8800	7920	20%	Yes
2001-2002	10200	9200	20%	Yes
2002-2003	11700	10500	20%	Yes
2003-2004	13500	12100	20%	Yes
2004-2005	13500	12100	20%	Yes

2005-2006	21000 #	17100 #	20%
2006-2007	16200	14100	20%
2007-2008	22000	17000	20%
2008-2009	23100	17900	20%
2009-2010	32100	25000	20%
2010-2011	39000	30000	20%
2011-2012	45000	34500	20%
2012-2013	45000	34500	20%
2013-2014	40500	31100	20%
2014-2015	40500	31100	20%
2015-2016	40500	31100	20%
2016-2017	45000	34500	20%
2017-2018	25000	19200	20%
2018-2019	25000	19200	20%
2019-2020			20%
<p>* for all eligible employees (including temporary and Permanent Part time employees).</p> <p>** means the difference between the eligible bonus and exgratia.</p> <p># includes special ex-gratia for (7500 to clerks & 5000 for sub-staff) 2016-17 For SM,M &AM 64500,63500 and 57500 respectively.</p> <p>Bonus20% and exgratia Rs.25000/- for Clerk to SCALEIV,for SS Rs.19200 and variable exgratia as per Cir.No.213/2017 is For Scale 4 130% and scale 3 120% and for scale 2 110% and for scale1 100% of fixed exgratia will be the maximum.</p>			

Norms for calculation of Bonus:

Nominated Salary/wage exceeds Rs.21000/- for a particular month no bonus for the entire month. If Nominated salary/wage exceeds Rs.7000/- and not exceed 21000, then the amount on which bonus payable is restricted to Rs.7000/-.(From 2015-16 onwards).Wages for this purpose refer Cir.No.211/2017.

Refer Bank Circular No.167/2010, 231/2011,244/2012 and 237/2013 for terms and conditions applicable for both Bonus and exgratia. 10% decrease in in exgratia for 2013-14 refer cir.no.191/2014. Cir.No.172/2015 with norms for payment of exgratia.

246/2016 (2015-16) For 2016-17- 211/2017 Bonus, 212/2017 Exgratia. Cir.No.228/2018 for bonus.Cir.No.229/2018 for exgratia for 2017-18.

Cir.No.228/2018 for Bonus,Cir.No.229/2018 for exgratia for 2017-18. Bonus 20% and fixed exgratia of Rs.25000/- (from Clerk to scale 4) and for substaff it is Rs.19200/- .

The variable exgratia as per Cir.No.213/2017 is for Scale 4 130%,for scale 3 120% ,for Scale 2 110% and for scale 1 100% of fixed exgratia will be the maximum.

Further refer 207/2019 for Bonus and 208/2019 for exgratia for the year 2018-19. Bonus for 2018-19 is 20% subject to following:1.If the nominated salary/wages payable to an employee exceeds Rs.21000/- per month in a particular month, the employee concerned is not eligible for Bonus in respect of the entire salary from that month onwards. 2. If the nominated salary/wages of an employee for a particular month exceeds Rs.7000/- but does not exceed Rs.21000/- per month, the amount on which bonus payable is to be limited to Rs.7000/- only. 03.Components of Salary/Wages mentioned in the circular number 211/2017 dated 18/05/2017 stands.

With regard to Exgratia upto Scale 3 the same norms mentioned above for FY2017-18 applied for FY 2018-19 also. For Scale 4 and above subsequently the bank released the exgratia.

Bonus for 2019-20 20% Cir.No.354/2020 dated 14/10/2020.

Bonus for 2020-21 20% Cir.No.286/2021

EXGRATIA FOR 2023-24 Refer the detailed cir.no.158/2024. Fixed exgratia to Clerk is Rs.43000/- for Substaff Rs.29000/- for PTE 14500/21750.

CALCULATION OF OVERTIME

Working Hours: On weekdays

Clerks : Six and half hours

Sub-staff : Seven hours

Drivers : Seven and half hours

Watch & wards : Eight Hours

Workman who performs Banks work beyond said timing shall be paid overtime wages.

	% of hourly emoluments	
	Week days (Excluding holidays)	Sundays,Weekly off days or Holidays and 2 nd and 4 th Saturdays
CLERKS:		
First 2 quarter hours of overtime	@100	@200
Next four quarter hours	@170	@200

Next four quarter hours	@200	@200
Rest of the overtime work	@200	@200
SUB-STAFF:		
First 4 quarter hours of overtime	@150	@200
Next four quarter hours	@200	@200
Rest of the over time work	@200	@200

For the work done on Sundays, 2nd and 4th Saturday or any other weekly off day and holidays, to which he may be entitled, a workman will be paid for the entire period of work at 200% of the hourly emoluments, unless any such day happens to be a working day for him.

Work done for less than full quarter of an hour shall be deemed to be work done for quarter of an hour.

The expression "emoluments" shall mean aggregate of basic pay + spl.pay(if any), special allowance, officiating allowance (if any) and dearness allowance.

Calculation of hourly Rate:

Every month shall be deemed to consist of 150 working hours so that the monthly emoluments payable per hour will be deemed to be 1/150th of the monthly emoluments for all workmen.

Overtime wages will not be computed for the purpose of bonus.

TEMPORARY EMPLOYEE WAGE CALCULATION (casual labour)

Temporary employees are eligible for pro-rata wages of regular sub-staff's starting Basic pay (i.e., Rs.9560/-at present). The per day basic will rank for DA, HRA, Special Allowance & Transport Allowance.

Per day wage is calculated by taking the number of days of that particular month. (Data Entry to claim wages in HRD.COM 181/2016)

PART-TIME EMPLOYEE'S WAGE BASED ON PLINTH AREA – MOU dated 21.12.1992

01. Duties of Part-time employees.

Sweeping of floor, dusting of tables, counters, bringing drinking water to Office, Cleaning of vessels etc.

02. To determine the plinth area:

To determine the plinth area for this purpose the plinth area minus area of bath

room, toilet, cellar (unused portion) quarters, un- constructed sand area in the backyard and open area if not cleaned by part-time worker.

03. Hours of work

PLINTH AREA	Amount Rs.per month	Hours of work Per week
Upto 500 sq.ft.	750.00	Upto 3 hours
501 to 2000 sq.ft.	1050.00	More than 3 hours And less than 6 Hours
2001 to 3500 sq.ft. (for CCA Centres)	1/3rd of Scale Wages	13 Hours
2500 to 3500 sq.ft. (for CCA Centres)	1050.00	
2501 to 3500 sq.ft. (for Other Centres)	1/3rd of Scale Wages	13 Hours
3501 to 4500 sq.ft.	½ of Scale Wages	19 Hours
4501 and Above sq.ft	¾ of Scale Wages	29 Hours

This plinth area wage revision is effective from 01.11.92. Note: Other areas cleaned by the part-time employee such as steps, Corridors, etc., shall be added with area of the office cleaned by the part time employee to determine the plinth area for wage fixation.

In terms of VIII BPS the consolidated wages revised as under:

- a. Upto 3 hours: at bank 's discretion with a minimum of Rs.750/- p.m.
- b. More than 3 hours but less than 6 hours : at bank 's discretion with minimum of Rs.1050/- p.m.

As per 9th BP Settlement with effect from 1st November 2007, Part-Time employees who are members of the subordinate staff on consolidated wages and whose normal working hours per week are 'up to 3 hours' and 'more than 3 hours but less than 6 hours' shall be paid one third scale wages w.e.f. 1 st May 2010. From 1st November 2007 to 30th April2010, they shall be paid consolidated wages as under:

- a. Upton 3 hours : at bank's discretion with a minimum of Rs.1030/- p.m.**
- b. More than 3 hours but less than6 hours : at bank's discretion with minimum of Rs.1440/- p.m.**

The employees recruited on or after 1st May 2010 in part-time scale wages shall be at minimum of one third scale wage.

Fixation of Wages of part-time employees from 01.05.2010:

More than 6 hours up to 13 hours per week	1/3
More than 13 hours up to 19 hours per week	½
More than 19 hours up to 29 hours per week	¾
Beyond 29 hours per week	FULL

NON-MONETARY BENEFITS/SETTLEMENT/MOU:

WEEKLY HOLIDAY: In addition to Sunday All 2nd and 4th Saturday of Every month declared as Public Holiday under NI Act. Further, all the remaining Saturday of every month is full working day for banks in India. (347/2015)

For 7 day working branches with effect from 1.4.2016 all days (including Sunday) are full working day (except 2nd and 4th Saturday) and weekly off to employees either on Friday or Sunday. (CIR.NO.100/2016)

JOINING TIME - ON TRANSFERS MOU DATED 17.8.1982

FOR REQUEST TRANSFER:

For Journey involving a distance below 500 Kms : 2 working days

Beyond 500 Kms : 3 working days

(Cir.no.221/82 dated 11.10.82)

FOR NON-REQUEST TRANSFER:

For Non-request Transfer the Joining time shall not exceed six days inclusive of intervening Holidays.

With effect from 25.5.2015 joining time of six days allowable under para 511 of sastry award may be granted either immediately after relieving or within three months after joining the new place of posting.

UNIFORM TO SUB-STAFF

3 SETS FOR TWO YEARS

All permanent, part-time and full time Sub-staff employees are eligible to get three sets of terry-khadhi Uniform for once in two years (Jan 2016 to December 2018) and one set of woolen uniform once in 3 years or in lieu of one set of woolen uniform, One additional set of terry-khadhi Uniform once in every 18 months . (Block for 18 months January 2017 to June 2018) CIR:No.598/2016.

COLOUR OF THE UNIFORM:

Full time Permanent Sub-staff Male employees (including Drivers)	Dark Navy Blue Full pant & Light Blue (sky blue) half shirt
Full time and Part time permanent Female employees on scale wages	Dark Blue Saree and Blouse

Armed guard & permanent part-time male employees on scale wage(sweepers & Gardeners)	Khaki full pant and Khaki Half Shirt
Electrician	Gray Half Shirt

COST OF UNIFORM : Reimbursement per set of Uniform including stitching charges is periodically modified according to prevailing cost. (at present Rs.900/-) for one set of Uniform. (Rs.1500/- for Armed Guards)

Refer Circular No.426/2013 for GL to be used for uniform.

Previous Circulars: 484/2010,553/2012,529/2013,467/2014 and 229/15
The Cir.No.229/15 contains certain conditions for availment.

WOOLEN UNIFORM: The sub-staff and PTE employed in Hill station branches ((i.e., our Coonor , Ooty,Vilpatti,Kothagiri) and cold regions ,New Delhi branches, Ludhiana, Chandigarh, Amristar, Panipet, Indore, Noida, Gurgaon, Jaipur, Lucknow, Meerut, Faridabad, Patiala and Karnal) were permitted to purchase woollen uniform as a special case.

In lieu of 3 sets of Terry Khadhi Uniform/Terry Cotton Uniform, 2 sets of Woolen Uniform for the two years block. (Maximum Rs.2700/-).

Watch man, Armed Guard/Drivers / Electricians are eligible for a pair of shoes & shocks once in two years. (at present our bank reimbursement is Rs.1100/-)

Cir.No.35/2019 – Uniform – 3 sets – for 24 months block from January 2019 to December 2020.(The eligible amount is Rs.900/- per set for Armed Guard Rs.1500/- per set.) Cir.No.222/2018 for 18 months block from July 2018 to December 2019 one set of Uniform. (Rs.900/- per set with effect from 01/01/2013, Cir.No.553/2012 and Rs.1500/- per set with effect from 2015 CIR.No.229/2015.)

Cir.No.495/2019 Reimbursement amount Revised for the 18 Months Block of 01/01/2020 to 30/06/2021 for one set of uniform ,from Rs.900 to Rs.1350 and for Armed Guard Rs.1500 to Rs.1950/-. The Substaff /PTEs in Hill and Coo regions can purchase one set of Woolen instead of terry khadhi subject to Rs.1350/- (including stitching charges).

Current 24 months Block: 01/01/2021 to 31/12/2022.

Current 18 months Block: 01/07/2021 to 31/12/2022.

COMPASSIONATE GROUND APPOINTMENT SCHEME (Based on MOU dated 17.6.1992)

I. This scheme is evolved to help the dependents of an employee who die while in service or those who are compelled to leave the bank's services before attaining normal retirement age i.e. 58 or 60, as the case may be, on account of permanent disability/incapacity by accident or ailment like paralysis, cancer, blindness etc.

II DEFINITION:

a) An "Employee" means a regular confirmed employee in the Bank, whether in the Sub-ordinate Clerical Cadre or Officer Cadre and also includes permanent part-time employees who are on scale wages such as 3/4, 1/2, 1/3 etc., but will not include trainees or Probationers, Temporary Employees.

b) "Dependent" means spouse, son, unmarried daughter. c) "Employment" means employment in the Bank either in the Clerical Cadre or in the Subordinate Cadre. d) In case of permanent disability medical examination will be conducted either by a medical board or by a competent doctor nominated by Bank.

III. Conditions

a) Request for appointment under this scheme should be received by the Bank from the eligible dependent within TWO months from the date of death/disablement, of the employee.

b) In case the dependent is a minor, his/her case can be considered within FOUR years from the date of death of the employee/ Disablement of the employee to enable him/her to take up employment after attaining majority, provided that a request has been made within TWO months from the date of death/disablement.

c) In the case of the dependent, who is studying graduation, he/she will be allowed to complete the graduation, however, within THREE years period from the date of death/disablement provided that the request for appointment has been lodged with the Bank within TWO months from the date of death/disablement of the employee concerned, subject to the fulfillment of other conditions for employment.

d) The appointment under this scheme will be considered/offered only in workmen cadre, viz. Clerical or sub-ordinate staff (either full-time or part-time) according to the qualifications, the dependent possess.

e) Such of those dependents of the deceased or permanently disabled employee, who are already in the service of the Government/any Public Sector Undertakings, are not eligible to be considered under this scheme.

f) If already a dependent of the deceased employee/permanently disabled employee is in the services of our Bank, no appointment for any other dependent of such deceased/permanently disabled employee will be considered under this scheme.

g) Offer of appointment will be made subject to medical fitness.

IV. AGE AND QUALIFICATION:

AGE LIMIT:

For Spouse : Between 18 & 45 years

For Son and Unmarried Daughter Between 18 & 32 years.

QUALIFICATION:

1.FOR THE POST OF CLERK:

For Spouse : Minimum SSLC/SSC/MATRICULATION or ANY OTHER EQUIVALENT EXAMINATION passed and above.

For Son and Unmarried Daughter : Minimum Graduation

2.FOR THE POST OF FULL-TIME SUB-STAFF:

For Spouse : Should have passed 7th Standard and above but below SSLC/SSC/MATRICULATION or any other equivalent examination.

For Son and Unmarried Daughter: Should have passed 7th Standard and above, but below graduation.

3.FOR PART-TIME SUB-STAFF:

For Spouse, Son and Unmarried Daughter : Below 7th Standard.

V.GENERAL:

If more than one dependent of deceased/disabled employee apply for appointment on compassionate grounds, such applications will be considered in the order of preference.

1 Appointment shall be made in the minimum scale of the cadre applicable.

(CIR.NO.92/93 DATED 16.03.93)

Bank Released a new compassionate Scheme Circular bearing No.13/2008. Salient features of the scheme is as follows:

In future, any request for payment of exgratia amount or appointment on compassionate grounds (in specified circumstances) as the case may be, will be considered as per the norms under the modified scheme. As the modified scheme provides for certain norms for calculation of monthly income of the family of the deceased employees, the Bank reserves its right to call for the details that are

required to compute monthly income as per the scheme at appropriate time. Only if the said particulars are furnished by the family members of the deceased employees (with necessary proof), their requests under the scheme will be considered, otherwise such requests will not be considered. In case, the legal heirs of the deceased employees are eligible for exgratia payment in accordance with the scheme, such payment will be made to the eligible family members calculated at 60% of the last drawn gross salary (Net of taxes) for each month of the remaining service of the deceased employee (Notional service) subject to the cadre wise maximum ceiling amount mentioned in the scheme as under:

CATEGORY MAXIMUM AMOUNT

Officers Rs.8.00 lakhs

Clerical Rs.7.00 lakhs

Sub Staff Rs.6.00 lakhs

Consequent to the modification made in the earlier scheme as stated above even in the case of a family of deceased employee which does not have an eligible dependant for appointment, if the family is otherwise eligible for exgratia payment under this scheme, the family will get the exgratia payment. This will enable them to tide over the immediate financial crisis that may be caused on account of loss of the breadwinner of the family.

ABSORPTION OF TEMPORARY EMPLOYEES INTO PERMANENT VACANCIES

(SUB STAFF) MOS DATED 1.11.1990

ELIGIBILITY Qualification: Should have passed VIII Standard and above but upto SSLC or 10th Standard failed.

Revised: Minimum Qualification: X PASSED (374/2009)

Maximum Qualification: 12th PASSED (But not studied in the college)

Age : Minimum 18 years.

Maximum 25 years of age at the time of joining the Bank 27 years of age on the date of notification for recruitment.

II) 2/3rd portion of the vacancies declared by the Bank will be filled from the temporary employees who have already worked for minimum 50 days in our Branches as Temporary Labourer.

1/3rd portion of vacancies declared by the Bank will be filled by the Management at their discretion.

III Any Temporary employee who is employed for more than 50 days after 01.01.1990 will have an opportunity of appearing for interview for permanent employment till he has not crossed the age of 27 years provided he shall not have more than FOUR chances for such interview.

IV Selected candidate will be on probation for 6 months.

MODIFICATIONS: (CIR.NO.82/2003)

Certain relaxation in the norms of engagement of Temporary Employee.

1 Maximum number of days for which a Temporary Employee can be engaged in a month is enhanced from 12 days to 15 days.

2 Maximum number of days of engagement of a Temporary Employee altogether is enhanced from 120 days to 180 days.

This is applicable in respect of Temporary Employee who are still in the panel of Temporary Employee and have not completed 120 days of engagement. These casual labour can be engaged up to 180 days, subject to other norms.

3. Maximum number of Temporary Employee to be kept in the panel is reduced as under:

Medium branches : From 4 to 2

Large and Very Large branches : From 5 to 3

As regards number of chances to appear for interview, which has been agreed to be reduced from 4 to 2.
(Cir.No.458 dt.9.11.90 and Cir.Letter No. 181/98 dt.20.6.98)

PROMOTION POLICY

PROMOTION FROM CLERK TO OFFICER CADRE : Base MOU dt. 25.2.1971 and 7.10.1975

Please refer the MOU between KVB Ltd and KVBEU dated 3.2.1990 and Bank Circular NO.78/90 dt.24.2.1990 for more details about the promotion policy. Subsequent changes refer bank circulars.

FITMENT FORMULA ON PROMOTION OF CLERKS

TO OFFICERS' CADRE IN SCALE-I:

The clerk on promotion will be fitted in the officer cadre as per the guidelines of the Indian Banks' Association as applicable to the Private Sector Banks/ Public Sector Banks. For the employees who were promoted to Officer Cadre on or after 01.11.2012. As per new fitment formula the 9th stage of clerical scale of pay is fitted to first stage of officers' scale of pay and stage to stage basis thereafter,

likewise the fitment will be made. For the employees who were promoted to JMG-SCALE 1 on or after 01.11.2017 refer IBA letter dated 24/03/2022 for fitment. For the employees who were promoted to Scale 1 officer on or after 01/11/2022 refer **IBA letter 17/08/2024 for fitment on promotion.**

For more details refer circular No.440/2015, 406/2022 , 418/2022 and **368/2024.**
(base date 31/12/2024 for cir.no. 368/2024)

Please refer the following Bank Circular Numbers for details about fitment made earlier.: No.254/1996,391/96 291/2000 ,227/2006 ,391/2011,47/2007.

REFER 87/2008 FOR PROMOTION POLICY CHANGES FOR CLERK TO OFFICERS PROMOTION. Cir.no. 537/2012 for one time promotion. Special onetime promotion CLERK TO OFFICERS as per Cir.216/2017.

Cir.No.136/2019 the Circular calling application for Promotion from Clerk to Officer scale 1 for the Base Date as on 31/12/2018 with 241 vacancies.
Base date change 406/2022 from 31st December to March 31st.

PROMOTION FROM SUB-STAFF CADRE TO CLERICAL CADRE: Base MOU dated 7.10.1975 (Latest Circular No.486/2010,305/2011,603/2011,48/2016):

Total Number of Chances restricted to SIX to take up the test.

For model question paper refer cir.no.153/1990 copy available in Hr.com
Please refer the said MOU Dated 3.2.1990 and Bank Cir.No.78/90 24.2.1990, and 61/2002 , 411/2006 (for modifications) for more details about the promotion policy.

Fitment: Total emoluments of subordinate cadre staff excluding functional allowance, unless it is attached permanently, will be taken as the base and the basic pay in the promoted scale will be fitted at a stage equal to

or in the next higher stage, where the total emoluments to be drawn in clerical cadre will be equal or higher to what he was drawing immediately before his promotion, i.e., the aggregate of basic pay, dearness allowance, permanently attached special allowance, if any. Thereafter, one increment in the clerical scale will be added and the basic pay shall be fixed accordingly. If he is a graduate two more increments will be added and the basic pay shall be fixed accordingly.

As per MOU dated 1.7.2006 (refer cir.no.411/2006) **Sub Staff who have acquired graduation under Open University scheme cannot appear for clerical promotion examination under graduate 's quota . They will also be not eligible for payment of one time lump sum incentive of Rs.5000/-.**

Thus only Sub Staff who acquire graduation by studying 10th Standard / SSLC, then +2 and then Graduation (either as part time course or through regular correspondence course) will alone be eligible to take up the written test for promotion for the post of Clerk.

Cir.No.444/2018 called for promotion process for the base date of 31/12/2015, 31/12/2016 and 31/12/2017. (Sub-staff to Clerk).SS to CLK 363 2020 dt.22/10/2020 for 31/12/2018 or 31/12/2019 or 31/12/2020.

**SS TO CLERK 414/2022 BASE DATE 31/12/2021 AND 31/12/2022.
SS TO CLK 202/2024 BASE DATE 31/12/2023.**

LEAVE:

SICK LEAVE: (MEDICAL LEAVE)

1 Month for each year of service subject maximum of 18 months.

Additional 1 month per year beyond 24 years service for three years.(Max.3months)

Sick leave is on half pay but can be availed with full pay by double debit in sick leave account.

Beyond 30 years of service, additional sick leave will be granted at 30 days per year subject to maximum of 720 days in entire service. (11BPs)

Women employees can avail SL for the sickness of their children (upto 8 years of age) on production of MC.(11BPs).

MEDICAL LEAVE WITHOUT MEDICAL CERTIFICATE : MOU dt. 7.9.1998

Workmen employees may avail medical leave / unavailed casual leave up to a maximum of 10 days on full-pay or 20 days on half-pay , subject to a maximum of 5 occasions, in a calendar year without submitting medical certificate. These chances will lapse if not utilised and also cannot be carried over to the next calendar year.

This facility is not applicable to PL on medical grounds and extraordinary leave on LOP on medical grounds if any.

Cir No. 335/98 dt.16.11.98 and 59/2002 dated 7.3.2002.

SPECIAL SICK LEAVE: Special sick leave up to 30 days (full salary and over and above normal entitlement) will be allowed once during his/her entire period of service for donation of kidney/any other organ.

EXTRA ORDINARY LEAVE WITHOUT PAY: Extra ordinary leave on loss of pay for 3 months at a time and 24 months in the entire service.

UCL (SICK LEAVE) :

The un availed casual leave during the calendar year converted in to sick leave with full pay. The UCL will not lapse except at the time of retirement.

FOR ONE DAY WITH OUT MC : In addition to above clause, as per VII BP Settlement, with effect from 27.3.2000 , Unavailed casual leave (UCL) not exceeding a day if availed on grounds of sickness, shall be allowed without production of medical certificate. Cir.No. 15 9/2000 dt.27.4.2000.

Further, as per 10th BP settlement, with effect from 01/06/2015, the Casual Leave converted into Sick Leave (UCL) may also be availed without production of medical certificate for 4 days at a time once in a year or two days at a time, twice a year. (Cir No.268/2015)

SPECIAL CASUAL LEAVE : (CIR.NO.292/1995)

1. FOR BLOOD DONATION:

One day special Casual Leave - on the day of donation of Blood.

2.Kidney or organ Donation

3.Family Planning (Refer Page No.114)

4.Voting in Election (Cir.No.292/1995 and 255/1999)

SPECIAL LEAVE :

1.To Office bearers of the KVB employees' union/Officers Association.

2. Special leave may be granted by Central Office for participating in Chess, Cricket Match, Carom, Music competition etc. for which the employee was deputed.

3. Injury sustained while on duty

Special leave will be granted/considered by Central Office for the employees who got injury while on duty. For this the employee should submit necessary proof for injury sustained along with medical certificate only to central office for sanction. In case of injuries sustained while on duty the entire period of absence for treatment will be sanctioned as Special Leave.

Absence from Office due to curfew, riots,prohibitory orders, natural calamities, flood etc at the place of work or residence will be treated as SPECIAL LEAVE ON DUTY.

With effect from 01/11/2020 4 Days special casual leave to all PH/OH handicapped employees each year. (AS PER 11BPs).

SPECIAL LEAVE FOR TRADE UNION WORK:

110/86,292/95 for Award staff (for officers 96/86)

All Office Bearers of the Union are eligible for 7 days Special Leave for Union Work. (Total 20 OBs) Lt. dt.30.09.10.

In addition to the 7 days Special Leave, the Office Bearers of the Union will be allowed to avail Privilege Leave without insisting for notice period and without restriction of number of occasions for Union work.

The ECMs of the Union will be allowed to avail Privilege Leave for a maximum of 15 times in a calendar year without insisting for notice period for Union Work. Mou dt.5.12.2005 and 5.4.2005.

However there is no limitation of number of occasions in a calendar year for taking PL with notice for both personal and Union work. **(All India Settlement)**.

Maternity Leave: (110/86,429/92,45/91,514/90 and 232/2001)

Maternity leave, which shall be on substantive pay, shall be granted to a female employee for a period not exceeding 6 months on any one occasion and 12 months during the entire period of her service.

Within the overall period of 12 months, leave may also be granted in case of miscarriage/abortion/MTP.

Within the overall period of 12 months, leave may also be granted in case of hysterectomy up to a maximum of **60 days**.

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 for a maximum period of SIX MONTHS subject to the following terms and conditions: -

- (i) Leave will be granted for adoption of only one child.
- (ii) The adoption of a child should be through a proper legal process and the employee should produce the adoption-deed to the Bank for sanctioning such leave.
- (iii) The temporary and part-time employees are not eligible for grant of leave for adoption of a child.
- (iv) The leave shall also be available to biological mother in cases where the child is born through surrogacy.
- (v) The leave shall be availed within overall entitlement of 12 months during the entire period of service.

MATERNITY LEAVE: (as per 11BPs).

6 Months ML for one occasion; maximum 12 months in service.

9 Months ML for legal adoption of a child.

Maternity leave can be availed in combination / continuation with other leaves also.

8 Months ML for delivery of twin Children.

Within overall period of 12 months ML may be granted upto 6 weeks in case of MT/miscarriage/abortion and if required upto 6 months.

Within overall period of 12 months ML may be granted upto 30 days for the period of hospitalisation for the treatment of certain specified ailments, subject to production of necessary certificate from the hospital.

PATERNITY LEAVE:

With effect from the 1st June 2015, male employees with less than two surviving children shall be eligible for 15 days Paternity Leave during his wife's confinement. This leave may be combined with any other kind of leave except Casual Leave. The leave may be availed up to 15 days before or up to 6 months from the date of delivery of the child.

Paternity leave can be sanctioned in case of child adoption also.

SPECIAL SICK LEAVE:

Special Sick Leave upto 30 days (full salary and over and above normal entitlement) will be allowed once during his/her entire period of service for donation of kidney/any other organ.

EXTRAORDINARY LEAVE WITHOUT PAY:

Extra ordinary leave on loss of pay – 120 days at a time and 24 months in the entire service.

Leave on loss of pay on medical grounds will count for seniority in service.

INTRODUCTION OF BEREAVEMENT LEAVE: Cir.No.244/2024 – 12th BPS.

Applicability : To all the employees (Irrespective of mode of recruitment)

With effect from 05/08/2024 onwards.

Employees shall be permitted to avail the leave on the demise of the family members (spouse, children, parents, parent-in-law)

Demise of	No. of days allowed on each occasion
Spouse	3
Children	3
Parents	3
Parent-in-law	2

Norms:

The intervening holiday will form part of the leave.

The leave should be availed within a maximum period of 15 days of the demise.

The leave shall not be considered as "Active Service" for the purpose of Privilege leave calculation.

The leave is to be availed at a stretch.

The leave, if not taken within stipulated time will lapse.

LEAVE RULES :

CL: 12 Days per year. Sanctioning of CL for all confirmed employees at branch level except for probationary employees. CL cannot be taken for more than four days at a time. Holidays and weekly offs prefixing/suffixing or falling within the period of casual leave will not be treated as part of casual leave. CL should not be combined with any

other kind of leave.

As per 12th BPS Half day leave (CL) implemented with effect from 03/10/2024 as per Cir.No.301/2024 dated 27/09/2024 in our bank. It is applicable to all the IBA cadre employees. Employees are permitted to avail half day leave under the Casual leave category on four occasions in calendar year with the following conditions:

2 occasions in the Morning

2 occasions in the Afternoon

NORMS: Leave should be applied 24 hours in advance for availment.

Other norms are as stipulated in the settlement.

PL: 1 month for every 11 months service(1 day for every 11 days service).

For workmen employees not less than 15 days notice should be given. PL can be accumulated to a maximum of 270 days, however, encashment of PL shall be restricted up to a maximum of 255 days. PL cannot be availed for more than four occasions in a calendar year except under extraordinary circumstances.

PL cannot be applied for less than five days on medical grounds. Medical certificate must accompany the leave application for PL on medical ground.

Notice period for availing PL (other than for LFC) will be 10 days.(11BPS)

PL taken on sick grounds when there is no sick leave at credit will not be counted as on occasion of availing PL. (11BPS)

From the calendar year 2020,(11BPS) besides encashment of PL at the time of retirement and during availment of LFC, encashment would be permitted at 5 days in every calendar year / 7 days in case of employees of age 55 and above at the time of any festival of their choice.

SL/UCL : Medical Certificate for the period of Leave from a Registered Medical Practitioner must accompany the leave application. Medical Registration number of the certifying Doctor must be quoted in MC. The employee concerned should sign in the MC in the space provided for.

Please refer the following circulars for leave rules: No.253/2000 dt.31.7.2000 and No.291/2002 110/86 dt. 4.4.1986 , 337/89 dt. 29.9.1989 241/90 dt. 4.6.1990 , 292/95 dt. 18.10.1995 96/86 dt.21.03.86 , 87 / 93 dt.12.03.93, 188/2011. Avoid leave on prefixing and Suffixing Holidays (450/2012),393/2013,2/2014,357/2014. Leave restriction during Feb,Mar 2013 46/2013. Adhere leave rules 34/2016.

Cir.No.183/2019 – As per the 417/2014 with effect from 01/12/2014 onwards the Physical Leave application need not be submitted. Now by Cir.No.183/2019, the DOs / Branches are once again advised not to submit / accept the Physical leave application forms.

Leave Management Cir.No.367/2020 dt.23/10/2020 ref 34/2016.

Leave Rules (w.e.f 01.04. 2024) 12Bps

(i) As provided in clause 13 .4 of the settlement dated 19th October, 1966, a provision will be put in place to record the reason for refusal or postponement of leave by the management.

(ii) a) In partial modification of clause 36 (b) of settlement dated 11th November, 2020, a single male parent can avail sick leave for the sickness of his child of 8 years and below subject to production of medical certificate.

(b) Employees can avail sick leave for the sickness of their Special Child of 15 years and below for a maximum period of 10 days in a calendar year subject to production of medical certificate.

(iii) In partial modification of clause 36(b) of settlement dated 11th November, 2020, women employees shall be allowed to take one day Sick Leave per month without production of medical certificate.

(iv) In partial modification of clause 36(b) of settlement dated 11th November, 2020, in case of employees of the age of 58 years and above, sick leave may be granted towards hospitalization of the spouse at a centre other than the place of work and for a maximum period of 30 days in a calendar year.

(v) In partial modification of clause XI of settlement dated 17th September, 1984, clause 6 of settlement dated 28th November, 1997 and clause 36 of settlement dated 11th November, 2020, an employee shall be granted sick leave at the rate of one month for each year of service subject to a maximum of 720 days during the entire service.

(vi) In partial modification of clause 34 of settlement dated 11th November, 2020, the following shall be added as Note 3.

"In case delivery of more than two children in one single delivery, Maternity Leave shall be granted upto 12 months."

(vii) Employees shall be granted Bereavement Leave on the demise of the family members (spouse, children, parents and parent-in-law) and number of days of such leave shall be decided by each Bank at their level. The intervening holidays will form part of the leave and bereavement leave should be availed within a maximum period of 15 days of the demise. This leave will not be considered as "Active Service" as detailed in clause V (i) of settlement dated 8th November, 1973 for the purpose of Privilege leave calculation.

(viii) In partial modification of clause V (i) of settlement dated 8th November, 1973, for calculating privilege leave, all types of leave availed except casual leave and mandatory leave will be excluded.

(ix) In partial modification of clause 35 of settlement dated 2nd June, 2005, Principal Office bearers of All India Workmen Unions/Associations shall be granted Special leave upto 25 days in a calendar year.

(x) In partial modification of clause 33 of settlement dated 11th November, 2020, advance notice of 10 days for availing privilege leave be waived for office bearers and Executive Committee members of- a registered trade union.

(xi) Employees who are Defence Representatives in departmental enquiry proceedings may be granted one day special leave for the purpose of preparing the defence submissions of an employee. Such special **leave** shall be granted for a maximum of ten occasions in a year.

(xii) In partial modification of clause 3 4 (d) of settlement dated 11th November, 2020, Maternity Leave shall be granted once to a female employee for a maximum period of 9 months, for legally adopting a child who is below one year of age, all other conditions remaining the same.

(xiii) In partial modification of clause 34 of the settlement dated 11th November, 2020, Maternity Leave may be granted for In vitro fertility (IVF) treatment subject to production of medical certificate, within the over limit of 12 months.

(xiv) In partial modification of clause 33 of settlement dated 25th May, 20 15, 2 days of Casual leave may be availed for half a day on 4 occasions in a year out of which 2 occasions would be in the morning and 2 occasions in the afternoon.

Note :

a. Casual Leave under this category can be availed after applying 24 hours in advance.

b. At the time of carrying over the balance in Casual Leave to Unavailed Casual Leave account, the fraction in the balance if any, shall be ignored.

(xv) Special maternity leave upto 60 days shall be granted in case of still born or death of the infant within 28 days of birth.

(xvi) In partial modification of clause 15 of settlement dated 3rd October, 1979 and clause 9 of settlement dated 29th June, 1990, accumulated privilege leave may be encashed upto 255 days at the time of retirement/upon death of an employee while in- service.

INSURANCE:

HOUSING LOAN -GROUP INSURANCE SCHEME (GIH)

(Scheme w.e.f. 1.11.1994 WITH LIC OF INDIA) From 2013 onwards **with Aditya Birla Sunlife Insurance company Limited.**

In case of any employee who have availed housing loan and is subscribing to this policy dies in harness (during service), his/her housing loan outstanding will be paid by the insurance corporation the title deeds will be handed over to the nominee of the deceased by the bank.

The scheme covers the Principal and outstanding interest in each account.

Annual Renewal Date is 1st November.

1 The cover will start from the first month in which the loan disbursed, in case of new loan account. In case of existing loan account, the cover will be available from month in which the policy is taken.

2 Option is available only to those employees who are working at the time of commencement of the scheme in the Bank. Those who have not exercised their option at the time of commencement of the scheme, can not join the scheme afterwards.

3. No medical report is required.

4. The premium is Rs.1.11 per thousand plus service tax (14% at present). Every year the balance outstanding in the loan accounts plus accrued interest will be calculated and premium will deducted from salary accordingly. 372/2020 dated 31/10/2020 Renewal of Staff Housing Loan GIS with ABSLI. Premium from Rs.1.10 to 1.06 per Rs.1000/- plus 18% GST on total loan outstanding as on 31/10/2020. Revised from 1.06 per

Rs.1000 plus GST 8% TO Rs.3.09 per Rs.1000/- plus 18% GST. 413/2021 from 01/11/2021 renewal on wards.

As per new norms from ABSLI, underwriting is required for those employees who are to be newly covered under the master policy, this involves medical questionnaire and subsequent medical test if required(cost will be borne by ABSLI).Applicable for all initial disbursements on or after 01/11/2020. As per the norms communicated by ABSLI,at the time of first disbursement of staff housing loan, Branch has to obtain the medical questionnaire on or after 01/11/2021.

5. Deduction allowed under Section 80C of the I.T act for premium remitted.

6. The new entrants, subsequent to the commencement of the scheme will have to compulsorily join the scheme as and when they avail the Housing Loan.

Cir.no.59/94 dt.01.03.94, Cir.no.118/94 dt.04.04.94,Cir.No.372/94 dt.9.12.94, 324/1997 Cir.no.258/95 dt.21.09.95,Cir.No.319/96 dt.19.9.96, Cir.no.324/97 dt.21.10.97 Cir.No.376/2005 dt.5.11.2005, (96/2008 regarding profit sharing under scheme)

GROUP INSURANCE COVERING LOANS (other than HSL, including Society Loan) by LIC OF INDIA , COIMBATORE:

Already the Housing Loan outstanding along with interest is covered under the Group Insurance master policy with Birla Sun Life Insurance Company Ltd. Now with effect from October 2019 all other Loans viz., Education Loan, Personal Loan, Four Wheeler Loan, PF refundable Loan, Instalment Loan, Two Wheeler Loan etc. are covered under a Master Policy with LIC of India , Coimbatore. The coverage of the said policy is with effect from 01/11/2019. The Monthly Premium is 14 Paisa per Thousand rupees. Bank will recover monthly premium from October 2019 onwards and the premium recovered from salary will be remitted with LIC of India. In the above Policy, all loans (other than Housing Loans) for which monthly repayment in the payroll of the employees are covered including Society and OA Loan. For more details refer the Bank Circular No.417/2019.

REVISION OF PREMIUM: With effect from 01/11/2020 premium revised to Rs.1.71 per thousand. For this year's renewal (w.e.f. 01.11.2021), LIC of India has increased the premium from Rs.1.71 to Rs.3.23 per Rs.1000/-. The new rate is Rs.3.23 per Rs.1000/-+ 18 % GST. Further, as per the terms and conditions of the renewed policy under this scheme, the maximum coverage of all staff loans (excluding staff

housing loan) will be Rs.20.00 Lakhs (or) the total outstanding loan amount, whichever is less with effect from 01/11/2021.

GROUP SAVINGS LINKED INSURANCE SCHEME OF L.I.C(GSLI)

Introduced in our bank with effect from 01.04.1990. In case an employee dies during service, and if he is subscribing to this scheme, the sum assured will be given to the nominee under the scheme. In case of death due to accident, the nominee will get double the sum assured. It is a savings cum Insurance Scheme Double accident benefit available Nomination facility available. Both Premium and Savings will be treated as investment under u/s 80 C of I.T Act.

Savings and Interest portion repayable on cessation of service by retirement or otherwise.

With effect from March 2009 savings 75% and Risk 25%.

(Amount in Rupees)(With effect from 01.04.2015) savings80% Risk 20%

CADRE	SUM ASSURED	ACCIDENT BENEFIT	SAVINGS PORTION 80% of premium	RISK PORTION 20% of premium	PREMIUM 1% of sum assured	ACCIDENT PORTION 6.25% of premium	TOTAL PREMIUM
EXECUTIVES	2000000	1000000	1600	400	2000	62.50	2062.50
OFFICERS	1000000	1000000	800	200	1000	62.50	1062.50

CLERKS	600000	600000	480	120	600	37.50	637.50
SUB-STAFF	300000	300000	240	60	300	18.75	318.75
PTE	100000	100000	80	20	100	6.25	106.25

On cessation of Service and on Retirement: The entire accumulated amount with interest (as declared by LIC from time to time) standing to the credit of the employee in his savings account will be refunded by the LIC. The rate of interest for the savings portion is 10% w.e.f 1.4.2000 and 8% w.e.f 01.04.2004.

For employees joined on or after 1.4.2014 New GSLI will apply. As a stop gap arrangement bank taken Term policy(group) with annual premium, no savings portion, no accident benefit and premium) The premium is Rs.4800 plus tax for Executives, Rs.2400 plus tax for Officers and Rs.1440 plus tax for Clerks covering 20,10 and 6 lacs respectively.

(Refer cir.no.125/2015) and 118/2016.

From 2016-17 onwards instead of above said Term Policy from LIC, all the Regular employees are enrolled in the New Term Insurance policy with SBI INSURANCE COMPANY.

Annual non-refundable premium from March salary every year.

Cadre	Annual Premium with Service Tax	Sum Insured for Normal Death	Additional Sum insured for Death due to Accident
EXECUTIVES	Rs.2873	Rs.20,00,000	Rs.18,00,000
OFFICERS	Rs.1436	Rs.10,00,000	Rs.9,00,000
CLERKS	Rs.861	Rs.6,00,000	Rs.5,40,000
SUBSTAFF	Rs.431	Rs.3,00,000	Rs.2,70,000
PTS	Rs.144	Rs.1,00,000	Rs.90,000

The Insurance Coverage detail of the existing Group Term Insurance Scheme with SBI LIFE INSURANCE COMPANY LTD for the Period from 01/04/2017 to 31/03/2018 is given in page number 157 of our Book. The said master policy renewed with enhancement with the same insurance Company, that is , SBI Life Insurance Company Ltd., for the period from 01/04/2018 to 31/03/2019. The details of the same is given below : (For more details refer Bank Cir.No.127/2018.

Cadre	Annual Risk Premium	GST (18%)	TOTAL PREMIUM	NORMAL DEATH COVERAGE	ACCIDENT DEATH COVERAGE (90% OF NORMAL DEATH COVERAGE)
Executives	3864	696	4560	4000000/-	3600000/-
Officers (1 to 3)	1932	348	2280	2000000/-	1800000/-
Clerks	696	174	1140	1000000/-	900000/-
Substaff	483	87	570	500000/-	450000/-
PTS	193	35	228	200000/-	180000/-

The above said annual premium with GST recovered from March 2018 Salary for all regular employees.

Further the above said Policy renewed for the period 01/04/2019 to 31/03/2020 with enhancement and without additional accident death coverage with the same insurance company, that is , SBI Life Insurance Company Ltd. The highlight of the said policy is the company assured to continue the existing employees as on 31/03/2019 after their retirement also in the same policy up to 65 years of age subject to the remittance of annual premium by the retiree and medical underwriting/individual declaration for major ailment if any. The details of which is given below: (For more details refer Bank Cir.No.122/2019.

Cadre	Annual Premium	GST (18%)	Total Premium	All Mode of Death Coverage
Executives	12500	2250	14750	1,00,00,000/-
Officers (1 to 3)	6250	1125	7375	50,00,000/-
Clerks	3125	563	3688	25,00,000/-
Substaff	1250	225	1475	10,00,000/-
PTS	750	135	885	6,00,000/-

The above said annual premium with GST recovered from March 2019 Salary for all regular employees.

As per Cir.No.89/2020 the annual premium of Rs.1.26 for Rs.1000/- for this year renewal and SBI Life accepted to provide the Insurance coverage upto 65 years of age without medical underwriting.

Cadre	Annual Premium	GST (18%)	Total Premium	All Mode of Death Coverage
Executives	12600	2268	14868	1,00,00,000/-
Officers (1 to 3)	6300	1134	7434	50,00,000/-
Clerks	3125	567	3717	25,00,000/-
Substaff	1260	227	1487	10,00,000/-
PTS	756	136	892	6,00,000/-

The above said annual premium with GST will be recovered from the March 2020 salary of all the regular employees for the period 01/04/2020 to 31/03/2021.

RENEWAL OF GROUP TERM INSURANCE SCHEME WITH SBI LIFE INSURANCE COMPANY LIMITED:

As per Cir.No.110/2021 the annual premium of Rs.1.30 for Rs.1000/- for this year renewal covered under term policy by SBI as given below:

Cadre	Annual Premium	GST (18%)	Total Premium	All Mode of Death Coverage
Executives	13000	2340	15340	1,00,00,000/-
Officers (1 to 3)	6500	1170	7670	50,00,000/-
Clerks	3250	585	3835	25,00,000/-
Substaff	1300	234	1534	10,00,000/-
PTS	780	140	920	6,00,000/-

The above said annual premium with GST will be recovered from the March 2020 salary of all the regular employees for the period 01/04/2021 to 31/03/2022.

RENEWAL OF GROUP TERM INSURANCE SCHEME WITH SBI LIFE INSURANCE COMPANY LIMITED:

As per Cir.No.129/2022 the annual premium of Rs.2.60 for Rs.1000/- for this year renewal covered under term policy by SBI as given below:

Cadre	Monthly Premium	GST (18%)	Total Premium	All Mode of Death Coverage
Executives	2300	414	2714	1,00,00,000/-
Officers (1 to 3)	1150	207	1357	50,00,000/-
Clerks	575	104	679	25,00,000/-
Substaff	230	41	271	10,00,000/-
PTS	138	25	163	6,00,000/-

The above said monthly premium with GST will be recovered from the March 2022 salary onwards upto Feb 2023 of all the regular employees for the period 01/04/2022 to 31/03/2023.

For those who have joined before 01.04.2014 in addition to GSLI the above said cover will also be available from 2016-17 onwards.

113/90dt.13.03.90 Cir.no.85/97 dt.14.03.97 Cir.no.43/99 dt.19.2.99 Cir.NO.66/2002 dt.14.3.2002, 101/2007, 112/2009, 102/2010 and 75/2014

GROUP PERSONAL ACCIDENT POLICY COVERING ALL THE EMPLOYEES OF OUR BANK (GPA)

In the year 1991, our Bank had taken up the Group Personal Accident Policy with United India Insurance Company Limited which provided for payment of medical expenses incurred by the employees who meet with accidents, as a staff welfare measure.

In the year 1998, our Bank switched over to New India Assurance Company with additional benefit of weekly compensation for the leave availed by the employees who meet with accidents.

From 31.01.2003 our Bank has taken up the Group Personal Accident Policy with Medical benefit and Weekly Compensation benefit with Bajaj Allianz General Insurance Company Ltd. COIMBATORE covering all the employees of our Bank. Our Bank is paying premium to the insurance company every year. The policy is to be renewed every year. We give hereunder the details of the scheme.

Sum Assured under this scheme:

MD/CEO 10 Lakhs EXECUTIVES 4 Lakhs
JUNIOR EXECUTIVES 3 Lakhs OFFICERS 2 Lakhs and
For WORKMEN (Including PTS) 1 Lakh.

The Sum assured revised as follows for all the cadre of employees. With effect from 10/12/2018 as per Cir.No.524/2018 (OD) the sum assured is 5 times of annual cross salary of each employee.

RISK COVERED As per Group Personal Accident Insurance Policy covers DEATH, PERMANENT TOTAL DISABLEMENT, PERMANENT PARTIAL DISABLEMENT, and TEMPORARY TOTAL DISABLEMENT due to accident.

“Accident” means a sudden, unintended and fortuitous external and visible event.

“Bodily Injury” means physical bodily harm or injury, but does not include and mental sickness, disease or illness

“Permanent Total Disability” means a Physician certified total, continuous and permanent loss of sight of both eyes, physical separation of or loss of ability to use both hands or both feet, physical separation of or loss of ability to use one hand and one foot and loss of sight on one eye and physical separation of or loss of ability to use either one hand or one foot.

“Permanent Partial Disability” means a physician certified total and continuous loss of or impairment of a body part or sensory organ.

“Physician” means a qualified medical practitioner holding a valid and subsisting license, granted by the appropriate licensing authority, and acting within the scope of his license.

In case of death, claim is settled to 100% of sum assured according to Cadre of the employees.

In case of accident met by the employee that causes permanent Total Disability 125% of the sum assured is to be settled by the Insurance Company.

In case of Permanent Partial Disability, the claim is to be settled on the basis of the percentage of claim amount shown in the PPD table of the Insurance company ranging from 2% to 5% of the sum assured (According to the parts of the body).

BENEFITS COVERED UNDER THE SCHEME

1. Weekly Compensation : If the disablement is due to any type of accident weekly compensation shall be payable based on availment of leave.

(a) to workmen employees: Rs.1000/- per week or part thereof subject to a maximum of 100 weeks.

(b) to all others : Rs.2000/- per week or part thereof subject to a maximum of 100 weeks.

2. Medical benefits : 50% of the weekly compensation paid in settlement of a valid claim or 10% of the capital sum insured whichever is lower.

3. Education grant : In the event of death or permanent total disablement ,children's education benefit is extended up to 2 of the dependent children of the employee.

(a) One dependent child : 10% of capital sum insured subject to a maximum of Rs.5000/-.

(b) For two dependent children : 10% of capital sum insured subject to a maximum of Rs.10000/-

4. Expenses for carriage of dead body : In the event of death due to accident outside his/her residence, in addition to the amount payable under the policy a lump sum of 2% of capital sum insured or Rs.5000/- whichever is lower for transportation of insured's dead from the place of death to the hospital/residence and/or cremation and/or burial ground.

5) The cover shall be effective for 24 hours in a day and worldwide

6) If the employee met with an accident and incurred medical expenses; but has not availed any kind of leave, in such case medical expenses incurred to be paid by the Insurance Company.

7) The employees who met with accidents and are hospitalized only are eligible to prefer claim with our bank for reimbursement of medical expenses under our Bank's scheme. But in the GPA scheme the employees can prefer claim if they met with accident even though they are not hospitalized.

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Cir.No.53/92 dt.25 .2.92 Cir No.96/98 DT. 12.3.98 Cir No.238/99 dt.21.8.99

FAMILY BENEFIT SCHEME (ERSTWHILE EDLI SCHEME)

(Erstwhile EDLI scheme) (w.e.f 1.3.1996)

(In lieu of Employees Deposit Linked Insurance Scheme)

In case of death of confirmed employee, as per this scheme, the amount of death benefit (Rs. 1,00,000/-)(188/2002) is payable to the persons nominated for receiving Provident Fund , through the branch in which the employee was last working. **Now**

the amount revised to Rs.150000/- w.e.f 1.4.2013 as per cir.no.121/2013 and MOU dt.21.12.2012.

An advance amount of Rs.15000/-to the Spouse/legal heirs of the confirmed deceased employee on the date of death itself by the Branch/ Office Manager/Officer, after getting the signature in the request application and stamped receipt, can be made as per Circular No.3 87/2005. And this amount will be adjusted out of FBS amount or any other terminal benefits payable to the family of the deceased.

Procedure:

a. On receipt of death intimation the Branch/Office has to inform Central Office, duly furnishing the complete residential address of the employee concerned.

b. After getting instructions from Central Office, the Branch/Office has to issue Pay Order for Rs. 150000/- to the person/s nominated for receiving P.F. (Name/s will be informed by Central Office).

c. IBTA Debit Note should be sent to Central Office for Rs. 150000/-

d. The Advance amount if any may be made by debiting branch suspense account, then the branch /office can adjust the suspense entry by debiting the control account of their branch CO-DEPARTMENTS and to inform the CO PAD for adjustment/recover from terminal benefits.

(Cir.no.71/96 dt.5.3.96, 139/9813.4.98 and 188/2002 dt.26.6.2002,387/ 2005 dt.11.11.2005,121/2013)

The said benefit amount revised as under:From 1.3.1996 Rs.30000/- From 13.4.1998 Rs.35000/- From 26.6.2002 Rs.100000/- From 1.4.2013 Rs.150000/-

NEW MEDICAL INSURANCE SCHEME- POLICY DETAILS:

It is a Tailor made group mediclaim policy.

Period of insurance from 1st October to 30th September. (renewable every year).

Sum Insured for Group Mediclaim is on Family Floater basis.

Sum Insured for Officers : Rs.400000/- per family of an employee.

Sum Insured for Clerks: Rs.300000/- per family of an employee.

Sum Insured for Sub-staff (including PTEs) : Rs.300000 per family of an employee.

Sum Insured for Critical Illness for Employees only – Rs.100000/- per employee.

The Corporate Buffer is Rs.100 crores.

Definition:

Employee + Spouse + Dependent Children + 2 dependent Parents OR in laws.No age limit for dependent children.

Would be considered dependent if their monthly income does not exceed Rs. 10,000/- Widowed daughter and dependent divorced / separated daughters, sisters including unmarried / divorced / abandoned or separated from husband/ widowed sisters and crippled child shall be considered as dependent for the purpose of this policy. Physically challenged Brother / Sister with 40% or more disability. Subject that their individual monthly income does not exceed Rs. 10,000.

No Age Limits for Dependent Parents. Either Dependent Parents or In-laws will be covered. A parent would be considered dependent if their monthly income does not exceed Rs. 10,000/-

All New Employees to be covered from the date of joining as per their appointment letter. For additions /deletions during policy period, premium to be charged /refunded on pro rata basis against the Cash Deposit account with UIC adequately maintained by the Bank.

Increase in Sum Insured allowed in case of promotion on charging prorated premium.

Treatment taken in India alone is covered.

Continuity benefits coverage to employees on retirement till the end of the policy period provided there is no request for refund of the premium.

1.1 NOW THIS POLICY WITNESSES that subject to the terms, conditions, exclusions and definitions contained herein or endorsed, or otherwise expressed here on the Company undertakes that if during the period stated in the Schedule or during the continuance of this policy by renewal any insured person shall contract any disease or suffer from any illness (hereinafter called DISEASE) or sustain any bodily injury through accident (hereinafter called INJURY) and if such disease or injury shall require any such

insured Person, upon the advice of a duly qualified Physician/Medical Specialist/Medical practitioner (hereinafter called MEDICAL PRACTITIONER) or of a duly qualified Surgeon (hereinafter called SURGEON) to incur hospitalization/domiciliary hospitalization expenses for medical/surgical treatment at any Nursing Home/Hospital in India as herein defined (hereinafter called HOSPITAL) as an inpatient, the Company will pay through TPA to the Hospital / Nursing Home or Insured the amount of such expenses as are reasonably and necessarily incurred in respect thereof by or on behalf of such Insured Person but not exceeding the Sum Insured in aggregate in any one period of insurance stated in the schedule hereto.

1.2 In the event of any claim becoming admissible under this scheme, the company will pay through TPA to the Hospital / Nursing Home or insured person the amount of such expenses as would fall under different heads mentioned below and as are reasonably and medically necessary incurred thereof by or on behalf of such insured person but not exceeding the Sum Insured in aggregate mentioned in the schedule hereto.

A) Room and Boarding expenses as provided by the Hospital/Nursing Home not exceeding Rs. 5000 per day or the actual amount whichever is less.

B) Intensive Care Unit (ICU) expenses not exceeding Rs. 7500 per day or actual amount whichever is less.

C) Surgeon, team of surgeons, Assistant surgeon, Anesthetist, Medical Practitioner, Consultants, Specialists Fees.

D) Nursing Charges , Service Charges, IV Administration Charges, Nebulization Charges, RMO charges ,Anesthetic, Blood, Oxygen, Operation Theatre Charges, surgical appliances, OT consumables, Medicines & Drugs, Dialysis, Chemotherapy, Radiotherapy, Cost of Artificial Limbs, cost of prosthetic devices implanted during surgical procedure like pacemaker, Defibrillator Ventilator, orthopedic implants, Cochlear Implant, any other implant, Intra-Ocular Lenses, , infra cardiac valve replacements, vascular stents, any other valve replacement,laboratory/diagnostic tests, X-ray CT Scan, MRI, any other scan, scopies and such similar expenses that are medically necessary, or incurred during hospitalization as per the advice of the attending doctor,

E) Hospitalization expenses (excluding cost of organ) incurred on donor in respect of organ transplant to the insured.

1.3 Pre and Post Hospitalization expenses payable in respect of each hospitalization shall be the actual expenses incurred subject to 30 days prior to hospitalization and 90 days after discharge.

2. DEFINITIONS:

2.1 ACCIDENT: An accident is a sudden, unforeseen and involuntary event caused resulting in injury.

2.2 A) "ACUTE CONDITION" – Acute condition is a disease, illness or injury that is likely to respond quickly to treatment which aims to return the person to his or her state of health immediately before suffering the disease/illness/injury which leads to full recovery.

B) "CHRONIC CONDITION" – A chronic condition is defined as a disease, illness, or injury that has one or more of the following characteristics –

- i. It needs ongoing or long-term monitoring through consultations, examinations, check-ups and/or tests –
- ii. It needs ongoing or long-term control or relief of symptoms
- iii. It requires your rehabilitation or for you to be specially trained to cope with it
- iv. It continues indefinitely
- v. It comes back or is likely to come back.

2.3 ALTERNATIVE TREATMENTS:

Alternative Treatments are forms of treatment other than treatment "Allopathy" or "modern medicine and includes Ayurveda, Unani, Siddha, Homeopathy and Naturopathy in the Indian Context, for Hospitalization only and Domiciliary for treatment only under ailments mentioned under clause number 3.1 in a hospital registered by the Central / State authorities. (Ref: 3.4 Alternative Therapy)

For Ayurvedic ,Unani, Siddha, Homeopathy and Naturopathy treatment, hospitalization expenses are admissible only when the treatment has been undergone in a Government Hospital or in any Institute recognized by the Government and/or accredited by Quality Council of India/National Accreditation

Board on Health. Company's Liability for all claims admitted in respect of any/all insured person/s during the period of insurance shall not exceed the Sum Insured stated in the schedule.

2.4 ANY ONE ILLNESS:

Any one illness will be deemed to mean continuous period of illness and it includes relapse within 45 days from the date of last consultation with the Hospital / Nursing Home where treatment has been taken. Occurrence of the same illness after a lapse of 45 days as stated above will be considered as fresh illness for the purpose of this policy.

2.5 CASHLESS FACILITY:

Cashless facility "means a facility extended by the insurer to the insured where the payments, of the cost of treatment undergone by the employee and the dependent family members of the insured in accordance with the policy terms and conditions, or directly made to the network provider by the insurer to the extent pre-authorization approved.

2.6 CONGENITAL ANOMALY:

Congenital Anomaly refers to a condition(s) which is present since birth, and which is abnormal with reference to form, structure or position.

- a. Internal Congenital Anomaly which is not in the visible and accessible parts of the body
- b. External Congenital Anomaly which is in the visible and accessible parts of the body

2.7 CONDITION PRECEDENT:

Condition Precedent shall mean a policy term or condition upon which the Insurer's liability under the policy is conditional upon.

2.8 CONTRIBUTION:

The Officers/Employees will not share the cost of an indemnity claim on a ratable proportion from their personal Insurance Policies.

2.9 DAYCARE CENTRE:

A day care centre means any institution established for day care treatment of illness and/ or injuries or a medical setup within a hospital and which has been registered with the local authorities, wherever applicable, and is under the supervision of a registered and qualified medical practitioner AND must comply with all minimum criteria as under;-

- has qualified nursing staff under its employment
- has all qualified medical practitioner(s) in charge

- has a fully equipped operation theatre of its own where surgical procedures are carried out.
- maintains daily records of patients and will make these accessible to the insurance companies authorized personnel.

2.10 DAY CARE TREATMENT:

Day care Treatment refers to medical treatment and or surgical procedure which is :

- i. undertaken under general or local anesthesia in a hospital/day care Centre in less than a day because of technological advancement, and
- ii. which would have otherwise required a hospitalization of more than a day.

Treatment normally taken on an outpatient basis is not included in the scope of this definition.

2.11 DOMICILIARY HOSPITALIZATION:

Domiciliary Hospitalization means medical treatment for an illness/disease/injury which in the normal course would require care and treatment at a hospital but is actually taken while confined at home under any of the following circumstances:

- a) The condition of the patient is such that he/she is not in a condition to be removed to a hospital or
- b) The patient takes treatment at home on account of non-availability of room in a hospital.

2.12 DOMICILIARY TREATMENT

Treatment taken for specified diseases which may or may not require hospitalization as mentioned in the Scheme under clause Number 3.1

2.13 GRACE PERIOD:

Grace Period means the specified period of time immediately following the premium due date during which a payment can be made to renew or continue a policy in force without loss of continuity benefits such as waiting periods and coverage of pre-existing diseases. Coverage is not available for the period for which no premium is received.

2.14 HOSPITAL / NURSING HOME:

A Hospital means any institution established for in-patient care and day care treatment of illness and/or injuries and which has been registered as a Hospital with the local authorities under the Clinical establishments (Registration and Regulation) Act, 2010 or under the enactments specified under the Schedule of Section 56(1) of the said Act OR complies with all minimum criteria as under

- Has qualified nursing staff under its employment round the clock.
- Has at least 10 in-patient beds in towns having a population of less than 10 lacs and at least 15 in-patient beds in all other places;
- Has qualified medical practitioner(s) in charge round the clock;

- Has a fully equipped Operation Theatre of its own where surgical procedures are carried out;
- Maintains daily records of patients and makes these accessible to the insurance company's authorized personnel.

The term ' Hospital / Nursing Home ' shall not include an establishment which is a place of rest, a place for the aged, a place for drug-addicts or place for alcoholics, a hotel or a similar place.

This clause will however be relaxed in areas where it is difficult to find such hospitals and in the case of an emergency.

2.15 HOSPITALIZATION:

Hospitalization means admission in a Hospital/Nursing Home for a minimum period of 24 consecutive hours of inpatient care except for specified procedures/treatments, where such admission could be for a period of less than a day, as mentioned in clauses 2.9 and 2.10

2.16 ID CARD:

ID Card means the identity card issued to the insured person by the THIRD PARTY ADMINISTRATOR to avail cashless facility in network hospitals.

2.17 ILLNESS:

Illness means a sickness or a disease or pathological condition leading to the impairment of normal physiological function which manifests itself during the policy period and requires medical treatment.

2.18 INJURY:

Injury means accidental physical bodily harm excluding illness or disease which is verified and certified by a medical practitioner. However all types of Hospitalization is covered under the Scheme.

2.19 IN PATIENT CARE:

In Patient Care means treatment for which the insured person has to stay in a hospital for more than a day for a covered event.

2.20 INTENSIVE CARE UNIT:

Intensive Care Unit means an identified section, ward or wing of a Hospital which is under the constant supervision of a dedicated medical practitioner(s) and which is specially equipped for the continuous monitoring and treatment of patients who are in a critical condition, or require life support facilities and where the level of care and supervision is considerably more sophisticated and intensive than in the ordinary and other wards.

2.21 MATERNITY EXPENSES:

Maternity expenses/treatment shall include:

- A) Medical treatment expenses traceable to childbirth (including complicated deliveries and caesarean sections incurred during hospitalization).
- B) Expenses towards medical termination of pregnancy during the policy period.

C) Complications on Maternity would be covered up to the Sum Insured plus the Corporate Buffer.

2.22 MEDICAL ADVICE:

Any consultation or advice from a medical practitioner/doctor including the issue of any prescription or repeat prescription.

2.23 MEDICAL EXPENSES:

Medical Expenses means those expenses that an insured person has necessarily and actually incurred for medical treatment on account of illness or accident on the advice of a medical practitioner, as long as these are no more than would have been payable if the insured person had not been insured.

2.24 MEDICALLY NECESSARY:

Medically necessary treatment is defined as any treatment, test, medication or stay in hospital or part of a stay in a hospital which

- is required for the medical management of the illness or injury suffered by the insured;
- must not exceed the level of care necessary to provide safe, adequate and appropriate medical care in scope, duration or intensity;
- must have been prescribed by a medical practitioner;
- must conform to the professional standards widely accepted in international medical practice or by the medical community in India.

2.25 MEDICAL PRACTITIONER:

Medical Practitioner is a person who holds a valid registration from the Medical Council of any State or Medical Council of India or Council for Indian Medicine or the homeopathy set up by the Government of India or a State Government and is thereby entitled to practice medicine within its jurisdiction; and is acting within the scope and jurisdiction of his license. The term medical practitioner would include physician, specialist and surgeon.

(The Registered practitioner should not be the insured or close family members such as parents, in-laws, spouse and children.)

2.26 NETWORK PROVIDER:

Network Provider means hospitals or health care providers enlisted by an insurer or by a Third Party Administrator and insurer together to provide medical services to an insured on payment by a cashless facility.

The list of network hospitals is maintained by and available with the THIRD PARTY ADMINISTRATOR and the same is subject to amendment from time to time.

2.27 NEW BORN BABY:

A new born baby means baby born during the Policy Period aged between one day and 90 days, both days inclusive.

2.28 NON NETWORK :

Any hospital, Day care Centre or other provider that is not part of the network.

2.29 NOTIFICATION OF CLAIM

Notification of claim is the process of notifying a claim to the Bank, insurer or Third Party Administrator as well as the address/telephone number to which it should be notified.

2.30 OPD TREATMENT:

OPD Treatment is one in which the insured visits a clinic/hospital or associated facility like a consultation room for diagnosis and treatment based on the advice of medical a practitioner. The insured is not admitted as a day care or in-patient.

2.31 PRE-EXISTING DISEASE:

Pre Existing Disease is any condition, ailment or injury or related condition(s) for which you had signs or symptoms, and/or were diagnosed, and/or received medical advice/treatment, prior to the first policy issued by the insurer.

2.32 PORTABILITY

Portability means transfer by an individual health insurance policyholder (including family cover) of the credit gained for pre-existing conditions and time-bound exclusions if he/she chooses to switch from one insurer to another.

2.33 PRE – HOSPITALISATION MEDICAL EXPENSES:

Medical expenses incurred immediately 30 days before the insured person is hospitalized will be considered as part of a claim as mentioned under Item 1.3 above provided that;

- A) such medical expenses are incurred for the same condition for which the insured person's hospitalization was required and
- B) the inpatient hospitalization claim for such hospitalization is admissible by the insurance company.

2.34 POST HOSPITALISATION MEDICAL EXPENSES:

Relevant medical expenses incurred immediately 90 days after the Insured person is discharged from the hospital provided that;

- A) Such Medical expenses are incurred for the same condition for which the Insured Person's Hospitalization was required; and
- B) The In-patient Hospitalization claim for such Hospitalization is admissible by the Insurance Company.

2.35 QUALIFIED NURSE:

Qualified Nurse is a person who holds a valid registration from the Nursing Council of India or the Nursing Council of any state in India and/or who is employed on recommendation of the attending medical practitioner.

2.36 REASONABLE AND CUSTOMARY CHARGES:

Reasonable Charges means the charges for services or supplies, which are the standard charges for the specific provider and consistent with the prevailing charges in the geographical area for identical or similar services, taking into account the nature of the illness/injury involved.

2.37 Renewal:

Renewal defines the terms on which the contract of insurance can be renewed on mutual consent with a provision of grace period for treating the renewal continuous for the purpose of all waiting periods.

2.38 ROOM RENT:

Room Rent shall mean the amount charged by the hospital for the occupancy of a bed on per day basis.

2.39 SUBROGATION:

Subrogation shall mean the right of the insurer to assume the rights of the insured person to recover expenses paid out under the policy that may be recovered from any other source. It shall exclude the medical / accident policies obtained by the insured person separately.

2.40 SURGERY:

Surgery or surgical procedure means manual and/or operative procedure(s) required for treatment of an illness or injury, correction of deformities and defects, diagnosis and cure of diseases, relief of suffering or prolongation of life, performed in a hospital or day care Centre by a medical practitioner.

2.41 THIRD PARTY ADMINISTRATOR

Third Party Administrator means a Third Party Administrator who holds a valid License from Insurance Regulatory and Development Authority to act as a THIRD PARTY ADMINISTRATOR and is engaged by the Company for the provision of health services as specified in the agreement between the Company and Third Party Administrator.

2.42 UNPROVEN/EXPERIMENTAL TREATMENT:

Unproven/Experimental treatment is treatment, including drug Experimental therapy, which is not based on established medical practice in India.

3. COVERAGES:

3.1 DOMICILIARY TREATMENT:

Medical expenses incurred in case of the following diseases which need domiciliary treatment as may be certified by the attending medical practitioner and / or bank's 'medical officer shall be deemed as hospitalization expenses and reimbursed to the extent of 100% subject to the overall limit of Sum Insured under the policy.

Cancer , Leukemia, Thalassemia, Tuberculosis, Paralysis, Cardiac Ailments , Pleurisy , Leprosy, KidneyAilment , All Seizure disorders, Parkinson's diseases, Psychiatric disorder including schizophrenia and psychotherapy , Diabetes and its complications, hypertension, Hepatitis –B , Hepatitis - C, Hemophilia, Myasthenia gravis, Wilson's disease, Ulcerative Colitis , Epidermolysis bullosa, Venous Thrombosis(not

caused by smoking) Aplastic Anaemia, Psoriasis, Third Degree burns, Arthritis , Hypothyroidism , Hyperthyroidism expenses incurred on radiotherapy and chemotherapy in the treatment of cancer and leukemia, Glaucoma, Tumor, Diphtheria, Malaria, Non-Alcoholic Cirrhosis of Liver, Purpura, Typhoid, Accidents of Serious Nature , Cerebral Palsy, , Polio, All Strokes Leading to Paralysis, Haemorrhages caused by accidents, All animal/reptile/insect bite or sting , chronic pancreatitis, Immuno suppressants, multiple sclerosis / motorneuron disease, status asthmaticus,

sequela of meningitis, osteoporosis, muscular dystrophies, sleep apnea syndrome (not related to obesity), any organ related (chronic) condition, sickle cell disease, systemic lupus erythematosus (SLE), any connective tissue disorder, varicose veins, thrombo embolism venous thrombosis/venous thrombo embolism (VTE)], growth disorders, Graves' disease, Chronic obstructive Pulmonary Disease, Chronic Bronchitis, Asthma, Physiotherapy and swine flu shall be considered for reimbursement under domiciliary treatment.

With Effect from 01/10/2019:

In the In-service employees/officers Policy, the following treatments/ diseases are being included under Domiciliary treatment coverage.

1. Type 1 Diabetes
2. Rheumatoid Arthritis
3. Psoriasis/Psoriatic Arthritis
4. System lupus Erythematosus
5. Inflammatory Bowel Diseases
6. Additions Diseases
7. Sjogren's Diseases
8. Hashimoyos Thyroiditis
9. Auto immune vacuities
10. Pernicious Anemia
11. Celiac disease
12. Auto immune myositis

The cost of Medicines, Investigations, and consultations, etc. in respect of domiciliary treatment shall be reimbursed for the period stated by the specialist and / or the attending doctor and / or the bank's medical officer, in Prescription. If no period stated, the prescription for the purpose of reimbursement shall be valid for a period not exceeding 90 days.

3.2 Domiciliary Hospitalisation means medical treatment for a period exceeding three days for such an illness/disease/injury which in the normal course would require care and treatment at a hospital but is actually taken while confined at home under any of the following circumstances:

A) The condition of the patient is such that he/she is not in a condition to be removed to a hospital or

B) The patient takes treatment at home on account of non-availability of room in a hospital.

3.3 For Ayurvedic Treatment, hospitalisation expenses are admissible only when the treatment has been undergone in a Government Hospital or in any Institute recognised by the Government and/or accredited by Quality Council of India/National Accreditation Board on Health. Company's Liability for all claims admitted in respect of any/all insured person/s during the period of insurance shall not exceed the Sum Insured stated in the schedule.

3.4 Expenses on Hospitalization for minimum period of a day are admissible. However, this time limit is not applied to specific treatments, such as

1	Adenoidectomy	20	Haemo dialysis
2	Appendectomy	21	Fissurectomy / Fistulectomy
3	Ascitic / Plueral tapping	22	Mastoidectomy
4	Auroplasty not Cosmetic in nature	23	Hydrocele
5	Coronary angiography /Renal	24	Hysterectomy
6	Coronary angioplasty	25	Inguinal/ ventral/ umbilical/ femoral
7	Dental surgery	26	Parenteral chemotherapy
8	D&C	27	Polypectomy
9	Excision of	28	Septoplasty
10	Eye surgery	29	Piles/ fistula
11	Fracture including hairline fracture / dislocation	30	Prostate surgeries
12	Radiotherapy	31	Sinusitis surgeries
13	Chemotherapy including parental Chemotherapy	32	Tonsillectomy
14	Lithotripsy	33	Liver aspiration
15	Incision and drainage of abscess	34	Sclerotherapy
16	Varicocelectomy	35	Varicose Vein Ligation
17	Wound suturing	36	All scopies along with biopsies
18	FESS	37	Lumbar puncture
19	Operations/Micro surgical operations on the nose, middle ear/internal ear, tongue, mouth, face, tonsils & adenoids, salivary glands & salivary ducts, breast, skin & subcutaneous tissues, digestive tract, female/male		

This condition will also not apply in case of stay in hospital of less than a day provided –

- A) The treatment is undertaken under General or Local Anesthesia in a hospital / day care Centre in less than a day because of technological advancement and
- B) Which would have otherwise required hospitalization of more than a day.

3.5 ALTERNATIVE THERAPY

Reimbursement of Expenses due to hospitalization under the recognized system of medicines , viz Unani, Sidha, Homeopathy , Naturopathy , if such treatment is taken in a clinic /hospital registered, by the central / state government .

3.6 MATERNITY EXPENSES BENEFIT EXTENSION

The hospitalization expenses in respect of the new born child can be covered within the Mother's Maternity expenses. The maximum benefit allowable under this clause will be up to Rs. 50000/- for Normal Delivery and Rs. 75,000/- for Caesarean Section.

Special conditions applicable to Maternity expenses Benefit Extension:

- I. 9 months waiting period under maternity benefit will be waived from the policy.

- II. Pre-natal & post natal charges in respect of maternity benefit are covered under the policy up to 30 days and 60 days only, unless the same requires hospitalization.
- III. Missed Abortions , Miscarriage or abortions induced by accidents are covered under the limit of Maternity
- IV. Complications in Maternity including operations for extra uterine pregnancy ectopic pregnancy would be covered in the up to the Sum Insured + Corporate Buffer
 - A. Expenses incurred for Medical Termination of Pregnancy
 - B. Claim in respect of delivery to be given irrespective of the number of children

3.7 BABY DAY ONE COVER

New born baby is covered from day one. All expenses incurred on the new born baby during maternity will be covered in addition to the maternity limit up to Rs, 20000/- . Per child. However if the baby contacts any illness the same shall be considered in the Sum Insured + Corporate buffer. Baby to be taken as an additional member within the normal family floater.

3.8 AMBULANCE CHARGES

Ambulance charges are payable up to Rs 2500/- per trip to hospital and / or transfer to another hospital or transfer from hospital to home if medically advised. Taxi and Auto expenses in actual maximum up to Rs750/- per Hospitalisation.

Ambulance charges actually incurred on transfer from one center to another center due to Non availability of medical services/ medical complication shall be payable in full.

3.9 PRE-EXISTING DISEASES / AILMENTS

Pre-existing diseases are covered under the scheme.

3.10 CONGENITAL ANOMALIES

Expenses for Treatment of Congenital Internal / External diseases, defects anomalies are covered under the policy

3.11 PSYCHIATRIC DISEASES

Expenses for treatment of psychiatric and psychosomatic diseases be payable with or without hospitalization.

3.12 ADVANCED MEDICAL TREATMENT

All new kinds of approved advanced medical procedures for e.g. laser surgery, stem cell therapy for treatment of a disease is payable on hospitalization /day care surgery.

3.13 Treatment taken for Accidents can be payable even on OPD basis in Hospital up to Sum Insured

3.14 TAXES AND OTHER CHARGES

All Taxes , Surcharges , Service Charges , Registration charges , Admission Charges , Nursing , and Administration charges to be payable.

Charges for diapers and sanitary pads are payable if necessary as part of the treatment .Charges for Hiring a nurse / attendant during hospitalization will be payable only in case of recommendation from the treating doctor in case ICU / CCU,

Neo natal nursing care or any other case where the patient is critical and requiring special care.

3.15 Treatment for Genetic Disorder and stem cell therapy is covered under the scheme.

3.16 Treatment for Age related Macular Degeneration (ARMD), treatment such as Rotational Field

Quantum magnetic Resonance (RFQMR), Enhanced External Counter Pulsation (EECP), etc. are covered under the scheme. Treatment for all neurological/ macular degenerative disorders shall be covered under the scheme.

3.17 Rental Charges for External and or durable Medical equipment of any kind used for diagnosis and or treatment including CPAP, CAPD, Bi-PAP, Infusion pump etc. will be covered under the scheme.

However purchase of the above equipment to be subsequently used at home in exceptional cases on medical advice shall be covered.

3.18 Ambulatory devices i.e., walker, crutches, Belts, Collars, Caps, Splints, Slings, Braces, Stockings, elastocrepe bandages, external orthopedic pads, sub cutaneous insulin pump, Diabetic foot wear, Glucometer (including Glucose Test Strips)/ Nebulizer/ prosthetic devise/ Thermometer, alpha /water bed and similar related items etc., will be covered under the scheme.

3.19 PHYSIOTHERAPY CHARGES: Physiotherapy charges shall be covered for the period specified by the Medical Practitioner even if taken at home.

All claims admitted in respect of any/all insured person/s during the period of insurance shall not exceed the Sum Insured stated in the schedule and Corporate Buffer if allocated.

4. **EXCLUSIONS:**

The company shall not be liable to make any payment under this policy in respect of any expenses whatsoever incurred by any Insured Person in connection with or in respect of:

4.1 Injury / disease directly or indirectly caused by or arising from or attributable to War, invasion, Act of Foreign enemy, War like operations (whether war be declared or not).

4.2 A) Circumcision unless necessary for treatment of a disease not excluded hereunder or as may be necessitated due to an accident.

B) Vaccination or inoculation.

C) Change of life or cosmetic or aesthetic treatment of any description is not covered.

D) Plastic surgery other than as may be necessitated due to an accident or as part of any illness.

4.3 Cost of spectacles and contact lenses, hearing aids. Other than Intra-Ocular Lenses and Cochlear Implant.

4.4 Dental treatment or surgery of any kind which are done in a dental clinic and those that are cosmetic in nature.

4.5 Convalescence, rest cure, Obesity treatment and its complications including morbid obesity, treatment relating disorders, Venereal disease, intentional self-injury and use of intoxication drugs / alcohol.

4.6 All expenses arising out of any condition directly or indirectly caused to or associated with Human T-Cell Lymphotropic Virus Type III (HTLB - III) or lymphadenopathy Associated Virus (LAV) or the Mutants Derivative or Variation Deficiency Syndrome or any syndrome or condition of a similar kind commonly referred to as AIDS.

4.7 Charges incurred at Hospital or Nursing Home primarily for diagnosis x-ray or Laboratory examinations or other diagnostic studies not consistent with or incidental to the diagnosis and treatment of positive existence of presence of any ailment, sickness or injury, for which confinement is required at a Hospital / Nursing Home, unless recommended by the attending doctor.

4.8 Expenses on vitamins and tonics unless forming part of treatment for injury or diseases as certified by the attending physician

4.9 Injury or Disease directly or indirectly caused by or contributed to by nuclear weapon / materials.

4.10 All non-medical expenses including convenience items for personal comfort such as charges for telephone, television, /barber or beauty services, diet charges, baby food, cosmetics, tissue paper,diapers, sanitary pads, toiletry items and similar incidental expenses, unless and otherwise they are necessitated during the course of treatment.

4.11 Attempted suicide, critical illness before the commencement of the policy, war, invasion, nuclear radiation are not covered.

5. CONDITIONS:

5.1 CONTRACT: the proposal form, declaration, and the policy issued shall constitute the complete contract of insurance.

5.2 Every notice or communication regarding hospitalization or claim to be given or made under this Policy shall be communicated to the office of the Bank, dealing with Medical Claims, and/or the THIRD PARTY ADMINISTRATOR office as shown in the Schedule. Other matters relating to the policy may be communicated to the policy issuing office.

5.3 The premium payable under this Policy shall be paid in advance. No receipt for Premium shall be valid except on the official form of the company signed by a duly authorized official of the company.

The due payment of premium and the observance and fulfillment of the terms, provisions, conditions and endorsements of this Policy by the Insured Person in so far as they relate to anything to be done or complied with by the Insured Person shall be a condition precedent to any liability of the Company to make any payment under this Policy. No waiver of any terms, provisions, conditions and endorsements of this

policy shall be valid unless made in writing and signed by an authorized official of the Company.

5.4 Notice of Communication: Upon the happening of any event which may give rise to a claim under this Policy notice with full particulars shall be sent to the Bank or Regional Office or THIRD PARTY ADMINISTRATOR named in the schedule at the earliest in case of emergency hospitalization within 7 days from the time of hospitalization/Domiciliary Hospitalization .

5.5 All supporting documents relating to the claim must be filed with the office of the Bank dealing with the claims or THIRD PARTY ADMINISTRATOR within 30 days from the date of discharge from the hospital. In case of post-hospitalization, treatment (limited to 90 days), (as mentioned in para 2.32) all claim documents should be submitted within 30 days after completion of such treatment.

Note: Waiver of these Conditions 5.4 and 5.5 may be considered in extreme cases of hardship where it is proved to the satisfaction of the Bank that under the circumstances in which the insured was placed it was not possible for him or any other person to give such notice or deliberate or file claim within the prescribed time-limit. The same would be waived by the TPA without reference to the Insurance Company.

5.6 The Insured Person shall obtain and furnish to the office of the Bank dealing with the claims / THIRD PARTY ADMINISTRATOR with all original bills, receipts and other documents upon which a claim is based and shall also give such additional information and assistance as the Bank through the THIRD PARTY ADMINISTRATOR/Company may require in dealing with the claim.

5.7 Any medical practitioner authorised by the Bank / Third Party Administrator / shall be allowed to examine the Insured Person in case of any alleged injury or disease leading to Hospitalisation, if so required.

5.8 The Company shall not be liable to make any payment under this policy in respect of any claim if such claim be in any manner fraudulent or supported by any fraudulent means or device whether by the Insured Person or by any other person acting on his behalf.

5.9 DISCLOSURE TO INFORMATION NORM

The claim shall be rejected in the event of misrepresentation, mis-description or non-disclosure of any material fact.

5.10 Claims will be managed through the same Office of the Bank from where it is managed at present.

The Insurance Companies third party administrator will be setting up a help desk at that office and supporting the bank in clearing all the claims on real time basis.

5.11 In case of rejection of claims it would go through a Committee set up of the Bank, Third Party Administrator and United India Insurance Co Ltd. unless rejected by the committee in real time the claim should not be rejected.

5.12 The Policy may be renewed by mutual consent and in such event the renewal premium shall be paid to the Company on or before the date of expiry of the Policy or of the subsequent renewal thereof.

The Company shall not be bound to give notice that such renewal premium is due, provided however that if the insured shall apply for renewal and remit the requisite premium before the expiry of this policy, renewal shall not normally be refused, unless the Company has reasonable justification to do so.

5.13 ENHANCEMENT OF SUM INSURED

Change in sum insured after commencement of policy to be considered in case of promotion of the employee or vice versa.

5.17 All medical/surgical treatments under this policy shall have to be taken in India and admissible claims thereof shall be payable in Indian currency. Payment of claim shall be made through TPA to the Hospital/Nursing Home or the Insured Person as the case may be.

6. IRDA REGULATIONS:

This Policy is subject to IRDA (Health Insurance) Regulations 2013 and IRDA Protection Policyholders' Interest) Regulations 2002 as amended from time to time.

CRITICAL ILLNESS COVER :

Critical Illness is to be provided to the employee subject to a sum insured of Rs. 1,00,000/- . Cover starts on inception of the policy. In case an employee contracts a Critical Illness as listed below, the total sum insured of Rs.1,00,000/- is paid, as a benefit. This benefit is provided on first detection/diagnosis of the Critical Illness.

- Cancer including Leukemia
- Stroke
- Paralysis
- By Pass Surgery
- Major Organ Transplant
- End Stage Liver Disease
- Heart Attack
- Kidney Failure
- Heart Valve Replacement Surgery

Hospitalization is not required to claim this benefit. Further the Employee can claim the cost of hospitalization on the same from the Group Mediclaim Policy as cashless / reimbursement of expenses for the treatment taken by him.

Under this policy there would be no waiting period for the payment of the claim on the inception of the policy, nor any survival period for the payment of the claim on the individual contracting any of the above mentioned Critical Illness.

FUNDS TRANSFER: MOU dated 21.7.1989, 29.12.1989, 25.1.1990, 11.1.1995,16.11.2000 and 22.12.2001.
ESCORT NORMS FOR PHYSICAL TRANSFER OF FUNDS : (Any Denomination):
 This chart given below is up to date:

Sl. No.	AMOUNT	Escort Required
1.	Upto Rs.50000/- (in a single officer Branch)	Single Clerk
2.	Up to Rs.5.00 Lakhs By Bus/Train/Auto	Single Officer
3.	Above Rs.5.00 Lakhs and Up to and Inclusive of Rs.10.00 Lakhs By Bus/Train/Auto	One Clerk + One Substaff Or One Officer+One Substaff When Sub-Staff could not be deputed: Two Clerks Or One Officer + One Clerk
4.	Above Rs.10 Lakhs and up to and inclusive of Rs.50.00 Lakhs by Taxi/Van/Train	One Officer + One Clerk+One Sub-Staff Or Two Clerks + One Sub-Staff When Sub-Staff could not be deputed: One Officer+ One Clerk Or Two Clerks
5.	Above Rs.50 Lakhs and Up to and inclusive of Rs.100 Lakhs By Taxi/Van/Train	One Officer + One Clerk+One Sub-Staff and One Armed Guard Or Two Officers + One Substaff and One Armed Guard Or Two Clerks + One Substaff and One Armed Guard When Sub-Staff could not be deputed: One Officer + One Clerk and One Armed Guard Or Two Officers and One Armed Guard Or Two Clerks and One Armed Guard
6.	FOR CIRCULAR TRIP ONLY: * Above Rs.100 Lakhs and up to and inclusive of Rs.200 Lakhs By Taxi/Van	One Officer + One Clerk and Two Armed Guards Or Two Officers with Two Armed Guards
7.	Above Rs.100 Lakhs and up to and inclusive of Rs.300 Lakhs (only for point to point trip and transfer of funds from more than one branch enroute but NOT for circular trips. By Taxi/Van/Train	One Officer + One Clerk and Two Armed Guards Or Two Officers with Two Armed Guards Or Two Clerks with Two Armed Guards

Sub-staff can carry up to Rs.5000/-(any denomination) singly as per the provisions of the 8th bi-partite settlement.

NOTE:

The above chart is incorporating all the terms and conditions of FIT.

This Chapter is prepared by taking into account all our MOUs, Bank Circulars and Manual of Instruction.

The mode transport / conveyance for fund transfer is Bus or Train. If the funds to be transferred exceed one box of the prescribed size, it can be transferred by Taxi/Van/Train.

*With regard to transfer of funds by way of circular trips, the maximum quantum of funds that can be transferred has been enhanced from Rs.1 Crore to Rs.2 Crores.

SUB STAFF:

Sub-staff can carry up to Rs.4000/- (any denomination) singly as per the provisions of the Bi-partite settlement. As per the the 8th bi-partite settlement this limit was revised and Sub-staff can carry up to Rs.5000/- (any denomination) singly.

In respect of funds transfer where two Armed Guards are sent as part of escort team (in respect of transfer of funds above Rs.1 crore and up to Rs.3 crores), in such cases, the services of substaff should be dispensed with as part of escort team. (Cir.No.59/2002)

MODIFICATION / RELAXATIONS IN THE ESCORT NORMS FOR TRANSFER OF FUNDS: (Cir. 299/2003 dt. 3.9.2003).

A. Whenever sub-staff members are not able to be sent on account of administrative exigencies/reasons, the remaining staff mentioned in the escort norms can accompany the transfer of funds.

B. If for any reason, an Officer cannot be deputed, in his place a clerk may be deputed. Likewise, where a clerk cannot be deputed in his place an Officer may be deputed.

C. For funds transfer up to Rs. 10.00 lacs (for which the present escort norms are one clerk + one sub-staff) , if a sub-staff member cannot be sent, two clerks or one officer and one clerk may be deputed for the said funds transfer.

The modifications in the funds transfer escort norms indicated above comes into force with immediate effect.

NOTE: FOR ALL THE ABOVE CASES IF THE FUNDS TO BE TRANSFERRED EXCEED ONE BOX OF THE PRESCRIBED SIZE, IT CAN BE TRANSFERRED BY TAXI. PRESCRIBED SIZE OF BOX MEANS, 24 inches Length, 17 inches Breadth and 8 inches Height or near about specification in case of moulded box. It is the experience of our members that this box may hold 15 bundles (150 sections) of currency.

COMPENSATION CLAUSE:

Compensation in the event of loss of life due to untoward incidents while on transfer of funds such as accidents, dacoity, hold-ups etc. would be to the maximum extent of 48 months last drawn gross salary of the concerned employee accompanying transfer of funds. (10/2002).

NORMS:

1. The category of persons mentioned as escort above may be provided either by the branch from where funds are transferred or by the branch to which funds are transferred or from any other branch/ office according to exigencies.
2. One single escort team as per the above agreed norms will undertake to deliver and/or to receive cash to and from different branches in a single round trip either in van or Taxi. In such trips necessarily one officer will be part of the team.
3. Size of the box for Transport of cash by bus: Length 24 inches, Breadth 17 inches Height 8 inches or Near about specification for moulded box.
4. Train Travel only on Reserved second class or First class or Second class sleeper or A/c Two tier or A/c Chair car coaches only.
5. In normal course, funds will be remitted at any branch before 5.00 p.m. However in case of exigencies, funds will be remitted before 6.00 p.m. This will not apply in respect of long distance travels.(point to Point).
6. In respect of funds transfer by way of circular trips, if the distance covered on a day exceeds 400 Kms, or the journey exceed 8 hours in a day in one way/ onward journey, the staff members who are sent as escorts will be permitted to avail rest after remitting the cash in the respective branches/currency chest and perform their return journey on the next day.
7. If the funds to be transferred exceed one box of the prescribed size, it can be transferred by taxi.
8. Whenever funds are required at any of our branches or other banks for the days transactions, in such contingencies the departure time will be scheduled accordingly so as to remit the funds in the branch/ bank at the commencement of working hours. However, normally the departure time will not be earlier than 7.00 A.M. In case of exigencies where the departure time will have to be scheduled before 7.00 A.M. , the concerned branches should take up the matter well in advance with the Central Office (CO-CAD) substantiating the need for such earlier departure and only after obtaining necessary instructions in this regard, schedule their departure timing before 7.00 A.M.

PRECAUTIONS:

The cash box/es shall not be placed in overhead luggage carrier or luggage space provided on the rear side of the bus.

When circular mode of cash transfer is undertaken by collecting/ remitting cash in more than one branch no cash box shall be opened in van/taxi in order to make payment or receive cash from the branches. Box should be taken inside the branch for this purpose.

3. If cash is to be collected from different branches it shall be in separate boxes in respect of each branch.

4. If any payment is to be made to any of the branches from out of the cash collected from other branches such cash box/es should be opened and closed in front of the Manager/Officer of the branch/ Office where cash is to be delivered/received and

necessary entries will have to be made in the cash chitta of the concerned branch regarding transfer of cash.

5. Whenever cash movement takes place, the departure time shall be recorded in the Chitta.

6. The transfer of funds from one branch to another/pooling centre/ currency chest shall consist of stitched /stapled and lable attached sections only.

7. In the normal course, funds will be remitted at any branch before 5.00pm. However in case of exigencies, funds will be remitted before 6.00 p.m. This will not apply in respect of long distance travels(point to point).

8. Circular trips: If distance covered on a day exceeds 400 kms, or the journey exceed 8 hours in a day in one way/onward journey, the staff members who are sent as escorts will be permitted to avail rest after remitting the cash in the respective branches/currency chest and perform their return journey on the next day.

SHORT NOTE ON FIT:

The prescribed size of box means, 24 inches length, 17 inches breadth and 8 inches height or near about specification in case of moulded box.

In normal course, funds will be remitted at any branch before 5.00 P.m. However in case of exigencies, funds will be remitted before 6.00 p.m. (This is not applicable for point to point long distance)

Normally the departure time will not be earlier than 7.00 a.m. However in case of exigencies after getting Central Office permission the branch can schedule their departure timing before 7.00 am.

Funds movement register should be entered with details such as name of escorts, destination, denomination, mode of transport, vehicle Number (if engaged) and time of departure. The register should be signed by all the escorts.

Fund Transfer always be entrusted to permanent employee/s only as per book of instruction, however, as per cir.no.374/97 the probationary officers can be sent as member of the escort team but the services of the Probationary officer need not be utilized for transfer of funds singly.

For circular/round trip necessarily one officer will be part of the escort team.

In respect of funds transfer by way of circular trips if distance covered on a day exceeds 400 Kms or the journey exceed 8 hours in a day in one way/onward journey, the staff members who are sent as escorts will be permitted to avail rest after remitting the cash in the respective branches/currency chest and perform their return journey on the next day.

Train Travel only in Reserved coaches only.(First Class,Second Class,Second Class sleeper ,A/c Three tier or A/c Two tier or A/c Chair Car).

Some of the points for ready reference is given below: (Election Time).

1. FIT norms should be followed strictly. Long distance funds transfer should be avoided.
2. If funds transferred are Rs. 10 lakhs and above, it should be transported through covered Public utility hired vehicle (Yellow 'T' board number plate) only. Funds should not be transferred by auto or two-wheeler etc.
3. Proper letter of authority is to be issued by the branches/currency chests to the staff members or outsourcing agencies who are escorting funds.
4. The authority letter should be in Bank's letter head only and should include details of cash movement/denominations/persons carrying the cash etc.
5. The Manager should attest the specimen signature of the employees who are escorting funds.
8. The employees and escorting team members should carry their Photo Id Cards.
9. Xerox copy of RC, Permit and Insurance of the vehicle along with Driver's licence should be carried with the vehicle.

For more details refer Bank Circulars:

Cir.No.149/1995, 381/2000 , 59/2002 and 299/2003 for escort norms.

Cir.No.10/2002 for Compensation ,374/97 for Probationary Officer and 184/1991 for Funds transfer in Train. For formalities during Election time refer Cir.no. 87/2014.

MISCELLANEOUS PROVISIONS:

BENEFITS AVAILABLE TO PART TIME EMPLOYEES :(both under BPS and as per our MOU) :

Permanent Part-time employees (PPTes) drawing scale wages 1/3rd and above are eligible for:

All Leaves as per leave rules, Medical Aid, Uniform at par with full time sub-staff.

Eligible for PF from 01.09.1978.

Eligible for Gratuity as per BPS or Act whichever is higher.

Eligible for PENSION for those who joined before 01.04.2010 and opted for pension. Eligible to count actual total service for pension (not pro-rata) as per 10th BPS.

Eligible for New Pension scheme for those who joined on or after 01.04.2010.

PPTes whose normal total hours of work per week are 6 hours or more (drawing scale wages (1 /3 and above) will be given full LEAVE and they will also be granted full medical aid with effect from 1.1.1972.(BPS dt.8.1.73).

PPTes drawing scale wages are eligible for Leave, Medical Aid and Uniforms.(BPS 10.4.1989).

PPTes drawing scale wages are eligible for leave fare concession and leave encashment on pro-rata basis.(BPS 10.4.1989). Eligible for LFC encashment also.

PPTes drawing scale wages may be allowed encashment of accumulated PL upto to a maximum of 240 days on pro-rate basis of the scale wages drawn by them, at the time of superannuation. (IBA clarification dt.26.5.2000)

"Journey so far page 155" (KVBEU Cir.No.22/ 19.6.2000)

Eligible for Stagnation increments.

PPTes drawing scale wages shall also be eligible for reimbursement of Hospitalisation Expenses w.e.f 1.11.1999 on Prorata basis as per the amendment under VII BP settlement dated 27.3.2000. As per 10th BP now they covered under Medical Insurance Scheme at par the full time substaff.

PPTes on scale wages are eligible for Festival Advance, Compassionate ground appointment, Tea & Coffee Allowance, Educational Allowance (on pro-rate) as per our MOUs. However cost of News paper and Magazine reimbursement facility is not applicable to them.

They are also covered under Group Personal Accident Policy. They are also eligible for Bonus and Exgratia. Further, PPTes are eligible to become member of our society and they can make deposit or avail loan as per the society norms. Presently, part-time employees are not eligible for over-time wages.

PPTes of our Bank are NOT eligible for any staff loans.

However they are eligible to avail Festival Advance. Further they can avail PF loan & Society Loan as per PF rules and Society norms.

BENEFITS AVAILABLE TO PROBATIONERS:

As a Probationary Clerk:

This probation period is for six months. There is no training period now.

The from the date of joining as probationer their service in the bank starts.

During this period they are eligible to handle special allowance paying duties like cash etc. and they can also take part in the funds in transit escort team.

They are eligible for all the components of salary as per all India Settlement. There is no difference in salary between probationer and the confirmed clerk of our bank.

During probation period they are eligible to avail medical aid as per all India settlement. This is the one time medical reimbursement for every calendar year or part thereof paid on the basis of declaration by the employee.

They are not eligible for any loan from the bank including festival advance during probation period.

In addition to all India Settlement benefits, the other benefits available as per our internal settlements will also be extended to them during probation period.

They are as follows:

News Paper Allowance, Magazine Allowance and Tea Coffee allowance.

Leave Rules:

One day CL for every completed month of service.

Two and half day ML for every one month of service.

PL will accrue only after 10 months of service so, during Probation they cannot avail PL.

And they are covered under the new medical insurance scheme policy, as per all India settlement, from the date of joining as probationer.

As a Probationary Sub-staff:

There is no training period for sub-staff.

The probation period is for six months. Of which the first 80 days termed as temporary period after this period with one or two days gap they are entering the probation period. But from the date of Joining as temporary period their service counts.

During this period they are eligible to handle special allowance paying duties like cash, daftary etc. and they can also take part in the funds in transit escort team.

They are eligible for all components of salary as per all India Settlement.

There is no difference in salary between them and confirmed Sub-staff of our bank.

During probation period they are eligible to draw medical aid as per all India settlement. This is the one time medical aid for every calendar year paid on the basis of declaration from the employee.

They are not eligible for any loan from the bank including festival advance during probation period.

In addition to all India Settlement benefits the other benefits available as per our internal settlements will also be extended to them during probation period.

They are as follows:

News Paper Allowance, Magazine Allowance and Tea/Coffee allowance.

Leave Rules:

One day CL for every completed month of service.

Two and half day ML for every one month of service.

PL will accrue only after 10 months of service so, during Probation they cannot avail PL.

And they are covered under the new medical insurance scheme policy as per all India settlement from the date of joining as probationer.

Notice Period to Leave the Bank:

A permanent employee (Award Staff) desirous of leaving the service of the bank shall give one month's notice in writing. If he leaves the service of the bank without notice he shall be liable to pay the bank one month's pay and allowances.

Where as in the case of Probationer 14 days notice or a week's pay and allowances in lieu of notice.

However the notice period for VRS is not less than three months.

(please refer Page No.73 of this book).

Long Service Award

Employees who have completed continuous service of 25 years are honoured with a Long Service Award. The Award includes a certificate, wrist watch and a silver medal. This is in force since 1983. Earlier, employees who have completed 30 years of service were given this Award with effect from 1983. Now employees who have completed 25 years of service are given this Award (Cir.No.22/2005 and 225/2005).

Additional interest of one percent to bank's staff and their exclusive associations:

(Base Circulars: 71/86,102/94, 36/1997 and 281/2001 and for further clarifications refer Cir.No.331/2008.)

In respect of a savings or a 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 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) an Association or a fund, members of which are the members of the bank's staff,

Note:

“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”

“a retired member of the bank's staff means an employee retiring whether on superannuation or otherwise, but does not include an employee retired compulsorily or in consequence of disciplinary action”

Only staff members retiring on superannuation or under Voluntary Retirement Scheme are only eligible for one percent extra interest and the staff members who have resigned or retired in consequence of disciplinary action are not eligible for one percent extra interest on deposits. (Cir.No.259/2004)

As per Circular Number 290/2005 If any request for additional one percent interest received from resigned staff members, who have completed 20 years of unblemished service in our Bank and also completed fifty years of age at the time of resignation, are to be forwarded to Central Office, PDD.

Before sending such request, the branches should get themselves confirmed that the Ex-employee requesting one percent extra interest on deposits has not joined any other bank/institution for gainful employment. The PDD will analyse such requests and issue appropriate direction to the concerned branches.

'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 shall not include legally separated spouse.

The additional interest shall be 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 the deposit in the case of a term deposit account.

Some more clarifications for easy understanding:

1.The deposit account opened in the name of the spouse of the deceased / Retired deceased employee is eligible for 1% additional interest.

2.The Deposit Account opened in the name of the spouse of the deceased / retired deceased employee is eligible for 1% additional interest.

3. A retired employee of the bank, who is also a senior citizen, is opening a Joint Term Deposit Account along with his wife (who is not a senior citizen) as second joint account holder can claim both 1% additional interest applicable to the retired member of staff of the bank and additional 0.5% interest, being a Senior Citizen.

4. A retired employee of the Bank (who is a senior citizen) is opening a Joint Term Deposit Account with his wife (who is not a senior citizen) as first account holder. Can claim only 1% additional interest payable to retired member of the staff.

Since the first account holder is not a Senior Citizen, additional 0.5% interest eligible for Senior Citizen is not allowed.

5. A retired employee of the Bank(who is also a senior citizen) is opening a Joint Term Deposit Account with his wife (who is also a senior citizen) as first account holder can claim both 1% additional interest payable to retired member of the staff and 0.5% allowed for Senior Citizen.

6. As per RBI circulars issued in the past, a joint account opened by the member of the staff either singly or jointly with his/her family member is eligible to claim 1% additional interest and not mentioned whether the member of the staff name should be the first or second joint account holder of the account.

The following clarifications given in the bank Circular No.231/2014 is as follows:

Now as per the communication from Reserve Bank of India addressed to IBA clarifying the payment of additional one percent interest on the staff deposit accounts over and above the applicable rate of interest as follows:

“As regard to the benefit passed on to retired staff who are senior citizen, it is clarified in the circular DBOD.No.Dir.BC.10/13.03.00/2013-14 dated July 1,2013 on “Interest Rates on rupee Deposits held in Domestic, NRO and NRE accounts” that it will be in order for banks to give their resident Indian retired staff, who are senior citizens, the benefit of higher interest rates as admissible to senior citizens over and above, the additional interest of not exceeding one percent payable to them by virtue of being retired members of the banks’ staff”.

RBI has further clarified that the benefit of additional interest to banks’ staff members or retired staff member is available only in case if the staff member or retired staff member has an account singly or jointly with family member where the staff member/retired staff member is the Principal Account Holder.

We advise the branches that in case of joint deposit accounts where our staff/retired staff is one of the joint depositors, he/she should be invariably the first named depositor in order to be eligible to get the additional one percent offered to staff deposits.

In case of staff/retired member being a senior citizen, both the benefits of senior citizen as well as additional interest payable to staff members can be claimed subject to the staff/retired staff being the first named depositor in the deposit account.

Further branches should not provide the additional interest payable to senior citizen if the first named depositor is not a senior citizen when the account is opened as joint accounts along with the senior citizen as the second or third account holders.

The additional one percent applicable to Staff deposits is not applicable to deposits opened along with the minor if the minor is the first named depositor in any deposit account.

For Service Charges Exemption for Staff:

Service charges may be exempted in case of transaction of staff members and retired employees. However, interest as applicable shall be collected.

Refer Circular No.20/2000 (PDD-9) dt.11.01.2000 .

CHEQUE PURCHASE FACILITY: 11/2002

In respect of PF cheque and Society Cheque in the name of the concerned workmen employee to the extent of actual amount of cheque.

Issue of cheque book to Staff Members payable at par at all branches.

(3/2006)(PDD-2) dt.3.1.2006.

The existing account to which the salary is credited will be reckoned as designated account for crediting of salary and other amounts throughout the career of the concerned employee. These designated salary accounts of the staff members will be provided with multi-city status. Staff members should not open new savings accounts whenever they are transferred from one branch/office to another.

VARIOUS INCOME-TAX PROVISIONS AFFECTING OUR EMPLOYEES:

(Subject to amendments- for more information refer INCOME-TAX WEBSITE)
Refer Income tax department cir.No.20/2021 for more details.

Income-Tax On Terminal Benefits:

Gratuity:

Upto Rs.20.00 Lacs No Tax At Source At present.

Previously It Was Rs.3.50 Lacs and revised to Rs.10.00 Only.

PL Encashment On Retirement:

Upto Rs.25.00 lakhs w.e.f 01/04/2023 onwards no tax at source

Upto Rs.3.00 Lacs till 31/03/2023.

Previously It Was Rs.2.40 Lac Only.

PF:

For Member Contribution and Interest:

Below 5 Years Of Membership- Taxable

For More Than 5 Years Of Membership - No Tax At Source.

For Bank Contribution:

Less Than 5 Years No Bank Contribution.

Above 5 Years No Tax.

NOTE: However, the monthly contribution towards PF by the employee is exempted under section 80C and for employer it is allowed as business expense under income tax Act.

PENSION: Entire Pension is taxable under the head "Salary".

FAMILY PENSION: Pension coming under head salary whereas Family pension is chargeable to tax under head "Income from other sources". Therefore, the provisions of section 192 of the Income tax Act are not applicable, hence, DDOs are not required to deduct TDS on family pension paid.

COMMUTATION OF PENSION: The entire amount of commutation pension received at the time of retirement is NON TAXABLE.

FOR NEW PENSION SCHEME. (Tax benefits)

To Employers :

Contributions made by the employer (upto10%of Basic+DA) is allowed as a business expense under Section36(1)iv(a)of IncomeTax Act1961.

To Employees:

Employees own contribution is eligible for tax deduction under sec80CCD(1) of IncomeTaxAct upto10% of salary(Basic+DA).This is with in the overall ceiling of Rs.1.50Lacs under Sec.80CCE of the IncomeTax Act.

ADDITIONAL TAX BENEFITS TO NPS SUBSCRIBERS:Subscriber is allowed tax deduction in addition to the deduction allowed under Sec.80CCD(1) for additional contribution in his NPS account subject to maximum of Rs.50,000/- undersec.80CCD(1B).

However, at the time of final settlement under NEW PENSION SCHEME, the amount utilized to purchase the annuity is non-taxable, but the amount received as cash is taxable. (Earlier the entire amount received as cash taxable now 60% of the amount thus received is taxable).

**TAX ON SALARY/ALLOWANCES/REIMBURSEMENTS ETC:
CONCESSIONAL LOAN INTEREST IS TAXABLE AS PERKS:**

The sum equal to the interest computed at the rate charged per annum by the SBI as on the first day of the relevant previous year in respect of loans for the same purpose advanced by it. In other words, the difference between the amount of interest by applying the rate given in the Income tax rules (SBI rate for public) and the interest we actually paying to the bank will be treated as notional income (amount in lieu of salary) and the same will added to the employee's income and taxed accordingly.

Provident fund interest in excess of 9.5% is taxable.

Educational expenses reimbursement upto Rs.100/- per month per child (maximum two children) is exempted from tax. Above Rs.100/- per month will be treated as perks and added to employee's income.

Medical Aid is taxable. (w.e.f FY 2019-20).

All the pay bill components are taxable. (Except HRA, subject to conditions).

However, any reimbursement received from the insurance company under health insurance policy is non-taxable, even though the premium for the said policy is paid by the employer.

Further, the premium towards health insurance paid by the employer will not be treated as perks in the hands of employee.

Bonus, Ex-gratia or any incentive received from the employer is taxable.

Reimbursement of Coffee/Tea expenses, Newspaper expenses, Magazine Expenses and Medical Check-up charges are non-taxable.

Annual PL encashment as per 11BPS are taxable.

PL Encashment at the time of LFC and lapsed PL encashment (in our bank) are taxable.

CL encashment at the time of retirement and annual (in our bank) is taxable.

Amount received from LIC under GSLI scheme is non-taxable.

Thrift Deposit interest and Dividend from our Society is non-taxable.

Any Dividend is taxable in the hands of shareholder from FY 2020-21.

However, the interest from TERM DEPOSIT, Monthly Deposit and Savings account of any commercial banks or societies are taxable, subject to conditions.

INCOME TAX WITH REGARD TO HOSPITALISATION:

INCOME TAX ON MEDICAL REIMBURSEMENTS etc.

Refer Income tax Circular No.20 /2021 for the FY 2020-21.

DEPLOYMENT FROM SURPLUS TO DEFICIT:

Clause 32 of the 8th BPS :

In continuation of clause 32 of 7th Bipartite Settlement dated 27th March, 2000, it is agreed between the parties that deployment of non-subordinate staff in banks which are parties to this settlement shall be in accordance to the terms and conditions set forth in Schedule VI to this Settlement.

Deployment of Staff Schedule VI: of 8th BP Settlement

A workman in the non-subordinate cadre is liable to be deployed anywhere within a 'District', irrespective of the distance involved.

(ii) In cases necessitating deployment outside the District, the workmen concerned may be deployed to any branch/office of the bank situated outside the District up to a distance not exceeding 100 km. from his present place of posting.

(iii) Bank may identify, based on length of stay at the centre/branch/office, the number of workmen employees to be redeployed from each centre/branch/office to meet its requirements.

(iv) The period of deployment shall be 2 years in a difficult centre decided by the bank in accordance with the Government guidelines and 3 years in other centres.

(v) Repatriation to the original centre shall be after serving in the deployed centre for period as in (iv) above. In case it is not administratively possible for the bank to repatriate the employee to his original centre after the above period, the employee may be required to give 3 centres of his choice so that he can be transferred to any one of the 3 centres opted by him.

(vi) Female employees above the age of 55 and male employees above the age of 56 shall be exempt from redeployment. However, if the required and eligible number of employees are not available to be deployed in terms of the Settlement, the age up to the age of 58 years so as to ensure that the required and eligible number of employees are deployed to be identified centres.

(vii) Employees having mentally retarded/spastic children, certified as such by the attending Doctor, may be deployed only at centres where specialized treatment for such children and special facilities their schooling are available.

(viii) Employees affected by serious ailments requiring specialized treatment as certified by the attending Doctor, will be deployed only at centres where medical facilities for treatment of such ailments are available.

(ix) Redeployment of physically handicapped/challenged employees shall be *in* accordance with the extant Government guidelines.

(x) A workman in the non-subordinate cadre so long as he serves in the deployed centre shall draw a lump sum amount of Rs. 400/- p.m. (not ranking for any other benefit) besides protection of emoluments drawn at the original centre. These shall cease on the employee's repatriation to the original centre.

(xi) The above lump sum amount is not payable in case of transfers made at the request of the employee.

(xii) In North-Eastern States, banks may decide on the level and extent of deployment having regard to their requirements within the above norms.

(xiii) The above provisions on deployment are without prejudice to the provisions of paragraphs 535 and 536 of the Sastry Award relating to transfer of workmen.

(xiv) The above provisions on deployment shall be the minimum applicable to all the banks which are parties to this Settlement. Parties agree that any existing bank-level settlement on transfer or deployment whose provisions are restrictive and not up to the minimum provisions on deployment as mentioned above will be

modified/terminated as per procedure under the Industrial Disputes Act so as to give effect to the above mentioned provisions on deployment.

(xv) Any bank which is a party to this Settlement and having bank-level Settlement on transfer or deployment may, however, modify and improve upon the above provisions to suit the needs of the bank ensuring, however, that the norms relating to the geographical minimum area of deployment, period of stay at the deployed centre, conditions for repatriation as mentioned hereinabove are not relaxed or diluted in any manner.

(xvi) In banks which are parties to this Settlement where bank level settlements/policies on transfer or deployment of workmen exist which provide for transferability of employees over a larger geographical area, such bank level settlements on transfer or deployment shall remain operative.

SOME CLARIFICATIONS

1. This industry level agreement on mobility deals only with transfer of employees from surplus to deficit areas, if any
2. This Settlement does not cover any other case of mobility like rotational transfers, general transfers, periodical transfers, request transfers, mutual transfers, etc.
3. These norms are only applicable to Clerical employees AND NOT FOR SUBSTAFF.

DISCIPLINARY ACTION (Ref: Settlement dt. 10-4-2002)

LIST OF GROSS MISCONDUCT

- (a) engaging in any trade or business outside the scope of his duties except with the written permission of the bank;
- (b) unauthorised disclosure of information regarding the affairs of the bank or any of its customers or any other person connected with the business of the bank which is confidential or the disclosure of which is likely to be prejudicial to the interests of the bank;
- (c) drunkenness or riotous or disorderly or indecent behaviour on the premises of the bank;
- (d) wilful damage or attempt to cause damage to the property of the bank or any of its customers;
- (e) wilful insubordination or disobedience of any lawful and reasonable order of the management or of a superior;
- (f) habitual doing of any act which amounts to "minor misconduct" as defined below, "habitual" meaning a course of action taken or persisted in, notwithstanding that at least on three previous occasions censure or warnings have been administered or an adverse remark has been entered against him;
- (g) willful slowing down in performance of work;
- (h) gambling or betting on the premises of the bank
- (i) speculation in stocks, shares, securities or any commodity whether on his account or that of any other persons;
- (j) doing any act prejudicial to the interest of the bank or gross negligence or negligence involving or likely to involve the bank in serious loss;
- (k) giving or taking a bribe or illegal gratification from a customer or an employee of the bank;
- (l) abetment or instigation of any of the acts or omissions above mentioned.

(m) Knowingly making a false statement in any document pertaining to or in connection with his employment in the bank.

(n) Resorting to unfair practice of any nature whatsoever in any examination conducted by the Indian Institute of Bankers or by or on behalf of the bank and where the employee is caught in the act of resorting to such unfair practice and a report to that effect has been received by the bank from the concerned authority.

(o) Resorting to unfair practice of any nature whatsoever in any examination conducted by the Indian Institute of Bankers or by or on behalf of the bank in cases not covered by the above Sub-Clause(n) and where a report to that effect has been received by the bank from the concerned authority and the employee does not accept the charge.

(p) Remaining unauthorisedly absent without intimation continuously for a period exceeding 30 days.

(q) Misbehaviour towards customers arising out of bank's business.

(b) be removed from service with superannuation benefits i.e. Pension and / or Provident Fund and Gratuity as would be due otherwise under the Rules or Regulations prevailing at the relevant time and without disqualification from future employment; or

(c) be compulsorily retired with superannuation benefits i.e. Pension and / or Provident Fund and Gratuity as would be due otherwise under the Rules or Regulations prevailing at the relevant time and without disqualification from future employment; or

(d) be discharged from service with superannuation benefits i.e. Pension and / or Provident Fund and Gratuity as would be due otherwise under the Rules or Regulations prevailing at the relevant time and without disqualification from future employment; or

(e) be brought down to lower stage in the scale of pay up to a maximum of two stages; or

(f) have his increment/s stopped with or without cumulative effect; or

(g) have his special pay withdrawn; or

(h) be warned or censured, or have an adverse remark entered against him; or

(i) be fined.

(r) Contesting election for parliament / legislative assembly / legislative council / local bodies / municipal corporation / panchayat without explicit written permission of the bank.

(s) Conviction by a criminal Court of Law for an offence involving moral turpitude.

(t) indulging in any act of 'sexual harassment' of any woman at her workplace.

Note:

Sexual harassment shall include such unwelcome sexually determined behavior (whether directly or otherwise) as

(a) physical contact and advances;

(b) demand or request for sexual favours;

(c) sexually coloured remarks;

(d) showing pornography; or

(e) any other unwelcome physical verbal or non-verbal conduct of a sexual nature.

PUNISHMENT - An employee found guilty of gross misconduct may:

(a) be dismissed without notice; or

(b) be removed from service with superannuation benefits i.e. Pension and / or Provident Fund and Gratuity as would be due otherwise under the Rules or

Regulations prevailing at the relevant time and without disqualification from future employment; or

(c) be compulsorily retired with superannuation benefits i.e. Pension and / or Provident Fund and Gratuity as would be due otherwise under the Rules or Regulations prevailing at the relevant time and without disqualification from future employment; or

(d) be discharged from service with superannuation benefits i.e. Pension and / or Provident Fund and Gratuity as would be due otherwise under the Rules or Regulations prevailing at the relevant time and without disqualification from future employment; or

(e) be brought down to lower stage in the scale of pay up to a maximum of two stages; or

(f) have his increment/s stopped with or without cumulative effect; or

(g) have his special pay withdrawn; or

(h) be warned or censured, or have an adverse remark entered against him; or

(i) be fined.

LIST OF MINOR MISCONDUCTS

(a) absence without leave or overstaying sanctioned leave without sufficient grounds;

(b) unpunctual or irregular attendance;

(c) neglect of work, negligence in performing duties;

(d) breach of any rule of business of the bank or instruction for the running of any department;

(e) committing nuisance on the premises of the bank;

(f) entering or leaving the premises of the bank except by an entrance provided for the purpose;

(g) attempt to collect or collecting moneys within the premises of the bank without the previous permission of the management or except as allowed by any rule or law for the time being in force;

(h) holding or attempting to hold or attending any meeting on the premises of the bank without the previous permission of the management or except in accordance with the provisions of any rule or law for the time being in force;

(i) canvassing for union membership or collection of union dues or subscriptions within the premises of the bank without the previous permission of the management or except in accordance with the provisions of any rule or law for the time being in force;

(l) failing to show proper consideration, courtesy or attention towards officers, customers or other employees of the bank, unseemly or unsatisfactory behavior while on duty;

(k) marked disregard of ordinary requirements of decency and cleanliness in person or dress;

(l) incurring debts to an extent considered by the management as excessive;

(m) resorting to unfair practice of any nature whatsoever in any examination conducted by the Indian Institute of Bankers or by or on behalf of the bank in cases not covered by sub-clause (n) under 'Gross Misconduct' and where a report to that effect has been received by the bank from the concerned authority and the employee accepts the charge;

(n) refusal to attend training programmes without assigning sufficient and valid reasons;

- (o) Not wearing, while on duty, identity card issued by the bank;
 - (p) Not wearing, while on duty, the uniforms supplied by the bank, in clean condition.
- PUNISHMENT - An employee found guilty of minor misconduct may:
- (a) be warned or censured; or
 - (b) have an adverse remark entered against him; or
 - (c) have his increment stopped for a period not longer than six months.

SUBSISTENCE ALLOWANCE DURING SUSPENSION

Clause 5 of Settlement dt. 8-9-83

In partial modification of Para 557 of the Sastry Award and Para 17.14 of the Desai Award, the following provisions shall apply in regard to payment of subsistence allowance to workmen under suspension.

- a. Where the investigation is not entrusted to or taken up by an outside agency (i.e. Police / CSI), subsistence allowance will be payable at the following rates:
 - i. For the first 3 months 1/3 of the pay and allowances which the workmen would have got but for the suspension.
 - ii. Thereafter 1 /2 of the pay and allowances.
 - iii. After one year full pay and allowances if the enquiry is not delayed for reasons attributable to the concerned workman or any of his representatives. Where the investigation is done by an outside agency and the said agency has come to the conclusion not to prosecute the employee, full pay and allowances will be payable after 6 months from the date of receipt of report of such agency, or one year after suspension, whichever is later and in the event the enquiry is not delayed for reasons attributable to the workman or any of his representative.

SUSPENSION AND SUBSISTENCE ALLOWANCE DURING SUSPENSION: SUSPENSION:

Clause 14.3 of Settlement dt. 17-9-84

Pending or initiation of such enquiry, an employee may be suspended, but if on the conclusion of the enquiry it is decided to take no action against him he shall be deemed to have been on duty and shall be entitled to the full wages and allowances and to all other privileges for the period of suspension; and if some punishment other than dismissal is inflicted, the whole or a part of the period of suspension, may, at the discretion of the management, be treated as on duty with the right to a corresponding portion of the wages allowance, etc.

Clause 18 of Settlement dt. 31-10-79

- (iii) It is also agreed that employees on suspension will be entitled to the facility of medical aid and hospitalisation.

Disciplinary Action and Procedure (11 bps)

In our recently signed 11th Bipartite Settlement, certain modifications and changes have been brought in the list of Misconducts and punishments therein under the Disciplinary Action and Procedure therefor. The updated provisions are given herein for ready reference of our members.

LIST OF GROSS MISCONDUCT : Clause 5 of Settlement dated 10-4-2002 (as amended in 11th BPS dated 11-11-2020)

- (a) engaging in any trade or business outside the scope of his duties except with the written permission of the bank;
- (b) unauthorised disclosure of information regarding the affairs of the bank or any of its customers or any other person connected with the business of the bank which is confidential or the disclosure of which is likely to be prejudicial to the interests of the bank;
- (c) drunkenness or riotous or disorderly or indecent behavior on the premises of the bank;
- (d) willful damage or attempt to cause damage to the property of the bank or any of its customers;
- (e) willful insubordination or disobedience of any lawful and reasonable order of the management or of a superior;
- (f) habitual doing of any act which amounts to "minor misconduct" as defined below, "habitual" meaning a course of action taken or persisted in, notwithstanding that at least on three previous occasions censure or warnings have been administered or an adverse remark has been entered against him;
- (g) willful slowing down in performance of work;
- (h) gambling or betting on the premises of the bank
- (i) speculation in stocks, shares, securities or any commodity whether on his account or that of any other persons;
- (j) doing any act of gross negligence or negligence involving or likely to involve the bank in serious loss;
- (k) giving or taking a bribe or illegal gratification from a customer or an employee of the bank;
- (l) abetment or instigation of any of the acts or omissions above mentioned.
- (m) Knowingly making a false statement in any document pertaining to or in connection with his employment in the bank.
- (n) Resorting to unfair practice of any nature whatsoever in any examination conducted by the Indian Institute of Bankers or by or on behalf of the bank and where the employee is caught in the act of resorting to such unfair practice and a report to that effect has been received by the bank from the concerned authority.
- (o) Resorting to unfair practice of any nature whatsoever in any examination conducted by the Indian Institute of Bankers or by or on behalf of the bank in cases not covered by the above Sub-Clause(n) and where a report to that effect has been received by the bank from the concerned authority and the employee does not accept the charge.

(p) Remaining unauthorisedly absent without intimation continuously for a period exceeding 30 days.

(q) Misbehaviour towards customers arising out of bank's business.

(r) Contesting election for parliament / legislative assembly / legislative council / local bodies / municipal corporation / panchayat without explicit written permission of the bank.

(s) Conviction by a criminal Court of Law for an offence involving moral turpitude.

(t) indulging in any act of 'sexual harassment' of any woman at her workplace.

Note: Sexual harassment shall include such unwelcome sexually determined behavior (whether directly or otherwise) as

(a) physical contact and advances;

(b) demand or request for sexual favours;

(c) sexually coloured remarks;

(d) showing pornography; or

(e) any other unwelcome physical verbal or non-verbal conduct of a sexual nature.

Clause 6 (as amended) PUNISHMENT - An employee found guilty of gross misconduct may:

(a) be dismissed without notice; or

(b) be removed from service with superannuation benefits i.e. Pension and / or Provident Fund and Gratuity as would be due otherwise under the Rules or Regulations prevailing at the relevant time and without disqualification from future employment; or

(c) be compulsorily retired with superannuation benefits i.e. Pension and / or Provident Fund and Gratuity as would be due otherwise under the Rules or Regulations prevailing at the relevant time and without disqualification from future employment; or

(d) be discharged from service with superannuation benefits i.e. Pension and / or Provident Fund and Gratuity as would be due otherwise under the Rules or Regulations prevailing at the relevant time and without disqualification from future employment; or

(e) be brought down to a lower stage in the scale of pay upto a maximum of 2 stages and for a maximum period of two years. or

Note: This punishment shall be non-cumulative and annual increment(s)/ Stagnation Increment (s) falling during the period of punishment shall be released on the respective due date (s)

(f) have his increment/s stopped with or without cumulative effect; or

Note: Specific period of rigour shall be mentioned.

- (g) have his special pay withdrawn; or
- (h) be warned or censured, or have an adverse remark entered against him;
- ~~(i) be fined.~~ (**This is deleted now**)

LIST OF MINOR MISCONDUCTS - Clause 7 (as amended)

- (a) absence without leave or overstaying sanctioned leave without sufficient grounds;
- (b) unpunctual or irregular attendance;
- (c) neglect of work, negligence in performing duties;
- (d) breach of any rule of business of the bank or instruction for the running of any department;
- (e) committing nuisance on the premises of the bank;
- (f) entering or leaving the premises of the bank except by an entrance provided for the purpose;
- (g) attempt to collect or collecting moneys within the premises of the bank without the previous permission of the management or except as allowed by any rule or law for the time being in force;
- (h) holding or attempting to hold or attending any meeting on the premises of the bank without the previous permission of the management or except in accordance with the provisions of any rule or law for the time being in force;
- (I) canvassing for union membership or collection of union dues or subscriptions within the premises of the bank without the previous permission of the management or except in accordance with the provisions of any rule or law for the time being in force;
- (j) failing to show proper consideration, courtesy or attention towards officers,
customers or other employees of the bank, unseemly or unsatisfactory behavior while on duty;
- (k) marked disregard of ordinary requirements of decency and cleanliness in person or dress;
- (I) incurring debts to an extent considered by the management as excessive;
- (m) resorting to unfair practice of any nature whatsoever in any examination conducted by the Indian Institute of Bankers or by or on behalf of the bank in cases not covered by sub clause under 'Gross

Misconduct' and where a report to that effect has been received by the bank from the concerned authority and the employee accepts the charge;

(n) refusal to attend training programmes without assigning sufficient and valid reasons;

(o) Not wearing, while on duty, identity card issued by the bank;

(p) Not wearing, while on duty, the uniforms supplied by the bank, in clean condition.

(q) Doing any act prejudicial to the interest of the bank.

(r) Misconducts covered under Clause 7 (a) to (q) shall not be made out as 'gross misconduct' under Clause 5.

Clause 8 : PUNISHMENT - An employee found guilty of minor misconduct may:

(a) be warned or censured; or

(b) have an adverse remark entered against him; or

(c) have his increment stopped for a period not longer than six months.

New provisions now added in 11th BPS

- In Clause 12 (d) – the following has been added: - If the representative defending the employee is an employee of the same bank at an outstation branch situated outside the State, on a case to case basis as may be decided by the Bank, he shall be relieved on special leave (on full pay and allowances) to represent the employee and shall be paid one return fare.
- An employee placed under suspension pending disciplinary action shall be given an opportunity to represent to the management to reconsider the order of suspension.
- An employee who has been awarded the punishment of dismissal, compulsory retirement or removal from service by the Disciplinary Authority and subsequently where the punishment is confirmed by the Appellate Authority, shall be given an opportunity to seek reconsideration by an authority higher than the Appellate Authority.
- If multiple charges as per procedural lapses are made out, then the punishment given in such cases shall be one.
- Disciplinary authority shall have the discretion to decide whether the punishment will affect the superannuation benefits of the employee or not in case where the punishment is affecting the superannuation benefits.

Effect of dismissal, removal from service, compulsory retirement etc. by way of punishment and resignation / Voluntary Retirement on terminal benefits. (For Workmen)

		Own Contribution to P.F. •	Bank's contribution to P.F.	Gratuity under the Act	Gratuity under Service rules / BPS	Pension under BEPR, 1995 \$	Leave Encashment
a.	Dismissal without notice	Eligible	for admissibility or otherwise the Bank's PF Rules are to be read in relation to Para 368 of Sastry Award and Para 7.32 of Desai Award	Eligible Subject to provisions of under Sec. 4(6) (a) or (b) of Payment of Gratuity Act, '	Eligible, Subject to forfeiture to the extent of loss	Not eligible, but Competent Authority may ,sanction Compassionate Allowance under Regulation 31 in deserving cases	Not eligible
b.	Removal from service	Eligible	Do	Do	Do	Do	Not eligible
c.	Compulsory Retirement	Eligible	Do	Do		Eligible under Regulation 33 of BEPR, 1995	Not eligible
d.	Discharge under Simplicitor Para 522 (1) of Sastry Award	Eligible	Eligible if he has completed 5 years of service subject to para 7.32 of Desai Award	Do	Eligible	Eligible	Not eligible
e.	Resignation /Voluntary Resignation	Eligible	Eligible If he has completed 5 years of service	Eligible, If he has completed 5years of service as an employee	Eligible, if he has completed 10 years of continuous service	Not eligible	Eligible
f.	Voluntary Retirement under Regulation 29 of BEPR 1995	Eligible	Eligible	Eligible	Eligible	Eligible	Eligible

Note : * Employee's own liability e.g. outstanding loan etc. can be set off from employees own contribution provided he expressly gives in writing to that effect. \$ Bank Employees' Pension Regulation, 1995.

Duties of Clerical Staff w.e.f. 1st May, 2010 :

All members of the clerical staff who do not get any special pay as on 30th April 2010 on regular basis shall be designated as Single Window Operator „A“. The following duties shall inter alia form part of their normal duties:

- (i) Acknowledgements of inward mail received.
- (ii) Receipt of cheques, drafts, dividend warrants, pay orders and other like instruments other than bills and giving acknowledgements in the counterfoil.
- (iii) Delivery of cheque books subject to authorisation by competent authority.
- (iv) Issue of cash receipts.
- (v) Issue of E.S.I. stamps wherever applicable or may become applicable.
- (vi) Recounting of currency notes by cash department staff.
- (vii) Ensuring the proper contents in covers and envelopes including registered ones before dispatch.

All clerks shall also perform all duties and functions of their cadre, either online or manually, which does not involve any passing or supervisory function of an officer of the bank. He will, wherever and whenever required, function as a single window operator where he will also receive and pay cash. In addition, his duties will include –

- a. Passing and cash payment of all cheques/withdrawal forms/bankers" cheques/gift cheques, etc. up to and including Rs.10,000/-
- b. Passing independently clearing and transfer cheques, vouchers, etc. (whether credits or debits) up to and including Rs.15,000/-
- c. Receipts of cash and issuance of pre-signed drafts / gift cheques / travellers" cheques / pay orders / bank orders, etc. up to and including Rs.15,000/-

(b) Duties of Subordinate Staff w.e.f. 1st May, 2010

All the normal and routine duties of the subordinate staff cadre and for performance of which no special pay shall be payable. In addition they shall also be required to perform the following duties.

- 1) To take money orders, to buy stamps etc., which involves carrying of cash not exceeding Rs.5,000/- and to carry insured letters., etc. to post office
- 2) To stitch currency note bundles
- 3) To stitch and seal parcels and packets containing currency notes;
- 4) To transit cash from the bank to an office outside or vice versa, if unaccompanied by a watchman / Armed Guard.

SPECIAL PAY DUTIES :

The Special pay duties do not include the routine duties of the cadre (clerical / subordinate) which a workman has to normally perform; but merely refer to those special allowance duties which if performed in addition to the routine duties will entitle a workman to a special pay on the terms and conditions provided in Chapter V of the First Bipartite Settlement as modified. For removal of doubts it is clarified that the workman entrusted with duties attracting special pay can be required to perform routine duties of his cadre and that the following duties shall inter alia form part of the normal duties of the clerical cadre and for performance of those duties no special pay shall be payable :

- (i) Acknowledgements of inward mail received.

- (ii) Receipt of cheques, drafts, dividend warrants, pay orders and other like instruments other than bills and giving acknowledgements in the counterfoil.
- (iii) Delivery of cheque books subject to authorisation by competent authority.
- (iv) Issue of cash receipts.
- (v) Issue of E.S.I. stamps wherever applicable or may become applicable.
- (vi) Recounting of currency notes by cash department staff.
- (vii) Ensuring the proper contents in covers and envelopes including registered ones before dispatch.

DUTIES OF SPECIAL PAY CARRYING POSTS IN CLERICAL CADRE Single Window Operator 'B'

In addition to the duties of Single Window Operator „A“, their duties will include –

- (a) Passing and cash payment of all cheques/withdrawal forms/bankers" cheques/gift cheques, etc. up to and including Rs.20,000/-
- (b) Passing independently clearing and transfer cheques, vouchers, etc. (whether credits or debits) up to and including Rs.25,000/-
- (c) Receipts of cash and issuance of pre-signed drafts / gift cheques / travellers" cheques / pay orders / bank orders, etc. up to and including Rs.25,000/-

Head Cashier II

Their duties involve : Holding the bank"s cash, key and/or other valuables in safe custody jointly with an officer and being accountable for them and being responsible for the running of the cash department;

1. Opinion compilation;
2. Verification of vernacular signatures/ endorsements;
3. Countersigning cheques and/or drafts (on selves or correspondents), payment orders, deposit receipts, etc.
4. Attending to Government Treasury work;
5. Discharging/endorsing bills, cheques, etc.;
6. Being in charge of clearing and godown departments, etc.;
7. Passing independently clearing and transfer cheques, vouchers, etc. (whether credits or debits) up to and including Rs.50,000/- and cash vouchers up to Rs.50,000/- jointly with an authorized person.

Special Assistants

Special Assistants will be accountable and responsible for running of the department/section under them and their duties will involve looking after and checking the work of other clerk or clerks and substaff and will include :

- 1) Passing independently, manually or online, cash instruments up to Rs.35,000/- and clearing and transfer cheques vouchers etc., (whether credits or debits) up to and including Rs.1,50,000/-. Passing will include verification of signatures and

scrutiny as to the correctness of endorsements on and other particulars of such instruments. There shall be no limits for verification of signatures, passing of authenticated credit vouchers/entries and for verifying authenticated vouchers in the ledgers, books, computer print-outs etc.

2) Accept, verify and post cash / transfer / clearing cheques and other instruments, as the case may be, in appropriate books of accounts / ledgers, either manually or online, and give due acknowledgements.

3) Signing vouchers, cheques, drafts, mail transfers, pay orders, advices such as non payment advices, inter branch fate calling advices, bill schedules, demand notices, statements certificates etc.,

4) Checking all vouchers, advices, statements, cheques, drafts etc., bills and books of accounts including current savings and other ledgers, cash, postal and revenue stamps, franking machine balances, exchange, discount, brokerage calculations and initialing by way of authenticating them for accuracy/correctness;

5) Checking, manually or online, current, savings and other accounts,

6) Checking the coding and decoding of telegrams(excluding check symbols or cyphers).

7) Discharging, endorsing cheques, bills, etc.,

8) Perform, when required in a computerised set up, system control functions, either jointly with an officer or independently, upon specific authorisation in this regard;

9) Briefly explain, the features of Bank"s various products and services to customers, to reply their queries and to refer interested customers to appropriate personnel;

10) Inspecting godown (only in banks where such work is already being done by workmen).

For the purpose of efficient and effective functioning of the section or department the special assistant shall ensure that all acts, things and steps necessary therefore are taken by himself or by the clerks placed under him and shall ensure that, wherever necessary :

- a) Reminders are sent on time and followed up
- b) Pass sheets/books are filled up and issued promptly
- c) Deposits are renewed on due dates or reminders sent to the parties
- d) Standing instructions are complied with
- e) Bills are accepted and due dates diarised/advised and followed up
- f) Interest, commissions and service charges are collected
- g) Proceeds of bills are received or remitted promptly;
- h) Confirmation of balance of accounts of the customers and its follow up.
- i) All securities relating to the department/section of which the special assistant is in charge are secured and/or kept in proper custody and properly handed to the authorized person at the close of the day.
- j) Balances promptly taken, tallied and reported and followed up and also returns submitted;

- k) Advices and/or duplicate advices /summaries are issued /responded promptly, whenever called for;
- l) Checking the proper recording of entries and all relevant particulars in regard to accounts opened under due authorisation.

Notes:-

(i) In respect of the above special pay carrying posts in clerical cadre – Countersigning would mean signing in a manner whereby the primary responsibility for ensuring that all the formalities are complete rests with the other signatory.

Checking/verifying would mean verifying that the instrument / material checked is in order in all respects and also includes verification of signature irrespective of the amount of the instrument and authenticating the same on the instrument / material, initialing the relative entries in the respective books of accounts, manually and/or on line.

Passing includes verification of signatures and scrutiny as to the correctness of endorsement on and other particulars of such instruments. It will also include checking and authenticating the relative entries in the respective books of accounts / ledgers / computer sheets and/or on line.

(ii) Henceforth, selection of staff for being entrusted with special pay carrying posts shall be on the basis of their suitability for the specialised function, norms for which shall be decided at the bank level.

DUTIES OF SPECIAL PAY CARRYING POSITIONS IN SUBORDINATE CADRE: POST and DUTIES

Cash Peon : Persons required

1) To take money orders, to buy stamps etc., which involves carrying of cash not exceeding Rs.5,000/- and to carry insured letters., etc. to post office

2) To stitch currency note bundles

3) To stitch and seal parcels and packets containing currency notes;

4) To transit cash from the bank to an office outside or vice versa, if unaccompanied by a watchman / Armed Guard.

Liftman : Persons required to operate the lifts on regular assignment.

Watchman Persons other than “Armed Guards” who are required to perform watch and ward duties i.e. to watch or look after the premises or a department, for the purposes of its safety, security and guard against infiltration and against removal of the bank’s property by any unauthorised person AND/OR to watch and guard as above, the movement of cash from one place to another inside the bank premises or outside where an Armed Guard is not employed at the Branch / Office.

Armed Guard: Persons required to perform watch and ward duties i.e. to watch or look after the premises or department for the purposes of its safety, security and guard against attack or assault or infiltration and against removal of the bank’s property by any unauthorized persons AND/OR to watch and guard as above the movement of cash from one place to another whether inside or outside the Bank, for which purpose they are required by the bank to carry any of the following weapons: i) Gun, Pistol or any other fire arm; or ii) Dagger, sword, khukri or spear; or iii) any other licensed weapon Note: „Retainers” Peons (other than watchmen) whose names are registered in the Bank’s licence as

Retainers will, when they perform “Armed Guard” duties, be entitled to special pay for “Armed Guards” pro rata.

Bill Collector:

Their work involves:

1) Obtaining acceptance of bills of exchange, hundies etc., drawn on local parties or banks and / or collecting payments thereof.

2) Collecting payments for cheques of postal order etc. from banks or post office counters They may also be required to collect cash not exceeding Rs.4000/- at a time against various instruments.

Daftary :

Their work involves : 1) Obtaining acceptance of bills of exchange, hundies etc., drawn on local parties or banks and / or collecting payments thereof. 2) Collecting payments for cheques or postal order etc., from banks or post office counters. They may also be required to collect cash not exceeding Rs.5,000/- at a time against various instruments. 3) Simple binding of books and registers; 4) Press copying; 5) Filing independently letters and other papers in respect files as per indications marked thereon; 6) Assisting in issuing stationery; 7) Stacking under guidance old records in orderly manner and assisting in giving them out when required; and 8) Undertaking the whole process of sorting, arranging, numbering, tallying the total number or stitching the vouchers

Head Peon : Persons required to assist in supervision of various matters pertaining to subordinate staff like: i) Cleanliness of the office premises; ii) Cleanliness of uniforms; iii) Leave arrangements; iv) Arrangements for safekeeping of keys; and v) Distribution of duties amongst the subordinate staff

Air-Conditioning Plant Helper: Semi skilled persons who under the supervision of the technician attend to routine maintenance of and minor repairs to air conditioning plants.

Electrician: Their work involves carrying out semi-skilled electrical work like routine maintenance of electrical equipments, effecting minor repairs to electrical fixtures and appliances.

Drivers :Persons required to drive, maintain and effect minor repairs (not requiring a technician's skill) to motor cars, motor vans, station wagons, scooters, motor cycles or other motor vehicles .

Implementation of 12th BPS – Change in designations of workmen cadre employees and their roles in our bank. Cir.No. 108/2024 dated 02/04/2024 w.e.f 01/04/2024.

Existing	New Designation
Clerk / SWO	Customer Service Associate (CSA)
Sub staff / Peon	Office Assistant
Armed Guard	Armed Guard / Security Guard
Driver	Driver
Part time Sweeper	Part time Housekeeper / PTHK

Along with the redefined role, an increase in Special Pay is also announced. Hence, the existing allowance of Rs.500/- stands withdrawn with effect from 01/04/2024 as per the terms of contained in prevalent settlement.

12th BPS Provisions on the above matter is as follows:

Schedule II Part A

I. Duties of Customer Service Associate (CSA) (other than SBI) : (w.e.f. 1st April, 2024)

- *Attending to customers across the counters for all routine clerical work other than supervisory work except specifically provided herein.*
- *Receipt of cheques, Drafts, Dividend Warrants, Pay Orders / Bankers Cheques and other similar instruments other than Bills and giving acknowledgements for the same in the counterfoil.*
- *Receiving and acknowledging inward thapals / letters / courier / speed post etc.*
- *Ensuring proper contents in the covers and envelopes including thapals, Registered Post / Courier / Speed Post etc. , before despatch of the same.*
- *Data entry in system of details of Account opening forms including Aadhar based documents after the documents are approved and verified by a supervisory staff.*
- *Updating and uploading in the system, KYC documents which are verified and approved by a supervisory staff.*
- *Following up and guiding the customers for completing the KYC, e-KYC / ReKYC / c-KYC*
- *Generation of CIBIL Reports.*
- *Generation of Statements of accounts in hard copy / soft copy and sending by post / mail / hand delivery as the case may be, at the request of the customers / a supervisory staff.*
- *Printing of Passbook including printing of Barcode / Branch, Customer details page, Transactions at the request of the customers / a supervisory staff, whenever required.*

- *Preparation and/or generation of Certificate of Balance from the system at the request of the customer for authentication/approval by a supervisory staff.*
- *Registering Standing Instructions of customers in the system for authentication by a supervisory staff.*
- *Registering Stop Payment Instructions of the customers in the system for authentication by a supervisory staff.*

- *Registering/entering (PPS) Positive Pay System letters in the system as are received from the account holders for further approval by a supervisory staff.*
- *Delivery of cheque books to customers after entering the details in the prescribed register and obtaining the acknowledgement from the customer, subject to approval by a supervisory staff.*
 - *Delivery of Debit Card to customers after entering the details in the prescribed register and obtaining the acknowledgement from the customer, subject to approval by a supervisory staff.*
 - *Recounting of cash in cash department/currency chest.*
- *Scanning and capturing of specimen signatures of account holders for authentication by a supervisory staff.*
- *Assisting an officer in Loan Recovery Department by writing letters to borrowers on overdue instalments, overdue notices, default advices, contacting borrowers for reminder, etc. either by sending mail or by contacting through phone.*
- *Generating or preparing intimation letters to the customers about due date of maturity of Deposits and seeking renewal of Deposits.*
- *Entry of Locker operations either in the manual register or in the system and assisting a supervisory staff for operation of Locker by the customers. (other than key holding)*
- *Generating or preparing intimation letters to customers for payment of Locker Renewal Fee.*
 - *Follow-up with customer for recovery of locker fee overdues, by mail or on phone and sending letter in the prescribed format, in this regard.*
 - *Feeding/uploading details of credit proposals, loan applications/ documents after authentication by a supervisory staff.*
 - *Working in " May I Help You" counters.*
 - *Working in Audit Departments to assist Internal Auditors in preparation of audit reports, related correspondence, etc.*
 - *In dedicated and exclusive cash counters, there shall be no limit for accepting / paying cash from / to the customers.*
 - *In other counters, receipt of cash and authorization of the cash received upto Rs. 50,000.*
 - *Cash receipts for issuance of pre-signed ODs, etc. independently upto and including Rs. 50,000.*
 - *Passing cash cheques and other like instruments independently upto and Including Rs. 50,000.*
 - *Passing clearing/transfer vouchers/other similar instruments independently upto and including Rs. 1,00,000.*
 - *Passing clearing and transfer vouchers and other similar instruments of Rs. 1,00,000 and above but upto Rs. 2,00,000 jointly with another CustomerService Associate/ upto Rs.2,50,000/- with Senior CSA (Cash) / upto Rs.4,00,000/- with Special CSA.*

- *Customer Service Associate may be utilized in Administrative offices / departments to work and assist officers in routine correspondence, follow up, generation of statistical data, returns and statements, working as Assistants to Executives, etc.*
- *To work in inward/outward clearing department/exclusive departments / specialized branches like Service Branch, Cheque Processing Centres etc., relating to this ;!<-and assigned duties ; scanning of cheques, uploading, etc.*

Note :

Those who are required to work in night shifts/odd hours in specialized branches like Service Branch, Cheque Processing Centres etc., may be compensated by arrangement of conveyance, inconvenience allowance.

- *Feeding Life Certificates of Pensioners in the system for authentication by a supervisory staff.*
- *Generating/preparing Clearing Return memos and forwarding the same to account holders.*
- *CSAs with required experience and certification, may be assigned to work as Telephone Operator.*
- *Assisting a supervisory staff in Loan department including dealing with Gold Loan/Jewel Loan including feeding of loan documents, etc. in the system (other than authenticating quality of gold/jewel pledged).*
- *Customer Service Associate may be utilized to work in Rural D.evelopment Department/Agri Loan Department to assist an officer in handling routine correspondence, generation of statistical data, inspection reports, etc.*

Note:

- *CSA may be utilized for assisting/to accompany an officer in recovery of loans outside the Branch/office subject to reimbursement of conveyance expenses and out of pocket expenses, and overtime wages, if any payable.*
- *Customer Service Associate may be utilized for acquisition of new business, marketing, guiding the customers about digital/other banking products/loan products within office hours and without any assigned targets.*

Note :

(a) Banks may utilise CSAs in exclusive marketing work/team/ department outside the Branch / Office by providing guidelines. Facilities like reimbursement of conveyance expenses (other than provided in clause (16)/petrol charges, out of pocket expenses, mobile phone bills upto a prescribed ceiling per month, lunch expenses, entertainment expenses, vehicle parking charges, etc. wherever required may be decided at each Bank level

(b) Banks may evolve proper guidelines for selecting staff for this exclusive marketing work based on defined criteria, suitability, product knowledge, aptitude, special qualifications on marketing, etc.

- *Banks should evolve SOPs / guidelines for allocation of work to Customer Service Associates who are persons with benchmark disabilities.*

- *Customer Service Associate may be sent on deputation to Bank's own training establishment/s or to any organization / Institution outside of the Bank.*
- *CSA may enter and feed the details of remittances under NEFT and RTGS but authorization and responsibility thereof shall be of a supervisory staff.*
 - *Assisting the customers to activate net banking / mobile banking facility*
- *Sensitising customers about digital products, loan products, and available alternate delivery channels.*
- *Working in Advances / Credit Department and generating CERSAI from Cersai portal*
- *Feeding data in Cersai portal for further verification & authorization by a supervisory staff.*
- *In Forex Department, CSA may be asked to work as a maker in inward remittance, outward remittance, realisation of Export Bills, Letter of Credit lodgment for Import and Export Bills, View Swift credit entries and sending.intimation of the same.*
- *To work in I.T. department to undertake duties that are done by RCC or at He1pdesk like running a patch programme, Maintaining records of Hardware etc. (employees with qualification of BCA, B.Tech, MCA, etc. may be entrusted with such duties).*

II. Duties of Senior Customer Service Associate (Cash)

Besides the passing powers provided herein under this Settlement, their duties involve holding the bank's cash, key and/or other valuables in safe custody jointly with an officer and being accountable for them and being responsible for the running of the cash department and besides the following duties:

- 1. Passing cash cheques and other like instruments independently upto and including Rs. 50,000.*
- 2. Cash receipt and authorisation independently upto and including Rs.50,000.*
- 3. Cash receipt for pre-signed DD, etc. independently upto and including Rs.50,000.*
- 4. Passing clearing/transfer vouchers/other similar instruments independently upto and including Rs. 1,50,000.*
- 5. Passing clearing and transfer vouchers and other similar instruments of Rs. 1,50,000 and above but upto Rs. 2,50,000 jointly with another Customer Service Associate/ upto Rs.4, 50,000 with Special CSA.*
- 6. Loading / replenishing cash in on-site ATMs / Cash Recycler machines or other similar machines during office hours jointly with a Special CSA / Officer.*
- 7. To collect and deposit the cash from the Cash Deposit machines / Cash Recycler machines or other similar machines available in the Branch after reconciling the entries jointly with a Special CSA / Officer.*
- 8. Opinion compilation;*
- 9. Verification of vernacular signatures/ endorsements;*

10. *Countersigning cheques and/or drafts (on selves or correspondents), payment orders, deposit receipts, etc.,*

11. *Attending to Government Treasury work;*

12. *Discharging/endorsing bills, cheques, etc. ;*

13. *In dedicated and exclusive cash counters, there shall be no - limit for accepting and paying Cash from / to customers.*

III. Duties of Special Customer Service Associate

Besides the duties of Customer Service Associate, Special Customer Service Associate shall be accountable and responsible for running of the department/section under them and their duties shall involve looking after and checking the work of Customer Service Associate and Office Assistant and shall also include:

1) Passing cash cheques and other like instruments independently upto and including Rs. 1,00,000.

2) Passing clearing/transfer vouchers/other similar instruments independently upto and including Rs. 3,00,000.

3) Passing clearing and transfer vouchers and other similar instruments of Rs. 3,00,000 and above but upto Rs. 4,00,000 jointly with another Customer Service Associate/ upto Rs.4,50,000 with Senior CSA (Cash).

4) Authorisation of Cash receipt independently upto and including Rs.2,00,000.

5) Passing of cheques upto limits mentioned hereinabove and passing will include verification of signatures and scrutiny as to the correctness of endorsements on and other particulars of such instruments. There shall be no limits for verification of signatures, passing of authenticated credit vouchers/entries and for verifying authenticated vouchers in the ledgers, books, computer printouts etc.

6) Accept, verify and post cash / transfer / clearing cheques and other instruments, as the case may be, in appropriate books of accounts / ledgers, either manually or online, and give due acknowledgements.

7) Signing vouchers, cheques, drafts, mail transfers, pay orders, advices such as non-payment advices, inter-branch fate calling a dvices, bill schedules, demand notices, statements certificates etc.

,

8) Checking all vouchers, advices, statements, cheques, drafts etc., bills and books of accounts including current savings and other ledgers, cash, postal and revenue stamps, franking machine balances, exchange, discount, brokerage calculations and initialing by way of authenticating them for accuracy/correctness;

9) Checking, manually or online, current, savings and other accounts.

10) Discharging, endorsing cheques, bills, etc.,

11) Perform, when required in a computerised set-up, system control functions, either jointly with an officer or independently, upon specific authorisation in this regard;

12) Briefly explain, the features of Bank's various products and services to customers, to reply their queries and to refer interested customers to appropriate personnel;

13) Loading / replenishing cash in on-site ATMs / Cash Recycler machines or other similar machines during office hours jointly with a Senior CSA(Cash) / Officer.

14) To collect and deposit the cash from the Cash Deposit machines / Cash Recycler machines or other similar machines available in the Branch after reconciling the entries jointly with a Senior CSA(Cash) / Officer.

For the purpose of efficient and effective functioning of the section or department, Special Customer Service Associate shall ensure that all acts, things and steps necessary therefor are taken by himself or by the Customer Service Associate placed under him and'sha/1 ensure that, wherever necessary:

a) Reminders are sent on time and followed up.

b) Pass sheets / books are filled up and issued promptly.

c) Deposits are renewed on due dates or reminders sent to the parties.

d) Standing instructions are complied with.

e) Bills are accepted and due dates diarized / advised and followed up.

f) Interest, commissions and service charges are collected.

g) Proceeds of bills are received or remitted promptly.

h) Confirmation of balance of accounts of the customers and its follow-up.

i) All securities relating to the department/section of which the Special Customer Service Associate is in charge are secured and/or kept in proper custody and properly handed to the authorized person at the close of the day.

j) Advices and/or duplicate advices/summaries are issued / responded promptly, whenever called for;

k) Checking the proper recording of entries and all relevant particulars in regard to accounts opened under due authorisation.

l) Assisting in the counting of cash balances, securities, etc., in the presence of the inspecting officials.

m) Assisting the inspecting officers in checking the quantities and values of the securities charged to the Bank.

n) Checking items of stationery and marking off vouchers and acknowledgments and assisting in the examination of vouchers other than those of inter-branch/sub-office(s) Items-in-transit, suspense charges, sundry deposits and stationery accounts.

o) Assisting in preparing the audit returns/reports and typing and generally assisting the inspecting officer in his functions as may be required.

Notes:-

(i) In respect of special pay carrying posts: -

a) Countersigning would mean signing in a manner whereby the primary responsibility for ensuring that all the formalities are complete rests with the other signatory.

b) Checking/verifying would mean verifying that the instrument / material checked is in order in all respects and also includes verification of signature irrespective of the amount of the instrument and authenticating the same on the instrument/ material, initialing the relative entries in the respective books of accounts, manually and/or online.

c) Passing includes verification of signatures and scrutiny as to the correctness of endorsement on and other particulars of such instruments. It will also include checking and authenticating the relative entries in the respective books of accounts / ledgers | computer sheets and/or online.

(ii) Selection of staff for being entrusted with special pay carrying post of Special Customer Service Associate shall be on the basis of their suitability for the specialised function which shall be decided at the bank level.

(iii) It may be noted that :

a) An employee assigned higher Special Pay duties shall, subject to availability of time, also perform routine duties of his/her cadre i.e. CSA.

b) Further to the provisions in clause 5 . 14 (ii) of Settlement dated 19-10- 1966, the duties and responsibilities now agreed to for Customer Service Associate/ Senior Customer Service Associate(Cash) / Special Customer Service Associate shall not be regarded as supervisory' duties and the employees required to perform these duties and discharge these responsibilities shall be regarded as 'Workmen' under the provisions of Industrial Disputes Act, 1947 for all purposes irrespective of their emoluments, designations or nomenclature.

c) Special Customer Service Associates: Their duties do not include the duties of Senior Customer Service Associate (Cash) .

d) The duties provided herein under this Settlement are subject to performance within the respective stipulated working hours.

IV. Duties of Subordinate staff / Office Assistant

Subordinate Staff/ Office Assistant may be assigned all the normal and routine duties of the cadre and for performance of which no special pay is payable. The following duties shall also be part of the duties of subordinate staff/Office Assistant.

1) To take money orders, to buy stamps etc., which involves carrying of cash not exceeding Rs.5,000/- and to carry insured letters., etc. to post office

2) To pack currency note bundles

3). To pack-and seal parcels and packets containing currency notes;

4) To accompany transit cash from the bank to an office outside or vice versa.

**V. DUTIES OF SPECIAL PAY CARRYING POSITIONS IN
SUBORDINATE /OFFICE ASSISTANT CADRE (Other than in SBI)**

Post	Duties
Armed Guard / Security Guard	<p>Persons required to perform watch and ward duties i.e. to watch or look after the premises or department for the purposes of its safety, security and guard against attack or assault or infiltration and against removal of the bank's property by any unauthorized persons and/or to watch and guard as above the movement of cash from one place to another whether inside or outside the Bank, for which purpose they are required by the bank to carry any of the following weapons:</p> <p>i) Gun, Pistol or any other firearm ; or ii) Dagger, sword, khukri or spear; or iii) any other licensed weapon</p> <p>Note: ' Retainers' Peons (other than watchmen) whose names are registered in the Bank's licence as Retainers will, when they perform "Armed Guard" duties, be entitled to special pay for "Armed Guards" pro rata.</p>
Senior Office Assistant (Earlier Bill Collector / Daftary)	<p>Their work involves:</p> <p>1) Obtaining acceptance of bills of exchange, hundies etc., drawn on local parties or banks and / or collecting payments thereof 2) Collecting payments for cheques or postal order etc., from banks or post . office counters. They may also be required to collect cash not exceeding Rs.5,000/- at a time against various instruments. 3) Simple binding of books and registers 4) Press copying 5) Filing independently letters and other papers in respect files as per indications marked thereon. 6) Assisting in issuing stationery 7) Stacking under guidance old records in orderly manner and assisting in giving them out when required; and 8) Undertaking the whole process of sorting, arranging, numbering, tallying the total number or stitching the vouchers.</p>
Special Office Assistant (earlier Head Peon)	<p>Persons required to assist in supervision of various matters pertaining to subordinate staff like:</p> <p>i) Cleanliness of the office premises ii) Cleanliness of uniforms</p>

	<p><i>iii) Leave arrangements.</i> <i>iv) Arrangements for safekeeping of keys; and</i> <i>v) Distribution of duties amongst the subordinate staff</i></p>
<i>Office Assistant (Tech)/AC Plant Helper</i>	<i>Semi-skilled persons who under the supervision of the technician to attend to routine maintenance of and minor repairs to air conditioning plants.</i>
<i>Office Assistant (Tech)/Electrician</i>	<i>Their work involves carrying out semi-skilled electrical work like routine maintenance of electrical equipments, effecting minor repairs to electrical fixtures and appliances.</i>
<i>Drivers</i>	<i>Persons required to drive, maintain and effect minor repairs (not requiring a technician's skill) to motor cars, motor vans, station wagons, scooters, motorcycles or other motor vehicles.</i>

Part B Special Pay posts For Clerical Staff

Post	Special Pay (Rs.) w.e.f 1-11-2022	Special Pay (Rs.) w.e.f 1-4-2024
Customer Service Associate	1680	1970
Senior Customer Service Associate (cash)	2605	3050
Special Customer Service Associate	3925	4600

For Subordinate Staff (w.e.f. 1-11 -2022)

Post	Special Pay (Rs.) w.e.f 01/11/2022
Armed Guard/Security Guard	795
Senior Office Assistant (earlier Bill Collector / Daftary)	1145
Special Office Assistant (earlier Head Peon)	1505
Office Assistant (Tech) - Electrician	4150
Office Assistant (Tech) - AC Plant Operator	4150
Driver	4825

Part C Powers of Special Pay posts (other than SBI) Duties and Passing Powers From 1st April, 2024: (Amount in Rupees)

Customer Service Associate

<i>Passing cash cheque/other like instruments independently upto and including</i>	50,000
<i>Cash receipt for pre-signed DD, etc. independently upto and including</i>	50,000
<i>Cash receipt and authorisation independently upto and including</i>	50,000
<i>Passing Clearing/transfer vouchers/other like instruments independently upto and including</i>	1,00,000
<i>Passing Clearing/transfer vouchers/other like instruments jointly with another CSA</i>	>1,00,000 and < 2,00,000
<i>Passing Clearing/transfer vouchers/other like instruments jointly with Senior CSA (Cash)</i>	>1,00,000 and < 2,50,000
<i>Passing Clearing/transfer vouchers/other like instruments jointly with Special CSA</i>	>1,00,000 and < 4,00,000
<i>Receipt and Payment of cash in dedicated cash counters</i>	No limit

Senior Customer Service Associate (Cash)

<i>Passing cash cheque/other like instruments independently upto and including</i>	50,000
<i>Cash receipt for pre-signed DD, etc. independently upto and including</i>	50,000
<i>Cash receipt and authorisation independently upto and including</i>	50,000
<i>Passing Clearing/transfer vouchers/other like instruments independently upto and including</i>	1,50,000
<i>Passing Clearing/transfer vouchers/other like instruments jointly with CSA</i>	>1,50,000 and < 2,50,000
<i>Passing Clearing/transfer vouchers/other like instruments jointly with Special CSA</i>	>1,50,000 and < 4,50,000
<i>Receipt and Payment of cash in dedicated cash counters</i>	No limit

Special Customer Service Associate

<i>Passing cash cheque/other like instruments independently upto and including</i>	1,00,000
<i>Passing Clearing/transfer vouchers/other like instruments independently upto and including</i>	3,00,000
<i>Clearing/transfer vouchers/other like instruments jointly with CSA</i>	>3,00,000 and < 4,00,000
<i>Clearing/transfer vouchers/other like instruments jointly with Senior CSA(Cash)</i>	>3,00,000 and < 4,50,000
<i>Authorisation of Cash receipt independently upto and including</i>	2,00,000

Note: While passing clearing/transfer vouchers/other like instruments jointly, the responsibility shall be restricted and proportionate to the respective individual powers provided hereinabove.

TERMINAL BENEFITS AT A GLANCE : (Award staff)

(Updated on 31/12/2024)

	ON DEATH	RETIREMENT (On super annuation)	RETIREMENT (on VRS under pension regulations)	ON RESIGNATION
PF (for those who Joined on or before 31/03/2010)	1.Member Contribution with Interest 2.Member Voluntary Contribution with Interest 3.Bank Contribution with Interest (For who opted for CPF)	1.Member Contribution with Interest 2.Member Voluntary Contribution with Interest 3.Bank Contribution with Interest (For who opted for CPF)	1.Member Contribution with Interest 2.Member Voluntary Contribution with Interest 3.Not Eligible for Bank Contribution and Interest.	1.Member Contribution with Interest 2.Member Voluntary Contribution with Interest 3.Bank Contribution with Interest (For who opted for CPF) Subject to terms and conditions.
PENSION (For those who joined on or before 31/03/2010 and opted / covered under pension)	Family Pension as per pension regulations to the Spouse (if alive).	Eligible for Pension as per Pension Regulations	Eligible for Pension as per Pension Regulations	Not Eligible
Commutation of Pension	Not Applicable	Eligible for Commutation of Pension as per Pension Regulations. Maximum 1/3 can be commuted.	Eligible for Commutation of Pension as per Pension Regulations. Maximum 1/3 can be commuted.	Not Applicable
NEW PENSION SCHEME (For those who joined on or after 01/04/2010).	The Entire amount in the NPS account will be settled to the Nominee.	Out of the amount in the NPS account 40% towards pension annuity and 60% cash withdrawal.	Not applicable.	After a period of minimum of 10 years. Out of the amount in the NPS account 80% towards pension annuity and 20% cash withdrawal.

<p>GRATUITY Ceiling Under Act is Rs.20.00 lacs , however there is no ceiling under Rule. As per section 4(5) of gratuity Act, an employee has the right to receive either under act or under any award/settlement/rules whichever is more beneficial.</p>	<p>No minimum Service required. Highest out of the following four will be paid. 1. As per Gratuity Act calculation with out Death Benefit. 2. As per Gratuity Act calculation with Death Benefit. 3. As per Rule with out Death Benefit. 4. As per Rule with Death Benefit.</p>	<p>Minimum 5 years of service is required.</p>	<p>Minimum 20 years of service required.</p>	<p>Minimum 5 years of service is required.</p>
<p>PL ENCASHMENT</p>	<p>No Minimum service required. Last Drawn Salary for the Maximum of 255 days or Number of Days PL at credit which ever is less.</p>	<p>Last Drawn Salary Upto 255 days. or Number of Days PL at credit which ever is less.</p>	<p>Last Drawn Salary Upto 255 days. or Number of Days PL at credit which ever is less. Minimum service is 20 years.</p>	<p>Last Drawn Salary Upto 240 days. or Number of Days PL at credit which ever is less. Minimum service is 20 years and Minimum age is 50.</p>
<p>FAMILY BENEFIT SCHEME (erstwhile EDLI)</p>	<p>No Minimum Service Required. (For confirmed employees only) Rs.1,50,000/-</p>	<p>Not Applicable</p>	<p>Not Applicable</p>	<p>Not Applicable</p>
<p>GSLI (Group Insurance with LIC Thanjavur) (for those who joined bank on or before 31/03/2014) **1</p>	<p>For Clerk Rs.600000/- For death due to Accident Rs.12,00,000/- For Sub-Staff it is Rs.300000/- (if death due to Accident it is Rs.6.00 lacs) For PTE it is Rs.100000/- (if death due to Accident it is</p>	<p>Savings Portion along with interest as per the scheme will be settled.</p>	<p>Savings Portion along with interest as per the scheme will be settled.</p>	<p>Savings Portion along with interest as per the scheme will be settled.</p>

	Rs.2.00 lacs)			
GROUP TERM INSURANCE WITH SBI LIFE. (All regular employees covered)**2	For Clerks Rs.2500000/- For both natural or accident death. For Substaff it is Rs.1000000/- for both natural and accident death. For PTE it is Rs.600000/- for both natural and accident death.	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
GROUP PERSONAL ACCIDENT INSURANCE. (With Bajaji Alliance) **3	Only for death due to accident. The death benefit is Five times of annual Gross Salary of each employee.(No Ceiling)	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
GROUP INSURANCE COVERING HOUSING LOAN. For those who availed Housing Loan under staff category with our bank.(With Birla Sun Life Insurance.) **4	The outstanding balance in the Housing loan along with interest on the date of death will be claimed from the insurance company and the said housing loan will be closed.	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
GROUP INSURANCE FOR LOANS OTHER THAN HOUSING LOAN. (All loan outstanding other than Housing Loan and including loan from society covered)	On death the entire outstanding in all the loans will be claimed from the LIC of India Coimbatore.	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
INSURANCE UNDER PMSBY: (BAJAJ	Death due to accident only. Rs.2,00,000/-	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE

ALLIANCE) for all SAVINGS ACCOUNT HOLDERS who opted for the same. Maximum entry age 70. **6				
INSURANCE UNDER PMJJBY: (LIC OF INDIA) for all SAVINGS ACCOUNT HOLDERS opted for the same. Maximum entry age 50. **7	Death due to Natural / Accidental. Rs.200000/-	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
DEATH RELIEF FUND (KVBEU)**8	The approximate death benefit is Rs.1.60 lacs. (as on date)	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE
WELFARE SCHEME (SOCIETY) .Only for Society members. **9	In the event of death of a subscriber, his nominees or legal heirs shall be eligible for assistance of Rs.150000/- as an act of benevolence.	On a subscriber's retirement from his/her employment or on ceasing to be in his/her employment for any reason or ceasing to be a member of the society, the subscriber shall be eligible to receive the subscription made by him under the scheme together with interest, if any, accrued and payable as per rule.	On a subscriber's retirement from his/her employment or on ceasing to be in his/her employment for any reason or ceasing to be a member of the society, the subscriber shall be eligible to receive the subscription made by him under the scheme together with interest, if any, accrued and payable as per rule.	On a subscriber's retirement from his/her employment or on ceasing to be in his/her employment for any reason or ceasing to be a member of the society, the subscriber shall be eligible to receive the subscription made by him under the scheme together with interest, if any, accrued and payable as per rule.

NOTE:

- **1 Insurance premium (for both savings and risk portion) being recovered from the salary on Monthly basis.
- **2 Monthly Premium is being collected from the **March 2022** Salary on wards of all the regular employees every month.
- **3 The premium being paid by the Bank for all the employees.
- **4 Premium from salary on monthly basis.
- **5 Premium from Salary on monthly basis.
- **6 The annual premium of Rs.12/- will be debited from the SB account on last workday day of May every year for those who opted for the same.
- **7 The Annual premium will be collected from the respective savings account on the last working day of May every year. The annual premium is Rs.330/-.
- **8 Rs.30/- collected from all the KVBEU AND KVBOA members and also from the Executives as salary deduction.
- **9.Rs.20/- collected from all the society members every month as a salary deduction along with other society dues.

12 BPS DA CHART w.e.f 01/11/2022 onwards

12 BPS DA	ABOBE 123.03 POINTS OF INDEX	
FOR THE QUARTER	QTY AVERAGE INDEX	PERCENTAGE OF DA
Nov. 22	130.47	7.44
Feb 23	132.43	9.40
May 23	132.93	9.90
Aug 23	135.10	12.07
Nov 23	138.80	15.77
Feb. 24	138.76	15.73
May. 24	139.00	15.97
Aug. 24	140.23	17.20
Nov.24	142.86	19.83

CIRCULAR NUMBERS:

IMPORTANT BANK CIRCULAR NUMBERS FOR READY REFERENCE

01.	Incentives for passing diploma exam by IIB, MUMBAI.	Cir.No.383/2001,254/2011,36/2015,79/2016 and 279/2016.
02.	Incentive/Honorarium for Passing Certain Hindi Exams / IIB Exams in Hindi.	Cir.No.34/89 dt.7.2.89.
03.	Incentive for Passing IRDA exam Rs.5000/-	Cir.No.379/2010
04.	Rotation of Duties and maintenance of proper records for the same.	Circular No. 152/89 dt.12.5.1989 No. 116/87 dt.14.5.1987No.255/85 and No.153/76,200/2007, 37/2008,266/2009,231/1993,161/2011 and 140/2013. 119/2019 (200/2007,37/2008,161/2011,140/2013) 74/2020 04/03/2020. 86/2021
05.	Obtension of Indemnity Bond against issuance of Duplicate Demand Draft: If value of Demand Draft is not above Rs.2500/- then a letter of Indemnity is enough. For more details and format for Indemnity letter please refer	Circular No. 285/96 dt. 22.8.96.
06.	Staff Members not to stand as Guarantor/Surety	137/2000
07.	Details of dependents of Employees.	circularNo.173/2000 Cir.89/2001 Cir.No.95/2002 Cir.128/2004 , 532/2012,104/2013
08.	Services of private sector bank employees for election work cannot be requisitioned. Drafting of Bank employees for election work -not to request services of private sector bank employees.	Cir.No.119/2001 ,56/96,51/98,81/2009 Cir.No.59/2004,130/2006 and 16/2011 Cir.68/2014 with Reply format. 55/2021 with reply format.
09.	For Cash Dept. Procedure	Cir. No. 361/ 90
10.	Cash excess and short	5/2008 and 194/1997
11.	For staff Loan disbursements	100/2008
12.	Staff Loan application forms are available in Hr.com itself.	
13.	PROHIBITION of collection of Donations/Contributions by any employee from the customers/well wishers of the bank and general public. (for any trust or union or Association)	Cir.No.82/2004
14.	Deduction of income-tax at source from	Cir.No.200/2004

	reimbursement of Medical/ Hospitalisation expenses.	
15.	CURFEW/BUNDH/STRIKE etc: Guidelines to treat the absence of employees on various occasions such as BUNDH/CURFEW/STRIKE etc.	cir.236/95,257/2004, 272/2005 dt.17.8.2005 ,321/1997,211/1988,529/2018 533/2018 regard strike etc. 120/2022.
16.	Valuation of Perks- for income-tax	Cir.No.3 92/2001,42/2002,61/2005 dt.18.2.2005.
17.	Charges payable to panel Engineers for issue of Valuation Report w.e.f 1.8.2004 0.25% of limit applied subject to a minimum of Rs. 100/- and maximum of Rs.2000/-	refer cir.No.253/2004 (Existing rate 0.25% of limit minimum Rs. 100/- maximum Rs. 1000/-as per cir.no.244/93).
18.	Legal opinion should be obtained from our advocate in the prescribed format stipulated in	Circular NO.338/92 (Legal) dated 7.10.92. (For Housing loan)
19.	Fees payable for Legal opinion:	Cir.No.298/88 ,396/2007 0.25% of limit applied subject to Minimum Rs.1000/- Maximum Rs. 2500/- (rounded upto next nearest Ten Rupees) for giving opinion over the title, typing charges, advocate's fee if any to conduct search at the office of Registrar of Assurances, etc. (inclusive of all) Revised 410/2019 for fees to panel advocate.
20.	Disbursement of Salary 2 days in prior to Last working day of every month.	Cir.No.306/2007. One day prior to last working day 42/2021
21.	VOLUNTARY RETIREMENT SCHEME OF KVB	NO.195/1996.
22.	EEOS SCHEME- KARUR VYSYA BANK EMPLOYEES' EARLY EXIT OPTION SCHEME-2005	Cir No. 34/2005 dt.29.1.2005.
23.	Introduction of RAMCO software at PAD	Cir.No. 135/2005.
24.	Revenue stamps on receipts: Receipt attract stamp duty of rupee one, if the amount or value exceeds Rs.5000/-	Cir.No. 172/2005.
25.	Income-tax Deduction from Salary – Bank is issuing circular in this regard every year.	Cir. 133&188/2014 for FY2014-15, Form 16-120&189 / 2014. 87/2015, 154/2015, 214/2015, 97/2016,179/2016, 63/2017, 161/2017 and 55/18 for FY17-18 42/2019 for FY 2018-19 and 29/2020 FOR FY 19-20, for FY 20-21 Cir.No.123/20 dated 13/04/2020 and FY2020-21 450/2020 dated 18/12/2020 US192 of IT ACT. 134/2021
26.	Computer Operator duties - under TBA .	Cir.No.281/1998
27.	Duties of Clerical Tellers Under FLEX	Cir.No. 385/2005 dt. 11.11.2005.

	CUBE SOFTWARE.	
28.	Duties and Responsibilities of cashiers	Refer CHAPTER VI(CASH DEPARTMENT) of Manual of Instructions -Miscellaneous Services. Further refer Latest Cir.No.440/2005 in this regard.
29.	Regarding Counterfeit banknotes	Cir.No.441 /2005. As per the Central Office Circulars branches have to sort the currency notes before effecting payments / replenishing ATMs / remitting to currency chests.
30.	Maintenance of secrecy of Password-PASSWORD RULES	Cir.No. 13/2004,14/2004,44/2004 AND 358/2005,51/2009,172/2011,506/2013
31.	Preparation and Maintenance of Vouchers.	Cir.No.363/2005.
32.	KYC (Know Your Customer) AML (Anti-Money Laundering) guidelines.	Cir.No.236/2005, 262/2005, 300/2005, 369/2005, 388/2005, 393/2005
33.	Settlement of Claims in respect of deceased depositors.	refer Manual of settlement of Claims vide 17/2010 dt.7.1.2010 AND 440/2020
34.	PAD become HRD w.e.f 10.2.2006	Cir.No.55/2006
35.	HR.COM w.e.f 10.02.2006	Cir.No. 61/2006
36.	Online Joining report.	70/2007
37.	ONLINE DIBURSEMENT AND CLOSURE OF STAFF LOANS	37. 387/2008 AND 78/2007
38.	online relieving order on account of transfer.	53/2007
39.	Avoid cell phone in office	415/2003,202/2007,37/2008,361/2008, 471/2010,172/2011,225,2013,506/2013
40.	e-attendance	278/2007, 49/2020 and 163/2020.
41.	educational allowance in hr.com	309/2007
42.	about hr.com	310/2007
43.	one time lump sum DC problem on 1.8.2007	379/2007
44.	Adhoc salary 10%	408/2007 (1.11.2007) & 519/2012 10% AND 448/2017 10% of Basic+DA as on 31.10.2017.
45.	Flexcube. Migration from 6 to 7 version	26.01.2008 14/2008.
46.	Canvassing for insurance and mutual funds in office	113/2008 and 438/2008
47.	LPC on line	144/2008
48.	cycle allowance on line.	261/2008
49.	on line survey by Right management.	378/2008
50.	USERID for flexcube.	13/2004 and 497/2008
51.	Jewels safety measures	79/2009
52.	LFC/HOSPITALISATION CLAIM PROCEDURE	136/2009

53.	for Request transfer application procedure.	158/2009 302/2010 for revised procedure through hr.com & 506/2013. Revised procedure for request transfer hrd.com 423/2015. 42/2022
54.	regarding A & L of staff called for.	175/2009
55.	stoppage of ex-gratia to certain branches.	210/2009
56.	personal use of IP and internet in office.	224/2009
57.	security guard appointment procedure.	234/2009, 327/2009
58.	officers in headquarter & Managers in office during business hours.	272/2009
59.	For joint custodian norms.	287/2009,397/2013,195/2014,475/2016 and 187/2017 IAD Circulars for Joint Custody: 160/1997,242/2000, 419/2002,150/2010,260/2010,475/2011,410/2012, 62/2014,195/2014, 204/2014 and 212/2015. HRD 72/2022.
60.	HRD GLs centralization	329/2009
61.	Casual labour empanelment.	374/2009
62.	Flex cube User Management System (FUMS.COM)	298/2010
63.	For performance incentive.	498/2011
64.	Bifurcation of PDD – PMD and OD (then renamed as OTSD)	415/2010
65.	Transfer of Documents pertaining to staff loans availed by the transferred employees.	444/2010
66.	Man Power Planning. Hr.com	455/2010
67.	About Punctuality	07/2011,472/2019
68.	For Security Vigil.	272/2011
69.	For quarterly test (111/2012 e-learning).	515/2011
70.	Training program.	594/2011
71.	TDS negligence.	131/2012
72.	For Re designation of officers scale I,II,III to AM,M,SM w.e.f 1.4.2012. and Renaming of officers.	148/2012 260/2018.
73.	Lump sum Compensation on various dates.	163/2012 Full day work on 7.4.2012 . 260/2012 lump sum, 113/2013 Spl. Clearing on 29,30,31 and 115/2013 full day work on 30.3.2013 Saturday. And 257/2013 and 123/2015. On 4 th april 2015 Saturday full working day cir.no.138/2015. On 6.12.2015 branches in Chennai,Kancheepuram, Tiruvalore and Cuddalore District due to flood working day refer cir.no.476/2015. Spl.Clearing on 30 th and 31 st March 2016 Cir.No.140/2016. Due to Demonetisation working day on 12 th & 13 th November 2016 Cir.No. 505/2016. Special clearing 30 & 31032017 124/2017.

74.	ID CARD new and wearing of ID CARD	240/2012 149/2014.
75.	Birthday Greeting to staff Rs.20/-	cir.no.401/89 dt.15.11.89 (PDD-150)
76.	Brief cases/Bags to Officers	311/2012 31.3.2012 and 460/2016 (VIP).
77.	No SOD to staff	379/2012 , 175/2009 and 230/81.
78.	Lease to officers Modifications.	424/2012, 497/2012 and 533/2016
79.	Letters to HRD/DO should be forwarded by BH	432/2012
80.	From 30 th September 2013 onwards no Holiday for Half year ending- working day declared on all 30 th September hereafter.	326/2013
81.	Wearing proper Dress by employees	(225/2013),506/2013.
82.	Weekly staff meeting and Daily Huddle & Review meeting	(71/2014), 196/2017.
83.	CDS-Implementation	2013-14 175/2014.188/2016 , 271/2016, 257/2019,261/2019, 73/2020,181/2020 ,148/2020 and 234/2020. BACK OFFICE 94/2021,244/2021 CDS revamp 331/2021,77/2022
84.	Sexual Harassment of women at work place	286/2014 dt.11.8.14 &27/2018. POSH 38/2021
85.	HRD.COM New People Soft (HCM) implemented	386/2014
86.	HRD.COM change of procedures.	417/2014.
87.	Clean Note Policy by RBI.	55/2010
88.	ESOS 2011 AND 2018	Cir.No.73/2013 423/2020 AND 419/2021
89.	One Increment for passing Diploma in Banking & Finance by IIB	(331/2015).
90.	Life Certificate from Pensioners	cir.no.484/2015 ,562/2016 ,476/2017 and 472/2018.
91.	Redesignation of Deputy Manager as Branch Operation Manager.	198/2016 and 361/2016.
92.	Centenary year Celebrations.	227,265,273,304 and 384/2016.
93.	FORM-16 in HRD.COM	254/2016 and 229/2017.
94.	Promotion of Executives-Policy change.	382/2016.
95.	TA Bill	Cir.No.184/1996,188/2011,433/2016 , 170/2017 and 390/2019.
96.	Medical Group Insurance covering Retired Employees	452/2016 AND 424/2017.
97.	Performance based Exgratia to Officers and Executives	213/2017.
98.	Formation of CBU	245/2017.
99.	HRD.COM – Launching of HRD-ASSIST	(177/2017)
100.	My Profile and Experience Certificate.	Cir.No.236/2017.
101.	FATCA Self Certification of PRAN-NPS.	(304/2017)
102.	Promotion of TWO GMs to CGM.	(323/2017)
103.	KVBWALL launched .	(324/2017).
104.	Laid Down ,Demitting and Assumption of charge by MD&CEO	375,376/2017. 107/2020 (31/03/2020). 29/07/2020 Cir.No.255/2020.
105.	CHANGE OF GROUP HEADS/CFO/CRO	395/2017,58/2019 ,139/2020 ,333/2020 AND 377/2020

106.	Issue of Shares under Employees reservation portion along with Rights Issue	413/2017 and 442/2017.
107.	Holiday for Grid CTC and CCO	Cir.No.15/2018 (OD). All the CCOs will not function for six days as given below: 1.January 26,2.August 15 3.October 2,4.Good Friday,5.Bakriid,6.Christmas. In addition to that six days for Holi and Ramzan Holiday for Mumbai CCO and for Diwali holiday for DELHI CCO.
108.	Holiday for RTGS/NEFT/NACH as per RBI	Cir.No.16/2018 (OD) total six days as follows 1.January 26,2.August 15 3.October 2,4.Good Friday,5.Bakriid,6.Christmas.(All India Level).
109.	Holiday declared for Annual / Half Yearly closing under NI ACT.	It is a deemed working day for bank employees. (as per BP settlement).
110.	Mentor	258/2018 (HRD).
111.	NOC on line	Refer Cir.No.341/2018.
112.	For Strike by Officers.	Refer Cir.No.529/2018
113.	For capacity building policy	Refer Cir.No.130/2019 ,165/2020,253/2021
114.	For Mandatory Leave	Refer Cir.No.154/2019 for Mandatory Leave 10, One full week,3 working days etc. 84/2020 dt.10/03/2020. 123/2021 ,35/2022
115.	About DSR /DSR branch incentive,Uearn V PAY etc.	Cir.No.229, 283, 412 / 2019,18/2020 ,190/2020 , 328/2020 and 387/2020.
116.	Promotion Circular for Officers	265/2019,145/2020,146/2020 and 193/2020.
117.	Promotion Policy change for officers	307/2019.
118.	Submission of statutory returns.	375/2019.
119.	About E-LEARNING Certification	377/2019.
120.	One month pay as salary advance to the employees not received the Adhoc.	409/2019.
121.	PIP for Officers/Executives	415/2019.
122.	E-Mail for Clerical employees	416/2019.
123.	Hereafter for attire allowance for officers, the office should make a claim in hrd.com before the end December every year and for Coffee and Tea reimbursement all the staff coming under Settlement and Joint Note should claim every month.	466/2019
124.	Revision of BRANCH HEAD allowance	70/2020.
125.	COVID19 – LOCKDOWN CIRCULARS (CORONA VIRUS)	94/2020 Dated 20/03/2020,98/2020 Dated 21/03/2020,136/2020 Dated 22/04/2020,144/2020 Dated 02/05/2020 , 219/2020 Dated 01/07/2020 ,146/2021(IBA),156/2021, 139/2021, 261/2021 (VACINATION) SOP SLBC 148/2021 and 24/2022.
126.	COVID-19- Financial Assistance to COVID affected employees,Monetary solace to the family members of the employees expired due to COVID19.	378/2020 DT.02/11/2020. Rs.10.00 lacs to the family and Rs.10000/- for all Positive cases and reimbursement of test cost and medical bill difference etc. Vaccine for COVID19 89/2021 AND sop 102/2021 EXTENTION OF BENEFITS 189/2021

127.	Marketing Allowance to Branch Sales Manager	312/2020 dated 19/09/2020
128.	Performance based North India transfer allow norms for Branch head and Officers	358/2020
129.	Fuel and Corporate attire allowance Norms	364/2020 dt.22.10.2020
130.	U respond V adapt	388/2020 dt.09/11/2020.
131.	SMARAN – CULTURAL SHOW VIRTUAL	407/2020 DT.24/11/2020. 10/2021
132.	Generic e main id for EXE/dept/offices etc.	413/2020 dt.27/11/2020.
133.	Bipartite Settlements Circulars	30/2021 dt.01/02/2021
134.	SAMADHAN	05/2021
135.	Annual Assessment Report (AAR)	67/2021,82/2022
136.	Course fees reimbursement	MBA 71/2021
137.	KVB Social Media	74/2021
138.	Promotion Circulars	76/2021,80/2021,83/2021
139.	Strike circulars	87/2021 (March 15&16 UFBU) 445/2021 UFBU
140.	JOB POSTING	95/2021
141.	BUDGET AND INCOME TAX RELATED	121/2021 FCD,136/2021,204/2021,139/2022
142.	KVB NETBANKING UPDATION	NOMINEE 111/2021,243/2021,TAX 21/2021
143.	Election time directions	OD72/2021,OD73/2021,OD92/2021,OD106/2021
144.	CBS	TWO FACTOR IT75/2021
145.	TDS as per IT ACT FY 2021-22	OD 33/2021,135/2022
146.	ROI for SB	PBLG 40/2021,142/2021,181/2021,230/2021
147.	ERROR_FREE AND NARRATIONS	271/2021 AND 275/2021
148.	KVB CREDIT CARD	284/2021 VISA EMV DR CARD 391/2021
149.	OMBUDSMAN	437/2021
150.	ELECTION HOLIDAY	65/2022,129/2021,328/2014 election permission.
151.	LEASE RENT CLAIM PROCEDURE	135/2021
152.	PAY FITMENT TO ALL EXE/OFF IBA	152/2021
153.	WISEFIN SOFTWARE	239/2021 TA BILL
154.	EMAIL REGARDING	390/2021
155.	LABOUR WELFARE FUND TN	438/2021 REVISED
156.	APPOINTMENT OF SSA	451/2021
157.	RATHNA	34/2022
158.	REFERRAL	91/2022
159.	DEPARTMENT RENAMED-CBV	150/2022
160.	CAUTION AGAINST RUMMY GAMES	194/2022
161.	MODIFICATION IN BSR FOR INCENTIVE	212/2022
162.	RESTRICTION CASH CRE/DEB IN GL	229/2022
163.	LOCKER OPERATION & AGREEMENT	230/2022
164.	EXGRATIA 2021 22	243/2022
165.	RESTRICTION CRE TO LOAN AC FR GL	263/2022
166.	TAMPER PROOF COVER FOR DEEDS	293/2022
167.	TAMPER PROOF COVER GUIDELINES	365/2022
168.	EMPLOYEES STOCK OPTION	386/2022
169.	INCREASE IN STAFFLOAN HSL AND AR	399/2022
170.	CIRCULAR TO ALL EMPLOYEES by HRD –not to fall prey to the rumours and about positive intent of the PIP .	401/2022 and 417/2022

171	SS TO CLK PROMOTION CIRCULAR	414/2022 FOR BASE 31/12/2021 & 31/12/2022
172	INCREASE LOCAL DEP AND AUTO FARE TO CSA/OA	56/2023
173	RS.2000 DENOMINATION BANKNOTES WITHDRAWAL FROM CIRCULATION OPERATIONAL GUIDELINES	141, 142/2023
174	CONCURRENT CHECKING PROCESS AUTOMATION AT ALL BRANCHES	196/2023
175	CASH DIFF [EXCESS/SHORTAGES]	198/2023
176	ELECTRIC VEHICLE LOAN TO IBA EMP	249/2023
177	SERIOUS PROCEDURAL LAPSS TRANSACTION BASE ON EMAIL	296/2023
178	PROMOTION CLERK TO OFFICER	316/2023
179	INCREASE OF REPAYMENT TENURE FOR PF REFUNDABLE LOAN	332/2023
180	GOLD LOAN ROLLOVER INSTRUCTION	225/2023
181	COMMON IRREGULARITES DURING INSPECTION/AUDIT	28/2024
182	JEWEL LOAN SAFETY AND PROCEDURE GUIDELINES	51/2024
183	GOLD LOAN JEWELBAG MOVEMENT	62/2024
184	WHISTLE BLOWER POLICY WBP/PDS PROTECTED DISCLOSURE SCHEME	69/2024
185	INCREASE NEWSPAPER AND COFFE	98/2024
186	IMPLEMENTATION OF 12TH BIPARTITE SETTLEMENT CHANGE IN DESIGNATION OF WORKMEN CADRE AND THEIR ROLES	108/2024
187	IMPLEMENTATION OF THE REVSION OF SALARY AND OTHER SERVICE CONDITIONS BASED ON 12TH BPs	145/2024 (revised salary from 01/04/2024) arrears from 01/11/2022. Refer settlement
188	GOLD LOAN ROLLOVER CLARIFICATION AND END USE VERIFICATION	193, 194 /2024
189	JEWEL LOAN PRECAUTIONS	208/2024
190	PROMOTION OA TO CSA BASE DATE 31/12/2023	202/2024
191	INTRODUCTION OF BEREAVEMENT LEAVE	244/2024
192	IMPLEMENTAION OF CENTRALIZED TOUR CLAIM EMC	248/2024
193	NPS OPTION ENABLED FOR EMPLOYEES TO SELECT PENSION FUND MANAGER AND ASSET ALLOCATION RATIO	259/2024
194	ISSUANCE OF DD/PO LAPSES IN THE FILED OF PURCHASER NAME, MOBILE NUMBER BENEFICIARY NAME AND AADHAAR NUMBER	281/2024

195	JEWEL LOAN PRUDENTIAL PRACTICE	312/2024
196	IMPLEMENTATION OF HALF DAY LEAVE	301/2024
197	PROMOTION CLERK TO OFFICER	368/2024 FOR 2024-25 BASE 31/12/2024
198	Exgratia 2023-24	158/2024 detailed circular