

BHIM

pnb *Saathi*

Volume I



An effort by PNB SC/ST Employees' Welfare Association,
Durgapur Zone,

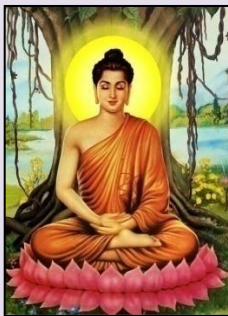


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- Debangshu Mondal
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- Sujit Mandal
- Debendu Biswas
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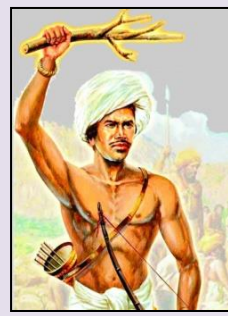
Website - <https://pnbscstewa.in>



Lord Buddha



Sant Ramdas



Birsa Munda



Savitribai Phule

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VOLUME – I

APRIL – 2022

(IN MEMORY OF DR. BHIMRAO AMBEDKAR)

(In Volume II - Contents are Loans, IT related matters, Holiday Home, Disciplinary Action, Circulars Gist & Misc items)

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1. MEDICAL AID

Cir: HRMD 495 dated 26th Mar, 2020

Medical aid to each officer @ **50 % of December month's Basic Pay** of previous year with a minimum of Rs. 8000/- per annum to Officers in JMG & MMG Scales and Rs. 9050/- per annum to Officers in SMG & TEG Scales on declaration basis. This can be carried forwarded for next three years. Thereafter it will lapse.

For award staff, the reimbursement of medical expenses under Medical Aid Scheme as per the provisions of Bi-Partite settlement will be restricted to an amount of Rs2355/- per annum.

2. HEALTH/ MEDICAL CHECK UP (Once in a Calendar Year)

To self and their spouse's health check up is provided to all the full time employees

Eligibility:

- All full time employees of the Bank and their Spouses with the age of 35 years and above.

Maximum Permissible Limit

SL. No	CADRE OF EMPLOYEE	LIMIT OF REIMBURSEMENT
1	Officers in Scale VIII	Rs 8000/-
2	Officers in Scale VI & VII	Rs 6000/-
3	Officers in Scale IV & V	Rs 4500/-
4	Officers upto Scale III	Rs 3500/-
5	Award Staff	Rs 3000/-

3. PURCHASE OF STATIONERY ITEMS LIKE FOUNTAIN PEN, BALL PEN, REFILLS ETC.

All the staff members are allowed to purchase stationery items for discharging official duties during the Calendar year upto a **total cost of Rs/-350 on undertaking basis through HRMS** only once during the calendar year.

4. FACILITY OF NEWSPAER/ MAGAZINE AT THE RESIDENCE OF EMPLOYEES

Scale/Cadre	Limit of Expenses (in Rupees per month)	Purchase/ Subscription of Newspaper/ Magazine
Scale VI & above	Rs. 600/-	For subscription to any Financial/ Commercial/ Other Newspaper/ Magazine
Scale IV & V	Rs. 450/-	For subscription to any Financial/ Commercial/ Other Newspaper/ Magazine
Scale II & III	Rs. 300/-	For subscription to any Financial/ Commercial/ Other Newspaper/ Magazine
Scale-I	Rs. 200/-	For purchase of News Paper
Clerical Staff	Rs. 175/-	
Subordinate Staff(including PTS)	Rs. 150/-	

The reimbursement is allowed on the strength of undertaking submitted by the employee in HRMS. Final reimbursement will be made centrally by HRMD on the last working day of the month.

5. REIMBURSEMENT OF ENTERTAINMENT EXPENSES

Scale	Annual Expenditure Limit (In Rs.)
MD & CEO	RS. 100000/-
Executive Directors	RS. 75000/-
Chief General Managers	RS. 50000/-
General Managers	RS. 37500/-
Dy. General Managers	RS. 19500/-
Assistant General Manager	RS. 12900/-
Scale – IV	RS. 12900/-
MMG Scale – III	RS. 12200/-
MMG Scale – II	RS. 11500/-
JMG Scale – I (officers with service of more than 7 years in the scale)	RS. 10800/-
JMG Scale – I (officers with service upto 7 years in the scale)	RS. 8600/-
Scale	Amount (per month)
Clerical Staff (including SA) & Subordinate Staff (including FTS)	650/-
Part Time Sweeper	On prorated basis

6. REIMBURSEMENT OF EXPENSES OF CLEANSING MATERIAL

Cadre	Amount (per quarter)
Officers in Scale VIII	Rs. 2000/-
Officers in Scale VII	Rs. 1500/-
Officers in Scale VI	Rs. 1200/-
Officers upto Scale-V, Clerical staff including Spl. Assistant & Subordinate Staff	Rs. 1000/-

****Reimbursement may be claimed on an undertaking basis through HRMS.****

7. CANTEEN SUBSIDY

The payment of **Canteen Subsidy @ Rs.100/- per employee per month** to be made to the Canteen Vendor. **HO debit the Staff Welfare Account centrally.**

8. LIMITS FOR PURCHASE OF BRIEFCASE BY OFFICERS

The facility of reimbursement of cost has been allowed towards purchase of **Briefcase/ Suitcase/ Handbag/ Travel Bag.**

Cadre	Ceiling (in Rupees) inclusive of all taxes
MD & CEO/ ED	Rs. 50000/-
Officers in Scale VIII	Rs. 30000/-
Officers in Scale – VI & VII	Rs. 25000/-
Officers in Scale – IV & V	Rs. 7000/-
Officers in Scale II – III	Rs. 3500/-
Dy. Manager/ Branch Head in JMG Scale-I	Rs. 2500/-

1. The facility is available once in three years for officers' upto Scale – V

Reimbursement may be claimed on declaration basis through HRMS

9. SCHOLARSHIP SCHEME

OBJECTIVE:

The objective of the scheme is to provide financial assistance to one talented child of the subordinate staff for graduation/ post graduation and to award/ offer staff for pursuing technical education subject to other terms and conditions as prescribed here.

- Reimbursement upto Rs. 4000/- will be made towards the actual expenditure incurred for payment of tuition fee, examination fee, deposits if any, not being refundable in nature (excluding hostel charges) to one son or one daughter of subordinate staff including permanent part – time employees.

MODE OF PAYMENT

All the applications should be sent to the Circle Office/ Zonal Office/ HRMD, HO as the case may be, on the prescribed application.

HRMD, HO will generate the report on monthly basis and **reimburse the scholarship amount by credit to the account of Staff members.**

10. POCKET EXPENSES TO STAFF MEMBERS FOR WORKING IN SHIFT DUTIES OR DURING EXTENDED WORKING HOURS.

Payment of out of pocket expenses is provided to the staff members for working in shift duties or during extended working hours.

PURPOSE

The staff members including officers (upto scale-III) and workmen employees working in shifts/ extended working hours need to be compensated for discomfort of working outside the normal working hours and for coming to office in early and/ or leaving in late and odd hours. Working in shift duties means such offices which have round the clock working and employees are required to work in shifts of 12 hours each. Likewise, working in the office where the staff members have to commence the work before 8.00 a.m. or the work continues after 8.00 p.m. will be treated as working during extended working hours.

For Officers employees upto Scale III

SHIFT	TIMING	ALLOWANCE
Morning Shift	06.00 A.M. to 1.00 P.M. or 07.00 A.M. to 3.00 P.M	Rs. 160 per day subject to maximum limit of Rs. 4800/- per month
Evening Shift	02.00 P.M. to 09.00 P.M. or 03.00 P.M. to 11.00 P.M.	Rs. 160 per day subject to maximum limit of Rs. 4800/- per month
Night Shift	11.00 P.M. to 07.00 A.M.	Rs. 380 per day subject to maximum limit of Rs. 8500/- per month

For Workmen Employees

Scale/Cadre	Amount to be paid (per day) in Rs.
Clerical	90
Sub-staff	60

11. REIMBURSEMENT OF EXPENSES ON TRAVEL TO THE OFFICER STAFF- LODGING EXPENSES (for T.A bill)

		Hotel Room Tariff		
	Eligibility to stay in ITDC Hotels	Major A Class cities	Area I	Other Places
Top Executive Grade- Scale VI, VII & VIII	4* Hotel	6800	3400	3000
Senior Management Grade- Scale IV & V	3* Hotel	4000	2400	2000
Middle Management Grade- Scale II & III	2* Hotel(Non-AC)	2400	1600	1200
Junior Management Grade- Scale-I	1* Hotel(Non-AC)	1600	1200	800

1. Major 'A' Class Cities:- Mumbai, Kolkata, Delhi, Chennai, Ahmedabad, Bangalore, Hyderabad, Pune & Surat.

2. Area – I Centers:-, Nagpur, Kanpur, Jaipur, Lucknow, Bishakapatnam, Patna, Vadodara, Kochi, Indore, Bhopal, Ludhiana, Coimbatore, Madurai, Agra, Varanasi.

12. HALTING ALLOWANCE TO OFFICERS JOINING AT NEW STATION ON PROMOTION AND OTHER ADMINISTRATIVE TRANSFERS

Cir: HRDD 846 dated 01st Jan, 2021

All Officers, regardless of the branch category will be entitled for **Halting Allowance up to 15 days**, on transfer to a new station, on promotion or on administrative grounds.

HALTING ALLOWANCE (W.E.F. 1.11.2020 - for T.A. BILL)

Grade/ Scales of Officers	Metro (Rs)	Major 'A' Class Cities (Rs)	Area I (Rs)	Other Places (Rs)
Officers in Scale VI & above	2700	1950	1650	1425
Officers in Scale IV & V above	2250	1950	1650	1425
Officers in Scale I/II/III	1950	1650	1425	1200

COMPENSATION ON TRANSFER (W.E.F. 1.11.2020 - LUMP SUM AMOUNTS)

Grade/ Scales of Officers	Rs/-
Officers in Scale IV and above	30,000
Officers in Scale I, II and III	25,000

13. RATES OF REIMBURSEMENT OF LOCAL CONVEYANCE TO OFFICERS UPTO SCALE-III

Scheme-A (Fix Monetary Limit) for maintenance/use of vehicle for official duty (P.M.):

		Metro cities(Rs.)	Area I(Rs.)	Area II (Rs.)	Area III (Rs.)
Car	Scale-III & above not provided with bank's car/vehicle	750	700	650	600
Car/ Two Wheeler	All incumbents in charge & other officers in Scale- I & II, all Scale-III officers not covered above	525	500	475	475

Scheme-B (Petrol Limit) per month for use of vehicle for official duty:

EMPLOYEES UPTO SCALE III

Type of Vehicle	Scale	Limits per month (Liters of Petrol)	Maintenance per month
Car	Scale III	95	Rs. 150/-
Car	Scale II	60	Rs. 150/-
Car	Dy. Manager/ Branch Head in Scale I	60	Rs. 150/-
2 wheeler	All Officers in scale- I other than incumbent in charge/ Dy. Manager who own car, Scale II &	40	Rs. 50/-

	Scale III not covered above		
	All other officers in scale I & not covered above	Limits per month (Liters of petrol)- All stations	
2 wheeler	SA	25	Nil
2 wheeler	Clerical	19	Nil
2 wheeler	Subordinate Staff including (on prorate basis)	12	Nil

	Limits per month (Liters of petrol)	
	Metro centres	Other Areas
Scale IV, having own car (litre/ month)	135	120
	Limit of reimbursement of Monthly consolidated amount (Rs.)	
Scale IV, not having own car	Rs. 2400/-	Rs. 1900/-

Monthly consolidated amount reimbursement to officers for local conveyance on Bank's duty who do not own a vehicle:

Scale/Cadre	Limit per month
Scale III	Rs.900/-
Scale II	Rs.750/
Scale I	Rs.575/
S.A	Rs.800/
Clerk	Rs.700/
Sub Staff including PTS (on pro rata basis)	Rs.600/

In case of newly recruited SWO-As / Substaff may avail this facility after 01 year from date of joining in Bank.

The newly promoted SWO-A from Sub staff may avail this facility from date of promotion in Clerical Cadre.

14. MEMENTO TO THE EMPLOYEES ON RETIREMENT AND ON VOLUNTARY RETIREMENT III

Cir: HRMD 495 dated 26th Mar, 2020

All staff members (Officers in all scales, Clerical staff and Subordinate Staff including Part time) on attaining the age of superannuation are eligible for memento of **Rs.10,000/- (inclusive of GST)**, contribution of the expenses by the bank towards organizing function for bestowing the Memento is payable **@ Rs.60/- per employee of that branch/ office.**

The amount of Expenditure incurred for presenting the memento and Bank's contribution towards farewell party is to be paid by debiting "Miscellaneous Expenditure HO Sanction"

15. SCHEME FOR GRANT OF SILVER JUBILEE AWARD TO THE EMPLOYEES (COMPLETION OF 25 YEARS OF SERVICE)

TERMS

- The cost of the award should not exceed **Rs. 10,000/.**
- Contribution of the expenses by the bank towards organizing function for bestowing the award will be **Rs.60/- per employee**
- A joint function may be held if there is more than one employee eligible for the Silver Jubilee Award and the expenses to organize the function, as mentioned above, may be debited to "Miscellaneous Expenditure (Silver Jubilee Award) HO Power."

16. PROVIDING IMMEDIATE RELIEF TO THE FAMILY OF THE EMPLOYEES WHO DIE WHILE IN SERVICE

Cir: HRMD 495 dated 26th Mar, 2020

The amount is to be debited to "Miscellaneous Expenditure-HO Sanction". The lump-sum amount is exclusive of any Ex-gratia payment considered by the Bank depending upon the merits and circumstances of the particular case.

Nature of Support

FINANCIAL SUPPORT FOR FUNERAL EXPENSES: Rs. 20,000/- (in cash) for the deceased employee

17. SCHEME TO PROVIDE FINANCIAL AID TO THE FAMILIES OF THE EMPLOYEES WHO DIE WHILE IN SERVICE OF THE BANK

Cir: HRMD 495 dated 26th Mar, 2020

Guidelines:

- The employee should have served the bank at least for a period of five years.

THE QUANTUM OF FINANCIAL AID TO BE PROVIDED TO THE FAMILY OF THE STAFF MEMBERS IS AS UNDER:-

Cadre	Financial Aid (In Rs.)
Officer	1,50,000/-
Clerical	80,000/-
Subordinate	50,000/-

SCHEME FOR CONSIDERATION OF EXTENDING FINANCIAL ASSISTANCE AS EX-GRATIA (LUMP-SUM) AMOUNT TO FAMILY OF EMPLOYEES WHO EXPIRE WHILE IN SERVICE.

Ex-Gratia is subject to the following ceilings:

- a. In case of Sub-staff : Rs.6.00 lakhs
- b. In case of Clerical Staff : Rs.7.00 lakhs
- c. In case of Officers Employees : Rs.8.00 lakhs

18. SCHEME FOR COMPASSIONATE APPOINTMENT TO A DEPENDENT FAMILY MEMBER OF A DECEASED EMPLOYEE/EMPLOYEE RETIRED ON MEDICAL GROUNDS

In order to bring an element of objectivity in assessment of proposal and to maintain uniformity and transparency in assessing the financial condition of a family, it is decided to set a standardized formula for assessing the financial condition of a family at minimum 60% of the last drawn gross salary (net of taxes) of the employee concerned.

OBJECTIVE OF THE SCHEME:

To enable family of a deceased employee /employee retired on medical grounds due to incapacitation before reaching the age of 55 years, tide over the sudden financial crisis.

COVERAGE

To a dependent family member of a permanent employee of the Bank who –

- Dies while in service (including death by suicide)
- Is retired on medical grounds due to incapacitation before reaching the age of 55 years. (Incapacitation is to be certified by a duly appointed Medical Board in a Government Medical College/Government District Head Quarter Hospitals/Panel of Doctors nominated by the Bank for the purpose).

DEPENDENT FAMILY MEMBER

- Spouse; or
- Wholly dependent son(including legally adopted son); or
- Wholly dependent daughter(including legally adopted daughter); or
- Wholly dependent brother or sister in the case of unmarried employee

19. PNB PARIVAR BHAVISHYA AROGYA YOJANA & OBC PARIVAR HEALTH CARE SCHEME.

Cir: HRMD 495 dated 26th Mar, 2020

The Punjab National Bank provided for a medical insurance cover for all employees with a life time coverage of upto Rs.50,000/- and had introduced by the bank as a welfare measure which would cover all regular employees of the Bank as on 01.05.2006. The benefit of this insurance cover comes into effect after the retirement of an employee.

The policy, inter-alia, provides that an employee can opt for additional medical cover and above the cover of Rs.50,000/- being provided by the Bank for upto Rs.4.50 lakh for self i.e. for total amount of Rs.5.00 lakh. Similarly medical insurance cover for upto Rs.5.00 lakh (In multiples of Rs.10,000/- beyond Rs.50,000/-) for each eligible family members can be obtained on payment, on the same term & conditions as being provided to the bank.

However the above policy was terminated w.e.f. 25.06.2014 and no new policies were issued after that.

20. IBA's GROUP MEDICAL INSURANCE POLICY/IES FOR ACTIVE AND RETIRED EMPLOYEES.

Cir: HRMD 495 dated 26th Mar, 2020

In all the three Banks i.e. PNB, OBC and UBI, IBA Group Medical Insurance Policy for active Employees has since been renewed from 01.10.2019 to 30.09.2020 and has been implemented with the same terms and conditions of the policy.

The policy is serviced by the same Insurance Company i.e. United India Insurance Company.

In all the three Banks i.e. PNB, OBC and UBI, following IBA's Group Medical Insurance Policies for Retirees have since been renewed from 01.11.2019 to 31.10.2020:-

- **Without Domiciliary Policy**
- **With Domiciliary Policy**
- **Super Top Up Policy**

21. PNB HOSPITALIZATION CONTRIBUTORY BENEFIT SCHEME FOR RETIRED EMPLOYEES

Cir: HRMD 495 dated 26th Mar, 2020

“PNB Hospitalisation Contributory Benefit Scheme for Retired Employees” under the Staff Welfare Fund covers the retired employees both officers and workmen and the existing members of the scheme. The funds for running the scheme come from Staff Welfare Fund as well as by way of One Time subscription of Rs. 5000/- by retiring employees in the amalgamated entity.

21. A – RAKSHA HEALTH INSURANCE TPA PVT LTD

15/5, Mathura Road, Faridabad, Haryana – 121003

E-mail – crcm@rakshatpa.com

Website – <https://www.rakshatpa.com>

Contact No – 0129 – 3501420

22. RESIDENTIAL SFF GUIDELINES

Bank is providing Residential SFF items to staff members as per the scale which is revised from time to time keeping in view the rising prices. Present residential SFF limits are:

SCALE	LIMIT exclusive of GST(Rs.)
I Officer	1,75,000/-
I Dy. Manager	1,75,000/-
II Manager	2,00,000/-
III Sr. Manager	2,25,000/-
IV Chief Manager	2,30,000/- + 1 AC (upto Rs.35,000/-)*
V Asstt. Gen. Manager	2,60,000/- + 1 AC (upto Rs.35,000/-)*
VI Dy. Gen. Manager	3,45,000/- + 1 AC (upto Rs.35,000/-)*
VII General Manager	4,80,000/- + 2 ACs (each upto Rs.35,000/-)*
VIII Chief General Manager	6,00,000/- + 2 ACs (each upto Rs.35,000/-)*

23. REPAIR OF AVAILED ITEMS

Cir: HRMD 495 dated 26th Mar, 2020

Need based repairs of residential furniture (except electronic/ electrical items) may be done after every 3 years as per the following limits:-

Name of SFF Item	Max. % of original Purchase Value Booked (Exclusive of GST)
Sofa, Dinning Chair, Puffy etc. which need upholstery	40
Bed, Table, Diwan etc.	30
Steel Furniture	10

24. PERMISSIBLE SFF ITEMS FOR ALL OFFICERS

S.No	NAME OF ITEM	Life spam (yrs)	S.No	NAME OF ITEMS	Life spam (yrs)
1	Steel Almirah	20	27	Easy Chair	10
2	Bed (wooden)	10	28	Curtains	04
3	Bed Mattress	05	29	Computer Table	10
4	Dining Table	10	30	Computer Chair	10
5	Dining Chairs	10	31	Water	07

				Filter/Purifier/ RO System	
6	Centre Table	10	32	Crockery Stand	10
7	Sofa Set	10	33	Microwave oven	07
8	Bed-side Table	10	34	Refrigerator	07
9	Dressing Table	10	35	AC (Window/Split with stabilizer)	07
10	Dressing Stool	10	36	Food Processor/Mixer Grinder	07
11	Study Table	10	37	Oil Filled Heater	07
12	Study Chair	10	38	TV Set	07
13	Dewan	10	39	Morning Walker	07
14	Carpet	04	40	Treadmill	07
15	Ceiling Fan	07	41	Kitchen Chimney Hub	07
16	Geyser	07	42	Air Purifier	07
17	Heat Convector	07	43	Exercise Cycle/Cycle/Sports Cycle	10
18	Desert Cooler	07	44	Air Fryer	07
19	Folding Cots	10	45	Cooking Range	07
20	Telephone Table	10	46	Dish Washer	07
21	Book Case	10	47	Foot Massager	07
22	Vacuum Cleaner	07	48	Electric Toaster	07
23	Exhaust Fan	07	49	Hand Blender	07
24	Washing Machine	07	50	Home Theatre	07
25	Generator Set	07	51	Sewing Machine	10
26	Inverter + Battery with trolley	07			

25. POLICY FOR TELEPHONE (LANDLINE)/ MOBILE PHONE/ INTERNET SERVICE PROVIDER-MOBILE HANDSET

Cir: HRMD 495 dated 26th Mar, 2020

Limit for mobile handset and combined limit for mobile/ landline & Internet Services-

SR NO	CADRE	Total Combined limit for Mobile, Landline & Internet Services excluding GST per month
1	SCALE VIII	UNLIMITED
2	SCALE VII	UNLIMITED
3	SCALE VI	6000 (Incumbent) 5000 (OTHERS)
4	SCALE V	3500 (Incumbent) 3000 (OTHERS)
5	SCALE IV	2500 (Incumbent) 2000 (OTHERS)
6	SCALE III	1500 (Incumbent) 1000 (OTHERS)
7	SCALE II	1300 (Incumbent) 800 (OTHERS)
8	SCALE I	1200 (Incumbent) 700 (OTHERS)

26. REIMBURSEMENT OF UNIFORM (SUMMER AND WINTER) BILLS, SHOES & LIVERIES

Cir: HRMD 495 dated 26th Mar, 2020

The purchase of Uniform (Winter/Summer), Shoes & Liveries and claim from the respective offices, is allowed on the basis of production of Bill including GST. The limit of amount for purchasing Summer/Winter uniform, Shoes & Liveries as under:

Particulars		Amount (in Rupees) per set	Nos. Of Sets	Frequency
Summer Uniform	Armed Guard	1502.00	3	Once in two years
	Other than Armed	1113.65	3	Once in two years

	Guard			
Winter Uniform	Armed Guard	3157.00	1	Once in three years
	Other than Armed Guard	3001.35	1	Once in three years
Winter Uniform for Hill Stations	Armed Guard	3157.00	1	Once in a years
	Other than Armed Guard	3001.35	1	Once in a years
Shoes		1000	1	Once in two years
Turban		The Cloth amount of Rs.300/-		Once in two years
Socks (woollen & Cotton)		Rs.75/-		Once in two years
Caps		Rs.50/-		Once in two years
Leather Belt		Rs.120/		Once in two years
Leather Pouch for ammunition to Armed Guard		Rs.50/-		Once in two years

THE STITCHING CHARGES OF SUMMER UNIFORM MENTIONED AS UNDER

Particulars	Amount (in Rupees)
Stitching charges for Armed guards	Rs. 550/-
Stitching charges for other than Armed guards	Rs. 500/-

THE STITCHING CHARGES OF WINTER UNIFORM MENTIONED AS UNDER

Particulars	Amount (in Rupees)
Stitching charges for all subordinate staff	Rs. 1650/-

27. HRMS NAVIGATIONS

SN	Module	Navigation
1	HRMS Password	<ul style="list-style-type: none"> • Navigator-- People Tools—Security-- User Profiles - - Branch U Profile
2	Leave (Through Employee Self Service)	<ul style="list-style-type: none"> • To Add New Request: Home Page—Absence management—Absence Request; • To View Submitted Request: Home Page—Absence management—View Requests; • To View Leave Balances: Home Page—Absence management—Absence Balances;
3	To view/Cancel employee's leave request(Having Manager Self Service related roles)	<ul style="list-style-type: none"> • To view request: Navigator—Manager Self-Service—Leave Management—Absence Event—Enter PF No. & Search • To cancel request: Navigator—Manager Self-Service—Leave Management—Cancel Approved Leave—Enter PF No. & click on 'Add a new Value'—Select duration--Submit
4	Pensioner's related entry	<ul style="list-style-type: none"> • Manager Self Service—Pension Management
5	Officiating	<ul style="list-style-type: none"> • Manager Self Service—Assign Officiating Pay BO/CO
6	Bonus	<ul style="list-style-type: none"> • Manager Self Service—Bonus
7	Transfer	<ul style="list-style-type: none"> • Self Service—Transfer—Request for Transfer— • Manager self Service—Transfers—Submit Request for Transfer • Workforce Administration—Transfer—Relieving/Reporting
8	LFC	<ul style="list-style-type: none"> • Self Service—Leave for Concessions/TADA—LFC Encashment
9	Overtime	<ul style="list-style-type: none"> • Manager self Service--Overtime
10	Comp-Off	<ul style="list-style-type: none"> • To Apply: Self Service—Staff Welfare—Working on Sunday/Holiday
11	Strike Data	<ul style="list-style-type: none"> • Manager self Service—Attendance Register
12	Charge Taking	<ul style="list-style-type: none"> • Manager Self Service—Charge Taking Report
13	Power of Attorney	<ul style="list-style-type: none"> • To apply through employee level: Self Service—Proposal for grant of GPA; • To apply through Manager Level: Manager Self Service-Proposal for grant of GPA; • To verify: Workforce Administration—GBPA details—GBPA details
14	Mandatory Leave	<ul style="list-style-type: none"> • Workforce Administration—Sensitive / Mandatory Leave—Record Mandatory Leave
15	Sensitive Post	<ul style="list-style-type: none"> • Workforce Administration—Sensitive / Mandatory Leave—Sensitive Position Marking

16	Attendance	<ul style="list-style-type: none"> For Branch: Manager Self Service—Attendance – Attendance Register
17	Asset and Liabilities	<ul style="list-style-type: none"> Self Service Asset & Liabilities
18	PAF	<ul style="list-style-type: none"> Self Service—PAF—APAR Submission
19	Tax Declaration	<ul style="list-style-type: none"> Through Employee Level: Self Service—Payroll and Compensation—Tax Saving Declaration IND—Click on “Show all Chapters”—(Enter details) Save & Submit To Verify (Through Manager Level): Global Payroll & Absence Mgmt—Payee Data—Taxes—Maintain Tax Declaration IND—Enter PF No.(Search)—(Enter investment details) Click on Verify
20	Updation of Loan Deduction	<ul style="list-style-type: none"> Global Payroll & Absence Mgm—Payee Data—Assign Earnings & Deduction—Element Assignment by Payee—Enter PF No.(Search)—Add New Assignment (Enter Begin date/Element Type/Element Name/Amount—Click on ‘OK’--Save
21	To add Staff Loan Deduction	<ul style="list-style-type: none"> Global Payroll & Absence Mgm—Payee Data—Net Pay/Recipient Elections—Add Deduction Recipients—Enter PF No.(Search)—Click on ‘+’ icon—Select Element Name/Enter Effective date/Enter Account Number--Save
22	To update salary Account	<ul style="list-style-type: none"> Workforce Administration—Personal Information—Biographical—Maintain Bank Accounts—Click on ‘+’ icon—Select Account Type/Enter Account number--Save
23	To Change employee’s Photo	<ul style="list-style-type: none"> Workforce Administration—Personal Information—Citizenship—Identification data—Click on “Correct History” then click on ‘+’ icon—Upload Photo—Save
24	Release Increment	<ul style="list-style-type: none"> Manager Self Service – Release Increment.
25	Stagnation	<ul style="list-style-type: none"> Workforce Administration> Stagnation Details> Add a new value> Enter Employee ID> Click on ADD
26	Officiating Allowance	<ul style="list-style-type: none"> Entry at BO/CO level: Manager Self Service – Assign Officiating Pay BO/CO

28. LEAVE RULES FOR WORKMEN STAFF

CASUAL LEAVE:

1. An employee shall be entitled to casual leave up to a maximum of 12 days in each calendar year provided that not more than 4 days may be taken continuously and provided that holidays and Sundays may not be combined

with such leave in such a way as to increase the absence at any one time beyond six days but if extended beyond these limits it shall be treated as privilege leave in respect of the entire period. Casual leave may not be granted in combination with any other leave.

2. Holidays and weekly offs falling within the period of casual leave will not be treated as a part of casual leave.

PRIVILEGE LEAVE:

1. The amount of privilege leave earned, which shall on substantive pay, shall be one month for completed service of 11 months. Privilege leave accruing to an employee shall be allowed to be accumulated up to a maximum of 240 days. The workmen will be eligible to avail of such leave only after the completion of 11 months of service.

2. If leave applied for by an employee has been refused, such employee will be entitled to accumulative leave in excess of the maximum 240 days prescribed until such time when the bank is in a position to grant him leave.

3. A workman at the time of his retirement, or his heir, in the event of his death would be entitled to encash the accumulated privilege leave up to the maximum of 240 days.

On resignation of a workman employee, 50% of PL accrued on his leave account (Maximum 120 days) be encashed.

SICK LEAVE:

1. An employee shall be granted sick leave at the rate of one month for each year of service subject to a maximum of 18 months during his entire service, provided that where an employee has put in a service of over 24 years, he shall be eligible to additional sick leave at the rate of one month for each year of service in excess of 24 years, subject to a maximum of three months of such additional sick leave.

Note: Sick Leave will be granted on pro-rata basis during the first year of service.

EXTRAORDINARY LEAVE:

1. Extraordinary leave may be granted to an employee when no ordinary leave is due to him. Except in exceptional circumstances the duration of extraordinary leave shall not exceed 3 months on any one occasion and 12 months during the entire period of an employee's service.

2. No pay and allowances are admissible during the period of extraordinary leave and the period spent on such leave shall not count for increments;

MATERNITY LEAVE:

1. 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.

SPECIAL LEAVE:

1. Special leave will be allowed to certain employees for attending meetings and conferences of trade unions of bank employees upto 21 days in a calendar year.

2. Central Committee Members of All India Workmen Unions/ Associations upto 17 days in a calendar year.

3. Office bearers of the Executive Committee of the State or Regional Level Units of All India Workmen Union/ Associations upto 7 days in a calendar year.

SPECIAL LEAVE IN CERTAIN CASES

Leave for giving evidence in civil/ criminal departmental enquiry

Leave to Blood Donors

The workman who donate blood to a "Recognized" "Blood Bank" are treated on special leave for that day, subject to production of satisfactory proof.

Leave to workman sustaining injury on duty

Leave to workman injured while resisting/ apprehending/ dacoits/ robbers/ terrorists

Special leave for sports

Special leave for Mountaineering/ Trekking Expeditions

The competent Authority for sanctioning the Special leave for Sports, Artists and Mountaineering/ Trekking Expedition is Dy. General Manager (Personnel Administration Division), Head Office, New Delhi.

QUARATNINE LEAVE

LEAVE PREPARATORY TO RETIREMENT

29. LEAVE RULES RELATING TO OFFICER STAFF

Cir: PAD 03/2014 dated 31st Jan 2014

KINDS OF LEAVE

CASUAL LEAVE:

1. An Officer shall be eligible for Casual Leave on full emoluments for 12 working days in a year provided that not more than four days casual leave may be availed of at any one time.
2. Public Holidays and weekly off days falling within the period of sanctioned Casual Leave will not be treated as a part of casual leave.
3. Public Holidays and weekly off day may be prefixed or suffixed to Casual Leave.
4. Casual Leave extended beyond 4 days shall be treated as Privilege Leave, Sick Leave or extraordinary Leave, as the case may be, for the entire period at the discretion of the Competent Authority.
5. Casual Leave shall not be granted in combination with any kind of leave.

PRIVILEGE LEAVE:

1. An Officer shall be eligible for privilege leave computed at one day for every 11 days of service on duty provided that at the commencement of service no privilege leave may be availed of before completion of 11 months of service on duty.
2. On and from 1.1.1990, privilege leave may be accumulated up to not more than 240 days except where leave has been applied for and it has been refused.
3. Though there is no provision in the Regulation for restricting the sanction of Privilege Leave to 3 times in any year. Privilege leave shall normally not be sanctioned beyond 3 times in a calendar year, however in exceptional circumstances, the Competent Authority may consider sanctioning Privilege Leave beyond 3 times.

SICK LEAVE:

1. An officer shall be eligible for 30 days of sick leave for each completed year of service subject to a maximum of 18 months during the entire service. Such leave can be accumulated up to 540 days during the entire service and may be availed of only on production of medical certificate

2. An officer has put in a service of 24 years, he shall be eligible to additional sick leave at the rate of one month for each year of service in excess of 24 years subject to a maximum of three months of additional sick leave.

MATERNITY LEAVE:

Leave up to a period of 6 months at a time may be granted by way of Maternity leave including in respect of postnatal period. In special/ exceptional cases, Maternity leave may be granted up to 6 months at the time of miscarriage or abortion or medical termination of pregnancy only on one occasion. However not more than 12 months of such leave shall be available during the entire period of service of the officer.

Leave may also be granted once during service to a childless female employee for legally adopting a child who is below one year of age till the child reaches the age of one year, subject to a maximum period of two months on the following terms & conditions:

- Leave will be granted for adoption of only one child
- The adoption of child should be through a proper legal process and the employee should produce the adoption deed to the bank for sanctioning such leave.

On and from 01.05.2010

a) Maternity Leave, which shall be on substantive pay, shall be granted to a female employee for a not exceeding 6 months on any one occasion and 12 months during the entire period of her service.

b) Within the overall period of 12 months, leave may also be granted in case of miscarriage/abortion/MTP.

c) Within the overall period of 12 months, leave may also be granted in case of hysterectomy up to a maximum of 45 days.

EXTRAORDINARY LEAVE (EOL)

An officer is eligible for extraordinary leave on loss of pay for not more than 360 days during the entire period of service. Such leave may not be availed of except for sufficient reasons for more than 90 days at a time.

SPECIAL LEAVE

An officer may be granted special casual leave and any special leave as may be decided by the Board in accordance with the guidelines of the Government.

SPECIAL LEAVE IN CERTAIN CASES

- Leave for giving evidence in civil/ criminal departmental enquiry
- Leave to Blood Donors

The workman who donate blood to a “Recognized” “Blood Bank” are treated on special leave for that day, subject to production of satisfactory proof.

- Special Leave for sports
- Special leave to Artists
- Special leave for Mountaineering/ Trekking Expeditions
- Special leave for defending another officer in an enquiry
- Grant of special Casual Leave to the Differently Abled Employees

Special leave to Office Bearers of All India Officers Organization

Special Leave will be allowed to certain representatives of Officers Association for attending meeting and conference of their Organization as per the following limits:

i)	Office Bearers of the All India Bank Officers Confederation/All India Bank Officers Association/ Indian National Bank Officers Congress	Upto 21 days in a calendar year.
ii)	Central Committee members of All India Banks Officers Confederation/ All India Banks Officers Association/ Indian National Bank Officers Congress.	Upto 17 days in a calendar year.
iii)	Office Bearers of the Executive Committee of the State or Regional Organization, affiliated to the All India Banks Officers Confederation/ All India Banks Officers Association/Indian National Bank Officers Congress.	Upto 7 days in a calendar year.
iv)	Central Executive members of AIPNBOA	
	General Secretary	Upto 21 days in a calendar year.
	Chairman, President, Working President,	Upto 14 days in a

	Treasurer, Sub-treasurer	calendar year.
	Identified Organising Secretary(Totalling 2), Vice President(Totalling 1), Asstt. General Secretary(Totalling 2)	Upto 7 days in a calendar year.
v)	Circle President & Circle Secretary of AIPNBOA (Circle level Bodies including HO Zone)	Upto 7 days in a calendar year.

GENERAL

The pro rata credit of the Proivilege Leave earned by the officer till the date of availment may be allowed in the following ircumstances:-

- a) Self-marriage.
- b) Sickness of the Officer duly supported by an acceptable medical certificate.
- c) Deaths of near relative, i.e. father, mother, spouse, child, etc.

30. BEREAVEMENT LEAVE/ DECEASED LEAVE IN THE BANK

Cir: HRMD 495 dated 26th Mar, 2020

1. Maximum Period of leave will be 7 days for each instance.
2. The same may be availed within 15 days from the date of death of the family Member (as defined under).
3. The expression “family” for the purpose of Bereavement Leave will include following members, irrespective of their being dependent or not:
 - Spouse of the employee.
 - Children of the employee.
 - Brothers/ Sisters of the employee
 - Parents of the employee
 - Parents-in-law of the employee

31. SABBATICAL LEAVE SCHEME FOR WOMEN EMPLOYEES OF BANK TO MEET THEIR SPECIAL PROBLEMS DURING THEIR CAREER

Cir: HRMD 495 dated 26th Mar, 2020

OBJECTIVE

A scheme for women employees to meet their special problems during their career.

ELIGIBILITY

The employee applying for leave should have put in a **minimum of 5 years of service.**

PURPOSE OF SABBATICAL LEAVE

Eligible and willing employees can request for Sabbatical Leave for any purpose like medical grounds, care of family members or children, higher studies, visit spouse etc.

PERIOD OF LEAVE

- The period of Sabbatical Leave will be maximum of 2 years during their entire career.
- The leave is to be taken for a period of at least 3 months at a time and the leave cannot be taken more than once in a year

32. REG.: SALARY REVISION FOR OFFICERS

Cir: HRDD 846 01st Jan 2021

Main features of the salary revision are

- **Dearness Allowance:** On and from 01.11.2017, Dearness Allowance shall be payable for every rise or fall of four points over 6352 points in the quarterly average of the All India Average Working Class Consumer Price Index (General) Base 1960=100 at 0.07% of Pay.
- **Location Allowance** (Non-CCA Centres) (w.e.f. 01.11.2017): Effective 01.11.2017 a fixed allowance of Rs.700/- p.m. is payable to all Officers posted in areas other than the areas that are eligible for CCA. This fixed allowance shall not be reckoned for payment of DA, superannuation benefits, viz, pension including NPS, PF and Gratuity.
- **Learning Allowance:** with effect from 01.11.2017, Officers shall be paid Learning Allowance of Rs.600/- together with applicable Dearness Allowance thereon.

33. SARALY REVISION – RELEASE OF STAGNATION INCREMENTS

Cir: HRMD 589/2021 dated 17th Aug 2021

A. For Workmen / XI BPS

- From 01-11-2021, both clerical and subordinate staff are eligible for 9 stagnation increments.
- Each Stagnation increment shall be of Rs. 1990/- and Rs. 1000/- for clerical staff and subordinate staff respectively at a frequency of 2 years.

- Clerical/ Subordinate staff already in receipt of 8 stagnation increments shall be eligible for the 9th stagnation increment from 1st November, 2017 or two years after receiving the eighth stagnation increment, whichever is later.
- The advancement of Stagnation Increment in lieu of passing JAIIB/CAIIB/Graduation after reaching the maximum of the scale be dealt in the following manner:

Qualification Acquired	Present Step	Release of stagnation Increment
JAIIB	20 th	Have completed more than 01 year at 20 th step, Stagnation Increment will be released from the date of passing of JAIIB and subsequent instalment of PQP will be released with reference to the date of release of earlier PQP(S).
		Have not completed 01 year at 20 th step, Stagnation Increment will be released after one year of reaching the maximum (20 th step) and PQP1 will be released from the date of passing of JAIIB and subsequent instalment of PQP will be released with reference to the date of release of PQP1.
	Stagnation	Have completed more than 01 year at Stagnation, next stagnation Increment will be released from the date of passing of JAIIB.
		Have not completed 01 year at Stagnation, next stagnation Increment will be released after one year from the date of release of last stagnation increment.
CAIIB/ Graduation	19 th	Next Increment will be released from the date of passing of CAIIB/ Graduation along with release of first instalment of PQP and subsequent instalment of PQP will be released (as applicable) with reference to the date of release of PQP1.
	20 th / Stagnation	Next Stagnation Increment will be released from the date of passing of CAIIB/ Graduation.

B. For Officers/ Joint Note

Officers in JMG Scale I who have moved to scale of pay for MMG Scale II after reaching maximum of higher scale and have received 4 stagnation increments shall receive the 5th stagnation increment of Rs.2220/-, two years after receiving the 4th stagnation increment or w.e.f. 01.11.2017 whichever is later.

34. ADJUSTMENT OF EMOLUMENTS OF WORKMEN IN THE REVISED SCALES OF PAY UNDER THE 11TH BI-PARTITE SETTLEMENT

Cir: HRMD 535/21 dated 01st Jan 2021

The provisions of the award/settlements which have not been amended/modified or superseded by the Settlement shall continue to remain in force. The salient features of the settlement are:

- **Dearness Allowance:** On and from 01.11.2017, Dearness Allowance shall be payable for every rise or fall of four points over 6352 points in the quarterly average of the All India Average Working Class Consumer Price Index (General) Base 1960=100 at 0.07% of Pay.
- All employees belonging to sub-ordinate cadre shall be eligible for one extra increment for passing JAIIB and two increments for passing CAIIB examination w.e.f 01.11.2017

BONUS

- Certain workmen shall be drawing salary/wages more than Rs.21,000/- p.m. from 01.11.2017 on account of revision of salary under this settlement. They will be, therefore, not eligible for bonus from the date of their salary/wages exceeding Rs.21,000/- p.m.

35. HALTING ALLOWANCE (W.E.F. 01.06.2015)

(Ref: HRDD Cir. No. 367 dt. 02.01.2002)

The Halting Allowance shall be admissible as under:

- a. For less than 4 hours absence from Headquarters : No halting allowance.
 - b. For 4 consecutive hours or more but less than 8 hours' absence from HQ : ½ Halting allowance.
 - c. For 8 consecutive hours or more absence from Headquarters : Full halting allowance.
- ❖ If the stay outside the head Quarters exceeds 24 hours there is no minimum period laid down for granting second day's halting allowance. For illustration, an officer who leaves headquarters on 1st November at 19:20 hrs and returns on 2nd November at 20:30 hrs. He shall be eligible to two days halting allowance.

HALTING ALLOWANCE DURING JOURNEY PERIODS:

The place of visit or place of transfer should be taken as the basis for determining the rate of Halting Allowance admissible to an officer irrespective of the rate applicable at the area of his Headquarters. An Officer is required to **visit more than one place** during the tour and makes a **halt for 8 hours or more** or **stays overnight at an intermediate place of visit**, he shall be eligible for payment of halting allowance

HALTING ALLOWANCE FOR RURAL BRANCHES:

(Ref: HRDD Cir No. 367 dated 02.01.2007)

In case of Officers posted in rural areas who are required to travel beyond Panchayat limit of the village, they shall be entitled to TA/ Halting Allowance as per bank rules. However in cases where the Panchayat comprises of many villages, is spread over a vast area and the Officers are required to travel long distances for various purposes like recovery, BC letter collection etc. The Officers may be allowed separate local conveyance only for travel beyond 8 Kms. From the office within the Panchayat area.

HALTING ALLOWANCE FOR FAMILY HEAD QUARTERS:

(Ref: HRDD Cir No. 367 dated 02.01.2007)

No Diem Allowance is payable to officers who visit their family headquarters on official duty. However in terms of rules, now officers are allowed to keep their families at the place of their choice. Such officers shall be entitled to Diem Allowance for their official visit to the place where they are allowed to keep their families.

HALTING ALLOWANCE DURING TRAINING:

(Ref: HRDD Cir No. 367 dated 02.01.2007)

Officers who are deputed for training at residential training centres where free lodging and boarding facilities are provided and are required to stay overnight in the training centres, even though such deputation is within the officers' headquarters, they will be eligible to ¼th of the fixed admissible Halting Allowance.

The period involved after relieving from the training centres till reaching the permanent place of posting is:

- ❖ Less than 4 hours, no halting allowance is allowed.
- ❖ Between 4-8 hours, halting allowance at ½ of the rate will be allowed.
- ❖ More than 8 hours, full day's halting allowance will be allowed.

36. SPECIAL PAY/ ALLOWANCE FOR CLERICAL AND SUBORDINATE STAFF

Cir: HRMD 535 date 01.01.2021 Pg-40

For Clerical Staff (w.e.f 1.11.2017)

Sr. No.	Post	Special Pay/ Allowance (Rs.)
1.	Single Window Operator 'B'	1250
2.	Head Cashier – II	1940
3.	Special Assistant	2920

For Subordinate Staff (w.e.f 1.11.2017)

Sr. No.	Post	Special Pay/ Allowance (Rs.)
1.	Armed Guard	590
2.	Daftary	850
3.	Head Peon	1120
4.	Driver	3590

37. DUTY HOURS OF WORK FOR SECURITY GUARD, DRIVERS ETC

Cir: HRMD 535 date 01.01.2021 Pg-29

Sr. No.	Category of Employee (<u>Security Guard, Drivers etc</u>)	Hours of work per day from Monday to Saturday
1	Employees other than members of the Subordinate Staff	6 ½ hours
2	Members of the Subordinate staff (Other than Drivers and Watch and Ward Staff)	7 hours
3	Watch and Ward Staff	8 hours
4	Drivers	7 ½ hours

**“Be Educated, Be Organized and Be Agitated” : Dr. Baba Saheb
Amberkar**

SPACE FOR AMENDMENTS

PNB SC STE.W.A Durgapur Zone

“We must stand on our own feet and fight as best as we can for our rights. So carry on your agitation and organize your forces. Power and prestige will come to you through struggle”

“Cultivation of mind should be the ultimate aim of human existence”

“If you believe in living a respectable life, you believe in self-help which is the best help”

“A great man is different from an eminent one in that he is ready to be the servant of the society.”

-B.R.Ambedkar

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