

## 1. Applicability

- 1.1. These rules shall apply to all Officers on the permanent rolls of the IPPB only. This will also include Officers on Probation appointed against permanent posts.
- 1.2. Officers appointed/ engaged on contract shall be governed as per the terms and condition mentioned in the contract with IPPB.
- 1.3. Officers on deputation/ lien to the Bank shall be governed as per the terms of their deputation/ lien to IPPB.

## 2. Definitions

- 2.1. In these rules, unless there is anything repugnant to the subject or context:
  - 2.1.1. "Bank" means India Post Payments Bank;
  - 2.1.2. "Board" means the Board of the Bank;
  - 2.1.3. "Competent Authority" means the authority who is empowered by the Management of the Bank by an order to discharge functions or use the powers specified in the rule or order;
  - 2.1.4. "Emoluments" means the basic pay, stagnation increment, dearness allowance, fixed personal pay and special allowance;
  - 2.1.5. "Government" means the Government of India;
  - 2.1.6. "Managing Director" means the CEO/ Managing Director of the Bank;
  - 2.1.7. "Management" means the Board and the CEO/ Managing Director and includes such individuals or group of individuals as may be defined by the Board;
  - 2.1.8. "Officer" means a person fitted into or promoted to or appointed to any of the grades specified in Clause 3 of the Service Rules;
  - 2.1.9. "Pay" means basic pay including stagnation increments;
  - 2.1.10. "Bipartite Settlement" means settlement signed between Indian Banks' Association and All India Bank Officers' Confederation for pay revision;
  - 2.1.11. "Calendar year" means the period commencing from the 1st day of January of a year and ending on the 31st day of December of the same year;
  - 2.1.12. "Performance pay" means annual payment made to an Officer based on the annual performance of the Bank and the performance of the Officer.
  - 2.1.13. "Family" means Officer's spouse, wholly dependent unmarried children (including step children and legally adopted children), wholly dependent physically and mentally challenged brother/ sister with 40% or more disability, widowed daughters and dependent divorced/ separated daughters, sisters including unmarried/ divorced/ abandoned or separated from husband/ widowed sisters and also parents ordinarily residing with and wholly dependent on the Officer;

- 2.1.14. The term wholly dependent family member shall mean such member of the family having a monthly income not exceeding ₹ 12,000/- pm. If the income of one of the parents exceeds ₹ 12,000/- pm or the aggregate income of both the parents exceeds ₹12,000/- pm, both the parents shall not be considered as wholly dependent on the Officer;
- 2.1.15. An employee may include his/her natural parents or parents – in – law under the definition of family, but not both, provided that the parents/parents – in – law are wholly dependent on him/her.
- 2.1.16. “Major ‘A’ category city” means cities/ places with population more than 45 lacs;
- 2.1.17. “‘A’ category city” means places with population over 12 lacs and below 45 lacs;
- 2.1.18. “‘B’ category city” means places with population over 5 lacs and below 12 lacs;

### 3. Grade structure and scale of pay

3.1. Following is the grade structure for the Bank:

#	Grade	Scale	Designation
1	Top Executive Grade	Scale VII	Chief General Manager
2			General Manager
3		Scale VI	Deputy General Manager
4	Senior Management Grade	Scale V	Assistant General Manager
5		Scale IV	Chief Manager
6	Middle Management Grade	Scale III	Senior Manager
7		Scale II	Manager
8	Junior Management Grade	Scale I	Assistant Manager/ Officer

## 3.2 Scale of Pay

3.2.1 The pay-scales for the Officers of the Bank are as provided below:

Scale	Pay Scales
Scale VII	116120-3220(4)-129000
Scale VI	104240-2970(4)-116120
Scale V	89890-2500(2)-94890-2730(2)-100350
Scale IV	76010-2220(4)-84890-2500(2)-89890
Scale III	63840-1990(5)-73790-2220(2)-78230
Scale II	48170-1740(1)-49910-1990(10)-69810
Scale I	36000-1490(7)-46430-1740(2)-49910-1990(7)-63840

## 4. Increments

4.1 Annual increment:

- 4.1.1 Officers shall draw annual increment as defined in their respective pay- scales.
- 4.1.2 Increment falling due on any day of the month will become due on the very first day of the month.
- 4.1.3 Qualifying service of one year for increment will include duty/ periods of leave with allowances, and will exclude extraordinary leave on loss of pay and suspension period.

4.2 Stagnation increment

- 4.2.1. Officers in **Scale I** who have moved to scale of pay for Scale II after reaching maximum of the higher scale shall be eligible for five stagnation increments for every two completed years of service of which first two shall be ₹1990/- each and next two shall be ₹2220/- each. The fifth stagnation increment of ₹2220/- will be released two years after the receipt of fourth stagnation increment or w.e.f. 01.11.2017 whichever is later.
- 4.2.2. Officers in **Scale II** who have moved to scale of pay for MMG Scale III after reaching maximum of higher scale shall be eligible for five stagnation increments. First four stagnation increment of ₹2220/- will be released after every two completed years of service after reaching maximum on the higher scale. The fifth stagnation increment of ₹2220/- will be released two years after the receipt of fourth stagnation increment or w.e.f. 01.11.2017 whichever is later.
- 4.2.3. Officers in substantive **Scale III** i.e. those who are recruited in or promoted to Scale III shall be eligible for six stagnation increments. First four stagnation increment of ₹2220/- will be released after every two completed years of service. The fifth stagnation increment of ₹2500/- will be released two years after the receipt of fourth stagnation increment. The sixth stagnation increment

of ₹2500/- will be released two years after the receipt of fifth stagnation increment or w.e.f. 01.11.2017, whichever is later

4.2.4. Officers in **Scale IV** shall be eligible for one stagnation increment of ₹2500 /-two years after reaching maximum scale of pay. These officers will also be eligible for one additional stagnation increment ₹2730 after two years of receipt of first stagnation increment or w.e.f. 01.11.2017, whichever is later.

4.2.5. Officers in **Scale V** shall be eligible for one stagnation increment of ₹2970/- two years after reaching the maximum of scale or w.e.f. 01.11.2020, whichever is later.

## 5. Pay fixation

On promotion, pay fixation will be done by granting one notional increment equal to the increment being drawn by the Officer in the pay-scale before such promotion, and pay fixed in the promoted pay-scale in the available stage.

**6. Probation and Confirmation:** Unless otherwise provided in the terms of appointment or any other agreement or award, the following rules shall govern the probation and confirmation of an Officer:

6.1. All Officers on first appointment in the service of the Bank on the basis of an open selection, including Officers appointed to a higher grade, shall be placed on probation for a period of one year, during which their performance will be monitored with a view to determining their suitability for confirmation against the permanent post.

6.2. The following categories of Officers shall be exempted from the requirement of probation:

6.2.1. Officers of Government and Semi-Government organisations who join initially on deputation/ Foreign Service for a period prior to their permanent absorption in the service of the Bank.

6.2.2. Officers of Government and Semi-Government organisations who are entitled to retain lien in the previous posts as per rules of the said organizations, provided they surrender their lien on the service of the previous employer.

6.3. An Officer who is on deputation/ Foreign Service or an Officer who retains lien on the service of the previous employer shall be deemed to be confirmed as a permanent Officer with effect from the date he/ she surrenders his/ her lien on the service of the previous employer.

6.4. The period of probation may be extended at the discretion of the Competent Authority, but will not be extended by more than one year save for exceptional reasons to be recorded in writing.

6.5. Unless exempted under these rules, every Officer appointed in the Bank's service will be issued a formal order of confirmation on satisfactory completion of probationary period or the extended period of probation, as may be applicable. The Officer will be deemed to be on probation until so

confirmed in writing.

- 6.6. An order relating to confirmation or extension of probation will normally be communicated within one month from the date of completion of the probationary period or extended period of probation. Non-compliance with this stipulation will not, however, result in automatic confirmation of the Officer.
  - 6.7. An Officer shall be confirmed in the service of the Bank, if, in the opinion of the Competent Authority, the Officer has satisfactorily completed the training in any institution to which the Officer may have been deputed for training, and the in-service training in the Bank.
  - 6.8. If during the probationary period or extended period of probation, the performance, progress and general conduct of the Officer are not found satisfactory or up to the standard required for the post, his/ her services are liable to be terminated at any time by giving such notice or payment of emoluments in lieu thereof without assigning any reason provided hereinafter. In case of a promotee from the Bank's service, he/ she may be reverted to the grade from which he/ she was promoted.
- 7. Training:** Employees are liable to undergo training/ induction/ refresher courses for a defined period as may be prescribed by the Management from time to time. Training in the Bank shall be governed by the guidelines prescribed in the Training and Development Policy of the Bank.

## **8. Seniority**

- 8.1. Each year, the Bank shall prepare a list of Officers in its service showing their names in the order of their seniority on an all-India basis and containing such other particulars as the Bank may determine. A copy of such list shall be kept at every branch or office of the Bank or shall be made available on Intranet.
- 8.2. Seniority of an Officer in a scale shall be reckoned with reference to the date of his/ her appointment in that scale. Where there are two or more Officers of the same length of service in that scale, their inter-se-seniority shall be reckoned with reference to their seniority in the immediately preceding scale or the previous cadre to which they belonged in the Bank's service. Where two or more Officers have the same length of service in such preceding scale or such previous cadre, their seniority shall be determined with reference to their seniority in the immediately preceding scale as the case may be.
  - 8.2.1. Government Officers and/ or Officers working in Public Enterprises, whose services are opted by the Bank on deputation, shall be deemed to be direct recruits for the purpose of determination of their seniority in the Bank. Seniority, in this case, shall be determined from the date of appointment by the authority who has approved their appointment.
- 8.3. Subject to the provision of these rules.
  - 8.3.1. The inter-se-seniority of Officers directly recruited in a batch to any grade or scale shall be reckoned with reference to the rank allotted to them at the time of such recruitment.

- 8.3.2. If Officers are recruited under the general category and reserved category the seniority inter-se amongst the candidates who join on the same date shall be determined in accordance with the marks obtained by such candidates without adding notional marks for the reserved candidates.
- 8.3.3. If, however, two or more categories of Officers such as Officers in IT function and Officers in Sales function join on the same date and if there is no system of maintaining separate seniority list for the different categories of Officers, seniority in the common seniority list shall be determined on the basis of their date of birth.
- 8.3.4. In the case of an Officer whose probation has been extended, his/ her seniority shall be reckoned just below all the Officers, if any, recruited or promoted in the same batch along with him/ her.

## **9. Age of Retirement**

- 9.1. The age of retirement of an Officer shall be as determined by the Board in accordance with the guidelines issued by the Government from time to time. The current age of retirement is 60 years.
- 9.2. Management may, at its discretion, on review by the Special Committee(s), retire, if it is of the opinion that it is in the public interest, an Officer at any time after the completion of 55 years of age or at any time after the completion of 30 years of total service as an Officer or otherwise whichever is earlier.

Provided further that before retiring an Officer, at least three months' notice in writing or an amount equivalent to three months substantive emoluments, shall be given to such Officer.

Provided further that an Officer aggrieved by the order of the Competent Authority, as provided in these rules may within one month of the passing of the order, give in writing, a representation to the Board against the decision of Competent Authority, and on receipt of such representation from the concerned Officer, the Board shall consider his/ her representation and take a decision within a period of three months. Where the Board decides that the order passed by the Competent Authority is not justified, the concerned Officer shall be reinstated as though the Competent Authority has not passed the order.

Provided also that nothing in these rules shall be deemed to preclude an Officer from retiring earlier pursuant to the option exercised by him/ her in accordance with the rules of the Bank.

- 9.3. An Officer will retire on the last day of the month in which he/ she completes his/ her age of retirement.

Provided that an Officer whose date of birth is on the first day of the month, shall retire from the service on the afternoon of the last day of the preceding month on attaining the age of retirement.

- 9.4. The Management shall constitute Special Committee(s) consisting of not less than three members, to review whether an Officer should be retired in accordance with the aforementioned provisions to these rules. Such Committee/ Committees shall, from time to time, review the case of each Officer and no order of retirement shall be made unless the Special Committee/ Special Committees recommends in writing to the Competent Authority the retirement of the Officer.

9.5. No employee shall be granted extension in service beyond 60 years.

## **10. Termination of Service**

- 10.1. Subject to Clause 6.8 of Service Rules, where the Bank is satisfied that the performance of an Officer is unsatisfactory or inadequate or there is a bonafide suspicion about his/ her integrity or his/ her retention in the Bank's service would be prejudicial to the interests of the Bank and where it is not possible or expedient to proceed against him/ her as per the disciplinary procedure, the Bank may terminate his/ her services on giving him/ her three months' notice or emoluments in lieu thereof.
- 10.2. Order of termination under these rules shall not be made unless such Officer has been given a reasonable opportunity of making a representation to the Management against the proposed order. The decision to terminate the services of an Officer under Clause 10.1 of Service Rules will be taken only by the Management.
- 10.3. The Officer shall be entitled to appeal against any order passed under these rules by preferring an appeal within 15 days of the order to the Board of the Bank. If the appeal is allowed the order under these rules shall stand cancelled.
- 10.4. Where an Officer whose services have been terminated and who has been paid an amount of three months' emoluments in lieu of notice and on appeal, his/ her termination is cancelled, the amount paid to him/ her in lieu of notice shall be adjusted against the salary that he/ she would have earned, had his/ her services not been terminated and he/ she shall continue in the Bank's employment on same terms and conditions as if the order of termination had not been passed at all.
- 10.5. An Officer whose services are terminated under these rules above shall be paid Gratuity, Provident Fund including employer's contribution and all other dues that may be admissible to him/ her as per rules notwithstanding the years of service rendered.
- 10.6. An Officer shall not leave or discontinue his/ her service in the Bank without first giving a notice in writing of his/ her intention to leave or discontinue his/ her service or resign. The period of notice required shall be 3 months and notice shall be submitted to the Competent Authority as prescribed in these rules. Provided further that the Competent Authority may reduce the period of 3 months or remit the requirement of notice.
- 10.7. An Officer against whom disciplinary proceedings are pending shall not leave/ discontinue or resign from his/ her service in the Bank without the prior approval in writing of Competent Authority and any notice or resignation given by such an Officer before or during the disciplinary proceedings

shall not take effect unless it is accepted by the Competent Authority.

- 10.8. Disciplinary proceedings shall be deemed to be pending against any Officer for the purpose of these rules if he/ she has been placed under suspension or any notice has been issued to him/ her to show-cause why disciplinary proceedings shall not be instituted against him/ her and will be deemed to be pending until final orders are passed by the Competent Authority.
- 10.9. The Officer against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he/ she was in service until the proceedings are concluded and final order is passed in respect thereof. The concerned Officer will not receive any pay and/ or allowance after the date of superannuation. He/ she will also not be entitled for the payment of terminal benefits till the proceedings are completed and final order is passed thereon except his/ her contribution to EPF/NPS.

## 11. Allowances

- 11.1. Dearness Allowance: 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.
- 11.2. House Rent Allowance:

<b>Classification of place</b>	<b>Rate</b>
Major "A" category cities	9 % of Pay
'A' category cities	8% of Pay
All Other places	7% of Pay

Provided that, if an Officer produces a rent receipt, the HRA payable to him/ her shall be the actual rent paid by him/ her for the residential accommodation in excess over 0.50% of Pay in the first stage of the scale of pay in which he/ she is placed with a maximum of 150% of the HRA payable as per the aforesaid rates mentioned in the table above.

The claims of Officers for HRA linked to the cost of their ownership accommodation shall also be restricted to 150% of HRA as hitherto.



11.3. Leased accommodation in lieu of HRA:

11.3.1. Leased accommodation is provided to Officers on lease basis with following ceiling (all figures are in ₹):

Scale	Mumbai	Delhi	Major A (other than Mumbai & Delhi)	A category	B Category	Other places
Scale VII	79,500	74,500	50,000	35,000	27,000	20,000
Scale VI	74,500	64,500	40,000	30,000	20,000	17,000
Scale V	49,500	39,500	29,000	23,000	16,000	13,000
Scale IV	39,500	32,500	26,000	21,000	14,000	12,000
Scale III	34,500	29,500	23,000	18,000	12,000	11,000
Scale II	32,500	27,000	21,000	16,000	11,000	9,000
Scale I	29,500	26,500	20,000	15,000	10,000	8,000

11.3.2. Rent recovery for the company leased accommodation shall be as under:

Recovery	Rate
House rent recovery/ standard rent at firststage	0.50 % of Pay

11.4. Special Allowance

11.4.1. The Officer shall be paid Special Allowance as under:

Scale	Special Allowance
Scale VII	20% of Basic Pay + applicable Dearness Allowance thereon
Scale VI	
Scale V	19% of Basic Pay + applicable Dearness Allowance thereon
Scale IV	
Scale III	16.4% of Basic Pay + applicable Dearness Allowance thereon
Scale II	
Scale I	

11.4.2. The special allowance with applicable DA thereon shall not be reckoned for retirement benefits, viz. PF and Gratuity.

11.5. Fixed Personal Pay

11.5.1. Fixed personal pay shall be paid as under:

<b>Scale</b>	<b>Fixed Personal Pay (₹ per month)</b>
Scale VII	3306
Scale VI	3049
Scale V	2803
Scale IV	2566
Scale III	2279
Scale II	2043
Scale I	

11.6. City Compensatory Allowance

11.6.1. The Officers shall be paid City Compensatory Allowance as per their posting locations as under:

<b>Area</b>	<b>Maximum Amount</b>
Places in A category (incl. major A) and in the State of Goa	₹ 1400/- per month
Places with population of five lakhs and over and State Capitals and Chandigarh, Puducherry and Port Blair	₹ 1150/- per month

11.7. Location Allowance for Non- CCA Centres:

W.e.f. 01.11.2017 a fixed allowance of ₹700/- p.m. is payable to all officers posted in areas other than that are eligible for CCA. This allowance is not eligible for DA, Superannuation benefits viz Pension, PF/NPS, Gratuity, etc.

11.8. A bouquet of allowances equal to 50% of basic pay will be reimbursed/ paid as a part of salary. The total amount should not exceed the maximum ceiling of 50% of basic pay. Typical bouquet of allowances will include some or all of the following, and prevalent Income Tax rules shall be applicable:

- Newspaper/ magazine allowance
- Petrol (not applicable for Scale VI and Scale VII Officers)
- Club membership
- Leave travel concession
- Furniture and fixture

- Medical allowance (Out Patient)
- House cleaning allowance and casual labor
- Children education allowance
- Entertainment allowance

Note 1: The bouquet of allowances for CGM in Scale VII shall be equal to 60% of basic pay.

Note 2: Officers in Scale VI and Scale VII shall be entitled to office vehicle with driver.

11.9. Location/ Duty specific allowance: Following location/ duty specific allowances shall be paid as per Settlement:

- Special Area Allowance
- Project Area Compensatory Allowance
- Mid Academic Year Transfer Allowance
- Deputation Allowance
- Hill & Fuel Allowance
- Split duty allowance

11.10. Learning Allowance:

W.e.f. 01.11.2017 Officers shall be paid Learning Allowance of ₹600/- together with applicable DA thereon.

## **12. Performance Pay**

12.1. Officer in the Bank will be entitled to performance pay as per the policy of the Bank decided by the Management of the Bank from time to time.

## **13. Hospitalization Expenses**

13.1. Officers will be covered in the group medical insurance scheme subscribed to the Bank having the following features

13.1.1. The scheme will cover the following:

- Officer and spouse
- Dependent children
- Widowed Daughter and dependent divorced / separated daughters, sisters including unmarried / divorced / abandoned or separated from husband/ widowed sisters
- Physically and mentally challenged Brother / Sister with 40% or more disability
- Dependent Parents (either dependent parents or parents-in-law will be covered as dependent)
- Physically challenged children of Officers to be defined as dependents irrespective of age or marital status, subject to income criteria.

- 13.1.2. The sum assured for hospitalization and domiciliary treatment coverage shall be ₹ 4,00,000 (four lacs) per annum.
- 13.1.3. In addition, Bank will take a floater cover for critical illness of an appropriate amount to cover medical expenses of Officers on account of critical illness which otherwise could not be met out of the Officer's insurance cover.

#### **14. Medical check-up scheme**

14.1. Officers aged 35 years and above and their spouse are eligible for medical checkup once in 2 years by the Bank. Maximum amount reimbursable for medical checkup shall be ₹ 5,000/- per head.

14.2. Tests covered:

Following tests are covered under the scheme and are required to be conducted within a period of 10 days.

- (1) General Check-up by a Physician
- (2) Lab test – Urine, Stool, blood haemoglobin, Total Count, Differential Count, RBC Count, RBC Count, Blood Indices, Blood Morphology, ESR, Blood group, Fasting Blood Sugar, Post Glucose Blood Sugar, S. Creatinine, BUN, Blood Cholesterol, Triglycerides, etc.
- (3) Investigative Test – X-Ray-Chest, ECG
- (4) Ophthalmology – Eye Test and Dental Checkup
- (5) Gyne Test
- (6) Lipid Profile
- (7) TSH (TFT)
- (8) SGOT & SGPT (LFT)
- (9) Ultra sound whole Abdomen
- (10) Alkaline Phosphates, Urea, Uric Acid, TMT, ECO
- (11) Spirometry
- (12) PAP Smear Electrolytes, Calcium, Phosphorus
- (13) Mammography
- (14) Vitamin D & Vitamin B-12, C : Reactive Protein
- (15) Pulmonary Function Test
- (16) Treadmill Test(TMT with resting ECG/2D Echo
- (17) Kidney (Renal) Profile
- (18) Liver Function Test
- (19) Thyroid Profile/TFT (T3, T4, TSH)
- (20) Total Calcium

Eligible Officers/spouses may get the prescribed tests done at hospitals at their own cost at approved rates. Thereafter, request for reimbursement of costs may be raised in the HRMS of the Bank along with:

- (i) Original bill/receipt in respect of the medical health checkup.
- (ii) Certificate from the hospital containing list of tests conducted.

Other Terms:

- (i) Reimbursement is meant for complete medical checkup and individual tests are not eligible for reimbursement.
- (ii) No special leave/travelling allowance is permissible.
- (iii) Bed charges, if any are to be covered within maximum permissible limit.

## **15. Group Personal Accident Insurance**

- 15.1. The Bank shall insure Officers under the Group Personal Accident Insurance to cover them against disablement/ death on account of accidents whether during duty or outside duty.
- 15.2. The maximum insurance cover for all Officers will be ₹10,00,000.

## **16. Terminal Benefits**

### **16.1. Provident Fund**

- 16.1.1. Employer Contribution: The contribution payable by the Bank shall be at the rate of 12% (or any other rate as may be prescribed by the EPFO in future) of the monthly emoluments to each Officer who is eligible for membership of the Fund.
- 16.1.2. Employee Contribution: Officer shall contribute at the rate of 12% of monthly emolument. The Officer can pay at a higher rate and in such case Bank is not under any obligation to pay at such higher rate.
- 16.1.3. Employee Deposit Linked Insurance Scheme (EDLI): The contribution to EDLI shall be 0.5% of monthly emolument, subject to a maximum of ₹ 75 per month. The maximum coverage under EDLI is ₹ 7 Lakhs.

### **16.2. National Pension Scheme (NPS)**

- 16.2.1. Employee Contribution: 10% of pay plus Dearness Allowance.
- 16.2.2. Employer Contribution: 14% of pay plus Dearness Allowance with effect from 11<sup>th</sup> November 2020.

### **16.3. Payment of Gratuity under “The Payment of Gratuity Act, 1972”**

- 16.3.1. Gratuity shall be payable to an Officer on the termination of his/ her employment after he/ she has rendered continuous service for not less than five years
  - 16.3.1.1. On his/ her superannuation or
  - 16.3.1.2. On his/ her resignation, retirement or termination of his/ her service
  - 16.3.1.3. On his/ her death or disablement due to accident or disease.

- 16.3.2. Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any Officer is due to death or disablement.
- 16.3.3. Provided further that in the case of death of the Officer, gratuity payable to him/ her shall be paid to his/ her nominee, or if no nomination has been made, to his/ her legal heirs.
- 16.3.4. The length of service shall be calculated as the total period from the day of initial appointment in the bank (on scale wages or otherwise) to the day of cessation of the bank's service. Quantum of gratuity payable under the Gratuity Act is 15 days wages based on the rate of wages last drawn, for each completed year of service or part thereof, in excess of 6 months, subject to maximum of 40 times 15 days emoluments or Rs.20.00 lakhs, whichever is less.
- 16.3.5. In case of death of an Officer, amount of gratuity will be admissible as calculated above or as worked out below, which ever be more.

<b>Period of Continuous Service</b>	<b>Amount of gratuity</b>
Up to 1 Year	4 times 15 days emoluments
More than 1 Year up to 5 years	12 times 15 days emoluments
More than 5 Years but up to 20 years	24 times 15 days emoluments
More than 20 years	Half month's emoluments for each completed half year of service subject to a maximum of 66 times 15 days emoluments. Provided however the amount of gratuity shall in no case exceed ₹20 lakhs

- 16.4. The amount of gratuity equal to fifteen days emoluments shall be computed in the following manner:

$$15 \text{ Days Emoluments} = \frac{\text{Monthly Emoluments}}{26} \times 15$$

- 16.4.1. Gratuity payable to an Officer shall be managed in the Bank by taking group gratuity scheme from an insurance company.
- 16.4.2. Forfeiture of Gratuity: The gratuity can be forfeited under the following circumstances:
- 16.4.2.1. The gratuity of an Officer, whose services have been terminated for any act of willful

omission or negligence causing any damage or loss to, or destruction of property belonging to the Company shall be forfeited to the extent of the damage or loss so caused.

16.4.2.2. The gratuity payable to an Officer shall be wholly forfeited

- If the services of such Officer have been terminated for his/ her riotous or disorderly conduct or any other act of violence on his/ her part, or
- If services of such Officer have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by him/ her in the course of his/ her employment.

16.5. Scheme of Payment of one time Ex-gratia to the family of deceased officer in lieu of appointment on compassionate grounds.

Bank has implemented the scheme of payment of one time Ex-gratia of ₹ 10 lacs to the family of deceased officer in lieu of appointment on compassionate grounds as per scheme eligibility and subject to other terms and conditions.

16.6. Group Term Life Insurance Scheme

All officers of the Bank would be life insured for a sum of ₹30,00,000/- (Rs. Thirty lacs Only) per employee.

## **17. Loan for the Purchase of Conveyance:**

17.1. The Bank may grant to an Officer confirmed in the Bank's service loans for the purchase of a motor car or other conveyance, as per the conveyance advance rules as applicable to Officers of Government of India.

## **18. Loan for Purchase of Houses:**

18.1. The Bank may grant to an Officer confirmed in the Bank's service, a loan for the purchase of land, for construction of a house, flat or apartment or for extension or renovation of a house, flat or apartment, as applicable to Officers of Government.

## **19. Leave**

19.1. Kinds of Leave: Subject to the grant of leave being determined by the exigencies of service, an Officer shall be eligible for the following kinds of leave:

- Casual leave
- Privilege leave
- Sick leave

- Special sick leave
- Maternity leave
- Paternity leave
- Extraordinary leave on loss of pay
- Special Casual leave and Special leave

## 19.2. Casual Leave

- 19.2.1. An Officer shall be eligible for casual leave on full emoluments for 12 working days in a calendar year provided that not more than 4 days casual leave may be availed of at any one time.
- 19.2.2. Casual leave not availed of in the year 2017 or in any subsequent years shall lapse in the following five years.
- 19.2.3. On and from 01.11.2020, although the availment of unavailed casual leave (UCL) by the officers in the following years shall continue to be permitted only on medical grounds, production of medical certificate need not, henceforth, be insisted upon in case the period of such unavailed casual leave at a stretch not exceeding four days.

## 19.3. Privilege Leave

- 19.3.1. 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.
- 19.3.2. An Officer on privilege leave shall be entitled to full emoluments for the period of leave.
- 19.3.3. The period of privilege leave to which an Officer is entitled at any time shall be the period which he/ she has earned, less the period of leave availed of.
- 19.3.4. Privilege leave accruing to an Officer shall be allowed to be accumulated beyond 240 days up to a maximum of 270 days. However, encashment of privilege leave shall be restricted up to a maximum of 240 days.
- 19.3.5. An Officer desiring to avail of privilege leave shall ordinarily give not less than one month's notice of his/ her intention to avail of such leave.
- 19.3.6. Privilege Leave can be encashed once in a year to the extent of 80% of the leave balance in the account of the Officer.
- 19.3.7. 100% of privilege leave balance can be encashed on last drawn emoluments at the time of separation from service on account of resignation, retirement and death.

## 19.4. Sick Leave:

- 19.4.1. 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 by a medical practitioner acceptable to the Bank or at the Bank's discretion nominated by it at its cost.

- 19.4.2. In respect of the period of sick leave an Officer shall be eligible to receive one half of the full emoluments. Provided that if an Officer so desires, the Bank may permit him/ her to draw full emoluments in respect of any portion of the sick leave granted to him/ her twice the amount of such period on full emoluments being debited against sick leave account.
- 19.4.3. The Bank may require any Officer desiring to resume duty on the expiry of sick leave, to produce medical certificate saying that he/ she is fit for duty.
- 19.4.4. An Officer upon completion of 30 years of service, shall be eligible for further additional sick leave of 3 months at the rate of one month for each year of service in excess of 30 years, subject to a maximum of 720 days in entire service.
- 19.4.5. Women Officers can avail sick leave for the sickness of their children of 8 years and below subject to production of medical certificate.

19.5. Special Sick Leave: Special Sick Leave up to 30 days may be granted to an Officer once during his/ her entire period of service for donation of kidney/ organ.

19.6. Maternity Leave:

- 19.6.1. Maternity leave, which shall be on full pay, shall be granted to a female Officer for a period not exceeding 6 months on any one occasion and 12 months during the entire period of her service.

Note: (i) in case of delivery of twins, the period of Maternity Leave shall be 8 months.

(ii) Maternity Leave may be availed combining with any other kind of leave except casual leave.

- 19.6.2. Within the overall period of 12 months, leave may also be granted in case of miscarriage/ abortion/ MTP.
- 19.6.3. Within the overall period of 12 months, leave may also be granted in case of hospitalization on account of the following gynecological ailments/treatments upto a maximum of 30 days.
  - AUB (Abnormal uterine bleeding)
  - Ovarian Tumor
  - Tubectomy/ Tubectomy reversed
  - Post-Partum Depression
  - Post-Partum Haemorrhage (PPH)
  - Acute Pelvic Inflammatory Disease (Acute PID)

- Dysfunction Uterine Bleeding; Dysfunction (DUB)

*Note: Leave may be granted in case of hysterectomy upto a maximum of 60 days.*

In the case of Officers who have availed and exhausted Maternity Leave of 12 months, leave of 15 days shall be sanctioned over and above the same, subject to production of Medical Certificate.

19.6.4. Leave may also be granted once during service to a childless female Officer 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:

19.6.4.1. Leave will be granted for adoption of only one child.

19.6.4.2. 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.

19.6.4.3. The leave shall also be available to biological mother in cases where the child is born through surrogacy.

19.6.4.4. The leave shall be availed within overall entitlement of 12 months during the entire period of service.

19.6.5. Maternity leave will also be regulated by the provisions under Maternity Benefit Act, 1961.

19.7. Paternity Leave: Male Officers 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 shall be applied up to 15 days before or up to 6 months from the date of delivery of the child.

Note: Paternity Leave as above shall be allowed to employees with upto two surviving children for legally adopting a child who is below one year of age.

19.8. Extraordinary Leave on loss of pay: An Officer shall be 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 on any one occasion (upto 4 months in extreme medical circumstances) provided that in very special circumstances, the Competent Authority may grant extraordinary leave on loss of pay to an Officer up to a total period of 720 days.

19.9. Special Casual leave and 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 of India.

- 19.9.1. With effect from 01/11/2020, Special Casual Leave may be granted to an employee on occasions when the branch where the employee is working or the place where the employee is residing is affected by curfew, riots, prohibitory orders, natural calamities, floods, etc.
- 19.9.2. With effect from 01/11/2020, 4 days Special Casual Leave shall be granted to all physically/orthopedically handicapped employees each year.
- 19.10. Lapse of Leave: All leave to the credit of an Officer shall lapse on resignation, retirement, death, dismissal or termination for any reason except casual leave which will lapse at the end of the year and privilege leave which will be encashable at the time of resignation, retirement and death, subject to the limits specified.
- 19.11. Recall for Duty: An Officer on leave may be recalled to duty by the Competent Authority whenever the Bank deems fit to do so but if the Officer is at that time out of station, he/ she shall be eligible to be paid the actual expenses incurred by him/ her and the members of his/ her family for coming back to the station and if the Officer and the members of his/ her family go back to the same station from which he/ she was called for the return journey also.
- 19.12. Furnishing the Leave Address to the Bank: An Officer who has been sanctioned leave and leaves his/ her place of duty shall furnish to the Bank, the address at which he/ she can be contacted while out of station.

## 20. Reimbursement of Expenses on Travel

### 20.1. Mode of Travel & Expenses on domestic Travel

#### 20.1.1. The mode of travel for all scales is as under:

#	Scale	Mode of Travel
1	Scale VII	<ul style="list-style-type: none"> <li>By train AC 1st class or by air (economy class).</li> <li>By car between places not connected by air or rail, provided the distance does not exceed 500 kms oneway.</li> <li>When a major part of the distance between the two places can be covered by air or rail, only the rest of the distance should normally be covered by car.</li> </ul>
2	Scale VI	
3	Scale V	
4	Scale IV	
5	Scale III	<ul style="list-style-type: none"> <li>By AC Sleeper (II AC or III AC) by train.</li> <li>By air (economy class) if the distance to be traveled is more than 1,000 kms.</li> <li>By air (economy class) for a shorter distance if so permitted by the Competent Authority, having regard to the exigencies of business.</li> </ul>
6	Scale II	
7	Scale I	<ul style="list-style-type: none"> <li>By train (III AC or II AC Sleeper).</li> <li>By air (economy class) if so permitted by, the Competent Authority, having regard to the exigencies of business</li> </ul>

- 20.1.2. Any other Officer may be authorized by the Competent Authority, having regard to the exigencies of business to travel by his/ her own vehicle or by taxi or by the Bank's vehicle. For travel by own vehicle, the rates of reimbursement are as under:

Type of vehicle	Rate of reimbursement per km (₹)
Four wheeler (Engine capacity of 1000 cc or more)	9
Four wheeler (Engine capacity of less than 1000 cc)	7

- 20.1.3. Where hiring of a taxi is permitted, the actual taxi charges will be reimbursed.
- 20.1.4. For travel by public motor or water transport, the actual fare will be reimbursed. The entitled class for travel by water transport is deluxe cabin.

## 20.2. Halting Allowance

Local Travel – Any official travel upto 100 Km (one way) from place of posting shall be defined as Local Travel. Halting Allowance is not applicable on Local Travel.

Outstation Domestic Travel: Any official travel beyond 100 km (one way) from place of posting is defined as “Outstation Domestic Travel”. Halting Allowance is applicable on Outstation Domestic Travel.

- 20.2.1. An Officer in the scales set out in the table below shall be entitled to 'per diem' Halting Allowance at the corresponding rates:

Scale of Officer	Metro cities (Delhi, Mumbai) (₹)	Major 'A' class cities (₹)	A category (₹)	Other (₹)
Scale VII	2,700	1,950	1,650	1425
Scale VI				
Scale V	2,250			
Scale IV				
Scale III	1,950	1,650	1,425	1,200
Scale II				
Scale I				

- 20.2.2. For the purpose of computing Halting Allowance 'per diem' shall mean each period of 24 hours or any subsequent part thereof, reckoned from the reporting time for departure in the case of air travel and the scheduled time of departure in other cases, to the actual time of arrival. Where the total period of absence is less than 24 hours 'per diem' shall mean a

period of not less than 8 hours.

20.2.3. Provided that where the total period of absence is less than 8 hours but more than 4 hours, Halting Allowance at half the above rates shall be payable.

20.2.4. Where lodging and boarding are provided at the Bank's cost or arranged through the Bank free of cost or arranged by the host, 25% of the Halting Allowance will be admissible.

### 20.3. Lodging Expenses

20.3.1. An Officer may be reimbursed the actual hotel expenses with a ceiling mentioned in the table below:

<b>Scale of Officer</b>	<b>Metro cities (Delhi, Mumbai) (₹)</b>	<b>Major 'A' class cities (₹)</b>	<b>A category (₹)</b>	<b>Other (₹)</b>
<b>Scale VII</b>	11,000	9,700	6,200	4,800
<b>Scale VI</b>				
<b>Scale V</b>	7,200	6,700	3,800	2,900
<b>Scale IV</b>				
<b>Scale III</b>	4,000	3,600	2,600	2,000
<b>Scale II</b>				
<b>Scale I</b>	2,600	2,400	1,900	1,600

### 20.4. Transfer Travelling Allowance

20.4.1. An Officer on transfer and the members of his/ her family will be eligible to travel to the place of posting by the same mode of travel and class of accommodation which the Officer is entitled to as per the TA/ DA Rules of the Bank.

20.4.2. Transportation expenses: Actual Goods train freight incurred will be reimbursed limited to the full wagon (2,500 Kgs) rate. For shifting own car/ two wheeler, actual freight charges will be reimbursed.

20.4.3. Packing, insurance, local transportation expenses: These expenses will be reimbursed without production of bills, receipts, cash memos against declaration as under:

<b>Scale of Officer</b>	<b>Packing, insurance, local transportation expenses (₹)</b>
<b>Scale VII</b>	30,000
<b>Scale VI</b>	
<b>Scale V</b>	
<b>Scale IV</b>	
<b>Scale III</b>	25,000
<b>Scale II</b>	
<b>Scale I</b>	

20.4.4. On retirement, an officer will be eligible to claim travelling allowance, baggage and other expenses for himself/herself and his/her family as per his/her eligibility as on transfer from the last station at which he is posted to the place where he/she proposes to settle down on retirement.

## **21. Transferability**

- 21.1. Every Officer is liable for transfer to any office or branch of the Bank or to any place in India.
- 21.2. The Management reserves the right to require any employee to work overtime including work on weekly holidays and public holidays in accordance with the instructions of the Management issued from time to time or in cases of exigencies of work. The employee is also liable to be called for duty at any time.
- 21.3. Joining Time on Transfer:
- 21.3.1. An Officer shall be eligible for joining time on one occasion, and not exceeding seven days, exclusive of the number of days spent on travel to enable him/ her to join a new post to which he/ she is appointed while on duty in his/ her old post.
- 21.3.2. During the joining time, an Officer shall be eligible to draw the emoluments as applicable at the place of transfer.
- 21.3.3. In calculating the joining time admissible to an Officer, the day on which he/ she is relieved from his/ her old post shall be excluded, but public holidays following the day of his/ her relief shall not be included in computing the joining time.
- 21.3.4. No joining time shall be admissible to an Officer when the transfer does not involve a posting to a different place.
- 21.3.5. No joining time will be admissible to an Officer when his/ her posting is of a temporary nature, irrespective of the fact that the posting is to a place or station other than the one at which he/ she is permanently posted.

- 21.3.6. Joining time is to be availed on one occasion only and not in two or more installments.
- 21.3.7. Joining time is not to be combined with any kind of leave.
- 21.3.8. Officers transferred on administrative grounds who do not avail joining time before reporting at the transferee place, may avail joining time at their option at any time within the stipulated period of 6 months subject to the approval of leave sanctioning authority. Such officers who avail joining time at a later date shall be entitled to traveling expenses for self for going to their last place of posting to shift their family etc. However, no Halting Allowance shall be payable in such cases.
- 21.3.9. Leave sanctioning authority shall be the Competent Authority to sanction joining time.
- 21.3.10. Lodging expenses on Transfer: Employees transferred on Administrative grounds shall be eligible for Lodging expense for a period of maximum 7 Days inclusive of non-working days as per their Lodging expense ceiling limit.

**22. Other guidelines:** The Bank shall issue notification with respect to the work timings and list of holidays from time to time.

**23. Powers to Interpret Rules**

In case of any questions related to interpretation of this policy the decision of MD & CEO shall be final.

**24. Power to modify/ alter Rules**

Any modification/ alteration/ amendment to the rules shall be carried out with the approval of the Board of the Bank.

