

# RESERVE BANK OF INDIA

[Incorporated under the Reserve Bank of India Act, 1934 (II of 1934)]



**RESERVE BANK OF INDIA (STAFF) REGULATIONS, 1948**

(updated as on October 22, 2018)

**RESERVE BANK OF INDIA ( STAFF )  
REGULATIONS, 1948**

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## RESERVE BANK OF INDIA ( STAFF ) REGULATIONS, 1948

Whereas it is necessary to revise the Regulations defining the terms and conditions of service of the staff of the Reserve Bank of India, the Central Board of the Bank hereby make the following Regulations:

Preamble

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### CHAPTER I

#### PRELIMINARY

1. These Regulations may be called the Reserve Bank of India (Staff) Regulations, 1948.

Short title

2. (1) They shall apply to every whole time employee of the Bank appointed on and after the 1st December 1948.

Application

Provided that they shall not apply, except as otherwise provided in these Regulations or to such extent as may be specially or generally prescribed by the Central Board, to -

(a) staff employed temporarily or officers or other staff recruited on special contracts,  
or

(b) Deleted

(c) to senior executives of the Bank whose salaries and allowances are determined by, or require the approval of, the Central Government, unless the application of all or any of these Regulations to such officers has been approved by the Central Government.

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

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

Definitions

(a) "the Central Board" means the Central Board of Directors of the Bank and in relation to any powers exercisable by it, includes its Committee;



- (b) "the Governor" means the Governor of the Bank and in relation to any powers exercisable by the Governor includes a Deputy Governor and an Executive Director;
- (c) "the Principal Chief General Manager" means the officer who for the time being holds the office of the Principal Chief General Manager of the Bank and in relation to any powers exercisable by him/her, includes a Chief General Manager, a General Manager and a Deputy General Manager in the Department of Administration and Personnel Management;
- (cc) "the Chief General Manager-in-charge/Chief General Manager of the Department of Government and Bank Accounts means Chief Accounting Officer of the Bank and in relation to any powers exercisable by him/her, includes a General Manager and a Deputy General Manager of the Department of Government and Bank Accounts.
- (d) "The Regional Director or Chief General Manager or General Manager as the case may be" means the Officer-in-Charge of an office or branch for the time being. It means with reference to the different departments of Central Office, the Officer-in-Charge of the department in which the employee is employed or is to be employed.
- (e) "Competent Authority" means the Governor in the case of Senior Officers in Grade `F', Principal Chief General Manager in the case of Senior Officers in Grade `D' and `E' and Regional Director/ Chief General Manager/ General Manager who is in-charge of the Office or Central Office Department as the case may be, in the case of Officers in Grade `C' and General Manager/Deputy General Manager (in-charge of Administration/Banking/ Establishment Section of the Office/ Central Office Department as the case may be) in the case of others. It means in regard to any matter of power to be dealt with or exercised by the Governor or the Principal Chief General Manager or the Regional Director / Chief General Manager / General Manager who is the Officer-in-Charge of the Office/Central Office Department or the General Manager/ Deputy General Manager (in - charge of Administration / Banking/

Establishment Section of the Office/ Central Office Department as the case may be) under these Regulations which has been delegated to any other authority, the authority to whom the disposal of the matter or the exercise of the power has been delegated.

**Explanation:** The expression Principal Chief General Manager, Chief General Manager, General Manager and Deputy General Manager shall include a corresponding Officer-in-Charge by whatever name designated in any Central Office Department.

- (f) "Pay" means the amount drawn by an employee as -
- (i) the pay which has been sanctioned for a post held by him/her substantively or in an officiating capacity, or to which he/she is entitled by reason of his/her position in a cadre;
  - (ii) special pay and personal pay;
  - (iii) any other emoluments which may be specially classed as pay by the Central Board;
- (g) "substantive pay" means the pay to which an employee is entitled on account of a post to which he/she has been appointed substantively or by reason of his/her substantive position in a cadre;
- (h) except as otherwise provided in an Award or a Settlement or as may be prescribed by the Governor. "special pay" means an addition, in the nature of pay, to the emoluments of a post or of an employee granted in consideration of a specific addition to the work or responsibility;
- (i) "personal pay" means an additional pay granted to an employee -
- (i) to save him/her from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure;
  - or**
  - (ii) in exceptional circumstances, on other personal considerations;

- (j) "leave pay" means the monthly pay which the employee would have drawn while on duty but for proceeding on leave;

Pay during leave shall be drawn at full, half or quarter rate of leave pay, according to the kind of leave availed of by the employee, no pay being admissible during Extraordinary Leave;

- (jj) except as otherwise provided in an Award or a Settlement or as may be prescribed by the Governor "special allowance" means an addition, in the nature of an allowance, to the emoluments attached to a post or of an employee, granted in consideration of the specially arduous nature of the duties attached to the post or required to be performed by the employee;

- (k) "compensatory allowance" means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed;

- (l) "duty" includes -

(i) service as a probationer;

(ii) period during which an employee is on joining time;

(iii) period spent on Casual Leave duly authorised by a Competent Authority;

- (m) "family" means an employee's wife or husband as the case may be and children ordinarily residing with and wholly dependent on the employee or as may be specified with reference to any specific facility in the respective rules and instructions issued by the Bank from time to time

Central Board's  
power to change  
Regulations

4. The Central Board reserves the right of changing the Regulations here laid down from time to time:

Provided that no new Regulation or alteration in an existing Regulation shall have any force until passed as a resolution of the Central Board and issued in the form of a circular for circulation among the staff and provided further that no new Regulation or an alteration in an existing Regulation shall operate to reduce

the scale of pay of an employee on which he/she is entitled to draw pay in a substantive capacity on the day the new Regulation or alteration comes into force.

5. The Governor may delegate to the Principal Chief General Manager or to the Chief General Manager or to the Regional Director subject to such conditions as he may think fit to impose, all or any powers conferred upon him by these Regulations with the exception of the powers conferred by Regulations 25, 26, 47 and 49.

Governor's  
power  
to delegate

6. The power to interpret the Regulations vests in the Governor who is also hereby empowered to issue such administrative instructions as may be necessary to give effect to, and carry out the purposes of, the provisions of these Regulations or otherwise to secure effective control of the staff.

Power to  
interpret and  
implement  
Regulations

**CHAPTER – II**  
**APPOINTMENTS, PROBATION AND**  
**TERMINATION OF SERVICE**

**Section I - Appointments**

Classification  
of permanent  
staff

7. (1) (i) The permanent staff of the Bank shall be classified as follows:

Class I : Officers

Class II : Deleted

\*Class III : Clerical Staff and Cash Department Staff including those in the common cadre of Clerks/ Coin Note Examiners

\*Class IV : Subordinate Staff.

(ii) Deleted.

\* Employees in Workmen cadre

(2) The Central Board shall prescribe from time to time the pay of each post or group of posts and the Governor the number of posts in each group provided that nothing in this Regulation shall be construed as authorising the Governor without the previous approval of the Central Board, to create a post of Senior Officer in Grade 'D' or in a higher grade.

Temporary staff

8. (1) Notwithstanding anything contained in these Regulations, the Regional Director may employ staff in Classes III and IV on a temporary basis subject to such general or special directions as may be issued by the Governor from time to time.

(2) The terms and conditions of service of the temporary staff shall be prescribed by the Governor but in no case shall the terms and conditions so prescribed be more favourable than those laid down in these Regulations for an appointment carrying equivalent status or responsibility.

Authorities  
empowered  
to appoint

9. Appointment to the service of the Bank shall be made as follows: -

(a) to posts of officers other than those of Officers in Grade 'A'(Promotees) by the Governor, subject to the approval of the Central Board,

(b) to posts of Officers in Grade 'A' (Promotees) and Private Secretaries by the Principal Chief General Manager, subject to the approval of Governor,

(c) to any other post by the Regional Director subject to such general or special directions as may be issued from time to time by the Governor or the Principal Chief General Manager.

10. Deleted.

11. Deleted.

12. Deleted.

13. (1) Subject to such general or special instructions as may be issued from time to time by the Central Board, all appointments shall be made as hereinafter provided.

Appointments

(2) (a) If the post to which the appointment is made is the lowest in the group to which it belongs, direct,

(b) in other cases by promotion;

Provided that the Governor may, at his discretion, authorise the appointment of candidates possessing special qualifications to a grade higher than the lowest.

(3) Appointments of staff in Class IV may be made direct or by promotion as the Regional Director may deem fit.

(4) No employee may be transferred from one class to another or from the Cash Department to the General Department without the specific approval in each case of the Principal Chief General Manager.

14. Deleted.

15. Deleted.

16. All first appointments shall be made on the minimum pay of the grade to which the appointment is made,

Appointments to be made on minimum pay of grade

Provided that the Governor may authorise the grant of not more than four initial increments in the scale of pay fixed for the grade in which the appointment is made in the case of an employee –

- (a) who possesses good academic qualifications,
- (b) who was in the temporary employ of the Bank prior to his/her appointment to one of the posts covered by these Regulations, or
- (c) who possesses special experience of value to the Bank;

Provided also that where the appointment in question is to be made in the Officers' grade the grant of initial increments shall be subject to the approval of the Central Board.

Re-employment  
in the Bank's  
service

17. (1) No person who has been dismissed or has otherwise ceased to be in the service of the Bank may be re-employed without the specific sanction of, and on such terms and conditions as may be prescribed by, the Governor, subject, in the case of appointments to Class I, to the approval of the Central Board.

(2) Except as otherwise provided by the Governor or the Central Board at the time of his/her re-employment, these Regulations shall apply to a person who is re-employed in the Bank's service as if he/she had entered the service for the first time on the date of his/her re-employment.

Commencement  
of  
Service

18. (1) Except as otherwise provided by or under these Regulations, "service" of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these Regulations at the place and time intimated to him/her by the appointing authority, provided that he/she reports before noon, otherwise his/her service shall commence from the next following working day.

**Explanation:** In the case of an employee transferred to the service of the Reserve Bank from the service of the Imperial Bank of India or the Government of India, who elects and is permitted to serve under these Regulations, his/her "service" shall be deemed to commence from the date on which his/her service commenced under his/her former employer.

Definition of  
service

(2) "Service" includes the period during which an employee is on duty as well as on leave duly authorised by the Competent Authority but does not include any period during which an employee is absent from duty without permission or overstays his/her leave, unless specially permitted by the Competent Authority.

## Section 2 - Probation

- |  |   |
|--|---|
| <p>19. An Officer in Grade "C" or above directly recruited to the Bank's service shall be required to be on probation for a period which shall not be less than one year and more than two years as may be fixed by the Governor at the time of his/her appointment.</p>   | <p>Officers in Grade "C" or above<br/>(Direct Recruits)</p>       |
| <p>20. An officer other than an officer referred to in Regulation 19 shall, unless he/she is selected from the Bank's staff when his/her probationary service may be dispensed with or curtailed at the discretion of the Governor, be on probation for two years.</p>   | <p>Other officers</p>   |
| <p>21. Employees not included in Regulations 19 and 20 shall, on their first appointment in the Bank's service, be required to be on probation for six months.</p>   | <p>Other employees</p>  |
| <p>22. (1) During the first month of his/her probationary period an employee shall be liable to discharge at one day's notice and thereafter at one month's notice or by payment of substantive pay for one day or one month as the case may be in lieu thereof.</p> <p>(2) Without prejudice to the provisions of Regulation 30, an officer selected from the Bank's staff and appointed on probation shall be liable to be reverted to his/her previous grade without notice or pay in lieu thereof if, in the opinion of the Competent Authority, he/she fails to show satisfactory promise during the period of his/her probation.</p> | <p>Discharge during probation</p>                                 |
| <p>23. Notwithstanding anything contained in Regulation 19 and Regulation 20 above, an employee may have his/her period of probation extended at the discretion of the appointing authority but in no case may this period exceed -</p> <p>(a) in the case of Officers - four years</p> <p>(b) in the case of other employees - one year</p>   | <p>Appointing authority's power to extend probationary period</p> |
| <p>24. Where an employee has rendered continuous temporary service prior to his/her appointment in a permanent vacancy, the provisions of Regulations 19 and 21 regarding the period required to be spent on probation may be waived, at the discretion of appointing authority, to the extent of the period of such temporary service.</p>  | <p>Temporary service in lieu of probation</p>                     |



### Section 3 - Termination of Service -

Determination of  
Service by notice

25. (1) Subject to the provisions of sub-regulation (4), an employee shall not leave or discontinue his/her service in the Bank without first giving notice in writing of his/her intention to leave or discontinue the service. The period of notice required shall be

(a) three months in the case of an employee in Class I, and

(b) one month in the case of an employee in any other class,

and shall be given to the Governor in the case of an officer and to the Regional Director / Chief General Manager / General Manager (Officer-in-Charge), as the case may be, in other cases and, in case of breach by an employee of the provisions of this sub-regulation, he/she shall be liable to pay to the Bank as compensation a sum equal to his/her Substantive Pay for the period of notice required of him/her;

Provided that the payment of such compensation may be waived by the Governor or the Regional Director/Chief General Manager/ General Manager (Officer-in-Charge) as the case may be, at his/her discretion.

(2) Deleted

(3) Nothing shall affect the right of the Bank -

(a) to retire or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of Regulations 26 and 47; and

(b) to determine the service of an employee without notice or pay in lieu thereof on his/her being certified by the Bank's Medical Officer to be permanently incapacitated for further continuous service in the Bank.

(4) (a) Notwithstanding anything to the contrary contained in sub-regulation (1), an employee against whom disciplinary proceedings are pending shall not leave or discontinue his/her service in the Bank without the prior approval in writing of the Competent Authority and any notice of resignation given by such employee, shall not take effect unless it is accepted by the Competent Authority.

(b) Disciplinary proceedings shall be deemed to be pending against an employee for the purposes of this sub-regulation if he/she has been placed under suspension, either under Regulation 46 or under Regulation 47(4) of these Regulations or any notice has been issued to him/her asking him/her to show-cause why disciplinary proceedings should not be instituted against him/her or any charge-sheet has been issued to him/her under Regulation 47 and will be deemed to be pending till final orders are passed by the competent authority.

**Explanation 1.** The expression 'month' used in this Regulation shall be reckoned according to the English calendar and shall commence from the day following that on which notice is given by the employee or the Bank as the case may be.

**Explanation 2.** A notice given by an employee under sub-regulation (1) above shall be deemed to be proper only if he/she remains on duty during the period of the notice, and an employee shall not be entitled to set off any leave earned and not availed of by him/her against the period of such notice.

26. (1) An employee shall retire at 60 years of age but no extension shall be given to any employee beyond 60 years of age;

Superannuation  
and Retirement

Provided that an employee who attains the age of superannuation on any day other than the first during a calendar month, shall retire on the last day of that month;

Provided further that in the case of an employee in Class IV who has reached the age of 55 years the Bank may, in its discretion, retire him/her after giving two months' notice in writing if in the opinion of the Competent Authority his/her efficiency is found to have been impaired ;

Provided further that the Bank may, in its discretion, retire in public interest an employee, other than an employee in Class IV, at any time after completion of 50 years of age;

Provided further in the case of an employee in Class III and Class I, who has attained the age of 55 years, his/her continuance in service upto the age of 60 years shall be subject to his/her being found suitable to be retained in service.

(2) The power conferred by the provisions to sub regulation (1) shall be exercised by the Governor, with the prior approval of the Central Board in the case of officers and by the Regional Director or Chief General Manager or General Manager, as the case may be, subject to such general or special instructions as may be issued by the Governor, in the case of other employees.

(2A) The Competent Authority may, after complying with the procedure laid down under Regulation 47, pass an order compulsorily retiring an employee;

(3) An employee who has attained the age of 50 years may voluntarily retire after giving to the Competent Authority three months' notice in writing.

(3A) Without prejudice to sub-regulation (3), an employee may voluntarily retire after giving to the Competent Authority three months' notice in writing provided he/she has completed 20 years of service if he/she is not governed by the Reserve Bank of India Pension Regulations, 1990, and 20 years of qualifying service as defined in the Reserve Bank of India Pension Regulations, 1990, if he/she is governed by the Reserve Bank of India Pension Regulations, 1990.

Provided further that this sub-regulation shall not apply to an employee who is on deputation or study leave abroad, unless, after having been transferred or having returned to India he/she has resumed the charge of the post in India and served for a period as stipulated in the scheme of deputation or study leave as the case may be, failing which he/she shall be liable to pay the liquidated damages/penalties as prescribed from time to time under the scheme.

Provided further that this sub-regulation shall not apply to an employee who seeks retirement from service for being absorbed permanently in an autonomous body or a public sector undertaking to which he/she is on deputation at the time of seeking voluntary retirement.

(3B) The notice of voluntary retirement given under sub-Regulation 3(A) shall not be valid unless it is accepted by

the Competent Authority;

Provided that where the Competent Authority does not communicate its decision not to accept such notice before the expiry of period specified in the notice, the retirement shall become effective from the date of expiry of such period.

(3C) The Competent Authority may, if so requested by the employee retiring pursuant to sub-regulation (3) or (3A), waive the notice of voluntary retirement with respect to its full period or part thereof, if the Competent Authority is satisfied that such waiver will not cause any administrative inconvenience.

(3D) An employee who has elected to voluntarily retire pursuant to sub-Regulation (3A) and has given notice shall not be entitled to withdraw the notice except with the permission of the Competent Authority, provided that the request for such withdrawal shall be made before the intended date of his/her retirement.

(4) Notwithstanding anything contained in this Regulation, where an employee has ordinary leave earned but not availed of as on the date of retirement, he/she may, at his/her option,

(a) be permitted to avail of leave subject to a maximum of ten months in respect of leave earned under these Regulations and in that case the employee will be deemed to retire from service on the expiry of the leave;

**Or**

(b) be paid a lump sum amount which would be equivalent to pay as defined in Regulation 3(f) of these Regulations as on the date of his/her retirement, for the unavailed ordinary leave earned subject to maximum of ten months plus all allowances normally admissible to the employee concerned during ordinary leave.

**Explanation:** "Date of retirement" means the date on which the employee attains the age of superannuation in accordance with the provisions of this Regulation or the date on which he/she is retired by the Bank under Sub-Regulation (1) of this Regulation, or the date on which the employee voluntarily retires in terms of sub-regulation (3) or (3A) of this Regulation, as the case may be.

**CHAPTER III**  
**RECORD OF SERVICE, SENIORITY,**  
**PROMOTION AND REVERSION -**

- |                   |  |
|-------------------|--|
| Record of Service | 27. A record of service shall be maintained by the Bank in respect of each employee at such place or places and shall be kept in such form and shall contain such information as may be specified from time to time by the Principal Chief General Manager.  |
| Seniority         | <p>28. (i) An employee confirmed in the Bank's service shall ordinarily rank for seniority in his/her grade according to his/her date of confirmation in the grade</p> <p>(ii) Subject to sub-regulation (i) above.</p> <p>(a) Seniority of an employee appointed as Officer on probation or through Merit channel selection, will be fixed among the employees selected along with him/her in the same batch according to the ranking assigned to him/her at the time of selection.</p> <p>(b) In other cases, seniority in a grade shall be determined as per the instructions issued by the Bank for different classes, posts and grades or as per the Schemes of seniority and promotion applicable to respective classes, posts and grades.</p> |
| Promotion         | 29. All appointments and promotions shall be made at the discretion of the Bank and notwithstanding his/her seniority in a grade no employee shall have a right to be appointed or promoted to any particular post or grade.   |
| Reversion         | <p>30. (1) An employee transferred from one appointment to another shall be liable to be reverted without notice at any time within one year of such transfer.</p> <p>(2) An employee who has been appointed to officiate in a higher grade or appointment, or whose confirmation in a higher grade or appointment is subject to his/her undergoing probation for any specified period or otherwise, shall be liable to be reverted without notice at any time, when he/she is so officiating or undergoing probation.</p> <p>(3) Nothing in sub-regulations (1) and (2) shall affect the</p>  |

provisions of Regulation 47.

## **CHAPTER IV CONDUCT, DISCIPLINE AND APPEALS**

### **Section I - Conduct and Discipline**

- |   |   |
|---|---|
| <p>31. Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Bank, and he/she shall serve the Bank in its business in such capacity and at such place as he/she may from time to time be directed.</p>  | <p>Scope of an employee's service.</p>  |
| <p>32. Every employee of the Bank shall conform to and abide by these Regulations and shall observe, comply with and obey all orders and directions which may from time to time be given to him/her by any person or persons under whose jurisdiction, superintendence or control he/she may for the time being be placed.</p>  | <p>Liability to abide by the Regulations and orders</p>                         |
| <p>33. Every employee shall maintain the strictest secrecy regarding the Bank's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or of the Bank's staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer in the discharge of his/her duties.</p> <p>In cases related to sexual harassment, Section 16 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 shall be followed.</p> | <p>Obligation to maintain secrecy</p>   |
| <p>34. Every employee shall serve the Bank honestly and faithfully and shall use his/her utmost endeavours to promote the interests of the Bank, and shall show courtesy and attention in all transactions and intercourse with the officers of Government and the Bank's constituents.</p>   | <p>Employees to promote the Bank's interest</p>                                 |
| <p>35. No employee shall take an active part in politics or in any political demonstration, or stand for election as member for a Municipal Council, District Board or any Legislative Body.</p>  | <p>Prohibition against participation in politics and standing for elections</p> |
| <p>35A. (1) No employee who is not a 'workman' within the meaning of the Industrial Disputes Act, 1947, shall -</p> <p style="margin-left: 40px;">(i) become or continue to be a member or office-bearer of, or be otherwise directly or indirectly associated</p>  | <p>Prohibition against joining certain Associations and strikes, etc.</p>       |

with, any trade union of the employees of the Bank who are 'workmen' within the meaning of that Act, or a federation of such trade unions;

- (ii) resort to, or in any way abet, any form of strike or participate in any violent, unseemly or indecent demonstration in connection with any matter pertaining to his/her conditions of service or the conditions of service of any other employee of the Bank.

(2) In relation to an employee who officiates in a higher grade or post which is not a grade or post of a 'workman' as aforesaid, this Regulation shall also apply for so long as such employee officiates in such higher grade or post.

Contribution to the Press

36. No employee may contribute to the press anything relating to the affairs of the Reserve Bank of India without the prior sanction of the Competent Authority or without such sanction make public or publish any document, paper, or information which may come into his/her possession in his/her official capacity.

Employees not to seek outside employment

37. No employee shall accept, solicit, or seek any outside employment or office, whether stipendiary or honorary without the previous sanction of the Competent Authority.

Officers not to seek commercial employment after ceasing to be in Bank's service, without prior permission.

37A. (1) No officer of the Bank who has ceased to be in the Bank's service, whether by retirement, resignation or otherwise, shall within a period of one year from the date when he/she finally ceases to be in the Bank's service, accept or undertake a commercial employment except with the previous sanction in writing of the Governor.

Provided that an officer who was permitted by the Bank to take up a particular form of commercial employment during his/her leave preparatory to retirement or during refused leave shall not be required to obtain subsequent permission for his/her continuance in such employment after ceasing to be in the service of the Bank.

(2) For the purpose of this Regulation, "commercial employment" means :

- (i) an employment in any capacity, including that of an agent, under a Company, Co-operative Society, firm or individual engaged in trade, commercial, industrial, financial or professional business and also includes a directorship of such a company and partnership of

- such firm but does not include employment under a body corporate wholly or substantially held or controlled by Government,
- (ii) setting up a practice, either independently or as a partner of a firm, as adviser or consultant in matters in respect of which the officer who has ceased to be in the Bank's service -
    - (a) has no professional qualifications and the matters in respect of which the practice is to be set up or is carried on are relatable to his/her official knowledge or experience, or
    - (b) has professional qualifications but the matters in respect of which such practice is to be set up are such as are likely to give his/her clients an unfair advantage by reason of his/her previous official position, or
  - (iii) undertaking work involving liaison or contact with the offices or officers of the Bank and/or Government.

**Explanation:** For the purposes of this clause "employment under a co-operative society" includes the holding of any office, whether elective or otherwise, such as that of President, Chairman, Manager, Secretary, Treasurer and the like, by whatever name called in such society.

38. No employee shall undertake part-time work for a private or public body or a private person, or accept fee therefor, without the sanction of the Competent Authority which shall grant sanction only in exceptional cases when it is satisfied that the work can be undertaken without detriment to his/her official duties and responsibilities. The Competent Authority may, in cases in which it thinks fit to grant such sanction, stipulate that any fees received by the employee for undertaking the work shall be paid, in whole or in part, to the Bank.

Part-time work for outside bodies

39. (1) An employee shall not absent himself/herself from his/her duties without having first obtained the permission of the Competent Authority, nor shall he/she absent himself/herself in case of sickness or accident without submitting a sufficient medical certificate;

Employees not to be absent from duty without permission or be late in attendance

Provided that in the case of temporary indisposition the production of a medical certificate may, at the absolute discretion



of the Competent Authority, be dispensed with.

(2) An employee who absents himself/herself from duty without leave or overstays his/her leave, except under circumstances beyond his/her control for which he/she must tender a satisfactory explanation, shall not be entitled to draw any pay and allowances during such absence or overstayal, and shall further be liable to such disciplinary measures as the Competent Authority may impose. The period of such absence or overstayal may, if not followed by discharge under Regulation 22 or termination of services under Regulation 25 or compulsory retirement under Sub-Regulation (2A) of Regulation 26 or dismissal under Regulation 47, be treated as period spent on extraordinary leave.

(3) An employee who is habitually late in attendance shall, in addition to such other penalty as the Competent Authority may deem fit to impose, have one day of casual leave forfeited for every three days he/she is late in a month. Where such an employee has no casual leave due to him/her, the period of leave to be so forfeited may be treated as ordinary or extra ordinary leave as the Competent Authority may determine.

Absence from station

40. An employee in Class I and an employee in any other class if so required by the Competent Authority, shall not absent himself/herself from his/her station overnight without obtaining previous sanction from the Governor if he/she himself/herself holds the charge of the post of Regional Director/Chief General Manager-in-Charge/Chief General Manager/Officer-in-Charge and in case of other employees from an officer authorised to sanction leave to them.

Acceptance of gifts

41. An employee shall not solicit or accept any gift from a constituent of the Bank or from any subordinate employee.

Giving and taking dowry

41A. An employee shall not -

i) give or take or abet the giving or taking of dowry;

or

ii) demand, directly or indirectly from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

**Explanation :** In this Regulation, the term "dowry" shall have the same meaning as in the Dowry Prohibition Act, 1961.

41B. An employee shall –

- a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may, for the time being, happen to be;
- b) not be under the influence of any intoxicating drink or drug while on duty and shall also take care that performance of his/her duties at any time is not affected in any way by the influence of such drink or drug;
- c) refrain from consuming, in a public place, any intoxicating drink or drug;
- d) not appear in a public place in a state of intoxication;
- e) not use any intoxicating drink or drug to excess.

Restrictions on consumption of alcoholic drinks/drugs

**Explanation** - For the purpose of this Regulation, the term "Public place" would include clubs even exclusively meant for members where it is permissible for the members to invite non-members as guests, bars and restaurants, public conveyances and all other places to which the public have or are permitted to have access, whether on payment or otherwise.

41C. No employee shall indulge in any act of sexual harassment of any woman at work place.

Prohibition of sexual harassment of woman employee at work place.

For the purpose of this Regulation,

- (i) "Employee" means employee as defined under Section 2(f) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- (ii) "Sexual Harassment" means sexual harassment as defined under Section 2 (n) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the circumstances as specified under Section 3 (2) of the said Act.

Private trading 42. No employee shall engage in any commercial business or pursuit either on his/her own account or as agent for others, nor act as an agent for an Insurance Company, nor shall he/she be connected with the formation or management of a joint stock company

Speculating in stocks, shares etc. 43. An employee shall not speculate in stocks, shares, securities or commodities of any description:

Provided that nothing in this Regulation shall be deemed to prohibit an employee from making a bonafide investment of his/her own funds in such manner as he/she may wish.

Restrictions on borrowing and investments 44. (1) An employee shall not borrow money from or in any way place himself/herself under a pecuniary obligation to a broker or an employee of the Bank subordinate to him/her or any firm or persons having dealings with the Bank.

(2) No employee shall make or permit any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.

**Explanation:** For the purpose of this sub Regulation the word 'family' includes any relative ordinarily residing with or dependent on an employee.

Employees in debt 45. An employee who is in debt shall furnish to the Competent Authority a signed statement of his/her position half-yearly as on the 30th June and 31st December, and shall indicate in the statement the steps he/she is taking to rectify his/her position. An employee who makes a false statement under this Regulation or who fails to submit the prescribed statement or appears unable to liquidate his/her debts within a reasonable time or applies for the protection of an insolvency court shall be liable to dismissal.

**Explanation: 1.** For the purpose of this Regulation an employee shall be deemed to be in debt if his/her total liabilities exclusive of those which are fully secured exceed his/her substantive pay for twelve months.

**Explanation : 2.** An employee shall be deemed to be unable to liquidate his/her debts within a reasonable time if it appears

having regard to his/her personal resources and unavoidable current expenses that he/she will not cease to be in debt within a period of two years.

46. (1) An employee who is arrested for debt or on a criminal charge or is detained in pursuance of any process of law, may, if so directed by the Competent Authority, be considered as being or having been under suspension from the date of his/her arrest, or, as the case may be, of his/her detention, upto such date or during such other period, as the Competent Authority may direct. In respect of the period in regard to which he/she is so treated, he/she shall be allowed the payment admissible to an employee under suspension under sub Regulation (4) of Regulation 47.

Employees  
arrested for debt  
or on criminal  
charge

(2) Any payment made to an employee under sub Regulation (1) shall be subject to adjustment of his/her pay and allowances which shall be made according to the circumstances of the case and in the light of the decision as to whether such period is to be accounted for as a period of duty or leave;

Provided that full pay and allowances will be admissible only if the employee -

- (a) is treated as on duty during such period; and
- (b) is acquitted of all blame or satisfies the Competent Authority, in the case of his/her release from detention or of his/her detention being set aside by a competent court, that he/she had not been guilty of improper conduct resulting in his/her detention.

(3) An employee shall be liable to dismissal or to any of the other penalties referred to in Regulation 47 if he/she is committed to prison for debt or is convicted of an offence which, in the opinion of the Competent Authority, either involves gross moral turpitude or has a bearing on any of the affairs of the Bank or on the discharge by the employee of his/her duties in the Bank; the opinion in this respect of the Competent Authority shall be conclusive and binding on the employee. Such dismissal or other penalty may be imposed as from the date of his/her committal to prison or conviction and nothing in Regulation 47 shall apply to such imposition.

(4) Where an employee has been compulsorily retired or dismissed in pursuance of sub Regulation (3) and the relative conviction is set aside by a higher court and the employee is honourably acquitted, he will be reinstated in service.

**Explanation:** In this Regulation committal or conviction shall mean committal or conviction by the lowest court or any appellate court.

(5) Where the absence of an employee from duty without leave or his/her overstaying is due to his/her having been arrested for debt or on a criminal charge or to his/her having been detained in pursuance of any process of law, the provisions of Regulation 39 shall also apply, and for the purposes of that Regulation as so applied, the employee shall be treated as having absented himself/herself without leave or, as the case may be, overstayed, otherwise than under circumstances beyond his/her control.

#### Penalties

47. (1) Without prejudice to the provisions of other Regulations, an employee who commits a breach of the Regulations of the Bank, or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interests of the Bank or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct, including any false, or malicious complaint of sexual harassment, or production of forged or misleading documents either as a complainant or a defendant or giving false evidence or production of forged or misleading documents by his/her witness in the cases of sexual harassment, shall be liable to the following penalties :-

- (a) reprimand;
- (b) delay or stoppage of increment or promotion;
- (c) degradation to a lower post or grade or to a lower stage in his/her incremental scale;
- (d) recovery from pay of the whole or part of any pecuniary loss caused to the Bank by the employee;
- (e) compulsory retirement under sub-regulation (2A) of regulation 26
- (f) Monetary penalty in cases relating to Sexual Harassment that will be determined by the Competent Authority.
- (g) Dismissal.

Provided that nothing contained in this Regulation shall limit the power of the Competent Authority to direct recovery from an employee of the amount of pecuniary loss caused to the Bank by all means available to the Bank under the law including, to the extent permissible, from such amounts due from the Bank and payable to the employee, in addition to recovery of such loss from pay, howsoever that the total amount so recovered does not exceed the amount of pecuniary loss quantified.

(2) No employee shall be subjected to the penalties (b),

(c), (d), (e) (f) or (g) of sub-regulation (1) and no direction in terms of the proviso to sub-regulation (1) shall be issued, except by an order in writing signed by the Competent Authority and no such order shall be passed without the

charge or charges being formulated in writing and given to the said employee so that he/she shall have reasonable opportunity to answer them in writing or in person, as he/she prefers, and in the latter case his/her defence shall be taken down in writing and read to him/her.

Provided that the requirements of this sub Regulation may be waived if the facts on the basis of which action is to be taken have been established in a court of law or Court Martial or where the employee has absconded or where it is for any other reason impracticable to communicate with him/her or where there is difficulty in observing them and the requirements can be waived without injustice to the employee. In every case where all or any of the requirements of this sub Regulation are waived, the reasons for so doing shall be recorded in writing.

(2A) Notwithstanding anything contained in sub-regulation (2) or in any other Regulation, if an Officer in Grade A/B or an Officer in Grade C or an officer in Gr.D/E or an Officer in Gr.F is involved jointly in an incident and disciplinary proceedings are sought to be instituted against both of them and the Regional Director / Chief General Manager/General Manager who is in-charge of the Office/Central Office Department or the Principal Chief General Manager or the Governor as the case may be, is of the opinion that having regard to the facts and circumstances of the case, the Competent Authority in respect of both the officers should be the same, the Regional Director/Chief General Manager/General Manager who is in-charge of the Office/Central Office Department or the Principal Chief General Manager or the Governor as the case may be, may direct that the Competent Authority in respect of both the Officers shall be the same and which shall be higher of the three Competent Authorities. In such a case, a common enquiry shall be held into the charges against all Officers concerned and the delegation under sub-regulation (3), of the enquiry under this Regulation and the procedure with the exception of the final order, shall be in favour of the same Enquiry Officer. An appeal against the order of the Competent Authority in such a case shall lie to an authority next higher to the Competent Authority so appointed.

(3) The inquiry under this Regulation and the procedure with

the exception of the final order, may be delegated, in case the employee, against whom proceedings are taken is an officer, to any officer who is in a grade higher than such employee and in the cases of other employees to any officer in Class I.

Notwithstanding anything contrary in any other Regulation, the enquiry in cases of sexual harassment will be conducted by a committee (Central Complaints Committee/Complaints Committees) constituted by the Bank under "The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013".

(4) An employee may be placed under suspension by the officer empowered to pass the final order under this regulation. During such suspension, he/she shall receive subsistence

allowance equal to -

(i) his/her substantive pay plus fifty percent of allowances thereon for first six months of suspension; and

(ii) his/her substantive pay plus seventy five per cent of allowances thereon for the period of suspension beyond six months

Provided that the enhanced rate of subsistence allowance prescribed under sub-clause (ii) shall be admissible only if the enquiry is not delayed for reasons attributable to the concerned employee or any of his/her representatives.

Provided further that if no penalty under clauses (b), (c), (d), (e) (f) or (g) of sub Regulation (1) is imposed the employee shall be refunded the difference between the subsistence allowance and the emoluments which he/she would have received but for such suspension, for the period he/she was under suspension, and that, if a penalty is imposed on him/her under the said clauses, no order shall be passed which shall have the effect of compelling him/her to refund such subsistence allowance. The period during which an employee is under suspension shall, if he is not dismissed from the service, be treated as period spent on duty or leave as the officer who passes the final order may direct.

(5) Notwithstanding anything contained in this Regulation or any other Regulation, the following additional provisions shall apply where it is alleged that an officer has been guilty of corrupt practices, namely:

- (i) where it is alleged that an officer is possessed of disproportionate assets or that he/she has committed an act of criminal misconduct or where the investigation and proof of the allegation would require the evidence of persons who are not employees of the Bank or where, in the opinion of the Governor, the investigation into the allegations cannot be conveniently undertaken by the Bank, the investigation into the allegations may, with the approval of the Governor, be entrusted to the Central Bureau of Investigation or the Central Vigilance Commission or any other such agency as may be approved by the Governor.
- (ii) if after considering the report on the investigation, the Competent Authority is satisfied that there is a prima facie case for instituting disciplinary proceedings against the officer, he/she may send the investigation report to the Central Vigilance Commission or such other authority as may be decided by the Governor from time to time in this behalf, for its advice whether disciplinary proceedings should be taken against the officer concerned;
- (iii) if after considering the advice of the Central Vigilance Commission or other authority, as the case may be, the Competent Authority is of the opinion that disciplinary proceedings should be instituted against the officer concerned, then, notwithstanding the provisions of sub Regulation (3), the enquiry under this Regulation may



be entrusted to a Commissioner for Departmental Enquiries, or other person who may be nominated by the Central Vigilance Commission for this purpose;

- (iv) the Enquiry Officer shall submit his/her report to the Competent Authority and the report shall be forwarded by the Competent Authority to the Central Vigilance Commission for its advice as to whether the charge or charges, as the case may be, can be considered to have been established and the penalty or penalties to be imposed under sub Regulation (1) hereof. The penalty or penalties to be imposed shall be decided by the Competent Authority after considering the advice of the Central Vigilance Commission.

**Explanation:** An employee shall be deemed to be guilty of corrupt practices if he/she has committed an act of criminal misconduct as defined in Section 5 of the Prevention of Corruption Act, 1947 or Section 13 of the Prevention of Corruption Act, 1988 as the case may be or he/she has acted for an improper purpose or in a corrupt manner or had exercised or refrained from exercising his/her powers with an improper or corrupt motive.

### Section 2 – Appeals

48. An employee shall have a right of appeal against any order passed by a superior authority which injuriously affects his/her interests. Right to appeal

49. Subject to Regulation 47(2A) an appeal shall lie - Appellate authorities

(a) in the case of Senior Officers in Grade 'F' to the Central Board.

(b) in the case of Officers in Gr. 'D' and 'E' to the Governor.

(c) in the case of Officers in Gr. 'C' to the Principal Chief General Manager.

(d) In the case of others to the Regional Director/Chief General Manager/General Manager-in-charge of the Office/Central Office Department

Conditions which an appeal should satisfy

50. Every appeal shall comply with the following requirements: -

(a) it shall be written in English or in Hindi or if not written in English or in Hindi, be accompanied by a translated copy in English or Hindi and shall be

signed,

- (b) it shall be couched in polite and respectful language and shall be free from unnecessary padding or superfluous verbiage,
- (c) it shall contain all material statements and arguments relied on and shall be complete in itself,
- (d) it shall specify the relief desired,
- (e) it shall be submitted through the Competent Authority.
- (f) it shall be legible and intelligible,
- (g) it shall deal only with the matters that concern the employee personally,
- (h) it shall not repeat an appeal already rejected by the authority to whom the appeal is addressed, unless it discloses any new points or circumstances which afford grounds for reconsideration,
- (i) it shall be preferred within six months of the date of the order against which the appeal is made, unless reasonable cause is shown for the delay,
- (j) it shall be addressed to an authority to which an appeal lies under these Regulations.

When appeals  
may be withheld

51. (1) An appeal which does not comply with the requirements of Regulation 50 may be summarily rejected by the Appellate Authority.

(2) The requirements of Regulation 50 which are not complied with by the appellant in the appeal shall be communicated to the appellant.

(3) Upon receipt of the communication referred to in sub Regulation (2), the appellant may resubmit the appeal after complying with the said requirements of Regulation 50 within a period of one month from the date of receipt of such communication.

52. DELETED.

Grounds for  
withholding the  
appeal to be  
communicated

		to the appellant
53. (1) The appeal shall be submitted to the Competent Authority, who shall forward the same with his/her comments thereon together with the relevant records to the Appellate Authority as soon as possible.		Appeal must be forwarded to the appellate authority with due despatch
(2) An appeal to the Central Board against a selection or other decision, made on the recommendations of the Reserve Bank of India Services Board shall not be submitted to the Central Board unless, upon a scrutiny of the appeal, the Governor or a Deputy Governor, duly authorized in this behalf is of the view that the decision of the Services Board is vitiated by an error of fact.		
(3) The decision not to submit the appeal to the Central Board, taken by the Governor or Deputy Governor, as the case may be under sub Regulation (2) shall be communicated to the appellant and no appeal shall lie against such decision.		
54. DELETED.		No appeal lies against order withholding appeal
55. Appeals shall not be addressed to the Directors of the Central Board or to the members of the Local Boards personally and any such action shall be deemed a breach of discipline.		Appeals not to be addressed to Directors or Local Board Members
Appeals Representations and petitions not to be addressed to outside authority or person	55A. No employee shall address any appeal, representation or petition to any outside authority or person in respect of a matter pertaining to the employee's service in the Bank. Addressing such appeals, representations or petitions shall be deemed a breach of discipline.	
Joint petitions	56. The provisions of Regulations 50 to 55 shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a class or group of employees or by an association or union of employees recognised by the Bank. A joint petition shall not be entertained if - (a) it relates to a subject on which the Regional Director or Chief General Manager or General Manager (Officer-in-	

Charge), as the case may be, is competent to pass orders and no application for redress has been made to him/her,

- (b) it relates to a matter regarding the redress of which a specific procedure has been prescribed under any rule or instruction issued by the Bank, or
- (c) it relates to an individual and is not submitted by him/her.

**CHAPTER - V**  
**PAY, ALLOWANCES AND OTHER CONCESSIONS**

**SECTION I - PAY AND ALLOWANCES**

57. Subject to the provisions of these Regulations, pay and allowances shall accrue from the commencement of the service of an employee, and shall become payable on the afternoon of the last working day of each month in respect of the service performed during the said month.

When accrue  
and payable

Provided that an employee proceeding on any kind of leave other than Extraordinary Leave for a period not less than one month shall be paid in advance one month's pay and allowances if he/she applies therefor.

58. Pay and allowances shall not be payable for a part of a month to an employee who leaves or discontinues his/her service without due notice during a month, unless such notice has been waived by a Competent Authority.

When not  
payable for part  
of a month

59. Pay and allowances shall cease to accrue as soon as an employee ceases to be in service. In the case of an employee dismissed from the Bank's service, the pay and allowances shall cease from the date of his/her dismissal. In the case of an employee who dies while in service, they shall cease from the day following that on which the death occurs.

When cease

60. Every employee shall have a post in one of the grades referred to in Section I of Appendix I which will be considered as his/her substantive grade and to which he/she shall revert when he is not

All employees to  
be graded

a) under suspension,

b) on leave or deputation,

c) holding a temporary or a probationary post or officiating in another grade.

61. An employee shall commence to draw the pay and allowances of a post to which he is appointed as from the date on which he/she assumes the duties of the post if the charge is transferred before noon of that date and from the following day if the charge is transferred in the afternoon of that date.

Adjustment of  
pay and allowan-  
ces on change  
of charge, when  
takes effect

Two persons not to be appointed to a post at the same time.	62. Except as otherwise provided in these Regulations, no two persons may be appointed to, or draw the pay and allowances of, a post at the same time.
Employees on transfer.	63. Where an employee is transferred from one post to another, he/she shall, during any interval of duty between the date of his/her handing over charge of the old post and the date of his/her taking over charge of the new post, draw the pay and allowances of the old or the new post, whichever are less.
Admissibility of allowances	64. Allowances shall only be payable to employees who are actually at the time fulfilling the conditions subject to which they are admissible.
Overtime Allowance	<p>65 (1) Notwithstanding the fact that the whole time of an employee is at the disposal of the Bank, the Bank may grant overtime allowance, not counting as pay, to an employee who is required to work on Sundays or Holidays or to put in extra hours on week days in connection with the Bank's work.</p> <p>(2) The rate at, and the circumstances in, which such allowance may be drawn shall be determined by the Central Board.</p>
Increments	<p>66. (1) (a) In an incremental scale, the increment shall accrue on the completion of each specified period of service or each stage of that scale, whether such service be probationary, officiating or substantive.</p> <p>Provided that the benefit of increment shall be admissible from the first of the month in which it accrues.</p> <p>(b) Officiating service in a higher grade will count for increments in an employee's substantive grade as well as in the higher grade in which he/she is officiating and if there is an intermediate grade between the two in which he/she would have officiated had he/she not been appointed to officiate in the higher grade, also in the intermediate grade, but the period during which an employee is on leave without pay will not count for increment unless so authorised by the Competent Authority for reasons to be recorded in writing.</p>

(c) Sanction to draw increments will be given by the Competent Authority.

(2) If an employee officiating in a higher grade proceeds on leave, such period of leave (except extraordinary leave taken otherwise than on medical certificate) as is certified by the Competent Authority to be the period for which the employee would have continued to officiate in the higher grade but for his/her proceeding on leave, shall count for purposes of increment in the same way as period of duty in the higher grade although, in terms of Regulation 60, he/she reverted to his/her substantive grade with effect from the date he/she proceeded on leave.

(3) No increment may be withheld except as a disciplinary measure under Regulation 47 and each order withholding an increment shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments:

Provided that if in an incremental scale there is an efficiency bar, an employee shall not draw increments above that bar until he/she has been certified fit to do so by the Regional Director/Chief General Manager/General Manager, as the case may be, in the case of officers in Grades "A" to "E" and employees in classes III and IV and by the Governor in the case of Officers in Grade 'F' . On each occasion on which an employee is allowed to cross an efficiency bar which has previously been enforced against him/her, he/she shall be placed in the incremental scale at such stage as the authority competent to remove the bar may fix provided that such stage shall not be higher than that at which he/she would draw his/her pay if the bar had not been enforced against him/her and further that no increments granted on the removal of a bar shall have a retrospective effect.

67. The Governor may, in exceptional circumstances, and subject to such general or special instructions as may be issued by the Central Board grant premature increments to an employee provided that the grant of such premature increments to an employee in Class I, shall require the approval of the Central Board in each case.

Premature increments

68. (i) Subject to such special or general instructions as may be issued from time to time by the Bank, the pay of an employee on appointment on probation, from one grade to another, shall initially be so fixed in the scale of pay of the post in which the employee is appointed that it is not less than his/her substantive pay.

Refixation of pay on appointment on probation.

On confirmation

(ii) On confirmation in the higher grade, the pay of an employee shall be fixed at the appropriate stage as per the instructions issued by the Bank from time to time.

Officiating pay -  
Fixation of pay on  
promotion

69. (1) Subject to such special or general instructions as may be issued from time to time by the Bank, the pay of an employee on appointment to officiate in the higher grade or on promotion from lower grade to higher grade shall be fixed in the manner indicated in sub-regulations (2) and (3).

(2)(i) In the case of appointment in higher grade on promotion from a post in Class III to Class I and on promotion to posts from one grade in Class I to another grade in Class I, the employee shall, on such appointment, draw pay at the stage in the higher grade which is equal to or next above the pay notionally arrived at by increasing the actual pay drawn in the lower grade by one increment at the stage at which such pay is drawn. Where an employee was, immediately before his/her appointment in the higher grade, drawing pay at the maximum of the scale of pay applicable to the lower grade, his/her pay in the revised higher grade be fixed at the stage in the higher grade which is equal to or next above the pay notionally arrived at by increasing his/her actual pay in the lower grade by one increment equal to the last increment in the lower grade. If he/she is already holding a post in an intermediate grade, he/she shall draw pay at the stage in the higher grade which is equal to or next above the pay notionally arrived at by increasing the actual pay drawn in the intermediate grade by one increment at the stage at which such pay is drawn.

Provided that when the promotion is of a temporary nature and the circumstances of the promotion so justify, the Governor may fix the pay of an employee at an amount less than that admissible under this Regulation.

(ii) In the case of appointment in higher grade on promotion from a lower grade to a higher grade within Class III and within Class IV, the employee shall, on such appointment, draw pay at the stage in the higher grade which is next above the pay notionally arrived at by increasing the actual pay in the lower grade by one increment at the stage at which such pay is drawn. Where an employee was immediately before his/her promotion or appointment to a higher post, drawing pay at the maximum of the time scale of the lower post, his/her initial pay in the time-scale of the higher post be fixed at the stage in that time-scale next above such maximum in the lower post.

(iii) In the case of appointment in higher grade on promotion



from a post in Class IV to a post in Class III, an employee shall draw pay at the stage in the higher grade which is next above the pay notionally arrived at by increasing the actual pay in the lower grade by one increment at the stage at which such pay is drawn. Where a Class IV employee, immediately before his/her appointment in Class III, drawing pay at the maximum of the scale of pay applicable to the lower grade post in Class IV, his/her pay in the Class III grade be fixed at a stage in the higher grade which is next above the pay notionally arrived at by increasing the actual pay drawn by him/her in the lower grade in Class IV by one increment equal to the last increment in the lower grade.

(3) If he/she reverts and is reappointed in that higher grade, his/her earlier service in the higher grade will be taken into account for fixing his/her pay and for permitting him/her to draw increments in the higher grade in terms of Regulation 66(1).

Refixation of  
pay on transfer  
from one scale  
of pay to another

70. When an employee is transferred from one scale of pay to another and such transfer does not involve the assumption of duties or responsibilities of greater importance, his/her initial pay on the new scale shall be at a stage which is equal to his/her substantive pay in the old scale, or if there is no such stage in the new scale, the stage next below that pay plus personal pay equal to the difference, such personal pay to be drawn until such time as it is absorbed by subsequent increments in the new scale.

Application of  
Appendices  
I to III

71. Except as otherwise provided in these Regulations or as may be prescribed by the Central Board, the pay and allowances of an employee shall be regulated in accordance with the provisions of Appendices I, II and III.

## Section 2 - Other Concessions

- |  |  |
|--|--|
| <p>72. The leave and retirement fare concessions shall be admissible to the staff in accordance with the instructions issued by the Bank from time to time.</p>  | <p>Leave and Retirement Fare Concession</p>                                      |
| <p>73. (1) The Central Board may determine the conditions under which an honorarium, special pay, special increments may be granted to an employee for graduation, for holding the National Diploma in Commerce or for passing the examinations held by an Institute of Bankers or for holding or acquiring similar other qualifications.</p> <p>(2) No concessions the grant of which is not covered by these Regulations may be given except with the special sanction of the Central Board.</p>   | <p>Grant of honoraria, special pay , special increments or other concessions</p> |
| <p>74. (1) For the purpose of leave fare and retirement fare concessions, every employee shall on his/her appointment declare his/her domicile in writing to the Principal Chief General Manager if he/she is an employee in Class I and to the Regional Director or Chief General Manager or General Manager (Officer-in-Charge), as the case may be, in other cases on Form 'C' of Regulation 106 and if such domicile is not his/her place of birth he/she must establish the same to the satisfaction of the appropriate Authority.</p> <p>(2) No employee who has once indicated his/her place of domicile shall be allowed to alter the same unless he/she satisfies the Principal Chief General Manager or the Regional Director or Chief General Manager or General Manager (Officer-in-Charge), as the case may be, that the change is necessitated by a bonafide reason.</p> | <p>Declaration of Domicile</p>   |

## CHAPTER VI

### LEAVE AND JOINING TIME

#### Section I - General Rules relating to Leave

Kinds of leave	<p>75. Subject to the provisions of these Regulations, the following kinds of leave may be granted to an employee:</p> <ul style="list-style-type: none"> <li>(a) Casual Leave, Special Casual Leave and Special Sick Leave.</li> <li>(b) Ordinary Leave.</li> <li>(c) Sick Leave.</li> <li>(d) Special Leave.</li> <li>(e) Extraordinary Leave.</li> <li>(f) Maternity Leave.</li> <li>(g) Accident Leave.</li> <li>(h) Child Adoption Leave</li> <li>(i) Paternity Leave</li> </ul>
Authorities empowered to grant leave	<p>76. The power to grant leave to employees shall vest in the authorities specified in the directions/instructions issued by the Bank from time to time, subject to such general or special conditions as may be prescribed therein. All applications for leave shall be addressed to the respective authorities empowered to grant leave.</p>
Power to refuse leave or recall an employee on leave	<p>77. Leave cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it, and an employee already on leave may be recalled by that authority when it considers this necessary in the interests of the service.</p>
Lapse of leave on cessation of service	<p>78. Leave earned by an employee lapses on the date on which he ceases to be in service, except Ordinary Leave in the following circumstances: -</p> <ul style="list-style-type: none"> <li>(a) On retirement from Bank's service, in terms of Staff Regulation 26(4), accumulated Ordinary Leave, at credit as on the date of retirement, subject to a maximum of 300 days, can either be availed of as Leave Preparatory to Retirement or encashed, at the employee's option, in which case the employee will be paid, in one lump sum, Pay as defined in Staff Regulation 3(f), drawn as on the date of retirement and all allowances normally admissible thereon during Ordinary Leave.</li> </ul>

(b) In the case of a confirmed employee of the Bank, resigning from the service after giving proper notice of resignation in terms of Staff Regulation 25(1), encashment will be permitted to the extent of half of the Ordinary Leave at his/her credit as on the date of resignation, subject to a maximum of 150 days Ordinary Leave, in which case the employee will be paid in one lump sum, Pay as defined in Staff Regulation 3(f), drawn as on the date of resignation and all allowances normally admissible thereon during Ordinary Leave.

(c) In the case of death while in service, the deceased employee's nominees/heirs will be paid, in lump sum, pay plus all allowances, admissible during the period of accumulated Ordinary Leave at the credit of the employee as on the date of his/her death while in service, subject to maximum of 300 days Ordinary Leave.

(d) Notwithstanding anything contained in this Regulation, the Competent Authority may, at its discretion, permit the encashment of Ordinary Leave to employees, other than those covered in sub-regulations (a), (b) and (c) of the Regulation, subject to the condition that the encashment permitted may not exceed 50 per cent of the Ordinary Leave standing to the credit of the employee as on the date of his/her cessation of service, subject to a maximum of 150 days.

79. An employee who has been sanctioned leave may return to duty before expiry of leave sanctioned to him/her with the permission of the authority who has sanctioned the leave to him/her.

Earlier return from leave

80. (1) The first day of an employee's leave is the working day succeeding that upon which he/she makes over charge.

Commencement and termination of leave

(2) The last day of an employee's leave is the working day preceding that upon which he/she reports his/her return to duty.

81. An employee shall, before proceeding on leave, intimate to the Competent Authority his/her address while on leave, and shall keep the said authority informed of any change in the address previously furnished.

Obligation to furnish leave address

82. An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he/she was last stationed.

Station to which an employee should report on return.

83. A Competent Authority may require an employee who has availed himself/herself of leave for reasons of health to produce a medical certificate of fitness before he/she resumes duty even though such leave was not actually granted on a medical certificate.

When medical certificate of fitness may be demanded.

Leave not admissible to an employee under suspension

84. Leave may not be granted to an employee under suspension or against whom proceedings are pending under Chapter IV of these Regulations.

### **Section 2 - Ordinary Leave**

When applications should be submitted

85. (1) Applications for Ordinary Leave shall ordinarily be submitted by the employee in Class I at least 60 days before the date from which leave is required and at least 30 days before the date from which leave is required, by the other employees.

(2) Applications which do not satisfy the requirements of sub-regulation (1) may be refused without reason being stated.

Scale on which Ordinary Leave is earned

86. (1) Ordinary Leave will be credited in advance at a uniform rate of 15 days on the 1<sup>st</sup> of January and 1<sup>st</sup> of July every year.

(2) The credit to be afforded will be reduced by 1/10<sup>th</sup> of the extraordinary leave availed during the previous half year, subject to a maximum of 15 days and to the extent of such credit only.

(3) The credit for the half year in which an employee is appointed will be afforded at the rate of 2 ½ days for every completed 30 days of service (1 day for completed 12 days) which he is likely to render in the calendar half year in which he is appointed, subject to a maximum of 15 days.

(4) The credit for the half year in which an employee is due to retire or resigns from the service will be afforded at the rate of 1 day for every completed 12 days in that half year up to the date of retirement/resignation, subject to a maximum of 15 days.

(5) In the case of death of an employee while in service, credit will be afforded at the rate of 1 day for every completed 12 days up to the date of death, subject to a maximum of 15 days.

(6) If an employee retires/resigns/dies in the middle of a calendar year, the ordinary leave credited should be reduced at the rate of 1/10<sup>th</sup> of any extraordinary leave taken in that half year and the leave account regularised.

(7) While affording credit, fraction of a day should be rounded off to the nearest day

Ordinary Leave due 87. The Ordinary Leave due to an employee is the period which he/she has earned diminished by the period of leave actually taken.

Limits upto which Ordinary Leave may be earned or taken 88. The period of Ordinary Leave, which can be taken at any one time by an employee, is 300 days and no further Ordinary Leave can be earned by him/her.

Provided that -

(a) if, at least 90 days before the date on which an employee shall have earned leave for the maximum period, he/she has formally applied for leave and the leave has been refused or he/she has ascertained in writing that leave, if applied for, will not be granted, such an employee may be permitted to earn leave in excess of the maximum aforesaid, upto the date specified by the authority competent to grant leave;

(b) Deleted.

**Explanation :** Deleted.

88 A. Without prejudice to the provisions of Regulation 88 above, an employee in full time service, can be permitted by the Competent Authority to encash Ordinary Leave for a minimum period of 10 days and maximum of 30 days, provided the employee has residual balance of 30 days Ordinary Leave to his/her credit after sanction of the encashment applied for. The pay and allowances for such encashment of Ordinary Leave will be on the basis of pay and allowances as normally admissible during the period of Ordinary Leave. The other terms and conditions applicable in this matter will be as per the instructions issued by the Bank from time to time.

Encashment of Ordinary Leave

89. An employee on Ordinary Leave shall draw a pay equal to his/her leave pay.

Pay during Ordinary Leave.

**Section 3 - Casual, Special Casual, Special Sick,  
Sick, Special, Extra - ordinary,  
Maternity, Accident, Child Adoption and  
Paternity Leave**

90. (1) Casual Leave may be granted upto a maximum of fifteen days in each calendar year by the Governor in the case of Regional Director or Chief General Manager or General Manager in charge of Offices or Central Office departments, as the case may be, and by the Regional Director or Chief General Manager or General Manager in charge of Offices or Central Office departments, as the case may be, in the case of other employees; Casual Leave

Provided that not more than seven days may be taken continuously, that the state of work permits and that no appointment is required to replace the employee on leave ;

Provided further that public holidays may not be combined with such leave in such a way as to increase the absence at any one time beyond ten days but if extended beyond these limits shall be treated as Ordinary Leave in respect of the entire period. Casual Leave may not be granted in combination with any other kind of leave except Special Casual Leave.

(2) The unavailed Casual Leave at the end of a calendar year, may be allowed to be carried forward and credited to a Special Sick Leave Account and granted on medical grounds any time during the following three calendar years, without production of a medical certificate. Such Special Sick Leave may be taken separately or in combination with Casual Leave subject to the foregoing provisions of this Regulation. Special Sick Leave may not be granted in combination with any other kind of leave except Casual Leave and Special Casual Leave.

(3) “Notwithstanding anything contained in sub-regulation (1) and (2), the Governor may authorise the appointment of a substitute for an employee on Casual Leave/Special Sick Leave when a substitute is necessary to carry out the duties of the post during absence, however short, of the employee.

Special Casual  
Leave

90A. Notwithstanding anything contained in Regulation 90, the Governor may permit the grant of Special Casual Leave :

- (1) (i) when the absence from duty is necessitated by orders from the authorities empowered to issue quarantine orders not to attend office in consequence of infectious

disease in the family or household of an employee;

(ii) Deleted.

(iii) Deleted



- (iv) when there are other exceptional circumstances necessitating the grant of Casual Leave in excess of the prescribed limits;
- (2) (i) upto 21 days in any one calendar year when the absence is necessitated by reason of an employee having to attend as a delegate a meeting of an Association/ Union recognised by the Bank;
- (ii) upto 45 days in any one calendar year when the absence is necessitated by reason of an employee participating in sporting events of national or international importance or any other sporting event approved by the Governor.

**Explanation 1:** Except in respect of Special Casual Leave sanctioned in terms of Regulation 90A(1)(iv), the total period of Casual Leave granted under Regulation 90(1) and the Special Casual Leave granted under Regulation 90A(1) in any one calendar year shall in no case exceed 30 days and if the grant of leave under the said Regulations shall result in such total period being extended beyond 30 days any period of absence in excess of 30 days shall be treated, subject to the provisions of Regulation 91(2) as Ordinary, Sick, Special or Extra-ordinary Leave, as the employee concerned may request and as may be admissible to him/her.

**Explanation 2 :** In computing Casual Leave under Regulation 90(1) and Special Casual Leave under Regulation 90A, intervening public holidays shall not be reckoned as days of Casual Leave or Special Casual Leave as the case may be.

91 (1) During the full period of his/her service an employee may be granted Special Leave on private affairs for a period not exceeding 360 days and Sick Leave on medical certificate for a period not exceeding 540 days, and the Central Board may grant additional Sick Leave, if considered advisable in the Bank's interest, in special cases. Special Leave may not be availed of if Ordinary Leave is admissible;

Sick and Special Leave, limit upto which may be granted

Provided that an employee may be granted Special Leave if he/she is suffering from a disease requiring prolonged treatment and he/she has no Ordinary Leave and Sick Leave to his/her credit and is also not eligible for advance Sick Leave;

## DELETED

Provided further that in the case of an employee, other than an employee in Class I, the production of a medical certificate shall not be insisted upon if Sick Leave to be granted does not exceed four days and the Competent Authority is satisfied with the bonafides of the reasons for such a leave.

(2) In case an employee is absent from duty on account of quarantine, the Bank may, at the request of the employee, treat such absence upto a maximum of 90 days as Ordinary, Sick or Special Leave if such leave is otherwise permissible. Special Leave under this sub-regulation may be availed of even if Ordinary Leave is admissible.

When grant requires sanction of a higher authority.

92. The grant of Sick or Special Leave to an employee other than an employee in Class I who has already exhausted Sick or Special Leave, as the case may be, proportionate to his/her length of service and the grant of Special Leave to undertake a special course of study shall require the sanction of the Principal Chief General Manager.

Pay during Sick and Special Leave

93. Sick and Special Leave shall be on half leave pay, which shall be reduced, except with the special sanction of the Central Board, to one quarter of leave pay after 180 days in the case of Special Leave;

Provided that where an employee has served the Bank for at least a period of three years, he/she may, if he/she so requests, be permitted to avail himself/herself, during the full period of his/her service, of Sick Leave on leave pay up to a maximum period of 270 days, such leave on leave pay being entered in his/her Sick Leave account as twice the period of leave taken by him/her.

**Explanation:** For the purpose of this proviso, service includes continuous temporary service rendered by an employee prior to confirmation.

94. (1) Extraordinary Leave may be granted to an employee when no Ordinary Leave is due to him/her and when, having regard to his/her length of service, Sick or Special Leave is not considered justified by the Competent Authority. Except in exceptional circumstances, the duration of Extraordinary Leave shall not exceed 90 days on any one occasion and 360 days during the entire period of an employee's service.

Extraordinary  
Leave

(2) A Competent Authority may grant Extraordinary Leave in combination with, or in continuation of leave of any other kind admissible to the employee, and may commute retrospectively periods of absence without leave into Extraordinary Leave.

(3) No pay and allowances are admissible during the period of Extraordinary Leave and the period spent on such leave shall not count for increments:

Provided that, in cases where the sanctioning authority is satisfied that the leave was taken on account of illness or for any other cause beyond the employee's control, it may direct that the period of Extraordinary Leave may count for increments.

95 (1) Maternity Leave which shall be on leave pay may be granted to a female employee of the Bank for a period not exceeding 180 days on any one occasion and 360 days during the entire period of an employee's service.

Maternity Leave

(2) A female employee may also be granted Maternity Leave, not exceeding 42 days in cases of "mis-carriage", "abortion", or "medical termination of pregnancy" or for undergoing hysterectomy operation, within the overall limit of 360 days as stipulated in sub Regulation (1) above.

(3) A Competent Authority may grant leave of any other kind admissible to the employee in combination with, or in continuation of Maternity Leave if the request for its grant is supported by sufficient medical certificate.

95A (1) Accident Leave may be granted to an employee who sustains an injury in the course of the performance of his/her duties, for the period for which leave is certified by the Bank's Medical Officer to be necessary for recovery from the injury.

Accident Leave  
for employees

(2) Accident Leave would also be admissible to an employee, who is on official tour in connection with the Bank's work, subject to the period for which leave is necessary for recovery from the injury being certified either by the Bank's Medical Officer, or a Government /Municipal doctor or any other doctor acceptable to the Competent Authority.

(3) The Competent Authority may, at the option of the employee, grant any other kind of leave as admissible to him/her for the period so medically certified and also in combination with or in continuation of any Accident Leave sanctioned.

(4) An employee shall draw a pay equal to his/her leave pay during the period of Accident Leave.

Child Leave	Adoption	95B Child Adoption Leave which shall be on leave pay may be granted to a female employee, having less than two surviving children, who adopts a child below one year of age through proper legal process for a period not exceeding 180 days.
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Paternity Leave		95C (1) Paternity Leave which shall be on leave pay may be granted to a male employee with less than two surviving children for a period of 15 days, during the confinement of his wife for child birth.
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(2) Paternity Leave which shall be on leave pay may also be granted to a male employee with less than two surviving children, on valid adoption of a child below the age of one year, for a period of 15 days within a period of 180 days from the date of valid adoption.

Leave for Commissioning Mother		95D Leave for Commissioning Mother <sup>1</sup> , which shall be on leave pay may be granted to a female employee, having less than two surviving children, who commissions a child through proper legal Process for a period not exceeding 180 days. The leave may be Calculated from the date the child is handed over to the Commissioning mother.
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<sup>1</sup> A commissioning mother is defined as a biological mother who uses her egg to create an embryo implanted in another woman.

### Section 4 - Joining Time

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|---|---|
| <p>96 (1) Joining time may be granted to an employee to enable him/her -</p> <p style="margin-left: 40px;">(a) to join a new post to which he/she is appointed while on duty in his/her old post; or</p> <p style="margin-left: 40px;">(b) to join a new post on return from leave of not more than 120 days duration or, although the duration of leave exceeds 120 days, the employee has not had sufficient notice of his/her appointment to the new post.</p> <p>(2) Joining time shall not be granted when no change in the headquarters of an employee is involved.</p>   | <p>When may be granted</p>                          |
| <p>97. The pay and allowances of an employee on joining time shall be determined in accordance with Regulation 63.</p>  | <p>Pay and Allowances during joining time.</p>      |
| <p>98. Joining time which may be allowed to an employee shall not exceed ten days, exclusive of the number of days spent on travelling,</p>   | <p>Period for which admissible</p>                  |
| <p>99. In calculating joining time admissible to an employee, the day on which he/she is relieved from his/her old post and public holidays following the day of his/her relief shall be excluded.</p>  | <p>How calculated</p>                               |
| <p>99A (1) Where an employee on transfer from one centre to another does not avail of the joining time or his/her joining time has been curtailed due to exigencies of Bank's service, he/she may be allowed to avail of the Special Casual Leave to the extent of unavailed joining time subject to a maximum of 10 days, at any time after the date of reporting at new centre but before the completion of a period of 180 days or such other extended period as may be agreed to by the Bank for submitting supplementary travelling allowance bill in respect of his/her family and personal effects provided he/she has advised the office to this effect before proceeding on transfer.</p> <p>(2) Sundays/Holidays prefixed/ suffixed to Special Casual Leave in lieu of joining time shall be excluded but Sundays/Holidays intervening such Special Casual Leave shall be reckoned as Special Casual Leave.</p> | <p>Special Casual Leave in lieu of joining time</p> |

(3) The Special Casual Leave in lieu of joining time can be availed of by combining with Casual Leave or with Ordinary Leave/Sick Leave, before or after such Casual Leave or Ordinary Leave/Sick Leave.

(4) The Special Casual Leave in lieu of joining time can be availed of in one spell or in two spells before or after the submission of transfer bill provided it is availed of within a period of 180 days from the date of reporting at the new centre or before expiry of the further extension of time granted for submission of transfer bill.

Overstayal after  
joining time

100. An employee who does not join his/her post within the joining time allowed to him/her shall be deemed to have committed a breach of Regulation 39.

**CHAPTER- VII****Medical Attendance**

101. Ordinary medical attendance shall be provided by the Bank for its employees. Fees not included in ordinary medical attendance may be paid by the Bank only in exceptional circumstances and at the discretion of the Governor in the case of employees in Class I, and the Principal Chief General Manager of the Department of Administration and Personnel Management or the Chief General Manager of the Department of Expenditure and Budgetary Control in other cases.

Ordinary Medical attendance provided by the Bank.

**Explanation :** Ordinary medical attendance shall not be deemed to include hospital fees (other than fees for medical attendance), or nursing charges.

## Chapter VIII

### Foreign Service

Deputation of employees to join military service. 102. The terms and conditions subject to which an employee may be permitted to join military service shall be determined by the Central Board.

Deputation of employees to other services. 103 (1) Without prejudice to the provisions of Regulation 102 no employee of the Bank may be deputed to serve under any other employer without the approval of the Governor who shall determine the duration of such deputation and the terms and conditions on which the deputation shall take effect;

Provided that no employee may be transferred to foreign service against his/her will.

(2) Where the services of an employee of the Bank are placed at the disposal of a foreign employer, it shall be a condition of the deputation that the foreign employer shall, during the period of such deputation, bear the entire cost of the services of the employee including the following, viz.

- (a) Pay during joining time,
- (b) Travelling Allowances payable to the employee to enable him/her to join his/her appointment under the foreign employer and to return to his/her appointment in the Bank on the termination of his/her deputation,
- Leave earned during the period of deputation,
- (d) The employer's contributions to the employee's account in the Bank's Provident Fund.
- (e) If the employee is governed by Bank's Pension Scheme, an amount, as may be determined by the Principal Chief General Manager, sufficient to cover the Bank's liability towards the pension for the period the employee is on deputation.
- (f) Contribution towards any gratuity or other sum for which the employee may become eligible on his/her retirement, on such scale as may be fixed by the Principal Chief General Manager.



## CHAPTER- IX

### Miscellaneous

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|---|--|---|
| □ | Unless otherwise directed by the Central Board or the Governor, every employee required to do so by the Regulations of the relative Fund shall become a member of the Reserve Bank of India Employees' Provident Fund and of the Reserve Bank of India Employees' Co-operative Guarantee Fund and shall agree to be bound by the Regulations of those Funds. | Obligation to subscribe to the Provident and Guarantee Funds                |
| □ | It shall be incumbent on every employee bound by these Regulations to subscribe to any insurance scheme or fund that may be instituted by the Bank for the benefit of its employees and their families, and to be bound by the rules of the said scheme or fund;   | Obligation to subscribe to insurance scheme or fund instituted by the Bank. |

Provided that nothing contained in this Regulation shall serve to curtail any superannuation benefits which may otherwise be admissible to an employee;

Provided further that nothing contained in this Regulation shall require an employee to subscribe to the said scheme or fund if he/she is exempted from so doing under the rules of the said scheme or fund.

106. (1) Every employee, to whom these Regulations apply, shall subscribe to declaration in Form A and Form B appended.	Declarations to be signed by the employees.
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(2) The declaration referred to in Regulation 74 shall be made by an employee in form 'C' appended.

**FORM A**

**DECLARATION TO BE BOUND BY THE STAFF REGULATIONS**

Place \_\_\_\_\_

Date \_\_\_\_\_

I hereby declare that I have read and understood the Reserve Bank of India (Staff) Regulations, 1948, and I hereby subscribe and agree to be bound by the said Regulations.

Name in full \_\_\_\_\_

Nature of appointment \_\_\_\_\_

Date of appointment \_\_\_\_\_

Signature \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

**FORM B****DECLARATION OF SECRECY**

Place \_\_\_\_\_

Date \_\_\_\_\_

I, the undersigned, having been appointed to the service of the Reserve Bank of India, do hereby declare that I shall regard as strictly confidential and by no means, direct or indirect, reveal to any person or persons whatever any information concerning the affairs of the Bank or of any one dealing with the Bank, unless compelled to do so by judicial or other authority, or instructed by the Bank to do so in the discharge of my duties.

Name in full \_\_\_\_\_

Nature of appointment \_\_\_\_\_

Date of appointment \_\_\_\_\_

Signature \_\_\_\_\_

**FORM C**

**DECLARATION OF DOMICILE**

Place \_\_\_\_\_

Date \_\_\_\_\_

I, the undersigned, having been appointed to the service of the Reserve Bank of India, hereby declare \_\_\_\_\_ in \_\_\_\_\_ as my place of domicile.  
(Place) (District)

2. \* The above is my place of birth.

or

\* The above is not my place of birth. My place of birth is \_\_\_\_\_ in \_\_\_\_\_  
(Place) (District)

but \_\_\_\_\_ has been declared as my place of domicile for the reasons given below:  
(Place)

---

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Name in full \_\_\_\_\_

Nature of appointment \_\_\_\_\_

Date of appointment \_\_\_\_\_

Signature \_\_\_\_\_

\* Note: - Strike out whichever is not applicable

**APPENDIX I****PAY****Section 1 - Pay Scales**

1. The present scales of pay for employees in Classes I, III and IV are as given hereunder. These scales of pay are liable to change as and when revision of scales of pay takes place, in future.

**(1) Class I****(1) Scales of pay**

Officers in Grade `F' : Rs.  $\frac{19200}{1} - \frac{500}{3} - 20700 - \frac{600}{3} - 22500$  (7 years)

In addition, Special pay of Rs.600/- is payable on completion of one year after reaching the maximum of the scale.

Officers in Grade `E' : Rs.  $\frac{17275}{1} - \frac{475}{3} - 18700 - \frac{500}{4} - 20700$  (8 years)

In addition, Special pay of Rs.500/- is payable on completion of one year after reaching the maximum of the scale.

Officers in Grade `D' : Rs.  $\frac{15675}{1} - \frac{475}{5} - 18050$  (6 years)

In addition, Special pay of Rs.475/- is payable on completion of one year after reaching the maximum of the scale.

Officers in Grade `C' : Rs.  $\frac{11200}{1} - \frac{475}{9} - 15475 - EB - \frac{475}{3} - 16900$  (13 years)

In addition, Special pay of Rs.475/- is payable on completion of one year after reaching the maximum of the scale.

Officers in Grade `B' : Rs.  $\frac{7825}{1} - \frac{475}{11} - 13050 - EB - \frac{475}{6} - 15900$  (18 years)

In addition, Special pay of Rs.475/- is payable on completion of one year after reaching the maximum of the scale.

Officers in Grade `A' : Rs.  $\frac{7350}{1}$  -  $\frac{425}{1}$  - 7775 -  $\frac{475}{10}$  - 12525 - EB -  $\frac{475}{5}$  - 14900 (17 years)

In addition, Special pay of Rs.475/- is payable on completion of one year after reaching the maximum of the scale.

**Notes:**

(a) Directors in Department of Economic Analysis & Policy and Department of Statistical Analysis and Computer Services, will be allowed to go over from the Grade `D' scale of pay to the Grade `E' scale of pay on reaching the maximum of Grade `D' scale and on being found suitable as per the prescribed selection process.

(b) The incumbents of the posts shown below shall draw Special Allowances at the rates indicated hereunder for the period they hold the said posts.

(i) Principal Chief General : Rs.525/- p.m.  
Manager

(ii) Principal Adviser, Department of : Rs.450/- p.m.  
Economic Analysis & Policy/  
Department of Statistical  
Analysis and Computer Services

(iii) Private Secretaries in Grade `A' : Rs.300/- p.m.

(iv) Private Secretaries in Grade `B' : Rs.400/- p.m.

(v) Principal Private Secretary to : Rs.550/- p.m.\*  
Governor

\* This Special Allowance is in addition to the Special Allowance of Rs.400/- p.m. payable as Private Secretary Grade 'B' in terms of (iv) above. This allowance of Rs.550/-p.m. counts as Pay for superannuation benefits only.

(c) The posts of Private Secretary in Gr.'B' and Manager(Catering) will have a combined scale of Grade 'B' and Grade 'C' as under:

Rs.  $\frac{7825}{1}$  -  $\frac{475}{11}$  - 13050 - EB -  $\frac{475}{6}$  - 15900 - EB -  $\frac{50}{1}$  - 15950 -  $\frac{475}{2}$  - 16900 (21 years)

(i) The incumbent to the post of Supervisor-in-Charge of Officers' Lounge and Dining Room shall, initially on appointment in the Bank, draw pay in the following special scale of pay.

Rs.  $\frac{5100}{1} - \frac{250}{3} - 5850 - \frac{300}{2} - 6450 - \frac{350}{2} - 7150 - EB - \frac{450}{5} - 9400$  (13 years)

(ii) On completion of 5 years' service in the Bank, such Supervisor-in-Charge of Officers' Lounge and Dining Room will be placed in the scale of pay applicable to Officers in Grade `A', subject to his/her suitability to be decided at Bank's discretion.

### **(2) Stagnation Increment/s**

(i) Officers in Grades `A' to `C' are eligible for grant of 2 Stagnation Increments, one each on completion of every 3 years of service, after reaching maximum of the scale of pay and drawal of Special Pay which is admissible on completion of one year of service after reaching the maximum of the scale of pay.

### **(3) Personal Allowance**

Officers who were in service as on 21st November 1995 are eligible for grant of Personal Allowance as indicated hereunder.

(i) Personal Allowance of Rs.550/- p.m. is admissible on completion of one year after reaching the maximum of the scale of pay. Out of the Personal Allowance of Rs.550/-, while Rs.475/- will rank for PF/Pension and Gratuity for Officers in Grades `A' to `D', Rs.500/- and Rs.550/- will rank for PF/Pension and Gratuity in respect of Officers in Grades `E' and `F' respectively.

(ii) Personal Allowance once drawn is admissible on non-adjustable basis even on promotion from one grade to another. Out of the Personal Allowance of Rs.550/-, carried over from Grade `D' to Grade `E' and from Grade `E' to Grade `F' on promotion, an amount of Rs.475/- and Rs.500/- respectively will rank for superannuation benefits (i.e. PF/Pension & Gratuity) till completion of one year after reaching the maximum of the promotional grade. On completion of the said period (i.e. one year after reaching the maximum of the promotional grade), Rs.500/- and Rs.550/- respectively (instead of Rs.475/- and Rs.500/-) will rank for superannuation benefits.

### **(4) Fixed Personal Allowance (FPA)**

Officers who were in service as on 1st November 1993 are eligible for grant of Fixed Personal Allowance as indicated hereunder.

(i) FPA of Rs.500/- p.m. is admissible for officers in Grades `A' to `D' and Rs.510/- p.m. and Rs.610/- p.m. for Officers in Grades `E' and `F' respectively. Out of the said FPA, while Rs.475/- will rank for PF/Pension and Gratuity for Officers upto Grade `D',

Rs.500/- and Rs.600/- will rank for PF/Pension and Gratuity for Officers in Grades `E' and `F' respectively.

(ii) FPA is admissible one year after reaching the maximum of the revised incremental pay-scale. CAIB Allowance, if any, will be payable as in sub-paragraph (5).

(iii) FPA once drawn will continue on non-adjustable basis even on promotion from one grade to another. Further, FPA of Rs.500/-, carried over from Grade `D' to Grade `E' on promotion, will be revised to Rs.510/- on completion of one year after reaching the maximum of Grade `E' scale. Likewise, FPA of Rs.510/-, carried over from Grade `E' to Grade `F' on promotion, will be revised to Rs.610/- on completion of one year after reaching the maximum of Grade `F' scale.

### **(5) CAIB Allowance**

Officers who possess CAIB/CAIB/JAIB qualifications are to be granted CAIB Allowance as under -

#### **(a) Officers who are eligible for grant of Fixed Personal Allowance as under Sub-paragraph (v) above and those who are eligible for grant of Personal Allowance in terms of Sub-paragraph (3) above**

---

After reaching the maximum of the pay scale and one year after drawal of Fixed Personal Allowance and/or Personal Allowance-

- (i) For Part I - Rs. 150/- p.m.
- (ii) For Part II - Rs. 210/- p.m.  
(Rs.360/- p.m. in all)

#### **(b) Officers who have joined the service after 21<sup>st</sup> November 1995 and were in the service of the Bank on or after 31<sup>st</sup> December 2000**

After reaching the maximum of the pay scale and one year after drawal of Special Pay in terms of Sub-paragraph (i) above -

- (i) For Part I - Rs. 150/- p.m.
- (ii) For Part II - Rs. 210/- p.m.  
(Rs.360/- p.m. in all)

**2. Deleted.**



**(3) Class III****(1) Scale of pay****Group `A'**

1. Clerk Grade II
2. Clerk Grade I
3. Coin-Note Examiner Grade II
4. Coin-Note Examiner Grade I
5. Clerk Grade II/Coin-  
Note Examiner Grade II
6. Clerk Grade I/Coin-  
Note Examiner Grade I
7. Typist
8. Hindi Typist
9. Typewriter Mechanic
10. Telex Operator
11. Punch Operator
12. Comptometer Operator
13. Console-Room Operator
14. Adrema Machine Operator
15. Tabulator Operator
16. Sorter Operator
17. Fund Machine Operator
18. Telephone Operator
19. Assistant Air- Conditioning  
Plant Operator
20. Electrician Grade II
21. Electrician-cum-Caretaker
22. Assistant Caretaker

$$\text{Rs. } \frac{3700}{1} - \frac{160}{3} - 4180 - \frac{230}{4} -$$

$$5100 - \frac{300}{4} - 6300 - \frac{375}{3} -$$

$$7425 - \frac{475}{5} - 9800 \text{ (20 years)}$$

23. Translator

24. Xerox Operator	Rs. $\frac{3700}{1} - \frac{160}{3} - 4180 - \frac{230}{4} -$
25. Off-set Printing Operator	
26. Hindi Translator	5100 - $\frac{300}{4}$ - 6300 - $\frac{375}{3}$ -
27. Machine Operator	
	7425 - $\frac{475}{5}$ - 9800 (20 years)

**Notes :**

- (a) Clerk Gr.I/Coin-Note Examiner Gr.I/Clerk/Coin-Note Examiner Gr.I is to be granted Special Pay of Rs.405/- p.m.
- (b) Clerk Gr.II/Coin-Note Examiner Gr.II/Clerk/Coin-Note Examiner Gr.II is to be granted Special Pay of Rs.405/- p.m. on completion of 9 years of service, if the special pay admissible to Clerk Gr.I/Coin-Note Examiner Gr.I/Clerk/Coin-Note Examiner Gr.I is not sanctioned earlier.
- (c) All other employees in Group `A' are to be granted a Special Pay of Rs.405/- p.m. on completion of 9 years of service.

**Group `B'**

- |  |  |
|--|--|
| 1) Caretaker Gr.II                                     | The posts shall have the above scale of pay as applicable to Group 'A' Categories provided that the starting pay of employees in Group `B' is to be at 5th stage of the above scale of pay as applicable to Group `A' categories i.e. Rs.4410/-. |
| 2) Junior Draftsman/Junior Artist                      |  |
| 3) Air-conditioning Plant<br>and Electrical Supervisor |  |
| 4) Electrician-cum-Caretaker Gr.II                     |  |
- After reaching the maximum of the scale of pay as above, employees in Group 'B' category are to be granted Post Scale Special Pay as under :
- (i) On completion of 1 year after drawal of Personal Allowance (PA) / Fixed Personal Allowance (FPA) - Rs.635/- p.m.
- (ii) On completion of 2 years after drawal of PA/FPA - Rs. 720/- p.m. (Rs.1355/- p.m. in all).

**Group `C'**

- 1) Stenographer
- 2) Junior Engineer
- 3) Pharmacist

The posts shall have the above scale of pay as applicable to Group 'A' categories provided that the starting pay of employees in Group 'C' is to be at 6th stage of the above scale of pay as applicable to Group 'A' categories i.e. Rs.4640/-.

After reaching the maximum of the scale of pay as above, the employees in Group 'C' category are to be granted Post Scale Special Pay as under :

- (i) On completion of 1 year after drawal of PA/FPA - Rs.635/- p.m.
- (ii) On completion of 2 years after drawal of PA/FPA - Rs.720/- p.m. (Rs.1355/- p.m. in all)
- (iii) On completion of 3 years after drawal of PA/FPA - Rs.475/- p.m. (Rs.1830/- p.m. in all)
- (iv) On completion of 4 years after drawal of PA/FPA - Rs.475/- p.m. (Rs.2305/- p.m. in all)
- (v) On completion of 5 years after drawal of PA/FPA - Rs.475/- p.m. (Rs.2780/- p.m. in all)

### **Group 'D'**

- 1) Economic Assistant
- 2) Statistical Assistant
- 3) Banking Assistant
- 4) Central Office Assistant
- 5) Architectural Assistant
- 6) Library Assistant
- 7) Hindi Assistant
- 8) Teller
- 9) Teller/Assistant
- 10) Senior Draftsman / Senior Artist

The posts shall have the above scale of pay as applicable to Group 'A' categories provided that the starting pay of employees in Group 'D' is to be at 10th stage of the above scale of pay as applicable to Group 'A' categories i.e. Rs.5700/-.

After reaching the maximum of the scale of pay as above, the employees in Group 'D' are to be granted Special Pay of Rs.405/- p.m. (on completion of one year after the receipt of PA/FPA) and thereafter they are to be granted Special Pay as under :-

- (i) After 1 year - Rs.475/- p.m. (Rs.880/- p.m. in all)

- (ii) After 2 years - Rs.475/- p.m. (Rs.1355/- p.m. in all)
- iii) After 3 years - Rs.475/- p.m. (Rs.1830/- p.m. in all)
- (iv)After 4 years - Rs.475/-p.m. (Rs.2305/-p.m. in all)
- (v) After 5 years -Rs.475/- p.m.(Rs.2780/- p.m. in all)

## **(2) Additional Special Pay**

In addition to pay in scale as above, Additional Special Pay is payable as under :-

Pay Stage	Additional Special Pay (Rs.)
1st	100
2nd	100
3rd	100
4th	110
5th	110
6th	110
7th	110
8th	125
9th	125
10th	125
11th	155
12th	165
13th	165
14th	180
15th	240
16th	255
17th	270
18th	320
19th	350
20th and above	385

## **(3) Stagnation Increment/s**

(A) Employees in Group 'A' are eligible for 4 stagnation increments, each equivalent to the last increment in the scale of pay, for every two completed years of service after reaching maximum of the incremental scale of pay and drawal of post-scale special pay, if any and to the extent admissible. They are also eligible for the fifth stagnation increment, equivalent to the last increment in the scale of pay, on completion of three years of service after earning the fourth stagnation increment.

(B) Employees in Group 'B' are eligible for first stagnation increment, equivalent to the last increment in the scale of pay, on completion of two years of service, after drawal of post-scale special pay in full, having reached the maximum of the incremental pay-scale. They are eligible for second and third stagnation increment each, for every three completed years of service, after earning the first stagnation increment.

(C) Employees in Groups 'C' and 'D' are eligible for two stagnation increments, each equivalent to the last increment in the scale of pay, for every three completed years of service after drawal of Special Allowance of Rs.200/-, as under (D) below.

(D) Special Allowance for Groups 'C' and 'D'

On completion of two years after reaching the maximum of the scale of pay and drawal of post scale special pay in full, a Special Allowance of Rs.200/- is to be paid to all employees in Groups 'C' and 'D'.

Fifty percent of this Special Allowance is to be counted for superannuation benefits.

**(4) Personal Allowance**

(i) Employees who were in service as on 22nd June 1995 are eligible for grant of Personal Allowance of Rs. 550/- p.m. on completion of one year after reaching the maximum of the scale of pay.

(ii) Out of this Personal Allowance of Rs.550/- p.m., a sum of Rs.475/- is to be counted for superannuation benefits.

(iii) The Personal Allowance granted in Class III as above, is to be continued on non-adjustable basis even on promotion from Class III to Class I.

**(5) Fixed Personal Allowance**

(i) Employees who were in service as on 1st November 1993 are eligible for grant of Fixed Personal Allowance of Rs.500/- p.m. on completion of one year after reaching the maximum of the scale of pay.

(iii) Out of this Fixed Personal Allowance of Rs.500/- p.m., a sum of Rs.475/- is to be counted for superannuation benefits.

(iii) The Fixed Personal Allowance granted in Class III as above, is to be continued on non-adjustable basis even on promotion from Class III to Class I.

**(6) Advance increments/Honorarium/Special Pay  
for Educational Qualification**

-----

**(A) Advance increments/Honorarium**

(i) The employees in Class III are to be granted advance increment/s for graduation, Ph.D. Degree, CAIIB/CAIB/JAIIB/ AMIE, D.Pharm., as under:

- |   |   |                                    |
|---|---|------------------------------------|
| (a) Graduate or holders of National Diploma in Commerce or any other Diploma(s) recognised by the Government of India as equivalent to graduation | - | Two increments in the scale of pay |
| (b) Ph. D. Degree   | - | One increment in the scale of pay  |
| (c) Part I of CAIIB/CAIB/ JAIIB/AMIE  | - | One increment in the scale of pay  |
| (d) D. Pharm.   | - | One increment in the scale of pay  |
| (e) Part II ofCAIIB/CAIB/AMIE   | - | Two increments in the scale of Pay |

**Note:-** An employee who is promoted from Group 'A' to other Groups is eligible to draw the advance increment(s) as above provided he/she has not received the benefit of increment(s) in Group 'A' for the particular qualification.

(ii) At the option of an employee, honoraria are to be paid, in lieu of increment/s as above, for acquiring of qualifications as under:-

- |                                |   |            |
|--------------------------------|---|------------|
| (a) Part I of CAIIB/CAIB/JAIIB | - | Rs. 970/-  |
| (b) Part II of CAIIB/CAIB      | - | Rs.1,555/- |
| (c) Ph.D. Degree               | - | Rs.2,430/- |

(iii) Employees in Group 'A' who are graduates and/or have acquired Part I/Part II of CAIIB/CAIB/AMIE qualifications are eligible for grant of Special Pay after reaching the maximum of the pay scale and drawal of Personal Allowance/Fixed Personal Allowance (PA/FPA),as at (a) hereunder, subject to the limits at (b) below -

- |                             |   |          |
|-----------------------------|---|----------|
| <b>(a)</b> (i) After 1 year | - | Rs.175/- |
| (ii) After 2 years          | - | Rs.350/- |
| (iii) After 3 years         | - | Rs.525/- |
| (iv) After 4 years          | - | Rs.700/- |
| (v) After 5 years           | - | Rs.875/- |

**(b)** Special Pay as at (a) above is subject to the following limits

(i)	For graduation	-	Rs.350/-
(ii)	For Part I of CAIIB/CAIB/JAIIB	-	Rs.175/-
(iii)	For Part II of CAIIB/CAIB	-	Rs.350/-
(iv)	For graduation and Part I of CAIIB/CAIB/JAIIB	-	Rs.525/-
(v)	For graduation and Part II of CAIIB/CAIB	-	Rs.875/-

**(iv)** The Assistant Air-conditioning Plant Operator/Electrician Gr.II/Electrician-cum-Caretaker are to be granted Special Pay after reaching the maximum of the pay scale for acquiring Part I/Part II of AMIE qualifications as under:

(i)	For Part 'A' of AMIE	-	Rs.175/-
(ii)	For Part 'B' of AMIE	-	Rs.525/-

**(B) Employees in Groups other than Group 'A'- Special Allowance**

**(a)** After reaching the maximum of the pay-scale and drawal of post-scale special pay in full, an employee is to be granted Special Allowance as under:-

		Special Allowance (per mensem)	
(i)	For graduation/National Diploma in Commerce/ Diploma(s) recognised by Government of India as equivalent to graduation	-	Rs.180/-
(ii)	For Part I of CAIIB/CAIB/JAIIB	-	Rs. 90/-
(iii)	For Part II of CAIIB/CAIB	-	Rs.180/-

**(b)** After reaching the maximum of the pay-scale and drawal of post scale special pay in full, Junior Draftsman/Junior Engineer/ Air Conditioning Plant and Electrical

Supervisor/Electrician-cum-Caretaker Grade II is to be granted Special Allowance as under: -

(i)	For Part 'A' of AMIE	-	Rs. 90/-
(ii)	For Part 'B' of AMIE	-	Rs.180/-

**(c)** After reaching the maximum of the pay-scale and drawal of post-scale special pay in full, Pharmacists are to be granted Special Allowance of Rs.90/- p.m. for D. Pharm. qualification.

**Note:** Special allowance paid for educational qualification/s is to be counted for Dearness Allowance and is also to be counted for superannuation benefits to the full extent (i.e. 100%).



**(4) Class IV****(1) Scales of pay****Group I**

1. Peon
2. Mazdoor
3. Durwan
4. Van Cleaner
5. Khitmatgar
6. Mali
7. Cleaner (Farash)
8. P.D.O. Inkman
9. Assistant to Security Officer
10. Sweeper
11. Tea Boy

$$\text{Rs. } \frac{3125}{1} - \frac{80}{1} - 3205 - \frac{105}{3} - 3520 - \frac{130}{3} - 3910 - \frac{170}{3} - 4420 - \frac{210}{2} - 4840 - \frac{230}{3} - 5530 - \frac{280}{4} - 6650 \text{ (20 years)}$$

**Note :**

In addition to the pay in the scale as above, all employees in Group I are to be granted a Special Pay of Rs.160/- per month on completion of nine years of service.

**Group II**

1. Liftman
2. Liftman - cum - Escalator Attendant
3. P.D.O. Pressman
4. Mazdoor -cum - Wireman
5. Liftman - cum – Wireman
6. Peon - cum – Wireman
7. Bag Keeper
8. Seal Keeper
9. Security Guard
10. Helper to Carpenter/Painter

$$\text{Rs. } \frac{3300}{1} - \frac{200}{1} - 3500 - \frac{250}{1} - 3750 - \frac{300}{2} - 4350 - \frac{350}{2} - 5050 - \frac{370}{5} - 6900 \text{ (12 years)}$$

11. Helper to Plumber	}	Rs. $\frac{3300}{1} - \frac{200}{1} - 3500 - \frac{250}{1} - 3750 - \frac{300}{2} -$
12. Helper to Viceman		$4350 - \frac{350}{2} - 5050 - \frac{370}{5} - 6900$ (12 years)
13. Assistant Cook		

**Note :**

In addition to the pay in the scale as above, all employees in Group II are to be granted a Special Pay of Rs.350/- per month on reaching the maximum of the scale of pay.

**Group III**

1. Subedar Grade II	}	Rs. $\frac{3500}{1} - \frac{200}{1} - 3700 - \frac{275}{2} - 4250 - \frac{300}{1} -$	
2. Duftry			$4550 - \frac{350}{2} - 5250 - \frac{370}{5} - 7100$ (12 years)
3. Gestetner Operator			
4. Viceman			
5. P.D.O. Compositor			
6. A.C. Plant Attendant			
7. Sub-Station Attendant			
8. Carpenter			
9. Punching & Stitching Machine Operator			
10. Fireman			
11. Wireman			
12. Cook			

**Note :**

In addition to the pay in the scale as above, all employees in Group III are to be granted a Special Pay of Rs.200/- per month on reaching the maximum of the scale of pay.

**Group IV**

1. Subedar Grade I	}	Rs. $\frac{4700}{1} - \frac{200}{1} - 4900 - \frac{300}{2} - 5500 - \frac{350}{1} -$	
2. Record Clerk			$5850 - \frac{370}{5} - 7700$ (10 years)
3. Head Mazdoor			
4. Head Mazdoor attached to Governor's residence at Mumbai			
5. Head Security Guard			

**Note :**

In addition to the pay in the scale as above, all employees in Group IV are to be granted a Special Pay of Rs.130/- per month on reaching the maximum of the scale of pay.

**Group V**

1. Driver	}	Rs. $\frac{4300}{1} - \frac{275}{3} - 5125 - \frac{320}{1} - 5445 - \frac{325}{1} -$
		$5770 - \frac{350}{2} - 6470 - \frac{370}{4} - 7950$ (12 years)

**Note :**

In addition to the pay in the scale as above, all employees in Group V are to be granted a Special Pay of Rs.130/- per month on reaching the maximum of the scale of pay.

**Group VI**

1. Plumber	}	Rs. $\frac{4325}{1} - \frac{130}{3} - 4715 - \frac{155}{3} - 5180 - \frac{190}{2} -$
2. Carpenter - cum - Mason		$5560 - \frac{205}{2} - 5970 - \frac{300}{2} - 6570 - \frac{370}{4} -$
3. Electrician/Mistry		$8050$ (17 years)
4. PDO Foreman		

**Note :**

In addition to the pay in the scale as above, all employees in Group VI are to be granted a Special Pay of Rs.160/- per month on reaching the maximum of the scale of pay.

**(2)Additional Special Pay**

In addition to the pay in the scales, Additional Special Pay is payable as under :-

**Group I**

Pay Stage	Additional Special Pay (Rs.)
1st	100
2nd	100
3rd	100
4th	100
5th	110
6th	110

7th	110
8th	110
9th	120
10th	120
11th	120
12th	120
13th	120
14th	130
15th	130
16th	145
17th	160
18th	175
19th	175
20th and above	175

**Group II**

Pay Stage	Additional Special Pay (Rs.)
1st	120
2nd	120
3rd	120
4th	120
5th	120
6th	130
7th	130
8th	145
9th	160
10th	175
11th	175
12th and above	175

**Group III**

Pay Stage	Additional Special Pay (Rs.)
1st	120
2nd	120
3rd	120
4th	120
5th	120
6th	130
7th	130
8th	145
9th	160
10th	175
11th	175
12th and above	175

**Group IV**

Pay Stage	Additional Special Pay (Rs.)
1st	120
2nd	120
3rd	120
4th	130
5th	130
6th	145
7th	160
8th	175
9th	175
10th and above	175

**Group V**

Pay Stage	Additional Special Pay (Rs.)
1st	120
2nd	120
3rd	120
4th	120
5th	120
6th	130
7th	130
8th	145
9th	160
10th	175
11th	175
12th and above	175

**Group VI**

Pay Stage	Additional Special Pay (Rs.)
1st	100
2nd	110
3rd	110
4th	110
5th	110
6th	120
7th	120
8th	120
9th	120
10th	120
11th	130
12th	130

13th	145
14th	160
15th	175
16th	175
17th and above	175

### **(3) Stagnation Increments**

(A) Employees in Group I are eligible for five stagnation increments, each equivalent to the last increment in the scale of pay, for every two completed years of service after reaching the maximum of the scale of pay.

(B) Employees in Groups II and III are eligible for three stagnation increments, each equivalent to the last increment in the scale of pay, for every two completed years of service after reaching the maximum of the scale of pay.

(C) Employees in Groups IV, V and VI are eligible for two stagnation increments, each equivalent to the last increment in the scale of pay, for every two completed years of service after drawal of Special Allowance of Rs.135/-, as under (4) below.

### **(4) Special Allowance for Groups IV, V and VI**

On completion of two years after reaching maximum of the scale of pay, a Special Allowance of Rs.135/- is to be granted to all employees in Groups IV, V and VI.

Fifty percent of this Special Allowance is to be counted for superannuation benefits.

### **(5) Personal Allowance**

(i) Employees who were in service as on 27th August 1995 are eligible for grant of Personal Allowance of Rs.350/- p.m. on completion of one year after reaching the maximum of the respective scales of pay.

(ii) Out of the Personal Allowance of Rs.350/- p.m., a sum of Rs.280/- for employees in Group I and Rs.350/- for employees in other groups (Groups II to VI) is to be counted for superannuation benefits.

(iii) The Personal Allowance granted in Class IV as above is to be continued on non-adjustable basis even on promotion from Class IV to Class III. The Personal Allowance is to be revised as applicable for Class III on completion of one year after reaching the maximum of scale of pay in Class III.

**(6) Fixed Personal Allowance**

(i) Employees who were in service as on 1st November 1993 are eligible for grant of Fixed Personal Allowance on completion of one year after reaching the maximum of the respective scales of pay as under:

Group I - Rs.295/- p.m.

Group II to VI - Rs.390/- p.m.

(ii) Out of the Fixed Personal Allowance granted as above, a portion will rank for superannuation benefits and House Rent Allowance as under :

Group I - Rs.280/- p.m.

Group II to VI - Rs.370/- p.m.

(iii) (a) The Fixed Personal Allowance of Rs.295/- p.m. granted to a Group I employee is to be continued on non-adjustable basis even on promotion to higher grades within Class IV. The Personal Allowance is to be revised to Rs.390/- p.m. as applicable to higher grades on completion of one year after reaching the maximum of the scale of pay applicable to higher grade.

(b) The Fixed Personal Allowance granted in Class IV as above, is to be continued on non-adjustable basis even on promotion from Class IV to Class III.

(c) The Fixed Personal Allowance so continued will be revised to the quantum admissible to higher grade in Class III on completion of one year after reaching the maximum of scale of pay applicable to higher grade in Class III.

**House Keeping Staff in Class IV attached to the  
Bankers Training College, Mumbai**

-----

I. The scales of pay of House Keeping employees in Class IV attached to Bankers Training College, Mumbai, are as under:

- |  |   |   |
|--|---|---|
| 1. Head Cook                           | } | Rs. $\frac{4700}{1} - \frac{200}{1} - 4900 - \frac{300}{2} - 5500 -$<br>$\frac{350}{1} - 5850 - \frac{370}{5} - 7700$ (10 years)                        |
| 2. Cook<br>(Vegetarian/Non-Vegetarian) | } | Rs. $\frac{3500}{1} - \frac{200}{1} - 3700 - \frac{275}{2} - 4250 - \frac{300}{1} -$<br>$4550 - \frac{350}{2} - 5250 - \frac{370}{5} - 7100$ (12 years) |

3. Security Guard	}	Rs. $\frac{3300}{1} - \frac{200}{1} - 3500 - \frac{250}{1} - 3750 - \frac{300}{2} -$ $4350 - \frac{350}{2} - 5050 - \frac{370}{5} - 6900$ (12 years)
4. Waiter `A'		}
5. Waiter `B		
6. Mazdoor	Rs. $\frac{3125}{1} - \frac{80}{1} - 3205 - \frac{105}{3} - 3520 - \frac{130}{3} -$ $3910 - \frac{170}{3} - 4420 - \frac{210}{2} - 4840 - \frac{230}{3} -$ $5530 - \frac{280}{4} - 6650$ (20 years)	
7. Mali		
8. Sweeper		
9. Utensil Cleaner		
10. Kitchen Hamal		

**Notes:**

(1) Head Cook, Cook, Waiter 'A', Utensil Cleaner and Kitchen Hamal are eligible for free lunch/dinner only for self.

(2) Waiter `A', Utensil Cleaner and Kitchen Hamal are eligible for a Special Allowance of Rs.105/- p.m. in addition to free lunch/dinner facility for self as above.

**II. Special Pay**

Employees in the following categories are to be granted Special Pay as indicated hereunder :

(a) On completion of 9 years of service -

Category	Special Pay (Rs.)
(i) Waiter `A'	}
(ii) Waiter `B'	
(iii) Mazdoor	
(iv) Mali	
(v) Sweeper	
(vi) Utensil Cleaner	
(vii) Kitchen Hamal	
	160/- p.m.



(b) On reaching the maximum of the respective scale of pay -

	<b>Category</b>		<b>Special Pay (Rs.)</b>
(i)	Security Guard	}	350/- p.m.
(ii)	Cook		200/- p.m.
(iii)	Head Cook		130/- p.m.

### **III. Stagnation Increments**

(A) Employees in Categories named at 4 to 10 of paragraph I above are eligible to draw five stagnation increments, each equivalent to the last increment in the scale of pay, for every two completed years of service after reaching the maximum of the scale of pay.

(B) Employees in Categories named at 2 and 3 of paragraph I above are eligible to draw three stagnation increments, each equivalent to the last increment in the scale of pay, for every two completed years of service after reaching the maximum of the scale of pay.

(C) Employee in Category named at 1 of paragraph I above is eligible to draw two stagnation increments, each equivalent to the last increment in the scale of pay, for every two completed years of service after drawal of Special Allowance of Rs.135/- as under IV below.

### **IV. Special Allowance for Employee in category 1**

On completion of two years after reaching maximum of the scale of pay, a Special Allowance of Rs.135/- is to be granted to the employee in category 1 of paragraph I above.

Fifty percent of this Special Allowance is to be counted for superannuation benefits.

5. Deleted

### **Section 2 - Overseas Pay**

6. Deleted.

7. Deleted.

### **Section 3 - Special Pay**

8. Deleted

**8. (a) Class III**

The following categories of employees in Class III are to be granted Special Pay as under –

<b>Categories of Staff</b>		<b>Special Pay (Per mensem)</b>
1.	Typist	Rs.255/-
	Typewriter Mechanic	} Rs.405/-
2.	Hindi Typist	
	Hindi-cum-English Typist	
	Hindi Translator	
	Translator	
	Punch Operator	
3.	Comptometer Operator	} Rs.480/-
	Adrema Machine Operator	
4.	Telex Operator	} Rs.625/-
5.	Sorter Operator	} Rs.780
	Fund Machine Operator	
6.	Tabulator Operator	} Rs.940

**A.. Class IV**

The following categories of employees in Class IV are to be granted Special Pay as under –

<b>Categories of Staff</b>		<b>Special Pay (Per mensem)</b>
1.	Peon/Mazdoor in PDO Operating Governor's Signature Adhibiting Machine	} Rs.105/-
2.	Peon/Mazdoor in PDO entrusted with punching of G.P. Notes	
3.	PDO Inkman	} Rs.150/-
4.	Durwan, Staff Quarters at Nagpur	

5	A.C. Plant Attendant	}	Rs.210/-
6	Sub Station Attendant		
7	Assistant to Security Officer		
8	PDO Pressman		
9	PDO Compositor		
10	PDO Foreman		
11	Class IV employee going to Railway Station for booking empty remittance boxes, unaccompanied by a Class III employee	}	Rs.300/-
12	Class IV employee doing repairs to machine (e.g. Punching/ Stitching Machines, etc.)		
13	Subedar Grade I	}	Rs.275/-
14	Record Clerk		
15	Head Mazdoor		
16	Head Security Guard		

9. Except as stated in paragraph 8, the grant of special pay to any employee or to the holder of any post shall require the specific sanction of the Central Board if the amount exceeds one hundred rupees and of the Governor if the amount does not exceed one hundred rupees.

When grant of special pay requires Central Board's sanction

#### Section 4 - Personal Pay

10. The grant of personal pay in circumstances referred to in Regulation 3(i)(i) and upto Rs.50/- in any other case shall be at the discretion of the Governor. In other cases personal pay may only be granted with the previous sanction of the Central Board.

Who may grant personal pay

#### Section 5 – Family allowance

11. }  
 12. } Deleted  
 13. }  
 14. } (Existing paragraphs 11 to 15 shifted to Appendix II as Section 9 –  
 15. } Paragraphs 44 to 48 and 48A)

**APPENDIX II**  
**COMPENSATORY ALLOWANCES**

**Section 1 - General**

1. (1) The following kinds of compensatory allowances shall be granted in accordance with the provisions of this Appendix :

Kinds of  
compensatory  
allowances

- (a) Deleted.
- (b) Deputaton Allowance on Temporary Transfer
- (bb) Educational allowance.
- (c) Dearness allowance
- (d) Local allowance,
- (dd) Special allowance,
- (ddd) Special compensatory allowance,
- (e) Travelling allowance,
- (f) Halting allowance,
- (g) Deleted.
- (h) Family allowance.
- (i) Hill allowance,
- (j) Fuel allowance,
- (k) Conveyance allowance,
- (l) City Compensatory allowance.
- (m) Transport allowance
- (n) Deputation allowance

(2) The grant of a Compensatory Allowance not mentioned in sub-paragraph (1) shall require the specific sanction of the Central Board in each case if the amount exceeds Rs.100/- per mensem and of the Governor if the amount does not exceed Rs.100/- per mensem.

Compensatory allowance not to be source of profit.

2. The grant of Compensatory Allowance shall be so regulated that the allowance shall not on the whole be a source of profit to the recipient.

### **Section 2 - Central Office Allowance**

- 3. }
- 4. } Deleted
- 5. }
- 6. }

### **Section 3 - Deputation Allowance on Temporary Transfer**

When admissible

7. (1) An employee who is transferred from one centre to another for a temporary period may be granted, at his/her option, a Deputation Allowance on Temporary Transfer or Halting Allowance on sliding scale as prescribed in paragraph 38(3) of Section 7 of this Appendix II

(2) An employee on temporary transfer who opts for grant of Deputation Allowance on Temporary Transfer is to be granted 2/3 days joining time in terms of Regulation 96 and also allowed Travelling Allowance on transfer to the extent admissible in terms of paragraph 14(a)(i) or 14(b)(i) or 14(c)(i) as applicable, of Section 6 of this Appendix II.

(3) An employee on temporary transfer who opts for grant of Halting Allowance on sliding scale, is to be granted Travelling allowance on transfer to the extent admissible in terms of paragraph 14(a)(i) or 14(b)(i) or 14(c)(i) as applicable, of Section 6 of this Appendix II but he/she is not to be granted any joining time.

8. The rates at which Deputation Allowance on Temporary Transfer may be granted to an employee shall be as follows:-		Rates of Deputation Allowance on Temporary Transfer
(a) Employees in Class I	Rs.200/- p.m.	
(b) Deleted.		
(c) Employees in Class III	Rs.100/- p.m.	
(d) Employees in Class IV	Rs. 20/- p.m.	

### **Section 3A - Educational Allowance**

8A. Where an employee in Class I has been transferred on a long term basis from one centre to another and the child/children is/are left behind at the old centre for the purpose of education, he/she shall draw an Educational Allowance of Rs. 400/- p.m. from the date he/she reports for duty at the new centre till the completion of duration of the course of study or upto maximum of 2 years, whichever is earlier.

Educational allowance

Notwithstanding the above, employees in Class I on transfer to Guwahati shall draw Educational Allowance at the prescribed rates from the date of an officer's reporting at Guwahati, for entire duration of their posting at Guwahati, irrespective of the academic year of the institution in which the child/children is/are studying, provided that if the child/children left behind at the old centre or sent to some other place as a consequence of his/her transfer joins/join the officer at Guwahati on a date before the expiry of one year, the allowance will cease to be payable from such earlier date.

8B. An employee to become eligible for payment of Educational Allowance should, as a consequence of his/her transfer to another centre, have left behind at the old centre or sent to some place (other than the centre to which he/she is transferred) at least one school/college, etc., going child.

Eligibility

When the allowance will cease

8C. If the child/children left behind at the old centre or sent to some other place as a consequence of transfer, joins/join the employee at the new centre on a date earlier than that specified in paragraph 8A, the payment of the allowance will cease from that date.

**Note:** An employee will be eligible to draw the allowance during the period his/her child/children left behind at the old centre or sent to some other place as a consequence of his/her transfer, temporarily joins/ join him/her at the new centre during the vacation of the school/college, etc., and returns/return to the same centre for continuing the academic course.

When not admissible

8D. An employee shall not be eligible to draw the allowance if, at the time of his/her transfer to a new centre, his/her child/children is/are already studying at a place other than that from which he/she has been transferred.

**Note:** The term 'school/college etc., going child/children' used above refers to child/children of an employee dependent on him/her.

#### **Section 4 - Dearness Allowance**

Dearness Allowance

9. The Dearness Allowance is payable to employees as per instructions issued by the Bank from time to time.

Dearness Allowance during leave

10. The allowance may be drawn during leave, not being extraordinary leave, at such rate as may be determined by the Bank from time to time with respect to each class of employees, provided that the duration of the leave does not exceed ten months. If the duration of the leave exceeds ten months, the allowance shall cease after leave for ten months has been availed of. In reckoning the period of ten months, any intervening period of extraordinary leave shall be excluded.

### Section 5 - Local Allowance

11. In addition to any other pay and allowance to which an employee may be entitled, an employee in Class I shall draw Local Allowance @ 5% of pay (rounded off to the next higher rupee), subject to maximum as under: -

Rates of Allowance

Officers in Grades `A' to `C': Rs.500/- p.m.

Officers in Grades `D' to `F': Rs.550/- p.m.

12. The allowance may be drawn during leave, not being extraordinary leave, at such rate as may be determined by the Bank from time to time with respect to each category of employees provided that the duration of the leave does not exceed ten months. If the duration of the leave exceeds ten months, the allowance shall cease after leave for ten months has been availed of. In reckoning the period of ten months, any intervening period of extraordinary leave shall be excluded.

Local Allowance during leave

### Section 5A - Special Allowance

12A. Special Allowances are payable as under to the incumbents of the posts shown below, at the rates indicated, for the period they hold the said post -

To whom admissible

#### (a) Faculty Allowance

Faculty members in the training establishments

30% of basic pay or minimum of Rs.800/- p.m. whichever is higher



**(b) Special (Compensatory) Allowance to Protocol & Security Officers**

- (i) AGMs/Managers (Protocol & Security) attached to Mumbai and New Delhi offices Rs.1000/- p.m.
- (ii) AGMs/ Managers (Protocol & Security) attached to Kolkata and Chennai offices Rs.500/- p.m.
- (iii) AGMs/ Managers/Assistant Managers (Protocol & Security) at other offices Rs.300/- p.m.

**(c) Special Allowances for holding charge of higher post/s in addition to their own duties**

- (i) Gr. `B' Officer temporarily holding the post of Treasurer in Gr.`C'. Rs.200/- p.m.
- (ii) Gr. `C' Officer looking after the duties of Grade `D'. Rs.200/- p.m.
- (iii) Gr. `D' Officer looking after the duties of Gr.`E'. Rs.200/- p.m.
- (iv) Gr. `D'/`E' Officer looking after the duties of Gr.`F'. Rs.300/- p.m.

**(d) Special Non Adjustable Allowance for Officers in Gr.'A'**

An Officer in Grade 'A' who has completed 8 years service in that grade shall, as from that date be eligible for grant of Special Non Adjustable Allowance of Rs.475/-p.m. This Allowance will cease to be payable as from the date the officer draws first stagnation increment in that grade or from the date he/she is promoted to Grade 'B', whichever is earlier.

**(e)Special(Project)Allowance for Engineers in Gr.'A', 'B' and 'C'**

The Assistant Manager(Tech) in Grade 'A', Manager(Tech) in Grade 'B' and Asst .General Manager(Tech) in Grade.'C' are eligible for payment of Special (Project) Allowance of Rs.300/-p.m. when they are posted at construction/project sites for a minimum period of one month continuously. An Engineer who is eligible for payment of the Special(Project) Allowance will not be eligible for reimbursement of lunch/tea/conveyance charges

**(f) Special Allowance payable to employees in Class III** Certain categories of employees in Class III are to be granted Special Allowances, which are functional, as under :-

- |  |                |
|--|----------------|
| (i)Telephone Operator/Assistant Caretaker/<br>Electrician-cum-Caretaker  | Rs. 110/- p.m. |
| (ii)Assistant Air-conditioning Plant/Console<br>Room/Xerox/Off-set Printing Operator.  | Rs.170/- p.m.  |
| (iii) Caretaker Gr.II/Junior Draftsman/<br>Junior Engineer/A.C. Plant & Electrical<br>Supervisor / Electrician - cum-Caretaker<br>Gr.II/Pharmacist | Rs.135/- p.m.  |
| (iv) Junior Engineer<br>(when on duty at Project site)   | Rs.220/- p.m.  |
| (v) Head Typist  | Rs.250/- p.m.  |

**(vi) Split Duty Allowance**

Split Duty Allowance of Rs.150/- p.m. is payable to Class III employees who have been placed on Split duty hours provided they are not given Bank's quarters at the place of duty or those who are required to attend to their duties in different localities on regular basis.

**(vii) Shift Allowance**

Shift Allowance payable to an employee who is placed on shift duty without overlapping of duty hours between two or more batches of employees, commencing three hours before or concluding three hours after normal working hours prescribed for Class III employees as under .

Rs.170/- p.m. for day shift (morning and evening)

Rs.215/- p.m. for night shift.

The Shift Allowance is not payable for changing of duty hours.

The above Special Allowances are not admissible during the period an employee is on leave other than Casual Leave.

**(g) Special Allowance payable to Class IV employees**

Certain categories of employees in Class IV are to be granted Special Allowances, which are functional, as under :-

(i) Cycle Allowance payable to a Rs.70/- p.m.  
Class IV employee who is required by the Bank to use bicycle for outdoor duty.

(ii) Special (Functional) Allowance Rs.220/- p.m.  
payable to a Peon / Mazdoor / Farash who is required to stay in the office premises overnight after closing of the office on a regular basis.

**(iii) Split Duty Allowance**

Split Duty Allowance of Rs. 100/- p.m. is payable to Class IV employees who have been placed on Split duty hours provided they are not given Bank's quarters at the place of duty or those who are required to attend to their duties in

different localities on regular basis.

(iv) Special Allowance (Day shift) to Rs. 7/- per day.  
Security Guards/ Firemen / Sub-Station Attendants

(v) Night Duty Allowance payable to Rs. 13/- per night.  
Security Guards/ Firemen / Sub-Station Attendants who works in the night shifts, in addition to Special Allowance under (iv) above.

(vi) Lunch / Tea Allowance payable to Rs.20/- (Rs.13/- for certain categories such as Drivers who lunch and Rs.7/- for have to perform outdoor duty on a tea) per day.  
regular basis.

(vii) Special Allowance payable to a Rs.55/- p.m.  
Class IV employee working in office / staff quarters dispensary.

(viii) Shift Allowance

Shift Allowance payable to an employee who is placed on shift duty without overlapping of duty hours between two or more batches of employees, commencing three hours before or concluding three hours after normal working hours prescribed for Class IV employees as under.

Rs.90/- p.m. for day shift

Rs.115/- p.m. for night shift.

The Shift Allowance is not payable for staggering of duty hours. Further, this Shift Allowance is not payable to Security Guards, Firemen and Sub-Station Attendants who are eligible for Day Shift and Night Shift Allowance on per day basis separately as indicated above.

The above Special Allowances are not admissible during the period an employee is on leave other than Casual Leave.

### Section 5B - Special Compensatory Allowance

#### To whom admissible

12B. The Special Compensatory Allowance is payable with effect from 1<sup>st</sup> October 2001 to all full time regular employees in the service of the Bank as on 31<sup>st</sup> May 2004 as under:

	Pay Range	Amount of SCA (Rs.)
<b>Class I</b>	Upto 8,400	400/- p.m.
	8,401 to 17,500	500/- p.m.
	Above 17,501	625/- p.m.
<b>Class III</b>	Upto 8,400	400/- p.m.
	More than 8,400	500/- p.m.
<b>Class IV</b>	Upto 4,250	200/- p.m.
	4,251 to 5,000	250/- p.m.
	5,001 to 6,650	300/- p.m.
	6,651 to 6,900	350/- p.m.
	Above 6,900	400/- p.m.

The term 'Pay' for the payment of SCA means only the pay drawn by an employee in the scale of pay applicable and it does not include Special Pay(SP), Special Personal Pay(SPP), Personal Pay(PP) and Stagnation Increments or any amount otherwise treated as pay for any purpose at present or in the future. The SCA is also not to be reckoned for Dearness Allowance, House Rent Allowance, Local Allowance, Family Allowance nor for any superannuation benefits. The SCA is payable only to employees who are in the service of the Bank as on 31<sup>st</sup> May 2004 and it is not payable to employees who ceased to be in service prior to 31<sup>st</sup> May 2004 or to those who are on leave preparatory to retirement as on 31<sup>st</sup> May 2004. The SCA is also not payable to employees appointed in the Bank's service after 31<sup>st</sup> May 2004.

## Section 6 - Travelling Allowance

13. In this section

Definitions

Tour and Transfer

(a) "fare" shall include the cost actually incurred in reserving accommodation, and shall mean

(i) in the case of travel by steamer, fare without diet, where the steamer company has two rates of fare, one inclusive and the other exclusive of diet, and

(ii) in the case of travel by air-conditioned class by rail, the scheduled rate for travel by that class excluding any additional charge;

(b) "personal belongings" shall mean only clothes and such other necessary articles as are required while on tour and not motor cars, motor cycles, carriages or heavy furniture; Tour

(c) "personal property" shall, in addition to personal belongings, include motor cars, motor cycles, carriages and furniture but an employee on temporary transfer shall be entitled to charge for such items only to such extent as the Principal Chief General Manager, DAPM, or the Chief General Manager, DEBC may consider reasonable; Transfer

(d) Deleted.

(e) "transfer" shall mean the movement of an employee from the station in which he/she is employed to another station for a period of not less than one month, either

(i) to take up the duties of a new post; or

(ii) in consequence of a change of the headquarters;

(f) "senior officer" shall mean an officer holding the post of an officer in Grade 'D' or any other higher post in a temporary, probationary, officiating or substantive capacity,

(g) "family" for the purpose of paragraph 14 hereof means,

(i) the employee's wife ordinarily residing with and wholly

- dependent on the employee,
- (ii) the employee's children ordinarily residing with and wholly dependent on the employee; and
- (iii) the employee's parents wholly dependent on, and staying with the employee in the employee's own house or in the same city or its suburbs

Employees on transfer

14. An employee transferred from one station to another shall be reimbursed his/her travelling expenses on the following basis :-

**(a) IF IN CLASS I**

**(i) (1)** All Officers irrespective of their grade pay are eligible for one single journey fare by the economy class by Air or one air-conditioned first class fare by rail for himself/herself and each member of his/her family, if taken, for the distance actually travelled by the shortest route from his/her head quarters to the place of his/her transfer;

**(2) (a)** A transferee officer is to be reimbursed towards Miscellaneous Expenses (in lieu of Extra Fare), an amount not exceeding two months' basic pay ("pay" as defined in Staff Regulation 3(f) as on the date of reporting at the new centre) to enable him/her to meet the incidental expenses such as breakage/repair of household articles, which have suffered damage in transit, registration of vehicle/s, children's school admission, etc., on a declaration by him/her as per the proforma prescribed, provided he/she moves over to the centre of transfer with his/her family, within 12 months from the date of transfer or any further period permitted by the Bank. If the officer moves over to the new centre alone leaving the family behind, the amount payable will be restricted to equivalent of one month's basic pay.

(b) In cases where both husband and wife are officers in the Bank and are transferred to the same centre, the Miscellaneous Expenses are to be reimbursed only to one of them but if they are transferred to different centres, Miscellaneous Expenses are to be paid separately to them.

**3)** An additional fare for himself/herself by entitled class for outward as well as return journey from/to centre of his/her posting provided such journey is undertaken specifically for shifting the family and/or household effects to the new centre.

**(ii)** Second class fares by rail for a maximum of two servants, if taken;

**(iii)** (a) the cost of actual freight charges incurred in transporting personal property at goods rate upto a maximum of 60 quintals or one full four wheeler wagon load, by ordinary goods train, irrespective of the grades or marital status of the officer.

(b) In case a transferee officer transports his/her personal property by lorry or any other mode of transport, he/she is eligible for reimbursement of expenditure incurred by him/her in this regard upto 60 quintals of weight on actual terms not exceeding the rates charged by well-known transport companies having all India operations. A consignment note/challan in addition to the receipt for freight should, however, be produced by the officer concerned.

**(iv)** The actual cost of packing, crating and unpacking of personal property, transport and cartage charges, clearing, forwarding, collection charges, insurance charges, Mazdoor hire and conveyance charges upto a reasonable extent as per instructions issued by the Bank from time to time.

**(v) (1)** All officers, irrespective of the pay drawn by them, may be reimbursed the cost of transportation of motor car on transfer to



the new centre either by rail/road or by own power driven on actual basis by the shortest route or the amount applicable for transportation of car by rail as prescribed in column titled "single or two motor cars/single or two motor tractors without plough on wheels attached loaded in a bogie vehicle" of Table 1 of Coaching Tariff No.24, Part IV, containing rates tables for coaching traffic published by Indian Railway Conference Association, whichever is less.

**(2)** When an officer on transfer transports his/her scooter/motor cycle separately, (not as a part of other household effects), he/she is eligible for reimbursement of transport charges to the extent of two quintals at parcel (railway) rate.

**(b) IF IN CLASS III**

- (i) (1) One first class fare by rail or steamer for himself/herself and further first class fares for his/her family, if taken;
- (2) Extra fare of Rs.1500/-,
- (3) Additional fare for himself/herself by entitled class both for outward as well as return journey, provided such journey is undertaken specifically for shifting the family and household effects to the new centre.
- (ii) Second class fare by rail or third class fare by steamer for one servant, if taken.
- (iii) The cost actually incurred in transporting his/her personal property upto a maximum of 45 quintals at goods rate (Rail tariff).
- (iv) The actual cost of packing and crating charges, unpacking charges of his/her personal property, transport, and cartage charges, clearing, forwarding and collection charges, conveyance charges, mazdoor hire and insurance charges upto a reasonable extent as per instructions issued by the Bank from time to time.

**(c) IF IN CLASS IV**

(i) (1) One second class fare by rail or one third class fare by steamer for himself/herself and further second class fares by rail or third class fares by steamer for his/her family, if taken;

(2) Extra fare of Rs. 675/-,

(3) Additional fare for himself/herself by entitled Class both for outward as well as return journey, provided such journey is undertaken specifically for shifting the family and household effects to the new centre.

(ii) The cost actually incurred in transporting his/her personal property upto a maximum of 30 quintals at goods rate (Rail tariff).

(iii) The actual cost of packing and crating charges, unpacking charges of his/her personal property, transport, and cartage charges, clearing, forwarding and collection charges, conveyance charges, mazdoor hire and insurance charges upto a reasonable extent as per instructions issued by the Bank from time to time.

**NOTE 1** - When, for any reason, the family of an employee does not travel with him/her but within a reasonable time before or after the date of his/her transfer, an employee may draw the further fares and the cost of transporting the luggage payable for the family provided that prior sanction of the Chief General Manager, DEBC shall be required if the family of a Regional Director/Chief General Manager-in-Charge/Chief General Manager/General Manager(Officer-in-Charge), as the case may be travels six months before or one year after the date on which he/she commences his/her journey. In the case of an employee, other than a Regional Director/Chief General Manager-in-Charge/ Chief General Manager/General Manager (Officer-in-Charge), prior sanction of the Regional Director/ Chief General Manager-in-Charge/Chief General Manager/General Manager (Officer-in-Charge), as the case may be, shall be

required if the family of the employee, travels six months before or one year after the date on which the employee commences his/her journey.

**NOTE 2** - If the family travels from a place other than that from which the employee is transferred, an employee may be reimbursed the actual travelling expenses incurred by the family to join the employee at the new station but such expenses together with the expenses incurred in connection with his/her own travel to the place of transfer shall not exceed the maximum travelling allowance which would have been admissible to the employee for himself/herself and his/her family had the employee's family been stationed at the place whence the employee was transferred and travelled therefrom to the place of transfer.

**NOTE 3** - If the family, in consequence of the employee's transfer, travels from the place whence the employee was transferred to a place other than that to which he/she is transferred, he/she may be reimbursed the actual travelling expenses incurred by his/her family but such expenses together with the expenses incurred in connection with his/her own travel to the place of transfer shall not exceed the maximum travelling allowance which would have been admissible to the employee for himself/herself and his/her family had the family proceeded to the station to which the employee was transferred.

**NOTE 4** -

- (a) If an employee in Class III or Class IV transports his/her personal property by Quick Transit Goods Service, he/she may draw the actual expenditure incurred for such transport upto the prescribed limit of weight.
- (b) If an employee in Class III or Class IV transports his/her

personal property, instead of by goods train (ordinary or Quick Transit Goods Service) by any other train (passenger, mail or express) or by lorry or by any other mode of transport, he/she may draw the actual expenditure incurred by him/her on transport not exceeding the maximum amount admissible to him/her for the transport of personal property by ordinary goods train under this paragraph.

**NOTE 5** -Octroi duty, if any paid, may be reimbursed subject to the conditions prescribed in this regard.

15. An employee travelling on inspection duty or in connection with any other purpose treated as duty shall be reimbursed his/her travelling expenses on the following basis.

Employees on tour

**(a) IF IN CLASS I**

- (i) in the case of officers drawing pay above Rs.15425/-, one fare by air or air-conditioned first class by rail or fare by the highest class by steamer for himself/herself; in the case of officers drawing pay of Rs.15425/- or below, one fare by air or fare by A.C. two-tier sleeper class by rail or first class fare by steamer for himself/herself.
- (ii) Deleted
- (iii) Deleted
- (iv) the actual transport and conveyance charges and mazdoor hire upto a reasonable extent, as per the instructions issued by the Bank from time to time.

**(b) IF IN CLASS III**

- (i) one first class fare for himself/herself by rail or steamer;
- (ii) Deleted
- (iii) Deleted
- (iv) the actual transport and conveyance charges and

mazdoor hire upto a reasonable extent, as per the instructions issued by the Bank from time to time.

**(c) IF IN CLASS IV**

(i) one second class fare by rail or one third class fare by steamer for himself/herself;

(ii) Deleted.

(iii) the actual transport and conveyance charges and mazdoor hire upto a reasonable extent as per the instructions issued by the Bank from time to time.

16. Deleted

Employees transferred while on tour

17. An employee who is transferred while on tour and proceeds to the new station without returning to the old, shall draw unless he/she is permitted to return to his/her old station -

(i) Travelling Allowance as on tour under paragraph 15 for his/her journey upto the new station; and

(ii) all the concessions admissible to him/her under paragraph 14, except the fare by air or rail or steamer for himself/herself.

Employees transferred while in transit

18. An employee appointed to a new post while in transit from one station to another is entitled to draw travelling allowance for so much of the journey as he/she has already accomplished when he/she receives the fresh orders as well as for the journey undertaken from the place at which he/she receives the fresh orders to his/her new station as on transfer under paragraph 14.

Employees transferred while on leave

19. An employee –

(a) who proceeds on leave while he/she is under orders of transfer, or

(b) who is transferred while on leave is entitled to Travelling Allowance under paragraph 14 provided that in the case of an employee who avails himself/herself of leave fare concession before proceeding on leave, the fares admissible for self and

family, with the exception of the extra fare for self or the miscellaneous expenses in lieu thereof, as the case may be, shall only be drawn if the employee and his/her family return to his/her old station before proceeding to the new station.

20. An employee who is summoned to give evidence in a Court of Law in respect of any facts which have come to his/her knowledge in the discharge of his/her duties, shall be entitled to travelling allowances under paragraph 15 but in every such case in which an employee draws an allowance from the Bank under this paragraph any payments made by the Court to meet his/her travelling expenses shall be credited to the Bank.

Employees summoned to give evidence in a Court of Law

21. Except Retirement Fare Concession admissible on retirement of an employee from Bank's service in terms of Regulation 26 of these Regulations, as per instructions issued by the Bank from time to time, no person is entitled to any Travelling Allowance from the Bank for a journey undertaken on retirement, resignation or dismissal from the Bank's service or, unless the Governor otherwise directs in any particular case, on the termination of his/her service under Regulation 25.

Travelling allowance not admissible on cessation of service

22. (i) Travelling Allowance is admitted on the basis of a journey by the shortest route, that is to say, the route by which an employee can reach his/her destination in the shortest possible time by the ordinary modes of travelling. Travelling Allowance for journey performed by longer or circuitous route and/or by different class of accommodation, fares are to be reimbursed as per instructions issued by the Bank from time to time.

Route by which travelling allowance is admissible

(ii) When an employee on tour performs a journey otherwise than by the shortest route due to compelling circumstances, the fare actually paid will be admissible if the Bank is satisfied that such

- travel was due to causes beyond his/her control.
- Journeys by air-tour 23. An employee on tour may, if he/she so desires, undertake the journey by air, but except in the case of officers, unless journey by air is sanctioned by the Regional Director/Chief General Manager/General Manager(Officer-in-Charge), as the case may be, in the interest of service, he/she may only draw the Travelling Allowance to which he/she would have been entitled if he/she had travelled by rail.
- Journeys by air-transfer 23A. An employee on transfer may, if he/she so desires, undertake the journey by air or by a class of accommodation higher than that to which he/she is entitled but he/she shall only draw the travelling allowance admissible to him/her under paragraph 14 of this Appendix.
- Concessional fares 24. Where concessional fares are allowed by Railways, or Airlines, an employee travelling on duty otherwise than on transfer will, whenever possible, avail himself/herself of the concessional fares, and in the event of his/her so doing, he/she shall be entitled to claim from the Bank the actual cost of the fares and not the cost of single fares.
- Obligation to travel by the class of accommodation for which travelling allowance is admissible 25. An employee must travel by the class of accommodation for which Travelling Allowance is admissible to him/her. However, when an employee in Class III on tour performs his/her journey in a class lower than his/her entitled class of travel because
- (a) he/she has to accompany a remittance booked for carriage in a lower class compartment,
  - or
  - (b) there is no such class in the train by which he/she travels,
  - or
  - (c) that class being there, there is no accommodation

available therein,

he/she will be paid compensation for travel by lower class equal to the difference in fares by the entitled class and the class in which he/she has actually travelled on the basis of declaration to be given by him/her in the form prescribed by the Bank as to non availability of accommodation in class of his/her entitlement.

26. An employee on transfer shall draw travelling allowance with reference to the grade of the appointment to which he/she is transferred.

Travelling Allowances admissible with reference to grade of the appointment to which an employee is transferred

27. Except with the sanction of the Central Board, no Travelling Allowance may be paid to a person to join his/her first appointment in the Bank.

Not admissible to join first appointment

28. An employee, who travels while on tour or on transfer in a conveyance owned by him/her may be reimbursed his/her travelling expenses on the basis and in the manner laid down in this Appendix as if the journey had been performed by rail,

Employees using their own conveyances

Provided that when an officer performs his/her journey by his/her own car to a place connected by rail, he/she shall be eligible to claim reimbursement of travelling expenses on the basis of actual expenditure incurred on petrol etc. on production of original receipts/bills, subject to the ceiling of rail fare by the class of entitlement as provided in this Appendix.

29. An employee who travels in a conveyance supplied by the Bank will have the Travelling Allowance to which he/she is entitled reduced by the amount of the fare or fares which, but for such free transit, he/she would have paid.

Employees travelling in a conveyance supplied by the Bank.



Journeys not provided in this Appendix

30. For any journeys undertaken by an employee for which no provision is made in this Appendix, he/she shall draw Travelling Allowance on such scale as may be determined by the Governor who may also authorise the payment of Travelling Allowance at rates higher than those provided in this Appendix when circumstances are such that but for the exercise of this discretion the employee will be out of pocket. The reasons for which Travelling Allowance is sanctioned at a higher rate under this paragraph shall in each case be recorded in writing.

Advance to meet travelling expenses

31. An employee who is required to travel on Bank's business may draw an advance to meet his/her travelling expenses.

Bills to be submitted for approval

32. All Travelling Allowance bills are to be submitted in the forms prescribed, for verification/scrutiny and passed for payment by the Manager/Assistant General Manager of Establishment Section or such other officers who are duly authorised for the purpose. Where a claim is preferred for freight on excess luggage or transport of car, it should be supported by a receipt from the Railways.

### **Section 7 - Halting Allowance**

Definitions

33 (1) "Halting allowance" is a payment made to an employee in addition to other emoluments for any day during which an employee is absent from headquarters on duty and is intended to cover the ordinary daily expenses incurred by him/her in consequence of such absence.

(2) A "day" for the purpose of this section shall mean each period of 24 hours or any part thereof reckoned from the time the employee leaves his/her headquarters, provided that the duration of absence from headquarters covers at least one night.

(3) A "month" for the purpose of this section shall mean a period of 30 days.

(4) "Out-of-pocket expense" is a payment made to an employee in addition to other emoluments when he/she proceeds from his/her place of work on official duty to a place at a point 8 kms. or beyond thereof but does not stay overnight at that place.

34. Halting Allowance may be granted -

To whom  
admissible

- (a) to an employee on duty in connection with the accompanying or examination of remittances;
- (b) to an employee engaged on inspection or cash verification duty;
- (bb) to an employee who is treated as on duty when he/she attends as a representative of a recognised union of the employees of the Bank a conciliation or other meeting with the management as per instructions issued by the Bank;
- (bbb) to an employee engaged in connection with any other purpose treated as duty;
- (c) to an employee on transfer or tour from one station to another who is detained enroute for the period of such detention;
- (d) to an employee who is temporarily moved from his/her headquarters under any other circumstances;
- (e) to an employee in Class I transferred to a station where a rent free house or residential quarters are provided by the Bank, during the period of taking over charge if the house or rent free quarters are not made available to him/her;
- (f) to an employee in Class I transferred to a station where a rent free house or residential quarters are provided by

the Bank, for such period after he/she has taken over charge, as may be specifically authorised in this behalf, if the house or rent free quarters are not made available to him/her for reasons other than those mentioned in paragraph 6(1) (b) of Appendix III;

Provided that, unless specially sanctioned by the Central Board no Halting Allowance shall be payable to an employee in receipt of a Deputation Allowance on Temporary Transfer.

Period for which may be granted

35. Except in cases referred to in paragraphs 34(a), 34(b) and 34(bb), the maximum period of halt at a place of visit for which Halting Allowance may be drawn shall not exceed one month at any one time;

Provided that in special circumstances the limit of one month may be extended at the discretion of the Governor on such conditions as he thinks fit if he is satisfied -

- (i) that prolonged absence from headquarters is necessary in the interest of the service; and
- (ii) the grant of Halting Allowance for a further period is essential to avoid hardship to the employee; and

Provided further that when the limit of one month is so permitted to be extended, Halting Allowance shall be paid on a sliding scale in the manner laid down in paragraph 38 (3) of this Appendix

Halting Allowance during casual leave or holidays

36. (a) Halting Allowance may be drawn for holiday occurring during a tour, but no Halting Allowance shall be admissible during any type of leave availed of during tour, unless the leave is necessitated by illness in the case of casual leave and in the case of other kinds of leave (other than Extra-Ordinary Leave) unless the employee suffered from illness of a serious nature, or was seriously injured by an accident while on tour and was

hospitalised on this account and the same is approved by the

BMO or a Government/Municipal doctor or any other doctor acceptable to the Competent Authority.

(b) No Halting Allowance will be admissible for the period of Extra-Ordinary Leave.

37. An employee who is summoned to give evidence in a Court of Law in respect of any facts which have come to his/her knowledge in the discharge of his/her duties, shall be entitled to a Halting Allowance under paragraph 38(2) of this section but in all such cases any Subsistence Allowance paid by the Court shall be credited to the Bank.

Employees  
summoned to give  
evidence in Court

38. The Halting Allowance shall be paid at the following rates: -

Rates of Halting  
Allowance

(1) Deleted.

**(2) (A) Employees in Class I**

(a) When an Officer makes his/her own arrangement for lodging and boarding (including in VOF) without submitting the bills/vouchers, the rates of per diem Halting Allowance admissible, irrespective of pay drawn, are as under:-

Mumbai, New Delhi, Chennai, Kolkata	Rs. 800/-
--	-----------

Other Centres	Rs. 600/-
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(b) When he/she makes arrangements for his/her stay in hotels or establishments (including public sector guest houses) which provide lodging and/or boarding at scheduled tariffs:

**(1) Lodging Charges**

In case consolidated vouchers for boarding and lodging are produced actual lodging charges are reimbursable, on production of vouchers, subject to ceilings as under:-

**(i) for stay in Hotels**

Category of Officers	Maximum lodging tariff for single occupancy per diem		
	Mumbai/ New Delhi/Kolkata /Chennai (Rs.)	Non-Metro majorCentres* (Rs.)	RemainingCentres (Rs.)
Grade F	4500/-	4000/-	2500/-
Grade D & E	4000/-	3500/-	2000/-
Grade C	3000/-	2500/-	1500/-
Grade A & B	2500/-	2000/-	1250/-

\* Non-Metro major centres are Ahmedabad, Kanpur, Nagpur, Pune and capitals of all States and Union Territories

**(ii) For stay in lodging houses and all other establishments (i.e. other than hotels and Bank's Visiting Officers' Flats)**

When an officer stays in lodging/boarding houses/Inspection Bungalows/Government Guest Houses/Circuit Houses/Paid Dharmshalas and establishments run by Tourism Development Corporations etc., he/she will be eligible for reimbursement of lodging charges upto the ceiling as under:-

	<b>Mumbai/ New Delhi / Chennai / Kolkata</b>	<b>Other Centres</b>
All Officers	Rs. 800/- per diem	Rs. 600/- per diem

**(2) Boarding charges**

(i) When an officer avails of boarding facility in the same hotel or lodging house where he/she stays, boarding charges to the extent of per diem Halting Allowance admissible to him/her for the place of visit shall be reimbursed on production of detailed day-to-day vouchers. In addition, a sum equal to 25% of the per diem Halting Allowance admissible for the place of visit, is reimbursable as Incidentals.

(ii) In cases where an officer is provided free lodging at the place of

halt or he/she does not avail of the boarding facility in

the same hotel or lodging house where he/she stays (while lodging charges may be reimbursed on production of vouchers), he/she shall be paid 75% of Halting Allowance towards boarding expenses, as indicated below: -

**Mumbai/ New Delhi /  
Chennai / Kolkata**

Rs. 600/- per diem

**Other Centres**

Rs.450/- per diem

An officer availing of accommodation in Visiting Officers' Flats provided by the Bank is not required to produce receipts for expenses incurred on lodging.

Further, while on tour, he/she will have the option either to avail of the accommodation provided in the Bank's Visiting Officers Flats or other accommodation provided by the Bank or to stay elsewhere according to his/her choice.

**(2)(B)Employees in Classes III & IV**

	<b>Normal rate (per diem) (Rs.)</b>	<b>Enhanced rate (per diem) (Rs.)</b>
Employees in Class III	Rs.350 /-	Rs. 380/-
Employees in Class IV	Rs. 150/-	Rs. 270/-
Trade Union Representatives of All India Reserve Bank Workers' Federation	Rs. 350/-	Rs. 380/-

**Note 1: Categorisation of places -**

Places of visit will be categorised for employees in Classes III & IV as under for payment of Halting Allowance:

(i) Places where the enhanced rate is applicable in the case of employees in classes III and IV :

(a) Capitals of States including Port Blair (Capital of the Union Territory of Andaman and Nicobar Islands).

(b) Hill stations approved by the Bank, viz.

1 Almora	14 Nainital
2 Coonoor	15 Ootacamund
3 Darjeeling	16 Pahalgam
4 Dalhousie	17 Panchmarhi
5 Gulmarg	18 Peermade
6 Kodaikanal	19 Ranikhet
7 Kurseong	20 Simla
8 Kalimpong	21 Gudalur
9 Lonavala	22 Mercara
10 Mahabaleshwar	23 Kalpa
11 Mount Abu	24 Kulu
12 Munnar	25 Manali
13 Mussoorie	26 Leh

(c) All places not included in (a) and (b) above which have a population of 3 lakhs or more, (the latest available census report indicating final or provisional population figures being taken as the basis for ascertaining the population).

(d) Gawahati.

(e) Project Areas :

Bhilai, Bokaro (including both Bokaro Thermal and Bokaro Steel City), Rourkela, Durgapur, Jamshedpur, Nangal Township, Talwara, Khetri, Nagarjunasagar, Neyveli, Mandi (HP), Kalagarh, Sundernagar, Ranchi, Burnpur, Rawat Bhata (Rajasthan), Idikki (Kerala) and Kulamavu (Kerala).

(f) Places in Nagaland viz. Kohima, Mokokchung, Tuensang, Dimapur, Wokha, Mon and Zunheboto.

(g) Places in NEFA area beyond Inner Line viz. Khonsa, Tezu, Ziro, Along, Bomdila, Pasighat, Daporijo, Anini and Tawang.



(ii) Places where normal rate is applicable in the case of employees in Classes III and IV;

All places other than those mentioned under (i) above.

**NOTE 2 : Rates applicable during journey period**

**(a) Employees in Class I**

Subject to the undermentioned conditions, Halting Allowance during journey period will be paid to employees at the full rate as applicable to them for halts at places classified as Metro Centres and Other centres as the case may be.

(i) Where the permanent headquarters of an employee falls in Area I :

(a) for the period of journey towards the first place of halt, Halting Allowance will be payable at the Area I rate even if such place happens to fall under Area II ;

(b) for the period of the return journey from the last place of halt to the headquarters, halting allowance will also be payable at the Area I rate.

(ii) Where the permanent headquarters of an employee falls under Area II, for the period of journey from such headquarters to another place in Area II as well as for the period of return journey to the headquarters from the last place of halt, halting allowance will be payable at the Area II rate; if, however, the first place of halt falls under Area I, the period of journey upto that place will qualify for payment of halting allowance at the Area I rate. If the employee's visits are confined to only Area I places, he will be eligible for the Area I rate of halting allowance for both the periods of outward journey and return journey to headquarters.

(iii) As regards journeys between intermediate places of visit, irrespective of the headquarters of an employee being in Area I or Area II :

(a) his/her journey from Area II place to Area II place will qualify for payment at the Area II rate; and

(b) his/her journey from Area II place to Area I place or vice versa will qualify for payment at the Area I rate.

**(b) Employees in Classes III and IV**

Halting Allowance will be paid to workmen employees in Classes III and IV for their journey period subject to the above mentioned conditions. In their cases a place in Area I or in Area II will mean a place for which Halting Allowance at Enhanced rate or Normal rate is applicable and Area I rate or Area II rate will mean Enhanced rate or Normal rate.

Sliding scale of Halting Allowance

(3) When Halting Allowance becomes payable for a period exceeding one month in terms of the second proviso to paragraph 35 it shall be paid on a sliding scale at the following rates:

For the first 180 days                      At full rate per diem.

Beyond 180 days                              At half of the full rate per diem.

Rate of out -of -pocket expense

(4) Out-of-pocket expenses are payable to employees in all Classes at half the rate of daily Halting Allowance applicable to the place visited subject to conditions laid down by the Bank.

Sliding scale of out-of-pocket expense

The sliding scale of out-of-pocket expenses are payable to employees in all Classes as under-

For the first 180 days      At full rate of out-of-pocket expenses, i.e. half of the rate of daily Halting Allowance applicable to the place of visit.

Beyond 180 days      At half rate of out-of-pocket expenses.

(5) Deleted

Fixed monthly  
Travelling  
Allowance.

(6)(A). An employee in Class I (a) who while on tour in connection with the Bank's work is treated as a guest at the place of visit or (b) who while undergoing training in any college established by the Bank or in any other College/Institution is provided with free board and free lodging at the expense of the Bank or the College/Institution concerned or with free lodging alone at the expense of the Bank/College/Institution concerned, shall draw, during the period of such tour or training regardless of its duration, Halting Allowance as under with reference to the rate admissible to him/her under paragraph 38(2).

Rate of Halting  
Allowance where  
free boarding  
and/or free lodging  
provided

**(i) When treated as a guest or when free board and lodging are provided at the expense of the Bank/ College/Institution.**

At one-fourth of the full rate of Halting Allowance per diem that would be admissible at the place of tour or training. However, such officers may be paid a minimum of one day's Halting Allowance at normal rate for the journey period, even though the time spent on travel may be for a few hours provided that Halting Allowance at normal rate and reduced rate together does not exceed the amount of Halting Allowance otherwise admissible for the total number of days of absence from headquarters.

**(ii) Where free lodging alone is provided :**

<b>Mumbai/ New Delhi / Chennai / Kolkata</b>	Rs. 600/- per diem
Other Centres	Rs. 450/- per diem

(B) An employee other than an employee in Class I who,  
(a) while on tour in connection with the Bank's work or  
(b) while undergoing residential training in any college

established by the Bank or in any other college or institution, is allowed free board and free lodging at the expense of the Bank, or the college or the institution where the training is undergone shall, during the period of tour or training irrespective of its duration be eligible to draw one-fourth of the Halting Allowance admissible to him/her at the place of tour or training. If only board or only lodging is allowed free, he/she shall be eligible to draw Halting Allowance at half of the admissible rate.

**NOTE:**

1. For the purpose of this paragraph an employee deputed for training in an institution or a college situated at his/her headquarters will be treated as having been deputed outside headquarters, and will be eligible to draw Halting Allowance as specified above.

39. The Governor may authorise the payment of Halting Allowance at a rate higher than that admissible under paragraph 38 but this discretion shall not be exercised unless, on proof being furnished, he is satisfied that the grant of Halting Allowance at a higher rate is essential to avoid hardship to the employee.

Advance to meet  
Halting Allowance

40. An employee may draw an advance to cover the expenses of his/her halt upto the amount admissible to him/her as Halting Allowance.

Bills to be  
submitted for  
approval

41. All Halting Allowance bills are to be submitted in the forms prescribed, for verification/scrutiny and passed for payment by the Manager/Assistant General Manager of Establishment Section or such other officers who are duly authorised for the purpose.

42. (Shifted as sub-paragraph (2) of paragraph 33 of this Section).

### Section 8 - Machine Allowance

43. Deleted.

### Section 9 - Family Allowance

(Formerly treated as "Pay" and included under Paragraphs 11 to 15 of Section 5 of Appendix I)

- |  |   |                                      |
|--|---|--------------------------------------|
| 44. In this section a "child" means  |   | Definition                           |
| (a) a legitimate son or daughter,  |   |                                      |
| (b) an adopted child, provided the adoption is recognised by the personal law of the claimant who is ordinarily residing with an employee and is dependent on him/her.   |   |                                      |
| 45. Deleted  |   | When Family Allowance not admissible |
| 46. Family Allowance shall be admissible as under:-  |   | Scale of Family Allowance            |
| (i) Employees in Class I   | At the rate of 4% of pay (rounded off to the next higher rupee), subject to a maximum of Rs.470/- p.m. for Officers in Grades `A' to `C' and Rs.525/- p.m. for Officers in Grades `D' to `F'. |                                      |
| (ii) Employees in Class III  | At the rate of 4% of pay, subject to a maximum of Rs.410/- p.m.   |                                      |
| (iii) Employees in Class IV  | (a) At the rate of 4% of pay, subject to a maximum of Rs.285/- p.m.   |                                      |
|  | <b>or</b>   |                                      |
|  | (b) At the rate of Rs.95/- per month per child with a maximum of Rs.285/- p.m. for three children.  |                                      |
| 47. An employee in Class IV in support of his/her claim to draw Family Allowance in terms of paragraph 46(iii) (b) shall complete an application in the form attached to this Appendix, and shall furnish such further evidence in support of his/her claim as may |   |                                      |

be prescribed by the Bank. An application completed by the employee in terms of this paragraph shall be attested by two employees of the Bank.

48. It shall be the duty of every employee in receipt of Family Allowance in terms of paragraph 46(iii)(b) to inform the Bank as soon as he/she ceases to be entitled to draw the allowance which has been sanctioned to him/her, and any employee who makes a false statement to draw Family Allowance or who continues to draw Family Allowance after he/she has ceased to be entitled thereto or who draws the allowance in excess of the amount to which he/she is entitled, shall be guilty of misconduct under Regulation 47 of these Regulations.

Family Allowance  
during leave

48A. Family Allowance may be drawn during leave, not being extraordinary leave, provided that the duration of the leave does not exceed ten months. If leave taken exceeds ten months, the allowance shall cease after leave for ten months has been availed of. In reckoning the period of ten months, any intervening period of extraordinary leave shall be excluded.

#### **Section 10 - Hill Allowance**

Hill Allowance

49. Hill Allowance shall be admissible to an employee posted at certain hill stations at the rates determined by the Bank from time to time.

#### **Section 11 - Fuel Allowance**

Fuel Allowance

50. Fuel Allowance shall be admissible to an employee other than an employee in Class I posted at certain hill stations at the rates determined by the Bank from time to time.

## Section 12 - Reimbursement of Conveyance Expenses

51 (1) Reimbursement of Conveyance Expenses for maintaining vehicle subject to the ceilings worked out on the basis of cost of petrol applicable to different grades of Officers are as under: Conveyance Expenses

### (i) For maintaining motor car

Grade of Officers	Litres of petrol per month	
	Mumbai, New Delhi, Chennai, Kolkata	Other Centres
F	150	120
E	140	110
D	130	100
C	120	90
B/A	110	80

### Notes :

(a) Officers in Grades `D', `E' and `F', who own and maintain cars are, subject to prescribed rules laid down by the Bank, reimbursed maintenance and repair charges of Rs.1500/- per month in addition to reimbursement of cost of petrol as under paragraph (i) above.

(b) Officers in Grade 'C', who own and maintain cars are, subject to prescribed rules laid down by the Bank, reimbursed maintenance and repair charges of Rs.600/- per month in addition to reimbursement of cost of petrol as under paragraph (i) above.

(c) Officers in Grades `E' and `F', are reimbursed Driver's salary for engaging a personal Driver, as under :-

At Mumbai - Rs.4000/- p.m.

At Other centres - Rs.3500/- p.m.

### (ii) For maintaining two-wheeler

All officers irrespective of grades/pay

Mumbai, New Delhi, Chennai, Kolkata	Other centres
50 litres per month	40 litres per month

**(iii) Car facility for Regional Directors/Chief General Managers/Advisers/Principals in Grade 'F' and General Managers-in-Charge of Offices in Grade 'E'**

(a) Regional Directors/Chief General Managers/Advisers/Principals/ General Managers-in-Charge may avail of Bank's car without Bank's Driver. The Bank will bear all expenses on petrol, maintenance, etc of the car and reimburse the Driver's salary upto Rs. 3,500/- p.m. (Rs. 4,000/- p.m. in Mumbai).

(b) Regional Directors, General Managers - in - Charge of Regional Offices, Principals of Training Colleges may opt for Bank's Driver instead of personal Driver, if they so desire.

**(iv) Conveyance Expenses to Officers not owning vehicle**

Officers who are not owning and maintaining vehicle are eligible for reimbursement of conveyance expenses as under:

Officers in <u>Grade</u>	Rs. <u>(per month)</u>
F	2000
E/D	1200
C	800
B/A	600

Reimbursement  
of Conveyance  
Expenses during  
leave

(2) The scheme of reimbursement of Conveyance Expenses as above does not envisage reduction in the entitlement or proportionate payment in case of officers availing of Ordinary Leave/Sick Leave/Extra Ordinary Leave or when they are away from headquarters on tour/training, etc. In such cases, reimbursement is to be made to the extent of actual expenditure claimed or the limit applicable to the concerned officer.

(3) It shall be the duty of every employee in receipt of conveyance expenses to inform the Bank as soon as he/she ceases to be entitled to draw the conveyance expenses which has been sanctioned to him/her and any employee who makes a false statement to draw conveyance expenses or who continues to



draw conveyance expenses after he/she has ceased to be entitled thereto or who draws the conveyance expenses in excess of the amount to which he/she is entitled shall be guilty of misconduct under Staff Regulation 47.

### **Section 13 - City Compensatory Allowance**

City  
Compensatory  
Allowance

52 (1) City Compensatory Allowance is payable to employees in Classes III and IV at all centres, at the following rates.

- (i) Employees in Class III At the rate of 5% of pay, subject to maximum of Rs.435/- p.m.
- (ii) Employees in Class IV At the rate of 5% of pay, subject to maximum of Rs.320/- p.m.

City Compensatory  
Allowance during  
leave

(2) City Compensatory Allowance may be drawn during leave, not being extraordinary leave, provided that the duration of the leave does not exceed ten months. If the leave taken exceeds ten months, the allowance shall cease after leave for ten months has been availed of. In reckoning the period of ten months, any intervening period of extraordinary leave shall be excluded.

### **Section 14 - Transport Allowance**

**Transport  
Allowance**

53. Transport Allowance is payable to employees in Classes III and IV, at all centres, at the following rates :-

- (i) Employees in Class III Rs.200/- p.m.
- (ii) Employees in Class IV
  - (a) For first 8 years of service Rs.100/- p.m.
  - (b) From 9th year of service Rs.150/- p.m.  
(i.e. on completion of 8 years of service) upto completion of 16 years of service
  - (c) From 17th year of service onwards Rs.200/- p.m.

**Section 15 - Deputation Allowance**

54. An employee deputed by the Bank to serve under any other employer in terms of Regulation 103 of this Regulation is eligible for payment of Deputation Allowance in addition to the Pay and Allowances payable to him/her under the Bank's rules/schemes, as under :-

Deputation  
Allowance

- (a) If the deputation is at the same centre i.e. at the existing headquarters of the employee. 4% of pay subject to maximum of Rs.500/- p.m.
- (b) If the deputation involves change of headquarters of the employee i.e. deputation is on transfer from one centre to another. 7.75% of pay subject to maximum of Rs.1000/- p.m.

**RESERVE BANK OF INDIA**  
**FAMILY ALLOWANCE APPLICATION FORM**  
**{ Paragraph 47 – Section 9 – Appendix II }**

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**(To be completed by the claimant)**

Serial No.  (1)	Name of the legitimate child  (2)	Whether son or daughter  (3)	Date of birth  (4)	Where born  (5)	Amount of Family Allowance claimed  (6)
1. 2. 3.					

Total: \_\_\_\_\_

N.B. - In the case of an adopted child, the date of adoption and the period the adopted child has been staying with the employee should also be indicated.

I hereby declare that the information furnished above is correct and that the child/children referred to above is/are ordinarily residing with, and is/are dependent on me. I further certify that I am not already drawing Family Allowance in respect of the child/children referred to against serial no/s.....

2. I undertake to inform the Bank as soon as I cease to be entitled to draw the Family Allowance or any part thereof.

Name in full \_\_\_\_\_  
 Appointment \_\_\_\_\_  
 Date of initial Appointment \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

We hereby certify that the information furnished above by Shri/Smt \_\_\_\_\_  
\_\_\_\_\_ is, to the best of our knowledge, correct in all particulars.

1. Signature of the  
1st attesting employee \_\_\_\_\_  
Appointment \_\_\_\_\_ Date \_\_\_\_\_

2. Signature of the  
2nd attesting employee \_\_\_\_\_  
Appointment \_\_\_\_\_ Date \_\_\_\_\_

-----  
(To be completed by the Office)

1. Amount of Family Allowance drawn at present Rs. \_\_\_\_\_

2. Amount of Family Allowance now admissible Rs. \_\_\_\_\_

-----  
Total: Rs. \_\_\_\_\_

=====

(Officer in Grade `A', Establishment Section)

Sanctioned Rs. \_\_\_\_\_

[Regional Director/Chief General Manager/  
General Manager(Officer-in-Charge)]

### APPENDIX III

#### HOUSE ALLOWANCE

House Allowance/  
House Rent  
Allowance

1. (a) Deleted.
- (b) Deleted.

Rate of Allowance

2. (A) Subject to the conditions mentioned in Paragraph 3, an employee in Class I shall draw House Allowance uniformly @ 10% of pay (rounded off to the next higher rupee), subject to a maximum of Rs.920/- p.m. in the case of officers who have been provided residential accommodation by the Bank and a maximum of Rs.1050/- p.m. in the case of others.

Provided further that an employee in Class I who has been provided with residential accommodation by the Bank either in the Bank's Staff Quarters or under the company lease scheme or otherwise shall not draw House Allowance in excess of house rent/compensation actually payable by him/her for the residential accommodation provided to him/her in terms of paragraph 7(i) of this Appendix III.

(B) House Rent Allowance shall be payable to Class III employees uniformly @ 10% of pay subject to a maximum of Rs.720/- p.m. in the case of employees who have been provided residential accommodation by the Bank and a maximum of Rs.1020/- p.m. in the case of others.

(C) The House Rent Allowance shall be payable to Class IV employees @ 7% of pay for the first 20 years of service and 8% of pay thereafter, subject to a maximum of Rs.450/- p.m. in the case of employees who have been provided residential accommodation by the Bank and a maximum of Rs. 665/- p.m. in the case of others.

- 3. No House Allowance shall be admissible - When not admissible
  - (a) When a house or residential quarters are provided and made available to an employee by the Bank on a rent free basis, or
  - (b) when an employee in Class I is in receipt of Halting Allowance in accordance with paragraph 34(e) or paragraph 34(f) of Appendix II.
  
- 4 (1) The allowance may be drawn during leave, not being extraordinary leave, at such rate as may be determined by the Bank from time to time with respect to each class of employees provided that the duration of the leave does not exceed ten months. If the duration of the leave exceeds ten months, the allowance shall cease after leave for ten months has been availed of. In reckoning the period of ten months, any intervening period of extraordinary leave shall be excluded. House Rent Allowance during leave
  - (2) Deleted
  - (3) Deleted
  
- 5. An employee who is eligible for House Allowance only for a part of a month shall draw House Allowance for the period admissible calculated on the basis of the House Allowance that would have been drawn by him/her had he/she continued to serve for the full month. How calculated when payable for part of a month
  
- 6 (1) The Governor may - Exceptions
  - (a) grant House Allowance in excess of the rates laid down in paragraph 2 of this Appendix to meet special cases of hardship when an employee on temporary or permanent transfer has, due to the circumstances of his/her transfer, to pay rent both at the place from which he/she has been transferred and the place to which he/she is transferred;

(b) grant House Allowance at the prescribed rates to an employee in Class I posted to an appointment to which is attached a house or residential quarters provided by the Bank when the house or quarters are not available to him/her due to being under repairs or the temporary nature of his/her appointment;

(c) Deleted.

(2) In every case where House Allowance is sanctioned in exercise of the discretion conferred by sub-paragraph (1) the grant of the allowance shall be so regulated that it shall not be a source of profit to the recipient.

Rent payable for residential accommodation provided by the Bank

7(i) Employees who have been provided residential accommodation by the Bank, either in Staff/Officers Quarters or under the Company Lease Scheme, have to surrender the entire House Rent Allowance/House Allowance admissible to them towards recovery of rent/licence fee for the residential accommodation.

(ii) Additional rent/licence fee is to be recovered over and above rent/licence fee as per paragraph 7(i) above, in respect of earning relatives/friends as per rules prescribed by the Bank from time to time.

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