
CHAPTER - 2

SALARY & ALLOWANCES

OBC (Officers') Service Regulations, 1982

In exercise of the powers conferred by Section 19 read with Sub section (2) of Section 12 of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 (40 of 1980), the Board of Directors of Oriental Bank of Commerce in consultation with the Reserve Bank of India and with the previous sanction of the Central Government hereby makes the following regulations, namely: -

Preliminary:

Regulation 1.

Short Title and Commencement:

1. These regulations may be called Oriental Bank of Commerce (officers') Service Regulations, 1982.
2. These regulations shall come into force on the 1st day of January, 1983.

Regulation 2.

Officers to whom the Regulations apply:

1. These regulations shall apply to all officers of the Bank and to such other employees of the Bank to whom they may be made applicable by the Competent Authority to the extent and subject to such conditions as such authority may decided.
2. They shall also apply to officers transferred/posted/deputed outside India except to such extent as may be specifically or generally prescribed by the Competent Authority.
3. They shall, however, not apply to employees appointed/engaged in any country outside India and permanently serving there.

Regulation 3.

Definitions:

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

- a) **Appointment Date:** "Appointed Date" means the 1st day of January, 1983;
- b) **The Bank:** "Bank" means Oriental Bank of Commerce;
- c) **Board:** "Board" means the Board of Directors of the Bank;
- d) **Calendar Year:** "Calendar Year" means the period commencing from the 1st day of January of a year and ending with the 31st day of December of the same year.
- e) **Competent Authority:** "Competent Authority" means the authority designated for the purpose by the Board;
- f) **Emoluments:** means the aggregate of salary and allowances, if any.
- g) **Family :** means and includes the spouse of the officer (if the spouse is also not an employee of the Bank) and the children, parents, brothers and sisters of the officer wholly dependent on the officer but shall not include a legally separated spouse;
- h) **Government:** means the Central Government;
- i) **Guidelines of the Government:** shall mean such guidelines as may be issued by the Government and shall include the recommendations made in the report of the Committee constituted by the Government's Resolution no. F.4 (26)/72/IR, DATED 19TH July, 1973 as

accepted by Government together with modifications or alterations thereof as may, from time to time, have been or be made by the Government;

- j) **Managing Director:** means the Managing Director of the Bank;
- k) **Officer:** means a person fitted into or promoted to or appointed to any of the grades specified in regulation 4 and any other person, who immediately prior to the appointed date, was an officer of the Bank, and shall also include any specialist or technical person as fitted or promoted or appointed and any other employee to whom any of these regulations has been made applicable under Regulation 2;
- l) **Pay:** means basic pay including stagnation increment;
- m) **Salary:** means the aggregate of the pay and dearness allowance;
- n) **Year:** means a continuous period of twelve months;

Regulation 4.

Grades & Categorisation of Posts:

1. Scales of Pay

Scale I -	14500	<u>600</u>	18700	<u>700</u>	20100	<u>800</u>	25700
		7		2		7	
Scale II -	19400	<u>700</u>	20100	<u>800</u>	28100		
		1		10			
Scale III -	25700	<u>800</u>	29700	<u>900</u>	31500		
		5		2			
Scale IV -	30600	<u>900</u>	34200	<u>1000</u>	36200		
		4		2			
Scale V -	36200	<u>1000</u>	38200	<u>1100</u>	40400		
		2		2			
Scale VI -	42000	<u>1200</u>	46800				
		4					
Scale VII -	46800	<u>1300</u>	52000				
		4					

Fitment:

Fitment shall be stage-to-stage, i.e. on corresponding stages from 1st stage onwards and the increments shall fall on the anniversary date as usual.

Know your Running Scales:

Scale I: 14500 – 600/7 – 18700 – 700/2 – 20100 – 800/7 – 25700

After one year of reaching the maximum of the Scale:

PQP I Rs. 410/- (For officers who have done JAIIB or CAIIB)

Next Year PQP II Rs.1030/- (For officers who have done CAIIB)

3rd Year I Stagnation Increment of Rs. 800

6th Year II Stagnation Increment of Rs. 800

9th Year III Stagnation Increment of Rs. 900

12th Year IV Stagnation Increment of Rs. 900

Scale II: 19400 – 700/1 – 20100 – 800/10 – 28100

After one year of reaching the maximum of the Scale:

	PQP I Rs. 410/- (For officers who have done JAIIB or CAIIB)
Next Year	PQP II Rs. 1030/- (For officers who have done CAIIB)
3 rd Year	I Stagnation Increment of Rs. 900
6 th Year	II Stagnation Increment of Rs. 900
9 th Year	III Stagnation Increment of Rs. 900

Scale III: 25700 – 800/5 – 29700 – 900/2 – 31500

After one year of reaching the maximum of the Scale (Rs.)

	PQP I 410/- (For officers who have done JAIIB or CAIIB)
Next Year	PQP II 1030/- (For officers who have done CAIIB)
3 rd Year	I Stagnation Increment of Rs.900
6 th Year	II Stagnation Increment of Rs.900
9 th Year	III Stagnation Increment of Rs.900
12 th Year	IV Stagnation Increment of Rs.900

Scale IV **Rs.** 30600 – 900/4 – 34200 – 1000/2 – 36200

After one year of reaching the maximum of the Scale:

	PQP I Rs. 410/- (For officers who have done JAIIB or CAIIB)
Next Year	PQP II Rs. 1030/- (For officers who have done CAIIB)

Scale V **Rs.** 36200 – 1000/2 – 38200 – 1100/2 – 40400

After one year of reaching the maximum of the Scale:

	PQP I Rs. 410/- (For officers who have done JAIIB or CAIIB)
Next Year	PQP II Rs. 1030/- (For officers who have done CAIIB)

Scale VI **Rs.** 42000 – 1200/4 – 46800

After one year of reaching the maximum of the Scale:

	PQP I Rs. 410/- (For officers who have done JAIIB or CAIIB)
Next Year	PQP II Rs. 1030/- (For officers who have done CAIIB)

Scale VII **Rs.** 46800 – 1300/4 – 52000

After one year of reaching the maximum of the Scale:

	PQP I Rs. 410/- (For officers who have done JAIIB or CAIIB)
Next Year	PQP II Rs. 1030/- (For officers who have done CAIIB)

2. Stagnation Increments

- JMG Scale I - 4 increments (first 2 for Rs.800/- each & next 2 for Rs.900/- each) for every 3 completed years of service after reaching top of the scale.
- MMG Scale II - 3 increments of Rs.900/- each for every 3 completed years of service after reaching top of the scale.
- MMG Scale III - 4 increments of Rs.900/- each for every 3 completed years of service after reaching top of the scale.

3. Dearness Allowance

On and from 1.11.2007, Dearness Allowance shall be payable for every rise or fall of four points over 2836 points in the quarterly average of the All India Average Working Class Consumer Price Index (General) Base 1960=100 at 0.15% of Pay.

PAY Means:

- a) Pay for the purpose of DA shall mean Basic Pay including Stagnation Increments.
b) Professional qualification allowance shall rank for DA w.e.f. 01.11.1994.

4. House Rent Allowance (Regulation 22) (w.e.f 01/11/2002):**Regulation 22 (2b):**

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

Provided that if an officer produces a rent receipt, the House Rent Allowance payable to him/her shall be the actual rent paid by him/her for the residential accommodation in excess over 1.2% of Pay in the first stage of the Scale of Pay in which he/she is placed with a maximum of 150% of the House Rent Allowance payable as per aforesaid rates mentioned in Column II above.

Note:

The claims of officer employees for House Rent Allowance linked to the cost of their ownership accommodation shall also be restricted to 150% of House Rent Allowance as hitherto.

1. Area Classified:

a.	Major A Class Cities	Ahmedabad, Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai.
b.	Other Places in Area I (Places with population of 12 lacs and above)	Agra, Baroda, Bhopal, Coimbatore, Indore, Jaipur, Kanpur, Lucknow, Ludhiana, Nagpur, Pune, Surat, Vishakhapatnam, Madurai, Varanasi, Kochi, and Patna.
c.	Other Places	All the remaining places not covered above.

'Pay' for the purpose of House Rent Allowance shall mean basic pay including stagnation increments and Professional Qualification Pay.

1. Where an officer resides in his own accommodation he shall be eligible for House Rent Allowance on the basis as if he were paying by way of monthly rent a sum equal to one twelfth of the higher of (i) or (ii) below: -

(i) The aggregate of: -

Municipal taxes payable in respect of the accommodation; and
12% of the capital cost of the accommodation including the cost of the land and if the accommodation is part of a building, the proportionate share of the capital cost of the land attributable to that accommodation, excluding the cost of special fixtures, like air conditioners.

OR

(ii) The annual rental value taken for municipal assessment of the accommodation.

2. Standard Rent - Explanation: -

(i) For the purpose of this Regulation "Standard Rent" means: -

(a) In the case of any accommodation owned by the Bank, the standard rent calculated in accordance with the procedure for such calculation in vogue in the Government. With effect from 01.07.1997 where accommodation has been hired by the bank, contractual rent payable by the bank or rent calculated in accordance with the procedure in (a) above, whichever is lower.

(ii) **Standard Rent – Rates & Calculations:**

The standard rent is calculated at Flat Rates of license fee on a uniform basis throughout India based on the living area of accommodation/type of accommodation, the rates are as under.

LIVING AREA (sq. meters)	STANDARD RENT (Rs.)	LIVING AREA (sq. meters)	STANDARD RENT (Rs.)
Upto 50	113	151 to 180	433
51 to 60	135	181 to 225	510
61 to 75	157	226 to 300	728
76 to 90	209	301 to 400	901
91 to 105	252	401 to 550	1073
106 to 120	296	Beyond 550	1250
121 to 150	362	(1 sq.m. = 10.76 sq.ft.)	

For servant quarters and garages, allotted independent of the regular accommodation, the following flat rates may be recovered:

- (a) Servant Quarter Rs. 17 per month
(b) Garages Rs. 10 per month

(iii) **Living Area:** The living area will be determined on the following basis:-

Main Building	
Room, Kitchen, Bath, Latrine, Store and enclosed Veranda	100% of the Floor Area
Veranda, Corridors and Barsati	25% of the Floor Area
Porch	12.5% of the Floor Area
Court Yard Pucca	5% of the Floor area

Out House	
Rooms	25% of the Floor Area
Veranda	12.5% of the Floor Area

1. Where an officer is provided with residential accommodation by the bank, on and from 1.11.2007 a sum equivalent to 1.20% of basic pay in the first stage of the scale of pay in which he is placed or the standard rent for the accommodation, which ever is less will be recovered from him.

c) Payment of HRA, CCA & Halting Allowance

Special Treatment of Certain Places. w.e.f. 01.04.08 (Est.HO/HRD/66/09/08/58 of 08.05.08)

- a) Payment of HRA, CCA & Halting Allowance to employees (both officers & workmen) posted anywhere in India shall be strictly in accordance with the provisions of Bi-partite Settlement / Officers' Service Regulations i.e. with reference to population figures per Census.
- b) In places, which are contiguous to major cities, payment of HRA & CCA at par with such major cities shall be made only if a particular place or center falls within the urban agglomeration of the major city.

- c) In places falling outside the urban agglomeration, payment of HRA and CCA shall be in accordance with the classification of such places per Census.

As such, the necessity to treat certain places that are contiguous to major towns/cities as part of such towns / cities no longer exist. The only exception to the above general principle shall be Gurgaon (Haryana), treated at par with Delhi for all purposes, in view of the Bi-partite Settlement dated 16.07.1991.

Accordingly with the implementation of the above decision, the staff posted in Ghaziabad, Noida, Faridabad & also at Gandhi Nagar in Gujarat & Panchkula in Haryana who are hithertofore drawing higher HRA at par with Delhi / Area-I centers, will be paid HRA, CCA at the rates applicable to these centers as per Census figures.

City Compensatory Allowance: Regulation 23 (i):

AREA	RATE	MAX. AMOUNT
Places in Area I and in the State of Goa.	4% of Basic Pay	Max. Rs. 540/-
Places with population of 5 lacs & above and State Capitals, Union Territories of Chandigarh, Punducherry & Port Blair.	3% of Basic Pay	Max. Rs. 375/-

d) Increments: Regulation (5) :

Subject to the provisions of the regulation, the increments shall be granted subject to the following sub-clauses:

1. The increments specified in the scales of pay set out in regulation 4(3) shall subject to the sanction of the Competent Authority, accrue on an annual basis and shall be granted on the first day of the month in which these fall due.
2. The period spent as leave on loss of pay shall not count for increments. In view of the fact that the increment is released on the first day of the calendar month in which the date of increment falls due, such anniversary date will be postponed and notionally determined in case the officer avails leave on loss of pay. The effect of postponement would be given when the notional date of increment shifts to the next calendar month. The increment date in each year will be computed by taking into account the leave on loss of pay during the year. In effect, the postponement, unless condoned, will have cumulative effect throughout the career of the Officer, provided that in the cases where the Competent Authority is satisfied that the leave was taken on account of illness or for any other cause beyond the officer's control, it may direct that the period of extraordinary leave may count for increments.

Example – 1

Mr. 'X' whose anniversary date of increment falls on 9th May, has availed 25 days' leave on loss of pay during the incremental year 2006-07. The date of his increment for 2007 is determined as follows.

Anniversary date of increment:	9th May
Date of release of increment in Terms of Regulation 5(1)	: 1st May
Notional date of increment due to availment of 25 days' leave on loss of pay	: 3rd June

Hence the increment of Mr. X for the year 2007 is released on 1st June 2007 in terms of Regulation 5(1).

Example – 2

MR.'Y' whose anniversary date of increment falls on 10th September, avails of leave on loss of pay 20 days during the incremental year 2006-07. The date of his increment for 2007 will be determined as under:

Anniversary date of increment	:	10th September
Date of release of increment in terms of Regulation 5(1)	:	1st September
Date of Increment notionally due to availing of 20 days' leave on loss of pay	:	30th September

Since the notional date of increment does not shift to the next calendar month, the increment will be released on 1st September 2007.

But if Mr. 'Y' avails of further 10 days' leave on loss of pay after 30.09.2007, the date of his increment for the year 2008 will be determined as follows:

Date of increment (notional)	:	30th September
Date of release of increment in Terms of Regulation 5(1)	:	1st September
Notional Date of Increment notionally due to availing of 10 days' leave on loss of pay	:	10th October

Here, the notional date of increment shifts to the next calendar month and as such the increment of Mr. 'Y' for the year 2008 will be released on 1st October 2008.

All officers who are in the Bank's permanent service as on 01.11.1993 will get one advance increment in the scale of pay. Officers who are on probation on 01.11.1993 will get one advance increment one year after confirmation. There shall be no change in the date of annual increment because of advance increment.

An officer who is at the maximum of scale or who is in receipt of Stagnation Increments as on 01.11.1993, will draw a FPP from 01.11.1993 which shall be equivalent to an amount of last increment drawn plus DA payable thereon as on 01.11.1993 plus HRA at such rates as applicable in terms of Regulation 22.

Note:

Special Increments for achieving excellence in National and International Sporting events shall also be considered upto a maximum of a total of 5 increments at the rate of one increment for National events and two increments for International events. The increments so awarded would continue to be drawn at the same rate till retirement and would count for the purpose of retrial benefits but not for pay fixation on promotion. **(HO Establishment Circular no Per/44/7/31 dated 17/01/1987)**

3. Stagnation Increment: Regulation 5(1) (b):

1. Officers in Scale I and Scale II, one year after reaching the maximum in their respective scales, shall be granted further increments including stagnation increments in the next higher scale only as specified under subject to their crossing the efficiency bar as per guidelines of the Government. {Regulation 5(1) (b)}.
2. Officers including those referred to as above who reach the maximum of the Middle Management Grade Scales II and III shall draw stagnation increments for every three

completed years of service after reaching the last stage of the Scale II or Scale III as the case may be. {Regulation 5(1) (c)}.

Provided that on and from 01.11.1994 Officers in substantive Scale III i.e. those who are recruited in or promoted to Scale III shall be eligible for second stagnation increment three years after having received the first stagnation increment. {Regulation 5(1) (c)}.

Refusal of Promotion: (Amendment w.e.f. 12.02.07)

Provided further that such increment in the higher Scale / Stagnation increments shall not be allowed to an offer who refuses Promotion when Offered.

Explanation:

An officer who refuses to accept promotion when offered shall stand to forfeit movement to next higher scale as also Stagnation Increment provided for at the top of the Scale. Consequently, he will not be entitled to Professional Qualification Pay also.

- **Note: Regulation 5(1)(c):** Grant of such increments in the next higher scale shall not amount to promotion. Officers even after receipt of such increments shall continue to get privileges, perquisites, duties, responsibilities or posts of their substantive Scale I or Scale II as the case may be.

a. Government Guidelines - Efficiency Bar:

a. 1. The movement of officers in Scale I and Scale II to the higher stages in the next scale after reaching the maximum in their respective scales shall be subject to their crossing the Efficiency Bar which shall apply only in the following cases:-

- i. Where an officer employee is under suspension;
- ii. Where a disciplinary action has been initiated against an officer employee;
- iii. Where an Officer employee has earned an adverse remark from the Reporting Authority in the reporting year preceding the date on which the Officer employee is due to cross the Efficiency Bar and the same has been conveyed to the Officer employee.

NOTE: -

- (a) Where the Efficiency Bar operates in terms of (ii) above, the case of the concerned Officer Employee shall be reviewed every year well before the next due date for crossing the Efficiency Bar. The delay in crossing the Efficiency Bar under this provision shall not be more than three years after which if the disciplinary proceedings are still not concluded, the increments shall be released with retrospective effect.
- (b) Where the Efficiency Bar has been applied in terms of (iii) above, but eh rating improves subsequently, the increment shall be released after one year. Average remark or rating shall not be treated as adverse for this purpose.

a. 2.

- (a) Efficiency Bar has to be applied at the maximum of the Scale i.e. at the time of automatic movement of Scale I/II to Scale II/III as the case may be. Only when the Efficiency Bar is lifted by the Competent Authority then further increment in Scale II/III will be sanctioned like any regular increments as hitherto.
- (b) Officers who are not eligible for stagnation movement in view of application of Efficiency Bar are also not eligible for advance increment on account of computerization. Such advance increment may be released with retrospective effect once the Officer is allowed stagnation movement after crossing the Efficiency Bar.
(Ref.: Circulars CO/PRS/IRP/94-95/1800 dated 22.12.95)

a. 3. The Competent Authority for sanctioning further increments in the next higher Scale including stagnation increments for Scale I officers will be concerned Regional Manager and for officers in Scale II, it will be done by the Zonal Manager,
(Ref. Circular CO:91:92/450 dt.10.01.92, & Co91:92/492 dt. 07.02.92)

a. 4. An officer who is not eligible for automatic movement to the next higher Scale by virtue of application of Efficiency Bar and who acquires CAIIB qualification after imposition of Efficiency Bar may be allowed Professional Qualification Allowance, Stagnation Increment, provided appropriate adjustment are made on lifting the Efficiency Bar and consequential consideration of increments in the next higher scale/grade.

(a) Increment for passing CAIIB examination after reaching the top of the Scale, but before Stagnation Movement should be considered only when the officer is allowed to cross Efficiency Bar. However, the CAIIB increment will be given backdated effect from the date of passing the same.

(b) In case of an officer who reaches the top of the Scale by virtue of release of CAIIB increment, his next increment be released only after crossing of Efficiency Bar but with effect from the date of his normal annual increment.

a. 5. Where an officer in Scale I/II has been automatically lifted on or above Efficiency Bar stage in the new scales of pay, as on 1/11/87, the next or subsequent increment shall not be subject to crossing of Efficiency Bar.

Where however an Officer in Scale I or II will have to be granted the increment in new Scale II or III as the case may be after 1/11/1987, then the guidelines for lifting the Efficiency Bar will have to be strictly enforced.

a. 6. Where the disciplinary action was initiated against an officer on or before the due date of the Efficiency Bar increment, the same is subject to crossing the Efficiency Bar. To clarify further, the increment in Scale II/III as the case may be to such an officer shall be considered only after the conclusion of the findings of such enquiry and having regard to the penalty awarded, if any, thereat.

a. 7. Where the disciplinary action was initiated subsequent to the due date of the Efficiency Bar increment, then the Officer may be allowed to move to the next higher stage.

a. 8. Where the member was awarded punishment after conclusion of disciplinary action but prior to the due date of the Efficiency Bar increment, then depending upon the order of the disciplinary authority, the officer may be allowed to move up to the next higher stage. To clarify further, the Efficiency Bar increment will not be held up for the disciplinary action taken earlier against such an Officer i.e. prior to due date of Efficiency Bar increment.

a. 9. For the purpose of dealing with "Efficiency Bar Increment" Disciplinary Action is considered to have been initiated when the charge sheet is served.

b. Supreme Court Ruling: Charge sheet:

For the information and guidance we quote here the Supreme Court landmark judgement in the case Union of India and KV Janakiraman, AIR 1991. It has been held that merely issuing show cause notice does not amount to start any disciplinary proceedings, while " it is only when a charge memo in a disciplinary proceedings or a charge sheet in a criminal

prosecution is issued to the employee that it can be said that the departmental proceedings / criminal prosecution is initiated against the employee".

4. **Professional Qualification Pay (PQP):**

On and from 01.11.2007, officers who reach or have reached the maximum in the pay scale and are unable to move further except by way of promotion shall subject to Government guidelines, if any, be granted PQP in lieu of additional increments in consideration of passing JAIIB/CAIIB examination as under

S. No.	PARTICULARS	Consideration of JAIIB/CAIIB after reaching maximum of pay scale.
a)	Those who have passed only s. 410/- p.m. after one year CAIIB - Part I or JAIIB	R Rs. 410/- p.m. after one year on reaching the maximum of Scale.
b)	Those who have passed both) Rs. 410/- p.m. after one year Parts of CAIIB	(a) (a) Rs. 410/- p.m. after one year on reaching top of the Scale. (b) Rs.1030/- p.m. after two years on reaching top of the scale. On reaching top of the scale. (b) Rs. 1030/- p.m. after two years on reaching top of the scale

An officer employee acquiring JAIIB / CAIIB (either or both parts) qualifications after reaching the maximum of the scale of pay, shall be granted from the date of acquiring such qualification the first installment of PQP & the release of subsequent installments of PQP shall be with reference to the date of release of first installment of PQP.

- i. On and from 1.11.1999 there shall be no change in the schedule of release of Professional Qualification Pay as in Explanation III under sub-regulation (2) of Regulation 5 of Officers' Service Regulation on account of release of FPP. Whereby any installment of PQP, which on account of the earlier provision has been shifted by a year and is scheduled of release on or after 1.11.1999, it shall be released to the officer on and from this date and second installment of PQP, if any, shall be released on 1.11.2000.
- ii. The benefit of additional increment would accrue from the date appearing on result advice / certificate.
- iii. The grant of such increment would not effect the anniversary date of subsequent annual increment.
- iv. Directly recruited officers who have passed CAIIB/JAIIB before their joining the Bank's service are granted additional increments as from the date of their joining the Bank.

v. Provided that officers who are in Scale I or Scale II and are granted further increments in the next higher scale (Stagnation Increments etc.) as in OSR sub-regulation 5 (1)(b), shall draw PQP after one / two years, as the case may be, on reaching the maximum in such higher scales.

vi. Note: If an officer who is in receipt of PQP is promoted to next higher scale, he shall be granted, on fitment in such higher scale, additional increments for passing CAIIB to the extent increments are available in the scale and if no increments are available in the scale, the officer shall be eligible for PQP in lieu of increments.

- An officer shall not be eligible for PQP, as above, if he refuses to accept promotion when offered.
- The PQP shall rank for DA, HRA and superannuation benefits.
- Effect of Punishment on PQP: Officers already sanctioned PQP would continue to draw it even if his Basic Pay is reduced consequent to punishment of reduction in Basic Pay. However, an officer subjected to punishment of reduction in Basic Pay before reaching maximum would start drawing PQP only after reaching the maximum and completing one year / two years at that stage.
- An officer employee acquiring JAIIB/CAIIB (either or both parts) qualifications after reaching the maximum of the scale of pay, shall be granted from the date of acquiring such qualification the first installment of PQP and the release of subsequent installments of PQP shall be with reference to the date of release of first installment of PQP.

5. Fixed Personal Pay (FPP):

On and from 1st November 2004, Fixed Personal Pay (FPP) together with House Rent Allowance shall be at the following rates and shall remain frozen for the entire period of service.

INCREMENT COMPONENT	DA AS ON 01.11.2007	TOTAL FPP PAYABLE WHERE BANK'S ACCOMMODATION IS PROVIDED.
[A] `	[B] `	[C] `
800	58	858
900	65	965
1000	72	1072
1100	79	1179
1200	86	1286
1300	94	1394

Note:

- The HRA payable on the basis of officers' entitlement shall have to be added to the above total of the FPP amount.
- FPP as indicated above shall be payable to those officer employees who are provided with Bank's accommodation.
- FPP for officers eligible for HRA shall be 'A'+ 'B'+ 'HRA' drawn by the concerned officer employees when the last increment of the relevant scale of pay as specified to sub regulation [2] and [3] of Regulation 4 is earned.
- The increment component of FPP shall rank for superannuation benefits i.e. PF/Gratuity/Pension.

An officer who has earned the advance increment shall draw the quantum of FPP as mentioned above, one year after reaching the maximum of the scale.

6. Provident Fund:

Provident fund @10% of the basic pay shall be deducted every month and an equal amount shall be contributed by the bank (C.P.F.) in case of PF optees. In case of pension optees only the employee's contribution shall be deducted towards provident fund at the same rate.

In recent Wage Revision the contribution to PF shall continue to be 10% and it is effective from 01.11.2002 on the Revised Pay.

"Pay" for the purpose of Provident Fund & Pension shall mean Basic Pay including Stagnation Increments, PQP, Increment component of FPP and Officiating Allowance.

Clarifications:

HO Establishment Circular No. PER/50/6/93/309 dated 23/01/1993:-

- 3.** In case a member of the clerical staff working in the Bank is appointed as Probationary Officer in the Bank, his past service will be reckoned for determination of his eligibility in Bank's contribution to Provident Fund. He would also be eligible to contribute towards Provident Fund during the period of Probation. (w.e.f 01/12/1992)
- 4.** The members of the clerical staff of other public sector banks appointed as Probationary Officers in our Bank as also other directly recruited officers may be allowed to become members of the Provident Fund from the date of their joining the Bank's Service. The Bank's contribution will also be allowed in such cases.

7. Pension:

As per the 9th Bipartite Settlement, the terms of the Bank Employees' Pension Regulations, 1995 shall not apply to the officers who join the services of Bank on or after 01.04.2010. They shall be covered by a Defined Contributory Pension Scheme.

W.e.f. 01.05.2005, the pension of the officers who retired or died while in service during the period 01.04.1998 to 31.10.2002 & 01.11.2002 to 30.04.2005 will be re-fixed on the basis of the definition of pay applicable at the relevant times. No arrears of pension & commuted value of pension will be payable on account of such re-fixing of pension.

Dearness Relief will also be payable at the rates applicable at the relevant times. However, the Dearness Relief as above shall be payable for the half year commencing from the 1st day of February & ending with 31st day of July on the quarterly average of index figures published for the months October, November & December of the previous year and for the half year commencing from 1st day of August & ending with the 31st day of January on the quarterly average of the index figures published for the months of April, May & June of the same year.

Pay: "Pay" for the purpose of Provident Fund and Pension shall mean Basic Pay including Stagnation Increment, Professional Qualification Pay, Increment component of Fixed Personal Pay and Officiating allowance.

In respect of the retirees from 01.11.2002 to 30.04.2005 the Basic pension will be revised as if they have retired during this Wage Revision and accordingly in respect of all the retirees during this period the pension will be paid at 50% of the last drawn pay taking into account the additional loading that is given for existing employees. Their pension is revised w.e.f. 01.05.2005.

All the retirees who will be retiring on or after 01.05.2005 will be drawing their Basic Pension at the rate of 50% of the last drawn pay taking into account the Basic Pay fixed for the existing Employees / Officers.

Pension Calculation: In respect of an employees retiring on or after 01.05.2005, 'Average Emoluments' as defined in Pension Regulations for the purpose of Pension, be calculated reckoning pay last drawn during the **Last Ten Months** of the employees' service in the Bank.

8. Halting / Diem Allowance (w.e.f. 01/05/2010):

Scale	Special Places*	Major 'A' Centres	Area I	Other Places
Scale IV & above	Rs.1,200/-	Rs.1,000/-	Rs.800/-	Rs.700/-
Scale I to III	Rs.1,000/-	Rs.800/-	Rs.700/-	Rs.600/-

* Delhi, Mumbai, Kolkata & Chennai.

As per policy, an officer who is deputed for training is not entitled to Halting Allowance or Hotel Expenses for the day(s) he avails of leave during period of training.

9. Project Area Allowance: Regulation 23 (iii):

On and from 1st November 2007, Project Area Compensatory allowance shall be payable at the following rates.

Project Areas falling in Group A – Rs.290/- pm.
Project Areas falling in Group B – Rs.255/- pm.

10. Split Duty Allowance: Regulation 23 (viii):

On and from 1.11.2007 if his working hours during a day are split with minimum interval of 2 hours, a Split Duty Allowance of Rs. 165/- p.m.

11. Hill & Fuel Allowance: Regulation 23 (x), [w.e.f. 01/11/2007]:

	Places	Rate
a	Places with an altitude of 1000 meters and above but less than 1500 meters and Mercara Town.	2% of Pay subject to a maximum of Rs.550/- pm
b	Places with an altitude of 1500 meters and above but less than 3000 meters.	2.5% of Pay subject to a maximum of Rs.680/- pm
c	Places with an altitude of 3000 meters and above.	5% of Pay subject to a maximum of Rs.1570/- pm

Note: - Officers posted at places with an altitude of not less than 750 meters and which are surrounded by hills of higher altitude which cannot be reached without crossing an altitude of 1000 meters or more will be paid hill and fuel allowance at the same rate as is payable at centers with an altitude of 1000 meters and above.

12. Special Area Allowance: Regulation 23 (ii), (w.e.f. 01/11/2007):

Government Guidelines - F.No.4/4/2/2001-IR dated 11.01.2002

Ad hoc temporary incentives to the officers transferred from outside and posted to Andaman and Nicobar Island and Lakshadweep Island will be entitled to ad hoc and temporary incentives of 12.5% of basic pay subject to a maximum of Rs.1500/- p.m. w.e.f. 1st January 2002. This will be in addition to the Special Area Allowance as applicable to these Islands.

Government Guidelines - F.No.4/4/2/2001-IR dated 11.01.2002

Regulation 23(ii)

Further to Government letter No. 4/4/1/91-IR dated 15.7.1991, inter-alia, Government guidelines under Regulation 23(ii) of OSR with reference to Special Area Allowance. It has now been decided to revise the Special Area Allowance to the officers serving in the specified remote localities of the

country as per rates given. These rates may come into effect from 1.11.1999. Other provisions of the Government guidelines issued vide letter no. 4/4/1/91-IR dated 15.7.1991 shall remain unchanged.

At places where special area allowance is payable in terms of Regulation 23(ii) of Officers' Service Regulations, 1979/1982, the said allowance shall be payable at rates as under:

S. No	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
1.	Mizoram		
	a) Throughout Lunglei District excluding areas beyond 25 kms. from Lunglei town of Mizoram.	2000	2600
	b) Throughout Aizawl	1600	2100
	c) District of Mizoram	1200	1500
2.	Nagaland	1600	2100
3.	Andaman & Nicobar Islands		
	a) North Andaman, Middle Andamans, Little Andaman, Nicobar & Narcondum Islands	2000	2600
	b) South Andaman (including Port Blair)	1600	2100
4.	Sikkim	2000	2600
5.	Lakshadweep Islands	2000	2600
6.	Assam	320	400
7.	Meghalaya	320	400
8.	Tripura		
	a) Difficult areas of Tripura	1600	2100
	b) Throughout Tripura except difficult areas.	1200	1500
9.	Manipur	1200	1500
10.	Arunachal Pradesh		
	a) Difficult areas of Arunachal Pradesh	2000	2600
	b) Throughout Arunachal Pradesh other than difficult areas.	1600	2100
11.	Jammu & Kashmir		
	1) Kathua District: Niabat Bani, Lohi, Malhar and Machhodi	2000	2600
	2) Udhampur District: a) Dudu Basantgarh, Lander Bhamag Illaqa, other than those included in Part 2(b).	2000	2600
	b) Areas upto Goel from Kamban Side and areas upto Arnas from Keasi side in Tehsil Mohre.	1600	2100
	3) Doda District: Illaquas of Padder and Niabat Nowgam in Kishtwar Tehsil	2000	2600
	4) Leh District : All places in the District	2000	2600
	5) Barmulla District		

S. No	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
	a) Entire Gurez-Nirabat, Tangdar Sub-Division and Keran Illaqua	2000	2600
	b) Matchill	1600	2100
	6) Poonch and Rajouri District : Areas in Poonch and Rajouri District excluding the towns of Poonch and Rajouri and Sunderbani and other urban areas in the two Districts	1200	1500
	7) Areas not included in (1) to (6) above, but which are within the distance of 8 kms. from the line of Actual Control or at places which may be declared as qualifying for border allowance from time-to-time by the State Government for their own staff.	1200	1500
12.	Himachal Pradesh (1) Chamba District (a) Pangi Tehsil, Bharmour Tehsil, Panchayats : Badgaun, Bajol, Deol Kugti, Nayagam and Tundah, Villages: Ghatu of Gram Panchayat Jagat, Kanarsi of Gram Panchayat Chauhata	2000	2600
	(b) Bharmour Tehsil, excluding Panchayats and Villages included in (a) above.	1600	2100
	(c) Jhandru Panchayat in Bhatiyat Tehsil, Churah Tehsil, Dalhousie Town (including Banikhet proper).	1200	1500
	(2) Kinnaur District: a) Asrang, Chitkul and Hango Kuno/ Charang Panchayats, 15/ 20 Area comprising the Gram Panchayats of Chhota Khamba, Nathpa and Rupi, Pooch Sub-Division, excluding the Panchayat Areas specified above.	2000	2600
	b) Entire District other than Areas included in (a) above.	1600	2100
	(3) Kullu District: a) 15/20 Area of Nirmand Tehsil, comprising the Gram Panchayats of Kharga, Kushwar and Sarga	2000	2600
	b) Outer-Saraj (excluding villages of Jakat-Khana and Burrow in Nirmand Tehsil) and entire District excluding outer Seraj area and pargana of Pandrabis but including villages Jagat-Khana and Burrow of Tehsil Nirmand).	1200	1500
	(4) Lahaul and Spiti District : Entire area of Lahaul and Spiti	2000	2600
	(5) Shimla District : a) 15/20 area of Rampur Tehsil comprising of Panchayats of Koot, Labana-Sadana, Sarpara and Chadi-Branda.	2000	2600
	b) Dora-Kawar Tehsil, Gram Panchayat of Darkali in Rampur, Kashapath Tehsil and Munish, Ghori Chaibis of Pargana Sarahan.	1600	2100
	c) Chopal Tehsil and Ghoris, Panjgaon, Patsnau, Naubis and Teen Koti of Pargana Sarahan, Deothi Gram Panchayat of Taklesh Area, Pargana Barabis, Kasba Rampur and Ghori Nog of Pargana Rampur of Rampur Tehsil, Simla Town and its suburbs (Dhalli, Jatog, Kasumpti, Mashobra, Taradevi and Tutu).	1200	1500

S. No	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
	(6) Kangra District: a) Areas of Bara Bhangal and Chhota Bhangal	1600	2100
	b) Dharamshala Town of Kangra District and the following offices located outside the Municipal limits but included in Dharamshala Town-Women's ITI, Dari, Mechanical Workshop, Ramnagar, Child Welfare and Town and Country Planning Offices, Sakoh, CRSF Office at lower Sakoh, Kangra Milk Supply Scheme, Dugiari, HRTC Workshop, Sadher, Zonal Malaria Office, Dari, Forest Corporation Office, Shamnagar, Tea Factory, Dari, I.P.H. Sub-Division, Dan, Settlement Office, Shamnagar, Hinwa Project, Shamnagar. Palampur Town of Kangra District including HPKVV Campus at Palampur and the following offices located outside its municipal limits but included in Palampur Town – H.P. Krishi Vishwavidyalaya Campus, Cattle Development Office/Jersey Farm, Banuri, Sericulture Office/Indo-German Agriculture Workshop/HPPWD Division, Bundla, Electrical Sub-Division, Lohna, D.P.O. Corporation, Bundla, Electrical HESEE Division, Ghuggar.	1200	1500
	(7) Mandi District: Chhuhar Valley of Jogindernagar Tehsil, Panchayats in thunag Tehsil-of Bagraa, Chatri, Chhotdhar, Garagushain, Gato, Garyas, Janjehli, Jaryar, Johar, Kalhani, Kalwan, Kholanal, Loth, Silibagi, Somachan, Thachdhar, Tachi, Thana, Panchayats of Dharampur Block- Binga, Kamlah, Saklana, Tanyar and Tarakholah, Panchayats of Karsog Tehsil – Balidhar, Bagra, Gopalpur, Khajol, Mahog, Mehudi, Manj, Pekhi, Sainj, Sarahan and Teban, Panchayats of Sundernagar Tehsil – Bohi, Batwara, Dhanyara, Paura-Kothi, Seri and Shoja.	1200	1500
	(8) Sirmaur District: Panchayats of Bani, Bakhali (Pachhad Tehsil), Bharog Bheneri (Paonta Tehsil), Birla (Nahan Tehsil), Dibber (Pachhad Tehsil) and Thana Kasoga (Nahan Tehsil) and Thansgin Tract	1200	1500
	(9) Solan District : Mangal Panchayat.	1200	1500
	(10) Remaining areas of Himachal Pradesh not included in (1) to (9) above.	320	400

S. No	Area	Allowances (Rs.)	
		Pay below Rs.14,700/-	Pay above Rs.14,700/-
1	2	3	4
13.	Uttar Pradesh: Areas under Chamoli, Pithoragarh and Uttar Kashi Districts	2000	2600
14.	Uttaranchal (Uttarakhand): Areas under Rudraprayag and Champavat Districts.	1600	2100

13. Incentives for Transfer to North Eastern Area:

- The special area allowance @12.5% with maximum of Rs.1500/-, Andaman & Nicobar allowance besides special area allowance are effective from 01.01.2002.
- Similarly, it is also provided that ad-hoc and temporary incentives @ 12.5% of Basic Pay subject to a maximum of Rs.1500/- p.m. to the officers transferred from other parts of the country to Andaman and Nicobar Islands and Lakshadweep Island w.e.f. 01.01.2002.
- To provide adhoc and temporary incentive @ 12.5% of the basic pay subject to maximum of Rs.1500/- p.m. to staff who has been posted to North-East Region from other regions and not a native of North-East Region w.e.f May 2010. (HO Establishment Circular No. HO/HRD/68/29/2010/226 dated July 07, 2010)

14. Mid-Academic Year Transfer Allow. {Regulation 23 (iv)} (w.e.f 01/05/2010):

On and from 1st May 2010, mid-academic year transfer allowance shall be payable at Rs.700/- p.m. subject to other conditions. Rs.700/- p.m. during the period of the academic year in which the transfer has taken place upon completion of the academic year.

Explanation:

- An officer will be eligible for mid-academic year transfer allowance when he is transferred from one place to another in the midst of an academic year and if he has one or more of his children studying in school or college in the place from where he is transferred.
- An officer shall be deemed to have been transferred in the midst of an academic year, if he is relieved from the office at his former place of posting after commencement of the classes in respect of one or more of his children studying at that place.
- An officer shall be paid mid-academic year transfer allowance irrespective of whether he shifts his family to the new place of posting or not, subject to a child/children continuing the studies in the former place. Mid-academic year transfer allowance shall not be payable or shall cease to be payable in the following cases: -
 - Where the children of the officer are studying at a place other than the former place of posting.
 - Where the children continue studying at the former place of posting for some time, but thereafter they shift for studying to the new place of posting of the officer or to any other place during the academic year. In this event, mid-academic year transfer allowance shall be payable from the date of reporting of the officer at the new place of posting till the date of relieving the children of the officer from the school or the college at the former place.
 - All the children cease to study at the former place of posting before the officer reports at the new place of posting.
 - Mid-academic year transfer allowance shall not be payable to officer in the case of his deputation from one place to another.

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- This allowance shall not be payable in case of transfer of an officer from one office to another office at the same place.
 - The mid-academic year transfer allowance shall not be payable for the period wherever an officer is paid halting allowance at the new place of his posting for any reason whatsoever.

NOTE: As per HO cir. 07.10.2008, this allowance is also permitted to the officers transferred to other station on their promotion from Clerical Cadre subject to their complying the provisions of Regulation 23 (iv) of OSR 1982.

15. Deputation Allowance: Regulation 23 (v):

- a) On and from 1.6.2005 if an officer is deputed to serve outside the bank he may opt to receive the emoluments attached to the post to which he is deputed. Alternatively he may in addition to his pay, draw a deputation allowance of 7.75% of pay maximum of Rs.2300/- (w.e.f 01/05/2010) and such other allowance as he would have drawn had he been posted in the bank's service at that place.
- b) Provided that where he is deputed to an organisation, which is located at the same place where he was posted immediately prior to his deputation, he shall receive deputation allowance equal to 4% of his pay maximum of Rs.1200/-p.m.
- c) Provided further that an officer on deputation to the Training Establishment of the bank as a faculty member or to a Banking Service Recruitment Board shall be eligible for deputation allowance at 4% of his pay maximum of Rs.1200/- p.m.

Bank's circular: Regulation 23 (v)

Est. Cir. No. Per/43/25/97 dated 04-03-1986):

The explanation given below the proviso to Regulation 23 (v) stands deleted and a second proviso stands added as under:

"Provided further that an officer on deputation to the Training Institute of the Bank, District Industries Center or Banking Service Recruitment Board shall be eligible for deputation allowance@10% of his basic pay subject to the conditions that the basic pay in his parent department from time to time plus deputation allowance does not exceed the maximum of the scale of pay of the posted on deputation."

The above amendment is effective 1.3.1986

16. Custodian – Diem Allowance: Regulation 23 (ix):

If an officer is required to work as custodian of a vault or locker on a holiday a Diem Allowance at the rate to which he is entitled.

17. Allowance for Inspection Duty:

Diem allowance of Rs.10/- per day of halt outside headquarters on inspection duty is paid to inspecting officers. This allowance is in addition to halting allowance/actual hotel expenses, and payable only for the days on halt outside headquarters on inspection duty and not for the period spent on journey.

18. Officiating Allowance:

Regulation 23 (vi) of Oriental Bank of Commerce (Officers') Service Regulations, 1982: On and from 01.11.99 if he is required to officiate in a post in a higher scale for a continuous period of not less than 7 days at a time or an aggregate of 7 days during a calendar month, he shall receive an Officiating Allowance equal to 6% of his pay, pro-rata for the period for which he officiates.

Officiating Allowance will rank as Pay for purposes of Provident Fund / Pension and not for other purposes.

Clarifications:

- a) Provided that where an officer comes to officiate in a higher scale, as a consequence solely of the review of the Categorisation of posts under Regulation 6, he shall not be eligible for the Officiating Allowance for a period of One Year from the date on which the review of the Categorisation takes effect. (HO Establishment Circular Per/44/72/87/330 dated 21/09/1987).
- b) Officiating allowance is payable as prescribed in Regulation 23 (VI) of OSR, besides, pro-rata conveyance and entertainment expenses to the Managers in Scale I and Scale II who are posted as Incumbent Incharge of Medium and Large branches respectively. However, it is clarified that when Scale - III officers are required to officiate against Scale -IV posts where official car has been provided, an officer who officiates will get the reimbursement of petrol expenses only upto his own entitlement and nothing extra on this account would be payable. They will, however, be allowed pro-rata difference of the entitlement of entertainment expenses. Further the instructions given in Est. Cir. Per/44/72/87/330/ dated 21.09.87 and Per /45/61/165/ dated 27.07.88 in the matter should invariably be followed. The eligible Managers must obtain prior permission of Regional Head concerned.
- c) In terms of Regulation 23 of OSR "Officiating allowance is payable to an officer if he is required to officiate in a post in a higher scale for continuous period of not less than 7 days at a time or an aggregate of 7 days during a calendar month. The officiating allowance is payable as above for the period for which an officer officiates in a higher scale. Officiating allowance ranks as pay for purpose of PF and not for any other purpose.

19. Inconvenience Allowance:

As per decision reached in IR meeting held on 15/10/2009 between the Management and Officers' Association at HO, Inconvenience allowance has been sanctioned for Officers posted at Primary Data Centre, Mumbai, DR Site, New Delhi & Service Branch, Delhi (for detail please see Chapter – Other Facilities & Allowance)

20. Payment of Bonus:

(Est. Cir. NO. HO/HRD/71/ 35 /2013-14/584 dated: 17.09.2013)

a) **Eligibility**

Every employee (including probationer /part-time /temporary employees) on the rolls of the Bank at any time during a year will be entitled to Bonus @ **20% of salary / wage** received during this period provided the employee had worked for a minimum 30 working days in this period and the salary / wage payable to him / her did not exceed **Rs. 10,000/-** p.m. For the purpose of counting minimum working days, Sundays, public holidays and days of leave without pay are not to be counted. Further no bonus is payable to consultants / retainers.

b) **Calculation / Amount of Bonus**

For the purpose of calculating bonus, the ceiling of **salary / wage** payable to the eligible employee is **Rs. 3500/- p.m.** only.

The payment of bonus to the employees shall not be less than 100.00 and not more than Rs. 8400/, if such an employee had worked for whole of the year. Further the amount of bonus should be proportionately reduced if he/ she has not worked for the entire period.

21. New Defined Contributory Retirement Benefit Scheme

As per the Settlement / Joint note dated 27.04.2010 signed by Indian Bank's Association with the Workmen Unions and Officers' Associations on extending another option for pension to the non-optees inter-alia also provide as under:-

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- (a) The existing Pension Scheme will not be applicable to those who joined the services of the Bank on or after 01.04.2010.
- (b) Workmen / officers joining the service of the Bank on or after 01.04.2010 shall be eligible for the Defined Contributory Pension Scheme. The Defined Contributory Pension Scheme will be one as governed by the provisions of New Pension System introduced for employees of Central Government w.e.f. 01.04.2004 & as modified from time to time. The scheme shall be regulated and administrated by the Pension Fund Regulatory & Development Authority (PFRDA).
- (c) The workmen / officers joining the service of the Bank on or after 01.04.2010 shall contribute 10% of Pay & Dearness Allowance towards the Defined Contributory Pension Scheme and the Bank shall make a matching contribution in respect of these workmen / officers.
- (d) There shall be no separate Provident Fund for workmen / officers joining service of Bank on or after 01.04.2010.

**Truth Resides in Every Human Heart and One Has to Search
For it There and be Guided By Truth as One Sees it.
But No One Has A Right to Coerce Others to Act
According to His Own View Of Truth.**

-- MAHATMA GANDHI

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