

## Chapter - IV

### GRADATION, CATEGORISATION & FITMENT

#### (1) Gradation: Grades & Scale:

##### OSR Provision:

##### (Regulation 7)

Subject to the provisions of regulation 6, the officers in the bank in the existing posts or scales immediately before the appointed date shall be categories in the table below:-

S. No.	Posts or scale immediately on the appointed date	Scale and Grade in which placed
1.	General Manager	Scale VII - Top Executive Grade
2.	Joint General Manager	Scale VI - Top Executive Grade
3.	Deputy General Manager	Scale VI - Top Executive Grade
4.	Assistant General Manager	Scale V - Senior Management Grade
5.	Chief Manager	Scale IV - Senior Management Grade
6.	Senior Manager / Asstt. Regional Manager (Officer in Scale 'A')	Scale III - Middle Management Grade
7.	Manager (Officer Scale 'B')	Scale II - Middle Management Grade
8.	Officer (Officer in Scale 'C')	Scale I - Junior Management Grade

Provided that any difficulties and anomalies arising out of the above categorization shall be referred to a Committee consisting of the Managing Director and such other persons as may be appointed by the Government for this purpose, for its decision.

#### (2) Categorisation:

OSR Provision:

Regulation 6:

Having regard to the responsibilities and functions exercisable, every post of an officer in the bank shall be categorised by the board or any authority specified by the board in this behalf as falling in

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any one of the grades or scales mentioned in regulation 4 and such Categorisation may be reviewed by the board or such authority.

Provided that the Categorisation of the posts in existence on the appointed date shall be done before expiry of two years from that date in accordance with guidelines of the government, if any, and shall, in respect of the posts in the senior management and top executive grades, be done by a committee of the managing director and such other persons as may be appointed by the government for the purpose.

For the purpose of Categorisation of posts under sub-regulation (1), every branch of the bank shall be classified by the bank, in accordance with the criteria to be approved by the government, as small, medium, large, very large or exceptionally large category.

### **Regulation 6 - Government Guidelines:**

The categorization of posts in existence on the appointed date shall be done keeping the following criteria in mind:

- i. The top executive grade would normally include all executives under the Managing Director such as General Managers, Deputy General Managers, etc., The main criterion for this Categorisation will be their share in the policy making, review and control functions of the bank as a whole.
- ii. Senior Management grade would include Assistant General Manager and heads of functional departments in the head office exercising either operational or advisory responsibilities in both, policy making and areas reserved for Head Office functions, officers having full functional responsibilities for certain large geographical areas with supervision over a sizeable portion of the branches of the Bank, Managers of exceptionally large Metropolitan Branches, and Very Large Branches and the principal officer responsible for training may also be at this level.
- iii. The Middle Management Grade would include Managers of large and medium size branches, second line officers in large branches (as well as Region/Area/Division/District and like officers will also fall in this category).
- iv. The Junior Management Grade would comprise all other officers. It would include Managers of small branches (Pay Officers, Accountants), second line officers in small and medium branches and other offices.
- v. In the cases of experts/specialists like Personnel Officers, Economists, Statisticians, Law officers, etc., as the role of all these officers vary from bank to bank, the Grades of these officers have been determined by the Board on the basis of their experience, expertise and standing in their respective professions.
- vi. The categorization of posts as on the appointed date in each of the grades and scales (including that of the experts/specialists) should be done in such a manner that as far as possible the aggregate of Basic Pay and D.A. of an official in the new scale bears a reasonable relationship to the aggregate of Basic Pay and D.A. drawn by officer immediately prior to the appointed date.

Regarding classification of branches for the purpose of categorization of Managers w.e.f. financial year 1995, the following norms shall be adopted :-

#### **Note:**

1. There will be not staff linkage to the above norms.
2. Each year, in the month of May, the bank may undertake an exercise in the matter of classification of branches on the basis of the above criteria and upgrade or downgrade branches taking into account two years of average business i.e. average aggregate deposits and advances during each of the last two financial years.

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**Bank's Policy/administrative clarifications and Other rules: -****New Norms of Categorisation:**

Regarding classification or branches for the purpose of Categorisation of Managers, the following norms shall be adopted:-

- i. The existing norms for categorization of branches laid down by the Government remain as the basic framework with reference to total business.
- ii. Non-fund based advances included in the total advances.
  - For business mix, the criteria of having minimum advances by a branch during the last Financial Year equivalent to the average advances of the branches of immediately lower category.
  - For instance, a branch having total average business of Rs. 15.00 crore & above but below Rs. 50.00 crore during the last two years, for being categorized as Large Branch, must also have minimum advances (both fund based and non-fund based) equal to or more than the average advance of Medium size branches in the last year.
- iii. A new category of Exceptionally Very Large branches with average aggregate deposits and advances of Rs., 2,500.00 crore & above with a well diversified credit portfolio of not less than Rs.1500.00 crore in the last year, to be headed by an executive in TEG Scale – VI, created.

**Categorisation Committee:**

Categorization is not be automatic, but will have to be done by a committee comprising of the GM (HRD) (Head of the Committee), DGM / AGM (Credit) & DGM / AGM (P&D) on the basis of inputs provided by P&D and Accounts Departments, Head Office in relation to business-mix, growth potential and special circumstances affecting growth, if any, and approved by the CMD.

**Note:** - Each year, the Bank may undertake an exercise in the matter of classification of branches on the above criteria and upgrade or downgrade branches taking into account two years of average business i.e. Average Aggregate Deposits and Advances during each of the last two financial years

**Categorisation Chart:**

*Revised 'working norms' for classification of branches under Regulation 6(2) of Officers' Service Regulations, 1982 as under (Est. Cir.No.HO/HRD/67/14/2009/145 dt. 26/06/09)*

<b>S. No</b>	<b>Category of branch</b>	<b>Business Criteria</b>	<b>Incumbency</b>
a	Small Branches	Average aggregate deposits and advances below Rs. 5.00 crore during the last 2 years	Scale - I
b	Medium Branches	Average aggregate deposit and advances of Rs.5.00 crore and above but below Rs.20.00 crore during the last 2 years	Scale - II
c	Large Branches	Average aggregate deposit and advances of Rs.20.00 crore and above but below Rs.70.00 crore during the last 2 years	Scale – III
d	Very Large Branches	Average aggregate deposits and advances of Rs.70.00 crore and above but below Rs.200.00 crore during the last 2 years	Scale – IV
e	Exceptionally Large Branches	Average aggregate deposits and advances of Rs.200.00 crore and above but below Rs.2,000.00 crore during the last 2 years	Scale – V
f	Exceptionally	Average aggregate deposits and advances of	Scale – VI

	Very Large Branches	Rs.2,000.00 crore and above during the last 2 years	
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The Regional Heads may allow payment of officiating allowance, equal to 6% of basic pay of the concerned Manager, as prescribed in Regulation 23(vi) of Oriental Bank of Commerce (Officers') Service Regulations, 1982, to those Branch Incumbents who are posted at branches meant for posting of higher category of Managers. In addition to officiating allowance, such Branch Incumbents will also be allowed difference of entitlements of entertainment expenses.

As regards reimbursement of difference amount of entitlement of conveyance expenses to such Managers, we have to clarify that Incumbent Incharge in Scales – I & II who are posted at Medium & Large Branches respectively will be allowed the same. However, the Incumbent Incharges in Scales – III, IV & V posted at Very Large, Exceptionally Large & Exceptionally Very Large branches respectively will get reimbursement of conveyance expenses only upto their entitlement and nothing extra on this account would be payable to them.

The instructions / clarifications given vide our Establishment Circular Nos. Per/44/72/87/330 dated 21.09.1987 & Per/45/61/165 dated 27.07.1988 in the matter should invariably be followed. It is, however, reiterated that prior permission of the Regional Head concerned must be obtained by the eligible Managers before they draw the officiating allowance as above.

### **(3) Fitment on Promotion From One Scale to Higher Scale:**

#### **a) OSR Provisions:**

#### **Regulation 8 : Fitment in the Scales of Pay :**

- a) Every officer of the Bank who has been categorized as per Regulation 7 in the grade of scale specified in column 2 of the Table thereof as on the appointed date shall be fitted in the scale of Pay applicable to the grade or scale in accordance with the guidelines of the Government.
- b) Subject to sub-regulation (3) on being so fitted in the new scale of Pay such officer shall be eligible to draw the next increment, if any, in such new scale on the date on which he would have been eligible to draw an increment immediately prior to the appointed date unless intimated to the contrary.
- c) Where two or more officers of different seniorities in the Scale of pay immediately prior to the appointed date are fitted at the same stage in the new Scale of Pay, different dates may be fixed for the eligibility of such officers for the next increments in the new Scale of pay.
- d) Where in the course of aforesaid scheme of fitment, officers have to be fitted in two different scales depending on whether they are located in the Head Office or in the field or metropolitan areas, the mere fact that on the appointed date they happen to be posted at a particular place or office shall not by itself entitle them to a fitment in a particular grade and the bank may make suitable changes in placements so as to fit them in an appropriate grade, having due regard to their inter-se-seniority.

#### **Government Guidelines: Regulation 8 (1)**

- 1) The general principle to be followed for fitment of an officer in the new scale as on the appointed date is to work out the aggregate of pay and D.A. drawn by the officer before the appointed date and fit him at such a stage in the new scale of pay where his salary will be equal to or just above the aggregate of pay and D.A. drawn by him before the appointed date, subject however, to the following provisions:

#### **Explanation:**

Pay drawn immediately prior to the appointed date shall include, besides basis pay, such other pay/allowance as have the same character as basis pay and reckoned as such for the purpose of both DA and superannuation benefits.

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- 2) In respect of Officers fitted in the Junior Management Grade, i.e. Scale I under the new scales, an amount equal to the next increment due to him in the scale applicable to the officer immediately prior to the appointed date (existing scale) should be added to the pay in the existing scale and fitment in the new scale worked out accordingly. Where an officer has already reached the maximum in his existing scale the amount of increment to be added shall be the last increment drawn by him. The amount to be added shall be the actual quantum of increment alone and not the DA paid thereon.
- 3) In respect of officers fitted in Scale II and above in the new scale, the benefit of additional increment referred to in Para (2) above would be available provided their basis pay in the existing scale is equal to the basis pay in the existing scale of an officer fitted into the Scale I.
- 4) For the purpose of fitment in the new scales of pay the DA actually drawn by the officer immediately before the appointed date shall be taken into account subject to the following provision:

Where the rate of DA is paid in any bank on a percentage basis subject to a limitation on the maximum basic pay that shall rank for DA and such maximum basic pay in less than Rs. \_\_\_\_\_, this shall be assumed to be Rs. \_\_\_\_\_.

### **Adjustment Allowance:**

#### **Regulation 9**

If the pay of an officer after fitment in the new Scale of Pay in the manner referred to in Regulation 8 is at the maximum of that scale and even then the salary of such officer is lower than the aggregate of pay and Dearness Allowance payable to him immediately before such fitment, together with additional increment if any, that may be taken into account for fitment of an officer in the category to which he belongs, the difference shall be paid to him by way of Adjustment Allowance till such time as he is promoted to a higher scale. If salary on such promotion is still less than the aggregate of salary and Adjustment Allowance payable to him immediately before such promotion, the difference shall continue to be paid to him as Adjustment Allowance; however the Adjustment Allowance payable after such promotion shall be absorbed in the future increment to the extent of 33-1/3 percent of the increase in salary as a consequence of such increment, whichever is lower.

### **Personal Allowance:**

#### **Regulation 10:**

If the salary and allowance, if any payable under these regulations to an officer after fitment in the new Scale of Pay in the manner referred to in Regulation 8 is lower than the aggregate of pay and such allowances as are set out in the explanation to this regulation and were payable to him immediately before such fitment, the difference shall be paid to him as Personal Allowance which shall be absorbed in the future increments to the extent of 33-1/3 percent of each such increments or 33-1/3 percent of the increase in the salary as a consequence of such increment whichever is lower

### **Explanation:**

The allowances referred to in this regulation payable before fitment are the following:

- (i) House Rent Allowance, wherever payable.
- (ii) Post Allowance
- (iii) Transfer Allowance
- (iv) Faculty Allowance
- (v) Personal Allowance
- (vi) Conveyance Allowance

### **Note :**

The House Rent allowance, wherever payable shall mean:

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Where a House Rent Allowance was payable to the officer immediately before such fitment, the amount of such allowance:

**Or**

Where immediately before such fitment in accordance with the rules of service then applicable, an officer had been provide with free unfurnished accommodation or allowed to hire accommodation on reimbursement basis, an amount equivalent to 10% of the new basic pay on fitment and where an officer has been provided with free furnished accommodation, an additional amount equivalent to 2-1/2 % of the new basis pay on fitment.

Provided that where an officer is eligible for House Rent allowance in terms of Regulation 22, the amount of Personal Allowance if any, payable to him shall be set off against such House Rent allowance and difference, if any after such set off, shall alone be payable to him.

For the purpose of computation of the Personal Allowance provided in Sub-regulation I above, such of the foregoing allowances, excluding City Compensatory Allowance, as mentioned in the explanation above would have ceased at any time to be payable to the officer under the rules applicable to him before fitment in the new scale shall be excluded.

The Conveyance Allowance as mentioned in explanation above would be included in the Personal Allowance of an officer provided it was offered for income-tax. However, such an officer would not be eligible for reimbursement of conveyance expenses of day-to-day basis or on consolidated bases, or if such expenses were covered by Conveyance Allowance before fitment.

**Absorption against future Increments and Increases:  
Regulation 11**

For the purpose of absorbing the allowances mentioned in Regulations 9 and 10, the 33-1/3 percent referred to therein shall be applied firstly for absorbing the Adjustment Allowance, if so necessary and then the Personal Allowance.

**Option for Existing Officers:  
Regulation 12**

Notwithstanding anything contained in these regulations, an officer in the service of the Bank immediately before the appointed date shall have the option to continue even after that date in the Scale of Pay applicable to him immediately before the appointed date by communication to the Bank with in 30 days of the receipt of the intimation regarding his fitment in the new Scale of Pay.

Provided that such option shall continue to have the effect only till the officer is promoted to a scale in the Scales of Pay set out in regulation 4 higher than the Scale of Pay to which the Scale of Pay under his entitlement immediately before the appointed date corresponds in accordance with Regulation 7.

1. Save as provided in Sub-regulation (3) where an officer has exercised such option, he shall continue to draw pay and allowances according to his entitlement in the service of the Bank immediately prior to the appointed date. Provided that in any case the officer shall not be eligible for the perquisites under such entitlement but shall be entitled only to such perquisites as are admissible to them under these regulations.
2. Any officer who has exercised option referred to in Sub-regulation (1) and continues to draw pay and allowances according to his entitlement in the service of the bank immediately prior to the appointed date, in terms of Sub-regulation (2) shall be allowed to opt for pay and allowance as applicable under these regulations on and from 01.02.1984. On exercising such option, he will be fitted notionally on the appointed date into the new scale of pay in the manner referred to in Regulations 8 and after granting him the increments he would have received in terms of these regulations upto 31.01.1984, he shall be fitted in the scale of pay set out in Regulation 4 (1) as on 01.02.1984, in accordance with the guidelines of the Government issued there under. Provided that if the aggregate

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of Pay and allowances payable under these regulations to the officer after fitment as above is lower than the aggregate of pay and allowance that were payable to him as on 31.01.1984 before such fitment, the difference shall be absorbed in the future increments to the extent of 33-1/3 percent of each such increments or 33-1/3 percent of the increase in the salary as a consequence of such increment, whichever is lower.

3. Any officer:

- (1) Who had exercised option referred to in sub-regulation (1); and
- (2) Who continued ever after the first day of February, 1984 to draw pay and allowances applicable to him immediately before the appointed date ; and
- (3) Who continues in regular service of the Bank on or after the first day of April, 1997, may be allowed to opt for pay and allowance as applicable under these regulations on and from the first day of April, 1997. On exercising such option, he will be fitted on the pay in such a manner that the pay as set out in Regulation 4(2) along with the dearness allowance payable thereon as on 01.04.1997 is nearest to his existing salary (i.e. pay plus dearness allowance ) being drawn in terms of sub-regulation (2) on 31.03.1997.

**Appeal against Fitment:  
Regulation 13**

1. Any officer aggrieved by a fitment accorded to him in the new Scale of Pay, may prefer an appeal to the Committee constituted by the Board for this purpose.
2. Such appeal shall be preferred within 30 days of the receipt of the communication of the fitment accorded to him.
3. The committee may after giving an opportunity to the officer concerned to make his representation in the matter make such decision as it thinks fit. Provided that the Board may of its own motion review any such decision and where it reviews any such decision, it shall give an opportunity to the officer concerned to make his representation in the matter.

**Bank's Policy/Rules and administrative clarifications:**

1. The fitment formula together with the fitment chart on promotion for officers promoted from one scale to another on or after 01.11.2002, adopted by the Bank as per IBA guidelines, is given hereunder. The fitment formula as per Estt. Cir. No. Per/47/59/90/146 dated 21.08.1990 stands substituted by the new formula as from 01.11.2002. It may be observed that the provisions of the revised formula are almost similar to that of the existing formula.

**2. Procedure for fitment of pay of officers on promotion from one scale to another**

- i) At the time of fitment of an officer on promotion to the higher scale of pay, the number of increment he would have/had earned i.e., one increment each for passing JAIIB/CAIIB Examination, as the case may be, shall be first reduced from the existing pay of the concerned officer prior to his fitment in the higher scale of pay on promotion. If, however, the officer is at the maximum of the scale, the following procedure should be adopted:
  - If the stagnation at the maximum of the scale is less than one year, the officer would not be drawing any professional Qualification Pay. Then the number of increments i.e. one increment for JAIIB/CAIIB, as the case may be, included in his Basic Pay shall be reduced in the existing scale.
  - If the stagnation at the maximum of the scale is for a year or more but for less than 2 years, the officer would be drawing a Professional Qualification pay of Rs.300/- p.m. In such cases, if he had passed both JAIIB/CAIIB before the date of promotion, then one increment shall be reduced in the existing scale. If, however such Professional Qualification Pay of Rs.300/- p.m. is for JAIIB only, then no increment need be reduced from the existing scale.

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- ii) If the stagnation at the maximum of the scale is for 2 year or more, the officer who has passed both JAIIB/CAIIB before the date of promotion, would be drawing a Professional Qualification Pay of Rs. 750/- p.m. In this case, there would be no scope for reducing the increments for JAIIB/CAIIB as even without CAIIB increments the officer would be at the maximum of the scale.

Note: - The purpose of the above exercise is to determine as to what stage of scale of pay the officer would have been, had he not been granted increments for passing JAIIB/CAIIB.

- iii) Thereafter, one increment shall be notionally added in the old scale i.e., the scale from which the officer is being promoted and his pay shall be fixed at the appropriate stage in the higher scale, which is equal to or just above it. Where in the pre-promoted scale, the officer has already reached the maximum, the notional increment to be added would be equal to the last increment drawn by him in the pre promotion scale. the fixation so arrived will be the Basic pay in the promoted scale as on the date of promotion.
- iv) After such fitment in the higher scale of pay one or two increments shall be added to the Basic Pay so fixed in respect of JAIIB or of CAIIB, as the case may be.
- v) If, however, no increments are available in the scale, or only one increment is available in the scale, after allowing the available increment/s, the officer shall be allowed Professional Qualification Pay in lieu of such remaining increment(s), if any.
- vi) Normally, Where as officer is promoted from one scale to another, the date of his increment shall be the anniversary date in the previous scale of pay. Where however, an officer has reached the maximum in the previous (pre-promoted) scale of pay or on promotion gets an increase in the Basic pay equivalent to two or more increments in the previous (pre-promoted) scale of pay, the date of increment shall be the anniversary date of promotion. However, if the Basic pay after reduction of JAIIB/CAIIB increments is not at the maximum, then the date of increment shall be the anniversary date of last increment.

Provided further that if an officer who is in Scale I, II or III is promoted to higher scale after reaching the maximum in the previous (pre-promoted) Scale of pay but before drawing stagnation increment, the date of his increment in the higher scale shall be the anniversary date of promotion or due date of stagnation increment in the previous (pre-promoted) scale whichever is earlier.

- vii) In the case of officer in Scale I and II promoted after moving into higher Scale II and III because of stagnation movement, the notional increment to be added shall be the increment drawn by him on the date of promotion and the next and subsequent increment shall be on the anniversary date on which the member has drawn his increment in the previous scale.  
The fixation of pay on promotion in respect of non-CAIIB officers promoted from one scale to another on or after 1.1.2002 shall be done by referring to Annexure.
- viii) It shall be noted that in terms of the amended Regulation No.5(3)(b) of Officers' Service Regulation the Fixed Personal Pay (FPP) together with House Rent Allowance (HRA) which he was drawing shall remain frozen for the entire period of service. Accordingly, in respect of the officers promoted on or after 1.11.2002 with Fixed Personal Pay (FPP), the amount of FPP which they were drawing prior to the date of promotion shall be continued to be paid (without any change in the quantum) even upon fixation of pay in the promoted scale as above.

**3. Fitment Chart on Promotion for from One Scale to another on or after 1.11.2002:**  
Promotion from JMG Scale I to MMG Scale II



Stage No.	Pay in JMG Scale I	Pay in MMG Scale II	Date of increment on Promotion
1	10000	13820	Anniversary Date of Promotion to Scale II
2	10470	13820	-do-
3	10940	13820	-do-
4	11410	13820	-do-
5	11880	13820	-do-
6	12350	13820	-do-
7	12820	13820	-do-
8	13320	13820	-do-
9	13820	14320	Anniversary Date of Increment in Scale I
10	14320	14880	-do-
11	14880	15440	-do-
12	15440	16000	-do-
13	16000	14560	-do-
14	16560	17120	-do-
15	17120	17680	-do-
16	17680	18240	-do-
17	18240	18800	-do-
Scale I officers drawing increments in Scale II due to Automatic switchover			
	18800	19360	Anniversary Date of Increment in Scale I
	19360	19920	-do-
	19920	20480	Anniversary Date of Promotion to Scale II or the due date of first stagnation increment in Scale I whichever is earlier
+1	20480	21040	Anniversary Date of Promotion to Scale II or the due date of second stagnation increment in Scale whichever is earlier
+2	21040	21660	Anniversary date of Promotion to Scale II

i) Promotion from MMG Scale II to MMG Scale III

Stage No.	Pay in MMG Scale II	Pay in MMG Scale III	Date of increment on Promotion
1	13820	18240	Anniversary Date' of Promotion to Scale III
2	14320	18240	-do-
3	14880	18240	-do-
4	15440	18240	-do-
5	16000	18240	-do-
6	16560	18240	-do-
7	17120	18240	Anniversary Date of Increment in Scale II
8	17680	18240	-do-
9	18240	18800	-do-
10	18800	19360	-do-
11	19360	19920	-do-
12	19920	20480	-do-
Scale II officers drawing increments in Scale III due to automatic switchover			
	20480	21040	Anniversary Date of Increment in Scale II
	21040	21660	-do-
	21660	22280	-do-
	22280	22280	Due Date of first stagnation increment
+ 1	22900	22900	Second stagnation increment shall be sanctioned 3 years after receiving of the first stagnation increment

ii) Promotion from Scale III to Scale IV

Stage No.	Pay in MMG Scale III	Pay in SMG Scale IV	Date of increment on Promotion
1	18240	20480	Anniversary Date of Promotion to Scale IV
2	18800	20480	-do-
3	19360	20480	-do-
4	19920	20480	Anniversary Date of Increment in Scale III
5	20480	21040	-do-
6	21040	21660	-do-
7	21660	22280	-do-
8	22280	22900	Anniversary Date of promotion to Scale IV or due date of first stagnation increment in Scale III whichever is earlier
+1	22900	23520	Anniversary date of promotion to Scale IV Or due date of second stagnation Increment in Scale III whichever is earlier
+2	23520	24140	Reached Maximum

iii) Promotion from SMG Scale IV to SMG Scale V

Stage No.	Pay in SMG Scale IV	Pay in SMG Scale V	Date of Increment on Promotion
1	20480	24140	Anniversary Date of Promotion to Scale V
2	21040	24140	-do-
3	21660	24140	-do-
4	22280	24140	-do-
5	22900	24140	-do-
6	23520	24140	Anniversary Date of Increment in Scale IV
7	24140	24760	Anniversary Date of Promotion to Scale V

iv) Promotion from SMG Scale V to TEG Scale VI

Stage No.	Pay in SMG Scale V	Pay in SMG Scale VI	Date of Increment on Promotion
1	24140	26620	Anniversary Date of Promotion to Scale V
2	24760	26620	-do-
3	25380	26620	-do-
4	26000	26620	Anniversary Date of Increment in Scale IV
5	26620	27300	Anniversary Date of Promotion to Scale V

v) Promotion from TEG Scale VI to TEG Scale VII

Stage No.	Pay in SMG Scale VI	Pay in TEG Scale VII	Date of Increment on Promotion
1	26620	29340	Anniversary Date of Promotion to Scale VII
2	27300	29340	-do-
3	27980	29340	-do-
4	28660	29340	Anniversary date of increment in Scale III
5	29340	30020	-do-

**(4) Fitment on Promotion from Clerical to Officer Cadre:**

- a) On and from 01.11.1997 and employee in clerical cadre, indulging Special Assistant, upon his promotion as Officer in Junior Management Grade Scale-I would be fitted in JMG Scale-I, as per the following table: -

Stage in the Clerical scale	Basic Pay in the Clerical cadre			Fitment at corresponding stage in Junior Management Grade Scale - I	
1 to	1750	3020	4410		
8	2725	4420	6530	4250	7100
9	2920	4740	7000	4250	7100
10	3115	5060	7470	4480	7440
11	3310	5380	7940	4480	7440
12	3525	5720	8440	4710	7780
13	3740	6060	8940	4940	8120
14	3955	6400	9440	5290	8460
15	4185	6780	10000	5520	8800
16	4415	7160	10560	5750	9140
17	4645	7540	11120	5980	9480
18	4875	7920	11680	6210	9820
19	5270	8600	12650	6670	10500
20	5500	8980	13210	6900	10840
+1	5730	9360	13770	7130	11180
+2	5960	9740	14330	7360	11520
+3	6190	10120	14890	7590	11860
+4	6420	10500	15450	7820	12200
+5		10880	16010	8050	12540

**Note:** Since officers' pay scales have been revised w.e.f. 01.04.1998 only, in respect of promotions effected between 01.11.1997 and 31.03.1998 fitment will be as per pre-revised pay. From 01.04.1998 the promotee will be given the corresponding revised pay in the officer cadre.

- b) The promotee officer after fitment as above, will draw his next increment in the Officers' scale on the anniversary date of his last increment in the clerical cadre and thereafter he will draw his further increments every year on the same date. However, in view of the clubbing of stage in the fitment table, the employees in the lower clubbed stage of clerical scale of pay will get their next increment after promotion on the anniversary date of promotion.
- c) Those who were drawing a basic pay between the 1<sup>st</sup> and 9<sup>th</sup> stage in the clerical scale given in the above table, will be fitted at the minimum of the officers' scale and will draw their next increment on the anniversary date of promotion.
- d)
- i) Those who have completed more than one year at basic pay Rs. 8980/-, Rs.9360/-, Rs. 9740/- or Rs. 10120/-, will be given their next increment immediately on fitment at the corresponding stage in the Officers' scale and will draw their annual increment on the anniversary date of promotion.
- ii) Those who have completed more than one year at basic pay Rs. 10500/- and those who are at basic pay Rs. 10880/- will be given fitment in the officers' scale at Rs. 12540/- and will earn their next increment on the anniversary date of promotion subject to their crossing the Efficiency Bar as per guidelines issued by the Govt. under Regulation 5 Officers' Service Regulations.

iii) In all cases where promotee officers reach the maximum stage in the substantive JMG Scale-I (Rs. 12540/-), further increment in the next higher scale will be subject to their crossing Efficiency Bar as per guidelines issued by the Govt. under Regulation 5 of Officers' Service Regulations.

e) Promotees who are drawing Fixed Personal Pay in terms Settlement dated 27.03.2000 may continue to draw the same quantum of Fixed Personal Pay even after promotion which shall remain frozen for the entire period of service.

f) If the promotee officer has passed CAIIB Part –I or both parts of CAIIB at the time of his promotion, notional basic pay will be arrived at after reducing the increments earned for passing CAIIB, from the clerical basic pay. He shall then be fitted in the officers' scale in accordance with the above table and appropriate one or two increments in the Officers' scale shall be added with basic pay so fixed. The date of increment will be determined as per (2) above, if after reduction of increments in the clerical scale, the basic pay falls in the lower clubbed stage. This adjustment, however, will not be made where the number of increments to be reduced is higher than the number of increments to be granted.

g) If at any time, the basic pay of an officer is lower than the basic pay corresponding to his basic pay in clerical scale on account of increment he would have got in the clerical scale, appropriate adjustment will be made in the Officers' basic pay as per the fitment table.

h) If despite the fitment as given above, the emoluments (basic pay and dearness allowance) drawn as an officer on promotion are less than the emoluments (basic pay and stagnation increment if any, functional special pay on permanent basis and dearness allowance) drawn as a clerk, the difference may be protected by way of Temporary Personal Allowance to be wiped off, in three years, at the rate of 1/3 Temporary Personal Allowance. This allowance will not rank for dearness allowance and superannuation benefits.

#### Classification of branches

S. No.	Category of branches	Incumbency level	Branches as on 31 <sup>st</sup> March				
			2005	2006	2007	2008	2009
1.	Small Branches	I	70	93	137	109	116
2.	Medium Branches	II	351	355	379	404	301
3.	Large Branches	III	524	486	500	503	670
4.	Very Large Branches	IV	140	160	194	228	231
5.	Exceptionally Large Branches	V	44	52	61	75	77
6.	Exceptional Very Large Branches	VI	0	2	2	2	3
<b>Total</b>			<b>1129</b>	<b>1148</b>	<b>1273</b>	<b>1321</b>	<b>1401</b>

#### Minimum Scale-wise Strength of officers:

S. No.	Category Of Branches	Number of Officers							Average Transaction per day upto
		VI	V	IV	III	II	I	Total	
1.	Exceptionally Very Large Branch	1	0	2	2	2	1	8	400
2.	Exceptionally Large Branch	0	1	1	1	2	1	6	400
3.	Very Large Branch	0	0	1	1	2	1	5	400
4.	Large Branch	0	0	0	1	2	1	4	400
5.	Medium Branch	0	0	0	0	1	2	3	200
6.	Small Branch	0	0	0	0	0	2	2	200

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**XIV. Additional Officers Norms:-**

- The average per day transactions beyond the minimum stipulated for each category of branch would be taken as criteria for assessment of additional requirement of officers over & above minimum number of officers as above.
- On every increase of 200 transactions or part thereof in excess of 100 beyond minimum Transactions stipulated for each category of branch, an additional officer may be considered.
- The Incumbency level of a branch is decided on its classification based on the working norms.
- Besides the Incumbent Incharge, the minimum scale-wise strength of officers necessary to render basic Banking services, additional officers according to prescribed daily transactions to be provided.
- Extension counters: 2 officers in Scale – I would be provided at all the Extension Counter.



**Whatever you think, that you will be.  
If you think yourselves weak, weak you will be;  
If you think yourselves strong, strong you will be.**

