

Chapter - IX

FURNITURE FACILITY

HO Circulars related to Furniture Facility: PER/40/75/302 of 08/08/1983, PER/50/14/93/335 of 12/02/1993, Cir No. HRD/62/51/2005/199 of 24/08/2005, PER/60/65/2003/247 of 09/10/2003, HO/GEN/1/2006-2007 of 10/01/2007 and HO/HRD/67/ /2009 dated 13/05/2009, HO/HRD/70/22/2012-2013/267 dated 16.07.2012.

1. Scale wise Ceiling:

As per existing policy, the officers are allowed to purchase the prescribed items of furniture at Bank's cost for use at their residence within specified monetary ceiling of cost of furniture. Such facility, upto the following ceilings, (Est. Cir. HO/HRD/66/40/2008/405 dated 01/11/2008) is provided at the residence of officers: -

w.e.f. 01.07.2012 (HO/HRD/70/22/267/2012-13)

Scales	Existing Rs.	Revised Rs.
TEG Scale – VII	2,00,000/-	2,50,000/-
TEG Scale – VI	1,60,000/-	2,10,000/-
SMG Scale – V	1,20,000/-	1,70,000/-
SMG Scale – IV	1,05,000/-	1,55,000/-
MMG Scale – III	85,000/-	1,35,000/-
MMG Scale – II	80,000/-	1,30,000/-
JMG Scale – I	65,000/-	1,15,000/-

2. Eligibility (HO/PER/60/65/2003/247 dated 09.10.2003):

- a) Where both husband and wife are working in our bank in officer cadre, only one of them will be eligible for the furniture facility at the residence.
- b) Scale – I:
 - i) Promotee Officer to be eligible on their reaching either Basic Pay of **Rs.11880/-** or confirmation in the Scale I, whichever is earlier.
 - ii) Direct / Probationary / Specialist Officers in Scale – I to be eligible after their confirmation in the Bank's service on completion of probation period of two years.
- c) Scale – II / III:
 - i) Promotee officers to be eligible from the date of promotion.
 - ii) Direct / Specialist Officers in Scale II & III to be eligible after their confirmation in the Bank's service, on completion of One Year Probation Period.

3. Furniture Rent Recovery: (w.e.f 01/11/2007)

Furniture rent recovery shall be @ 0.25% of the first stage of the scale of pay in which officer is placed.

4. Insurance of Furniture:

As per Est. Circular. No. Per /41/51/239 dated 08.10.1983 and HO/GEN/22/83/396 dated 11.10.83, the officers who have taken furniture from the bank, in the event of their transfer from one place to another should get the bank's furniture Insured at bank's cost for any loss / damage in transit.

5. Cartage Expenses:

The cost of local transportation of the furniture from the supplier's shop to the residence of the officer upto a maximum limit of 2% of the cost of the furniture is reimbursable.(HO Establishment Circular No. PER/43/106/484 dated 20/12/1986)

6. Maintenance Expenses:

- a) Officers who have been provided the furniture at their residence are required to keep the furniture in good condition and its repairs and maintenance is the responsibility of the concerned officer.
- b) The expenses for repairs and maintenance of furniture on actual basis (on submission of bills) are reimbursable once in Two Years upto 15% of the Original Cost of the furniture. However, if the maintenance is claimed on declaration basis then the amount so reimbursed will be subject to deduction of Income Tax.
- c) This will however, be allowed after the second year of the purchase.
- d) The unavailed maintenance expenses will be allowed to be carried over to the subsequent year(s) subject to a maximum of 3 times of their entitlement.

7. Competent Authority: (CIR.HO/GEN/1/2006-2007 dated 10.01.2007):

- a)Sanction for purchase of Furniture at Officers Residence upto Scale - V posted in the Regions and reimbursement of maintenance / cartage expenses is granted at RO level.
- b)From 15.01.2007, Regional Head will be sanctioning authority for purchase of furniture at Officers Residence up to Scale V (other than himself) and the maintenance / cartage expenses as per rules will also be reimbursed at RO level.

8. Purchasing of Furniture:

- a)The request for permission to purchase the furniture shall be made in HRMS to the concerned Regional Head.
- b)The concerned officer must invariably quote the Provident Fund account number in his request for purchase of furniture and sanction of maintenance expenses.
- c)The officer must counter sign the estimates/quotation whenever making a request for purchase of furniture. As far as possible the furniture shall be purchased in one lot.
- d)The officer must also countersign the relative bills in token of having received the goods to his satisfaction.

9. Permissible Items & Monetary Ceilings:

S. NO	ITEM	Qty.(upto Scale V)	Qty.(VI & VII)	Rate (Rs.)
1	Sofa Set – Five Seater	Two	Two	20,000/- each
2	Dining Table with 6 Chairs	One	One	18,000/-
3	Double bed box type with Side table or	Three	Three	10000/- each + 1000/-

S. NO	ITEM	Qty.(upto Scale V)	Qty.(VI & VII)	Rate (Rs.)
	Double bed with Side table without box	Three	Tree	8,000/- each +1,000/-
4	Single bed box type or Single bed box	Nil Four	Nil Four	Nil 5,000/- each
5	Center Table	Two	Two	5,000/- each
6	Side Table	Four	Six	1,500/- each
7	Dressing Table with Stool	One	Two	5,000/- each
8	Settee / or Dewan	Two	Two	5,000/- each
9	Carpet Woolen	One	Two	10,000/- each
10	Mattresses	Four	Six	5,000/- each
11	Ceiling / Pedestal fan	Four	Six	As per Co. Rate
12	Exhaust Fan	Four	Four	As per Co. Rate
13	Steel Almira - or Moveable Wall Unit	Four One	Four One	As per Co. Rate 10,000/-
14	Electric Generator set or Power Inverter	One	One	As per Co. Rate (not exceeding 20,000/-)
15	TV Trolley / Showcase	Two	Two	5000.00 each
16	Cooler (Desert / Room)	One	One	As per Co. Rate
17	Washing Machine	One	One	As per Co. Rate
18	Water filter (Electric/Electronic)	One	One	As per Co. Rate
19	Mixer cum Grinder	One	One	As per Co. Rate
20	Vacuum Cleaner	One	One	As per Co. Rate
21	Refrigerator with stabilizer	One	Two	As per Co. rate - no ceiling
22	Color Television	Two	Two	As per Co. Rate
23	Electric Chimney	One	One	As per Co. Rate
24	Dish Washer	One	One	As per Co. Rate
25	Air Conditioner with stabilizer	Two	Three	As per Co. Rate
26	Microwave Oven	One	One	As per Co. Rate
27	Computer Set or Laptop * (with accessories)	One	One	As per Co. Rate
28	Geyser	Three	Four	As per Co. Rate (Subject to max. 4000/- each and as per ISI specifications)
29	Computer Table	One	One	5000/-
30	VCD / DVD	One	One	As per Co. Rate

(Ceiling On Electrical Items With 10% Variations)

* Laptop was added to the list as part of Sl. No 27 as per HO Establishment Circular HO/HRD/67/ / 2009 dated 13/05/2009.

- a) Laptop to Executives: In addition to the above items the Executives in Top Management / Senior Management are provided Laptops.
- b) Items of furniture as mentioned above should be of Standard good quality and should be purchased from approved furnishers or reputed furnishers.
- c) Officers who are already provided with furniture may add to their existing items which they do not possess, but the total value of furniture should not exceed the amount for which are eligible.
- d) The original purchase price of items of furniture provided for such officers should be taken into account for ascertaining the total value of furniture.

10. Option to Repurchase of Furniture

- a) Officers after 10 years of use of the furniture provided at their residence have the option to purchase the same at the rate prescribed by the bank.
- b) The rate of purchase in the case of furniture in use for 10 years or more is 25% of the original cost or book value, whichever is higher.

11. Repurchase / Retention on Retirement

- a) For existing officers: (Ho Cir No: Per/40/75/302 dated 08/08/1983 & Per/50/14/93/335 dated 12/02/1993):

Age of Furniture	Repurchase Price
If the furniture in use for less than 1 year.	100% of the purchase price.
If the furniture has been in use for 1 year or more but less than 2 years	75% of the purchase price or book value, whichever is higher.
If the furniture has been in use for 2 Years or more but less than 3 years	65% of the purchase price or book value, whichever is higher.
If the furniture has been in use for 3 Years or more but less than 5 years	55% of the purchase price or book value, whichever is higher.
If the furniture has been in use for 5 Years or more but less than 7 years	50% of the purchase price or book value, whichever is higher.
If the furniture has been in use for 7 Years or more but less than 10 years	40% of the purchase price or book value, whichever is higher.
If the furniture has been in use for 10 Years or more.	25% of the purchase price or book Value, whichever is higher.

- b) Repurchase by Retiring Officer, family of deceased officers: (HO/HRD/64/12/07/ dtd 04.04.07 & 01.11.08)
 - i) For Retiring Officers (including the officers demitting the office on superannuation or lateral movement in higher cadre in some other Public Sector Bank) at its (WDV) Written down Value.
 - ii) **Deceased officer:** w.e.f. 01.11.08 looking to the hardships faced by the family of the deceased officer instead of making any recovery of amount of furniture from them, the total amount of furniture will be written off. Accordingly, no recovery of amount of furniture will be made on this account. (Cir.HO/HRD/66/40/2008/405 - 01/11/2008)
 - iii) For Existing Officers and Officers resigning from Bank's service as per existing policy.
 - iv) Laptop provided to the Executives in Top Management / Senior Management are allowed to retain the same with them at its written down value at the time of their demitting the office on superannuation or lateral movement in higher cadre in some other Public Sector Bank. For this purpose GM (GAD) is competent authority.

