

यूको बैंक



UCO BANK

प्रधान कार्यालय Head Office  
कार्मिक सेवा विभाग Personnel Services Department  
3-4 डीडी ब्लॉक DD Block, सेक्टर Sector – 1, साल्ट लेक Salt Lake  
कोलकता Kolkata-700064

CHO/PMG/ /2017-18

27<sup>th</sup> April 2017

**CIRCULAR TO ALL BRANCHES/OFFICES**


**Sub: Overdraft Facility (revised) to the members of staff**

The Overdraft Facility (revised) to the members of staff has been approved by the Board of Directors in its meeting held on 26.04.2017. The Quantum of loan has been enhanced and interest rate has been linked with one year MCLR along with other amendments contained in the enclosed scheme.

Branches/Offices are also advised to refer following Circulars relating to Overdraft Facility to members of staff for operational guidelines:

1. CHO/PMG/25/2002 dated 24.09.2002
2. CHO/PMG/08/2003 dated 22.02.2003
3. HOCL/PMG/08/2003 dated 25.08.2003
4. CHO/PMG/02/2004 dated 08.01.2004
5. CHO/PMG/31/2005 dated 10.11.2005
6. CHO/PMG/40/2009-10 dated 11.03.2010
7. CHO/PMG/25/2013-14 dated 28.12.2013
8. CHO/PMG/26/2014-15 dated 30.09.2014

A copy of this Circular may be displayed in the Notice Board for the information of all concerned.

  
(Ujjwal Kumar)  
General Manager  
HRM, PSD, OL & TRG



यूको बैंक UCO BANK  
PERSONNEL SERVICES DEPARTMENT  
प्रधान कार्यालय Head Office  
कोलकाता KOLKATA

Date: 10.04.2017

OVERDRAFT FACILITY (REVISED) TO THE MEMBERS OF STAFF

1. Eligibility	All Officers/ Workmen employees, who have completed one year of service in the Bank. The employees against whom Charge Sheet has been issued involving moral turpitude or those who are placed under suspension will not be eligible for the Overdraft Facility.																										
2. Purpose	To meet genuine needs of the employees and shall not be used for speculative purposes.																										
3. Limit	(Amt. In Rs. Lac) <table border="1"><thead><tr><th>Length of Service</th><th>Overdraft Limit</th></tr></thead><tbody><tr><td colspan="2"><b>(i) Officers:</b></td></tr><tr><td>1 year &amp; upto 5 years</td><td>3.00</td></tr><tr><td>Above 5 years &amp; upto 10 years</td><td>5.00</td></tr><tr><td>Above 10 years</td><td>8.00</td></tr><tr><td colspan="2"><b>(ii) Clerical Staff:</b></td></tr><tr><td>1 year &amp; upto 5 years</td><td>1.50</td></tr><tr><td>Above 5 years &amp; upto 10 years</td><td>3.50</td></tr><tr><td>Above 10 years</td><td>5.00</td></tr><tr><td colspan="2"><b>(iii) Subordinate Staff:</b></td></tr><tr><td>1 year &amp; upto 5 years</td><td>0.75</td></tr><tr><td>Above 5 years &amp; upto 10 years</td><td>1.50</td></tr><tr><td>Above 10 years</td><td>3.00</td></tr></tbody></table>	Length of Service	Overdraft Limit	<b>(i) Officers:</b>		1 year & upto 5 years	3.00	Above 5 years & upto 10 years	5.00	Above 10 years	8.00	<b>(ii) Clerical Staff:</b>		1 year & upto 5 years	1.50	Above 5 years & upto 10 years	3.50	Above 10 years	5.00	<b>(iii) Subordinate Staff:</b>		1 year & upto 5 years	0.75	Above 5 years & upto 10 years	1.50	Above 10 years	3.00
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4. Rate of Interest	<ul style="list-style-type: none"><li>➤ One year MCLR for both existing as well as new overdraft facility, presently @ 8.60 % p.a.</li><li>➤ Interest rate on existing overdraft facility will automatically be switched over to One Year MCLR effective from date of approval of the Scheme by the Board of Directors <b>ie., 26.04.2017</b></li><li>➤ Interest rate will be reset at the interval of 1 year from the date of first disbursement. For existing overdraft facility, the reset of interest rate will take place 1 year after switching over to MCLR linked interest.</li><li>➤ The interest to be applied on monthly rests.</li></ul>																										



5	Sanctioning Authority.	Category of Employees	Sanctioning Authority
		Employees/ officers posted in branches, including branch head of EL/VL/FC/MC/ Zonal Office (other than Zonal Head)/ Circle Office (other than Circle Head), Officers/ Executives deputed to RRBs (other than Chairman of RRBs) and any other offices like LBO, FI, Staff Training College or posted on deputation to outside organisation/ institution located under the jurisdiction of the Zonal Office.	Deputy Zonal Head, looking after HRM/PSD at Zonal Office.
		However, for employees/ officers (other than branch head) posted in EL/VL/MC/FC branches headed by Scale IV and above.	Branch Head
		Officers/ employees posted at Central Staff College, Kolkata (Other than Principal)	Principal of CSC.
		Employees/ Officers upto Scale IV posted at Head Office.	AGM (PSD) at Head Office.
		Circle Head, Zonal Head, Principal CSC, Kolkata, Chairman of RRBs and Executives in Scale V & above posted at Head Office.	DGM (HRM/PSD) at Head Office.
		(However, sanctioning authority shall not sanction overdraft facility to self but shall submit to next higher authority for sanction).	
6	Documentation	<ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Demand Promissory Note</li> <li>3. Letter of Waiver</li> <li>4. Letter of Continuity</li> <li>5. Letter of Undertaking.</li> </ol>	
7	Review/Renewal of overdraft facility.	Will be undertaken by the Branch Head (irrespective of sanctioning authority) on annual basis.	



8.	Conversion of Overdraft into Term loan	<p>a) Employees will have an option for conversion of the Overdraft account into a Term Loan to be repaid in Equated Monthly Instalments not exceeding 7 years.</p> <p>b) It must, however, be ensured that the total deduction on account of Income Tax, PF, recovery of other loans including recovery towards proposed Term loan and any other recovery etc. should not exceed 60% of Gross Salary of the employee who has opted for converting his/her Overdraft account into a Term Loan.</p> <p>c) The rate of interest for the Term Loan (converted outstanding Overdraft amount) shall be same as applicable for Overdraft Account.</p> <p>d) Once an employee has opted for converting his/her Overdraft account to term loan, he/she shall not be eligible to take another Overdraft facility.</p> <p>e) Competent Authority for sanction of Overdraft limit shall only allow such conversion of Overdraft Account into Term Loan.</p>
9.	Other terms & conditions	All other terms & conditions of the existing overdraft facility to the staff members will remain unchanged.

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