

Service Conditions and Welfare Schemes for UCO Bank Employees



GUIDE

A BOOK FOR YOUR INTEREST

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UCO BANK EMPLOYEES UNION (Regd.)

(Supplement to GS Report 10th Conference)

Jalandhar



UCO BANK EMPLOYEES UNION (REGD.)

On this occasion of 10th Conference of our Union, a publication titled **“GUIDE - A BOOK FOR YOUR INTEREST”** which is a booklet containing comprehensive details pertaining to various schemes and welfare measures that are part of service conditions of employees of the UCO Bank is being published.

We intend to dedicate this book to Com. Krishan Lal, who had breathed his last on 2nd August 2008. Com. Krishan Lal had throughout his life contributed a lot for the achievement of better service conditions for the comrades. Thus central office has decided to dedicate this book to him.

While on this occasion, we are also confident that it would be endeavor of all of us not only to preserve the gains achieved by Com. Krishan Lal for us, but to expand such and similar benefits in the days to come.

With best wishes

Inder Paul
President

R.K. Walia
General Secretary

INDEX**LOAN SCHEMES & WELFARE MEASURES FOR STAFF**

Sr.No.	Contents	Page. No.
1.	CAR LOAN	5
2.	CONSUMER LOAN	6
3.	COMPREHENSIVE PERSONAL LOAN	6
4.	CONVEYANCE LOAN	8
5.	EDUCATION LOAN TO THE RELATIVES OF STAFF MEMBERS	9
6.	UCO SHELTER LOAN TO EMPLOYEES ON COMMERCIAL RATES	11
7.	HOUSING LOAN CIRCULAR REFERENCES	11
8.	SUPPLIMENTARY HOUSING LOAN TO PERMANENT PART-TIME EMPLOYEES ON SCALE WAGES.	13
9.	GRANT OF LOANS TO EX-SERVICEMEN EMPLOYED IN THE BANK	14
10.	OVERDRAFT FACILITY	14
11.	STAFF WELFARE SCHEMES	17
12.	SCHEME FOR PAYMENT OF EX-GRATIA/LUMP SUM AMOUNT IN LIEU OF APPOINTMENT ON COMPASSIONATE GROUNDS	24
13.	CASUAL LEAVE	26
14.	SABBATICAL LEAVE FOR OFFICERS AND WORKMEN EMPLOYEES	26
15.	EXEMPTION ON LEAVE ENCASHMENT ON RETIREMENT	27
16.	OFFICIATING	27
17.	RATIONALISATION OF OFFICIATING ARRANGEMENTS - CLARIFICATIONS	28
18.	AMENDMENTS /MODIFICATIONS IN THE PROMOTION POLICY	29
19.	SELECTION PROCEDURE FOR SELECTION OF COMPUTER TERMINAL OPERATORS	33
20.	MODIFICATION IN THE SELECTION PROCEDURE OF CTO's	34
21.	HOSPITALISATION	35
22.	UNIFORM	37
23.	ROTATIONAL TRANSFER	38

24.	DEPUTATION ALLOWANCE TO WORKMEN STAFF	38
25.	REIMBURSEMENT OF LOCAL CONVEYANCE CHARGES TO THE MEMBERS OF STAFF UNDER AWARD	38
26.	HALTING ALLOWANCE PAYABLE TO WORKMEN	39
27.	RATE OF CONVEYANCE ALLOWANCE TO BLIND AND ORTHOPAEDICALLY HANDICAPPED EMPLOYEES	39
28.	RECKONING INCREMENT FOR THE PERIOD UNDER SUSPENSION FOR THE PURPOSE OF COMPUTATION OF SUBSISTENCE ALLOWANCE OF AWARD STAFF	39
29.	NOMINATION FACILITY	40
30.	DAFTARY AWARD	40
31.	SPORTS POLICY	40
32.	SEXUAL HARASSMENT IN WORK PLACES	42
33.	MILESTONE AWARD	42
34.	VOLUNTARY CESSATION OF EMPLOYMENT	42
35.	RETIREE EMPLOYEES	42
36.	RESTORATION OF FULL PENSION	43
37.	MEDICLAIM INSURANCE SCHEME FOR THE RETIRED EMPLOYEES	43
38.	EX-GRATIA RELIEF TO SURVIVING WIDOWS / WIDOWERS OR PRE 1.1.1986 RETIREES OF THE BANK	43
39.	SPECIAL IBA GUIDELINES	44

1. CAR LOAN

Ref: CHO/PAS/06/2003 dtd 5.9.2003.

CHO/PAS/01/2004 dtd 08.01.2004

Eligibility: All permanent clerical staff who have at least reached 10th stage basic pay in clerical_scale of pay will be eligible for car loan. However, the clerical employees who are left with less than five years would not be eligible for this loan. To avail car loan the concerned employee must have 40% take home pay after all deductions including deduction of car loan installment through out pending volume of the loan. The clerical staff that have availed overdraft facility from the bank is also eligible to avail the loan.

Loan limit : 80% of the cost of the motor car subject to a ceiling of Rs. 2 lacs.

Second hand motor car : Where the clerical staff would like to buy a second hand motor car, the employee has to comply with the following:

- i] Second hand motor car should not be more than three years old.
- ii] A fitness certificate issued by a qualified automobile engineer.
- iii] A valuation certificate from an approved valuer for the proposed second hand motor car. Rate of interest would be at Bank's PLR.

Repayment: The loan together with interest shall be repayable in not more than 200 monthly installments or by the date of retirement of the employee or on selling the car whichever is earlier.

Security: Hypothecation of the vehicle to be purchased:

- ii] Bank's charge is to be registered with respective regional transport authority.
 - iii] Comprehensive insurance with Bank Clause.
 - iv] Suitable letter from the employee earmarking all his terminal benefits, namely PF, Gratuity and Leave Encashment as a security for the aforesaid loan.
- Sanctioning authority:** For Clerical staff working in branches/offices under the jurisdiction of any Zonal office, the respective Zonal Head would be the sanctioning authority. However in case of EL/VL branches, the Head of the branch in SMGS-IV or SMGS-V would be the sanctioning authority and he shall intimate his Zonal head of such sanctions. For clerical staff in Head Office sanctioning authority would be Dy. General Manager, Personnel.

2. CONSUMER LOAN

Ref: CHO/PMG/15/94 dtd 27.4.94

CHO/PAS/4/97 dtd 1.2.1997

Amount: Rs.15000/- or 90% of the cost whichever is lower.

- i] Purchase of consumer durables.
- ii] Meeting expenditure on marriage of self, daughters, sons, dependent sisters and
- iii] Other social / religious obligations.

Rate of interest would be at Bank's PLR and repayable in 60 equal monthly installments.

Part time employees on scale wages who have put a minimum 3 years of continuous service will also be eligible.

PT employees drawing 1/3	scale wages	Rs.5000/-
PT employees drawing ½	scale wages	Rs.7500/-
PT employees drawing ¾	scale wages	Rs.11250/-

3. COMPREHENSIVE PERSONAL LOAN

Ref No.: CHO/PMG/13/98 dtd 20.7.98

CHO/PAS/8/98 dtd 18.11.98.

PURPOSE: To meet the expenses for children's higher education abroad or in professional colleges in India and their marriages;

To meet shortfall in the cost of house/flat to be purchased, expenditure on major repairs / renovation of the house / flat;

To meet expenses in connection with treatment for serious illness of self / dependants / close relatives;

To finance partly / fully for purchase of four / two wheeler vehicles and also for major repairs thereto;

Purchase of consumer durables such as audio / video / home appliances / personal computers etc:

Traveling expenses of self /dependants to visit a place outside India.

To repay the loans availed from other institutions for the aforesaid purposes.

Eligibility: 5 years of completed service in the bank. Take home pay should be 40%.

Quantum of loan: One month's pay for every completed year of service, maximum 10 months 'pay'. Subject to the following ceilings:

Officers	Rs.90,000/- [maximum]
Clerical staff	Rs.60,000/- [maximum]
Subordinate staff	Rs.30,000/- [maximum]

Pay - for this purpose includes Basic Pay, stagnation increments, Officiating allowance, PQA and increment component of FPA, special allowances etc, which are qualifying for Provident

Repayment : The period of recovery should be so fixed that the entire loan is recovered within the period of service of the employee or 84 monthly equated installments whichever is less.[installment will be fixed taking into account the interest element].

Rate of interest : 0.5% above PLR + interest tax to be compounded quarterly.

Sanctioning authority : Zonal managers - for all staff members working in the region
CM/ A G M of EL/VL branches - for the staff members working in their Branches.
AGM Personnel - for staff members working at Head Office including inspecting officers :

In case where disciplinary action is pending/initiated/contemplated the loan will be considered by the respective Zonal Managers/ Dy General Manager, personnel at Head Office.

Request for loan on subsequent occasions will be considered after a lapse of one year from the date of closure of the previous loan.

The eligibility for quantum of advance for the officers/employees who have already availed consumer loan shall stand reduced to the extent of balance outstanding in these accounts.

For Part Time Employees:

One month's pay for every completed year of service, maximum 10 month's pay subject to the following ceiling;

Permanent Part-time employees working on $\frac{1}{3}$ scale wages	:	Rs.10000/-
Permanent Part-time employees working on $\frac{1}{2}$ scale wages	:	Rs.15000/-
Permanent Part-time employees working on $\frac{3}{4}$ scale wages	:	Rs.22500/-

4. CONVEYANCE LOAN

Ref No :	CHO/PAS/6/94 DTD 3.8.94
	CHO/PAS/12/97 DTD 11.7.97
	CHO/PAS/3/98 DTD 12.2.98
	CHO/PAS/2/99 DTD 27.7.1999
	CHO/PAS/1/2000 DTD 6.6.2000
	CHO/PMG/2/2003 DTD 14.1.2003

SUBORDINATE STAFF - for purchase of Mopeds.

Eligibility	:	After completion of 5 years of service.
Rate of interest	:	7.5% per annum.
Repayment	:	84 equal monthly installments.
Quantum of loan	:	Rs.14000/- or 90% of the vehicle whichever is lower.

Award Staff: Purchase of Motor-cycle/Scooter.

Eligibility	:	after completion of 3 years of continuous service. Rs.60000/- or 90% of the cost of the vehicle whichever is less.
Maximum limit:		
Repayment	:	The loan together with interest thereon , will be repayable in not more than 84 equal monthly installments.

For loan upto Rs.15000/- 7.5% pa. [simple]

For loan beyond Rs.15000/- 12% pa [simple] or bank rate whichever is higher. The

purchase of the vehicle should be made within one month.

Second or third loan will be sanctioned only after the loan taken earlier together with interest thereon should have been liquidtd.

Those who have availed interest free loan Rs.12000/- on 3 occasions may be permitted to avail themselves of conveyance loan for at least one more chance under the revised conveyance loan scheme, which provides a maximum loan limit for Rs.30000/- at the interest rate of 7.5% per annum upto Rs.15000/- and higher of the bank rate or 12% per annum [simple] for the loan amount beyond Rs.15000/-.

5. EDUCATION LOAN TO THE RELATIVES OF STAFF MEMBERS

Ref No. : CHO/SISB/2/2001-02 Dtd 29.5.2001

Ref No. : CHO/PMG/11/2005 Dtd 1.6.2005

Limit for study in India: Rs. 10,00,000

Limit for Study Abroad: Rs.20,00,000

Under this scheme, no security is insisted upon upto the loan amount of Rs.4 lacs. In case the loan amount is above Rs.4 lacs, collateral security equal to 100% of the loan or co-obligation of parents/ guardians/third party for 100% of the loan amount is obtained.

Sanctioning authority: For award staff posted at branches/offices [other than Head Office] permission is obtained from the concerned sanctioning authority who is one step higher.

The security for loan of Rs.4 lacs and above can be in the form of land/building/government securities/ public sector bonds/units of UTI, NSC,KVP,LIC Policy, Gold, Shares/debentures, Bank deposit in the name of student/parents/guardians or any third party.

UCO Education Loan Scheme

Employees are advised to note the amendments and clarification for immediate implementation. Other norms on UCO Education Loan scheme as mentioned in the following circulars, if not modified subsequently, shall remain valid and unchanged.

Ref. Circular	Subject
CHO/SISB/02/2001-02 dtd 29.05.01	Scheme for Educational Loan for studies in India & studies abroad – Revised Operational Guidelines
CHO/CR-PS/12/ 2004-05 dtd 02.07.04	Educational Loan Scheme for studies in India and abroad – Operational Guidelines
CHO/CR-PS/28/2004-05 dtd 21.08.04	Education Loan Scheme – Operational Guidelines - Modification of security norms
CHO/CR-PS/38/2004-05 dtd 06.10.04	Educational Loan Scheme for bright and needy students – Clarification on interest subsidy
CHO/CR-PS/39/2004-05 dtd 12.10.04	Educational Loan Scheme-Operational
CHO/RM/64/2005-06 dtd 30.11.05	Guidelines – Modification of Security Norms Loan Policy Document 05-06 – Revision in
CHO/CR-PS/58/2005-06 dtd 24.01.06	lending powers for educational loans Educational Loan Scheme – Modification in
CHO/CR-PS/07/ 2006-07 dtd 20.04.06	security norms Educational Loan Scheme

Ref: CHO/Retail Banking /07/2008-09 dtd 01.07.2008

‘Online Request Process System for UCO Education Loan’ is an online workflow which will allow UCO Bank to receive online requests for Education Loan from website surfers through UCO Bank’s website (<http://www.ucobank.com>).

Ref: CHO/Retail Banking /09/2008-09 dtd 26.07.08

A) Education Loan ceiling raised

i) from Rs.7.50 to Rs.10 lacs for studies in India

ii) from Rs.15 lacs to Rs.20 lacs for studies abroad

B) Loans for Rs. 7.50 lacs and above, irrespective of place of study, shall require, among other things, collateral security support equivalent to the full value of loan.

C) Multiple Loans in a 'family' In case of more than one Education Loan proposal from a family, the 'family' as a unit has to be taken into account.

CHO/Retail Banking /15/2008-09 dtd : 03.11.2008

Degree or Diploma Courses on Teacher Training / Nursing / B.Ed. conducted by Central / State Government approved Private Institutions.

CHO/Retail Banking /17/2008-09 dtd: 03.12.2008

Revision in Lending Powers of officials for disposal of UCO Education

6. UCO SHELTER LOAN TO EMPLOYEES ON COMMERCIAL RATES

Ref No.CHO/PMG/3/06.07 dtd 18.5.06.

Uco Shelter loan can be extended to the members of staff for purchase/construction of second house/ ready built flat for residential purpose, who have outstanding balance in the staff housing loan account at the same rate of interest subject to maintaining 40% net take home pay.

Extension of second UCO shelter loan to the staff members [workmen and officers] after one year of disbursement of first loan will be permitted for repairs/renovation/extension of existing house.

The period of repayment of UCO shelter loan to the employees who are retiring within the next 10 years may be extended beyond the date of superannuation till attainment of 65 years of age, provided matching fixed deposits against the outstanding loan balance is obtained from the employees and kept under lien to the bank.

7. HOUSING LOAN CIRCULAR REFERENCES

Ref No. CHO/PAS/5/91 dtd 20.3.91

House building advance to award staff in public sector banks.

Ref No. CHO/PMG/2/93 dtd 22.1.93	Substitution of security
Ref No. CHO/PMG/5/94 dtd 28.2.94	Substitution of security
Ref No. CHO/PMG/19/95 dtd 14.10.95	Supplementary Housing loan.
Ref No. CHO/PMG/3/96 dtd 3.2.96	Supplementary Housing Loan.
Ref No. CHO/PAS/5/97 dtd 20.2.1997	Supplementary housing loan to permanent part-time employees on scale-wages.
Ref No. CHO/PAS/13/97 dtd 19.7.1997	Amendment in the housing loan schemes for award staff - guidelines received from the government.
Ref No. CHO/PAS/16/97 dtd 1.9.97	Increase in the housing loan limits of part-time employees on scale wages.
Ref No. CHO/PMG/19/97 dtd 16.10.97	Substitution of security against the original security[mortgage] for staff housing loan availed - sanction of supplementary loan
Ref No. CHO/PMG/16/98 dtd 3.8.98	Housing Loan.
Ref No. CHO/PMG/1/99 dtd 1.1.1999	Revised housing loan limit for award staff/officers who have availed housing loan prior to 20.3.1991 for award staff for completion of construction and / or essential items of constructions strictly in terms of original construction plan submitted at the time of first availment of housing loan.
Ref No. CHO/PAS/3/99 dtd 11.8.99	Supplementary housing loan to Permanent part time employees on scale wages.
Ref No. CHO/PAS/4/2001 dtd 8.6.2001	Amendment in the housing loan scheme for award staff-guidelines received from the government.
Ref No. CHO/PMG/1/2002 dtd	Extension of benefit of revised Housing

1.1.2002

loan limit.

**Ref No. CHO/PAS/5/2002 dtd
18.6.2002**

Amendment in the rate of interest on house building loan to award staff - guidelines received from government.

**Ref No.CHO/ADV/58/2002 dtd
3.12.2002**

Revised guidelines of UCO Shelter Loan to members of staff/officers.

**Ref No.CHO/PMG/12/2003 dtd
9.3.2003**

Implementation of revised government guidelines in the matter of house building advance. Additional housing loan to compassionate appointees who have taken over housing loan liability and employees who have been permitted substitution of security to undertake additions/alterations/repairs/renovations.

**Ref No. CHO/PMG/11/2005 dtd
1.6.2005**

Revised guidelines of UCO Shelter Loan.

Ref No.CHO/PMG/3/06 dtd 18.5.2006

Revised guidelines of UCO Shelter Loan to member of staff/officers.

8. SUPPLIMENTARY HOUSING LOAN TO PERMANENT PART-TIME EMPLOYEES ON SCALE WAGES.

Ref No. CHO/PAS/3/99 dtd 11.8.1999.

	for construction/acquisition	for repairs/alterations
Part-time employees		
On	enlargement/completion	renovation
1/3 rd scale wages	33000/-	13000/-
1/2 rd scale wages	50000/-	20000/-
3/4 th scale wages	75000/-	30000/-

8.1 HOUSING LOAN SCHEME FOR AWARD STAFF

Ref No. CHO/PAS/4/2001 dtd 8.6.2001.

w.e.f 7.3.2001 housing loan limits enhanced for Sub Staff Rs.3 lac] or estimated costs of Clerical staff Rs.4.50 lac] construction whichever is lower.

For enlarging/repairs/renovations of the accommodation of an existing house, the amount admissible is 50 times the monthly pay [including special allowance ranking for PF benefits] subject to the following ceilings :

Clerical employees		Rs.1.20 lakh
Subordinate Staff		Rs.80,000/-
Rate of Interest on house building loan to award staff		[Ref No.CHO/PAS/5/2002 dtd 18.6.02
Upto Rs.1.10 lakh	-	5%
From Rs.1.10 lakh to Rs.4.50 lakh	-	10% who have been sanctioned housing loan on Or after 1st October 2001.

9. GRANT OF LOANS TO EX-SERVICEMEN EMPLOYED IN THE BANK

Ref No. SCL/21/84 dtd 28.4.1984.

Ex-servicemen employed in the bank, both officer and the staff under award, the entire service rendered by them in defence forces may be taken into consideration for the purpose of qualifying service necessary to avail of housing loan, marriage loan, conveyance loan and consumer loan provided the applicants are confirmed in Bank's employment.

10. OVERDRAFT FACILITY

Ref no.CHO/PMG/25/2002 dtd 24.9.2002

Ref No.CHO/PMG/8/2003 dtd 22.2.2003

Ref No.CHO/PMG/2/2004 dtd 8.1.2004

Ref No.CHO/PMG/31/2005 dtd 10.11.2005

Ref No.CHO/PMG/27/2007-08 dtd 4.12.2007

Ref No.CHO/PMG/26/2008-09 dtd 19.12.2008

ELIGIBILITY

All confirmed full time employees of the bank will be eligible for overdraft facility after completion of 10 years of service in the bank.

Maximum permissible OD limit can be availed by the employees with more than 20 years of service.

Rate of interest will be at Prime Lending Rate of the bank minus 2% to be applied on monthly rests.

The proposed overdraft facility will be secured by marking lien on the employees/officers terminal benefits, namely PF, Gratuity, and leave encashment on the basis of an undertaking to be submitted to the bank to this effect by the employees/officers concerned

OVERDRAFT LIMIT

Category	Length of service	Overdraft Limit
Officers	More than 10 years upto 15 years	Rs.2 lac
Clerical	do	Rs.1.25 lac
Subordinate staff	do	Rs.0.50 lac
Officers	More than 15 years upto 20 years	Rs.3 lac
Clerical	do	Rs.2 lac
Subordinate staff	do	Rs.1 lac
Officers	Above 20 years	Rs.3.50 lac
Clerical	do	Rs.2.50 lac
Subordinate staff	do	Rs.1.30 lac

Amendment

1. Supplementary Housing loan or UCO shelter loan availed by the members of staff from the bank at commercial rate of interest may be allowed to continue even after avilment of overdraft facility on the grounds that such loans carry income tax rebate. Hence supplementary housing loan and UCO shelter loan availed by the employees need not be repaid while availing overdraft facility.
2. While assessing availability of 40% take home pay, notional monthly interest on overdraft facility should be calculated on the overdraft limit applied for and not on the maximum permissible limit under the scheme.
3. Stipulation of extension of charge over the house property acquired through House Building Loan waived and wherever such extension of charge is recorded, title deeds of house property may be released to the members of bank's staff on repayment of house building loan without insisting on adjustment of overdraft facility.
4. Overdraft facility may be allowed to members of staff for

second/subsequent times, after a gap of 6 months from the date of closure of earlier overdraft limit.

controlling branch will regulate drawing in the Overdraft Account in such a manner that the account would not be overdrawn beyond the sanctioned limit at any point of time even after charging periodical interest in the account.

OVERDRAFT LIMIT FOR PERMANENT PART-TIME SWEEPERS [ON SCALE WAGES]

Subordinate staff		Length of service	Overdraft Limit
Part-time employees			
On scale-wages			
$\frac{1}{3}$ rd	scale-wages	More than 10 years upto 15 years	Rs.16,666
$\frac{1}{2}$	scale-wages	do	Rs.25,000
$\frac{3}{4}$	scale-wages	do	Rs.37,500
$\frac{1}{3}$ rd	scale-wages	More than 15 years upto 20 years	Rs.33,333
$\frac{1}{2}$	scale-wages	do	Rs.50,000
$\frac{3}{4}$	scale-wages	do	Rs.75,000
$\frac{1}{3}$ rd	scale-wages	Above 20 years	Rs.43,333
$\frac{1}{2}$	scale-wages	do	Rs.65,000
$\frac{3}{4}$	scale-wages	do	Rs.97,500

The employees against whom charge sheet has already been issued involving moral turpitude or those who are placed under suspension will not be allowed overdraft facility. In a situation where an employee/officer has been placed under suspension after sanction and operation of the overdraft facility, the controlling branch is to ensure that no further withdrawals are made in the overdraft account till the suspension is revoked.

The employees who remain on frequent leave without pay or on extraordinary leave on loss of pay in the last one year will not be eligible for overdraft facility.

Sanctioning authority

For Staff under award working in branches or at offices under the jurisdiction of any zonal office – respective zonal head. In case of EL/VL branches, the Branch Head in SMGS_IV or SMGS_V would be the sanctioning authority .

Documentation

- A] Application in the prescribed format.
- B] Demand Promissory note
- C] Letter of waiver
- D] Letter of continuity
- E] Lien letter on terminal benefits, namely PF. Gratuity and leave encashment.
- F] Extension of charge on house property, if any, acquired by availing housing loan from the bank.

Modification

Ref No.CHO/PMG/02/2004 dtd 8.1.2004

Any member of staff availing the overdraft facility would be eligible to avail for higher overdraft limit on completion of 15 years or 20 years service , subject to fulfillment of all terms and conditions laid down under the scheme for extending overdraft facility to the members of staff.

Any member of staff in clerical cadre or in subordinate cadre availing overdraft facility shall be eligible to avail higher overdraft limits meant for officers/clerical staff on promotion from clerical cadre in JMGS-I or subordinate cadre to Clerical Cadre, subject to fulfillment of all terms and conditions laid down under the scheme for extending overdraft facility to the members of staff.

11. STAFF WELFARE SCHEMES

A gist of Staff Welfare Schemes introduced in the bank till now at the initiatives taken by our All india Federation [AIUCBEF]

11.1. UCO BANK EMPLOYEE'S GROUP SAVINGS LINKED INSURANCE SCHEME [GSLI]

Ref No.CHO/PMG/30/2003-04 DTD 14.11.2003.

The GSLI scheme was introduced in our Bank effective from January 2004. The Scheme is a contributory scheme. At the time of introduction of the scheme, the membership was optional and to the serving employees. For the new entrants thereafter, it is compulsory.

The premium payable will have two components viz.

Savings Premium [67% of the premium] and

Risk Premium [33% of the premium]

The scheme offers life coverage for the employees as well his/her spouse of the sum assured fixed on the basis of the category of the employees. The savings portion will earn interest and the entire accumulation will be paid back on cessation of service from the bank. Employees who are unmarried at the time of joining the scheme, on acquiring spouse he/she may be admitted in the scheme on next renewal date.

Spouse coverage will be upto 100% of the basic insurance coverage offered to the employees in the respective categories and without the benefits of double accident coverage and savings accumulations. The coverage will remain valid as long as the employee remains in service. The spouse cover will also terminate with termination of membership of the employee or the spouse on completing the age of 60, whichever is earlier.

Life Coverage for the primary Members [employee]

Officers in Scale -IV & above	Rs.4 lacs	CATEGORY A
Officers upto Scale -III	Rs.3 lacs	CATEGORY B
Clerical Staff	Rs.2 lacs	CATEGORY C
Subordinate Staff	Rs.1 lac	CATEGORY D
Part-time employees	Rs.40,000	CATEGORY E

On payment of additional premium, the scheme would cover death on account of accident. In case of accidental death, double the sum assured will be paid. However, the double cover benefit under all group schemes cannot exceed Rs. 4.5 lacs.

Double accident cover for spouse is not available in the scheme.

In case both husband and wife are employees of the bank they would be covered in their respective categories under GSLI and no additional spouse cover is necessary.

The life cover of an insured member would automatically increase on his/her promotion to a higher grade/cadre with payment of increased premium applicable to higher cadre. The same principle is application in respect of spouse cover.

Payment of premium should be ensured monthly and in case of LOP, the

employee should be advised to see that the PREMIUM IS PAID WITHOUT FAIL every month. Otherwise, in case of any eventuality, the claim may not be settled by LIC.

11.2 REIMBURSEMENT AGAINST HOSPITALISATION BILL FROM STAFF WELFARE FUND.

Ref No.CHO/PMG/13/04-05 DTD 28.04.2004.

Ref No.CHO/PMG/17/06-07 DTD 11.11.2006.

Ref No.CHO/PMG/15/08-09 DTD 10.09.2008.

Members of staff who undergo major treatment like Heart Surgery, Kidney Transplantation, treatment of Cancer, Treatment of Brain Tumor, Knee Joint Replacement, Hip Joint Replacement will be reimbursed the difference between the total medical expenditure and reimbursement received from all sources i.e. Bank's hospitalization reimbursement scheme as well as proceeds of Medclaim, any assistance received from Union/Association for this subject to a maximum of Rs.25000/- from Staff Welfare Fund, and Rs.10000/- to the spouse. Now this scheme also cover major surgery arising out of any accidental injury.

The scheme is applicable in cases of hospitalization of staff members who are all confirmed employees having PFM numbers.

The amount of reimbursement will be same to all categories of staff. The scheme has come into effect from 1st January 2003.

Staff members who undergo the treatment as mentioned above, will have to submit an application in the prescribed format to the Respective Zonal Head through their Zonal manager and after scrutiny by Z.O the same will be sent to Head Office for sanction.

11.3 REIMBURSEMENT OF COST OF BOOKS FOR ONE CHILD OF PERMANENT PART-TIME SWEEPERS

Ref No. CHO/PMG/13/2004 dtd 28.4.2004.

Wards of permanent part-time sweepers working in scale-wages will be reimbursed an amount of Rs.500/- per annum towards cost of books for one child to pursue school education at 8th Standard and above.

Eligible part-time sweepers will have to submit an application along with copy of school book fee receipt for seeking reimbursement to the respective Branch Heads. On scrutiny, the application will have to be forwarded to Zonal Office for their approval.

The above scheme has come into effect since 1st April 2004.

11.4. HEALTH CHECK-UP WELFARE SCHEME**Ref No.CHO/PMG/34/2006 DTD 2.1.2006.****Ref No.CHO/PMG/17/2006-07 DTD 11.11.2006.****Ref No.CHO/PMG/15/2008-09 DTD 10.9.2008.**

Employees who are 40 years of age and above will be allowed to undertake health check-up once in every two years.

Employees will be reimbursed the actual amount spent or a maximum of Rs.1500/-

Employees may avail the services of reputed hospitals, pathological laboratories, etc with whom the bank enters into tie-up arrangement for the said purpose.

Alternatively, employees who desire to undergo health check up in any other reputed hospitals having a tie-up arrangement with the bank, will be reimbursed the amount subject to a maximum of Rs.1500/ - upon production of relevant bills/vouchers in original along with the medical check up reports given by the reputed hospitals/diagnostic centres.

The scheme is only for the employees of the bank.

The scheme is made effective from 1st January 2006 and the first block of two years will be from 1.4.2005 to 31.3.2007, thereafter subsequent blocks of two years.

Application for reimbursement to be submitted in the prescribed format along with the original bills/ vouchers and reports to the respective Zonal Heads.

11.5. REIMBURSEMENT OF COST OF EYE CHECK UP AND COST OF SPECTACLES TO EMPLOYEES**Ref No.CHO/PMG/22/2006-07 DTD 29.12.2006.**

The Scheme provides for reimbursing medical bill/vouchers up to a maximum of Rs.500/- towards fee for eye check up including the cost of spectacles to every employee who has attained the age of 40 years and above - ONE TIME ONLY.

The scheme has come into effect from 1.1.2007.

Expenses incurred towards cost of eye check up or towards cost of spectacle or towards cost of both of the above can be reimbursed. But no claim should be made on piecemeal manner.

The concerned salary disbursing authorities shall be the Competent Authority for sanction/ reimbursement of the expenses under this scheme for the employees working under them including self.

11.6 FINANCIAL RELIEF TO PHYSICALLY CHALLENGED AND MENTALLY RETARDED CHILDREN OF EMPLOYEES

Ref No.CHO/PMG/17/2006-07.

To provide financial assistance for education/rehabilitation to physically challenged/mentally retarded children of employees till they attain 21 years of age.

To provide one time financial assistance for purchase of artificial aid/accessories to physically challenged/mentally retarded children of employees. The scheme will cover children of all regular and confirmed employees of the bank having PFM number.

Amount of Assistance : An amount upto Rs.3000/- p.a. for physically challenged child and amount upto Rs.5000/- p.a. for a mentally retarded child shall be released till he/she attains majority i.e. 21 years of age for the following purpose:- The financial assistance will include Tuition/Hostel/Examination fees of special institutions/fees for treatment in rehabilitation institution etc. in case of mentally retarded children.

If the child is both physically challenged and mentally retarded then the assistance will be limited to Rs.5000/- p.a only.

A one time financial assistance of Rs.2500/- shall be released for purchase of certain artificial aid / accessories such as Calliper Shoes / crutches/ wheel chair/ artificial leg/ special hearing aid etc.

The amount of reimbursement against purchase of artificial aid/accessories will be released on the basis of Doctor's prescription and against production of relevant bills/receipts by the employee.

The scheme will be effective from 1.10.2006.

11.7. FINANCIAL ASSISTANCE TO EMPLOYEES WHO ARE ON LOSS OF PAY

Ref No.CHO/PMG/17/2006-07.

Financial assistance of Rs.1500/- per month upto a maximum period of three months shall be released to those employees who are compelled to be on loss of pay during treatment of major ailments like Heart, Liver, Brain, Kidney, Cancer and major injuries caused by accidents. The above reimbursement will be made against production of documentary evidences in respect of period of treatment / hospitalization from the appropriate authority.

11.8. EDUCATIONAL ASSISTANCE TO THE WARD OF DECEASED EMPLOYEE

Under Staff Welfare Fund, educational assistance of Rs.5000/- per year will be reimbursed to any school, going or college-going dependant son/daughter of the deceased employee from the date of death where no compassionate appointment has been granted by the bank.

To start with, the assistance will be extended for the first two years from the date of death of the employee.

11.9. UCO DIAMOND JUBILEE SCHOLARSHIP SCHEME :

11.9(a) Wards of permanent members of sub-ordinate staff who have passed in 12th standard of board examination conducted by the respective state boards or 12th standard examination conducted by CBSE or ICSC.

Amount of Scholarship

- a] Rs.1000/- per month where wards stay in a Hostel
- B] Rs.500/- per month where wards do not stay in hostel.
- C] Lumpsum of Rs.1000/- per annum for purchase of books in both [a] & [b] above.

Purpose

To pursue higher studies

Number of scholarships

2 scholarship for each Region [34 x 2]

5 scholarships for top five candidates from CBSE.

5 scholarships for top five candidates from ICSC.

Total number of Scholarships is 78 every year.

Notification

Every year Head Office will notify the Scholarship Scheme calling for applications from the

11.9(b) UCO DIAMOND JUBILEE PRIZE SCHEME

Ref - Head Office Circular CHO/PMG/17/2002 dtd 12.7.2002.

Wards of permanent members of the Bank's Clerical and Officers staff

Those who pass 12th Standard Examination conducted by CBSE/ICSC/State Board.

Those who pass Degree Course Examination in any disciplines [Science, Arts, Commerce, Engg. Etc] of a recognized University in India.

Prizes will be awarded every year to those securing 5 top positions in order of marks obtained in 12th Standard/Degree examination [including Engg]

Amount of Prize - Rs.5000/- each

No of prizes - 20 Nos.

For the wards of	12th Standard	Degree Course
Clerical Staff	5	5
Officers Staff	5	5

Every year Head Office issues circular calling for applications from the employees for the above awards/Scholarships in month of June/July.

11.10 ASSISTANCE TO THE FAMILY OF AN EMPLOYEE WHO DIES WHILE IN SERVICE

Ref - CHO/PMG/08/2004 dtd 17.02.2004.

Ref - CHO/PMG/15/2008-09 dtd 10.09.2008.

To meet out the final rites expenses of any employee who dies while in service an amount of Rs.20,000/-to be given to the family for the said purpose. Zonal Heads are authorized to instruct the concerned Branch Heads to handover the assistance to the family.

The scheme has come into effect from 1st January 2004.

11.11. PROVISION OF NEWSPAPER

All Clerical Staff will be reimbursed with the cost of one Regional Language or one English daily newspaper subject to a ceiling of Rs.60/- per month on production of cash memo/money receipt.

All subordinate Staff including the part-time employees also will be reimbursed cost of one Regional Language daily newspaper subject to a ceiling of Rs.60/- per month on production of cash memo/ money receipt.

The scheme has come into effect from 1.9.2005.

11.12. SEPARATE E-MAIL IDs FOR STAFF GRIEVANCES**Ref: CHO/PMG/12/2007 Dtd 13.08.2007**

In consonance with the directions given by our esteemed Chairman & Managing Director, it has been decided to keep one exclusive E-Mail ID as is given below, for the grievances, suggestions of any staff or Officer in order to deal with the same expeditiously. All the branches and controlling offices may take a note of the same and advise the staff and Officers for this purpose **ucopad@gmail.com**

11.13. GROUP MEDICLAIM INSURANCE SCHEME**CHO/PMG/19/2008-09 Dtd : 23.10.2008****CHO/PMG/20/2008-09 Dtd : 01.11.2008**

The Group Mediclaim Insurance Scheme provides reimbursement of residual hospitalisation expenses along with pre and post hospitalisation expenses (as per details appearing in the annexed scheme) to the extent of Rs.1.5 lacs beyond the permissible limit under the Bank's Hospitalisation Scheme with floater cover to self and dependent family members of staff who are in employment on scale wage. The Personal Accident Insurance for officers / employees will provide the coverage in case of death / permanent total or partial disablement etc. as per details appearing in the annexed scheme. In this case Insurance coverage will be for a maximum amount of Rs 3.00 Lac. The insurance coverage will commence from 1st November 2008 and will be in force till 31st October 2009.

12. "SCHEME FOR PAYMENT OF EX-GRATIA/LUMP SUM AMOUNT IN LIEU OF APPOINTMENT ON COMPASSIONATE GROUNDS"

Ref No. CHO/PMG/16/2000 DTD 27.10.2000	Amendment to Regulation 22 [4] [b] of UCO Bank [employees] Pension Regulations 1995
Ref No. CHO/PMG/23/03-04 DTD 17.7.2003	Amendment to Regulation 28 of UCO Bank [employees'] Pension Regulations. 1995
Ref No. CHO/PMG/15/2005 DTD 7.7.2005	Amendment to Regulation 41 [6] of UCO Bank [employees'] Pension Regulations, 1995

Ref No. CHO/PMG/07/97-98 DTD 20.5.97.**Ref No. CHO/PMG/32/05-06 DTD 18.11.2005****Ref No. CHO/PMG/24/07-08 DTD 7.11.2007**

1. Govt. has formulated a revised new scheme in the matter of payment of Ex-gratia and appointment to dependants of deceased employee on compassionate grounds.
2. The said new scheme has been approved for implementation in the Bank with retrospective effect from 31.07.2004.
3. The new scheme provides for compassionate appointment in certain exceptional cases.
4. All applications pending on 31.07.2004 shall be considered in accordance with the revised scheme.
5. Any application disposed off prior to 31.07.2004 and any order passed thereon shall not be reopened.
 - [i] Employee dying in harnesses [other than due to injury while performing official duty].
 - [ii] Employee dying due to injury sustained while performing official duty within or outside office premises [excluding travel from residence to place of work or back.
 - [iii] Employee dying while performing official duty within or outside the office premises [excluding travel from residence to place of work or back] due to robbery/dacoity/terrorist attack.

Application should be submitted within 6 [six] months from the date of death of the employee. Ex-gratia lump sum amount may be granted to the family of the employee, if the monthly income of the family from all sources is less than 60% of the last drawn salary [net of taxes.]

The cadre-wise ceiling of ex-gratia lump sum Amount payable to

Officer	Rs.8.00 lac
Clerical staff	Rs.7.00 lac
Subordinate Staff	Rs.6.00 lac

In case the monthly income of the family is less than 60% of the last drawn gross salary [net of taxes] of the employee, an one time financial aid [ex-gratia] calculated @60% of the last drawn gross salary [net of taxes] for each month of remaining service of the employee [ie,. Upto age of superannuation in terms of extant service rules/conditions] shall be payable at the time of his/her death subject to the cadre-wise ceiling of maximum amount mentioned above.

For settlement of pension following papers/documents to be submitted.

- A] STF -46 Application-cum-information sheet.
- B] STF -47 Application for pension with/without commutation.

- C] STF-48 Specimen letter of undertaking
- D] STF-49 Details of salary paid for the last 12 months.
- E] Two passport-size photographs of the employee jointly with souse duly attested by the branch, of which one is pasted in STF-47 and other copy stapled therein

13. CASUAL LEAVE

Ref .No. CHO/PMG/2/98 DTD 31.1.1982

An employee shall be entitled to casual leave upto a maximum of 12 days in each calendar year provided that not more than 4 days may be taken continuously and provided that holidays and Sundays may not be combined with such leave in such a way as to increase the absence at any one time beyond six days.

Holidays and weekly offs falling within the period of casual leave will not be treated as a part of casual leave.

Casual leave may be taken on grounds of sickness without production of a medical certificate, provided the total period of sickness does not exceed 4 days.

14. SABBATICAL LEAVE FOR OFFICERS AND WORKMEN EMPLOYEES

Ref. No. CHO/HRD/PMG/02/2007-08 Dtd: 24.10.2007

The Scheme

All permanent full-time employees who have completed 15 years of service or 40 years of age can avail of the facility of Sabbatical Leave Scheme for 5 years which can further be extended by another term of 5 years with prior permission of the Competent Authority.

Dates for submission of applications under the scheme

Submission of applications under the Scheme will commence on 01.12.2007 and it will be on an on-going basis.

Eligibility

All permanent full-time employees of the Bank will be eligible to seek Sabbatical Leave under the Scheme provided they have completed at least 15 years of service or 40 years of age.

Category of employees

Competent Authority for accepting or declining Sabbatical leave

Officers in the rank of SMGS-IV and above

Chairman and Managing Director or in his absence, the Executive Director.

Officers in the rank of JMGS-I up to MMGS-III

Chairman and Managing Director or Executive Director

Award Staff employees

General Manager (Personnel Services)

15. EXEMPTION ON LEAVE ENCASHMENT ON RETIREMENT

Ref No. CHO/PMG/26/98 DTD 29.12.98

W.e.f 1.7.1997 the maximum amount receivable by employees as cash equivalent of leave salary in respect of the period of earned leave at their credit at the time of their retirement whether on superannuation or otherwise, is Rs. 2,40,000/-

16. OFFICIATING

Ref No. CHO/PMG/7/99 dtd 24.4.1999.

Where sanctioned strength of officers and special assistants, both taken together is three or less, officiating/acting arrangement on man to man basis would be permitted when permanent incumbent is not present

No officiating/acting arrangement will be made if sanctioned strength of officers and special assistants, both taken together, is four or more and at least four of them are present.

Temporary entrustment of duties carrying functional special allowance in clerical cadre and subordinate cadre would be permitted in the following posts on man to man basis.

- A] Head Cashier
- B] Teller
- C] CTO, ALPMO, DEO
- D] Daftari
- E] Cash peon

General Conditions

1. Officiating allowance will be payable only for actual performance of higher responsibilities as per settlement/service regulations
2. No officiating in any other post or situation.
3. While allowing officiating/acting, as aforesaid, the first person

17. RATIONALISATION OF OFFICIATING ARRANGEMENTS - CLARIFICATIONS

Ref No. CHO/PMG/11/99 dtd 28.6.1999

In the absence on leave or otherwise of the Branch Manager in JMG-I, who is the only officer posted therein, if the clerical staff first available in the line of eligibility, who is not working in any functional allowance bearing post, is found to be junior to the Head Cashier, the Head Cashier shall be allowed to officiate in the place of the Branch Manager until an alternative arrangement is made. If a Special Assistant is also posted, he shall be permitted to officiate in the place of Branch Manager until an alternative arrangement is made.

In the exigency of temporary acting in the post of Special Assistant, if the clerical staff first available in the line of eligibility who is not working in any functional allowance bearing post is found to be junior to the permanent Head Cashier, or permanent holder of any lower functional allowance than Head Cashier, the senior most among the clerical staff working in both cash and accounts departments or exclusively in Accounts Department including the permanent Head Cashier or any other permanent functional allowance holder in clerical cadre would temporarily act in the post of Special Assistant. But in such circumstances, no further acting arrangement would be permitted in the resultant post except in the post of Head Cashier/CTO/ALPMO/DEO/Teller.

In the exigency of temporary acting in the post of Head Cashier, if the clerical staff first available in the line of eligibility who is not working in any functional allowance bearing post in junior top the Assistant Head Cashier or the teller posted in the branch, the senior among concerned Assistant Head Cashier/Teller would temporarily act in the post of Head Cashier. In such a case further acting arrangement would be made in the post of Teller if the teller temporarily acts in the post of Head Cashier, but no further acting arrangement would be permitted in the post of assistant Head Cashier if the Assistant Head Cashier temporarily acts in the post of Head Cashier.

18. AMENDMENTS /MODIFICATIONS IN THE PROMOTION POLICY

Ref No.CHO/PAS/4/2000 DTD 7.8.2000

Promotion from clerical cadre to Officer's cadre in Bank's junior management Grade Scale –1

1.1 Under para 3.3 of the promotion policy settlement dtd 13.4.88, the following may be added as a new sub-para christened 3.3 [d]

Para 3.3 [d] Internal Promotions in certain specialist Officers Posts in JMGS-1, namely, Hindi Officer/Official Language Officer and Technical Officer in Computer area.

The Bank at its sole discretion may go for promotions in certain posts of Specialized Officers in JMGS-I, namely, Hindi Officer/Official language officer and technical officer in computer area. For this purpose, definite selection criteria would be laid down by the parties. Such promotions would be over and above the promotions under Merit-cum-Seniority channel and seniority channel.

1.2 Para 3.4 Eligibility :

The aforesaid provision will be replaced by the following:

Clerical staff who conform to the prescribed norms as on 31st March immediately preceding the date of notification of promotion shall be eligible to apply for promotion under para 3.3 [b] & [c] above.

Disqualification:

The following changes are agreed to in the disqualifications clause mentioned under para 3.5:

- i) Sub para [a] under para 3.5 will be deleted.
- ii) The existing note appended to para 3.5 will be marked as note1.
- iii) The following shall be further appended to para 3.5 as note 2.

It is clarified that where disciplinary proceedings have been concluded and punishment awarded prior to the date of notification for promotion, the employee shall not suffer from any further disqualification on that count.

1.4 Para 3.6.1 [b] will be replaced by the following.
Service [one mark for each completed year of service as assessed vide para 3.4.3 above with a maximum of 25 marks. **25 marks**

1.5 Para 3.6.1 [c] [ii] under Educational Qualification will be replaced by the following. Post-graduate/double graduate/MCA/MBA/from a

recognized university 3 marks Para 3.6.1[c] [iv] under educational Qualification will be replaced by the following :

Honors Graduate/Graduate/Post Graduate from recognized university having 50% , marks or more in aggregate/CA inter/ICWAI Inter/Diploma in Bank Management conducted by the Indian Institute of Bankers **2 marks**

In the matter of acceptance of Post Graduation qualification, without obtaining graduation, from universities/open universities recognized by UGC, as having acquired graduate qualification subject to the following conditions :

1. Employees who registered under graduation/post graduation courses of open university have either passed foundation course or attended the Bachelor's preparatory programme and;
2. They pursue the same course and take the same examination as the formal stream students.

However, those who will get such benefits of Graduation, shall not be entitled to get benefits of Post Graduate Qualification as provided in para 3.6.1 & 3.6.2 of the PPS 1988 as amended.

Acceptance of the post graduate qualification as equivalent to graduate qualification will be effective from 29.7.2006 and no claim of benefit in the matter of promotion/selection from retrospective effect will be entertained.

1.6 Para 3.6.2 Seniority Channel :

The existing para 3.6.2 will be re-placed by the following :

The bank shall notify the number of vacancies set apart for promotion through the seniority channel inviting applications in the prescribed form from eligible employees in the clerical cadre including those posted in any functional special allowance post [now termed as 'special pay'] Candidates responding to the notification will be ranked in order of their total service calculated by adding their notional service for educational qualifications [the details of which are given hereunder] with their eligible service in the clerical cadre.

Eligible employees would be given notional weightage for qualification at the following rates:

For Graduation from a recognized university	2 years
For passing part-I of CAIB examination	1 year
For passing part -II of CAIB examination	2 years

Promotion under the Seniority Channel will be guided by the following criteria :

The candidates responding to the notification would be given the notional weightage for qualifications as aforesaid and selection will be guided by the following criteria out of a consideration zone of two times of the vacancies declared under the channel:

There will be assessment of 100 marks distributed in the following manner :

- I] Seniority - 60 marks [2 marks for each completed year of service as assessed Vide para 3.4.3 above with a maximum of 60 marks]
- II] Educational Qualification - 20 marks

[Details of marks on Educational Qualification will be as given under para 3.6.1.[c] of promotion policy settlement dtd 13.4.1988 as amended hereinabove]

- III] Interview - 20 marks

Note: Necessary guidelines will be given to the interview board to ensure consistent pattern of marking in interview.

The candidates who secure the same number of marks in the aggregate shall be ranked on the basis of interse seniority. The candidates securing ranks on the basis of aggregate marks as above within the number of vacancies set apart for this channel would be empanelled and declared promoted.

The following would be added as a new para Christened as para 3.6.3.

Para 3.6.3 promotions under seniority channel will first be completed to enable the unsuccessful candidates under the said channel to appear in merit-cum-seniority channel.

Promotion from subordinate cadre to clerical cadre:

Assessment of Vacancies

The existing provisions vide para 4.4 of the PPS dtd 13.04.88 would be replaced by the following :-

The maximum number of vacancies for the bank as a whole in a year for promotion from subordinate cadre to Clerical cadre would be 35% of natural wastages, i.e. Death, retirement and resignation from clerical cadre in last 12 months, i.e. From April to March and 35% of the number of promotions from clerical cadre to Officers cadre during the preceding financial year. In this respect,

retirement will include Voluntary Retirements under existing rules only and not under any Voluntary Retirement scheme that may come in future.

The existing provisions vide para 4.6 would be replaced by the following :

There shall be three channels for promotion from subordinate cadre to clerical cadre as under.

i] **First Channel:** Members of Subordinate staff who are graduates having a degree of a recognized university in any discipline shall be considered for promotion subject to vacancy to be apportioned under this channel as stated above.

After promotion under the First Channel, the remaining vacancies will be apportioned over the remaining two channels, namely Second Channel and Third Channel in the ratio of two third and one third respectively.

ii] **Second Channel** - Merit-cum-Seniority Channel - Promotion through an All India Written test conducted by IBPS followed by interview - Two third of the remaining vacancies would be filled up under this channel.

Eligibility - Members of Subordinate Staff other than Graduates who have put in a minimum period of seven years continuous service would be eligible to participate under this channel

Two third of the remaining vacancies would be filled up under this channel through a selection process comprising written test to be conducted by IBPS, and Service Seniority. Marks on these three heads shall be distributed in the following manner:

A] **Written test by IBPS** -

100 marks - Qualifying marks 35%

Reasoning ability 25

English language 25

Numerical Ability 25

Office aptitude 25

Total 100

In lieu of the interview it has been decided as under :

Job orientation training programme would be administered to those who secure at least 35% in the written test and the candidates equivalent to two times of the number of vacancies earmarked for the above channel. The job oriented training would be based on Basic banking and computer literacy each carry 50 marks. The

candidates who secure at least 15 marks in each of the above subject alone would be reckoned for consideration for promotion subject to the following terms and conditions.

1. Those candidates who secure minimum of 35% in the written test would qualify for Job Orientation Training subject to maximum of two times of the vacancies earmarked and such successful candidates would be selected on the basis of ranking in the marks secured in the written test by IBPS.

2. The candidates eligible for Job Orientation training programme would be administered the training in the Bank's staff Training College or centers or outside agencies for a period of five days and upon completion of the programme the Evaluation would be done as decided by the bank.

3. In the evaluation candidates who secure at least 15 marks in each of the above mentioned subjects namely Basic Banking and Computer Literacy would be considered for promotions on the basis of the aggregate marks secured in written test, Job Orientation programme and the marks for service weightage of one mark for each completed year of service subject to a maximum of 20. Additional Mark for service above 20 years at the total marks for the service would not exceed 25.

Amendments in para 3.8.3 of P. P. S

Where an employee on promotion to officer's cadre refuses the promotion or seeks reversion during the period of probation, he would be debarred for promotion for five years from the date of such refusal/reversion. In such case he would be reverted to his substantive cadre, which he occupied prior to his promotion subject to availability of similar vacancy in the same seniority region. However, if no similar vacancy is available, he will then be reverted only as a clerk and be posted in the same seniority region.

19. SELECTION PROCEDURE FOR SELECTION OF COMPUTER TERMINAL OPERATORS

Ref No.CHO/PAS/1/99 DTD 12.2.1999.

Clerical staff opted for common seniority will be eligible to participate in the selection process.

For the purpose of selection to the captioned posts, seniority region would be Centre-wise as defined in para 5.6.2[c] of PPS 1988.

The clerical staff who would exercise second option for common seniority [both accounts and cash] in terms of para 1.3 of the PPS 1988 should be eligible to take part in the captioned selection process without waiting for one year, as required under the aforesaid provision of the PPS 1988.

For the purpose of selection to the captioned posts, inter-se seniority of the candidates should be reckoned as on the date of notification.

Those who will not be selected even after qualifying in the aptitude test, held under this settlement, should not be subjected to aptitude test again if they apply to take part in a subsequent selection process initiated within 6 months from the date of declaration of results of the earlier exercise.

20. MODIFICATION IN THE SELECTION PROCEDURE OF CTO's

Ref No. CHO/PAS/10/2005 DTD 8.10.2005

Ref No. CHO/PAS/5/2007-08 DTD 26.10.2007

For selection of CTOs a simple training of one day duration covering

1. Opening and closing of computer
2. Account opening and closing
3. Debit and credit - cash transactions
4. Transfer and clearing postings and
5. Taking out statements

Will be conducted by respective Zonal Offices at Zonal Computer Centres/CSC/RTCs on any Sunday and immediately after the training, an aptitude test of two hours duration will be taken.

Eligible Candidates responding to the notifications will be called for Training and Aptitude Test bases on inter se seniority, subject to a maximum of two times of the vacancies.

Minimum Qualifying marks in the aptitude test will be 40%.

Final selection will be made out of successful candidates in the aptitude test on the basis of inter seniority.

As per 8th Bipartite Settlement, certain posts viz. Head Cashier Category 'C', 'D', & 'E', CTOs, ALPM Operators, DEOs, Encoder Operators etc. in the clerical cadre attracting special pay have been discontinued and present incumbents in these posts [other than those who are on locum tenens basis] shall continue to perform functions attached to such posts if

CTOs

As per 8th Bipartite Settlement the posts of CTOs have been discontinued and instead a new category of posts viz Computer Operator 'A' and Computer Operator 'B' have been introduced, Computer Operator 'A' does not having passing power while the Computer Operator 'B' has been provided with passing power with higher allowance. While all the existing CTOs will be designated at Computer Operator -A, Bank has introduced Computer Operator-B in the branches on six months rotational basis and such Operators will be paid higher allowance.

ALPMOs

All existing ALPMOs would also be converted to Computer Operator 'A' [ie. Without passing powers].

DEOs

DEOs and Encoder Operators, they shall continue to be DEO and Encoder Operators till their promotions/assignment of duties of higher nature/retirement/cessation of service/divestment of the function of the post as the case may be and all such existing vacancies, if any, as on 2.6.2005 and all subsequent vacancies will be filled up as Computer Operator 'A' following the existing procedure.

Clarification on Payment of House Rent Allowance payable at Project Area Centres

As per circular No.CHO/PAS/7/2005 DTD 7.9.2005 Workmen employees posted in Project Area Centres - Group 'A' and group 'B' may be paid HRA at 8.5% and 7.5% of pay respectively w.e.f. 1.11.

21. HOSPITALISATION

Ref No. CHO/PMG/12/2005 DTD 10.6.2005

Ref No. CHO/PAS/11/2005 dtd 13.10.2005

Ref No. CHO/PMG/29/2006-07 dtd 29.3.2007

Apart from hospitalization settlement

In case of injury sustained by any staff member in course of Bank's duty, he/she is fully reimbursed of the medical cost i.e. the cost of treatment and/or hospitalization over and above his/her normal entitlement for reimbursement of medical expenses including hospitalisation. Besides he/she is treated on

special leave for the period of his/her absence required for treatment.

In the case of mishap/serious illness like heart attack etc. occurring to any staff member while in the office, full medical reimbursement cannot be permitted treating those cases like accident while on duty.

If the employee has taken any insurance policy for reimbursement of hospitalization expenses incurred, reimbursement received from the insurance company together with the reimbursement from the bank should not exceed 100% of the hospitalization expenses incurred by him/her.

Reimbursement of the expenses of the implanted items will be made at 100% for staff members and 75% for dependant family members on the basis of the original invoice or bills submitted by hospitals where the implantation has been carried out.

In case of imported implanted items, reimbursement will be made as above on the basis of the original invoice or bills submitted by hospitals where the implantation has been carried out. While reimbursing the cost of imported implanted items, the cost of packaging and custom duties, wherever applicable, may also be considered.

22. UNIFORM

Ref No. CHO/PAS/30/86 dtd 29.12.1986.

Ref No. CHO/PAS/8/2003 dtd 10.12.2003

Ref No. CHO/PAS/10/87 dtd 18.4.87

Ref No. CHO/PAS/15/87 dtd 9.12.87

Ref No. CHO/pas/17/88 dtd 31.1.88

Ref No. CHO/PAS/7/92 dtd 17.12.92

Ref No. CHO/PAS/7/94 dtd 31.8.1994

Ref No. cho/pas/1/95 dtd 7.3.95

Ref No. CHO/PAS/4/99 dtd 26.10.99

W.e.f 2004 the revised cost of Turban is Rs.200/- per piece. Cost of Dupatta is Rs.100/- per piece.

SUMMER UNIFORM

WINTER

		UNIFORM
A] sub staff	Rs.400/- per set	Rs.1050/- per set
B] Armed Guard, Driver & watchman	Rs.425/- per set	Rs.1050/- per set
C] Female Sub staff	Rs.330/- per set	Rs.1050/- per set.

Ladies using Dupatta may be permitted Rs.100/- per set of uniform in addition to the above limit.

Eligibility: Permanent full-time members of subordinate staff, permanent part-time workmen in sub-ordinate cadre working not less than six hours per week.

Summer uniform -	sets of terry cotton/terry khadi uniform once in 2 years.
Winter uniform -	set of woolen uniform once in 3 years.
Hilly Areas -	One set of woolen uniform to be supplied to every eligible member of subordinate staff in hilly area, where there is the practice to supply one woolen uniform every year by 31st august every year.

One set of terri-khadi/terri-cotton uniform to be supplied in 3 years and supply should be made in March in the year of entitlement.

FEMALE EMPLOYEES

SUMMER UNIFORM

Two White cotton/polyster sarees with blue border and 2 navy blue cotton cotton/polyster blouse may be supplied to each female member of the subordinate cadre every year.. The supply should be made on or before 31st January of the year of entitlement.

WINTER UNIFORM

One Navy blue full-sleeve sweater and one black woolen shawl may be supplied once in every 3 year period. The supply should be made on or before 31 st October of the year of entitlement.

COST OF SHOES

to subordinate staff [watchman, armed guards, electricians, air conditioning plant helpers and

drivers] with a pair of shoes once in two years. w.e.f. from 1.4.2005 cost of shoes rate enhanced to Rs.350/-.

For watch/ward staff issue of Caps, Leather Belts, Shoulder titles will be supplied by Head Office. Branches should send their requirements of above materials to regional office for submission to Head Office.

23. ROTATIONAL TRANSFER

Ref No. CHO/PAS/4/93 dtd 10.3.1993

Ref No. CHO/PAS/3/96 dtd 19.2.96

All clerical staff, including those functioning in different functional allowances bearing posts working in the same branch/office in a city/town/place for more than 5 years are liable to be transferred to another branch/office in the same city/town/place..

Those who have been transferred under the guidelines on rotational transfer and have completed 3 years of stay at the branch/office to which they have been transferred, would be considered for transfer back to their immediately previous branch/office of posting on request subject to availability of vacancy and subject to other administrative guidelines given in circulars/letters regarding transfer on request of award staff.

24. DEPUTATION ALLOWANCE TO WORKMEN STAFF

W.e.f 1.11.2005 Deputation allowance payable to workmen staff will be as under :

4% of Basic pay

Maximum Rs.375/- p m for deputation to Regional Rural Banks/District Industries Centres/Debts Recovery Tribunals at the same station.

7.75% of Basic pay

Maximum of Rs.750/- pm for deputation to Regional Rural Banks/District Industries Centres/Debt Recovery Tribunals at an outstation centre.

25. REIMBURSEMENT OF LOCAL CONVEYANCE CHARGES TO THE MEMBERS OF STAFF UNDER AWARD

Ref No. CHO/PAS/3/2007 DTD 14.6.2007

For trainees attending non-residential training at all centers @ Rs.2/- per kilometer subject to a ceiling of Rs.40/- or the actual expenses, whichever is less, per day.

The above rates of reimbursement will also hold good for attending cash remittances or any other Bank's work outside the branch/office.

This has come to effect w.e.f.14.6.2007.

26. HALTING ALLOWANCE PAYABLE TO WORKMEN

Ref No.CHO/PMG/28/2005 DTD 20.9.2005

W.e.f 2.6.2005	Higher CCA center	Lower CCA center	Non CCA Centre
Clerical cadre	Rs.400/- per diem	Rs.300/- per diem	Rs.250/- per diem
Subordinate Staff	Rs.300/- per diem	Rs.200/- per diem	Rs.150/- per diem.
Higher CCA centers	[centers with population of 12 lakhs including the State of Goa]		
Lower CCA Centre	[Places with population of 5 lakhs and over, State Capitals]		

27. RATE OF CONVEYANCE ALLOWANCE TO BLIND AND ORTHOPAEDICALLY HANDICAPPED EMPLOYEES.

Ref No.CHO/PMG/6/96 DTD 12.2.96

The conveyance allowance payable to Blind and orthopedically handicapped employees shall be at the rate of 5% of basic pay subject to a maximum of Rs.100/- p.m.

28. RECKONING INCREMENT FOR THE PERIOD UNDER SUSPENSION FOR THE PURPOSE OF COMPUTATION OF SUBSISTENCE ALLOWANCE OF AWARD STAFF.

As per HO Circular no.CHO/PAS/09/2002 DTD 7.10.2002 The Personal Committee of Indian Bank's Association has reviewed their decision, in the context of a host of decisions of Tribunals/High Courts relating to payment of Subsistence Allowance, the annual graded increments are to be taken into account.

The committee has decided that banks are to reckon the increments which fall during the period of suspension for calculation of Subsistence Allowance to award staff keeping in view the specific provisions of Awards/Bipartite settlement.

As per CHO/PAS/10/2000 Dtd 21.9.2000 The workmen employees, under suspension, will be eligible for subsistence allowance reckoning the revised scales of pay on account of salary revision, even if the date of suspension is prior to the date of salary revision.

29. NOMINATION FACILITY

Ref No. CHO/PMG/2/97 dtd 3.2.1997

- 1] Employees of the bank who exercised option under UCO Bank [employees] pension regulations, 1995 may now nominate one or more persons conferring the right to receive the amount of pension benefits which having become payable have not been paid, in the event of death of the concerned employees.
- 2] Nomination may be modified or revoked by submitting a fresh nomination forms.
- 3] In case of nomination of two or more persons to receive the pension benefits in the event of death of the employee, the employee concerned nominating the persons must specify the amount of share payable to each of the nominees in such a manner as to cover the whole of the amount of pension benefits that maybe payable in the event of his death.

The nomination form is to be submitted in Quadruplicate.

30. DAFTARY AWARD

Ref No. CHO/PAS/9/2005 DTD 30.9.2005.

The Daftary who will be found as best in their work performance will be rewarded with a cash prize of Rs.3000/- [Rs,three thousand only]. The Zonal Head shall be the authority to adjudge the best performing daftary.

31. SPORTS POLICY

Ref No.cho/pmg/19/87 dtd 29.7.87

Ref No.cho/pmg/12/94 dtd 9.3.94

Ref No.CHO/PMG/21/2000 dtd 24.11.2000.

Ref No. CHO/PMG/15/2006-07 dtd 3.11.2006

The bank views sport persons broadly under two categories, namely

- I] Employees who have been recruited in the Bank under 'sports person' category

and

li] Employees who have sports background and have been associating themselves in the sport activities at various level. [Bank/Club/District/State/Nation]

Employees belonging to above two categories can submit their bio-data.

BIO-DATA OF SPORTS PERSON

- 1. NAME :
- 2. PFM NO. :
- 3. BRANCH/OFFICE :
- 4. DATE OF BIRTH :
- 5. DATE OF JOINING THE BANK :
- 6. Whether recruited under 'sports person' category :
- 7. Discipline of sports :
- 8. Present level of participation [as umpire, coach, Player]
- 9. Present level of involvement whether participated
Club/district/state/nation level Sports events- please
Give details :
- 10 Achievements/recognition earned during the last 3 years :

I declare that the information given by me, as above is true.

Date

Signature

Out of pocket expenses to local sports persons representing the bank/BSB in National Level tournaments or participating in inter-bank tournaments of the BSB or attending selection-cum-coaching camps, at the BSB/National level,

- 1. At Major 'A' Class cities @ Rs.75/- per day
- 2. At other centers @ Rs.50/- per day.

Payments can be made on the basis of claims from the players. The claim should be accompanied by a declaration from the player that transport/refreshments were not provided by the organizer.

In case of local employers whose services are requisitioned as officials for tournaments/camps organized by the bank/BSB, out of pocket expenses may be given as above.

32. SEXUAL HARASSMENT IN WORK PLACES

Ref No.CHO/PMG/7/98 DTD 2.5.1998

Duty of the Employer or other responsible persons in work places and other institutions: It shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

Definition: For this purpose, sexual harassment includes such unwelcome sexually determined behaviour [whether directly or by implication] as

- A] Physical contact and advances
- B] a demand or request for sexual favors.
- C] Sexually colored remarks
- D] Showing pornography and
- E] Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Disciplinary action: Where such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

33. MILESTONE AWARD

Employees, who complete 25 years of blemishless service in the Bank, will be given a pair of TITAN WATCHES.

34. VOLUNTARY CESSATION OF EMPLOYMENT

Ref No. CHO/PMG/20/2005 DTD 28.7.2005

Flow Chart is enclosed in the Annexure.

35. RETIREE EMPLOYEES

Ref No.HOCL/PMG/23/2006 dtd 27.2.06

At the time of superannuation of an employee, the Branch/office can

contribute @ Rs.15/- per employee to meet the expenses of the farewell party. In case of extra large branches, such arrangements may be made department wise.

36. RESTORATION OF FULL PENSION

CHO/PMG/14/2008-09 Dtd: 10.09.2008

In our Bank, a considerable number of pensioners who retired between 01.01.1986 and 01.11.1993 and subsequently opted for pension have commuted pension on 01.11.1993. In other words their commutations have become absolute on 01.11.1993. For the purpose of restoration of full pension, the date of restoration shall be effective from 01.11.2008 i.e. 15 years after commutation.

37. GROUP MEDICLAIM INSURANCE SCHEME FOR THE RETIRED EMPLOYEES

CHO/PMG/12/2008-09 Dtd: 02.09.2008

CHO/PMG/17/2008-09 Dtd: 01.10.2008

The Group Medclaim Insurance will give coverage to the retired employee with his/her spouse and the sum insured will be Rs. 1.00 lac. The annual premium would be Rs.3600/- per retiree in the first year (2008-09). Out of the said annual premium, the Bank has proposed to pay Rs.999/- from the Staff Welfare Fund and the rest amount of Rs.2601/- will have to be borne by the retiree. The scheme will however be introduced only after having consent and the residual amount from the retired employees desirous of joining the scheme provided there is a minimum group of 1000 members. Salient features of the scheme are enclosed. Detailed scheme is available on Bank's website (www.ucobank.com). The scheme will come in to effect only on inception of the insurance policy.

38. EX-GRATIA RELIEF TO SURVIVING WIDOWS / WIDOWERS OR PRE 1.1.1986 RETIREES OF THE BANK.

Ref No.CHO/PMG/16/06-07 DTD 1.11.2006

Ref No.CHO/PMG/06/07-08 DTD 18.05.2007

W.e.f 1.11.2006 @ Rs.1000/- per month. [without any dearness relief thereon]

ELIGIBILITY

* **Ex-gratia** relief may be granted to surviving spouse of the employee who died

while in service prior to 1.1.1986 irrespective of the period of service rendered by him before his death.

* **Ex-gratia** relief is payable to such surviving spouse even if she/he is employed in the bank on compassionate grounds.

* **Ex-gratia** relief may be granted to surviving spouse of the employee who was permitted to voluntarily retire from service on or before 31.12.1985 in terms of extant service rules, after serving for 20 years or more.

* **Ex-gratia** relief is admissible to the surviving spouses only and not to other members of the family as defined for the purpose of pension.

* **The ex-gratia** is admissible @ Rs.1000/- per month fixed, to the surviving spouses and no dearness relief is to be granted thereupon.

* **Ex-gratia** is not applicable to the surviving widows/widowers of those employees who were dismissed/ removed from service of the bank or resigned from the service of the bank.

For application and annexure ref circular no.CHO/PMG/16/06-07 DTD 1.11.2006.

As Per IBA Circular No. CIR/PD/GSN/G2/2007-2008/1664 dtd 29.10.2007 it was approved extension of ex-gratia relief @ Rs.1000/- p.m to surviving spouses of pre 1.1.1986 retirees who had taken VOLUNTARY RETIREMENT after rendering 20 years of continuous service in the bank.

39. SPECIAL IBA GUIDELINES

[39.1.1] SPECIAL/SPECIAL CASUAL LEAVES AS PER IBA GUIDELINES

[a] FOR BLOOD DONATION

One day special casual leave on the day of donation. Employee has to produce a certificate from the medical officer of the hospital where he has donated the blood.

[b] FOR EXERCISING FRANCHISE - ELECTION

Wherever the Central or State Government have advised granting of special casual leave to its employees for exercising their franchise in connection with Parliamentary or Assembly Election, special casual leave on the same terms and conditions may be allowed to the employees of the banks.

[c] FOR NON-ATTENDANCE OF OFFICE DUE TO CURFEW

- I] Where an employee was not able to attend the Office on account of imposition of curfew either at the place of residence or at the place of work, the absence should be treated as special casual leave.
- II] If the curfew was imposed only for a part of the working hours either at the place of residence or at the place of work, the employees who attended office during the non-curfew part of working hours should be treated as having attended for the full day and the absence of those employees who did not attend during the non-curfew hours should be adjusted against their usual leaves.
- III] This special casual leave is provided only where it is physically impossible to attend office. This leave is also granted when it is impossible to reach office from curfew bound area which falls between the route from residence and office of the employees and it is also not possible to reach office even avoiding such route and the Government authorities have not permitted employees to travel through curfew bound areas.

[d] FOR FAMILY PLANNING

Special casual leave is granted in the following cases as per Govt.directives to promote family planning.

- i] 6 days special casual leave to male employees for undergoing sterilisation [Vasectomy Opertion]
- ii] 14 days special casual leave for female employees who undergo non-puperal tubectomy operation.
- iii] 1 day special casual leave to female employees who had IDU insertions.
- iv] 7 days special casual leave to male employees whose wife undergoes non-puperal tubectomy operation subject to the production of medical certificate from the doctor who has performed the operation, to the effect that the presence of the employee is essential for the period of leave to look after the wife during her convalescence after the operation.
- v] An employee developing post-operative complication after sterilisation may be granted special casual leave to the extent of the period for which he or she is hospitalized for such post operative complications, subject to production of

necessary certificate from the concerned hospital authorities/authorized medical attendant.

vi] An employee is not entitled to special casual leave after maternity leave, if the sterilization operation/re canalisation was done during the maternity leave.

vii] The special casual leave connected with sterilization, re canalisation under family welfare programme may be suffixed as well as prefixed to regular leave or casual leave. However, special casual leave cannot be prefixed both to casual leave and regular leave. Special casual leave may either be prefixed to regular or to casual leave and not both. Similarly, special casual leave may be suffixed either to regular leave or to casual leave and not both. The intervening holidays and/or Sundays may be prefixed/suffixed to regular leave as the case may be.

E] Special leave should be granted to employee who is summoned to attend Courts or departmental enquiries outside the Bank for giving evidence on behalf of the Bank.

[39.1.2] INCENTIVE FOR SMALL FAMILY

In terms of the guidelines issued by the Government, incentive for promoting small family is payable where the couple has not more than three living children. However, it would be in order to consider payment of incentive even in cases where a couple who has two living children gets twins at a subsequent delivery.

39.2 CLARIFICATIONS ON FIXED PERSONAL PAY/GRADUATION PAY

[a] Computation of Fixed Personal Pay

Fixed Personal Pay revised with effect from 1.11.1999 w .e.f. 27.3.2000.

Workmen employees who are in receipt of Fixed Personal Allowance before 1.11.1999 and continue to be in service of the bank on or after 1.11.1999 are also eligible for revised Fixed personal Pay from the month of November, 1999 at the rates and the corresponding dearness allowance together with house rent allowance, if any. The quantum of house rent allowance will undergo a change depending on the basis on which house rent allowance component, as per the area of posting and the rate at which it was computed, was included when Fixed

Personal Allowance was first released.

Members of the subordinate staff and clerical staff who after receipt of Fixed Personal Allowance were promoted to clerical and officers' cadre respectively shall also draw the revised Fixed Personal Pay as mentioned above.

[B] CLARIFICATIONS 8TH BIPARTITE

SETTLEMENT PQP/GRADUATION PAY :

Ref : Clause 11 [2] of 8th Bipartite Settlement dtd 2nd June, 2005

A] A clerk on 19th Stage passing Graduation or CAIIB II will be granted the 20th Stage increment immediately along with first installment of PQP. Graduation Pay of Rs.180/- and Balance PQP - 4 installments will be released in one year interval thereafter.

Example :

In November,2002, a clerk in 19th Stage passed graduation or CAIIB Part II. He will be immediately given one increment [20th stage] and PQP-1 from November 2002 and balance 4 PQP in one year interval in November, 2003, November,2004, November, 2005 and November,2006.

B] A clerk in 20th stage in November,2002 passed Graduation or CAIIB. He will be given PQP-1 from the date of passing and remaining 4 PQP from one year thereafter in the next 4 years.

Example:

A clerk who reached 20th Stage in say November, 2002, passes Graduation/CAIIB in November, 2002. He will be immediately given PQP-1 from November,2002 and balance 4 PQP in one year interval in November,2003, November 2004, November 2005, and November 2006.

C] A clerk has already reached 20th Stage and after acquires qualification like Graduation/JAIIB, he will be given the PQP -1 immediately on passing such graduation/JAIIB and balance 4 PQP in one year interval in November 2003, November 2004, November 2005, and November 2006.

Example:

A clerk [matriculate] who reached 20th Stage say in November 2002, passes Graduation/CAIIB on December 2002, he will be immediately given PQP-1 from

December 2002 and balance 4 PQP in one year interval in December 2003, December 2004, December 2005, and December 2006.

39.3 ADDITIONAL TWO INCREMENTS OR GRADUATION PAY ON PASSING DIRECT GRADUATION/POST GRADUATION.

Ref: Clause 34 of 8th Bipartite Settlement dtd 2nd June,2005.

A] From 2.6.2005, a clerk who passes/acquires direct graduation/Post graduation from universities/ Open Universities which are recognized by the UCG will be granted the 2 additional increments or Graduation Pay if they have reached 20th Stage of the pay scale subject to having passed the foundation course or attended the Bachelor's Preparatory Programme.

B] Cases prior to 2.6.2005 : Clarifications of IBA vide their Circular No.534 dtd 7.6.2005.

A provision for release of increment for graduation or graduation pay to non-subordinate employees who acquire graduation/post-graduation qualifications from Universities/Open Universities has been incorporated in Clause 34 of the Settlement. Although this provision takes effect from the date of Settlement, it has been agreed that cases on all non-subordinate employees who have acquired graduation/post-graduation qualification from Universities/Open Universities recognized by the University Grants Commission prior to the date of settlement may also be considered for release of increment for graduation or graduation pay, subject to the conditions of having passed the foundation course or attended the Bachelor's Preparatory Programme.

39.4 STAGNATION INCREMENT

In the 8th Bipartite Settlement, one more stagnation increment has been achieved.

This 6th stagnation increment will be effective from 1.11.2002.

- i. all Clerical Staff who were in 5th Stagnation increment in or prior to November 1999 will get the 6th stagnation increment from November 2002.
- ii. All Sub staff who were in 5th Stagnation increment in or prior to November 2000, will get the 6th stagnation increment from November 2002.
- iii. Other Clerks/Sub staff will get the 6th Stagnation after 3 years / 2

years respectively after reaching the 5th Stagnation increment.

- iv. Part-time employees [1/3 wage and above] are also eligible for stagnation increments.
- v. They will also get this benefit from 1.11.2002.
- vi. All the eligible stagnation increments as on 1.11.2002 will be sanctioned to them from 1.11.2002.

Example : If there is a part-time employee with 31 years of service as on 1.11.2002, he/she will get all the 6 stagnation increments from 1.11.2002.

39.5 FAMILY DEFINITION & DEPENDENT INCOME CRITERIA

[FOR THE PURPOSE OF LFC / MEDICAL FACILITIES]

- Spouse**
- a. Wholly dependant unmarried children [including step children and legally adopted children]
Parents ordinarily residing with and wholly dependant on the employee.
 - b. A married female employee may include her natural parents or parents-in- law under the definition of family [but not both] provided that the parents / - are parents - in law ordinarily residing with and wholly dependent on her.
 - c. Wholly dependant whose child/parents will be those monthly income does not exceed Rs.2550/- per month.

If the income of one of the parents exceeds Rs.2550/- p.m. or the aggregate income of both the parents exceeds Rs.2550/- p.m. both parents shall not be considered as dependants on the employee.

39.6 FIXED PERSONAL PAY [FPP] & PQP UNDER 7TH BIPARTITE SETTLEMENT :

1. The name of FPA has been changed as FPP.
2. Revised FPP is payable from 1-11-1999.
3. There shall be no shifting of PQA on account of FPP.

4. In the past cases where the PQA was postponed by one year because of FPA, PQP falling due after 1-11-1999 will now be released as on 1-11-1999 and further PQA will be released on annual intervals from 1-11-1999

EXAMPLES : [OF A CLERK - Graduate and CAIIB]

Reached 20th Stage in December 1997

Got FPA in December 1998

To get PQA-1 in December 1999

Revised eligibility

Will get PQP - 1 in November 1999

PQP - 2 in November 2000

PQP - 3 in November 2001

PQP - 4 in November 2002

PQP - 5 in November 2003

Reached 20th Stage in January 1997 Got FPA in Jan.98

Got PQA -1 in Jan 99

To get PQA -2 in Jan 2000 Revised eligibility

Will get PQP-2 in November 99 PQP -3 in November 2000 PQP-4 in November 2001

PQP -5 in November 2002

Reached 20th stage in June 96 Got FPA in June 97

Got PQA-1 in June 98

Got PQA-2 in June 99 Got PQA-3 in June 2000

Revised eligibility

Will get PQP-3 in November 99 PQP-4 in November 2000 PQP -5 in November 2001

Reached 20th Stage in Aug.95 Got FPA in Aug.96

Got PQA-1 in Aug 97

Got PQA-2 in Aug 98

Got PQA-3 in Aug.99

To get PQA -4 in Aug 2000

Revised eligibility

Will get PQP-4 in November 1999 PQP -5 in November 2000

Reached 20th Stage in Nov.94 Got FPA in Nov 95
Got PQA -1 in Nov 96
Got PQA-2 in Nov 97
Got PQA -3 in Nov 98 Got PQA -4 in Nov 99
To get PQA -5 in Nov 2000

Revised eligibility :
Will get PQP-5 in November 1999

Reached 20th Stage in Nov.98 Got FPA in Nov.1999
To get PQA-1 in November,2000

Revised eligibility :
Will get PQP-1 in November 1999

Reached 20th stage in November 1997
Got FPA in Nov.98
Got PQA-1 in Nov 99
To get PQA-2 in Nov 2000
Revised eligibility

Will get PQP - 1 in November 1999
PQP - 2 in November 2000
PQP - 3 in November 2001
PQP - 4 in November 2002
PQP - 5 in November 2003

PQP - 5 in November 2002

39.7 RATE OF PAYMENT OF FIXED PERSONAL PAY ON PROMOTION FROM ONE CADRE TO A HIGHER CADRE OR FROM ONE SCALE TO A HIGHER SCALE.

Ref IBA Circular no.,CIR/PD/GSN/G2/76/1663 DTD 29.10.2007.

Employees, both workmen and officers, who were in service of banks as on 1st November 1993 were granted one advance increment on account of computerization and these employees on reaching the maximum of respective scales of pay are eligible to be granted Fixed Personal Pay [FPP] equal to the last increment drawn by them in the scale, at rates as in Bipartite Settlement/Joint

Note, on completion of one year at the maximum of the respective scales of pay. The FPP so drawn by the employee is to remain frozen for the remaining period of his service, in a particular cadre/scale, except when the rate of FPP is revised consequent to wage revision in the industry.

It is to clarify that when an employee is promoted to a next higher cadre/scale after earning FPP in the lower cadre/scale then he would continue to get the same amount of FPP in the promoted scale [except when FPP is changed on wage revision] till such time he reaches the maximum in the promoted cadre/scale. On completion of stipulated one year at the maximum of the promoted cadre/ scale, he shall be sanctioned FPP as applicable to the higher cadre/scale in which he is placed.

39.8 GRATUITY AS PER AWARD / BIPARTITE SETTLEMENT

Gratuity shall become payable [i] on the death of an employee whilst in service of the bank, the amount of gratuity being payable to the heirs, executors, administrators or assigns of the employee or, in case he has executed a nomination paper in the form prescribed by the bank to the nominee of the employee [ii] on an employee becoming physically or mentally incapable of further service or on termination of his service by the employer ; [iii] on voluntary retirement or resignation, after ten year's continuous service.

Permanent Part-time employees who are required by the bank to work for more than 6 hours a week will be eligible for Provident Fund and Gratuity.

PAYABLE ON-

- Death of an employee
 - Employee becoming incapacitated
 - Termination of Service
 - Retirement on superannuation
- Voluntary Retirement / Resignation after 10 years service

AMOUNT

- One month pay] for each completed year of service [max 15 months pay plus ½ month pay for each year beyond 30 years of service.

Pay - Average of Basic Pay + Special Pay + Officiating

Pay + PQP + increment portion of FPP of the last 12 months.

EXAMPLE : 10 Years Service - 10 months Pay

15 Years Service - 15 months Pay

20 Years Service - 15 months Pay

30 Years Service - 15 months Pay

32 years Service - $15 + [2 \times \frac{1}{2}] = 16$ 40 years Service _ $15 + [10 \times \frac{1}{2}] = 20$

1. Service of 6 months and above will be reckoned as one year service.
2. Gratuity cannot be forfeited even in case of dismissals. But if there is any loss to the bank on account of the misconduct, the loss can be recovered from the gratuity payable.

Part-time employees [1/3 rd and above] are eligible for gratuity.

AS PER GRATUITY ACT : 1972

PAYABLE ON	-	Retirement or super annuation
	-	Resignation after 5 years service
	-	Death
	-	Disablement
AMOUNT	-	15 days wages x number of years of service
[From 24.9.1997]		Maximum Rs.350000/-
NOTE	-	Wages - Basic Pay + DA + Spl.Pay + PQP+ Officiating Pay FPP [increment component +]
	-	1 day Wage = Monthly Wage divided by 26
FORFEITURE	-	Gratuity can be forfeited for termination of service due to riotous or disorderly conduct, violence or moral turpitude.

In terms of Section 4 [5] of the Gratuity Act, an employee has the right to receive either under the Act or under any award / settlement / rules whichever is more beneficial.

Clause 20 of the Fifth Bipartite settlement does not affect the condition in regard to the minimum service required for payment of gratuity. In other words, the minimum service required for eligibility for gratuity would be 10 years and not 9 years and six months or more but less than 10 years.

39.9 TREATMENT OF SPECIAL PAY AND OFFICIATING PAY FOR THE PURPOSE OF PAYMENT OF PENTION

Clause 6 of joint note dtd 2nd June 2005 defines 'pay' for the purpose of pension, to mean and include Basic pay including

Stagnation increments, Professional Qualification Pay, Increment Component of Fixed Personal Pay and Officiating Allowance.

The above definition of pay is reckoned for the purpose of calculating average emoluments to arrive at pension payable to a retiree.

It is to clarify that Special Pay and Officiating Pay drawn by a workman on locum-tenens basis during the last 10 months prior to his date of retirement is to be reckoned as part of pay for the purpose of calculating average emoluments to arrive at pension payable to the retiree.

39.10 GRATUITY CHART

PAYMENT OF GRATUITY FOR CLERKS & SUB-STAFF

FROM 1.11.1997 [Gratuity under Gratuity Act or BPS provisions whichever is higher is payable]

Gratuity Amount under the Act	Gratuity amount under BPS
$\frac{\text{Pay + DA}}{x} \times 15 \text{ days} \times \text{No of years of service}$ <p style="text-align: center;">26</p> <p style="text-align: right;">Rs.3.50 lacs.</p>	<p>Pay x No.of years service</p> <p>I) One month pay for one year of service</p> <p>II) Max. 15 months pay upto 30 years service.</p> <p>III) Above 30 years, ½ pay per year of Max. Service.</p>
Payable under the Act	Payable under BPS
From 1-11-1997	
New Basic Pay	Old Basic Pay
New D.A	DA - not eligible
	Old PQA
	Old FPA [increment portion]
Spl.allowance	Old Spl.Allowance
From 1-4-1998	

New Basic Pay	
New PQP	
New Spl.Pay	same as above
New DA	
FPA - not eligible	

From 1-11-1999

New Basic pay	New Basic pay
New PQP	New PQP
New Spl.pay	New Spl.pay
New DA	DA - not eligible
New FPP [increment portion]	New FPP [increment portion]

Earlier Spl.Allowance,PQA,FPA were not included as Pay under Gratuity Act as per Supreme court Decision. Under 7th BPS, Spl.Allowances / PQA have been changed as Spl.pay / PQ pay w.e.f.1-4-98 and FPA as FPP w.e.f.1-11-1999 ; Spl.Pay, PQP,FPP [increment portion] are now eligible for inclusion as pay for Gratuity calculation under Gratuity Act.

Gratuity under BPS provisions is applicable only from 1-11-1999 while gratuity is to be revised under the gratuity act provisions w.e.f. 1-11-1997.

Gratuity under BPS provisions are applicable only from 1-11-1999 while Gratuity is to be revised under the Gratuity Act provisions w.e.f.1-11-1997.

Employees who have retired from November 1997 are eligible for payment of difference in Gratuity as above.

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