



Union Bank Employees' Union – Tamilnadu

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Dear Comrades,

Union Bank Employees' Union - Tamilnadu is the pioneer organisation in publishing the Service Conditions of Award Staff in Union Bank of India. So far, five editions of “**Union Bank Employees’ Service Conditions**” were published by Union Bank Employees' Union – Tamilnadu. The book serves as a reference manual not only to the Trade Union functionaries, but also to the officials working in Human Resources Department of the Bank.

Considering the constant request of the employees for a simplified version of the Service Conditions, an attempt is made to present the Service Conditions in a nutshell and the result is this Handbook.

We are confident that this Handbook will be of effective use to the employees by guiding them to know their Duties, Responsibilities, Wages, Allowances, Privileges etc., and avert floor level confrontations to ensure smooth Industrial Relations in the Bank.

With Greetings,

Yours Comradely,

(A.Chidambaram)
General Secretary

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1. Basic Pay

➤ Date of effect - 01.11.2017

Year	Clerks Rs.	Subordinate Staff Rs.
1	17900	14500
2	18900	15000
3	19900	15500
4	20900	16000
5	22130	16500
6	23360	17115
7	24590	17730
8	26080	18345
9	27570	18960
10	29060	19575
11	30550	20315
12	32280	21055
13	34010	21795
14	35740	22535
15	37470	23405
16	39200	24275
17	40930	25145
18	42660	26145
19	45930	27145
20	47920	28145

2. Increments

- Date of effect - 01.11.2017.
- Increments will be released on completion of every year upto 19 years.
- Graduates will be given 2 additional increments.
- Direct Post Graduates will also get 2 additional increments.
- On completion of Part – I of CAIIB/JAIIB – one increment will be released.
- On completion of Part – II of CAIIB/JAIIB – two increments will be released.
- Subordinate employees are eligible for one extra increment of Rs.1000/- for passing JAIIB and two extra increments for passing CAIIB
- Ex-servicemen joined the Banks after 01.11.2017 will be given re-fixation based on this settlement.

3. Stagnation Increments

- Date of effect - 01.11.2017.
- Rs.1990/- for clerks and Rs.1000/- for subordinate staff.
- Clerks, Subordinate staff, Part Time Employees will get nine stagnation increments, once in two years, subject to a maximum of total of nine such increments.
- Employees who are in receipt of 8 stagnation increments will get the 9th stagnation increment w.e.f 01.11.2017 or the two years from the date of receipt of 8th stagnation increment, whichever is later.

- For the employees who are in the service of the Bank on 01.11.2017, the Stagnation increments received by them will be readjusted from the date of reaching the maximum in scale of pay taking into account the increments for graduation, JAIIB, CAIIB and they are notionally eligible for revised stagnation increments wef 01.11.2017. However, monetary benefit will be payable from 01.11.2020.
- A clerk after becoming an officer, if he is reverted within one year of service, he will get his stagnation increments.
- **Stagnation Increments stage-wise:**

Stage	Clerks	Subordinate Staff
21 st	49910	29145
22 nd	51900	30145
23 rd	53890	31145
24 th	55880	32145
25 th	57870	33145
26 th	59860	34145
27 th	61850	35145
28 th	63840	36145
29 th	65830	37145

4. Definition of Pay

- Basic Pay, Stagnation increments, Special Pay, Graduation Pay/Professional Qualification Pay, Officiating pay are eligible for Dearness Allowance, HRA, Provident Fund, Gratuity, Pension, New Pension Scheme.
- Increment component of Fixed Personal Pay is eligible for superannuation benefits.
- Basic Pay, Stagnation increments, Special Pay, Graduation Pay/Professional Qualification Pay, Officiating pay, Special Allowance and Transport allowance are eligible for Dearness Allowance.

5. Fixed Personal Pay

- All employees who received one increment for computerization will get Fixed Personal Pay after one year of reaching maximum of pay.
- Others are not eligible for FPP.
- FPP will rank for HRA, Fixed DA and Terminal Benefits.
- For Clerks (Increment component) Rs.1990/-
- Inclusive of HRA Rs.2262/-
- For Subordinate staff (Increment component) Rs. 1000/-
- Inclusive of HRA Rs.1140/-
- A Subordinate staff on promotion will continue to get the FPP received in the subordinate cadre.

- A Subordinate Staff, who is in receipt of FPP, will get the FPP applicable to Clerical Staff after one year of reaching the maximum in clerical scale.
- A Clerical Staff, who is in receipt of FPP, will get the FPP applicable to Officer Staff after one year of reaching the maximum in Officer Scale.

6. Dearness Allowance

- Date of effect: 01.11.2017
- 0.07% for every rise or fall of 4 points over 6352 points of Consumer Price Index of 1960.
- DA will be paid on Basic Pay, Special Pay, Graduation Pay, Professional Qualification Pay, Special Allowance, Officiating Pay, Transport Allowance.
- Conversion factor is 2001 Consumer Price Index x 4.96 x 4.63

7. House Rent Allowance

- Date of effect: 01.11.2017

All places	10.25% (No ceiling)
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- No HRA payable, if quarters provided. Recovery 0.2% of first scale of pay in their cadre.
- An workmen transferred out of the station other than at his request is eligible for 150% of HRA subject to production of rent receipt.

8. Special Allowance

W.e.f. 01.11.2017, all employees will get 16.40 % of their basic pay as Special Allowance. This attracts DA and not reckoned for terminal benefits.

9. Special Pay

➤ Date of effect: 01.11.2017.

Special Pay for Clerks:

1.	Single Window Operator `B`	Rs. 1250/-
2.	Head Cashier II	Rs. 1940/-
3.	Special Assistant	Rs. 2920/-

Special Pay for Subordinate Staff

1.	Armed Guard	Rs. 590/-
2.	Bill Collector	Rs. 590/-
3.	Daftary	Rs. 850/-
4.	Head Peon	Rs.1120/-
5.	Electrician	Rs.3090/-
6.	AC Plant Operator	Rs.3090/-
7.	Driver	Rs.3590/-

- For those who received Graduation Increment and Professional Qualification Increments or those who complete Graduation or CAIIB will get additional allowance on reaching the maximum of their scale of pay as under:

Graduates	Rs. 625/- after completing one year Rs.1215/- after completing two years
JAIIB/CAIIB-I	Rs. 625/- after completing one year
JAIIB/CAIIB-II	Rs.1215/- after completing two years Rs.1835/- after completing three years
Graduate/CAIIB	Rs. 625/- after completing one year Rs.1215/- after completing two years Rs.1835/- after completing three years Rs.2455/- after completing four years Rs.3045/- after completing five years

- If a clerical staff is not having sufficient increments for release and acquired the above qualifications, one or two Graduation Pay/PQP will be released.
- A clerk after reaching the maximum of scale or 19th stage in the scale, if he acquires Graduation/JAIIB/CAIIB, apart from the Graduation Pay/PQP the stagnation increments will be advanced to one or two years.

Duties of Clerical Staff (SWO-A) w.e.f. 01.05.2010

- Acknowledgement of inward mails.
- Acknowledging cheques, drafts, Dividend Warrants.
- Delivering cheque books after due authorization.
- Issue of cash receipt, issue of E.S.I. stamps.
- Recounting currency notes.
- Ensuring proper contents in covers and envelopes before dispatch.
- Receive and pay cash.
- Passing of cash cheques upto and inclusive of Rs.10,000/-.
- Passing independently clearing/transfer cheques upto and including Rs.15,000/-.
- Receipts of cash and issuance of drafts and pay orders upto and including Rs.15,000/-.

Duties of Subordinate Staff:

- Carrying cash upto Rs.5000/- for money orders, stamps, insured letters etc.,
- Stitch currency note bundles
- Stitch and seal parcels containing currency notes.
- To transit cash from Bank, if unaccompanied by a watchmen/Armed Guard.

Special Pay

- If an employee is eligible for more than one Special Pay, he will get the Special Pay applicable at the maximum rate.
- Special Pay is drawn for some duties requiring special skill and it is over and above the normal duties of a clerk/subordinate staff.
- If a clerk is performing the duties attracting Special Pay, he is entitled to the Special pay for the same, irrespective of the fact, whether there is any such post is available in that Branch.
- A female employee, during pregnancy, on her request may be exempted from working in computers and she will not get the Special Pay during that period.

Special Pay – Duties:

General duties :

- Acknowledgement of inward mails
- Acknowledging cheques, drafts, dividend warrants
- Delivering cheque books after due authorization
- Issue of cash receipt, issue of ESI stamps.
- Recounting currency notes
- Ensuring proper contents in covers and envelopes before despatch

Specific Duties:

Single Window Operator – B

- Passing cash cheques upto and including Rs.20,000/-.
- Passing independently clearing/transfer cheques upto and including Rs.25,000/-.
- Receipts of cash and issuance of DD/Pay Order upto and including Rs.25,000/-

Head Cashier II:

- Holding cash, key, valuables. Opinion compilation, verification of vernacular signature, countersigning of cheques, drafts and attending to Government Treasury work, discharging/endorsing bills, being in-charge of clearing and godown departments.
- Independently passing clearing/transfer instruments upto Rs.50,000/- and cash instruments upto Rs.50,000/- jointly with another official.

Special Assistants:

- Passing independently cash instruments upto Rs.35,000/- and Transfer, Clearing upto Rs.1,50,000/-. Accept, verify, post and acknowledge instruments. Signing instruments.
- Checking vouchers. Checking accounts.

- Inspecting godowns, checking manually or online, current/savings and other accounts, Checking/coding & decoding of telegrams, discharging, endorsing bills etc.,
- Performing system controlled functions independently or jointly upon specific authorization.
- To explain the products to customers and reply their queries.
- Sending reminders, issue of pass books, renewal of deposits, executing standing instructions, diarizing bills for due dates, collecting service charges, collecting bill proceeds and remitting them, confirmation of balance of accounts, keeping proper custody of security items, taking balances, checking recording of entries with regard to opening of accounts.

Responsibilities under Finacle 10 (As per Bipartite)

In terms of Staff Circular No.7010 dated 21.08.2019 “Bank has not restricted the job role of Special Assistants, Head Cashiers, SWO-B & SWO-A in the CBS under Finacle 10 because of which the CBS system may allow clerical employees to do certain jobs and duties without any restrictions and beyond the level of authorization prescribed in the Bipartite Settlement. It is clarified that the Branches should extract duties from various cadres of Clerical Staff under CBS in Finacle 10 as per duties specified for respective cadres in the Bipartite Settlement and within the level of authorization permitted therein.”

Armed Guard:

- Performing watch and ward duties to protect the property of the Bank with the allotted weapons.

Daftary:

- Obtaining acceptance of bills, collecting payments, simple binding of books, press copying, filing independently, assisting issuance of stationery, stacking old records, sorting, arranging, stitching vouchers.

Drivers:

- Drive, maintain and effect minor repairs to motor vans.

10. Other Allowances

Washing Allowance:

- Payable to subordinate staff provided with uniforms and liveries.
- w.e.f. 01.11.2017 Rs.200/- per month.
- During the leave exceeding 30 days, no washing allowance is payable.

Cycle Allowance:

- W.e.f. 01.11.2017 Rs.150/- per month to those subordinate staff who are required to use bicycle on regular basis.
- During the leave exceeding 30 days, no cycle allowance is payable.
- Maximum one-way distance to be covered is 9 Kms. Above 9 Kms, he need not use the bicycle and can use local conveyance.

Hill & Fuel Allowance:

- Date of effect: 01.11.2012.

Above 3000 metres	8% of Pay (Max Rs.2250/-)
1500 to 3000 metres	4% of Pay (Max Rs.900/-)
1000 to 1500 metres (including Mercara Town)	3% of Pay (Max Rs.750/-)

- Even for places situated above 750 metres, if that area is accessible through the hills with a height of 1000 metres, allowance will be paid.

Officiating Pay:

- If a clerk officiates as officer for more than 7 days in a calendar month, he will get officiating pay.

- He will get the difference between the salary of the person who is officiating and his salary. If it is less than 7.5%, he will get 7.5% and if it is more than 15%, he will get 15%.
- In our Bank, where clerks are working in Officer IDs, Management at the State level has agreed to pay 15% of the clerical salary as officiating allowance, even for one day.
- Officiating pay includes Basic Pay, DA, HRA, CCA and PF.

Split Duty Allowance:

- Where the business hours are split with minimum break of 2 hours, Rs.125/- per month will be paid.
- It is not applicable to Drivers, Sweepers and Armed Guards.

Halting Allowance (Diem Allowance):

Area	Clerks	Sub-Staff
Population 12 lacs & above and the State of Goa	Rs.1050/-	Rs.750/-
Population 5 lacs and above and State capitals, capitals of Union Territories not covered above	Rs.900/-	Rs.600/-
Other places	Rs.675/-	Rs.375/-

- Payable when the employee leaves the headquarters on duty and goes outside the Corporation, Municipal, Panchayat limits or beyond Urban Agglomeration.
- A day is calculated as 24 hours from the time the employee leaves the headquarters.
- A fraction of a day will be taken as a day.
- Drivers will get overtime for the actual driving period apart from Diem allowance.
- For temporary transfers, employees are entitled for Diem allowance.
- A defence representative is eligible for Diem allowance as if he is on duty.
- If the employee is able to return to his headquarters on the same day, apart from Diem allowance, he is eligible to get to and fro travelling expenses.
- If the employee is able to go out & return to his headquarters within his normal working hours and recess interval, he will be paid half day Diem allowance.
- If any employee is attending residential training programme, he can claim 1/4th Diem Allowance as out of pocket expenses.

➤ **Lodging Expenses:**

- Apart from Diem Allowance lodging expenses will be reimbursed subject to production of hotel rent receipt subject to the following ceilings.

Area	Clerks	Sub-Staff
Population 12 lacs & above and the State of Goa	Rs.2500/- Per day	Rs.1250/- Per day
Population 5 lacs and above and State capitals, capitals of Union Territories not covered above	Rs.2000/- Per day	Rs.1000/- Per day
Other places	Rs.1500/- Per day	Rs.750/- Per day

- Over and above the hotel rent, boarding charges at 25% of the halting allowance shall be paid.

Transport Allowance:

- From 01.11.2017, Rs.600/- per month for clerks and subordinate staff with applicable Dearness Allowance.
- All categories of Physically Challenged employees can draw this allowance over and above what they are entitled as per Government guidelines.

Conveyance Allowance to Physically Challenged employees:

- With effect from 18.02.2009, they will get 5% of basic pay subject to a maximum of Rs.400/- per month.

11. Hours of Work/ Business Hours/ Holidays

- Working hours are exclusive of lunch recess.
- For clerks on weekdays – 6 ½ hours
- For subordinate staff on weekdays – 7 hours
- For drivers on weekdays – 7 ½ hours
- For watch and ward staff on all days – 8 hours
- W.e.f. 01.09.2015, second and fourth Saturdays will be holidays and other Saturdays will be full working days.
- Banks can fix the business hours, stagger the working hours, introduce seven day banking, round the clock service, shift system etc.,

12. Overtime

- Bank can ask an employee work overtime upto 175 hours during an year, without his consent.

		Weekdays
Clerks	First 30 minutes	100%
	Next one hour	170%
	Next one hour	200%
	Beyond this	200%
Subordinate Staff	First one hour	150%
	Next one hour	200%
	Beyond this	200%

- For holidays, it will be paid at 200%.
- The monthly salary of the employee will be divided by 150 and the hourly salary will be arrived.
- Total working hours should not exceed 8½ hours for clerks and 9 hours for others.

13. Leave Rules

- All leave except casual leave should be made in writing.
- Leave sanction or decline will be informed in writing.
- Leave of all kinds cannot be claimed as a matter of right.
- When an employee is recalled from his leave, he is eligible for TE bill for him and the accompanying family members.
- For overstaying period of leave, salary can be withheld.
- The address during the leave period to be informed.
- Those who avail leave of any kind on medical grounds should produce a fitness certificate.

Privilege Leave:

- PL will be one day for every 11 days of active service.
- Leave availed other than CL will not qualify for PL.
- Fraction of day earned will be taken as one day.

- During the first year of service, PL can be availed after completing 11 months of service.
- PL accumulation allowed upto 270 days.
- PL encashment allowed upto 240 days.
- Notice period for PL is 10 days for purposes other than availing LFC.
- If PL is declined, to that extent, PL accumulation can be extended.
- PL can be availed on 4 occasions during a calendar year. However, more occasions can be allowed if the request is genuine and not administratively inconvenient to the Bank.
- No limitation for the number of times on medical grounds provided that there is no leave credit in Sick Leave account. Every time minimum 4 days to be availed.
- No restriction to the number of times to the Office Bearers of a Registered Trade Union.
- At the time of retirement, the balance of PL can be encashed.
- On the death of an employee, family can get the salary for his PL accumulation.
- While availing LFC, in a four-year block, 30 days PL can be encashed.
- If the employee avails LFC for 2 years, he can encash 15 days in each block or 30 days in one block.

- When an employee resigns from the Bank, he will be allowed to encash 50% of his PL accumulation.
- With effect from 01.07.1997, PL encashment upto Rs.3,00,000/- is exempted from Income Tax.
- Employees who opt for VRS under Pension Regulation 29 can encash PL as normal retirement.
- From the calendar year 2020, PL encashment at the rate of 5 days for each calendar year at the time of any festival is allowed.
- Employees above 55 years of age can encash 7 days in a calendar year, in addition to existing provisions.
- One day PL encashment every calendar year is allowed to contribute to Prime Minister’s National Relief Fund.
- PL will be credited on the 1st January of every year.

Casual Leave:

- 12 days for a calendar year.
- During the first year, one day for the number of months served will be allowed. However, it can be availed at any point of time.
- Continuously a maximum 4 days at a time.
- Weekly off, holidays falling within or suffixing/prefixing CL will not be taken as leave.

- CL is allowed with pay and allowances as if he was on duty.
- CL should not be clubbed with any other leave.
- Un-availed CL will be added to Sick Leave over and above the limit.
- Un-availed CL for four days once in a year or for two days twice in a year on sick grounds can be availed without producing medical certificate.

Sick Leave:

- One month credit for every completed year of service upto a maximum of 18 months upto 24 years of service.
- Beyond 24 years, one month credit for every completed year of service upto a maximum of 3 months.
- Beyond 30 years, one month credit for every completed year of service upto a maximum of 3 months.
- Sick Leave to be sanctioned based on medical certificate.
- Female employees can avail sick leave for the sickness of their child below eight years of age, subject to production of medical certificate.
- Sick leave is normally on half of the substantive pay.
- Sick Leave can be availed in full pay by debiting double the number of days.
- During the first year of service, pro-rata sick leave can be sanctioned for every completed month of service.

Extraordinary Leave:

- An employee can avail extraordinary leave for 24 months during his service, subject to a maximum of 3 months every time (up to 4 months in extreme medical circumstances) in exceptional circumstances.
- EL can be combined with other leaves.
- If EL availed on medical grounds, the increments can be sanctioned as usual.
- On medical grounds, seniority of the employee will be maintained.
- On non-medical grounds, increments will be postponed.
- For Trade Union Leaders, increments will be postponed, if the leave exceeds 2 months in a calendar year.

Maternity Leave:

- Female employees can avail not exceeding 6 months on one occasion, maximum of 12 months during their service.
- In case of delivery of twins, the period of Maternity leave shall be 8 months.
- Maternity leave can be availed combining with other kind of leave except casual leave.
- Leave may be availed for miscarriage, abortion and Medical Termination of Pregnancy.

- For miscarriage, abortion and Medical Termination of Pregnancy leave will be allowed for 6 weeks. In exceptional cases, subject to production of medical certificate from a Gynecologist, it may be for a period of 6 months only on any one occasion, within the overall limit of 12 months during the service.
- For hysterectomy upto a maximum of 60 days will be allowed within the overall 12 months.
- If 12 months of Maternity leave is exhausted, leave of 15 days shall be sanctioned subject to medical certificate.
- Childless female employee can avail leave upto 9 months to legally adopt a child within the overall 12 months for one child.
- The above leave is also available to biological mother, where the child is born through surrogacy.
- Leave available for adoption of only one child.
- Adoption should be a legal process and adoption deed to be produced to the Bank.
- Part Time Employees are also eligible for leave for adaption.
- Within the overall limit of 12 months, leave may be sanctioned upto 30 days for the following:
- AUB (Abnormal uterine bleeding), Ovarian Tumor, Tubectomy/Tubectomy reversal, Post-Partum Depression (PPD), Post-Partum Hemorrhage (PPH), Acute Pelvic Inflammatory Disease (acute PID), Dysfunction Uterine Bleeding; Dysfunction (DUB).

Paternity Leave:

- w.e.f. 01.06.2015, male employee with upto two surviving children can avail 15 days paternity leave during wife's confinement.
- This leave can be combined with other kind of leave, except CL.
- Leave may be availed before or upto six months from the date of delivery of the child.
- Employees with upto two surviving children can avail Paternity Leave for legal adoption of a child below one year of age.

Special Leave:

- Trade union office-bearers are eligible for Special Leave.
- Office Bearers and Central Committee Members of All India Unions (like All India Bank Employees Association) and Office Bearers of State Level Unions (like Tamilnadu Bank Employees Federation) will get special leave.
- Those who donate blood will get one day Special Leave.
- Maximum of 30 days Special Leave can be sanctioned for mountaineering expedition approved by India Mountaineering Foundation.
- Maximum of 6 days special leave can be sanctioned to a male employee undergoing vasectomy.
- Female employee undergoing non-puerperal (not with caesarian) tubectomy can avail 14 day special leave.

- Male employee, whose wife is undergoing non-puerperal tubectomy can avail 7 days special leave.
- Female employee undergoing IUD insertion will get one day special leave.
- For post operative complication on sterilization, special leave can be sanctioned for the days of hospitalization.
- Ex-servicemen appearing Medical Re-Survey boards can be sanctioned special leave during that period.
- Physically challenged Ex-servicemen to go to the artificial limb center for replacement of the artificial limb/treatment can be sanctioned special leave during that period.
- Ex-servicemen for the above two purposes can avail 15 days special leave during a calendar year.
- Sports persons can be sanctioned special leave upto 30 days in a calendar year to participate in the tournaments etc.,
- Special leave can be sanctioned to an employee who sustains injury while performing bank's duties.
- Sabbatical/Special leave can be sanctioned to employees on medical grounds and to pursue higher education.
- w.e.f. 01.06.2015, Special Sick Leave upto 30 days can be availed for donation of kidney/organ, once during the service.
- W.e.f. 01.11.2020, Physically/orthopedically handicapped employees are eligible for 4 days Special Casual Leave.
- Special leave may be granted when the workplace/ residence of the employee is affected by curfew, riots, prohibitory orders, natural calamities, floods etc.,

14. Leave Fare Concession

Definition of Family for LFC and Hospitalisation

- Spouse, wholly dependent unmarried children, including step children/legally adopted children, wholly dependent physically and mentally challenged brothers/sisters with 40% or more disability, widowed daughters and dependent divorced/separated daughters, sisters including unmarried/divorced/abandoned or separated from husband/widowed sisters, as also parents wholly dependent on the employee.
- Physically and mentally challenged children shall be construed as dependents even after their marriage including spouse and children, subject to his/her income below Rs.12,000/-
- Dependent family member shall mean, member of the family having a monthly income not exceeding Rs.12,000/- p.m.
- If collective income of the parents exceeds Rs.12,000/- p.m. they will not be considered as dependents.
- Parents individually or collectively having an income of Rs.12000/- per month or any child having income more than Rs.12000/- will not be considered as dependents.
- A female employee may include her parent-in-laws instead of parents, if they are ordinarily residing with her and wholly dependent on her.

- For the purpose of hospitalization/LFC, for all the employees' any two of the dependent parents/parents-in-law shall be covered.

Eligible Block, Distance and Class :

Category	2 Year Block Kms.	4 Year Block Kms.	Eligible Class
Clerks	2200 + 2200	4400 + 4400	AC II Tier
Subordinate Staff	2600 + 2600	5200 + 5200	AC III Tier

- They can avail 2 year or 4 year block
- If travelled by a lower class, AC II Tier fare for Clerks and AC III Tier fare for Subordinate Staff will be sanctioned.
- LFC can be availed after completing 11 months of service.
- LFC can be availed on leave of any kind.
- If husband and wife are employed in the same bank, each one is eligible for LFC independently.
- Employee can go to his place of domicile without any restriction about the distance.
- Clerical staff while travelling by air will be reimbursed actual expenses or the AC II Tier fare by a direct route or maximum eligibility without taking the distance into account.
- Any mode of surface transport can be used. He will be reimbursed the actual expenses or fare of his eligible class, whichever is lower.

- Employee can travel by Taxi, through Tour operators approved by the Government or by his own car.
- For the road mileage, maximum reimbursement will be Rs.8/- per head per km.
- Children below 12 years are charged full fare for bus travel, it will be reimbursed.
- Conveyance between the residence and station will be reimbursed.
- Reservation, berth charges will be reimbursed over and above the entitlement.
- Workman and family may avail LFC separately for different places. In this case, the gap should not be more than 4 months.
- A female employee can take her parents or parent-in-laws.
- A physically challenged employee can take a companion, if no family member is available.
- Salary falling due during LFC can be availed in advance.
- Family consists of spouse, dependent parents, and dependent unmarried children.
- Encashment of LFC is allowed and the employee can get 100% of the cost of his eligibility.
- Employee can touch any place including his headquarters any number of times.
- Break-of journey is reimbursable, if separate tickets are bought. Employee can claim AC II Tier fare for each Break of journey, even while travelling in Sleeper Class.

- Clerical employees will be reimbursed Rajdhani/Shatabdi fare, if they actually travel by such trains.
- Local sightseeing expenses will be reimbursed, if it is well within the overall entitlement.
- GST charges on train fare shall be reimbursed over and above his entitlement.
- In case of dynamic fare system, the cost charged on the date of booking will be reimbursed.
- For employees working in North East, their LFC will begin from Guwahati. The train fare between their place of work to Guwahati will be additionally paid. Similarly, Andaman & Nicobar islands to Chennai/Kolkatta, Lakshadweep to Kochi, far-flung area branches of Himachal Pradesh, Uttarakhand, Sikkim, Jammu & Kashmir or any other areas not connected by train will be additionally reimbursed the fare between the their place of work to the nearest major Railway station.
- LFC can be encashed for him and his family. He can also encash his PL, while availing LFC. For encashment, he need not avail any leave.
- Dolly/Pony charges as per Government Rates shall be reimbursed within the overall entitlement.

Road Travel:

- While on duty or LFC, actual road mileage cost or Rs.8/- whichever is less will be reimbursed.

Encashment of LFC – Present Rates with effect from 01.11.2020:

Category	Distance one way	Class	One Way Rs. Feb, Mar, Aug	One Way Rs. Other months	Both ways Rs. Feb, Mar, Aug	Both ways Rs. Other months Encashment
	Kms.		Rs.	Rs.	Rs.	Rs.
Clerk – 2 year	2200	AC II	2767	2853	5534	5706
Clerk – 4 year	4400	AC II	4150	4266	8300	8532
Sub - staff - 2 Year	2600	AC III	NA	2116	NA	4232
Sub - staff – 4 Year	5200	AC III	NA	3318	NA	6636

15. Medical Aid and Hospitalisation

Medical Aid

- With effect from 01.11.2017, Medical aid will be Rs.2355/- per year.
- Medical aid will be based on self-declaration.

Hospitalisation Reimbursement

- With effect from 01.10.2015, Insurance linked Hospitalisation Reimbursement Scheme is introduced namely “Medical Insurance Scheme”.
- Expenses incurred in connection with the treatment of any disease, illness, bodily injury through accident will be reimbursed.
- This insurance facility can be extended even after retirement if the employee remits the applicable insurance premium.
- In the event of any claim becoming admissible under this scheme, the Bank will reimburse the amount of such expenses as would fall under different heads of the scheme and as are reasonably and medically necessary thereof by or on behalf of such employee, may be decided by the bank independently.
- Room Rent upto Rs.5000/- per day.
- Intensive Care Unit expenses upto Rs.7500/- per day.
- Reimbursement will be made to the following:
- Surgeon, Team of Surgeons, Assistant Surgeon, Anesthetist, Medical Practitioner, Consultants, Specialists Fees, Nursing Charges, Service Charges, IV Administration Charges, Nebulization Charges, RMO Charges, Anesthetic, Blood, Oxygen, Operation Theatre, surgical appliances, OT consumables, Medicines & Drugs, Dialysis, Chemotherapy, Radiotherapy, Cost of Artificial Limbs, cost of prosthetic devices implanted during surgical procedure like pacemaker, defibrillator,

ventilator, orthopedic implants, Cochlear Implant, any other implant, Intra-Ocular Lenses, infra cardiac valve replacements, vascular stents, any other valve replacements, laboratory, diagnostic tests, X-Ray, CT Scan, MRI, any other scan, scopies and such similar expenses that are medically necessary or incurred during hospitalization.

- Hospitalisation expenses of the organ donor (except the cost of organ) will be reimbursed.
- Pre hospitalisation expenses upto 30 days and post hospitalisation expenses upto 90 days will be reimbursed.
- Apart from Allopathy, Ayurveda, Unani, Siddha, Homeopathy and Naturopathy system are also allowed.
- Cashless treatment allowed, wherever such facility if available.
- Domiciliary treatment can be taken for - Cancer, Leukemia, Thalassemia, Tuberculosis, Paralysis, Cardiac Ailments, Pleurisy, Leprosy, Kidney ailment, All Seizure disorders, Parkinson's Disease, Psychiatric disorder including schizophrenia and psychotherapy, Diabetes and its complications, hypertension, Asthma, Hepatitis-B, Hepatitis-C, Hemophilia, Myasthenia gravis, Wilson's disease, Ulcerative colitis, Epidermolysis bullosa, Venous Thrombosis (not caused by smoking), Aplastic Anemia, Anemia, Psoriasis, Third degree burns, Arthritis, Hypo thyroidism, Hyper thyroidism, expenses incurred on radiotherapy and chemotherapy in treatment of cancer and leukemia, Glaucoma, Tumor, Diphtheria, Malaria, Non-Alcoholic of Liver, Purpura, Typhoid, Accidents of serious nature, Cerebral Palsy, Polio, all Strokes leading

to Paralysis, Hemorrhages caused by accidents, all animal/reptile/insect bite or sting, chronic pancreatitis, Immuno suppressants, multiple sclerosis/motor neuron disease, status asthmaticus, sequela of meningitis, osteoporosis, muscular dystrophies, sleep apnea syndrome (not related to obesity), any organ related (chronic) condition, sickle cell disease, systemic lupus erythematosus (SLE), any connective tissue disorder, varicose veins, thrombo embolism venous thrombosis/venous thrombo embolism (VTE), growth disorders, Graves' disease, Chronic Pulmonary Disease, Chronic Bronchitis, Physiotherapy and swine flu.

- Wef 01.10.2019 the following diseases will be included under domiciliary coverage:
- Type 1 Diabetes, Rheumatoid Arthritis, Psoriasis/Psoriatic Arthritis, Systemic lupus Erythematosus, Inflammatory Bowel Diseases, Addison's Disease, Sjogren's Disease, Hashimoto's Thyroiditis, Auto immune vacuities, Pernicious Anemia, Celiac disease, Auto immune myositis.
- Domiciliary treatment valid for the period mentioned and if no mention of the period, it will be taken as 90 days.
- Identity Cards will be issued to the employees and dependents.
- Employees (not dependents) will be provided Rs.1,00,000/- as ex-gratia for the following critical illness: Cancer including Leukemia, Stroke, Paralysis, Bypass Surgery, Major Organ Transplant/Bone marrow transplantation, End Stage Liver Disease, Heart Attack, Kidney Failure and Heart Valve Replacement Surgery.

- For normal delivery and caesarian delivery will be reimbursed upto Rs.50,000/- and Rs.75,000/- respectively.
- Over and above the maternity limit an amount of Rs.20,000/- is allowed for the Medical expenses of New born baby.
- New born baby is covered from day one.
- Ambulance charges for shifting from residence to hospital, hospital to residence, hospital to hospital is allowed upto Rs.2500/- per trip.
- Taxi and Auto expenses allowed upto Rs.750/- per trip.
- All Taxes, Surcharges, Service charges, Registration charges, Admission charges, Nursing and Administration charges will be reimbursed.
- Cost of diapers and sanitary pads will also be reimbursed.

Corporate Buffer:

- Wherever the employees/dependents are incurring hospitalisation expenses beyond their eligibility i.e., above Rs.3,00,000/- in an Insurance Year (1st October to 31st September), employees can avail the reimbursement from Corporate Buffer upto Rs.6,00,000/-.
- Employees who are retiring from the services of the Bank during the Insurance year also eligible for Corporate Buffer till the end of the Insurance Policy, even after retirement.
- Corporate Buffer will be available after the employees exhaust his limit inclusive of Super Top up, if any.

- Clerical and Subordinate Staff will get reimbursement upto Rs.6,00,000/- in a year for normal hospitalisation.
- No Corporate Buffer for Domiciliary Hospitalisation.
- For the following diseases, employees will be allowed upto Rs.12,00,000/- from the buffer.
- Cancer, Leukemia, Thalassemia, Tuberculosis, Paralysis, Cardiac Ailment such as Congestive cardiac failure – vascular disease – coronary schaeimia; Pleurisy, Leprosy, internal hemorrhage, Kidney ailment, Epilepsy, Parkinson’s Disease, Psychiatric disorder, Hepatitis-B, Hepatitis-C, Hemophilia, Myasthenia gravis, Wilson’s disease, Ulcerative colitis, Epidermolysis bullosa, Venous Thrombosis (not caused by smoking), Aplastic Anemia, Anemia, Psoriasis, Third degree burns, Gravious Accidents/Injury cases, Malaria, Diphtheria, Pneumothorax, status asthmaticus, meningitis, Encephalitis, Branin/Liver abscess, Jaundice, Branch Tumor, Accident, Retina Detachment, Bone Marrow transplant, Kidney transplant, Liver transplant and any other major ailments (to be approved by the committee).
- Buffer will be allotted on ‘first come first served basis’ upto its availability.
- Buffer not available for normal delivery.
- If both husband and wife are working in the bank, buffer will be available after they exhaust their entire eligible amount.
- If the expenses incurred is beyond Rs.15,00,000/- as said earlier, such claims will be settled in the end of the year, subject to availability of Buffer.

- In case of death of an employee, there is no ceiling on Buffer.

16. Retirement

- After reaching 57 years of age, an employee may be retired after giving him two months notice, if his efficiency is impaired.
- A workman shall not be compelled to retire before 60 years of age and no letter for extending his service upto 60 years is required.
- Retirement will be on the last day of the month in which employee completes 60 years.
- If the date of birth of an employee is 1st of a month, his retirement will be from that date.
- Employees can encash PL upto 240 days at the time of retirement. In case of death of any employee, family will get the encashment.
- PL encashment upto Rs.3,00,000/- is exempted from payment of Income Tax.

17. Provident Fund

- With effect from 01.11.2002 the rate of PF is 10% of Pay.
- Pay = Basic Pay, Special Pay, PQP, Graduation Pay, Officiating Pay and Increment component of FPP.
- PF will be deducted from the date of confirmation.

- PF funds to be managed by a trust, with workmen nominee.
- No deduction shall be made in the final payment to the subscriber or his nominee.
- Employee who completes 10 years of service will get the Bank's contribution with interest.
- Those who have completed 5 years and not completed 10 years will get 10% of Bank's Contribution with interest.
- Banks may fix a higher percentage of PF at their level.
- The money under PF shall not be forfeited except where the employee is dismissed causing financial loss and it will be limited to the extent of loss.
- Willing employee can contribute Voluntary PF without any ceiling.
- VPF once started should be remitted atleast for a period of 6 months.
- The quantum of PF loan is 12 times of Pay.
- Loan can be renewed after paying 8 installments.
- PF loan is repayable in 84 monthly installments.
- In case of premature adjustment of the loan, fresh loan can be availed after lapse of 6 months from the earlier loan.

Non-refundable Withdrawal

- NRW is available to employees, who have put in, more than 10 years of service.
- NRW can be availed six times during the service.
- He can withdraw upto 100% of his contribution including VPF as on the closing of preceding financial year, net of PF loan outstanding, if any.
- During the last 10 months of service, he can withdraw 90% of his contribution including VPF as on the closing of preceding financial year, net of PF loan outstanding, if any.
- Purposes: Marriage of wards, Housing – (Purchase, Construction, Repayment of Housing loan), Payment of LIC premium, Higher education of wards, Costly medical treatment, Repairing and renovation of house/flat owned by the employee.
- If the NRW amount could not be used for the purpose, it may be re-deposited with the permission of AGM(HR) at CO.

18. Gratuity

- Applicable to all the employees, irrespective of their option for Provident Fund, Contributory Pension Scheme, New Pension System.
- Payable after 10 years of service on superannuation, VRS, termination of service and to the nominee in case of death.

As per Act:

- Pay + DA x 15/26 x No of years of service (Max Rs.20 Lacs with effect from 29.03.2018)

As per Bank Rules :

- Pay x No of years of service (max 15 months upto 30 years) and ½ month pay for every year beyond 30 years.
- Employee will get the highest.
- Total service will be calculated from the date of joining.
- Gratuity above Rs.20 lacs attracts Income Tax.
- Dismissed employee will also get Gratuity. If there is any financial loss, to that extent deduction will be made.
- As per Gratuity Act, parents, if earlier nominated, will cease to be nominees, once the employee gets married.

19. Pension

- All employees who joined the services of the Bank on or after 01.11.1993 upto 31.03.2010 and those existing employees who have opted for Pension Scheme are eligible to get pension.
- Those employees who join the Bank after 35 years of age are given the option to choose PF within 90 days of joining the Bank.
- A board of trustees manages the Pension Fund.

- Every year bank has to make an actuarial calculation and make additional contribution to the Fund, if needed.
- The period of loss of pay will not be taken for payment of pension.
- Broken period of above 6 months will be treated as one year and less than 6 months will be ignored.
- On Resignation, dismissal, removal, termination from service, the entire past service will be forfeited and the employee will not get pension.
- An ex-servicemen will continue to draw Military Pension and his service in the army will not be taken as Bank's service.
- On retirement, employee will get superannuation pension.
- Employee will get full pension if he completes 33 years of service.
- For less service, it will be proportionate.
- Minimum service required for pension is 10 years.
- For Voluntary Retirement, 20 years service is required.
- Those who take VRS under Regulation 29, their pensionable service will be to the extent of their left out service, subject to a maximum of 5 years.
- A person opting for VRS should give 3 months notice.
- A person with 10 years of service, retiring from the Bank due to mental/physical incapacity will get invalid pension.
- A person on dismissal, removal, termination from service, if deserve special consideration, a compassionate allowance will be permitted. This will not exceed 2/3 of the normal pension.

- A person with 10 years of service, retiring from the Bank on the orders of the Bank in public interest will get premature retirement pension.
- On compulsory retirement, an employee will get minimum 2/3 pension and maximum full pension.
- Pay for Pension = Basic Pay, Stagnation increments, Special Pay, PQP, Graduation Pay, Increment component of FPP.
- DA is payable on pension including the commuted portion of pension. Wef 01.11.2017, DA payable is 0.07% per slab above 6352 points of CPI of 1960.
- An employee who expired after one year of service or within one year of service, duly underwent medical examination will get family pension.
- The family of a retired employee will get family pension after his death.
- Family pension will be 30% of the pay drawn by the deceased employee without ceiling, subject to the approval of the Government.
- Son can get upto 25 years of age.
- Daughter can get upto her marriage.
- Widowed or divorced daughter can get pension.
- Parents will get in case the employee has not left any family.
- Widow/Widower will get family pension till her/his death or remarriage.
- Son/Daughter will get family pension upto the age of 25 or till his/her marriage, whichever is earlier.

- If the son or daughter is having physical or mental disability, they will get pension throughout their life.
- The family of Ex-servicemen can draw both the family pension. i.e., from Military and from Bank.
- 1/3 of the pension may be commuted.
- At 60 years of age the commutation will be – $\text{Pension}/3 \times 9.81 \times 12$.
- If a person takes VRS at the age of 45, it will be – $\text{Pension}/3 \times 14.37 \times 12$.
- Commuted portion will be restored after 15 years.
- Bank can recover dues from Pension.
- A pensioner, who was not an officer, need not get any permission to go for commercial employment.
- The employees who have retired from the service prior to 01.01.1986 or their spouses are eligible for an ex-gratia of Rs.300/- per month + Dearness allowance thereon.
- With effect from 01.11.2012, Part Time Service will be reckoned as full time service from the date of appointment or from 01.09.1978, whichever is later.
- Employees who are in service as on 01.11.2017 and retired thereafter but before 11.11.2020 and opted for commutation have an option not to claim incremental commutation on revised basic pension.
- For the employees retired between 01.11.2017 and 31.08.2018, the eligible actual pay will be taken from 01.11.2017. With regard to the pay for the period before 01.11.2017 the actual pay plus Dearness Allowance at the rate of 47.80% will be taken into account.

Age Next Birthday & Commutation Factor

Age	Factor	Age	Factor	Age	Factor	Age	Factor
41	15.64	49	13.54	57	11.10	65	8.50
42	15.40	50	13.25	58	10.78	66	8.17
43	15.15	51	12.95	59	10.46	67	7.85
44	14.90	52	12.66	60	10.13	68	7.53
45	14.64	53	12.35	61	9.81	69	7.22
46	14.37	54	12.05	62	9.48	70	6.91
47	14.10	55	11.73	63	9.15	71	6.60
48	13.82	56	11.42	64	8.82	72	6.30

National Pension System (NPS)

- All employees who join the Bank on or after 01.04.2010 will be covered under New Pension Scheme (Defined Contribution Pension Scheme) as applicable to the employees of Central Government with effect from 01.01.2004 and modified from time to time.
- They are not eligible for any Provident Fund applicable to those joined earlier.
- Employees will be contributing 10% of their Basic and Dearness Allowance and Bank will make a contribution of 14% of Basic and DA to NPS.
- New Pension System is made into a law by the Parliament.

- The service charges by the service provider/fund manager of NPS will be borne by the Bank.
- They are eligible to get Gratuity as per Act or as per Bank's rules, whichever is higher.
- However, they are not eligible for any Provident Fund.
- Those who exit the NPS after 3 years of joining the scheme, if the corpus is less than Rs.2,00,000/- he can withdraw the entire amount.
- If the corpus is more than Rs.2,00,000/-, 40% to be invested in a pension fund and the rest can be withdrawn.
- If an employee exit before 3 years of joining NPS and if the corpus is less than Rs.1,00,000/-, he can withdraw the entire amount.
- If the corpus is more than Rs.1,00,000/-, 80% to be invested in a pension fund and the rest can be withdrawn.
- In case of death of an employee, entire corpus will be given to the nominee.
- An employee can withdraw not more than 25% of his contribution to the NPS for higher education of children, marriage of children, purchase/construction of the house/flat in his name and jointly with his spouse provided he is not individually or jointly owing a house/flat, for treatment of major diseases of his dependents.
- For partial withdrawal, employee should have in NPS for three years.
- An employee can make partial withdrawal three times in his service.

20. Performance Linked Incentive Scheme:

- Performance linked incentive based on Operating profit/Net profit from the year 2020-2021.
- This is over and above the normal salary payable every year.

No	YoY Growth in Operating Profit	No. of days for which salary (Basic+DA) shall be paid
1.	<5%	Nil
2.	5% to 10%	5 days
3.	>10% to 15%	10 days*
4.	>15%	15 days*

*3rd and 4th slabs are payable only if the bank has Net Profit. If a Bank has growth in Operating Profit of 5%, but no Net Profit, then minimum 2nd slab of 5 days will be payable.

21. Uniform and Liveries

- All subordinate staff will get 3 sets of Terry Cotton (khadhi) uniforms once in two years and one set of Woolen uniforms once in three years.
- In hill stations, one set of woolen uniform every year and one set of terry cotton uniform once in three years will be supplied.

- Watchmen, Armed Guards, Drivers, Electrician, Air-condition plant helpers are eligible for one pair of shoes once in two year.
- Non-wearing of uniform will be considered as minor misconduct.
- With effect from 01.10.2016, rates are as under:

No.	Item	Periodicity	Amount
1.	Terry Cotton/Khadi – per set	3 Sets for every 2 years	Rs.1400/-
2.	Woolen Uniform – per set	1 set for every 3 years	Rs.3600/-
3.	Shoes	1 set	Rs.1000/-
4.	Raincoat	1 no.	Rs.350/-
5.	Umbrella	1 no.	Rs.225/-

22. Joining Time on Transfer

- On Management transfer employee will get 6 days joining time excluding holidays either immediately after relieving or within three months after joining the new place of posting.
- For transfer in the same station, one day joining time is allowed.
- Employees who opt for request transfer is eligible for joining time only once during his entire service. However, they are not entitled for any TE Bill.

23. Travel on Duty

- Clerical employees are eligible to travel by AC II Tier.
- Subordinate employees are eligible to travel by AC III Tier.
- Any surface transport can be used and reimbursement will be maximum of Rs.6/- per Km.
- If an employee is forced to travel by a lower class, at the discretion of the Management he can be paid his eligible class.
- On transfer the employee can claim the travel expenses for his family in the class eligible to him.
- In case of request transfer, employee cannot claim any TE Bill. However, once during the service, he can avail joining time.
- He is also entitled to claim expenses to transport his belongings by rail or road by an IBA approved Transport Operator as under:

Category	Eligible Kgs.
Clerk – Married	3500
Clerk – Unmarried	2500
Subordinate Staff – Married	2500
Subordinate Staff – Unmarried	1500

For breakages during transporting personal belongings, following will be paid:

Category	Rs.
Clerk – Production of Receipts	1650
Clerk – On declaration basis	1100
Subordinate Staff – Production of Receipts	1100
Subordinate Staff – On declaration basis	825

- Employees will be given 100% of the expected expenses as advance.
- TE bill should be submitted within 7 days on completing the tour.

24. Festival Advance

- One month's Gross Salary rounded off to the nearest 100.
- Recovery in 10 equal monthly installments.
- Once in a calendar year.
- Free of interest.

25. Salary Advance

- Salary advance can be availed twice in a colander year.
- Maximum of 80% of the last month's net salary.

26. Loans

Conveyance Loan

For four wheelers:

- Employees having 3 years of completed service. For Ex-servicemen, their defence services will also be taken into account.
- Loan for clerks : 90% of the cost or Rs.8.50 lacs, whichever is lower.
- Loan for Subordinate Staff : 90% of the cost or Rs.5 lacs, whichever is lower.
- Repayment 200 installments.
- Principal and Interest to be recovered in 7:3 ratio and up to the age of 70 years.
- If an employee ceases to be in service prior to superannuation due to any reason, he has to adjust the entire loan.
- Rate of Interest - 6.5%
- Loan is not available for repair of motor car.
- Second hand vehicle below 10 years old can be purchased. Margin will be 20%.
- Old vehicles require qualification and valuation certificate.
- Four loans can be sanctioned during the service and the gap between two loans should be more than 4 years.
- Take home pay with this loan installment should be 35%

For Two wheelers:

- Employees completed 2 years of service are eligible for the loan.
- Loan for clerks : 90% of the cost or Rs.1,00,000/-, whichever is lower.
- Loan for Subordinate Staff : 90% of the cost or Rs.80,000/-, whichever is lower.
- Repayment in 84 installments.
- Principal and Interest to be recovered in 5:1 ratio.
- Rate of Interest - 6.5%.
- Second hand vehicle below 5 years old can be purchased. Margin will be 20%.
- Old vehicles require qualification and valuation certificate.
- Four loans can be sanctioned during the service and the gap between two loans should be more than 4 years.
- Take home pay with this loan installment should be 35%
- Vehicle to be hypothecated to the Bank. Vehicle should have comprehensive insurance.
- While availing second loan, earlier loan should be fully adjusted.
- If an employee sells and adjusts his loan, the surplus if any should be used for purchase of a new vehicle.
- An employee can avail simultaneously a loan for 4 wheeler and another loan for 2 wheeler to the extent of limit mentioned above.

Gold Loans:

- Employees can avail gold loan at par with general customers.

NSC Loan:

- Maximum quantum Rs.30,000/- in one financial year at concessional rate of interest.
- More than Rs.30,000/- can be availed at commercial rate of interest.
- Margin 10%

Clean Overdraft:

- With effect from 01.04.2020, to all employees completed 2 years of active service.
- For any bonafide purpose except speculation/construction or repair of house or purchase of house.
- Quantum of facility:

Category	Upto 4 years	Above 4 years
Clerk	Rs.6 lacs	Rs.7 lacs
Sub-staff (FTS)	Rs.4 lacs	
PTS – 3/4 th	Rs.3 lacs	
PTS – 1/2	Rs.2 lacs	
PTS – 1/3	1 lac	

- Limits inclusive of interest.
- Service refers to the aggregate service.
- On promotion, employees eligible for higher limit.
- Rate of Interest = MCLR with one year tenor.
- Interest will be recovered from the salary of the employees on monthly basis.
- Take home pay should be 40%.
- Outstanding will be adjusted from the terminal benefit at the time of retirement.

Housing Loan:

- All confirmed employees would get the loan. (six months service)
- Loan can be availed for purchase of land and construction thereon in the name of the employee or along with his spouse.
- Loan can be for purchase of ready built house/flat in the name of the staff or along with his spouse. Life of the house should be 10 years more than the tenure of the loan.
- Loan can be for construction of house in a plot owned by the employee or his spouse or by both.
- Loan can be for enlargement/extension of an existing house already owned by the employee.
- Loan can be for repayment of housing loan availed from external institutions.

- Employees can avail loans for two houses at concessional rate of interest.
- Loan can be for transfer of security and the quantum will be the difference between the sale proceeds of the old house and the cost of new house or the eligible loan amount, whichever is lower.
- **Quantum:**

Category	Amount
Clerks	Rs.40,00,000/-
Subordinate Staff	Rs.25,00,000/-
PTS $\frac{3}{4}$	Rs.18,75,000/-
PTS $\frac{1}{2}$	Rs.12,50,000/-
PTS $\frac{1}{3}$	Rs. 8,33,000/-

- Rate of interest - Base rate or 5.5% (simple) upto Rs.40 lacs and 6.0% above Rs.40 lacs at half yearly rests on daily diminishing balance method (simple).
- Margin 10% on project cost
- Project cost will include price of land, house, flat, cost of construction, extension, registration charges, stamp duty, premium of group insurance scheme covering the housing loan.
- Cost of land can be upto 50% of the total loan amount.

- Take home pay 40% and 25% if any loan is availed from Union Bank of India Co-operative Thrift and Credit Society.
- For take home pay income of spouse can be taken into account. 50% of the future rental income of the house also can be taken into account.
- Husband and wife working in the bank can avail loans as individual employees. However, they cannot have more than two dwelling units.
- Repayment upto 75 years of age to all the employees subject to a maximum of 360 months.
- Principal and Interest to be recovered in 2:1 ratio for loans beyond 20 years schedule.
- Principal and Interest to be recovered in 3:1 ratio for loans upto 20 years schedule.
- In case of flat/house under construction, interim security in the form of third party guarantee needed.
- Employees above 55 years of age and wish to purchase a ready to move house or flat can avail loan upto 59 years and 9 months, if EM can be immediately created.
- Employees above 55 years of age in order to avail loan for a under construction house have to provide collateral security for equivalent value.

- Employees above 55 years of age and wish to construct a house on the plot owned by him has to create EM and disbursements should be completed before his retirement.

➤ **Quantum for Repairs and Renovation :**

Category	Amount
Clerks	Rs.10,00,000/-
Subordinate Staff	Rs. 7,00,000/-
PTS $\frac{3}{4}$	Rs. 5,25,000/-
PTS $\frac{1}{2}$	Rs. 3,50,000/-
PTS $\frac{1}{3}$	Rs. 2,33,000/-

- Employees can avail loan for repair and renovation after seven years from the date of availing of housing loan.
- Margin 10%.
- Repayment in 240 monthly installments or 75 years of age, whichever is less. Principal : Interest = 3:1.
- In case of construction, repayment will start after 2 years from the date of first disbursement or six months from the completion of house.
- In case of purchase, recovery will start after three months from the month of disbursement of loan.
- In case of repayment after retirement, the maximum quantum of installment should be 60% of the net pension drawn by the employee upto 120 months.
- Employees who opt for VRS after 25 years of service will be allowed to continue staff housing loans.
- Employees who resign, who are dismissed, compulsorily retired/removed employees have to liquidate the entire

housing loan. Resigned employees may opt for conversion to Union Home.

- Employees allowed repayment after retirement will be allowed concessional rate of interest.
- Housing loans availed by the employees with their earlier Bank can be taken over after completion of two years of service.
- The house created by second housing loan cannot be sold within a period of 10 years.
- If an employee want to sell his house within 10 years, his entire loan will be treated as Union Home.
- In case of death of the staff member, separation of the employee from the Bank, the house can be sold and loan can be adjusted.
- For purchase of land, house, flat etc., the sale deed, acquisition and mortgage should be completed in three months. In case of genuine difficulties, the time can be extended.
- House should not be let out for any commercial activity.
- Bank's permission should be obtained before letting out the house created by bank loan.
- Staff Housing Loan cannot be availed for acquiring third house.
- Employee can purchase the plot/house from his close relatives, if the same is acquired from his own source and he should not be a dependent to the employee.

Loan for Repair:

Category	Amount
Clerks	Rs.10,00,000/-
Subordinate Staff	Rs.7,00,000/-

- Margin 25%.
- Quantum = Present Eligibility – Already Availed.
- Repayment in 240 months or till the age of 70, whichever is earlier at 3:1 ratio of Principal and Interest.
- In case of employees having repayment beyond 60 years, they have to adjust the remaining loan amount, leaving amount equivalent to 60 months of pension, to be repaid in the remaining 120 months (10 years) at the rate of 50% of Pension.
- In case of VRS/Resignation, the balance loan will be treated as loan under Union Home.
- In case of under construction flats, interim collateral security of same value is needed.

27. Furniture Loan

- Quantum : Clerks Rs.1,20,000/-
Subordinate Staff Rs.80,000/-
- Rate of Interest : 1 year MCLR (Simple)
- Margin : 10%
- Eligibility : 3 years of satisfactory service.
- Repayment : 60 Months. Principal 48 Months
Interest 12 Months

- If the left out service is less than 60 months, recovery will be made at 4:1 ratio.
- Eligible for two loans in service with a gap of 5 years.
- On promotion to clerical cadre, the difference can be availed.
- If difference is availed, it will not be treated as a separate loan.
- Take home pay 40%
- As far as possible, branded wooden furniture should be purchased.
- Quotation/pucca bill mandatorily should have printed GST number of the vendor.
- Disbursement directly to the vendors.

28. Promotion Policy:

Clerical to Officer Cadre:

- Two channels of promotion – Seniority (State Service) and Merit (All India Service).
- Proportion of promotion and direct recruitment for the year 2013-2014 and onwards: State Service 35%, All India Service 25% and Direct Recruitment 40%.

State Service:

- Eligibility – 3 years of service
- Twice the number of identified vacancies will be allowed to participate.
- Weightage for graduation – 1 year
- Weightage for post graduation, double degree – 1 year
- For CAIIB – I/JAIIB – 1 year
- For CAIIB – II /CAIB – 2 years
- Written test for 100 marks in Practical Banking and Computer Application on CBS. Minimum qualifying marks – 35. For SC/ST candidates – 30.
- Successful candidates will be ranked as per State-wise simple seniority and offered promotion.
- Applicants not attending the test will be barred for a period of 1 year.
- They will be posted within the State.

All India Service:

- Eligibility – 2 years of service
- Vacancies will be identified on All India Basis.
- A written test will be conducted with the following subjects. Minimum qualifying marks and Maximum marks are given below:

Subject	Total	General Minimum	SC/ST Minimum
Banking	100	35	30
CBS/IT	100	35	30
Commercial Law/Accountancy	100	35	30
English	100	35	30

- For length of service, one mark for every year, after completion of 10 years will be given subject to a maximum of 10 marks.
- For rural service 2 marks will be given per year of service, subject to a maximum of 10 marks.
- Educational Qualification marks will be:

Educational Qualification	Marks
Post Graduation	2
LLB/Diploma of IIBF	3
CAIIB Part – I	4
CAIIB Part – II	6
All put together maximum 10 marks	

- Service, Rural Service and Educational qualification put together, maximum marks will be 25.
- An interview will be conducted for 20 marks. No minimum qualifying marks.
- Generally, posting will be on All India basis. If vacancies are available in the State, after requests are considered, posting can be given in the same State.
- Those who are posted outside the State will be brought back, first to go, first to come basis.
- Those who refuse will be barred for 1 year.

General for both the channels:

- 10% will be kept as wait list and offered promotion against refusals.
- If the vacancy in Seniority channel is not filled in, it will be filled in from the merit channel.
- Ex-servicemen will have maximum of 2 years weightage. (one for every 5 years of Army service).
- Employees can appear on both the channels.
- Subject-wise marks will be given to unsuccessful candidates.
- Chartered Accountant, Cost Accountant, Company Secretary, Chartered Financial Analyst qualified employees need to appear for interview only under All

India Service. They will be taken separately without any number restriction.

- Unfilled seniority vacancies will be filled by All India Service and unfilled vacancies in All India Service will be filled by Direct recruitment.
- A person promoted to officer cadre can seek for reversion within one year and on reversion he will be posted in the same Station subject to availability of vacancy.
- On reversion, he will be barred for a period of 2 years.

Fitment Formula – Clerk to Officer w.e.f. 01.11.2007 :

Stage	Basic Pay (From 01.05.2010)	10 th Bipartite Basic Pay	Fitment in JMS I 01.05.2010	Fitment in JMS I 10 th BP
	Rs.	Rs.	Rs.	Rs.
1	7200	11765	14500	23700
2	7600	12420	14500	23700
3	8000	13075	14500	23700
4	8400	13730	14500	23700
5	8900	14545	14500	23700
6	9400	15360	14500	23700
7	9900	16175	14500	23700
8	10500	17155	14500	23700
9	11100	18135	14500	23700
10	11700	19115	15100	24680
11	12300	20095	15700	25660
12	13000	21240	16300	26640
13	13700	22385	16900	27620
14	14400	23530	17500	28600
15	15100	24675	18100	29580
16	15800	25820	18700	30560
17	16500	29965	19400	31705
18	17200	28110	20100	32850
19	18500	30250	20900	34160
20	19300	31450	21700	25470
21	20100	32850	22500	36780
22	20900	34160	23300	38090
23	21700	35470	24100	39400
24	22500	36780	24900	40710
25	23300	38090	25700	42020
26	24100	39400	25700	42020
27	24900	40710	25700	42020
28	--	42020	--	42020

- Promotee officer will get the next increment in Officer Cadre on the anniversary date of his last increment.
- Employee upto 9th stage will get the increment in officer cadre on the anniversary date of promotion.
- Those who have completed more than one year in the basic pay of Rs.19300/31450, 20100/32850, 20900/34610, 21700/35470, 22500/36780 will draw their next increment on the anniversary date of their last increment.
- Those who have completed less than one year in the basic pay of Rs.19300/31450, 20100/32850, 20900/34610, 21700/35470, 22500/36780 will draw their next increment after fitment on the anniversary date of promotion.
- Those who have completed more than one year in the basic pay of Rs.23300/38090, 24100/39400, 24900/40710 will earn their next increment on the anniversary date of their last increment subject to crossing of efficiency bar.
- FPP drawn as clerk will continue.
- Increments drawn for JAIB/CAIB will be reduced in the Clerical Scale and fitment will be given. JAIB/CAIB increments will be given in the Officer's Scale. If the increments earned will be less than the increments reduced, no reduction will be made.
- Despite the above, if the Officer salary (Basic + DA) is less than the Clerical salary a Temporary Personal Allowance will be given and the same will be wiped out in three equal installments.

Subordinate Staff to Clerical Cadre:

- 25% of vacancies in clerical cadre will be filled in through promotion from Subordinate Cadre.
- Two channels of promotion – (1) Seniority channel
(2) Merit channel.
- Weightage for service:

1/3 Scale service as PTS	4 months per year of service
1/2 Scale service as PTS	6 months per year of service
3/4 Scale service as PTS	9 months per year of service

Seniority Channel:

- 50% vacancies through Seniority Channel and 50% through Merit Channel.
- Subordinate staff (including HK) completing 3 years of service are eligible to appear.
- Twice the number of identified vacancies will be called for the process.
- They will be given 6 days training in Computer/CBS.
- There will be practical/written test for 80 marks. An interview will be conducted for 20 marks. For the total 100 marks, those who secure above 30 marks will be considered as successful. For SC/ST candidates the minimum marks will be 25.
- Successful candidates will be ranked as per simple seniority. Those who are above 100% of the identified

vacancies will be kept in the panel for one year. If vacancies are available under merit channel, they will be absorbed.

Merit Channel:

Eligibility:

Studied upto SSLC	2 years service
Upto 7 th Standard	5 years service
No Educational qualification	10 years service

- A written test will be held for 100 marks. Subject and maximum/minimum qualifying marks will be as under:

Subject	General	SC/ST	Total
Clerical Aptitude	6	5	20
Elementary Banking Knowledge	12	10	40
Computer Literacy	12	10	40
Minimum required	30	25	100

- An interview will be held for ranking with 20 marks.

Weightage:

- One mark for every completed year of FTS beyond 5 years, with maximum of 15 marks.

Service marks for PTS Service :

1/3 scale	0.33 marks per year
½ scale	0.50 marks per year
¾ scale	0.75 marks per year

- Those who are above 100% will be absorbed against refusals or any vacancy within a year.
- Over and above these promotions, all subordinate staff who become a graduate or post graduate will be promoted to clerical cadre.
- They will be promoted with effect from the date of their application for promotion.
- Those who refuse will be barred for 2 years.
- During the probationary period reversion will be permitted and posting will be given in the same place subject to identified vacancies.
- Those applicants, who are not attending the test will be barred for 1 year.
- An employee can appear on both the channels.
- Ex-servicemen will have maximum 2 years weightage (one for every 5 years of Military service)
- Vacancies of one channel can be used for the candidates of the other channel.
- Subject-wise Mark list will be given to unsuccessful candidates.

Promotion on Graduation:

- Those who are becoming graduates, have to submit an application to the Management and they will be promoted from the date of application.
- These promotions will be adjusted against direct recruitment quota.

Fitment Formula Subordinate Staff to Clerks w.e.f. 01.05.2010 :

Stage	Basic Pay (From 01.05.2010)	10 th Bipartite Basic Pay	Fitment (Peons) 01.05.2010	Fitment (Drivers) 01.05.2010
	Rs.	Rs.	Rs.	Rs.
1	5850	9560	7200	8900
2	6050	9885	7600	8900
3	6250	10210	8000	8900
4	6450	10535	8400	9400
5	6650	10860	8400	9400
6	6900	11270	8900	9900
7	7150	11680	8900	9900
8	7400	12090	9400	10500
9	7650	12500	9400	10500
10	7900	12910	9900	11100
11	8200	13400	9900	11100
12	8500	13890	10500	11100
13	8800	14380	10500	11700
14	9100	14870	11100	11700
15	9450	15440	11100	12300
16	9800	16010	11700	12300
17	10150	16580	11700	13000
18	10550	17235	12300	13000
19	10950	17890	12300	13700
20	11350	18545	13000	13700
21	11750	19200	13000	14400
22	12150	19855	13700	14400
23	12550	20510	13700	14400
24	12950	21165	14400	15100
25	13350	21820	14400	15100
26	13750	22470	15100	15100
27	14150	23130	15100	15800
28	--	23785	15800	15800

- Employees fitted in the lower clubbing stage will draw their next increment on the anniversary date of promotion.
- Employees fitted in the higher clubbing stage will draw their next increment on the anniversary date last increment in subordinate cadre.
- Subordinate FPP will be continued till they reach their maximum.
- On reaching the maximum, Clerical FPP will be given.

29. Transfer Policy:

- State-wise common Transfer Diary will be maintained to register the request transfers.
- Employee will be informed about his seniority number in the Transfer Diary.
- Employee can give 3 options for transfer to 3 different stations.
- If he/she wishes to get transfer to any of the branches in any another State, he can give a fourth option.
- Zonal Office/Nodal Regional Office will register the request based on the date received by them.
- Transfer orders will be issued as per Transfer Diary 'on first come, first served' basis.
- Request transfer will be considered in preference to new recruits.

- Once in the career, employee can avail joining time on request transfer.
- Requests will be entered as per designation.
- Inter Zone, Inter State transfers will be done by Central Office.
- Once the order is issued, the name of the employee will be struck from the transfer diary. If 1st preference is considered, 2 and 3 will be deleted. If 2nd preference is considered, 3rd preference will be deleted.
- Female candidate will have preference over other transfer requests under separation of spouse joining category twice during the entire service.
- Mutual transfer will be considered, if the employees stand number one to the other stations from their respective stations. This will be considered on chain basis also.
- Posting on appointment of sportsmen, blind persons, physically challenged persons, spastics; compassionate ground will have preference over transfer diary.
- Transfer of Physically challenged persons will be considered over the transfer diary on genuineness of each case through JCC.
- When branches are opened in a new station, circular will be issued and among the applicants, the senior-most will be given posting.
- Temporary transfers will be considered based on merits of each case. Maximum period of temporary transfer is one year.

- Rotation transfers will be made within the same station. This is applicable wherever there is more than one branch in a station. Station is the Panchayat or Municipal or Corporation limits. Employees with more than 5 years of service in a branch will be rotated.
- In case, a clerk is deployed to another station, he will be paid Rs.600/- per month as compensation.

30. Higher Assignment Policy - Clerks:

- Mode of Selection – All the posts will be filled in by inviting applications from the eligible employees.
- Seniority will be the basis of selection.
- Weightage:

Educational Qualification	Year/s
Graduation	1
Post Graduation/Double Graduation	1
Maximum for Educational Qualification is 2 years	
CAIIB Part – I	1
CAIIB Part – II	2
All put together maximum 5 years	

- Higher assignment will take effect from the date mentioned in the order.

- The process for filling up the post will start within one month from the date of arising of the vacancy.

Special Assistants:

- Creation of posts in Rural Areas: Having average total business of 27.50 crores for the previous two financial years as on 31st March.
- Creation of posts in Semi-urban Areas: Having average total business of 50 crores for the previous two financial years as on 31st March.
- No new posts in Urban and Metro areas.
- Application will be called for the identified vacancies after acceding to the pending transfer requests.
- Among the applicants the senior most will be selected subject to satisfactory service record.

Head Cashier II/ Clerk:

- Application will be called from the eligible employees.
- The senior-most to each station will be selected and issued with the order.

Single Window Operator – B:

- All the posts of SWO-B will be filled in by inviting application from the eligible SWO-As working in the Station and the same will be given based on their seniority.

Temporary Officiating:

- All the vacancies on temporary basis will be given to the senior-most clerk in the branch who is not drawing any allowance or allowance more than the one which is called for.

Receiving Cashiers:

- Duties of receiving cashier will be entrusted to any clerk working in that branch on rotation basis.

Bar Provision:

- Any person who is refusing to accept the offer of higher assignment order will be barred for 1 year for that post.
- Persons transferred from one State to another will be barred for a period of 1 year.
- During the operative period of punishment, subject to a maximum of 1 year, the employee will not get the posts attracting Special Allowance.

31. Higher Assignment Policy – Subordinate Staff:

- Head Peons: The post will be created if the branch is having more than 7 subordinate staff. The senior-most will be posted as Head Peon.
- Every branch will have the post of Daftary. The senior-most in the station will be posted as Daftary.

- Housekeeper-cum-Peon are also eligible to become Daftary based on their seniority.
- Temporary officiating will be allowed to the senior-most in the branch.

32. Compassionate Appointment & VRS on Medical

Grounds:

- Compassionate appointment will be given to the dependents of the employee who dies while in service including death due to suicide.
- An employee who is medically incapacitated can opt for employment to one of his dependent family member before his attaining the age of 55.
- Medical incapacitation to be certified by the District Medical Board.
- Spouse, dependent son, dependent daughter are the dependent family members. In the case of unmarried employee, his dependent brother or sister can be dependent family member.
- Appointment will be made in clerical or sub-staff cadre only.
- The family members of the employee, who expires while in service, will get compassionate appointment in the Bank subject to reckoning his/her indigence (financial condition).

- The applicant family member should be eligible and suitable for the job.
- Family member should be above 18 years and no upper age limit.
- The family can apply for compassionate appointment within five years from the date of death of the employee.
- Compassionate appointment is available upto 5% of the direct recruitment vacancies.
- A widow appointed on compassionate ground will be allowed to continue in employment even after her re-marriage.
- Depending upon the financial conditions of the family an appointment can be given, even if one of the family member is gainfully employed.
- In case of missing employees, request for employment can be considered after two years from the date of missing.
- Person appointed should give an undertaking to take care of the dependents of the deceased employee.
- Employment will be based on the educational qualification of the family member and not based on the cadre in which the deceased employee was working.

- Financial compensation in lieu of employment is also available where the family is not in a position to accept employment as under :

Category	Minimum	Maximum
Clerks	Rs.3 Lacs	Rs.7 Lacs
Subordinate Staff	Rs.2 Lacs	Rs.6 Lacs

33. Staff Welfare Measures:

Medical Clinic:

- Every Regional Office will have a Medical Clinic for the use of staff members.
- It will be provided with a General Practitioner, Homeopath and a Cardiologist.
- General Practitioner will attend for the entire week for 1-1/2 hours a day.
- Cardiologist will attend twice a week for 1-1/2 hours a day.
- General Medicines will be provided.
- The tests, which are required by the Doctor, will be done at the cost of the Bank.
- For this, the bank will have tie-up arrangement with a laboratory.

Health Check-up:

- All the employees above 35 years of age are eligible for Health Check-up every year.
- The employee or his/her spouse can avail this facility.
- Male members will be reimbursed maximum of Rs.1500/- (Total Rs.2400/-)
- Male members above the age of 35 can get Rs.900/- for Ultrasound Sonography of abdomen.
- Female members will be reimbursed maximum of Rs.2200/-. They should undergo Mammography or Ultrasound Sonography of abdomen.
- Female employees (Four months pregnant) can undergo Antenatal Checkup for two times in their service and the maximum eligibility is Rs.5000/- per time.

UBIREMAS:

- Union Bank of India Retired Employees Medical Assistance Scheme is applicable to all the retired employees and their spouses (not having income more than Rs.10000/-) after the age of 60.
- Applicable one time payment is Rs.3000/- for clerks and Rs.2000/- for subordinate staff.
- Reimbursement of hospitalisation expenses is restricted to 100% with the maximum of Rs.1,50,000/- in the case of employees and 75% in the case of spouses. In the case of minor ailments the reimbursement will be upto Rs.10,000/- per claim.

- The reimbursement for Subordinate Staff, Clerks and Officers upto Scale III will be as applicable to Scale III in the Bipartite.
- Annual Health Check-up to the Pensioner/Retiree and his spouse upto Rs.2000/-.

50% College Fees Reimbursement:

- Subordinate staff members are eligible to get 50% of the college fees paid to their two wards subject to a maximum of Rs.10,000/- per year.
- Fees means, term fees, examination fees, tuition fees, admission fees.

Reimbursement of School fees:

- A school fee upto 12th Standard to one ward of the staff member is reimbursed upto a maximum of Rs.2250/-.
- For diploma courses in polytechnic is eligible for two years.
- School fees include the tuition fees, cost of books.

Scholarship for Higher Education:

- Scholarship is eligible for one ward of the staff.
- Scholarship based on 10th marks for 10+2 studies – Rs.375/- per month.

- Scholarship based on 12th marks for college studies – Rs.500/- per month if day scholar and Rs.700/- per month for hosteller.
- Minimum marks required for the scholarship is as under:

Qualifying Examination	Officers and Clerks % marks above	Subordinate Staff % marks above
10 th Standard	75%	65%
12 th Standard under Science	75%	65%
12 th Standard under Arts	60%	50%
12 th Standard under Commerce	60%	50%
Final year diploma in Engineering	60%	50%

- Scholarship will be given for 3 or 4 years of graduation.
- If the ward continues his/her education, scholarship will continue for Post Graduation also.
- If the ward secures more than 60% marks in the graduation/diploma, they are eligible for scholarship to pursue post graduation or second graduation.
- Even if the employee expires, the scholarship will continue till the education is over.

Reimbursement of College fees:

- One ward of the employee is eligible for reimbursement of college fees.
- Engineering, Medical, Professional and Career oriented degree courses are eligible for reimbursement.
- Maximum eligible amount is Rs.3250/- per year.
- Fees includes college fees, cost of text books.

Honorarium for securing First Mark:

- One time honorarium of Rs.3000/- will be given to the ward, who is securing first mark in the overall annual performance in the School exam from 1st to 12th Standard.
- Honorarium to Employees completing courses of IIB:
- Employees completing diploma courses of IIB will be given a honorarium of Rs.5000/- and for completing MBA a honorarium of Rs.10000/- will be given.

Holiday Homes:

- Following holiday homes are available:
- Amritsar, Bangalore, Bangalore-A Ooty, Ooty-A, Goa (South), Guruvayur, Haridwar, Haridwar-A, Katra, Khandala, Mussorie, Munnar, Shirdi, Shirdi-A, Tirupathi-A, Thirumala-A, Shimla, Varanasi, Delhi, Kochi.
- Application through Union Parivar.

- Applicable rent is recovered from the salary.
- Retirees to remit in Account No.378901010036256, Name: UBI-Holiday Home Rent Collection Account, IFSC: UBIN0537896, Branch: MMO, Nariman Point. Retirees should share the remittance details to the controlling office to get confirmation.
- Allotment is on first come, first served basis. Check-in 11.00 a.m and Check-out 10.00 a.m.
- Booking can be done in 90 days advance.
- For cancellations before 15 days of occupation, refund will be made.
- Maximum 2 rooms can be booked. However, only one room is allowed at Shirdi & Matheran.
- Employees and their dependents alone can stay in Holiday homes.
- Retirees can book except on holidays.

Transit Quarters:

- Transit quarters are available to the staff members and their families while undergoing medical treatment.
- Presently available at Mumbai, Chennai, Delhi, Kolkata.
- Rs.10/- per day is charged.

Honorarium to Union Youth:

- This scheme is applicable to those outstanding wards of the employees who excel in sports and culture.
- State Level achievement Rs.5000/-
- National Level achievement Rs.10000/-
- International Level achievement Rs.20000/-

Canteen Subsidy:

- All employees, who are not getting the subsidized canteen facility are eligible for Rs.200/- per month from 01.08.2013.

Financial Assistance – LOP

- If an employee is on loss of pay due to ill-health, medical treatment, he will get an amount of Rs.3000/- per month for six months.

Financial Assistance to Physically Challenged:

- Physically challenged employees will get financial assistance of Rs.3000/- per year to purchase crutches, hearing aids, Braille books, other accessories, artificial legs, shoes, polio limbs, payment of computer courses.
- For hearing aid, the assistance for three years can be clubbed and an amount of Rs.9000/- can be availed.

Financial Assistance to Physically Challenged Wards:

- Physically challenged children of employees will get financial assistance of Rs.1000/- per year to purchase crutches, hearing aids, Braille books, other accessories, artificial legs, shoes, polio limbs, payment of computer courses/school fees.

Adjustment of Housing Loan:

- This scheme provides relief to the family of an employee who expires while in service to liquidate his housing loan.
- Ex-gratia maximum of 80% of the Housing Loan outstanding to Officers/Clerks subject to a maximum of Rs.2 lacs.
- For subordinate staff the outstanding upto Rs.2 lacs.

Death Relief Fund:

- Applicable to those who have opted for the scheme.
- You can apply through Union Parivar.
- Subscription Rs.125/- per month.
- In the event of death or Physically Challenged due to Serious Illness, Accident or otherwise resulting in loss of employment, the family will get Rs.4.50 lacs w.e.f. 01.11.2018.
- As such, there is no provision to refund the amount remitted by a staff member.

Life-time Appreciation Award

- Retiring employee will be given a memento worth Rs.7500/-.
- Ex-servicemen joining the Bank after completing 40 years of age and spouse/dependents joining the bank of compassionate ground after 35 years of age will get the Award at the time of Superannuation.

Financial Assistance to Children:

- In the case of employees who die while in service, two children of such employee will get a lumpsum of Rs.2000/- per year till they complete their 12th standard.

Interest Assistance to Education Loans:

- Wards of the employees, who are studying in IIM, IIT, NIR, AIIMS will get 1% assistance on their education loans.

Ex-gratia to Pre-1986 retirees:

- Over and above the ex-gratia pension given to pre-1986 retirees, they will get a lumpsum of Rs.5000/- per month.

34. Fringe Benefits:

Reimbursement of cost News Paper :

- Clerical Employees are eligible for reimbursement of News paper expenses upto Rs.175/- per month.
- Subordinate Staff Employees are eligible for reimbursement of News paper expenses upto Rs.150/- per month.

Reimbursement of cost Cleaning Materials :

- Clerical Employees are eligible for reimbursement of Cleaning Materials upto Rs.125/- per month.
- Subordinate Staff Employees are eligible for reimbursement of Cleaning Materials upto Rs.100/- per month.
- The above reimbursement will be made on quarterly basis. No accumulation/carry forward is allowed.

Petrol Reimbursement :

- All confirmed clerical staff will get 7 liters of petrol per month subject to a maximum of Rs.525/-.
- All confirmed clerical staff members, not owning any vehicles, will get Rs.175/- per month on declaration basis.
- All confirmed Subordinate staff will get 5 liters of petrol per month subject to a maximum of Rs.375/-.
- All confirmed Subordinate staff members, not owning any vehicles, will get Rs.125/- per month on declaration basis.

- When an award staff performs regular outside duties like attending clearing house, he will get the applicable conveyance apart from Petrol Reimbursement.

Accident Insurance Coverage :

- Bank is having a Group Accident Insurance Coverage Scheme to all the staff members of the Bank.
- Insurance Coverage available for any type of accidents, irrespective of the fact that the employee is on duty or otherwise.
- Clerical Staff - Maximum Coverage Rs.6,00,000/-.
- Subordinate Staff - Maximum Coverage Rs.4,00,000/-

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