

SECTION I

**PROVISIONS
AS PER**

INDUSTRY LEVEL

SETTLEMENTS

SCALES OF PAY

AWARDS / SETTLEMENTS	CLERKS Rs.	SUB-STAFF Rs.
Sastry Award	85-280	40-72
Desai Award	140-405	86-112
1st BPS	154-460	92-145
2nd BPS	170-550	116-200
3rd BPS	325-1040	245-455
4th BPS	520-1600	430-790
5th BPS	900-2860	815-1520
6th BPS	1750-5500	1600-3020
7th BPS	3020-8980	2750-5500
8th BPS	4410-13210	4060-7560
9th BPS	6200-18300 7200-19300*	5500-11000 5850-11350*
10 th BPS	11765-31540	9560-18545

Note: 1.In 1970, II BPS. 25 years span was reduced to 20 years.

2.E.B. was abolished in II BPS in 1970.

* Effective from 1st May 2010

STAGNATION INCREMENT

Benefit of Stagnation Increment was first introduced in 08.09.1983 Settlement

	No. of Stagnation Increments	Duration	
		Clerk	Sub-staff
08.09.1983 Settlement	2	5 years	5 years
5th BPS	3	3 years	2 years
6th BPS	4	3x3 years 1x4 years	3x2 years 1x4 years
7th BPS	5	5x3 years	5x2 years
8th BPS	6	6x3 years	6x2 years
9th BPS	7	6x3 years 1x2 years	7x2 years
10 th BPS	8	5x3 years 3x2 years	8x2 years

SCALE OF PAY AND INCREMENT: (CLAUSE 4 OF 10TH B.P.S.)

STAGE	CLERKS Rs.	SUB-STAFF Rs.
1	11765	9560
2	12420	9885
3	13075	10210
4	13730	10535
5	14545	10860
6	15360	11270
7	16175	11680
8	17155	12090
9	18135	12500
10	19115	12910
11	20095	13400
12	21240	13890
13	22385	14380
14	23530	14870
15	24675	15440
16	25820	16010
17	26965	16580
18	28110	17235
19	30230	17890
20	31540	18545
21	32850	19200
22	34160	19855
23	35470	20510
24	36780	21165
25	38090	21820
26	39400	22475
27	40710	23130
28	42020	23785

STAGNATION
INCREMENTS

Note:

- (a) Fitment in the new scales of pay shall be on a stage-to-stage basis.
- (b) There shall be no change in the dates of annual increments because of the fitment.

Stagnation Increments (CLAUSE 5 OF 10TH B.P.S.)

In partial modification of Clause 5 of Bipartite Settlement dated 27th April 2010, both clerical and subordinate staff (including permanent part-time employees on scale wages) shall be eligible for eight stagnation increments w.e.f. 1st November 2012 at the rate and frequency as stated herein under:

The clerical and subordinate staff including permanent part-time employees on scale wages on reaching the maximum in their respective scales of pay, shall draw eight stagnation increments at the rate of Rs.1310/- and Rs.655/-(pro rata in respect of permanent part-time employees) each due under this

settlement, and at frequencies of 3 years and 2 years respectively, from the dates of reaching the maximum of their scales as aforesaid except that in the case of clerical staff, sixth, seventh and eighth stagnation increments will be released two years after receipt of fifth, sixth and seventh stagnation increments respectively, provided that an employee who has completed two years or more after receiving fifth stagnation increment as on 1st November 2012 shall receive the sixth stagnation increment as on 1st November 2012.

Provided further that a clerical / subordinate staff (including permanent part-time employees on scale wages) already in receipt of seven stagnation increments shall be eligible for the eighth stagnation increment on 1st May 2015 or two years after receiving the seventh stagnation increment, whichever is later.

Definition of 'Pay' (Clauae 6 of 10th B.P.S.)

In reiteration of Clause 6 of the Bipartite Settlement dated 27th April 2010, 'Pay' for the purpose of Dearness Allowance, House Rent Allowance (HRA) and superannuation benefits including for contribution to National Pension System (NPS) shall mean Basic Pay, Stagnation increments, Special Pay, Graduation Pay, Professional Qualification Pay and Officiating Pay, if any

CLARIFICATION OF IBA ON STAGNATION INCREMENT TO NON-SUBORDINATE EMPLOYEES

HR & INDUSTRIAL RELATIONS

IBA CIRCULAR

No.HR&IR/CIR/2015-16/B/90/1377

September 19, 2015

Designated Officers of Member Banks

who are parties to Bipartite Settlement

Dear Sir/Madam,

10th Bipartite Settlement (1.11.2012 to 31.10.2017):

Stagnation Increments to Non-Subordinate Employees

As per the provisions of 10th Bipartite Settlement, it has been agreed to reduce the periodicity of 6th stagnation increment from 3 years to 2 years and to introduce 8th stagnation increment w.e.f. 1st May, 2015. 8th stagnation increment is to be released after two years on receipt of 7th stagnation increment or from 1st May, 2015 whichever is later. Keeping in view the cost constraints, it was further agreed that the consequential financial benefit to the employees could be released from 1st May, 2015. There is no change in periodicity of releasing the 7th stagnation increment and 7th stagnation increment is released after two years on receipt of 6th stagnation increment. In other words, an employee would be eligible for 8th stagnation increment, 6 years after receipt of 5th stagnation increment or w.e.f. 1st May, 2015, whichever is later. However, the employees who have got 6th and 7th stagnation increments on or after 1st November, 2012 but before 1st May, 2015 as per 9th Bipartite Settlement, would get 8th stagnation increment, 7 years after receipt of 5th stagnation increment, if the weightage of one year on account of reduction of periodicity of 6th stagnation increment from 3 years to 2 years as per 10th Bipartite Settlement is not given to such employees. As a result, these employees would be placed in a disadvantageous position vis-à-vis the employees junior to them.

2. The Workmen Unions have therefore, requested us to clarify the position without any ambiguity.

3. We have examined the matter and clarify that the employees who have completed two years or more as on 1st November, 2012, after receipt of 5th stagnation increment, would be eligible for 6th stagnation increment w.e.f. 1st November, 2012, notionally, however, monetary benefit to such employees will be given 3 years after receipt of 5th stagnation increment or w.e.f. 1st May, 2015 whichever is earlier. Similarly, 7th stagnation increment will be released notionally 2 years after notionally release of 6th

stagnation increment and monetary benefit of 7th stagnation increment will be released 2 years after receipt of monetary benefit of 6th stagnation increment or w.e.f. 1st May, 2015 whichever is earlier. 8th stagnation increment will be released 2 years after notionally release of 7th stagnation increment or w.e.f. 1st May, 2015 whichever is later. The case may be clearly understood by following illustrations:

Illustration - I: Date of Receipt of 5th Stagnation Increment: 01/10/2010

Position as per 9th Bipartite Settlement		Position as per 10th Bipartite Settlement	
Stagnation Increment	Due Date of Release	Notional Date Of Release	Date of Monetary Benefit
6th	01/10/2013	01/11/2012	01/10/2013
7th	01/10/2013	01/11/2014	01/05/2015
8th	-----	01/11/2016	01/11/2016

Illustration - II: Date of Receipt of 5th Stagnation Increment: 01/10/2011

Position as per 9th Bipartite Settlement		Position as per 10th Bipartite Settlement	
Stagnation Increment	Due Date of Release	Notional Date Of Release	Date of Monetary Benefit
6th	01/10/2014	01/11/2013	01/10/2014
7th	01/10/2016	01/11/2015	01/05/2015
8th	-----	01/11/2017	01/11/2017

Illustration - III: Date of Receipt of 5th Stagnation Increment: 01/10/2012

Position as per 9th Bipartite Settlement		Position as per 10th Bipartite Settlement	
Stagnation Increment	Due Date of Release	Notional Date Of Release	Date of Monetary Benefit
6th	01/10/2015	01/11/2014	01/10/2015
7th	01/10/2017	01/11/2016	01/05/2016
8th	-----	01/11/2018	01/11/2018

4. Please arrange accordingly.

Yours faithfully,

Sd...K Unnikrishnan

Deputy Chief Executive

Professional Qualification Pay: Those who are graduate/NDC and have passed JAIIB or both parts of CAIB/CAIIB, will get PQP on reaching maximum scale of pay. (W.e.f. 01.11.2012)

Rs. 410/- p.m. After they complete 1 year

Rs. 800/- p.m. After they complete 2 years

Rs. 1210/- p.m. After they complete 3 years

Rs. 1620/-p.m. After they complete 4 years

Rs. 2010/-p.m. After they complete 5 years

In reiteration of sub-clause (xv) of Clause 11 of the Bipartite Settlement dated 27th April 2010, a member of the non-subordinate cadre acquiring a Graduate/National Diploma in Commerce or JAIIB/CAIIB (either or

both parts) qualification/s at a time when he/she does not have the requisite number of increments in the scale to be earned as advance increments shall in the first instance be released increments for such qualification(s) acquired to the extent available in the scale and in lieu of the remaining increments(s) not available for being so released as advance increments be granted / released the first installment of Graduation Pay or PQP, as the case may be. Release of subsequent installments of Graduation Pay or PQP shall be with reference to the date of release of Graduation Pay or PQP under this clause. Provided that in the case of an employee acquiring such qualifications after reaching the maximum of the scale of pay, he shall be granted from the date of acquiring such qualification the first installment of Graduation Pay or PQP, as the case may be and the release of subsequent installments of Graduation Pay or PQP shall be with reference to the date of release of Graduation Pay or PQP under this clause.

Provided further that in case where the non-subordinate employee as on the date of this Settlement, has already acquired JAIIB (Part-I) or CAIIB (Part-II)/ Graduation after reaching maximum of the scale of Pay (in case of JAIIB/ CAIIB/ Graduation) or after reaching 19th stage of scale of Pay (in case of CAIIB/Graduation), and has not earned increment(s), otherwise entitled on account of acquiring such qualification, when there were no increments to provide in the scale of pay of those employees ,the stagnation increment in such cases may be advanced by one year or two years as the case may be.

Graduation Pay/ Additional increment for Direct Post Graduation:

In partial modification of Clause 34 of Bipartite Settlement dated 2nd June 2005, while non-subordinate employees who acquire graduation qualification from Universities/Open Universities which are recognized by University Grants Commission will be eligible for being granted two additional increments for graduation/ graduation pay as the case may be, those who acquire post graduate qualification without being a graduate will be granted two additional increments for graduation/ graduation pay as the case may be subject to the following conditions:

Employees who are registered under the Post Graduation courses of Open University have either passed the foundation/entrance course or attended the Bachelor's preparatory Programme ; and they pursue the same course and take the same examination as the formal stream students.

DEARNESS ALLOWANCE

DA is there only in the Asian countries and not in the western countries. DA is related to cost of living and to rise in prices. Rise in prices is measured through the Index. The Government of India, through its Bureau in Shimla, collects the prices of different commodities in different centres and publishes various types of Price Index according to consumption pattern, etc. like Consumer Price Index, Wholesale Price Index, Price Index for Industrial Workers, middle class, rural people, urban centres, etc.

Price Index so far:

1939 = 100

1944 = 100

1949 = 100

1960 = 100

1982 = 100

2001 = 100

In the Banking sector, for the purpose of calculating DA, the All India Consumer

Price Index for Industrial Workers (1960=100) series is being taken.

HOW TO CONVERT THE INDEX TO 1960 = 100 SERIES

The Government is publishing only the Index figures of 2001=100 Series. They do not publish the Index figures of 1960 = 100 services or 1982=100 Series.

(2001 = 100) Index figure X 4.63 will get us (1982 = 100) Index figure.

(1982 = 100) Index figure X 4.93 will get us (1960 = 100) Index figures.

Therefore,

(2001 = 100) Index X 4.63 X 4.93 = (1960 = 100) Index figure

EXAMPLE:

Sept., 2012 : (2001=100) Series Index : 215 Points

(1960=100) Series Index = 215 X 4.63 X 4.93 = 4907.57

D.A. SCHEME

SASTRY AWARD TO 10th BIPARTITE SETTLEMENT

	Sub-Staff	Clerical
	Rate per slab	Rate per slab
Sastry Award	33 1/3% Min 35 Max 70	33 1/3% Min 35 Max 70
Desai Award	4%	3%
1st & 2nd BPS (Over 100 Points)	4%	3%
3rd BPS (Over 200 Points)	2%	1.58% (Max 15.80)
4th BPS (Over 332 Points)	1.20%	1.00% (Max 15.80)
5th BPS (over 600 Points)	0.67%	For Pay Upto Rs.2500 =0.67% +For Balance=0.55
6th BPS (over 1148 Points)	0.35%	For Pay Upto Rs.4800 = 0.35%+For Balance = 0.55%
7th BPS (over 1684 Points)	0.24%	For Pay Upto Rs.7100 = 0.24% +For Pay Upto Rs.11300=0.20%+For Balance = 0.12%
8th BPS (over 2288 Points)	0.18%	From 01.11.2002 to 31.01.2005 For Pay Upto Rs.9650: 0.18% per Slab+For Pay Upto Rs.15350:0.15% per Slab+For Pay Upto Rs.16350:0.09% per Slab+For Balance Pay : 0.04% per Slab From 1-2-2005 For entire Pay : 0.18%
9th BPS (over 2836 Points)	0.15%	For entire Pay : 0.15%
10 th BPS (over 4440 Points)	0.10%	For entire Pay :0.10%

D.A. FORMULA IN BANKS ((CLAUSE 7 OF 10TH B.P.S.))

Under 10 th Bipartite Settlement dated 25.05.2015, DA is payable on quarterly average of Consumer Price Index and is paid for every rise or fall of 4 Points over 4440 Points of 1960 = 100 Index figures. From 8th Bipartite Settlement, DA is being paid with 100 % of neutralisation as against earlier tapering basis. Now DA is paid on uniform percentage for entire Pay.

Under 10 th Bipartite Settlement dated 25.05.2015, DA is payable on quarterly average of Consumer Price Index and is paid for every rise or fall of 4 Points over 4440 Points of 1960 = 100 Index figures. From 8th Bipartite Settlement, DA is being paid with 100 % of neutralisation as against earlier tapering basis. Now DA is paid on uniform percentage for entire Pay.

- a) It is clarified that there shall be no ceiling on Dearness Allowance.
 - b) Dearness Allowance shall be calculated and paid on Basic Pay, Special Pay, Graduation Pay, Professional Qualification Pay under this settlement in respect of both clerical and subordinate staff.
 - c) All existing provisions relating to Dearness Allowance Scheme shall remain unchanged.
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HOUSE RENT ALLOWANCE: (CLAUSE 8 OF 10TH B.P.S.)

A new HRA Centre with population of 45 lacs and above is added as Mega Centre. Centres covered are Mumbai, Delhi, Kolkatta, Chennai, Bangalore, Hyderabad and Ahmedabad.

(i)	Places with Population of more than 45 lacs and Project Area Centres in Group 'A'	10.00 %
(ii)	Places with Population of more than 12 lacs including State of Goa and Pro above iject Area Centres in Group 'B'	9.00 %
(iii)	Other Places not covered in (i) and (ii) above	7.50 %

Note: (1) Where quarters are provided, HRA shall not be payable and the rent to be recovered shall be 0.3% of the 1st stage of the Scales of Pay.

(2) All other existing provisions relating to House rent Allowance shall remain unchanged.

Reimbursement of HRA when spouse is provided residence : An award staff employee whose spouse has been provided with residence by the bank, may be paid HRA in terms of the provision of Bipartite Settlement.

(Reference No.- IBA Circular No.-PD/CIR/76/E(iv)/850 dated 10.08.1990)

SPECIAL ALLOWANCE (Clause 9 of 10th B.P.S.)

With effect from 1.11.2012, workmen employees shall be paid Special Allowance at 7.75% of the Basic pay with applicable DA thereon.

Note : The Special Allowance with applicable DA thereon shall not be reckoned for superannuation benefits viz., pension including contribution to NPS, PF & Gratuity.

TRANSPORT ALLOWANCE : (Clause 10 of 10th B.P.S.)

Up to 15 th Stage of the Scale of Pay	Rs.425/- per month
16 th Stage of the Scale of Pay and above	Rs.470/- per month

Provided that a sub-staff drawing transport allowance at Rs.470/- per month, on being promoted to clerical cadre is fitted at a stage lower than 16th stage, he shall continue to be paid the same Transport Allowance of Rs.470/- per month.

This provision by itself will not preclude the payment of any existing allowance of this nature paid as a result of Government guidelines / bank level settlements.

SPECIAL PAY FOR CLERKS (CLAUSE 11 OF 10TH B.P.S.)

SL.NO.	POST	SPECIAL PAY w.e.f.01.11.2012 Rs.
1	Single Window Opearator -B	820
2	Head Cashier – II	1280
3	Special Assistant	1930

SPECIAL PAY FOR SUB-STAFFS

Post	Spl. Pay Rs.
Bill Collector	390
Armed Guard	390
Daftary	560
Head Peon	740
Head Messenger in IOB	1630
Electrician -	2040
A/C Plant Helper	2040
Driver	2370

Hill and Fuel Allowance: (CLAUSE 12 OF 10TH B.P.S.)

- a. At places situated at a height of 3000 metres and above 8% of pay (Max Rs.1500/- p.m.)
- b. At places situated at a height of and over 1500 metres but below 3000 metres and above 4% of pay (Max Rs.600/- p.m.)
- c. At places situated at a height of and over 1000 metres but below 1500 metres and Mercara Town 3% of pay (Max Rs.500/- p.m.)

Fixed Personal Pay: (CLAUSE 13 OF 10TH B.P.S.)

CLERICAL STAFF

AREA OF POSTING	Total FPP Payable Where bank's Accommodation is NOT provided	Total FPP payable Where bank's Accommodation is provided	Increment Component of FPP
(1)	(2)	(3)	(4)
(i) Places with population of more than 45 lakh	1585	1450	1310
(ii)Places with Population of 12 lakh and above Including GOA	1570	1450	1310
(iii)Other places not covered Population of 5 lakh and	1550	1450	1310

above, state Capital and Capitals of union Territories and other than (i) and (ii) above			
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SUBORDINATE STAFF

(i) Places with population of more than 45 lakhs	790	730	655
(ii)Places with population of 12 lakhs and above including State of Goa	790	730	655
(iii)Other places not covered in (i) and (ii) above	780	730	655

This is payable one year after reaching Maximum scale. There shall not be shifting in the date/s of release of Graduation pay/PQP on a/c of FPP in the same year.W.E.F.01.11.07

Note : Only employees who were in the service of the bank on or before 1st November 1993 will be eligible for FPP, one year after reaching the maximum scale of pay, they are placed in. Payment of Fixed Personal Pay on promotion from one Cadre to a higher cadre or from one scale to a higher scale

TEXT OF IBA'S LETTER

QUOTE

“Please refer to our Circular No.CIR/PD/GSN/G2/76/1663 dated 29.10.2007 by which we clarified the payment of Fixed Personal Pay that when an employee is promoted to a next higher Cadre / Scale after drawing 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 salary 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.”

UNQUOTE

(Ref. No. IBA's letter No.CIR/PD/GSN/G2/76/1663 dated 29.10.2007)

HOURS OF WORK (14.2 of First Bipartite Settlement dated 19.10.1966 as amended in 10th B.P.S.)

	WEEK DAYS	SATURDAYS	
		HOURS PER DAY	
Workmen other than members of the subordinate staff (excluding category (b) below)	6.30	6.30 Second & Fourth Saturday will be holiday	
Godown – keepers engaged			

	solely for that work other than those required to remain in attendance at the bank during office hours	8	8
	Members of the subordinate staff other than Drivers and Watch and Ward Staff	7	7 Second & Fourth Saturday will be holiday
	Drivers	7.30	7.30 Second & Fourth Saturday will be holiday

OVERTIME (14.14 of First Bipartite Settlement dated 19.10.1966)

Workmen other than members of Subordinate Staff : (% of hourly emoluments)

	Week days (excluding Saturdays & holidays)	Saturday (excluding holidays)
First two quarter hours of overtime work	@100	@100
Next four quarter hours of overtime work	@170	@170
Next four quarter hours of overtime work	@200	@170
Rest of Overtime work	@200	@200

Subordinate Staff

First four quarter hours of overtime work	@150	@150
Next four quarter hours of overtime work	@200	@170
Rest of the overtime work	@200	@170

NOTE- NOW 2nd & 4th SATURDAY WILL BE HOLIDAY AND REST OF THE SATURDAY WILL BE NORMAL WORKING DAYS CONSEQUENT UPON CHANGES IN 10th BIPARTITE SETTLEMENT WITH REGARD TO HOURS OF WORK. AS SUCH RATES FOR 2ND & 4TH SATURDAY WILL BE THE SAME AS IN THE CASE OF HOLIDAY AND FOR REST OF THE SATURDAY RATE WILL BE OF NORMAL WEEK DAYS.

For the work done on Sunday or any other weekly off day and holidays, to which he may be entitled, a workman (including a peon who is asked to work as a watchman on such days) will be paid for the entire period of work at 200% of his hourly emoluments, unless any such day happens to be a working day for him.

For the purpose of calculating the amount payable for overtime work:

Work done for less than one full quarter of an hour shall be deemed to be work done for quarter of an hour.

The Expression "Emoluments" shall means aggregate of Basic Pay, special allowance/pay(ifany), officiating pay(if any) and Dearness allowance.

Every month shall be deemed to consist of 150 working hours so that the monthly emoluments payable per hour will be deemed to be 1/150th of the monthly emoluments for the workmen.

Compensation on Transfer (Clause 21 of 10th B.P.S.)

In supersession of Clause 22 of Bipartite Settlement dated 27th April 2010, with effect from 1st June 2015, compensation on transfer, shall be as under:

An employee on transfer shall be paid the cost actually incurred for transporting his personal effects, as under:

By Train:

	Non Sub-staff	Sub-staff
a. For married persons	3000 kg.	2000 kg.
b. For unmarried persons	2000 kg.	1150 kg.

By Road: An employee on transfer from one station to another can transport his/her personal effects by rail/road upto the stipulated weights by an IBA approved Transport Operator.

Compensation for losses due to breakage or damage to goods on Transfer (Clause 22 of 10th B.P.S.)

In modification of Clause 23 of Bipartite Settlement dated 27th April 2010, with effect from the 1st June 2015, compensation on transfer, shall be as under:

a. Where an employee produces receipts or a statement of loss in respect of breakages subject to a maximum of:

Clerical Staff : Rs.1,500/-

Subordinate Staff : Rs.1,000/-

b. Where no receipts/statement of loss are produced, a lumpsum payment of:

Clerical Staff : Rs.1,000/-

Subordinate Staff : Rs.750/-

Halting Allowance :(Clause 23 of 10th B.P.S.)

	A	B	C
	Places with population 12 lakhs & above and State of Goa	Places with population of 5 lakhs and above, State Capita / Capitals of Union Territories not covered in A	Other Places
Clerical	Rs.700/- per diem	Rs.600/-per diem	Rs.450/-per diem
Subordinate	Rs.500/- per diem	Rs.400/- per diem	Rs.250/-per diem

WASHING ALLOWANCE :(CLAUSE 24 OF 10TH B.P.S.) - Rs.150/- p.m.

CYCLE ALLOWANCE: (CLAUSE 25 OF 10TH B.P.S.) In supersession of Clause 26 of Bipartite Settlement dated 27th April 2010, w.e.f. 1st November 2012, cycle allowance is payable to the members of the subordinate staff who are required to use a cycle on regular assignment for outdoor duties at Rs.100/- p.m. at all centers. Cycle allowance would not be paid to workman member of the subordinate staff entitled to the allowance for the period of leave where such leave exceeds 30 days.

Split Duty Allowances: (CLAUSE 26 OF 10TH B.P.S.) In partial modification of Clause 27 of the Bipartite Settlement dated 27th April 2010, w.e.f. 1st November 2012, Split Duty Allowance shall be payable at all centers at Rs.150/-p.m.

PROJECT AREA ALLOWANCE (CLAUSE 27 OF 10TH B.P.S.)

PROJECT AREA	CLERK	SUB-STAFF
A	Rs.250/- p.m.	Rs.200/- p.m.
B	Rs.200/- p.m.	Rs.175/- p.m.

SPECIAL AREA ALLOWANCE (Clause 28 of 10th B.P.S.)

In partial modification of Clause 29 of Bipartite Settlement dated 27.04.2010, in view of revision in 'Pay Scale', w.e.f. 01.11.2012, the Pay referred to under Columns (3) and (4) of Schedule VI of B.P.S. dated 27.04.2010, shall be read as Rs.24000/- instead of Rs.14700/-, the rates, other details and conditions remaining unchanged.

REIMBURSEMENT OF EXPENSES ON ROAD TRAVEL (Clause 29 of 10th B.P.S.)

In substitution of Clause 31 of B.P.S. dated 27.04.2010, w.e.f. 01.06.2015, where an employee has to travel on duty / LFC between two places he shall be reimbursed actual road mileage cost or at Rs.6/-per k.m., whichever is less.

Leave Fare Concession: (Clause 19 of 10th B.P.S.)

Entitlement:

Entitlement	Clerk	Subordinate Staff
2 years Span	2000 km	2500 km
4 years span	4000 km	5000 km
Permissible Class of travel	AC II Tier By Steamer I Class Cabin	AC III Tier By Steamer II Class Cabin

The above entitlement shall also be applicable for travel on duty.

Provided further that where the non-subordinate employee and / or members of his family undertake travel by air either to his place of domicile or to any other place for rest and recuperation within India, he shall be entitled to be reimbursed the actual air fare so incurred or the II AC class fare by train by a direct route in case of travel to place of domicile or to the extent of the maximum admissible distance in case of travel to any other place for rest and recuperation, during the two year/four year block respectively, whichever is less.

An employee and/or members of his family, when availing leave fare concession may undertake travel by any mode of surface transport between places and the employee will be eligible to claim in respect of such journey his actual expenditure or the notional train fare by the entitled class for the admissible distance, whichever is less, within his overall entitlement. For the purpose of this sub-clause, travel by any approved mode of surface transport would mean such travel undertaken through any public transport or transport (including taxi) operated by agencies / tour operators approved by appropriate Government authorities or motorcar owned by the employee with permission of the Bank.

By exercising an option anytime during a block of 2 years or 4 years, as the case may be, an employee can either undertake travel availing of leave fare concession and claim reimbursement upto his entitlement or to encash the facility for the concerned block. The option so exercised shall be irrevocable for the block concerned. On opting to encash the facility, he will be entitled to receive a lump sum equivalent to notional train fare for the admissible distance (depending on a 2 year or 4 year block) by the entitled class, subject to deduction of admissible tax at source. Leave Fare Concession for travel to place of domicile is not encashable. An employee opting to encash his LFC shall prefer the claim for himself and his family members only once during the block / term in which such encashment is availed of. The facility of encashment of privilege leave while availing of Leave Fare Concession is also available while encashing the facility of LFC.

All employees will be given an opportunity to exercise an option within 90 days from the date of this Settlement to avail LFC under two years/four years block as the case may be. If no option is exercised within the stipulated period, the earlier option will continue to be operative.

Whenever the LFC is desired to be encashed by a staff member and the family of the said staff member comprises of children below the age of 12 years or elders with the age of 60 years and above, while calculating eligible fare, fare should be taken as NIL for children below 5 years, at the rate of 50 % for the children between 5-12 years and only 70 % of the fare for elders with age of 60 years and above.(H:P/IR/RS/I-1293 Dt. 01.12.05)

Permanent part time employee drawing scale wage shall be eligible for LFC and encashment on pro rata basis.

LFC may be availed by family members for travel without attendance of workman. The workman and/or members of his family may visit the same place or different places of their choice within permissible distance.

If an employee's spouse is working in the same bank, only one of them will be eligible for LFC in a block period. Both are entitled for encashment of P.L.

Physically handicapped employee appointed under such category and who is eligible for payment of conveyance allowance is eligible for accompanying companion. Provided, he has no family member to claim the LFC.

Woman employee can claim for either of parent/parents in law and not both. Wholly dependent's aggregate income should exceed Rs. 10000/- p.m.

LFC may be availed of by the workman's family for travel prior to or after the date on which the workman himself avails of LFC: provided that period between the date of commencement of journey by the family and date on which the workman himself commences his journey does not exceed four months.

Salary in advance can be paid, if falls within the leave period.

Where an employee has to travel on duty / LFC between two places he shall be reimbursed actual road mileage cost or at Rs.3/- per k.m., whichever is less.

It is clarified that for the purpose of encashment of LTC/LFC facility in respect of senior citizen dependent family member, the Train Fare as applicable to senior citizen only should be reckoned and NOT the Train Fare (normal fare) as applicable to non-senior citizen.

(Application Format - Please see Annexure-2)

(Ref Branch Circular No. : 100/4 dated: 08.04.2006) & (IBA Circular Dt. 16.04.85)

There is no necessity of proceeding on sanctioned leave for availing encashment of LTC/LFC facility

(Ref Branch Circular No. : 109/111 dated: 11.08.2015)

Peak season fare and lean season fare.

Peak Season : April to July & September to January

Lean Season : February, March and August

The Railways are charging two types of fares – **one for peak season** (other than February, March and August) **which is higher than the lean season fare**. IBA has been receiving queries as to which of the two be considered for encashment facility.

The IBA Standing Committee on HR had discussed the issue in its meeting held on 29.11.2012 and viewed that for encashment of LFC, **banks may consider the applicable railway fare during the month of encashment**. The Managing Committee at its meeting held on 30.11.2012 has endorsed the views of the HR Committee.

Banks may please be guided as above.

(Ref. No.- IBA Letter No.- No.CIR/HR&IR/2012-13/F/6337 dated December 3, 2012)

Definition of Family:

In substitution of Clause 18 of the Bipartite Settlement dated 27th April 2010, for the purpose of medical facilities and for the purpose of leave fare concession, the expression 'family' of an employee shall mean

- (i) the employee's spouse, wholly dependent unmarried children (including step children and legally adopted children) wholly dependent physically and mentally challenged brother/ sister 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.
- (ii) The term wholly dependent family member shall mean such member of the family having a monthly income not exceeding Rs.10,000/-p.m. If the income of one of the parents exceeds Rs.10,000/-p.m. or the aggregate income of both the parents exceeds Rs.10,000/-p.m., both the parents shall not be considered as wholly dependent on the employee.

- (i) A married female employee may include her natural / legal parents or parents-in law under the definition of family, but not both, provided that the parents/parents-in-law are wholly dependent on her.

Note: For the purpose of medical expenses reimbursement scheme, for all employees, any two of the dependent parents/ parents-in-law shall be covered.

Medical Aid: (Clause 17 of 10th B.P.S.)

Medical Aid will be reimbursed up to Rs. 2200/- per annum to all clerks and sub staff w.e.f. 01.11.2012.

It can be accumulated up to 3 years.

A workman will qualify for medical aid at higher rate effective from the same calendar year, if he completes 5th year of service on or before 30th June of that year.

Ex Serviceman employees, their past service is to be added to qualify for higher amount

Hospitalisation

In substitution of Clause 20 of the Bipartite Settlement dated 27th April 2010, the reimbursement of hospital expenses shall be as per the Medical Insurance Scheme detailed in Schedule IV to this Settlement.

IBA's CLARIFICATION ON 10th BIPARTITE SETTLEMENT

IBA CIRCULAR:

HR & Industrial Relations

No.CIR/HR&IR/2015-16/XBPS/1120

July 25, 2015

Designated Officers of Member Banks which are parties to the BPS

Dear Sir/Madam,

X BP SETTLEMENT – CLARIFICATIONS

1. Paternity Leave:

Clause 32 of the X Bipartite Settlement provides the benefit of Paternity Leave w.e.f. 1.6.2015 to male employees with less than two surviving children for 15 days during his wife's confinement and may be combined with any other kind of leave except Casual Leave. The leave may be availed upto 15 days before or upto 6 months from the date of delivery of the child.

Clarifications: The leave may be granted to an employee even where the date of delivery of the child was prior to 1.6.2015, provided, however, that the leave is availed within six months from the date of delivery. Further, the leave shall be sanctioned 15 days before the delivery or up to 6 months after the delivery.

2. Leave Fare Concession:

Clause 19 (iv) of IX Bipartite Settlement dated 27.4.2010 provided that an employee encashing the facility of Leave Fare Concession shall proceed on leave for a minimum period of one day.

Clarifications: Clause 19 (iv) of X Bipartite Settlement dated 25.5.2015 does not have this provision and hence with effect from 1.6.2015, employees may be allowed the facility of encashing of Leave Fare Concession without the requirement of availing Leave for this purpose.

3. Treatment of Special Allowance for fixation of Pay for Ex-Servicemen re-employed in Banks:

Under Clause 9 of the X BPS, Special Allowance at the rate of 7.75% of the Basic Pay with applicable DA thereon will be paid w.e.f. 1.11.2012.

Clarification: Queries have been received as to whether the same is to be reckoned for the purpose of encashment of PL on LFC/retirement, Overtime, and while pay fixation of Exservice men joined the service of the Banks on or after 1.11.2012. It is clarified that the Special Allowance is to be reckoned at the time of PL encashment on LFC/retirement, the same shall not be reckoned for the purpose of fixation of pay of Ex-servicemen who are reemployed in Banks on or after 1.11.2012.

4. Adjustment/advancement of stagnation increment to employees who acquire JAIIB/ CAIIB/ Graduation

Clause 11 of X BPS dated 25.5.2015 provides that in case where the non-subordinate employees as on the date of this Settlement, has already acquired JAIIB (Part-I) or CAIIB (Part-II)/ Graduation after reaching maximum of the scale of Pay (in case of JAIIB/ CAIIB/ Graduation) or after reaching 19TH stage of scale of Pay (in case of CAIIB/Graduation), and has not earned increment(s), otherwise entitled on account of acquiring such qualification, when there were no increments to provide in the scale of pay of those employees, the stagnation increment in such cases may be advanced by one year or two years as the case may be.

Clarification: Non-subordinate employees who acquires such qualification after reaching the 19th or 20th stagnation, their next immediate stagnation increment may be advanced ccordingly by one/two years as the case maybe, w.e.f. 1.11.2012 or the actual date of such advancement whichever is later.

Member banks may please be guided as above.

Yours faithfully,

Sd.. K Unnikrishnan
Deputy Chief Executive

SCHEDULE FOR REIMBURSEMENT OF HOSPITALISATION EXPENSES

MEDCIAL INSURANCE SCHEME

Having regard to the need to extend better coverage and reimbursement of hospitalization and medical expenses incurred by the officers / employees/dependent family members, the demand for full reimbursement of expenses connected with hospitalisation and medical treatment including domiciliary hospitalization and domiciliary treatment was discussed by and between the parties and a new scheme for reimbursement of medical expenses has been formulated.

The salient feature of the Scheme is as under:

The scheme shall cover expenses of the officers / employees and dependent family members in cases he/she shall contract any disease or suffer from any illness (hereinafter called DISEASE) or sustain any bodily injury through accident (hereinafter called INJURY) and if such disease or injury shall require any employee/ dependent family member, upon the advice of a duly qualified Physician/Medical Specialist/Medical practitioner (hereinafter called MEDICAL PRACTITIONER) or of a duly qualified Surgeon (hereinafter called SURGEON) to incur hospitalization/ domiciliary hospitalization and domiciliary treatment expenses as defined in the Scheme, for medical/surgical treatment at any Nursing Home/ Hospital / Clinic (for domiciliary treatment)/ Day care Centre which are registered with the local bodies in India as herein defined (hereinafter called HOSPITAL) as an inpatient or otherwise as specified as per the scheme.

The Scheme covers Employee + Spouse + Dependent Children + any two of the dependent Parents /Parents-in-law.

- **No age limit for dependent children** (including step children and legally adopted children).
- **A child would be considered dependent if his/her monthly income does not exceed Rs.10,000/-per month;**
- Widowed Daughter and dependent divorced / separated daughters, sisters including unmarried / divorced / abandoned or separated from husband/ widowed sisters and Crippled Child shall be considered shall be considered as dependent for the purpose of this policy.
- Physically challenged Brother / Sister with 40% or more disability shall also be covered as Dependent.
- **No Age Limits for Dependent Parents.** Any two, i.e. either dependent parents or parents-in-law will be covered as dependent.
- Parents would be considered dependent if their monthly income does not exceed Rs.10,000/-per month or as revised by Indian Banks' Association in due course, and wholly dependent on the employee as defined in this scheme. All the existing permanent officers / employees of the Banks which are parties to this Settlement shall be covered by this Scheme from the date of

introduction/implementation of this Scheme. All New Officers / employees shall be covered from the date of joining as per their appointment in the bank.

Till the new scheme is made effective and gets implemented, the existing provisions as per Bipartite Settlement/ Joint Note dated 27.4.2010 will continue to operate.

The new Scheme as applicable to the officers/ employees in service would be continued beyond their retirement/superannuation/resignation, etc. subject to payment of stipulated premium by them.

The new Scheme would also cover the existing retired officers/ employees of the Banks and dependent spouse subject to payment of stipulated premium by them.

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 mentioned below and as are reasonably and medically necessary incurred thereof by or on behalf of such employee.

Reimbursement shall cover Room and Boarding expenses as provided by the Hospital/Nursing Home not exceeding Rs.5000 per day or the actual amount whichever is less. Intensive Care Unit (ICU) expenses not exceeding Rs.7500/-per day or actual amount whichever is less. Surgeon, team of surgeons, Assistant surgeon, Anaesthetist, Medical Practitioner, Consultants, Specialists Fees, Nursing Charges, Service Charges, IV Administration Charges, Nebulization Charges, RMO charges, Anaesthetic, Blood, Oxygen, Operation Theatre Charges, 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, orthopaedic implants, Cochlear Implant, any other implant, Intra-Occular Lenses, infra cardiac valve replacements, vascular stents, any other valve replacement, laboratory/ diagnostic tests, X-ray CT Scan, MRI, any other scan, scopies and such similar expenses that are medically necessary or incurred during hospitalization as per the advice of the attending doctor.

Hospitalization expenses (excluding cost of organ) incurred on donor in respect of organ transplant to officers/ employee/dependent would also be covered for reimbursement.

Pre and Post Hospitalization expenses payable in respect of each hospitalization shall be the actual expenses incurred subject to 30 days prior to hospitalization and 90 days after discharge.

Alternative systems of treatments other than treatment under Allopathy or modern medicine shall include Ayurveda, Unani, Siddha, Homeopathy and Naturopathy in the Indian context, for Hospitalization and Domiciliary treatment.

CASHLESS FACILITY: The scheme also includes the benefit of cashless treatment facility in hospitals under a scheme worked by the Banks and the hospitals under a common insurance scheme.

CONTRIBUTION: The officers / employees shall not be required to share the cost of such benefits under the new scheme. However, in the case of officers / employees retiring from the Banks after the scheme is introduced and those who are already retired from the services of the banks and who opt to avail the benefits of the scheme, the amount of contribution by such persons shall be decided at the respective Bank level.

Day care Treatments shall be covered under the scheme and would refer to medical treatment and or surgical procedure which is

- i. undertaken under general or local anaesthesia in a hospital/day care centre in less than a day because of technological advancement, and
- ii. which would have otherwise required hospitalisation of more than a day.
Treatment normally taken on an out patient basis is not included in the scope of this definition.

DOMICILIARY HOSPITALIZATION: Domiciliary Hospitalization shall be covered under this scheme and would mean medical treatment for an illness/disease/injury which in the normal course would require care and treatment at a hospital but is actually taken while confined at home under any of the following circumstances :

- a) The condition of the patient is such that he/she is not in a condition to be removed to a hospital or
- b) the patient takes treatment at home on account of non-availability of room in a hospital.

DOMICILIARY TREATMENT shall also be covered under this scheme i.e. treatment taken for specified diseases which may or may not require hospitalization as mentioned herein below.

Domiciliary Hospitalization / Domiciliary Treatment : Medical expenses incurred in case of the following diseases which need Domiciliary Hospitalization /domiciliary treatment as may be certified by the recognized hospital authorities and bank's 'medical officer shall be deemed as hospitalization expenses and reimbursed to the extent of 100%.

Cancer, Leukemia, Thalassemia, Tuberculosis, Paralysis, Cardiac Ailments , Pleurisy , Leprosy, Kidney Ailment, All Seizure disorders, Parkinson's diseases, 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 Anaemia, Psoriasis, Third Degree burns, Arthritis, Hypothyroidism, Hyperthyroidism, expenses incurred on radiotherapy and chemotherapy in the treatment of cancer and leukemia, Glaucoma, Tumor, Diphtheria, Malaria, Non-Alcoholic Cirrhosis of Liver, Purpura, Typhoid, Accidents of Serious Nature, Cerebral Palsy, Polio, all Strokes leading to Paralysis, Haemorrhages 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 shall be considered for reimbursement under domiciliary treatment.

The cost of medicines, investigations, and consultations, etc.in respect of domiciliary treatment shall be reimbursed for the period stated by the specialist in Prescription. If no period stated, the prescription for the purpose of reimbursement shall be valid for a period not exceeding 90 days.

HOSPITAL / NURSING HOME: A Hospital under this scheme would mean any institution established for in-patient care and day care treatment of illness and/or injuries and which has been registered as a Hospital with the local authorities under the Clinical establishments (Registration and Regulation) Act, 2010 or under the enactments specified under the Schedule of Section 56(1) of the said Act OR complies with all minimum criteria as under:

- Has qualified nursing staff under its employment round the clock.
- Has at least 10 in-patient beds in towns having a population of less than 10 lacs and at least 15 in-patient beds in all other places;
- Has qualified medical practitioner(s) in charge, round the clock;
- Has a fully equipped Operation Theatre of its own where surgical procedures are carried out;
- Maintains daily records of patients and makes these accessible to the insurance company's authorized personnel.

This clause will however be relaxed in areas where it is difficult to find such hospitals. The term ' Hospital / Nursing Home ' shall not include an establishment which is a place of rest, a place for the aged, a place for drug-addicts or place for alcoholics, a hotel or a similar place.

HOSPITALIZATION: Hospitalization would mean admission in a Hospital/ Nursing Home for a minimum period of 24 consecutive hours of inpatient care except for specified procedures/treatments, where such admission could be for a period of less than a day,

ID CARD: In terms of the scheme arrived at between the Banks and insurance companies, ID Cards would be issued to all the officers / employees/ dependent family members/retired officers / employees/their dependents for the purpose of availing cashless facility in network hospitals.

PRE-EXISTING DISEASE: Pre Existing Diseases would be covered for reimbursement under this scheme.

PRE-HOSPITALISATION MEDICAL EXPENSES: Medical expenses incurred immediately 30 days before the insured person is hospitalized will be considered as part of a claim provided that such medical expenses are incurred for the same condition for which the insured person's hospitalization was required.

POST HOSPITALISATION MEDICAL EXPENSES: Relevant medical expenses incurred immediately 90 days after the employee/ dependent/ retirement employee is discharged from the hospital provided that such medical expenses are incurred for the same condition for which the Insured Person's Hospitalization was required.

Additional Ex-Gratia for Critical Illness : In addition to the reimbursement covered under this scheme, officers / employees (only officers / employees and not their dependents or retired officers / employees) shall be provided additional ex gratia of Rs. 1,00,000/-. In case an employee contracts a Critical Illness as listed below, the sum of Rs.1,00,000/- shall be paid. This benefit shall be provided on first detection/diagnosis of the Critical Illness.

- Cancer including Leukemia
- Stroke
- Paralysis
- By Pass Surgery
- Major Organ Transplant/Bone marrow transplantation
- End Stage Liver Disease
- Heart Attack
- Kidney Failure
- Heart Valve Replacement Surgery

Hospitalization is not required to claim this benefit.

Expenses on Hospitalization for minimum period of a day are admissible. However, this time limit shall not be applied to specific treatments, such as:

1	Adenoectomy	19	Haemo dialysis
2	Appendectomy	20	Fissurectomy / Fistulectomy
3	Auroplasty not Cosmetic in nature	21	Mastoidectomy
4	Coronary angiography /Renal	22	Hydrocele
5	Coronary angioplasty	23	Hysterectomy
6	Dental surgery	24	Inguinal/ventral/umbilical/femoral hernia
7	D&C	25	Parenteral chemotherapy
8	Excision of cyst/granuloma/lump/tumor	26	Polypectomy
9	Eye surgery	27	Septoplasty
10	Fracture including hairline fracture /dislocation	28	Piles/ fistula
11	Radiotherapy	29	Prostate surgeries
12	Chemotherapy including parental chemotherapy	30	Sinusitis surgeries
13	Lithotripsy 31 Tonsillectomy	32	Liver aspiration
14	Incision and drainage of abscess	33	Sclerotherapy
15	Varicocelectomy	34	Varicose Vein Ligation
16	Wound suturing	35	All scopies along with biopsies
17	FESS	36	Lumbar puncture
18	Operations/Micro surgical operations on the nose, middle ear/internal ear, tongue, mouth, face, tonsils & adenoids, salivary glands & salivary ducts, breast, skin & subcutaneous tissues, digestive tract, female/male sexual organs.	37	Ascitic Pleural tapping

This condition will also not apply in case of stay in hospital of less than a day provided the treatment is undertaken under General or Local Anesthesia in a hospital / day care centre in less than a day because of technological advancement and which would have otherwise required hospitalization of more than a day.

MATERNITY EXPENSES BENEFIT EXTENSION : Hospitalization expenses in respect of the new born child can be covered within the Mother's Maternity expenses. The maximum benefit allowable under this clause will be up to Rs. 50000/-for normal delivery and Rs. 75,000/-for Caesarean Section.

Baby Day one Cover: New born baby is covered from day one. All expenses incurred on the new born baby during maternity will be covered in addition to the maternity limit and up to Rs, 20,000/-.

Ambulance Charges: Ambulance charges are payable up to Rs 2500/-per trip to hospital and / or transfer to another hospital or transfer from hospital to home if medically advised. Taxi and Auto expenses in actual maximum up to Rs750/-per trip will also be reimbursable.

Ambulance charges actually incurred on transfer from one center to another center due to Non availability of medical services/ medical complication shall be payable in full.

Congenital Anomalies: Expenses for Treatment of Congenital Internal / External diseases, defects anomalies are covered under the scheme.

Psychiatric diseases: Expenses for treatment of psychiatric and psychosomatic diseases shall be payable with or without hospitalization.

Advanced Medical Treatment: All new kinds of approved advanced medical procedures for e.g. laser surgery, stem cell therapy for treatment of a disease is payable on hospitalization /day care surgery.

Treatment taken for Accidents can be payable even on OPD basis in Hospital.

Taxes and other Charges : All Taxes , Surcharges , Service Charges , Registration charges, Admission Charges , Nursing , and Administration charges to be payable.

Charges for diapers and sanitary pads are payable,if necessary, as part of the treatment.

Charges for Hiring a nurse / attendant during hospitalization will be payable only in case of recommendation from the treating doctor in case ICU / CCU, Neo natal nursing care or any other case where the patient is critical and requiring special care.

Treatment for Genetic Disorder and stem cell therapy shall be covered under the scheme.

Treatment for Age related Macular Degeneration (ARMD), treatment such as Rotational Field Quantum magnetic Resonance (RFQMR), Enhanced External Counter Pulsation (EECP), etc. are covered under the scheme. Treatment for all neurological/ macular degenerative disorders shall be covered under the scheme.

Rental Charges for External and or durable Medical equipment of any kind used for diagnosis and or treatment including CPAP, CAPD, Bi-PAP, Infusion pump etc. will be covered under the scheme. However purchase of the above equipment to be subsequently used at home in exceptional cases on medical advice shall be covered.

Ambulatory devices i.e., walker, crutches, Belts, Collars, Caps, Splints, Slings, Braces, Stockings, elastocrepe bandages, external orthopaedic pads, sub cutaneous insulin pump, Diabetic foot wear, Glucometer (including Glucose Test Strips)/ Nebulizer/ prosthetic devise/ Thermometer, alpha / water bed and similar related items etc., will be covered under the scheme.

Physiotherapy charges: Physiotherapy charges shall be covered for the period specified by the Medical Practitioner even if taken at home.

While reimbursement to the officers / employees shall be made by the Banks as hitherto, the Scheme shall be administered by the Banks through a scheme worked out between IBA/Banks and Insurance companies and officers / employees would in no way be directly bound by the terms and conditions of such scheme or arrangements.

However, for the purpose of clarity and information, the details of the Scheme worked out between IBA/Banks and insurance companies is appended herein as Appendix I & II.

The above stated scheme would not supersede the continuation of any bank-level arrangement or scheme providing for reimbursement of medical expenses, which is not covered herein, that may be in operation in any Bank.

FURTHER DETAILS OF THE SCHEME AS PER APPENDIX -I OF BIPARTITE SETTLEMENT DATED 25.05.2015

Pension

Pension scheme is applicable to all employees whose date of joining is after 01.11.1993.

For those who have retired after 1-11-2012

Pension will be re-fixed based on Pay under 10th BPS and arrears of pension paid.

Commutation will be reworked based on revised pension and difference amount will be paid

The basic pension will be revised on the basis of the revised pay w.e.f. 1.11.2012.

Further to Clause 6 of the Bipartite Settlement dated 2nd June 2005, it is agreed between the parties as under:

(i) With effect from 1st May 2005, the pension of employees who retired or died while in service during the period 1st April 1998 to 31st October 2002 will be re-fixed based on the definition of 'Pay' as defined in Clause 6(ii) of the Bipartite Settlement dated 27th March 2000. No arrears of pension and commuted value of pension will be payable on account of such re-fixing of pension.

(ii) With effect from 1st May 2005, the pension of employees who retired or died while in service during the period 1st November 2002 to 30th April 2005 will be re-fixed based on the definition of "Pay" as defined in Clause 6 of the Bipartite Settlement dated 2nd June 2005. No arrears of pension or commuted value of pension will be payable on account of such re-fixation of pension.

DEARNESS RELIEF

The dearness relief shall be payable for every rise or be recoverable for every fall, as the case may be, of every 4 points over 2836 points in the monthly average of All India Consumer price index for Industrial Workers in the series 1960 = 100 at the rate 0.15 per cent of basic pension.

Further to Clause 7(2) of the Bipartite Settlement dated 2nd June 2005, it is agreed between the parties as under:

(i) On and from 1.5.2005, in the case of employees who retired during the period 1.4.1998 to 31.10.2002, dearness relief shall be payable for every rise or be recoverable for every fall, as the case may be, of every 4 points over 1684 points in the quarterly average of the All India Average Consumer Price Index for Industrial Workers in the series 1960=100. Such increase or decrease in dearness relief for every said four points shall be calculated in the manner given below:

(ii) In respect of retirees for the period 1.11.2002 to 30.4.2005 for whom pension has been revised w.e.f. 01.5.2005 based on definition of pay in terms of Clause 6 of the Bipartite Settlement dated 2nd June 2005, dearness relief shall be payable w.e.f. 1.5.2005 for every rise or be recoverable for every fall as the case may be of every four points over 2288 points in the quarterly average of All India

Average Consumer Price Index for Industrial Workers in the series 1960=100 @ 0.18% of the basic pension.

(iii) In respect of employees who retire on or after 1.5.2005, dearness relief shall be payable for every rise or be recoverable for every fall, as the case may be, of every four points over 2288 points in the quarterly average of the All India Average Consumer Price Index for Industrial Workers in the series 1960=100, at the rate of 0.18 per cent of basic pension.

(iv) In respect of employees who retired or died while in service on or after 1.05.2005 Dearness Relief shall be payable at 0.18% of the basic pension or family pension or invalid pension or compassionate allowance as the case may be. Dearness Relief in the above manner shall be paid for every rise or fall of 4 points over 2288 points in the quarterly average of the All India Average Consumer Price Index for industrial workers in the series 1960 = 100.

Note: The Dearness Relief as above shall be payable for the half year commencing from the 1st day of February and ending with 31st day of July on the quarterly average of index figures published for the months October, November and December of the previous year and for the half year commencing from 1st day of August and ending with the 31st day of January on the quarterly average of the index figures published for the months of April, May and June of the same year.

FAMILY PENSION

Note:- In the case of part-time employees, the minimum amount of family pension and the maximum amount of family pension shall be in proportion to the rate of scale wages drawn by the employee.

In case of an employee who dies after completion of 7 years service, higher family pension equal to 50 % of pay last drawn by the deceased employee or twice the ordinary rate & family pension whichever is less is payable.

In the event of the death of an employee after retirement before attaining age 65 years family pension is payable at twice the ordinary rate of family pension or @ 50 % of pay last drawn by the employee at the time of retirement, whichever is less. The Maximum period for which higher family pension will be payable is 7 years or till the deceased employee would have attained 65 years of age if it occurs earlier.

Commutation :

Both basic pension, additional pension can be commuted to the extent of 1/3 of eligible pension X 12 X age factor as per chart). Commutation part of pension will be restored again after 15 years from the date of commutation. D.A. is payable on full pension even if commuted.

Employees retiring from 01.05.05 Basic pension will be 50 % of the average pay drawn at the time of retirement as per 8th BPS

Employees who have retired between April 1998 to Oct. 2002. Basic pension will be 50 % of 7th BP pay.

Employees retiring between Nov 2002 and April 2005: Basic pension will be 50 % of 8th BP pay. This increased pension will be paid from 01.05.05.

In terms of **Head Office Branch Circular No. 107/42 dated 03.06.2013**

"As per the present system, staff pensioners need not have to apply / request for restoration of commuted portion of pension. His pension will be restored after 15 years from the date of payment of commutation without obtaining any request / application from him."

It is agreed between the parties that the terms of the Bank Employees' Pension Regulations, 1995 dated 29th September 1995/ 26th March 1996 shall not apply to the employees who join the services of Banks on or after 1st April 2010; and they shall be covered by a Defined Contributory Pension Scheme, which shall be governed by the provision of the Contributory Pension Scheme introduced for employees of the Central Government w.e.f. 1st January 2004, and as modified from time to time. Necessary amendments to the relevant provisions of the Bank Employees' Pension Regulations, 1995 dated 29th September 1995/ 26th March 1996 shall be carried out following the procedure in this regard.

(Head Office Branch Circular No.:89/123 Dt.01.11.1995)

Pension (including State Bank of India) AS PER 10th BIPARTITE SETTLEMENT dated 25th May 2015

With effect from 1st November 2012, the Pay as defined under Clause 6 of this Settlement and drawn by the employees who are members of the Pension Fund shall be taken into consideration for the purpose of calculation of pension as per the Pension Fund Rules/ Regulations in force.

Note: Employees in service of the Banks as on 1st November 2012 and who have 25th retired thereafter but before May 2015 and who had opted for commutation of pension will have an option not to claim incremental commutation on revised basic pension.

Pension for Part-time Employees

With effect from 1st November 2012, for the purpose of calculating the amount of pension in respect of permanent part time employees in scale wages who are covered by the Pension Scheme, their actual service shall be reckoned for qualifying service and not pro rata. The actual service/qualifying service shall be calculated from the date of recruitment/appointment as permanent part time employee in scale wages or from 1st September 1978 whichever is later.

Dearness Relief on Pension

With effect from 1st November, 2012, in respect of employees who retired or died while in service on or after 1st November, 2012, Dearness Relief shall be payable at 0.10 % of the Basic Pension or Family Pension or Invalid Pension or compassionate allowance as the case may be. Dearness Relief in the above manner shall be paid half yearly for every rise or fall of 4 points over 4440 points in the quarterly average of the All India Consumer Price Index for industrial workers in the series 1960=100.

Commutation Table:

Age next birthday of years' purchase	Factor	Age next birthday of years' RETIREMENT	Factor	Age next birthday of years' RETIREMENT	Factor
51	12.95	56	11.42	61	9.81
52	12.66	57	11.10	62	9.48
53	12.35	58	10.78	63	9.15
54	12.05	59	10.46	64	8.82
55	11.73	60	10.13	65	8.50

IMPORTANT : As per the present system, staff pensioners need not have to apply / request for restoration of commuted portion of pension. His pension will be restored after 15 years from date of payment of commutation without obtaining request / application from him.

(Ref. No. - Head Office Branch Circular No.:107/42 dated 03.06.2013)

CLARIFICATION OF IBA ON PENSION CONSEQUENT UPON 10TH BIPARTITE SETTLEMENT



Indian Banks' Association

HR & INDUSTRIAL RELATIONS

No.CIR/HR&IR/2015-16/XBPS/ G2/851

June 4, 2015

Designated Officers of Member Banks

which are parties to the Bipartite Settlement

Dear Sirs,

Revision in Pension of employees who retired on or after 01/11/2012 consequent upon the wage revision as per 10th Bipartite Settlement and Joint Note dated 25.5.2015

Please refer to our letters No.CIR/HR&IR/XBPS/**803** dated 25th May 2015 with regard to wage revision to Award Staff/Officers respectively in terms of Bipartite Settlement/Joint Note dated 25th May 2015.

Consequent upon the above wage revision, the pension, dearness relief, family pension, minimum pension, etc., payable in respect of those employees who ceased to be in service on or after 1.11.2012 and are eligible for pension, need to be revised. We give below for your guidance, the details in this regard.

(I) PENSION

The basic pension will be revised on the basis of the revised pay w.e.f. 1.11.2012.

(II) DEARNESS RELIEF

The dearness relief shall be payable for every rise or be recoverable for every fall, as the case may be, of every 4 points over **4440 points** in the monthly average of All India Consumer price index for Industrial Workers in the series 1960 = 100 at the rate of **0.10 per cent** per slab on the basic pension.

(III) FAMILY PENSION

In respect of employees (other than part-time employees) who retire/retired from service on or after 1.11.2015 the ordinary rate of pension shall be as under:

Scale of pay per month	Amount of monthly family pension
Upto ₹11,100	30 per cent of the 'pay' subject to a Minimum of ₹2,785 per month.
₹11,101 to ₹22,200	20 per cent of the 'pay' subject to a Minimum of ₹3,422 per month.
Above ₹22,200	15 per cent of the 'pay' subject to a Minimum of ₹4,448 per month and Maximum of ₹9,284 per month.

Note:- In the case of part-time employees, the minimum amount of family pension and the maximum amount of family pension shall be in proportion to the rate of scale wages drawn by the employee.

(IV) MINIMUM PENSION

In respect of employees other than part-time employees, who retired on or after 01/11/2012, the amount of **minimum pension shall be ₹2,785 p.m.** In respect of part-time employees who retired on or after 01/11/2012, the minimum pension payable **shall be ₹932 p.m.** in respect of part-time employees drawing **1/3 scale wages, ₹1,397 p.m.** in respect of part-time employees drawing **½ scale wages** and **₹2,096 p.m.** in respect of part-time employees drawing **¾ scale wages.**

Pending amendments to Bank Employees Pension Regulations, 1995, bank may compute pension as above. Before, however, giving effect to the revised pension, a suitable undertaking may be obtained from the pensioners as well as from family members/nominees, to enable the pension fund to make adjustments, if any, at a later date.

Member banks may please be guided as above.

Yours faithfully,

K Unnikrishnan

Deputy Chief Executive



Indian Banks' Association

HR & INDUSTRIAL RELATIONS

No.CIR/HR&IR/G2/2015-16/874

June 8, 2015

Designated Officers of Banks which are parties to the 10th Bipartite Settlement/ Joint Note dated 25.05.2015

Dear Sirs/Madam

Pay for the purpose of Pension in terms of Bank Employees' Pension Regulations

We have been receiving queries from Banks as to how the average emoluments of employees retired between 1-11-2012 and 31-7-2013 has been arrived at as these employees were governed by the pay scales prevalent during 1-11-2007 to 31-10-2012 and 1-11-2012 onwards during the 10 months preceding their retirement.

The calculation of average emoluments and Basic Pension in respect of the employees retired between 1.11.2012 and 31.7.2013 is as given in Annexure A. This adjustment is required as the employees who retired from services on or after 1.11.2012, the Dearness Relief they will be getting along with basic Pension shall be the Dearness Relief payable over and above 4440 points in the All India CPI 1960=100.

Yours faithfully,

K S Chauhan
Senior Vice President
Encl.

(Enclosure to Circular No.CIR/HR&IR/G2/2010-11/874 dated June 8, 2015)

Computation of Average Emoluments for calculating pension of employees retired between 1.11.2012 to 31.7.2013 for the preceding 10 months of retirement

(Model Calculation for an officer employee retired on 31.3.2013 having 33 years of qualifying service with Basic Pay of Rs.42,020/- as on the date of retirement)

(Rs.)

1. For the period of service prior to 1.11.2012

(i.e. from 1.6.2012 to 31.10.2012 (5 months))

$$25700 \times 5 = 128500.00$$

(b) Dearness Allowance payable @ 0.15% for every slab of 4 points over and above the Index numbers 2836 points and upto 4440 points in All India CPI 1960=100

$$15458.55 \times 5 = 77292.75$$

(4440 - 2836 = 1604/4 = 401 slabs X 0.15
i.e 60.15%)

Total of (a) and (b) above

205792.75... (A)

2. For the service rendered on or after 1.11.2012 upto the date of retirement, Corresponding revised i.e. 31.3.13 (5 months)

(a) 'Pay' as in Bipartite Settlement/Joint Note 42020 x 5 = 210100.00...(B) dated 25.5.2015

Total of (A) and (B)

415892.75...(C)

3. Average emoluments for the preceding 10 months of retirement $\frac{415892.75}{10} = 41590.00\ldots$ (D)

4. Basic Pension in terms of Regulation 35(2) of the Bank Employees' Pension Regulations =50% of 41590 x 33 = **20795** 33

DEFINED CONTRIBUTORY PENSION SCHEMES

Those who have joined /joining the Bank on and from 01.04.2010 will be governed by the New Defined Contributory Pension Scheme.

Age of Retirement : 60 Years

Features of New Pension Scheme:

➤ Effective from 01.01.2010

- There will be two tiers of contribution i.e. Tier I and Tier II
- Contribution to Tier I is compulsory and under Tier II is optional
- Under Tier I employees will contribute 10% of Pay plus DA
- Bank will make matching contribution
- For Tier II contributions, there will be no matching contribution by the Bank
- Tier I contribution will be kept in Non- Refundable Account
- Tier II contribution will be kept in a separate account and are withdrawable at the option of the employee
- There will be no separate PF account or the contribution by the employees
- The Account will be maintained by Central Record Keeping Agency
- The contributions will be managed by Pension Fund Managers
- PFRDA- Pension Fund Regulatory and Development Authority will regulate the scheme.
- On retirement at the age of 60, it would be mandatory to invest 40% of the contributions in Pension Annuity and 60% can be taken as cash. Employee can invest more than 40% in Pension Annuity.
- For those who retire / exit service before the age of 60 years, 80% of the contributions shall be invested in Pension Annuity.
- Each employee will be given a Permanent Pension Account Number (PPAN) Permanent Retirement Account Number (PRAN)
- Pension Fund Manager will offer three options to employees to invest their contributions according to their choice.
- Employees will have the choice to invest the contributions in Equity or in Corporate Sector or in Government Sector.
- Maximum Permissible Limit for investments:
 - In Equity - 50% of Contribution**
 - In Corporate Sector - 100% of Contribution**
 - In Government Sector- 100% of Contribution**
- Employees can choose any mixture of investment upto above ceilings.
- If employees does not give his choice, Fund Manager will invest the contribution under Auto Choice Method.
- Even Under Auto Choice Method, investment in equity will not exceed 50% of the contribution.
- Employee will have the choice to choose the Fund Manager and the investment pattern.
- Employee has the right to change the Fund Manager annually.
- Employee has also the choice to change the investment pattern between investment in equity, in corporate sector and in Government Sector looking to the returns on investment and perceived risks in investment.
- Contribution to Tier I is non-withdrawable during service but Tier II contribution can be withdrawn at his option.
- Pension based on Annuity purchased will be payable for lifetime of the employee / dependent parents / spouse.
- Pension Fund Managers (PFMs) will be the same as appointed by Pension Fund Regulatory and Development Authority (PFRDA) for NPS introduced for Central Government employees. Presently three Pension Fund Managers have been appointed viz:
 - i) **LIC Pension Fund Limited**
 - ii) **SBI Pension Fund Limited**
 - iii) **UTI Retirement Solutions Limited**

Each of the PFM will invest the Funds in the proportion of 85% in fixed income instruments and 15% in equity and equity linked mutual funds.

- Board of Directors of our Bank in their meeting held on 08.12.2012 has approved the name of SBI Pension Fund Ltd. PFM for management of the funds of the employee of our Bank, as per the guidelines of PFRDA. (Ref. Branch Circular No.- 107/19 dated 10.04.2013).

***TA/DA payable to serving employees/retired employees of banks attending the following cases**

S.No.	Circumstances	Award Staff		Officer	
		In service	Retired	In service	Retired
1	Attending departmental enquiry as				
a.	Defence Representative	Yes	No *	Yes	No
b.	Charge sheeted employee including suspended employee	Yes	Yes	Yes	Yes
c.	Defence witness	No	No	No	No
2	Attending CBI / Court cases				
A	Cases filed by Police/CBI against employee for official acts	As accused **	No	No	No
		As witness on behalf of bank	Yes	Yes	Yes
		As witness on behalf of employee	No	No	No
B	Cases filed by employee against the bank	As a petitioner	No	No	No
		As witness on behalf of bank	Yes	Yes	Yes
		As witness on behalf of employee	No	No	No
C	Cases filed by outsiders / customers, etc. pertaining to official acts	As accused	Yes	Yes	Yes
		As witness on behalf of the bank	Yes	Yes	Yes
		As witness on behalf of others	No.	No	No

- * however, if the enquiry is held at place other than the place where the incident occurred at the behest of the Management, TA/DA will be paid to the Defense Representative as per rules.
- ** however, if the employee is acquitted honourably, the TA/DA will be reimbursed as per rules.

P.S. For attending Personal Hearing, TA/DA may be paid, if the Appellate Authority grants a personal hearing, as part of the process of disciplinary proceedings.

(Ref No. :IBA Circular No.-CIR/HR&IR/665/E-10/2010-11/3004 dated 25.04.2011)

**LIST OF PAPER TO BE SUBMITTED TO GENERAL MANAGER, TERMINAL BENEFIT DEPARTMENT,
HEADOFFICE-
ON RETIREMENT**

(FOR RETIREMENT BENEFITS) / DEATH

PROVIDENT FUND APPLICATION

Claim application by employee
Own contribution for pension optee
Own + Bank's contribution for PF optee

GRATUITY CLAIM - Payable on Employees' Death, incapacitation, termination of service, Retirement on superannuation, voluntary retirement, resignation after 10 years of service

Calculation sheet as per claim under-

Bipartite Settlement

Payment of Gratuity Act,1972

PENSION APPLICATION

Pensioner's Profile

- ii) Service Particulars of employee (Pensioner)
 - Nomination for Pension , Commutation
 - Commutation of Pension

FAMILY PENSION APPLICATION

List of papers required

Covering letter from the branch

Request application for Family pension

Family Pension Profile

Worksheet for Family Pension

Death Certificate duly attested

2 latest Passport size photograph of the applicant

Other format required, if any.

LIST OF PAPERS REQUIRED TO BE SUBMITTED FOR APPOINTMENT ON COMPASSIONATE GROUND

To avoid delay and process the application expeditiously, we advise the zones to maintain a checklist and forward us the following listed documents with duly filled up application form-

- (i) Covering Letter of the zone giving family backgrounds, other details like family income etc., zone's recommendations and justification for their recommendation specifying grounds and post for which they are referring the applicant
- (ii) Duly filled up application form alongwith photograph containing recommendation of the Branch / Zone
- (iii) Death Certificate of the deceased employee
- (iv) Details of disciplinary action contemplated / initiated / pending, if any, against the deceased employee

- (v) Indicate the place of Home Town of the deceased employee and preference of applicant's posting alongwith the zone
- (vi) In case, if spouse is applying for the appointment under the said scheme, then marriage certificate should be obtained
- (vii) Consent Letter / No Objection Certificate of all the dependent family members
- (viii) Ration Card containing the name of the applicant along with other family members
- (ix) Duly Certified (verify with originals) below mentioned documents by the branch/zone
 - (a) SSC Certificate confirming date of birth of the applicant
 - (b) All other educational qualification mark sheets and certificate
- (x) Details of source of income of applicant and other family members, if any in a separate sheet
- (xi) Photo Identity Card of the applicant (Aadhar Card, Pan Card, Voters ID Card, Passport etc)
- (xii) Before forwarding the application, please confirm that the lower age limit of the applicant should not be below 18 years
- (xiii) Please indicated the number of days' of loss of pay of deceased employee specifying how the "No Pay No Allowance" has been treated at your end (whether the leave is regularised or any disciplinary action is initiated)

(Administrative Circular No. 2015-16/1 dated 28.08.2015

GSLI DEPOSIT PORTION WITH INTEREST

Group saving Linked Insurance Scheme (GSNI)

All employees are covered under the scheme. Premium is paid by the bank Rs. 600/- p.a. On the death in harness, Rs. 50000/- plus savings portion of premium with interest will be paid to the legal heir of the deceased. The break up of Rs.600/- is as follows : Rs.210/- **per year** goes towards LIC Premium , Rs390/- per year to the credit to running account to be maintained under the policy to provide for the benefit payable on the terminal date or upon cessation of membership; other than death before the terminal date.

(Ref. No.:Head Office Branch Circular No.: 92/58 Dt. 15.07.98)

SILVER PLATE WITH BANK NAME & LOGO(approx. weight 250 gms)

AGE OF RETIREMENT SHALL BE 60 YEARS OF AGE. DATE OF RETIREMENT SHALL BE LAST DAY OF THE MONTH IN WHICH AN EMPLOYEE COMPLETES 60 YEARS OF AGE.

BENEFITS TO NOMINEE / LEGAL HEIR OF THE DECEASED EMPLOYEE (WHO DIES IN HARNESS)

1. Rs.1.00 lac immediately after death to the Spouse / dependant of the employee given by branch under Death Relief Scheme.
2. Rs.50000/- under Group Linked Insurance Scheme
3. Rs.80000/-(at present) under Staff Benevolent Scheme (to the members of the scheme only)
4. Provident Fund Contribution up to the date of death plus Bank's Contribution on P.F. or Pension (as the case may be)
5. Encashment of PL upto a maximum of 240 days

6. Gratuity as per B.P.S. or as per Gratuity Act whichever is higher subject to a maximum of Rs.10.00 lacs
7. Spouse of the deceased employee can become the member of BOI REMAS, if not gainfully employed (gainfully employed means monthly salary / wages is Rs.2550 or more)