



eCircular

Department: P&HRD

Sl.No.: 413/2024 - 25

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Date: Mon 15 Jul 2024

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**STRICTLY FOR INTERNAL CIRCULATION ONLY**

All Branches / Offices of  
State bank of India

Madam/ Dear Sir,

**WORKMEN STAFF – SALARY REVISION & OTHER SERVICE CONDITIONS  
12<sup>TH</sup> BIPARTITE SETTLEMENT DATED 08.03.2024**

Indian Bank's Association have signed the 12<sup>th</sup> Bipartite Settlement on 08<sup>th</sup> of March 2024, with the representative Unions/ Association of workmen on service conditions including revision of Salary & Allowances (Annexure I).

2. In terms of Clause 40 of the aforesaid 12<sup>th</sup> Bipartite Settlement dated 08.03.2024, certain Special provisions in respect of State Bank of India had to be reviewed and settled at the Bank level.

3. Accordingly, discussions were held with the All-India SBI Staff Federation and after reaching an understanding with them, we have entered in to a Settlement on 15.05.2024 and 21.06.2024, for revision in rates of special pay, special pay for graduation, professional qualification pay, fixed personal pay, other allowances etc. and revision in duties and responsibilities including enhanced passing power, which are set out in as under:

**(a)** Special Pay for workmen staff in State Bank of India effective from 01.11.2022 (Annexure-II).

**(b)** Special Pay for Graduation and Professional Qualification, payable to Clerical Staff and subordinate staff with effect from 01.11.2022 (Annexure-III).

(c) Other Allowance payable to a few designated categories of Workmen employees w.e.f. 01.11.2022 and 01.04.2024, wherever mentioned (Annexure-IV).

4. We have consolidated provisions of various MoS as agreed between State Bank of India & AISBISF from time to time. The compiled duties & responsibilities of Award Staff are placed at Annexure-V, to facilitate all the functionaries to understand them better.

5. The Executive Committee of the Central Board has since accorded approval for implementation of the provisions of the 12th Bipartite Settlement dated 08.03.2024 and MoS dated 15.05.2024 and 21.06.2024, as applicable to our Bank.

6. The provisions of the above-mentioned Settlements are contained in Annexures for immediate implementation and shall amend, modify, and supersede the relevant provisions of the Awards and Settlements wherever referred to therein.

7. Consequent upon wage revision of workmen employees under 12th Bipartite Settlement by IBA effective from 1st November 2022, fitment formula for Subordinate to Clerical Cadre will be issued once IBA releases the fitment formula model.

8. Please arrange to bring the contents of this circular to the notice of all concerned working under your administrative control.

Yours faithfully,

**(Binod Kumar Mishra)**  
**Dy. Managing Director (HR) &**  
**Corporate Development Officer**

**Encl:** As stated above

**PROVISIONS OF 12TH BIPARTTE SETTLEMENT DATED 08.03.2024 ON SERVICE  
CONDITIONS (INCLUDING REVISION OF SALARY & ALLOWANCES) AS  
APPLICABLE TO STATE BANK OF INDIA**

1. In respect of 25 Banks listed in Schedule 1 to this Memorandum of Settlement, except the State Bank of India, Indian Overseas Bank and Bank of Baroda, the provisions of the Sastry Award in Reference No. S.R.O. 35 dated 5<sup>th</sup> January 1952, notified on 26<sup>th</sup> March 1953 as finally modified and enacted by the Industrial Disputes (Banking Companies) Decision Act, 1955, the Industrial Disputes (Banking Companies) Decision Amendment Act, 1957 and the provisions of the Award of the National Industrial Tribunal presided over by Mr. Justice K T Desai in Reference No.1 of 1960 which Award inter alia modified certain provisions of the Sastry Award (hereinafter referred to as the Awards) as modified by the settlements dated 19<sup>th</sup> October, 1966, 12<sup>th</sup> October, 1970, 23<sup>rd</sup> July, 1971, 8<sup>th</sup> November, 1973, 1<sup>st</sup> August, 1979, 31<sup>st</sup> October, 1979, 21<sup>st</sup> April, 1980, 8<sup>th</sup> September, 1983, 17<sup>th</sup> September, 1984, 5<sup>th</sup> January, 1987, 10<sup>th</sup> April, 1989, 29<sup>th</sup> June, 1990, 16<sup>th</sup> July, 1991, 29<sup>th</sup> October, 1993, 14<sup>th</sup> February, 1995, 14<sup>th</sup> December, 1996, 28<sup>th</sup> November, 1997, 27<sup>th</sup> March 2000, 10<sup>th</sup> April 2002, 2<sup>nd</sup> June 2005, 27<sup>th</sup> April 2010, 25<sup>th</sup> May, 2015, 11<sup>th</sup> November, 2020 and 10<sup>th</sup> December, 2020 shall continue to govern the service conditions except to the extent the same are modified by this settlement.

2.(i) In respect of State Bank of India, the provisions of the Awards as modified by the Settlements dated 31<sup>st</sup> March, 1967, 24<sup>th</sup> February, 1970, 15<sup>th</sup> September, 1970, 1<sup>st</sup> August, 1979, 31<sup>st</sup> October, 1979, 21<sup>st</sup> April, 1980, 8<sup>th</sup> September, 1983, 17<sup>th</sup> September, 1984, 5<sup>th</sup> January, 1987, 10<sup>th</sup> April, 1989, 29<sup>th</sup> June, 1990, 16<sup>th</sup> July, 1991, 29<sup>th</sup> October, 1993, 14<sup>th</sup> February, 1995, 14<sup>th</sup> December, 1996, 28<sup>th</sup> November, 1997, 15<sup>th</sup> September, 1998, 27<sup>th</sup> March 2000, 10<sup>th</sup> April 2002, 22<sup>nd</sup> July 2003, 2<sup>nd</sup> June 2005, 27<sup>th</sup> April 2010, 25<sup>th</sup> May, 2015, 11<sup>th</sup> November, 2020 and 10<sup>th</sup> December, 2020 shall continue to govern the service conditions of the workmen except to the extent the same are modified by this settlement.

(ii). In respect of State Bank of India, Settlements referred to in Clauses 2(i), above refer to settlements entered in between State Bank of India, with the All India State Bank of India Staff Federation, representing the workmen of the bank.

3.(i). The provisions of the said Awards, the First Bipartite Settlement dated 19th October, 1966 and/or other subsequent settlement(s) including the above-mentioned settlement hereinafter collectively referred to as said settlements shall stand modified or superseded to the extent and in the manner detailed hereunder.

(ii). Provisions in the aforesaid Awards/Settlements which have not been amended/modified or superseded by this Settlement shall continue to remain in force.

**4. Improvement in productivity, efficiency and customer services**

While discussing the charter of demands submitted by the unions for revision in wages and improvements in service conditions, both IBA and the Unions took note of the changes taking place in the fast-changing banking scenario which are posing multiple challenges to the Banks. Banks have an important role to play in boosting economic growth and hence Banks have become the pivot of economic development. It is observed that banking practices have undergone a sea-change especially with the advent of technology based digital banking services. Hence there is a need and necessity for the Banks in general and the workforce in particular to understand, assimilate and adopt these changes by updating and equipping themselves to these changed requirements in order to sustain the effectiveness of banking services in the emerging scenario. Banking services and products have to be dynamic to meet the ever-changing requirements and expectations of the customers and banking public. In this background, constantly upgrading the skill-levels of the workforce becomes imperative in order to ensure improvement in productivity, efficiency and customer service. Keeping this in view, managements and unions/associations shall endeavor to work towards these objectives.

**5. Scales of Pay:**

In modification of Clause 4 of Bipartite Settlement dated 11th November, 2020, with effect from 1<sup>st</sup> November 2022 the scales of pay shall be as under:

<b>Clerical Staff</b>							
<b>24050</b>	<b>1340</b>	<b>28070</b>	<b>1650</b>	<b>33020</b>	<b>2000</b>	<b>41020</b>	<b>2340</b>
	<b>3</b>		<b>3</b>		<b>4</b>		<b>7</b>
<b>57400</b>	<b>4400</b>	<b>61800</b>	<b>2680</b>	<b>64480</b>	<b>(20 years)</b>		
	<b>1</b>		<b>1</b>				
<b>Subordinate Staff</b>							

19500	665	22160	830	26310	990	30270	1170
	4		5		4		3
33780	1345	37815	(20 years)				
	3						

**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.
- c) In the case of Ex-servicemen category employees who have joined the Banks on and after 1st November 2022
  - i. And have been issued adhoc / provisional fitment, shall be refixed as per the provisions of this settlement with protection of emoluments as per last drawn pay in the Services.
  - ii. And in other cases, where regular fitment has been issued, their Basic pay in the revised scales shall be refixed in the same manner as mentioned in Clause (a) above.
  - iii. and in both the cases, there shall not be any recovery of excess emoluments paid on this account, if any.
- d) The fitment Chart is given in **Schedule I**

**6. Stagnation Increments:**

In partial modification of Clause 5 of Bipartite Settlement dated 11th November, 2020, both clerical and subordinate staff (including permanent part-time employees on scale wages) shall be eligible for eleven stagnation increments **w.e.f. 1st November, 2022** 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 eleven stagnation increments at the rate of Rs. 2680/- and Rs.1345/- respectively (pro rata in respect of permanent part-time employees) each due under this settlement, and at frequencies of 2 years, from the dates of reaching the maximum of their scales as aforesaid.

Provided further that a clerical / subordinate staff (including permanent part-time employees on scale wages) already in receipt of nine stagnation increments shall be eligible for the tenth stagnation increment from **1st November, 2022** or two years after receiving the ninth stagnation increment, whichever is later and draw the 11<sup>th</sup> stagnation increment two years thereafter.

Provided further that those clerical/ subordinate staff (including permanent part-time employees on scale wages) shall be eligible for the eleventh stagnation increment from 1<sup>st</sup> November, 2022 or four years after receiving the ninth stagnation increment whichever is later.

In other words, 10<sup>th</sup> stagnation increment shall be released 2 years after release of 9<sup>th</sup> stagnation increment and 11<sup>th</sup> stagnation increment shall be released 4 years after release of 9<sup>th</sup> stagnation increment. However, the financial benefit of 10<sup>th</sup> and/or 11<sup>th</sup> stagnation increment shall be paid with effect from 01.11.2022 or from the date of release of increment/s, whichever is later.

**Illustration:**

<b>Clerical / Subordinate staff (including permanent part-time employees on scale wages)</b>	<b>Eligible for the Additional Stagnation Increment with effect from</b>
Who were in receipt of 9 <sup>th</sup> Stagnation increment from November 2018 & before	11 <sup>th</sup> Stagnation increment from 01.11.2022
Who were in receipt of 9 <sup>th</sup> Stagnation increment between December 2018 and October 2020	10 <sup>th</sup> Stagnation increment from 01.11.2022 and 11 <sup>th</sup> Stagnation increment 4 years from the date of release of 9 <sup>th</sup> Stagnation increment
Who are in receipt of 9 <sup>th</sup> Stagnation increment from November 2020 & after	10 <sup>th</sup> Stagnation increment from 01.11.2022 or 2 years after receiving the 9 <sup>th</sup> Stagnation increment, whichever is later and the 11 <sup>th</sup> stagnation increment two years thereafter

**7. Definition of 'Pay'**

In reiteration of Clause 6 of the Bipartite Settlement dated 11th November, 2020, 'Pay' shall be defined as under:

<b>i) 'Pay' components</b>	<b>Eligible for</b>
Basic Pay, Stagnation increments, Special Pay, Graduation Pay / Professional Qualification Pay, Officiating Pay, and Increment component of Fixed Personal Pay	Superannuation benefits - Provident Fund, Gratuity, Pension, and Defined contributory Pension Scheme (DCPS) / (NPS)

<b>ii) 'Pay' components</b>	<b>Eligible for</b>
Basic Pay, Stagnation increments, Special Pay, Graduation Pay/PQP, Officiating Pay, Special Allowance, Transport Allowance	Dearness Allowance

iii) 'Pay' components	Eligible for
Basic Pay, Stagnation increments, Special Pay, Graduation Pay / PQP, Officiating Pay	House Rent Allowance

**8. Special Pay:**

With reference to Clause 40 of the 12th Bipartite Settlement dated 08<sup>th</sup> March, 2024, wherein it is stated that in case of State Bank of India, the rates of Special Pay, FPP, PQP and Other Allowances shall be settled at the Bank level. Accordingly, we had entered into the Settlement with AISBISF on 15th May, 2024 and 21st June, 2024, wherein, it has been agreed that, Special Pay shall be payable with effect from 01<sup>st</sup> November, 2022, as contained in Annexure-II, and the same shall rank for superannuation benefits.

**a 9. Graduation Pay / Professional Qualification Pay**

b (a) With effect from 1st November 2022, Graduation Pay and Professional Qualification Pay payable to the clerical staff and Subordinate staff in banks shall be as mentioned in **Annexure III**.

c (b) The Graduation Pay and Professional Qualification Pay shall rank for superannuation benefits.

d (c) In reiteration of sub-clause (xv) of Clause 11 of the Bipartite Settlement dated 11th November, 2020, 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.

e (d) 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 or shall acquire hereinafter 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 19<sup>th</sup> 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.

- f (e) A member of the subordinate cadre acquiring 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 PQP. Release of subsequent installments of PQP shall be with reference to the date of release of PQP under this clause.
- g (f) Provided that in the case of a subordinate cadre 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 PQP and the release of subsequent installments of PQP shall be with reference to the date of release of PQP under this clause.
- h Provided further that in case where the subordinate cadre employee as on the date of this Settlement, has already acquired or shall acquire hereinafter JAIIB (Part-I) or CAIIB (Part-II) after reaching maximum of the scale of Pay (in case of JAIIB/ CAIIB) or after reaching 19<sup>th</sup> stage of scale of Pay (in case of CAIIB), 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.

i **10. Fixed Personal Pay**

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In partial modification of Clause XIV of Bipartite Settlement dated 29th October 1993, Clause 13 of Bipartite Settlement dated 27th March 2000, Clause 13 of the Bipartite Settlement dated 2nd June 2005, Clause 13 of Bipartite Settlement dated 27<sup>th</sup> April 2010, Clause 13 of Bipartite Settlement dated 25<sup>h</sup> May, 2015, and Clause 13 of Bipartite Settlement dated 11<sup>th</sup> November, 2020, the Fixed Personal Pay shall be revised **with effect from 1st November 2022** as under:

(Existing Amount up to 31.10.2022 in brackets below)

Area of Posting	Revised FPP payable where	Revised FPP payable where	Increment component of FPP
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	accommodation is not provided by the Bank. (Rs.) per month	accommodation is provided by the Bank. (Rs.) per month	to be reckoned for superannuation benefits (Rs.) per month
<b>CLERICAL STAFF</b>			
At all Centres	3155 (2265)	2880 (2045)	2680 (1990)
<b>SUBORDINATE STAFF</b>			
At All Centres	1585 (1140)	1445 (1030)	1345 (1000)

**Note:**

(i) Only employees who were in the service of the bank on or before 1<sup>st</sup> November 1993 will be eligible for FPP, one year after reaching the maximum scale of pay, they are placed in. Those who joined the Banks on or after 2<sup>nd</sup> November, 1993 are not eligible for FPP.

(ii) Increment component of FPP shall rank for superannuation benefits.

**11. Officiating Pay (w.e.f. issuance of e-Circular)**

If an employee already working in a Special Pay carrying post acts in a position carrying a higher Special Pay, he will draw only the latter Special Pay including attendant benefits on pro-rata basis to the officiating position even if he/she officiates in a higher position within the cadre or out of cadre, even for a single day.

**12. Dearness Allowance**

In substitution of Clause 7 of Bipartite Settlement dated 11th November, 2020, with effect from 1st November 2022, the Dearness Allowance shall be payable as per the following rates:-

**Clerical and Subordinate Staff**

1.00 % of 'pay' per percentage point of Index.

**Note:**

Dearness Allowance in the above manner shall be paid for every variation of rise or fall over 123.03 points in the quarterly average of the All-India Consumer Price Index for Industrial Workers Base 2016=100. i.e., 0.01% change in DA on 'pay' for change in every second decimal place of CPI 2016 over 123.03 points.

The change in the Dearness Allowance rate will be released on a quarterly basis on 1<sup>st</sup> May, 1<sup>st</sup> August, 1<sup>st</sup> November and 1<sup>st</sup> February based on the following:

D.A release date	Quarterly average of CPI points of the months	Applicable for the month
1 <sup>st</sup> May	January, February and March	May, June and July
1 <sup>st</sup> August	April, May and June	August, September and October
1 <sup>st</sup> November	July, August and September	November, December and January
1 <sup>st</sup> February	October, November and December	February, March and April

- (a) It is clarified that there shall be no ceiling on Dearness Allowance.
- (b) All other existing provisions relating to Dearness Allowance Scheme shall remain unchanged.
- (c) While working out quarterly average up to first two decimals will be considered.

**13. House Rent Allowance:**

In continuation / partial modification of Clause 8 of the Bipartite Settlement dated 11th November, 2020, with effect from 1st November 2022, the House Rent Allowance payable to subordinate and clerical staff shall be as under:

Area	Rate as percentage of 'Pay' [No Minimum/ No Maximum]
At all centres	10.25 %

**Note:**

- (i) 'Pay' means as defined in Clause 7 of the Settlement hereinabove.
- (ii) Where quarters are provided, HRA shall not be payable and the rent to be recovered shall be 0.15 % of the first stage of the Scales of Pay.
- (iii) All other existing provisions relating to House Rent Allowance shall remain unchanged.

Provided further that when a workman employee is transferred out of the station other than on account of request, he/she may, in lieu of HRA as above, claim reimbursement of house rent up to 150% of HRA otherwise payable (subject to production of rent receipt) for having incurred the said amount and **Discomfort allowance** shall be paid as under w.e.f. **01.04.2024** :-

Category of Staff	Existing (Rs. p.m.)	Revised (Rs. p.m)
Clerical	2300	3500
Subordinate	1400	2100

**14. Special Allowance: \_\_\_\_\_**

In modification of Clause 9 of the Bi-partite Settlement dated 11<sup>th</sup> November, 2020, with effect from 01.11.2022, workmen employees shall be paid Special Allowance as under:

- **26.50 %** 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.

**15. Transport Allowance:**

In partial modification of Clause 10 of the Bipartite Settlement dated 11<sup>th</sup> November, 2020, with effect from 1<sup>st</sup> November, 2022, Transport Allowance shall be paid as under;

All Clerical and Subordinate Staff	Rs. 850 per month with applicable DA thereon
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**Note :**

- (i) The Transport Allowance with applicable DA thereon shall not be reckoned for superannuation benefits viz., pension including contribution to DCPS (NPS), PF & Gratuity.
- (ii) 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.
- (iii) Conveyance Allowance payable to employees who are persons with benchmark disability (PwBD) shall be over and above the Transport Allowance payable as above.

**16. Compensation for losses due to breakage or damage to goods on Transfer**

In modification of Clause 25 of Bipartite Settlement dated 11<sup>th</sup> November, 2020, with effect from 01.4.2024, 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.2,000/-
  - Subordinate Staff : Rs.1,400/-
- b. Where no receipts/statement of loss are produced, a lumpsum payment of:
  - Clerical Staff : Rs.1,400/-
  - Subordinate Staff : Rs.1,000/-

**17. Halting Allowance (From the date of issuance of the Circular)**

a) In modification of Clause 26 of the Settlement dated 11th November, 2020, halting allowance shall be payable at the following rates for the days spent on duty outside the headquarters and where Lodging expenses are not claimed / reimbursed:

	(A)	(B)	(C)
<b>Category of Staff</b>	<b>Places with population of 12 lakhs and above and States of Goa</b>	<b>Places with population of 5 lakhs and above, State Capitals/ Capitals of Union Territories not covered in column (A)</b>	<b>Other Places</b>
<b>Clerical Staff</b>	Rs. 1500/- per diem	Rs. 1350/-per diem	Rs. 1000/-per diem
<b>Subordinate Staff</b>	Rs. 1100/- per diem	Rs.900/- per diem	Rs.600/- per diem

b) Provided that an employee can also claim lodging expenses reimbursement, for the days spent on duty outside the headquarters, by production of hotel rent receipt subject to ceilings prescribed hereunder:

	(A)	(B)	(C)
<b>Category of Staff</b>	<b>Places with population of 12 lakhs and above and States of Goa</b>	<b>Places with population of 5 lakhs and above, State Capitals / Capitals of Union Territories not covered in column (A)</b>	<b>Other Places</b>
Clerical Staff	Rs. 3100/- per day	Rs. 2600/- per day	Rs. 2100/- per day
Subordinate Staff	Rs. 1550/- per day	Rs. 1300/- per day	Rs. 1050/- per day

- (i) Where free lodging is provided by the Bank at the place of deputation, 3/4th of the Halting Allowance will be paid as per the eligibility at the Centre.
- (ii) Where free boarding & lodging are provided by the Bank at the place of deputation, 35% of the Halting Allowance will be paid as per the eligibility at the Centre.
- (iii) With regard to the entitlement of Halting Allowance to the employee, in Centres / Stations with population of 12 lacs and above, Halting Allowance as provided in Clause-18(a) of Industry level settlement shall be payable to an employee upon deputation to another office/branch within the same municipal limits/Urban agglomeration, if the distance of such deputation is of 15 kms, and more from the parent branch/office.

**18. Washing Allowance**

In supersession of Clause 27 of Bipartite Settlement dated 11th November, 2020, with effect from 1st April, 2024, washing allowance shall be payable at Rs.200/- p.m., where the washing of livery is not arranged by the bank.

**19. Cycle Allowance**

With effect from 01.11.2022, 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. 300/- p.m. at all centres.

**20. Deputation Allowance:**

Deputation Allowance shall be at the following rates **(w.e.f. 01.04.2024)**

A workman employee deputed to serve outside the bank to an organization in a different place other than the present place of posting	7.75% of Pay with a maximum of Rs. 3750/- per month
A workman employee deputed to another organization at the same place or to the training establishment not owned by the bank	4% of Pay with a maximum of Rs.1875/- per month

**k 21. Hill & Fuel Allowance**

l The Hill & Fuel Allowance shall be payable at the following rates **(w.e.f. 01.11.2022)**

PARTICULARS	EXISTING *	PROPOSED
a. At places situated at a height of 3000 metres and above	8% of Pay <b>(No upper ceiling)</b>	No change
b. At places situated at a height of and over 1500 metres but below 3000 metres	4% of Pay <b>(No upper ceiling)</b>	
c. At places situated at a height of and over 1000 metres but less than 1500 metres and Mercara Town	3% of Pay <b>(No upper ceiling)</b>	

**\*(Note: The upper limit has been removed in SBI vide e-Circular No. CDO/P&HRD-IR/50/2019-20 dated 25.10.2019 with the approval given by ECCB on 25.10.2019).**

**Note-** All other existing provisions shall remain unchanged.

## **22. Special Area Allowance**

In supersession of all earlier provisions relating to Special Area Allowance, w.e.f. 1st November 2022, Special Area Allowance shall be payable at places specified in column 2 of the Schedule II hereto, as per the quantum indicated in column 3 thereof against each such place, subject to the condition that if at any of the places mentioned in column 2 of Schedule II hereto, Hill and Fuel Allowance is payable in terms of this Settlement, then at such places only higher of the two allowances shall be payable.

## **23. Payment of Overtime Allowance**

In partial modification of Clause 10.17(b) of Settlement dated 11.11.1966 for the purpose of calculating the amount of overtime work, the expression "emoluments" shall mean aggregate of Basic Pay including Stagnation increment, Special Pay, PQP, Officiating Pay (if any), Dearness Allowance, Special Allowance, Transport Allowance, HRA, FPP, Special Compensatory Allowance, Special Balancing Allowance and Special Allowance (Chief Associate), etc.

## **24. Medical Aid**

**(a)** In partial modification of Clause 20 of the Bipartite Settlement dated 11th November, 2020, with effect from 1st November 2022, the reimbursement of medical expenses under medical aid scheme shall be restricted to an amount of Rs.2830/- per annum.

**(b)** For the calendar year 2022, the reimbursement of medical expenses under the medical aid scheme shall be enhanced proportionately for two months i.e. November and December 2022.

**(c)** All employees shall be allowed reimbursement of Rs. 500 per year towards annual eye check-up

**(d)** With reference to the Clause 25 (iii) of 12th BPS dated 08.03.2024, it is agreed by both the parties that the facility of periodical Health Checkup shall be available to all Award Staff once in 2 years within a ceiling of Rs. 3000/, from the date of issuance of e-Circular.

## **Improved Medical Scheme:**

In addition to existing benefits provided to all Award Staff, undernoted facilities are extended with effect from the date of issuance of e-Circular:

(i) Ceiling of Dental treatment payable to Clerical Staff subject to subceiling defined as under:

<b>Award Staff</b>	<b>Root Canal Lumpsum Treatment Ceiling(annual) for one tooth</b>	<b>Cap Price for one tooth</b>	<b>Total Cost</b>	<b>Consultation Fee (per treatment plan)</b>	<b>Maximum permitted amount in a year</b>
Metro/Major A/ State Capital	3,500	3,000	6,500	600	20,000
Others	2,500	2,000	4,500	400	14,000

(ii) All Workmen will be reimbursed the Physician Consultation Charges up to Rs. 2000/- per Year. These changes are subject to yearly review .

(iii) In addition to existing 42 specified diseases for domiciliary treatment, the following diseases will also be covered under domiciliary treatment for reimbursement of medical expenses to the extent of ceiling as per Standardization of charges advised time to time by the Bank will be covered for reimbursement of expenses under Improved Medical Scheme of the Bank:-

Kidney Stone /Gall Bladder Stone, Eczema, Cervical, L-4, L-5 Slip Disc, Varicose Veins, Urinary Tract Infection, Fibroids, PCOD, Avascular Necrosis, Vitiligo, Sciatica, Skin Diseases, Ear Infection / ENT problems, Jaundice, Typhoid.

(iv) In addition to existing tests, workman and his dependent family members will be covered for reimbursement of expenses incurred for undernoted test only when the Bank's doctor prescribes it to confirm any underlying conditions. The following test will also be included in the list of pathological tests recommended by the Bank's doctor to be done at empanelled lab :-

- a. Mammography
- b. Sonography (During Pregnancy)

- c. Vitamin B-12 Test
- d. Vitamin D-3 Test
- e. Laryngitis Test
- f. C.T. Scan

**25. Leave Rules (w.e.f 01.04.2024)**

- (i) **a)** In partial modification of clause 36 (b) of settlement dated 11<sup>th</sup> November, 2020, a single male parent can avail sick leave for the sickness of his child of 8 years and below subject to production of medical certificate.  
**(b)** Employees can avail sick leave for the sickness of their Special Child of 15 years and below for a maximum period of 10 days in a calendar year subject to production of medical certificate.
- (ii) In partial modification of clause 36(b) of settlement dated 11<sup>th</sup> November, 2020, women employees shall be allowed to take one day Sick Leave per month without production of medical certificate.
- (iii) In partial modification of clause 36(b) of settlement dated 11<sup>th</sup> November, 2020, in case of employees of the age of 58 years and above, sick leave may be granted towards hospitalization of the spouse at a centre other than the place of work and for a maximum period of 30 days in a calendar year.
- (iv) In partial modification of clause XI of settlement dated 17<sup>th</sup> September, 1984, clause 6 of settlement dated 28<sup>th</sup> November, 1997 and clause 36 of settlement dated 11<sup>th</sup> November, 2020, an employee shall be granted sick leave at the rate of one month for each year of service subject to a maximum of 720 days during the entire service.
- (v) In partial modification of clause 34 of settlement dated 11<sup>th</sup> November, 2020, the following shall be added as Note 3.  
“In case of delivery of more than two children in one single delivery, Maternity Leave shall be granted upto 12 months.
- (vi) **Bereavement Leave:** Employees shall be granted Bereavement Leave on the demise of the family members i.e., Spouse, Children, Parents, Parents-in-law for maximum 7 days. The intervening holidays will form part of the leave and bereavement leave should be availed within a maximum period of 15 days of the demise. The Leave may be sufficed or prefixed to a Holidays, it can be in combination with Privilege Leave or Sick Leave.
- (vii) In partial modification of clause V (i) of settlement dated 8<sup>th</sup> November, 1973, for calculating privilege leave, all types of leave availed except casual leave and mandatory leave will be excluded.



- (viii) In partial modification of clause 34 (d) of settlement dated 11th November, 2020, Maternity Leave shall be granted once to a female employee for a maximum period of 9 months (within the overall limit of 12 months), for legally adopting a child who is below one year of age, all other conditions remaining the same.
- (ix) In partial modification of clause 34 of the settlement dated 11th November, 2020, Maternity Leave may be granted for In vitro fertility (IVF) treatment subject to production of medical certificate, within the overall limit of 12 months.
- (x) In partial modification of clause 33 of settlement dated 25th May, 2015, 2 days of Casual leave may be availed for half a day on 4 occasions in a year out of which 2 occasions would be in the morning and 2 occasions in the afternoon.

Note:

- a. Casual Leave under this category can be availed after applying 24 hours in advance.
- b. At the time of carrying over the balance in Casual Leave to Unavailed Casual Leave account, the fraction in the balance if any, shall be ignored.
- (xi) Special maternity leave upto 60 days shall be granted in case of still born or death of the infant within 28 days of birth.
- (xii) In partial modification of clause 15 of settlement dated 31st October, 1979 and clause 9 of settlement dated 29th June, 1990, accumulated privilege leave may be encashed upto 255 days at the time of retirement/upon death of an employee while in service.

(xiii) **Paternity Leave:**

In terms of Clause 32 of 10th Bipartite Settlement dated 25.05.2015, male employees with less than two surviving children shall be eligible for 15 days Paternity Leave during his wife's confinement. In terms of Clause 35 of Schedule IV of 11th Bipartite Settlement dated 11.11.2020, Paternity Leave shall be allowed to employees with up to two surviving children for legally adopting a child who is below one year of age. This leave may be combined with any other kind of leave except Casual Leave. The leave may be availed up to 15 days before or up to 6 months from the date of delivery of the child. Further, if a male employee applies for paternity leave during probation period, he may be granted leave for a period not exceeding 15 days on loss of pay, by extending the period of probation. The wages for such period may be paid to him only after he is confirmed in the Bank's service treating the leave then as paternity leave.

**26. Leave Fare Concession:**

In partial modification of Paragraph 22 of Bipartite Settlement dated 11th November, 2020, with effect from the date of this Settlement, leave fare concession payable will be the actual return railway fare or steamer fare incurred by the workman and members of his family subject to the following:

(i) For availment of leave fare concession under a 2 year block for visit to any place within India, the maximum permissible distance shall be 2700 kms. (one way) for the subordinate staff and 2350 kms. (one way) for non-subordinate staff.

(ii) For availment of leave fare concession under a 4 year block for visit to any place in India, the maximum permissible distance shall be 5400 kms. (one way) for subordinate staff and 4700 kms. (one way) for non-subordinate staff.

(iii) Reimbursement of fare by special trains like Rajdhani/ Shatabdi/ Tejas/ Vande Bharat/Amrit Bharat, etc. (except luxury trains) shall be allowed.

(iv) Where an employee has applied for LFC/leave as per stipulated time and the same is sanctioned and when advance booking of train tickets is not possible, tickets purchased under Tatkal/Premium tatkal will be reimbursed.

(v) Where an employee has applied for LFC/leave in advance and has also booked the tickets and the LFC is declined or deferred by the management, the cancellation charges will be reimbursed by the Bank.

**Note :** While availing LFC, break-in journey shall be permitted upto two times in the overall journey and train fare actually incurred by the employee upto the entitled distance shall be reimbursed.

(vi) LFC facility shall be allowed for an escort who accompanies an employee with benchmark disabilities on the journey subject to following conditions:

8.a) Prior Approval of the competent authority is obtained on each occasion.

8.b) The nature of Physical disability of the employee is such as to necessitate an escort for the journey. In case of doubt, the decision of the head of the Department/Controller will be final.

8.c) The employee with such benchmark disabilities does not have an adult family member as dependent to accompany him/her.

- 8.d) The employee with such benchmark disabilities and the escort shall avail of the concession, if any, in the Rail/Bus fare as might be extended by Railways/State Roadways authorities in such cases.
- 8.e) Any other person who is entitled to LFC as dependent does not accompany the employee with such benchmark disabilities on the journey.
- (vii) 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.

**27. Definition of 'Family':**

With effect from 01.04.2024, in partial modification of clause 18 of BPS dated 25th May, 2015 and Clause 21 (ii) of the settlement dated 11th November, 2020 for the purpose of medical facilities and for the purpose of LFC, the expression 'family' of an employee shall mean:

- a. the employee's spouse,
- b. wholly dependent unmarried children (including step children and legally adopted children)
- c. wholly dependent physically and mentally challenged brothers / sisters with 40% or more disability,
- d. dependent widowed /divorced / separated daughters,
- e. sisters including unmarried/ divorced/ abandoned or separated from husband/ widowed sisters,
- f. parents wholly dependent on the employee.

Provided that in the case of physically and mentally challenged children irrespective of age, they shall be construed as dependents even after their marriage subject to however fulfilling the income criteria for dependent.

The term wholly dependent family member shall mean such member of the family having a monthly income not exceeding Rs.18,000/-.

If the monthly income of one of the parents exceeds Rs.18,000/- or the aggregate of monthly income of both the parents exceeds Rs.18,000/-, both the parents shall not be considered as wholly dependent on the employee.

**Note:**

- a. For the purpose of medical expenses reimbursement scheme, and Leave Fare Concession, for all employees, any two of the dependent father, mother, father-in-law, mother-in-law shall be covered.

## **28. Reimbursement of expenses on Road Travel**

In modification of Clause 32 of Bipartite Settlement dated 11th November, 2020, where an employee has to travel on duty between two places, he shall be reimbursed actual cost in case of travel by public transport or at Rs.11/- per k.m. plus toll fees, if any, if travel by own vehicle.

For the purpose of LFC, while travelling by own vehicle, the employee shall be reimbursed a maximum of Rs.11/- per k.m. plus toll fees if any, per vehicle. Other existing provisions to continue.

## **29. Hospitalisation**

The existing provisions in vogue in our Bank will continue.

## **30. Pension (applicable to e-ABs)**

With effect from 1st November 2022, the Pay as defined under Clause 7 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:**

(1) **Option not to claim incremental commutation on revised basic pension**

Employees in service of the Banks as on 1st November 2022 and who have retired thereafter but before the date of this Settlement and who had opted for commutation of pension will have an option not to claim incremental commutation on revised basic pension.

(2) **Calculation of Pension for employees retired between 01-11-2022 and 30-8-2023.**

As provided under Regulation 35 (1) of Bank Employees Pension Regulation, the pension payable to employees is based on the average of the emoluments drawn in the last ten months preceding the retirement of the employee in terms of Regulations 2 and 38 of the Pension Regulations. For the purpose of payment of pension, the Pay of the employees retiring on or after 1<sup>st</sup> November, 2022 will be taken on the basis of the Pay as is provided under this Settlement. However, in the case of employees who have retired from the services of the Banks, on or after 1<sup>st</sup> November, 2022 but on or before 30<sup>th</sup> August, 2023, since the period of preceding ten months will constitute Pay both under this Settlement as well as pertaining to Settlement dated 11<sup>th</sup> November, 2020,

in such cases, the following procedure will be adopted for determining Pension payable to them.

- (i) For the period of ten months falling on and from 1<sup>st</sup> November, 2022, the actual Pay drawn by the employee/payable under this Settlement; and
- (ii) For the period falling prior to 1<sup>st</sup> November, 2022, the actual Pay drawn by the employee plus Dearness Allowance at the rate of 30.38 percent thereon will be notionally reckoned as Pay for the purpose.

**(3) Dearness Relief for pre-November 2002 pensioners (including e-ABs)**

It has already been implemented by the Bank vide Circular No. CDO/P&HRD-PPFG/38/2023-24 dated 13.11.2023 for all the Pensioners.

**(4) Dearness Relief on Pension**

With effect from 1st November, 2022, in respect of employees who retired or died while in service on or after 1st November, 2022, Dearness Relief shall be payable at 1.00 % per percentage point of Index on 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 variation of rise or fall over 123.03 points in the quarterly average of the All India Consumer Price Index for Industrial Workers Base 2016=100.

**31. Ex-gratia for Pensioners:**

The Unions / Associations have been demanding periodical updation of pension along with wage revision Settlements. The issue regarding updation of pension is already sub-judice before various courts including the Honourable Supreme Court. The Unions / Associations, requested that without prejudice to the court cases, some ex-gratia may be extended to the pensioners/ family pensioners and it has been agreed that some ex-gratia amount could be considered, for the current bi-partite period i.e., from 01.11.2022 to 31.10.2027.

The issue was discussed further and accordingly it has been agreed that as a one-time measure applicable for the current bipartite settlement / Joint Note period commencing from November, 2022 to October 2027, monthly ex-gratia amount shall be paid in addition to the pension/family pension paid by the public sector Banks including SBI, to pensioners and family pensioners, who became eligible to draw pension on or before 31<sup>st</sup> October, 2022 including those who retired on 31.10.2022. The said ex-gratia amount shall not attract any other allowance including dearness allowance/ dearness relief.

Without prejudice to the court cases in various litigations relating to pension scheme including the demand for updation of pension for past retirees, etc., the payment of ex-

gratia should in no way / under any circumstances, be construed as revision of pension and a step against IBA's stand in the courts including supreme court.

The ex-gratia shall be paid as per the following matrix based on the Factor given hereunder for the different settlement periods. Such fixed monthly ex-gratia shall be payable for the month of November, 2022 and onwards during the period 01.11.2022 to 31.10.2027.

	<b>Retired during the period</b>						
	<b>4/5<sup>th</sup> BPS</b>	<b>6<sup>th</sup> BPS</b>	<b>7<sup>th</sup> BPS</b>	<b>8<sup>th</sup> BPS</b>	<b>9<sup>th</sup> BPS</b>	<b>10<sup>th</sup> BPS</b>	<b>11<sup>th</sup> BPS</b>
<b>For workmen</b>	<b>Prior to and after 1<sup>st</sup> Jan 1986 to 31<sup>st</sup> Oct 1992</b>	<b>1<sup>st</sup> Nov.1992 to 31<sup>st</sup> Oct 1997</b>	<b>1<sup>st</sup> Nov 1997 to 31<sup>st</sup> Oct 2002</b>	<b>1<sup>st</sup> Nov 2002 to 31<sup>st</sup> Oct 2007</b>	<b>1<sup>st</sup> Nov 2007 to 31<sup>st</sup> Oct 2012</b>	<b>1<sup>st</sup> Nov 2012 to 31<sup>st</sup> Oct 2017</b>	<b>1<sup>st</sup> Nov 2017 to 31<sup>st</sup> Oct 2022</b>
<b>For Officers</b>	<b>1<sup>st</sup> / 2<sup>nd</sup> Joint note</b>	<b>3<sup>rd</sup> Joint note</b>	<b>4<sup>th</sup> Joint note</b>	<b>5<sup>th</sup> Joint note</b>	<b>6<sup>th</sup> Joint note</b>	<b>7<sup>th</sup> Joint note</b>	<b>8<sup>th</sup> Joint note</b>
	<b>Prior to and after 1<sup>st</sup> Jan 1986 to 30<sup>th</sup> Jun 1993</b>	<b>1<sup>st</sup> Jul 1993 to 31<sup>st</sup> Mar 1998</b>	<b>1<sup>st</sup> Apr 1998 to 31<sup>st</sup> Oct 2002</b>	<b>1<sup>st</sup> Nov 2002 to 31<sup>st</sup> Oct 2007</b>	<b>1<sup>st</sup> Nov 2007 to 31<sup>st</sup> Oct 2012</b>	<b>1<sup>st</sup> Nov 2012 to 31<sup>st</sup> Oct 2017</b>	<b>1<sup>st</sup> Nov 2017 to 31<sup>st</sup> Oct 2022</b>
	<b>0.17</b>	<b>0.15</b>	<b>0.12</b>	<b>0.07</b>	<b>0.05</b>	<b>0.03</b>	<b>0.02</b>

Note:

- (i) Ex gratia amount payable shall be the Basic pension attracting DA/DR + DA/DR paid for October, 2022 multiplied by the Factor as provided in the above Table after round up/down. To round up / down to the nearest 100, (i.e. 49 and below shall be round down to lower hundred and 50 and above shall round up to higher hundred)
- (ii) Basic Pension would mean the full basic pension as on 31<sup>st</sup> October, 2022 (not the reduced basic pension after commutation).
- (iii) For part time employees, the ex-gratia shall be based on the Basic Pension drawn by them and DA / DR applicable on the Basic pension.

### **32. Defined Contributory Pension Scheme – DCPS (NPS)**

- (a) In partial modification of clause 18 of Settlement dated 11<sup>th</sup> November, 2020, while the employees covered and governed under this Scheme, shall continue to pay/contribute to the Fund at 10% of the 'Pay' plus Dearness Allowance thereon, the Banks (including SBI), shall make a contribution of 14% of the "Pay" and Dearness Allowance thereon.

- (b) It is clarified that for superannuation benefit, 'Pay' shall be as per the provisions contained in clause 7 (i) of this settlement.

**33. Provident Fund:**

It is reiterated that Employees of State Bank of India will continue to be covered by Contributory Provident Fund Scheme as hitherto.

**34. Provision of Mobile Handset:**

It has been decided to extend the facility of reimbursement of cost of Mobile handset once in 3 years up to Rs. 10,000/- + GST along with monthly reimbursement of Rs. 400/- p.m. to Chief Associates and Special Associates, in lieu of Data plan / Call charges etc. The facility will be used by Award Staff for operation of OTC Lock system in ATM/CDM/recycler etc. and a detailed SOP by the Bank will be issued in this regard.

**35. Date of Effect and Operation :**

- (i) This Settlement shall be binding on the parties **for five years from 1st November 2022.**
- (ii) The terms and conditions hereof shall continue to govern and bind the parties even thereafter until the Settlement is terminated by either party giving to the other a statutory notice as prescribed in law for the time being in force.
- (iii) The All India Bank Employees' Association, the National Confederation of Bank Employees, the National Organisation of Bank Workers and the Indian National Bank Employees Federation on behalf of the workmen agree that during the operation of this Settlement, the workmen will not for any reason whatsoever, raise any demand of any nature whatsoever on any of the banks in respect of matters, monetary or otherwise, covered by this Memorandum of Settlement.

**Annexure-II**

**Revision of Special Pay for Workmen Staff in State Bank of India**

In modification of the provisions contained in **Annexure-I** to the Settlement dated **15<sup>th</sup> May 2024 and 21<sup>st</sup> June 2024**, on service conditions, the rates of Special Pay payable to the Workmen Employees stand revised as under for the period from **1<sup>st</sup> November 2022**.

<b>A. CLERICAL STAFF</b>		(Amount in Rs.)
<b>SN</b>	<b>Posts carrying Special Pay</b>	<b>Special Pay</b> (Ranking for DA, HRA and

		<b>Superannuation Benefits)</b>	
		Existing Up to 31.10.2022	Revised Special Pay w.e.f. 01.11.2022
	<b>A. Positions:</b>		
1	Chief Associate	11000	17000
2	Special Associate	8000	12500
3	Special Agricultural Associate / Officiating Pay (Relief Officer) / Special Associate (Grahak Mitra-cum-Record Keeper) / Head Pharmacist / Head Control Room Operator / Head Armourer	6050	9500
4	Senior Associate / Senior Agricultural Associate / Senior Associate (Grahak Mitra-cum-Record Keeper)/ Senior Pharmacist / Senior Control Room Operator/ Senior Armourer	3650	6200
5	Steward	1900	2560
6	Associate / Associate (Grahak Mitra-cum-Record Keeper)/ Armourer/ Agricultural Associate	2500	4300
7	Special Record Keeper cum cashier	2000	3440
8	Jr. Agricultural Associate / Pharmacist / Control Room Operator / Senior Record Keeper cum Cashier	1250	2430
9	All the existing Clerical staff who are not drawing any Special Pay	500	1200

<b>B. CLERICAL STAFF</b>		<b>(Amount in Rs.)</b>	
<b>Sl. No.</b>	<b>B. Positions frozen:</b>	Existing Up to 31.10.2022	Revised Special Pay w.e.f. 01.11.2022
1	Special Stenographer/ Head Draughtsman	6050	9500
2	Head Assistant (Accounts)	3700	6200
3	Senior Stenographer / Senior Draughtsman	3650	6200
4	Head Telephone Operator / Head Telecom	3450	5590



	Assistant / Spl. Hindi Translator / Head Nurse / Head A.C. Plant Operator / Head S.T. Plant Operator/ Head Electrician (Electrical Supervisor) / Head Sewage Fitter/ Head Plant Associate/ Head Associate Lift \$		
5.	Computer Operator / Stenographer / Senior Hindi Translator / Senior Telecom Assistant / Senior Telephone Operator / Senior Electrician (Electrical Supervisor) / Senior Sewage Fitter / Senior Nurse / Senior AC Plant Operator / Senior ST Plant Operator / Draughtsman / Inspection Assistant / Senior Plant Associate/ Senior Associate (Lift)\$	2000	3630
6.	Datanet Operator / Dy. Head Cashier / Teller / Head Asst. (Cash) / Telex Operator / Bradma Machine Operator (I) / Data Entry Operator / Deputy Head Assistant (Cash) / Cashier Operating Electronic Cash Register / Bradma Machine Operator (II) / DIR Assistant / Audit Clerk / Hindi Translator / Mill Checking Assistant / Telephone Operator /Computer Operator 'A' (e-SBS / e-SBIN)/ Associate (Lift)\$	1250	2200

# Aligned at par with Special / Senior Stenographer.

\$ Associate (Lift)/ Sr. Associate (Lift)/ Head Associate (Lift) will get their new Special Pay from 01.06.2024.

**Note:** The positions listed under 'B' above were frozen and will be abolished on existing incumbents, if any, moving over to higher positions or retiring from the Bank's service etc., and until their retirement / movement, they will continue to draw revised special pay as listed. Their retirement or movement to higher positions will not result in creation of new vacancies. Their services will be utilised as stated below:

- (a) The posts of Godown-Keepers and Bill Collectors will be abolished when the present incumbents retire from the Bank's service or move on to higher In-cadre or Out-of-cadre positions. The services of existing Godown Keepers and Bill Collectors will be utilized as Record Keepers / Cashiers.
- (b) If an employee already working in a Special Pay carrying post acts in a position carrying a higher Special Pay, he will draw only the latter Special Pay including attendant benefits on pro-rata basis to the officiating position even if he/she officiates in a higher position within the cadre or out of cadre, even for a single day.

- (c) Parties agree to review and enlarge the duties of Special Pay carrying positions as per emerging needs of the Bank.

<b>C. SUBORDINATE STAFF</b>		<b>(Amount in Rs.)</b>	
<b>Sl. No.</b>	<b>Posts carrying Special Pay</b>	<b>Special Pay (Ranking for DA, HRA and Superannuation Benefits)</b>	
	<b>A. Positions:</b>	<b>Existing up to 31.10.2022</b>	<b>Revised w.e.f 01.11.2022</b>
1	Senior Head Armed Guard / Senior Head Messenger	4000	6030
2	Senior Head Watchman / Senior Head Ward Boy/Senior Head General Attendant	3700	5790
3	Head Armed Guard / Officiating Pay (Record Keeper / Godown Keeper/ Cashier / Bill Collector	1900	2960
4	Head Messenger	1750	2860
5	Head Watchman / Head General Attendant / Head Ward Boy	1450	2450
6	Armed Guard / Ward Boy	1000	1600
7	Watchman	200	530
8	Messengerial staff who are entrusted the role of Printing / Updating Passbook (on pro-rata for the number of days which the services of Messengers are / were utilized for printing of Pass Books)	1050	1670

Positions of General Attendant & sub – staff category which have been merged in Messenger position as per MOS dated 27.02.2024, will get their revised Special pay from 01.06.2024, as per their new designation in Messenger category.

<b>SUBORDINATE STAFF:</b>		<b>(Amount in Rs.)</b>	
<b>Sl. No.</b>	<b>D. Positions frozen:</b>	<b>Existing Up to 31.10.2022</b>	<b>Revised w.e.f 01.11.2022</b>
			<b>2</b>
1	Senior Head Driver	4100	6260
2	Senior Driver	3900	5990

3	Senior Head Electrician / Senior Head Sanitary Fitter / Senior Head A.C. Plant Attendant / Senior Head S.T. Plant Attendant	3750	5790
4	Senior Head Bearer / Senior Head Cook / Senior Head Sweeper / Senior Head Mali / Driver / Senior Head Liftman / Senior Head Fireman	3700	5790
5	Senior Electrician / Senior Sanitary Fitter / Senior A.C. Plant Attendant / Senior S.T. Plant Attendant	3550	5520
6	Electrician / Sanitary Fitter / A.C. Plant Attendant / S.T. Plant Attendant	3350	5000
7	Head Bearer / Head Mali / Head Sweeper / Head Cook / Head Fireman / Head Liftman	1450	2450
8	Senior Cook / Senior Bearer/ Senior Liftman / Pump Attendant / Telephone Lineman	1000	1850
9	Copying Machine Operator / Godown Watchman / Liftman / Plumber / Cook / Machine Man	150	460

**Note:** The positions listed under 'D' above were frozen and will be abolished on existing incumbents, if any, moving over to higher positions or retiring from the Bank's service etc. and until their retirement / movement, they will continue to draw the Special Pay as listed. Their retirement or movement to higher positions will not result in creation of new vacancies. Their services will be utilized as stated below.

- (a) Copying Machine Operators, Godown Watchmen and Note Stitching Machine Operators will be abolished on the incumbents moving over to higher positions or retiring from the Bank's service. There will be no creation of fresh vacancies in these positions on higher appointment, retirement, or death of present incumbents. The Head Messengers will perform the duties of Copying Machine Operators, Duplicating Machine Operators, Note Stitching Machine Operators, Duftaries and Sorters, wherever required. The post of General Attendant (Farrash / Sweeper) shall be frozen consequent upon Clause 3 of settlement dated 29<sup>th</sup> August 2009, signed in respect of Career Progression and Outsourcing.
- (b) (i) In terms of the Scheme for Career Progression within-the-cadre for Workmen staff contained in the settlement dated 22nd July 2003, as a general rule, every member of the Subordinate Staff drawing a lower Special Pay will be eligible for a special pay of Rs. 2,450/-, other than the Head Messengers, on completion of 8 years of full-time service and the term 'Head' prefixed to their designation.

(ii) Similarly, on completion of 16 years of full-time service, they will be eligible for a Special Pay of Rs. 5,790/-, other than the Senior Head Messengers, with the term 'Senior Head' prefixed to their designation. This would be done once every year on the 1st June in accordance with the laid down procedure for Career Progression Scheme.

(c) Parties agree to review and enlarge the duties of Special Pay carrying positions as per emerging needs of the Bank.

**Annexure-III**

**GRADUATION PAY, PQP**

The rates of **Special Pay for Graduation** and **Professional Qualification** payable to the **Clerical Cadre & Subordinate Cadre staff** stand revised as under, with effect from **1<sup>st</sup> November 2022**.

(Amount in Rs.)

Graduation and Professional Qualification Pay to be paid after reaching maximum in the scale of Pay	Existing w.e.f. 01.11.2017 (Rs.)	Revised w.e.f. 01.11.2022 (Rs.)
<b>A. Graduation:</b>		
(a) On completion of 1 year after reaching maximum in the Scale of Pay	700	940
(b) On completion of 2 years	1400	1880
<b>B. Professional Qualification:</b>		
(i) Part I of CAIIB /JAIIB after 1 year	700	940
(ii) Part II of CAIIB:		
(a) After 1 year	700	940
(b) After 2 years	1400	1880
(c) After 3 years	2100	2820
<b>C. Graduation &amp; Professional Qualification:</b>		
<b>(i) Graduation and/or NDC and have passed JAIIB or Part-I CAIIB</b>		
(a) After 1 year	700	940
(b) After 2 years	1400	1880
(c) After 3 years	2100	2820
<b>(ii) Graduation and / or NDC and have passed JAIIB or both parts of CAIIB</b>		
(a) After 1 year	700	940
(b) After 2 years	1400	1880
(c) After 3 years	2100	2820
(d) After 4 years	2800	3760
(e) After 5 years	3500	4700

For those **Subordinate Staff** who hereafter reach or have already reached 20<sup>th</sup> stage of the scale and have got increments in consideration of passing JAIIB/CAIIB, Professional Qualification Pay shall be as under:

<b>1</b>	<b>Those who have passed JAIIB or Part I of CAIIB</b>	
	940	After they complete 1 year

<b>2</b>	<b>Those who have passed JAIIB &amp; CAIIB or Both Parts of CAIIB</b>	
	940	After they complete 1 year
	1880	After they complete 2 years
	2820	After they complete 3 years

**Annexure-IV**

**OTHER ALLOWANCES PAYABLE TO WORKMEN EMPLOYEES**

In modification of the provisions contained in **Annexure-4** to the Settlement dated **26<sup>th</sup> November, 2020** on Service Conditions for Workmen Staff, the "Other Allowances" (not ranking for Dearness Allowance, House Rent Allowance and Superannuation benefits) payable to following category of Workmen employees stand revised, with effect from 1st November 2022 or 1<sup>st</sup> April 2024 wherever mentioned, as under:

(a) **Other allowance payable to other allowance carrying posts**

**CLERICAL CADRE**

**(Amount in Rs.)**

Post	Existing Allowance w.e.f. 01.11.2017	Revised Allowance w.e.f. 01.11.2022
Canteen Manager	3450	4640
Caretaker	2100	2830
Godown Allowance for Godown Keeper	700	940
Conveyance Charges to employees using bicycle for official duties where public transport is not available	500	680
Special Allowance payable to Chief Associate (For extended working hour at Branches/CCPC etc. other than Administrative Offices/ Units) #	8700	11690

# Exception can be made available to those, who have been vested with Special Leave facility on account of being office bearer of Staff Union/Federation or who have been granted exception by CMC for working in Administrative Offices/ Units as per administrative requirement. There shall be no overtime being paid to them for the extended working hours.

(ii) **SUBORDINATE CADRE**

**(Amount in Rs.)**

Post	Existing Allowance w.e.f. 01.11.2017	Revised Allowance w.e.f. 01.11.2022
Driver attached to Senior Executive (additional)	1650	2220
Godown allowance for Godown Watchman	700	940

(b) **Mid-Academic Year Transfer Allowance (w.e.f. 01.04.2024)**

**(Amount in Rs.)**

<b>Both Clerical &amp; Subordinate Staff</b>	600	1200
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(c) **Key Allowance (w.e.f. 01.04.2024):**

Key Allowance @ Rs. 1500/- (flat) p.m. will be paid to employees who hold charge of cash keys at branches on pro-rata basis for actual number of days the keys are held.

**ANNEXURE- V**

**CONSOLIDATED DUTIES AND RESPONSIBILITIES AGREED BETWEEN STATE BANK OF INDIA & ALL INDIA STATE BANK OF INDIA STAFF FEDERATION FROM TIME TO TIME AS PER THE DIFFERENT MEMORANDUM OF SETTLEMENTS SIGNED**

1. Attending to customers across the counters for all routine clerical work other than supervisory work.

2. Receipt of cheques, Drafts, Dividend Warrants, Pay Orders / Bankers Cheques, and other similar instruments other than Bills and giving acknowledgements for the same in the counterfoil.
3. Receipt and payment of cash and transfer transactions for all types of accounts and Bank's other instruments within their passing powers.
4. To receive, pay, input, and also authorize the relative transactions within his/her powers.
5. Cash and transfer transactions beyond one's passing power will be posted and referred for authorization.
6. Cash payments on constituent's account irrespective of whether payment is by way of cheque or whether it relates to third party, subject to verification of the identity of the holder in the prescribed manner.
7. Printing of Passbook including customer details page, transactions history as per customers' request, pasting of Barcode etc.
8. Processing of Term Deposit / Special Term Deposit Account/receipts within one's powers and those beyond one's powers to be paid after due authorization. All clerical staff to issue Term Deposit / Special Term Deposit receipts through cash receipt or transfer irrespective of the amount involved but receipts will be signed by authorized officials.
9. All clerical staff to pay drafts, Inter-office Instruments, banker's cheques, gift cheques etc., within one's passing powers and those beyond his/her powers will be paid with due authorization. Issuance of drafts, Inter - office Instruments, banker's cheques, gift cheques etc., through cash or transfer irrespective of the amount involved, however the instruments to be signed by the authorized official only. Before payment of drafts, Inter-office Instruments, banker's cheques etc. the specimen signature of the signing officials will be verified by authorized official having custody / access to the specimen signature of signing officials in the Bank.
10. Open, upload and update deposit accounts in CBS provided such account opening is duly authorized.
11. Data entry in system of details of Account opening forms including Aadhar based documents after the documents are approved and verified by authorized officials.
12. Following up with customers and guiding the customers for completion of KYC, e-KYC / Re-KYC / c-KYC.
13. Updating and uploading of KYC documents in the system, which are verified and approved by authorized officials.
14. Credits to loan accounts of constituents will be passed, entered, and authorized by as per one's passing powers. Debits to overdraft (current) accounts within the sanctioned limits will also be passed and authorized within one's passing powers. However, debits to cash credit, term loan, and demand loan, agricultural cash



credit, agricultural term loan accounts to be entered only but authorization to be done by the concerned authorized official.

15. Posting of transactions in case of RTGS/NEFT issuance, transfer, and payments.
16. All transactions pertaining to Government accounts including PPF/SSY will be handled by the concerned staff.
17. Payment of foreign currency travelers' cheques to be done after authorization by the officer in charge of foreign exchange.
18. Issuance of cheque books, note stop payment instructions, standing instructions and print pass-books at the request of the constituents.
19. Marketing of products of the Bank (liability/ asset) and the products of its subsidiaries like SBI Credit Card, Mutual Fund, SBI Life etc. along with discharging outside work by calling on the customers and Sourcing of proposals.
20. Processing of applications sourced from customers and transmitting the same on-line to the SBI General Insurance Co. Ltd. may be entrusted to specified person (SPs).
21. Opening and closing of loan accounts as maker in CBS subject to authorization by the officer in the application form.
22. Opening of SDV/SDV-SC/Collateral accounts (pertaining to the details of creation of primary/collateral security).
23. Pick up of cheques/bills from customer's place.
24. Delivery of drafts/Inter Office instruments at customer's place.
25. Accepting and issuing receipts of cash from individual/non-individual customers up to their powers under doorstep banking.
26. Noting of SIs/ECS.
27. Scanning of signatures
28. Input of BGL transactions in the CBS.
29. Cash delivery to customers under doorstep banking.
30. Delivery of cheque books subject to authorization by competent authority.
31. Issue of cash receipts.
32. Checking of VVR other than BGL account transactions.
33. Issue of E.S.I. stamps wherever applicable or may become applicable.
34. Counting of currency notes by cash department staff.

35. Marketing & Tele-calling for Business Development / NPA recovery.
36. Feeding/uploading details of credit proposals, loan applications/ documents through standard process defined by the Bank from time to time after authentication by a supervisory staff.
37. The services of the Junior Associates & Associate will be utilized preferably at the Single Window Counters, customer facing desks, desks at CPCs involving exercising passing powers, acquisition of new business, follow-up, recovery, achievement of budgetary goals and enhancing profitability.
38. All members of clerical staff to undertake sales promotion and in connection therewith shall have to call on existing and prospective customers for delivery of Bank and its subsidiaries products, offer advisory services in investment, wealth Management, Taxation etc.
39. **In addition to the existing duties in respect of all the workmen staff, they will also perform all the corresponding duties as provided in the 12<sup>th</sup> Bipartite Settlement dated 08.03.2024 and Memorandum of Settlement dated 15.05.2024 and 21.06.2024, including:**
  - a. Generation of CIBIL Reports.
  - b. Generating CERSAI from Cersai portal
  - c. Feeding data in Cersai portal for further verification & authorization by a supervisory staff.
  - d. Entry of Locker operations either in the manual register or in the system.
  - e. Generating or preparing intimation letters to customers for payment of Locker Renewal Fee.
  - f. Follow-up with customer for recovery of locker fee overdues, by mail or on phone and sending letter in the prescribed format.
  - g. Any other duties within the cadre as assigned from time to time as per Bank's requirement.
  - h. Award Staff positioned as Cash-in Charge is responsible for replenishment of Cash in Onsite/Offsite ATM/CDM/Recycler jointly with Joint Custodian/ ATM in-charge. As per requirement, the Bank may increase or decrease the number of Onsite & Offsite ATMs / ADWMs under this arrangement.
40. **Exercising the revise passing Powers as per designation as under:**

Designation	Existing		Revised	
	CASH	TRANSFER	CASH	TRANSFER
Junior Associate	15,000	20,000	25,000	50,000
Associate	35,000	70,000	70,000	2,00,000
Senior Associate	50,000	1,00,000	1,00,000	2,50,000
Special Associate	2,00,000	6,00,000	2,50,000	8,00,000
Chief Associate	4,00,000	10,00,000	5,00,000	12,00,000

## **Duties, Functions and Responsibilities as per the positions**

### **A & B. Junior Associate & Associate**

The services of the Junior Associates & Associate will be utilized preferably at the Single Window Counters, customer facing desks, desks at CPCs involving exercising passing powers, acquisition of new Business, Follow-up, Recovery, and assistance in achievement of budgetary goals and enhancing profitability.

1. All the duties of the substantive cadre as above mentioned above.
2. Any other duties within the cadre as assigned from time to time as per Bank's requirement.

### **C. Senior Associate**

In addition to the duties of Associates (CS&S), the Senior Associate will also perform the following duties:-

1. To function as Cash In charge and discharge the role, duties and responsibilities thereof.
2. As per letter No. CDO/IR/SPL/179 dated 28.07.2006, while working as Cash In charge senior associate staff have to exercise passing powers vested in them. As Cash-in-Charge they have to discharge all the duties of Cash-in-Charge including processing/sanctioning of gold loan.
3. As verification of signatures including thumb impressions of account holders is an integral part of exercising the passing powers, the verification of signatures and

thumb impressions of account holders is to be done by the Special/ Senior Associates.

4. Senior Associate (Customer Support & Sales) will duly check and sign the system generated scrolls/ reports in respect of tasks/ transactions performed by him/ her such as cash receipt scrolls, cash payment scrolls, transfer received/paid scroll, exchange scroll etc.
5. To ensure timely preparation and checking of any returns/ statements entrusted for checking or forming part of the desk/section/department, the responsibility for functioning whereof is entrusted to him.
6. Checking of day books/Computer outputs of all types of accounts and initiating the balances in all books and Voucher Verification Reports at Core Banking branches.
7. Checking of leave records, overtime register, Bonus register, establishment register, etc.
8. Checking of VVR.
9. Drafting of letter / notes, signing all types of intimations, advice of routine nature to constituents.
10. To check Registered and ordinary letters dispatched registers, verify the balance(s) with despatcher(s) at prescribed periodicity.
11. To check stationery and relative registers / ledgers.
12. Any other duties within the cadre as assigned from time to time as per Bank's requirement by the head of the Branch/Office.

#### **D. Special Associate**

1. In addition of the duties of Senior Associate (Customer Support & Sales), the Special Associate will also perform the following duties:-
2. Verification of LTI / RTI of illiterate customers by holders of cash key in cash balance branches.
3. To check drafts issued/advices, sign drafts as first signatory and the second signatures to be made by an officer whose signatures are circulated.
4. Uploading/authorization of specimen signatures in CBS under maker and checker concept.
5. To check and sign TDRs/STDRs up to his/her passing powers.

6. Keeping custody of security forms / cheque books etc. entrusted for use on any day, delivering these as required to counters receiving them back from and handing over the unused security forms / cheque books to Accountant/Branch Manager, duly accounted for after the day's work is over.
7. Holding the banks cash key and/or other valuables in safe custody jointly with an officer and being accountable for them and being responsible for the running of the cash department at non-currency chest branches, at the discretion of the Bank; To work as in charge of cash at non-currency chest branches (without user administration rights) and discharge the duties, functions and responsibilities of the Cash Officer as joint custodian which will, inter alias, cover: -
  - Responsibility for the correctness of the branch cash balance.
  - Distribution and collection of cash within the branch and remittances between the branch and its sub-offices, extension counters if any.
  - Responsibility for the custody and safety of all cash from the point of withdrawal from the strong room until distribution and from the point of collection until deposit in the strong room and, jointly with the concerned supervising official while in the strong room.
  - Responsibility for the protection of other items which represent money, and which may from time-to-time is entrusted to him/ her.
  - Responsibility for the quantity and value of all notes and small coins as per revised cash department procedure under clean note policy.
  - Responsibility for the proper conduct of work in the cash department/ counters with regard to cash for ensuring that adequate safety measures are taken in the handling of cash, etc. and that the instructions laid down by the Bank with regard thereto are duly observed.
  - To acknowledge the receipt of cash without any limit and passing powers delegated to him/ her,
  - Responsibility for administration of the cash department and supervision and control over the cash department staff and their work.
  - To hold joint custody of security forms.
8. Attending to all works connected with the processing and disbursement of loans sanctioned against the pledge of gold ornaments, including responsibility for purity, value, and correctness of weight of gold ornaments and all matters connected with the proper conduct and follow- up of the loans in question. A Special Associate (Customer Support & Sales) working as in-charge of cash will also hold joint custody with the Branch Manager/ Accountant of the ornaments so pledged.

9. Payment of Petty Cash bills sanctioned by manager and maintenance of Petty Cash register.
10. Special Associate (Customer Support & Sales) will exercise the signing powers to discharge bills of exchange, promissory notes, and documents of title to goods which come to them in the discharge of functioning of the posts held for the time being.
11. Verification of translation of vernacular signatures/endorsements.
12. To check all Branch Clearing books, attend to queries from IOR Department/other branches/offices.
13. To ensure timely completion of day's transactions.
14. Sanction of loans against Bank's fixed deposits payable at the same branch up to an amount of Rs.1,00,000/- (This/her power will be delegated after approval by the Central Board).
15. Updating / authorization of entire data in CBS from the account opening forms which includes Creation of CIFs, linkage of CIF(s), Creation of Nominee, Linkage of Nominee, Linkage of Introducer, Mode of operation, etc.
16. To work as In-charge ATM/CDM/ADWM cash and Replenishment of Cash in ATM/CDM/ADWM jointly with ATM in-charge.
17. Initial interaction with customers explaining all deposits / advances and all schemes and cross selling of Bank's and its subsidiaries' products. Scrutiny of loan proposals as per checklist like filling of loan application, documents required etc. at Branches, RACPC, SMECC etc.
18. Authorization of specimen signatures in CBS under maker and checker concept.
19. ATM Cards/Pins in-charge and delivery of ATM Cards/Pins to customers. Special Associate (Customer Support & Sales) will be in possession of ATM Pins and delivery of the same to the customers.
20. INB maker for CINNB customers.
21. Creation / Authorization / account opening/ Customer creation/ amendments / operation of the account / personal information.
22. To check and sign covering schedules for demand drafts purchased, short credits or bills for collection, etc., follow-up for acknowledgements/ payment advices, marking these off as prescribed and pass entries pertaining thereto.

23. Checking all vouchers, advice, statements, cheques, drafts etc., bills and books of accounts including current savings and other ledgers, cash, postal and revenue stamps, exchange, discount, brokerage calculations and initialing by way of authenticating them for accuracy/correctness.
24. To ensure correct application of rate of interest in all types of loans, overdrafts and cash credits accounts from various reports.
25. To assist field officer / authorized official in CPCs / branches in follow-up of recovery of instalments in loan accounts, obtaining revival letters, insurance policies, stock statements, PDCs and other documents in respect of loan accounts
26. Post-sanction inspection of P segment assets (vehicle/housing). To assist in follow up with approved Valuers / Lawyers for valuation reports / search reports.
27. Tracking of loan applications for early sanction/fulfillment.
28. Issue of interest certificates to customers.
29. Execution / authorization of SIs/ ECS to the extent of their passing powers.
30. Countersigning cheques and/or drafts (on selves or correspondents), payment orders, deposit receipts, etc.
31. Attending to Government Treasury work.
32. Discharging/endorsing bills, cheques, etc.
33. Perform, when required in a computerized set up, system control functions, either jointly with an officer or independently, upon specific authorization in this regard.
34. Briefly explain, the features of Bank's various products and services to customers, to reply their queries and to refer interested customers to appropriate personnel.
35. Reminder/ Notices are sent on time and follow up of the same.
36. To check with the reports and ensure that Standing instructions are executed.
37. Bills are accepted and due dates diarized/ advised and followed up.
38. Interest, commissions, and service charges are collected.
39. Proceeds of bills are received or remitted promptly.
40. Confirmation of balance of accounts of the customers and its follow up.

41. All securities relating to the department/section of which the special assistant is in charge are secured and/or kept in proper custody and properly handed to the authorized person at the close of the day.
42. Balances promptly taken, tallied and reported and followed up and also returns submitted.
43. Checking the proper recording of entries and all relevant particulars in regard to accounts opened under due authorization.
44. Any other duties with in the cadre as assigned from time to time as per Bank's requirement.

### **E. Chief Associate**

1. In Addition of the duties of Special Associate (CS&S), the Chief Associates (Customer Support & Sales) will work as cash in-charge and passing officers with user administration rights.
2. Completion of KYC formalities and all other formalities relating to all Deposit, Loans, Pension, PPF, Senior Citizen, Demat and FCNB, NRO, NRE accounts etc. Authorization of the details of the account opening form in the system after duly authorized by officer for opening of accounts in the account opening form.
3. Issuance and handling of non-personalized welcome kits and passbook delivery to the new customers. Entering / authorization of personalization of cheque and ATM card.
4. BGL accounts authorization of credits and debit vouchers to the extent of their passing powers in the system as per maker and checker concept.
5. Signing of drafts/IOIs etc. singly below Rs.50,000/- and jointly with an officer on or above Rs.50,000/-.
6. Working as cash in-charge and passing officer with user administration rights.
7. INB pin in-charge and delivery of INB pins to the customers.
8. Authorization of RTGS / NEFT transactions up to their powers with maker and checker concept.
9. Work related to Pensions, PPF and Senior Citizen accounts in CPPCs and branches.
10. Closure of all deposits / PPF / Senior Citizen / FCNB / NRO /NRE accounts and loan accounts in the system subject to manual authorization by the officer in the application form.



11. Authorization of permissible non-home debit transactions to the extent of their passing powers in deposits accounts and credit in all accounts including loan accounts.
12. Completion of TDS related formalities like signing of certificates, accepting requisite declaration forms for non-deduction of TDS and updating this/her information in the system.
13. Accepting application for dematerialization of shares in accounts and forwarding to D.P. CPC and executing delivery instruction.
14. Signing front page of Pass Books.
15. Scanning/uploading of signatures by Chief Associates at LCPC
16. Issuance/closure of Vishwa Yatra card, Foreign Currency DD purchase, Issue and encashment of Foreign Travelers' Cheques, sending outward remittances etc.
17. Any other duties within the cadre as assigned from time to time as per Bank's requirement.

***It has been also agreed vide Memorandum of Settlement dated 27.02.2024 that the following additional duties will also be performed by:***

**A. Grahak Mitra – cum- Record Keepers**

The Grahak Mitra – cum- Record Keepers (who are/were promoted with matriculation qualification) will also perform all the duties of his corresponding position of Customer Support & Sales (in career progression) they are holding, and for those, who are non-Matriculate they will perform the duties in cash Department in addition to their original duties, as and when required by the Bank.

1. The above duties are in addition to the existing duties.
2. Any other duties within the cadre is assigned from time to time as per Bank's requirement.

### **B. Subordinate Employees**

1. All Sub Staff and General Attendants will be converted to Messengers except those working in specific jobs and are entrusted with specialised nature of work viz., AC Plant Attendant, Drivers, Electrician, Sr. Head Electrician, Sr. Head San. Fitter, Liftman and staff in Watch & Ward category. who are entailing longer duty hours than messengers.
2. The duties, responsibilities, special allowances, if any, payable, eligibility for in-cadre appointment, promotions, etc., will be applicable as per the new positions to which they will be merged.
3. After conversion they will perform messengerial jobs in addition to their original duties as per their original designation. Besides any other duties within the cadre can be assigned from time to time as per Bank's requirement.
4. The above duties are in addition to the existing duties.
5. Any other duties within the cadre is assigned from time to time as per Bank's requirement.

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**Schedule I**

**Fitment Chart**

CLERK			SUBSTAFF		
Stage	11th BPS	12th BPS	Stage	11th BPS	12th BPS
1	17900	24050	1	14500	19500
2	18900	25390	2	15000	20165
3	19900	26730	3	15500	20830
4	20900	28070	4	16000	21495
5	22130	29720	5	16500	22160
6	23360	31370	6	17115	22990
7	24590	33020	7	17730	23820
8	26080	35020	8	18345	24650
9	27570	37020	9	18960	25480
10	29060	39020	10	19575	26310
11	30550	41020	11	20315	27300
12	32280	43360	12	21055	28290
13	34010	45700	13	21795	29280
14	35740	48040	14	22535	30270
15	37470	50380	15	23405	31440
16	39200	52720	16	24275	32610
17	40930	55060	17	25145	33780
18	42660	57400	18	26145	35125
19	45930	61800	19	27145	36470
20	47920	64480	20	28145	37815
<b>Stagnation 1</b>	49910	67160	<b>Stagnation 1</b>	29145	39160
<b>Stagnation 2</b>	51900	69840	<b>Stagnation 2</b>	30145	40505
<b>Stagnation 3</b>	53890	72520	<b>Stagnation 3</b>	31145	41850
<b>Stagnation 4</b>	55880	75200	<b>Stagnation 4</b>	32145	43195
<b>Stagnation 5</b>	57870	77880	<b>Stagnation 5</b>	33145	44540
<b>Stagnation 6</b>	59860	80560	<b>Stagnation 6</b>	34145	45885
<b>Stagnation 7</b>	61850	83240	<b>Stagnation 7</b>	35145	47230
<b>Stagnation 8</b>	63840	85920	<b>Stagnation 8</b>	36145	48575
<b>Stagnation 9</b>	65830	88600	<b>Stagnation 9</b>	37145	49920
<b>Stagnation 10</b>	--	91280	<b>Stagnation 10</b>	--	51265
<b>Stagnation 11</b>	--	93960	<b>Stagnation 11</b>	--	52610

**Schedule II**

**Special Area Allowance**

Sr. No.	Place	Allowances (in Rs.)	
		Pay below	Pay above

		Rs.48,481/-	Rs. 48,481/-
<b>1</b>	<b>Mizoram</b>		
	a) Chimpui District and areas beyond 25 kms from Lunglei Town in Lunglei District.	4100	5300
	b) Entire Lunglei District excluding areas beyond 25 kms from Lunglei town	4100	5300
	c) Entire Aizawl District	2700	3400
<b>2</b>	<b>Nagaland</b>	4100	5300
<b>3</b>	<b>Andaman &amp; Nicobar Islands</b>		
	a) North Andaman, Middle Andamans, Little Andaman, Nicobar & Narcondum Islands	4100	5300
	b) South Andaman (including Port Blair)	4100	5300
<b>4</b>	<b>Sikkim</b>	4100	5300
<b>5</b>	<b>Lakshadweep Islands</b>	4100	5300
<b>6</b>	<b>Assam</b>	1000	1200
<b>7</b>	<b>Meghalaya</b>	1000	1200
<b>8</b>	<b>Tripura</b>		
	a) Difficult areas of Tripura	4100	5300
	b) Throughout Tripura except Difficult areas	2700	3400
<b>9</b>	<b>Manipur</b>	2700	3400
<b>10</b>	<b>Arunachal Pradesh</b>		
	a) Difficult areas of Arunachal Pradesh	4100	5300
	b) Throughout Arunachal Pradesh except Difficult areas	4100	5300
<b>11 A</b>	<b>Union Territory of Jammu &amp; Kashmir</b>		
	1) <b>Kathua District:</b> Niabat Bani, Lohi, Malhar and Machhodi	4100	5300
	2) <b>Udhampur District:</b>		
	(a) Dudu Basantgarh, Lander Bhamag Illaqa, Thakrakote and Nagote	4100	5300
	(b) All Areas in Mahore tehsil other than those included in (c ) below	4100	5300

	(c) Areas upto Goel from Kamban Side and Areas upto Arnas from Keasi side in Tehsil Mohre	4100	5300
	3) <b>Doda District:</b> Illaques of Padder and Niabat Nowgam in Kashmir Tehsil	4100	5300
	4) <b>Baramulla District:</b>		
	(a) Entire Gurez-Nirabat, Tangdar Sub-Division and Keran Illaqua	4100	5300
	(b) Matchill	4100	5300
	5) <b>Poonch and Rajouri District:</b> Areas in Poonch and Rajouri District excluding the towns of Poonch and Rajouri and Sunderbani and other urban areas in the two Districts	2700	3400
	6) Areas not included in (1) to (5) above, but which are within the distance of 8 kms. from the Line of Actual Control (LOC) or at places which may be declared as qualifying for Border Allowance from time to time by the State Government for their own staff.	2700	3400
<b>11 B</b>	<b>Union territory of Ladakh:</b> <b>Leh District:</b> Noyama and Nobre Zanskar All other places in the District	4100	5300
<b>12</b>	<b>Himachal Pradesh</b>		
	<b>1) Chamba District</b>		
	4.i.i.a) Pangi Tehsil,  Following Panchayats and Villages in Bharmour Tehsil: Panchayats: Badgaun, Bajol, Deol Kugti, Nayagam and Tunda Villages: Ghatu of Gram Panchayat Jagat, Kanarsi of Gram Panchayat Chauhata	4100	5300
	4.i.i.b) Bharmour Tehsil, excluding Panchayats and Villages included in (a) above	4100	5300
	4.i.i.c) Jhandru Panchayat in Bhartiyat Tehsil, Churah Tehsil, Dalhousie Town (including Banikhet	2700	3400

	Proper)		
	<b>2) Kinnaur District</b>		
	a) Asrang, Chitkul and Hango Kuno/ Charang Panchayats, 15/ 20 Area comprising the Gram Panchayats of Chhota Khamba, Nathpa and Ruppi, Pooh Sub-Division, excluding the Panchayat Areas specified above	4100	5300
	b) Entire District other than Areas included in (a) above	4100	5300
	<b>3) Kullu District</b>		
	a) 15/20 Area of Nirmand Tehsil, comprising the Gram Panchayats of Kharga, Kushwar and Sarga	4100	5300
	b) Outer-Saraj (excluding villages of Jakat-Khana and Burrow in Nirmand Tehsil) and entire District excluding outer Seraj area and pargana of Pandrabis but including villages Jagat-Khana and Burao of Tehsil Nirmand)	2700	3400
	<b>4) Lahaul and Spiti District:</b> Entire area of Lahaul and Spiti	4100	5300
	<b>5) Shimla District</b>		
	a) 15/20 area of Rampur Tehsil comprising of Panchayats of Koot, Labana-Sadana, Sarpara and Chandi-Branda	4100	5300
	Dodra-Kawar Tehsil, Gram Panchayat of Darkali in Rampur, Kashapath Tehsil and Munish, Ghori Chaibis of Pargana Sarahan	4100	5300
	a.i.1.a. a) Chopal Tehsil b) (i)Ghoris, Panjgaon, Patsnau, Naubis and Teen Koti of Pargana Sarahan, (ii) Deothi Gram Panchayat of Taklesh Area, (iii) Pargana Barabis, (iv) Kasba Rampur and Ghori Nog of Pargana Rampur of Rampur Tehsil, a.i.1.b. Shimla Town and its suburbs (Dhalli, Jatog, Kasumpti, Mashobra, Taradevi and Tutu)	2700	3400

	<b>(6) Kangra District:</b>		
	a) Areas of Bara Bhangal and Chhota Bhangal	4100	5300
	(iii.I) Dharamshala Town of Kangra District and the following offices located outside the Municipal limits but included in Dharamshala Town: a) Women's ITI, Dari, b) Mechanical Workshop, Ramnagar, c) Child Welfare and Town and Country Planning Offices, Sakoh, d) CRSF Office at lower Sakoh, e) Kangra Milk Supply Scheme, Dugiar, f) HRTC Workshop, Sadher, g) Zonal Malaria Office, Dari, h) Forest Corporation Office, Shamnagar, i) Tea Factory, Dari, j) I.P.H. Sub- Division, Dari k) Settlement Office, Shamnagar, l) Binwa Project, Shamnagar, (II) Palampur Town, including HPKVV Campus at Palampur and the following offices located outside its municipal limits but included in Palampur Town – a) H.P. Krishi Vishwavidhalaya Campus, b) Cattle Development Office/Jersey Farm, Banuri, c) Sericulture Office/Indo- German Agriculture Workshop/HPPWD Division, Bundla, d) Electrical Sub-Division, Lohna, e) D.P.O. Corporation, Bundla, f) Electrical HPSE Division, Ghuggar	2700	3400
	<b>(7) Mandi District:</b>		
	Chhuhar Valley of Jogindernagar Tehsil, Panchayats in Thunag Tehsil: Bagraa, Chatri, Chhotdhar, Garagushain, Gato, Garyas, Janjheli, Jaryar, Johar Kalhani, Kalwan, Kholanal, Loth, Silibagi, Somachan, Thachdhar, Tachi, Thana, Following Panchayats of Dharampur Block: Binga, Kamlah, Saklana, Tanyar and Tarakholah, Panchayats of Karsog Tehsil – Balidhar, Bagra, Gopalpur, Khajol, Mahog, Mehudi, Manj, Pekhi, Sainj, Sarahan and Teban,	2700	3400

	Panchayats of Sundernagar Tehsil – Bohi, Batwara, Dhanyara, Paura-Kothi, Seri and Shoja		
	(8) <b>Sirmaur District:</b> a) Following Panchayats of i) Bani, Bakhali (Pachhad Tehsil), ii) Bharog Bheneri (Paonta Tehsil), iii) Birla (Nahan Tehsil), iv) Dibber (Pachhad Tehsil) and v) Thana Kasoga (Nahan Tehsil) b) Thansgiri Tract	2700	3400
	(9) <b>Solan District:</b> Mangal Panchayat.	2700	3400
	(10) Remaining areas of Himachal Pradesh not included in (1) to (9) above	1000	1200
<b>13</b>	<b>Uttarakhand:</b> Areas under Chamoli, Pithoragarh, Uttarkashi, Rudraprayag and Champavat Districts	4100	5300
<b>14</b>	<b>West Bengal: South 24 Parganas District</b> Sunderban Areas (south of Dampier Hodge's line), namely, Bhagatush Khali (Rampura), Kumirmari (Bagna), Jhinga Khali, Sajnakhali, Gosaba, Amlamathi (Bidya), Canning, Kultali, Piyali, Nalgaraha, Raidighi, Bhanchi, Pathar Pratima, Bhagabatpur, Saptamukhi, Namkhana, Sikarpur, Kakdwip, Sagar, Mousini, Kalinagar, Haroa, Hingalganj, Basanti, Kuemari, Kultola, Ghushighata (Kulti)	1000	1200