

**PERSONNEL MANAGEMENT SECTION**  
**HUMAN RESOURCES WING**  
**HEAD OFFICE : BENGALURU – 560 002**

**CIRCULAR No : 957/2020**  
**INDEX : STAFF - 104**  
**DATE : 23.12.2020**  
**A H S O**

**Sub: Salary revision for Officer Employees**

**Synopsis: Payment of arrears of salary and revised salary on Ad-hoc basis**

The Indian Banks' Association, Mumbai, (IBA) in consultation with the Government of India has signed Joint Note dated 11.11.2020 finalising the salary revision of officer employees in Banks. The Indian Banks' Association, Mumbai has communicated the 'No Objection' of the Government of India to disburse ad-hoc salary & arrears. The Board of Directors of our Bank vide their orders dated 21.12.2020 have permitted to pay the ad hoc salary and arrears in tune with the Joint Note dated 11.11.2020 pending amendment of Canara Bank Officers' Service Regulations, 1979.

The effective date for different benefits given in the settlement is as under:

Sl.No.	Benefits	with effect from
1	Scale of Pay: as per Point No.1	01.11.2017
2	Stagnation Increment for Officers in JMGS - I to SMGS V (For the monetary benefits)	01.11.2020
3	Stagnation Increment for Officers in JMGS - I to SMGS IV (To be calculated notionally for the superannuation benefits)	01.11.2017
4.	Dearness Allowance House Rent Allowance City Compensatory Allowance Location Allowance Learning Allowance Special Allowance Medical Aid Fixed Personal Pay Professional Qualification Pay (PQP) Hill and Fuel Allowance Special Area Allowance Project Area Allowance Split Duty Allowance	01.11.2017
5.	Annual encashment of Privilege Leave	Calendar Year 2020
6.	Performance Link incentive scheme	Fin. Year 2020-2021
7.	Bank Contribution for NPS@14%	From the date of signing of Joint Note subject to approval of Government.

Sl.No.	Benefits	with effect from
8.	Deputation Allowance Halting Allowance Mid Academic Year Transfer Allowance Compensation on Transfer	01.11.2020

The details of revision in various components of salary & other allowances are as under :

**1) Scales of Pay**

Scale I -	36000	<u>1490</u>	46430	<u>1740</u>	49910	<u>1990</u>	63840
		7		2		7	
Scale II -	48170	<u>1740</u>	49910	<u>1990</u>	69810		
		1		10			
Scale III -	63840	<u>1990</u>	73790	<u>2220</u>	78230		
		5		2			
Scale IV -	76010	<u>2220</u>	84890	<u>2500</u>	89890		
		4		2			
Scale V -	89890	<u>2500</u>	94890	<u>2730</u>	100350		
		2		2			
Scale VI -	104240	<u>2970</u>	116120				
		4					
Scale VII -	116120	<u>3220</u>	129000				
		4					

**Fitment:**

Fitment shall be stage-to-stage, i.e. on corresponding stages from 1<sup>st</sup> stage onwards and the increments shall fall on the anniversary date as usual.

**2) Stagnation Increments**

- Officers in JM Grade Scale I who have moved to scale of pay for MMG Scale II in terms of Regulation 5 (b) after reaching maximum of the higher scale are presently eligible for four stagnation increments. With effect from 1<sup>st</sup> November, 2017, these officers will be eligible for five stagnation increments. The first four stagnation increments will be released after every two completed years of service, of which first two shall be Rs.1990/- each and next two shall be Rs. 2220/- each. The fifth stagnation increment of Rs.2220/- will be released two years after receipt of fourth stagnation increment or w.e.f 1<sup>st</sup> November 2017, whichever is later.
- Officers in MMG Scale II who have moved to Scale of Pay for MMG Scale III in terms of Regulation 5 (b) after reaching maximum of higher scale are presently eligible for four stagnation increments. With effect from. 1<sup>st</sup> November, 2017 these officers will be eligible for five stagnation increments. First four stagnation increments of Rs.2220/- will be released after every two completed years of service after reaching the maximum on the higher scale. The fifth stagnation increment of Rs.2220/- will be released two years after release of fourth stagnation increment or w.e.f. 1<sup>st</sup> November, 2017, whichever is later.
- Officers in substantive MMG Scale III i.e. those who are recruited in or promoted to MMG Scale III are presently eligible for five stagnation increments. These officers shall now be eligible for total six stagnation increments. First four stagnation increments of Rs. 2220/- after every two completed years and next two increments of Rs. 2500/- each, two years after receipt of the fourth stagnation increment. The sixth stagnation increment of Rs. 2500/- will be released two years after release of fifth stagnation increment or w.e.f. 1<sup>st</sup> November 2017, whichever is later.

- d) Officers in SMG Scale IV are presently eligible for one stagnation increment of Rs. 2500/- two years after reaching maximum of scale. These officers will now be eligible for one additional stagnation increment of Rs. 2730/- after two years of receipt of first stagnation increment or w.e.f. 1.11.2017, whichever is later.
- e) Provided further that the Stagnation increment/s received by the Officers from Scale I to Scale IV who are/were in service of the banks as on 1st November, 2017 as per periodicity hereinbefore would be readjusted from three year periodicity to two year periodicity from the date of reaching their maximum and officer shall be notionally eligible for stagnation increments w.e.f. 01.11.2017 in terms of this Joint Note as per the revised periodicity which will qualify for superannuation benefits. However, monetary benefit on account of such revised and readjusted periodicity of stagnation increment/s shall be payable from 1<sup>st</sup> November, 2020 or the actual date of entitlement, whichever is later.
- f) Officers in SMGS - V shall be eligible for one stagnation increment of Rs.2970/- two years after reaching the maximum of scale or w.e.f. 01.11.2020, whichever is later.

### 3) Dearness Allowance

On and from 1.11.2017, Dearness Allowance shall be payable for every rise or fall of four points over 6352 points in the quarterly average of the All India Average working Class Consumer Price Index (General) Base 1960= 100 at 0.07% of Pay. The revised rates of Dearness Allowances for the respective quarters from November 2017 to November 2020 are provided in Annexure 3.

### 4) House Rent Allowance (w.e.f. 01.11.2017)

	I	II
i)	Major "A" Class Cities and Project Area Centres in Group A	9 % of Pay
ii)	Other places in Area I and Project Area Centres in Group B and State of Goa	8 % of Pay
iii)	Other places	7 % of Pay

Provided that if an officer produces a rent receipt, the House Rent Allowance payable to him/her shall be the actual rent paid by him/her for the residential accommodation in excess over 0.50% of Pay in the first stage of the Scale of Pay in which he/she is placed with a maximum of 150% of the House Rent Allowance payable as per aforesaid rates mentioned in Column II above.

**Note:**

The claims of officer employees for House Rent Allowance linked to the cost of their ownership accommodation shall also be restricted to 150% of House Rent Allowance as hitherto.

### 5) City Compensatory Allowance (w.e.f. 01.11.2017)

	Area	Rate
i)	Places in Area 1 and above; and in the State of Goa	Rs. 1,400/- p.m.
ii)	Places with population of five lakhs and over and State Capitals and Chandigarh, Puducherry and Port Blair	Rs. 1,150/- p.m.

### 6) Location Allowance (Non-CCA Centres) (w.e.f. 01.11.2017)

Effective 1.11.2017 a fixed allowance of Rs.700/- p.m. is payable to all Officers posted in areas other than the areas that are eligible for CCA. This fixed allowance shall not be reckoned for payment of DA, superannuation benefits, viz, pension including NPS, PF and Gratuity.

**7) Learning Allowance (w.e.f. 01.11.2017)**

With effect from 1.11.2017, Officers shall be paid Learning Allowance of Rs.600/- together with applicable Dearness Allowance thereon.

**8) Special Allowance (w.e.f. 01.11.2017)**

With effect from 01.11.2017, officers shall be paid Special Allowance as under:

Scale I - III – 16.4 % of Basic Pay + applicable Dearness Allowance thereon.

Scale IV - V – 19 % of Basic Pay + applicable Dearness Allowance thereon.

Scale VI - VII – 20 % of Basic Pay + applicable Dearness Allowance thereon.

**Note:** *The special allowance with applicable DA thereon shall not be reckoned for superannuation benefits, viz, pension including NPS, PF and Gratuity.*

**9) Pension**

**(a)** As per extant regulations, pension payable to officers is based on the average of the emoluments drawn in the last ten months preceding the retirement of the officer in terms of Regulations 2 and 38 of the Pension Regulations. For the purpose of payment of pension, the Pay of the officer retiring on or after 1st November, 2017 will be taken on the basis of the Pay as is provided under this Settlement. However, in the case of officers who have retired from the services of the Banks, on or after 1st November 2017 but before 31<sup>st</sup> August 2018, since the period of preceding ten months will constitute pay both under this settlement as well as pertaining to settlement dated 25<sup>th</sup> May 2015, in such case, the following procedures will be adopted for determining pension payable to them.

(i) For the period of ten months falling on and from 1st November, 2017, the actual Pay drawn by the officer under this Settlement; and

(ii) For the period falling prior to 1st November, 2017, the actual Pay drawn by the officer plus Dearness Allowance at the rate of 47.8 percent thereon will be notionally reckoned as Pay for the purpose.

With effect from 1st November 2017, the Pay as defined under Clause 6 of 11<sup>th</sup> Bi-Partite Settlement dated 11.11.2020 and drawn by the officers 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.

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

Officers in service of the Banks as on 1st November 2017 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.

**(c) Dearness Relief on Pension**

With effect from 1st November, 2017, in respect of officers who retired or died while in service on or after 1st November, 2017, Dearness Relief shall be payable at 0.07% per slab 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 rise or fall of 4 points over 6352 points in the quarterly average of the All India Consumer Price Index for industrial workers in the series 1960= 100.

**10) Provident Fund**

**(a)** The Officers who are presently covered under the Bank Employees' Pension Regulations, 1995/96 shall continue to contribute 10% of the Pay towards Provident Fund and there shall be no matching contribution.

- (b) Officers who are presently covered under Contributory Provident Fund Scheme who did not opt for Pension Scheme available under Joint Note dated 27<sup>th</sup> April 2010 shall continue under the Contributory Provident Fund Scheme as hitherto

### 11) New Pension Scheme

- (a) Officers, who are governed by New Pension Scheme w.e.f. 01.04.2010, will continue to contribute 10 % of pay plus Dearness Allowance and the Bank will make a contribution of 14 % of pay plus Dearness Allowance from the date of signing of Joint Note subject to approval of Government.
- (b) The service charges by the Service Provider/Fund Manager of NPS will be borne by the bank from the FY 2021.

### 12) Medical Aid

On and from 1<sup>st</sup> November 2017, reimbursement of medical expenses shall be as under:

- a) Officers in JMG & MMG Scales – Rs. 10,300/- p.a.  
b) Officers in SMG & TEG Scales – Rs. 12,300/- p.a.

### 13) Recovery of House/Furniture Rent

- i. House rent recovery shall be @ 0.50% of the first stage of the scale of pay in which the officer is placed or the standard rent for the accommodation, whichever is less.
- ii. Furniture rent recovery shall be @ 0.10% of the first stage of the scale of pay in which the officer is placed.

### 14) Fixed Personal Pay (w.e.f. 01.11.2017)

Fixed Personal Pay together with House Rent Allowance shall be at the following rates and shall remain frozen for the entire period of service.

Scale/ Grade	Increment Component (Rs.)	DA as on 01.11.2017 (Rs.)	Total F.P.P. payable where bank's accommodation is provided (Rs.)
	(A)	(B)	(C)
JMG Scale I	1990	53	2043
MMG Scale II & III	2220	59	2279
SMG Scale IV	2500	66	2566
SMG Scale V	2730	73	2803
TEG Scale VI	2970	79	3049
TEG Scale VII	3220	86	3306

#### Note:

- (i) F.P.P. as indicated in "C" above shall be payable to those officer employees who are provided with bank's accommodation.
- (ii) F.P.P. for officers eligible for House Rent Allowance shall be "A" + "B" plus House Rent Allowance payable on the last increment of the relevant scale of pay.
- (iii) The increment component of F.P.P. shall rank for superannuation benefits.
- (iv) Only officers who were in the service of the bank on or before 01.11.1993 will be eligible for F.P.P one year after reaching the maximum scale of pay they are placed.

### 15) Professional Qualification Pay (PQP) (w.e.f. 01.11.2017)

- (A) (i) Officers shall be eligible for professional qualification pay as under:  
Those who have passed only CAIIB - Part I / JAIIB  
Rs. 1020/- p.m. one year after reaching top of the scale.

(ii) Those who have passed both parts of CAIIB –

- a. Rs. 1020/- p.m. one year after reaching top of the scale.
- b. Rs. 2550/- p.m. two years after reaching top of the scale.

(B) An Officer employee acquiring JAIIB/CAIIB (either or both parts) qualifications after reaching the maximum of the scale of pay, 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 first installment of PQP.

## 16) Other Allowances

### (i) Deputation Allowance (w.e.f. 01.11.2020)

Deputation Allowance shall be at the following rates:

An officer deputed to serve outside the Bank	7.75 % of Pay with a maximum of Rs. 6000/- p.m.
An Officer deputed to an organisation at the same place or to the Training establishment of the Bank	4 % of Pay with a maximum of Rs. 3000/- p.m.

### ii) Hill and Fuel Allowance ( w.e.f. 01.11.2017 )

	Place	Rate
a)	Places with an altitude of 1000 metres and above but less than 1500 metres and Mercara Town	2% of Pay subject to a maximum of Rs. 1125/-p.m.
b)	Places with an altitude of 1500 metres and above but less than 3000 metres.	2.5% of Pay subject to a maximum of Rs. 1500/- p.m.
c)	Places with an altitude of 3000 metres and above.	5% of Pay subject to a maximum of Rs. 3000/- p.m.

### iii) Halting Allowance ( w.e.f. 01.11.2020)

Grade / Scales of Officers	Metro (Rs.)	Major 'A' Class Cities (Rs.)	Area I (Rs.)	Other Places (Rs.)
Officers in Scale VI & above	2700	1950	1650	1425
Officers in Scale IV & V	2250	1950	1650	1425
Officers in Scale I/II/III	1950	1650	1425	1200

### iv) Special Area Allowance (w.e.f. 01.11.2017)

At places where special area allowance is payable in terms of Regulation 23(ii) of Canara Bank Officers' Service Regulations, 1979, the said allowance shall be payable at rates as in Annexure-1.

### v) Definition of Family

Clause 14 (vii) of Joint Note dated 25.05.2015 is modified as under:

For the purpose of medical facilities and for the purpose of leave fare concession, the expression 'family' of an employee shall mean-

- (a) 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.

(b) The term wholly dependent family member shall mean such member of the family having a monthly income not exceeding Rs 12,000/- p.m., If the income of one of the parents exceeds Rs12,000/- p.m. or the aggregate income of both the parents exceeds Rs. 12,000/- p.m., both the parents shall not be considered as wholly dependent on the officer employee.

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

**Note:** For the purpose of medical expenses reimbursement scheme, for all employees, i.e. male/female any two of the dependent parents / parents-in-law shall be covered. The officer employee will have the choice to substitute either of the dependent or both.

**Physically challenged children of employees to be defined as dependent irrespective of age or marital status, subject to income criteria.**

**17) Project Area Allowance :**

On and from 01.11.2017, Project Area Compensatory Allowance shall be payable at the following rates :

Project Areas falling in Group A – Rs. 600/- p.m.  
Project Areas falling in Group B – Rs. 525/- p.m.

**18) Mid-Academic Year Transfer Allowance (w.e.f. 01.11.2020):**

On and from 01.11.2020, Mid-Academic Year Transfer Allowance shall be payable at Rs. 1650/- p.m. subject to other conditions.

**19) Split Duty Allowance**

On and from 01.11.2017, Split Duty Allowance shall be payable at Rs. 300/- p.m.

**20) Compensation on Transfer (w.e.f. 01.11.2020)**

An officer on transfer will be eligible to draw a lumpsum amount as indicated below for expenses connected with packaging, local transportation, insuring the baggage etc.

<b>Grade/Scale of Officer</b>	<b>(Rs.)</b>
Officers in Scale IV and above	30,000.00
Officers in Scale I, II and III	25,000.00

**21) Leave Rules:** As per annexure -2

**22) Annual encashment of Privilege Leave:**

From the calendar year 2020, Privilege Leave encashment shall be permitted at the rate of 5 days for each calendar year at the time of any festival of the employee's choice. Employees who have completed 55 years of the age as on 01.01.2020 and above shall be entitled to encash at the rate of 7 days for each calendar year, till retirement as a onetime measure.

**23) Family Pension:**

Subject to approval by the Government, It is agreed that family pension shall be payable at the uniform rate of 30 percent of the Pay of the deceased employee and that there shall be no ceiling on the family pension.

**24) Performance Linked Incentive Scheme:**

The wages settled during wage revision at Industry level are paid by all Banks uniformly, irrespective of the size of the Bank and their financial strength. In today's challenging environment, where there is stiff competition among Banks, a genuine need is felt to allow Banks to pay their employees something extra by way of encouragement as per the profitability and financial soundness of the respective Bank. In order to inculcate a sense of competition and also to reward the performance, the concept of Productivity Linked Pay was discussed and after discussion between the parties, it is agreed to introduce Performance Linked Incentive Scheme in Public Sector Banks which will be based on Operating Profit/Net Profit of the individual bank. The PLI shall be payable to all employees annually over and above the normal salary payable. The PLI matrix shall decide the amount payable to the employees (in number of days of pay = Basic + DA) depending on the annual performance of the Bank. All the employees shall get the minimum number of days of pay as incentive depending on where in the matrix the Bank's performance fits in, broadly as per Matrix as under:

Sr No.	YOY Growth in Operating Profit	No. of Days for which salary (Basic + DA) shall be paid
1	< 5%	Nil
2	5% to 10%	5 days
3	> 10% to 15%	10 days*
4	> 15%	15 days*
* 3 <sup>rd</sup> and 4 <sup>th</sup> slabs are payable only if the Bank has Net Profit, If a Bank has growth in operating profit of 5% & more, but there is no Net Profit, then minimum 2 <sup>nd</sup> slab of 5 days will be payable.		

The PLI will be applicable from FY 2020-21.

**25) Date of Effect**

For payment of arrears, the benefits under various provisions as above shall be from 1<sup>st</sup> November 2017, unless otherwise specified against the relevant provisions

**THE FOLLOWING STEPS ARE TO BE ADHERED TO, IN CONNECTION WITH PAYMENT OF REVISED SALARY AND ARREARS OF SALARY ON AD-HOC BASIS:****(A) REVISED SALARY ON AD-HOC BASIS:**

The salary for the month of January 2021 and onwards will be paid as per the revised scale of pay on ad-hoc basis pending amendment to the relevant Regulations of Canara Bank (Officers') Service Regulations, 1979.

The Stagnation increment/s received by the Officers from Scale I to Scale IV who are/were in service of the banks as on 1st November, 2017 as per periodicity hereinbefore would be readjusted from three year periodicity to two year periodicity from the date of reaching their maximum and officer shall be notionally eligible for stagnation increments w.e.f 01.11.2017 in terms of this Joint Note as per the revised periodicity which will qualify for superannuation benefits. However, monetary benefit on account of such revised and readjusted periodicity of stagnation increment/s shall be payable from 1st November, 2020 or the actual date of entitlement, whichever is later.

In addition, the Officer employees in Scale V shall be eligible for one stagnation increment of Rs 2970/- two years after reaching the maximum of scale or 01.11.2020, whichever is later.

In case of any discrepancy in the fitment advised, the officer employees are required to take up with the respective HRM Section by furnishing full details.



**(B) MEDICAL AID:**

The differential medical aid for the years 2017 to 2020 may be paid to Officer employees concerned in service on their making an application for reimbursement.

**For the year 2017, the reimbursement of medical expenses under the medical aid scheme shall be enhanced proportionately for two months i.e. November and December 2017.**

Executives those who opted for reimbursement of medical expenses as per CBOSR, 1979 and those who promoted to Scale IV & above on or after 01.01.1999, are eligible for the differential medical aid. Executives those who opted for old scheme for reimbursement of medical expenses, are not eligible for the differential medical aid.

**(C) RECOVERY OF AMOUNT OUTSTANDING IN SA:**

The branches / offices are requested to make a note that in case any recovery is pending with regard to excess TA / LFC, excess salary paid, recovery of Bond amount etc., such recoveries could be made out of the ad-hoc arrears now being paid.

**(D) SHORTFALL IN NOTICE PERIOD WHILE RESIGNATION / VOLUNTARY RETIREMENT:**

In case of Officer Employees who ceased to be in the services of the bank on account of resignation or voluntary retirement on or after 01.11.2017, the salary and emoluments as per the revised scale has to be recalculated for the short fall in notice period and the differential amount of salary has to be recovered from their arrears of salary.

**(E) RECOVERY OF PF FOR ABROAD POSTING:**

Circles are also requested to recover Provident Fund at the notional revised basic pay as per the revision for those Officer Employees who are on deputation / posting abroad on or after 01.11.2017. Please note that no arrears of salary / allowance is payable to the Officer Employees for their period of stay abroad.

**(F) ELIGIBILITY CRITERIA FOR FREIGHT CHARGES ETC:**

Whenever there is a change in scale of Pay of Officers on account of wage revision, the Basic Pay of Rs 48,170/- in the revised scale corresponding to Rs 31,705/- of the old scale, shall be taken as the basis for reckoning the basic eligibility criteria for reimbursement of freight charges, etc.

**(G) REPAYABLE WITHDRAWAL FROM SPF A/C:**

The revised salary payable from January 2021 on ad-hoc basis may be taken into account while determining the eligible amount of repayable withdrawal from SPF A/c.

**(H) PAYMENT OF SUBSISTENCE ALLOWANCE:**

No arrears of Subsistence Allowance on account of wage revision is payable to an Officer who was under suspension as on 01.11.2017. For Officers who are placed under suspension subsequent to 01.11.2017, Subsistence Allowance payable, may be reworked as per the revised scales of pay and arrears of Subsistence Allowance, if any, paid.

**(I) OFFICIATING ALLOWANCE:**

On and from 01.11.2017, Officiating Allowance is payable on the revised basic pay.

**(J) PAYMENT OF ARREARS OF SALARY ON AD-HOC BASIS:**

The ad-hoc amount equivalent to the net arrears payable for the period from November 2017 to December 2020, after adjusting the adhoc amount of arrears already paid (if any), shall be paid to the Officer employees and officer employees who cease to be in the services of the Bank on or after 01.11.2017, pending amendments to the relevant regulations of Canara Bank (Officers') Service Regulations, 1979. The date of payment of arrears shall be informed separately.

**(K) DIFFERENTIAL PL ENCASHMENT**

The consequential difference in cash equivalent on encashment of Privilege Leave availed during the period from 01.11.2017 to 31.12.2020 on account of revision in scales of pay shall also be paid.

**(L) DEDUCTION OF INCOME TAX**

While disbursing arrears, the proportionate Income Tax at Source will be deducted and remitted to the concerned authorities wherever applicable.

For any further clarifications, branches / offices are required to take up the same with their respective HRM Section only.

Circles are requested to take appropriate steps to implement all other terms of the Joint Note from the respective date from which they are effective.

**L V R PRASAD  
CHIEF GENERAL MANAGER**

**(Annexure -1 to HO Circular 957/2020 dated 23.12.2020)**  
**Special Area Allowance**

Sl. No.	Area	Allowances (Rs.)	
		Pay below Rs.36,001/-	Pay above Rs.36,001/-
(1)	(2)	(3)	(4)
<b>1.</b>	<b>Mizoram</b>		
	a) Chimgtuipui District and areas beyond 25 kms. From Lunglei Town in Lunglei District.	4000	5200
	b) Entire Lunglei District excluding areas beyond 25 kms. From Lunglei town.	3200	4200
	c) Entire Aizawl District	2400	3000
<b>2.</b>	<b>Nagaland</b>	3200	4200
<b>3.</b>	<b>Andaman &amp; Nicobar Islands</b>		
	a) North Andaman, Middle Andamans, Little Andaman, Nicobar & Narcondum Islands	4000	5200
	b) South Andaman (including Port Blair)	3200	4200
<b>4.</b>	<b>Sikkim</b>	4000	5200
<b>5.</b>	<b>Lakshadweep Islands</b>	4000	5200
<b>6.</b>	<b>Assam</b>	640	800
<b>7.</b>	<b>Meghalaya</b>	640	800
<b>8.</b>	<b>Tripura</b>		
	a) Difficult areas of Tripura	3200	4200
	b) Throughout Tripura except difficult areas.	2400	3000
<b>9.</b>	<b>Manipur</b>	2400	3000
<b>10.</b>	<b>Arunachal Pradesh</b>		
	a) Difficult areas of Arunachal Pradesh	4000	5200
	b) Throughout Arunachal Pradesh other than difficult areas.	3200	4200
<b>11.</b>	<b>Jammu &amp; Kashmir</b>		
	1) Kathua District: Niabat Bani, Lohi, Malhar and Machhodi	4000	5200
	2) Udhampur District:		
	a) Dudu Basantgarh, Lander Bhamag Illaqa, other than those included in Part 2(b).	4000	5200
	b) Areas upto Goel from Kamban Side and areas upto Arnas from Keasi side in Tehsil Mohre.	3200	4200

Sl. No.	Area	Allowances (Rs.)	
		Pay below Rs.36,001/-	Pay above Rs.36,001/-
(1)	(2)	(3)	(4)
	3) Doda District: Illaquas of Padder and Niabat Nowgam in Kishtwar Tehsil	4000	5200
	4) Leh District : All places in the District	4000	5200
	5) Barmulla District a) Entire Gurez-Nirabat, Tangdar Sub-Division and Keran Illaqua b) Matchill	4000 3200	5200 4200
	6) Poonch and Rajouri District : Areas in Poonch and Rajouri District excluding the towns of Poonch and Rajouri and Sunderbani and other urban areas in the two Districts	2400	3000
	7) Areas not included in (1) to (6) above, but which are within the distance of 8 kms. from the line of Actual Control or at places which may be declared as qualifying for border allowance from time-to-time by the State Government for their own staff.	2400	3000
<b>12.</b>	<b>Himachal Pradesh</b>		
	(1) Chamba District (a) Pangi Tehsil, Bharmour Tehsil, Panchayats : Badgaun, Bajol, Deol Kugti, Nayagam and Tundah, Villages: Ghatu of Gram Panchayat Jagat, Kanarsi of Gram Panchayat Chauhata  (b) Bharmour Tehsil, excluding Panchayats and Villages included in (a) above.  (c) Jhandru Panchayat in Bhatiyat Tehsil, Churah Tehsil, Dalhousie Town (including Banikhet proper).	4000 3200 2400	5200 4200 3000
	(2) Kinnaur District: a) Asrang, Chitkul and Hango Kuno/ Charang Panchayats, 15/ 20 Area comprising the Gram Panchayats of Chhota Khamba, Nathpa and Rupi, Pooh Sub-Division, excluding the Panchayat Areas specified above. b) Entire District other than Areas included in (a) above.	4000 3200	5200 4200
	3) Kullu District:  a) 15/20 Area of Nirmand Tehsil, comprising the Gram Panchayats of Kharga, Kushwar and Sarga	4000	5200

Sl. No.	Area	Allowances (Rs.)	
		Pay below Rs.36,001/-	Pay above Rs.36,001/-
(1)	(2)	(3)	(4)
	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 Burrow of Tehsil Nirmand).	2400	3000
	(4) Lahaul and Spiti District : Entire area of Lahaul and Spiti	4000	5200
	(5) Shimla District : a) 15/20 area of Rampur Tehsil comprising of Panchayats of Koot, Labana-Sadana, Sarpara and Chadi-Brandia. b) Dora-Kawar Tehsil, Gram Panchayat of Darkali in Rampur, Kashapath Tehsil and Munish, Ghori Chaibis of Pargana Sarahan. c) Chopal Tehsil and Ghoris, Panjgaon, Patsnau, Naubis and Teen Koti of Pargana Sarahan, Deothi Gram Panchayat of Taklesh Area, Pargana Barabis, Kasba Rampur and Ghori Nog of Pargana Rampur of Rampur Tehsil, Simla Town and its suburbs (Dhalli, Jatog, Kasumpti, Mashobra, Taradevi and Tutu).	4000 3200 2400	5200 4200 3000
	(6) Kangra District:  a) Areas of Bara Bhangal and Chhota Bhangal  b) Dharamshala Town of Kangra District and the following offices located outside the Municipal limits but included in Dharamshala Town- Women's ITI, Dari, Mechanical Workshop, Ramnagar, Child Welfare and Town and Country Planning Offices, Sakoh, CRSF Office at lower Sakoh, Kangra Milk Supply Scheme, Dugiar, HRTC Workshop, Sadher, Zonal Malaria Office, Dari, Forest Corporation Office, Shamnagar, Tea Factory, Dari, I.P.H. Sub-Division, Dan, Settlement Office, Shamnagar, Hinwa Project, Shamnagar.  Palampur Town of Kangra District including HPKV Campus at Palampur and the following offices located outside its municipal limits but included in Palampur Town – H.P. Krishi Vishwavidhalaya Campus, Cattle Development Office/Jersey Farm, Banuri, Sericulture Office/Indo-German Agriculture Workshop/HPPWD Division, Bundla, Electrical Sub-Division, Lohna, D.P.O. Corporation, Bundla, Electrical HESEE Division, Ghuggar.	3200  2400	4200  3000

Sl. No.	Area	Allowances (Rs.)	
		Pay below Rs.36,001/-	Pay above Rs.36,001/-
(1)	(2)	(3)	(4)
	(7) Mandi District: Chhuhar Valley of Jogindernagar Tehsil, Panchayats in thunag Tehsil-of Bagraa, Chatri, Chhotdhar, Garagushain, Gato, Garyas, Janjehli, Jaryar, Johar, Kalhani, Kalwan, Kholanal, Loth, Silibagi, Somachan, Thachdhar, Tachi, Thana, 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, Panchayats of Sundernagar Tehsil – Bohi, Batwara, Dhanyara, Paura-Kothi, Seri and Shoja.	2400	3000
	8) Sirmaur District: Panchayats of Bani, Bakhali (Pachhad Tehsil), Bharog Bheneri (Paonta Tehsil), Birla (Nahan Tehsil), Dibber (Pachhad Tehsil) and Thana Kasoga (Nahan Tehsil) and Thansgin Tract	2400	3000
	(9) Solan District : Mangal Panchayat.	2400	3000
	(10) Remaining areas of Himachal Pradesh not included in (1) to (9) above.	640	800
<b>13.</b>	<b>Uttar Pradesh:</b> Areas under Chamoli, Pithoragarh and Uttar Kashi Districts	4000	5200
<b>14.</b>	<b>Uttarakhand:</b> Areas under Chamoli, Pithoragarh, Uttarkashi, Rudraprayag and Champavat Districts	4000	5200
<b>15.</b>	<b>West Bengal</b> <b>South 24 Pargana District</b>  Sunderban Areas (south of Dampier Hodge's line), namely, Bhanatush 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, Ghushioghata (Kulti)	1000	1000

**(Annexure-2 to HO Circular 957/2020 dated 23.12.2020)****Leave Rules****1. Privilege Leave:**

Privilege Leave other than for the purpose of availing the Leave Fare Concession should be applied not less than 10 days before the proposed date of commencement of such leave.

Privilege Leave taken on sick grounds when there is no credit in the sick leave account of the employee, will not be counted as an occasion of availing Privilege leave.

Privilege Leave accruing to an employee shall be allowed to be accumulated beyond 240 days up to a maximum of 270 days. However, encashment of privilege leave shall be restricted up to a maximum of 240 days.

**2. Unavailed Casual Leave**

- i) Casual leave not availed of in the year 2017 or in any subsequent years shall lapse in the following five years.
- ii) On and from 01.11.2020, although the availment of unavailed casual leave (UCL) by the Officers in the following years shall continue to be permitted only on medical grounds, production of medical certificate need not, henceforth, be insisted upon in case the period of such unavailed casual leave at a stretch not exceeding four days.

**3. Maternity Leave**

Clause 30 of Bipartite Settlement dated 27th April 2010 shall be substituted by the following:

- (a) Maternity leave, which shall be on substantive pay, shall be granted to a female employee generally for a period not exceeding 6 months on any one occasion and 12 months during the entire period of her service.

**Note:** (i) in case of delivery of twins, the period of Maternity Leave shall be 8 months.

(ii) Maternity Leave may be availed Combining with any other kind of leave except casual leave.

- (b) In case of miscarriage/MTP/abortion, maternity leave may be granted as a rule upto 6 weeks on the basis of medical certificate/advice of a competent medical practitioner, i.e. a qualified gynaecologist. In special/exceptional cases involving medical complications, associated with miscarriage/MTP/abortion, maternity leave may be granted beyond 6 weeks if advised by a competent medical practitioner (qualified gynaecologist) but upto 6 months only on any one occasion, within the overall limit of 12 months during the entire period of service.

- (c) Within the overall period of 12 months, leave may also be granted in case of hysterectomy upto a maximum of 60 days.

Note: In the case of employees who have availed and exhausted Maternity Leave of 12 months, leave of 15 days shall be sanctioned over and above the same, subject to production of Medical Certificate.

- (d) Leave may also be granted once during service to a childless female employee for legally adopting a child who is below one year of age, for a maximum period of nine months, subject to the following terms and conditions: -

- i. Leave will be granted for adoption of only one child.
- ii. The adoption of a child should be through a proper legal process and the employee should produce the adoption-deed to the Bank for sanctioning such leave.
- iii. The permanent part-time employees are also eligible for grant of leave for adoption of a child.
- iv. The leave shall also be available to biological mother in cases where the child is born through surrogacy.
- v. The leave shall be availed within overall entitlement of 12 months during the entire period of service

- (e) Within the overall period of 12 months, leave may also be granted in case of hospitalisation on account of the following gynecological ailments/treatments upto a maximum of 30 days.

- i. AUB (Abnormal uterine bleeding).
- ii. Ovarian Tumor.
- iii. Tubectomy / Tubectomy reversal
- iv. Post-Partum Depression (PPD)
- v. Post Partum Hemorrhage (PPH)
- vi. Acute Pelvic Inflammatory Disease (Acute PID)
- vii. Dysfunction Uterine Bleeding; Dysfunction (DUB)

#### **4. Paternity Leave**

With effect from the 1st June 2015, male employees with upto two surviving children shall be eligible for 15 days Paternity Leave during his wife's confinement. This leave 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.

Note: Paternity Leave as above shall be allowed to employees with upto two surviving children for legally adopting a child who is below one year of age .



**5. Sick Leave**

- a) An officer employee upon completion of 30 years of service, shall be eligible for further additional sick leave of 3 months at the rate of one month for each year of service in excess of 30 years, subject to a maximum of 720 days in entire service.
- b) Women officer employees can avail sick leave for the sickness of their children of 8 years and below subject to production of medical certificate.

**6. Special Casual Leave**

- a) With effect from the 1/11/2020, Special Casual Leave may be granted to an employee on occasions when the branch where the employee is working or the place where the employee is residing is affected by curfew, riots, prohibitory orders, natural calamities, floods, etc.
- b) With effect from 01/11/2020, 4 days Special Casual leave shall be granted to all physically/orthopedically handicapped employees each year.

**7. Extraordinary Leave:**

In partial modification of Clause 13.34 of Settlement dated 19th October 1966 and Clause 36 of Settlement dated 25th May, 2015, in exceptional circumstances, Extraordinary Leave may be sanctioned (without wages) not exceeding 3 months on any one occasion (up to 4 months in extreme medical circumstances).and upto a maximum of 24 months during the entire period of an employees' service.

Note :- The employees will not be losing any seniority on account of availing extraordinary leave on Medical grounds.

**(Annexure-3 to HO Circular 957/2020 dated 23.12.2020)****Revised DA rates w.e.f. 01.11.2017**

<b>Quarter commencing</b>	<b>Old DA %</b>	<b>Revised DA %</b>
November 2017	51.60	2.66
February 2018	52.70	3.43
May 2018	52.90	3.57
August 2018	54.10	4.41
November 2018	60.70	9.03
February 2019	61.10	9.31
May 2019	64.50	11.69
August 2019	68.10	14.21
November 2019	71.70	16.73
February 2020	75.90	19.67
May 2020	76.10	19.81
August 2020	77.50	20.79
November 2020	81.90	23.87