



FACILITIES AVAILABLE TO STAFF
EK JHALAK 2024

REIMBURSEMENT OF EXPENSES:

	Clerical	Sub Staff
1. <u>Cleaning Material</u>	650/-	450/-BC 117/215 dt.07.12.23
2. <u>Wellness Expenses</u>	400/-	300/-BC 113/165 dt.16.12.19
3. <u>Petrol Special CSA. 20Lt (900/-)*</u> <u>Sr.CSA CASH 16 Lt (800/-)</u>		CSA.13 Lt (700/-)* Office Attendent 9 Lt (500/-)*

* Lump sum amount-without vehicle. BC 115/217 dated 12.11.2021

4. Entertainment Exp. to Special CSA.Rs. 350/- P.M. BC 113/124 dated 25.09.2019

5. Supply of Brief Case/ Bag

Sr.CSA CASH./Special CSA Rs1500/- CSA. 1000. Office Attendant. 750.
(Once in 3 years) BC 117/214dated 07.12.2023

6. Supply of Uniforms to Sub Staff :

Summer Male/Female : Rs. 2120/- per set .(including stitching charges)

3 Sets Pent Shirt/ 3 Sets Sari with Blouse /SalwarKameej once in two years

WinterMale/Female :One Set in 3 Yrs. Rs. 5000/- (including stitching charges)

Footwear With 2 Pairs of socks every year. **Rs 1780/-**

Cost of umbrella once in 2 years(**Rs.450**) or Raincoat once in 4 years (**Rs.840**)

Head Office IOM HO:HR:IR:MKB:I-363 dated 3.01.23. (Jan.2023 to Dec2024)

7. Prov. of Rubber Hand Gloves, Aprons& Mask to House Keeper

Rubber Hand Gloves Rs. 80/- PM Mask **Rs 80/-PM** (4 @ Rs. 20/- per mask)

Aprons**Rs 200/-** per year. Washing All.aprons**Rs 10/-** P.M. BC 110/122 dated 06.10.2016

8. Out of Pocket Expenses for Attending Residential Training Programme

Rs. 75/- per day at Mumbai & Delhi**Rs. 65/-**per day at other Centres.

For non Residential Halting Allowance as per BPS. BC 104/137 dated 25.01.2011

9. Child Care Allowance : Female Staff & Male(Single Parent) Rs3000 per child P.M. upto **5 year** of age(Upto 2 Child) BC 117/157 dated 25-09-2023

10. Staff Welfare Scheme : Amount is allocated every year for promotion of canteen, Library,cultural activities and sports and Reimbursement of tuition fees (Education Benefit)

11. Staff Benevolent Scheme(BSBS) :An Employee is eligible to become the Member(fee **500**) with in 90 days from the date of joining. BC 117/275 dated 09-02-2024

12. Provision of First Aid Kit – At Branch :BC 105/09 dated 06.04.2011

13. Health Check Up. :

All staff till50yrs age**Rs. 3000/3500** once in two calendar yrs& above 50yr Annually BC No.115/09 dated 01.04.2021.The House Keeper below the age of 35 yrs are entitled for health check up as per BC 106/40 dated 23.05.2012

14. Holiday Home:At Certain Places is available Room charges at the rate of **100/-** per day

15. Mile Stone Award:Silver plate on completion of 25 Yrs of Service BC 95/45 of 11.07.01

16. Request Transfer:Intra Zone/Inter Zone request transfer available as per policy. BC 91/59 dated 02.07.1997.

17. Promotions from Sub Staff to Clerical & Clerical to Officer Cadre:

For Career growth periodicalpromotions areavailable.

18. REMAS : An Employee may become Member before Date of Retirement. Apply ON LINE thro HRMS. BC 111/175dated 31.01.18 & 111/66 dt. 29.07.17. Membership Fee Sub Staff Rs. **15000/-**& Clerical Staff Rs. **30000/-**

19. Farewell Scheme for Bank's RetiringEmployees :

Branch to organize the function for felicitating the retiring employee. After the function the Branch head should make appropriate arrangement to drop the retiring staff at his residence. CERTIFICATE and MOMENTO in the form of SILVER PLATE(200 gm) to be handed over to RETIRING STAFF .

Rs **1000/-** for Bouquets/garlands &**Rs 100/-** per person for tea/ snacks etc.

BC 97/145 of 06.01.2004 & BC 115/288 dated 22.02.2022

An Amount upto Rs.1000/- may be permitted to be spent for arranging air purifying plants/oxygen plants, BC 117/89 dated 07-12-2023

20. Identity Cards to Retired Employees:

On the request of Employee the Identity card may be issued

HO: IOM No. HO:HR:IR:MSS:-811 dated 20.01.2012.

21. Death Relief Scheme: Rs.1,50,000/-(W.e.f 01-01-2024) financial relief BC 117/268 dated 02.02.2024

22. Scheme forCompassionateAppointmentor Ex-Gratia LumpsumAmount:

Appointment of dependent as per BC No.108/132dt29.09.2014,115/213dt 3.12.2021

23. Preferential Rate Of Interest :

1% more than normal rate to all staff/Retired staff &Spouse of decease staff on deposits

24. Salary Advance for Festival:All confirm staff may avail Interest Free Advance for Specified festival equivalent to one month Gross Pay. BC 113/123dated25.09.2019.

25. Benefits Available to Retirees : For gist of benefits/facilities BC 108/181dt 5.1.2015 BC109/203 dated 12.02.2016.



LOAN FACILITIES:

- i) **Personal Overdraft:** Max. Rs. 7 lacs for Clerical & Rs. 4 lacs for Sub Staff with service of 10 years & above. Confirm employees are also eligible. BC 95/129 dated 13.12.2001 & 112/84 dated 17.09.2018.
- ii) **Vehicle** Max. Rs 10 lac for purchase of new / used 2/4 Wheeler running on **Conventional source of Energy (2 wheelers on nonconventional energy)**. Max. Rs.12 lac for 4 Wheelers –Electric Vehicle / conventional hybrid Electric Vehicle. **Eligibility :2 years . ROI 5.50% simple EMI 120+80,70+14.** BC 108/198 dated 27.01.2015 BC 109/212 dt. 12.02.16 & 115/291 dt 24.02.2022
- iii) **Housing Loan: Eligibility 2 year service Clerks Rs 55 Lac Sub Staff Rs 30 Lac.**
Margin 5% ROI: Simple 5% /5.5%/6%
Repayment 360 (270+90) Monthly Inst. upto 75 years of age.
Personal Accident Insurance causing death / permanent total disablement due to Accident is also available. BC 117/213 dated 7.12.2023.
- iv) **Loan Against P.F. :3/6 Basic Pay** BC 96/134 dated 01.01.2003
- v) **Non Refundable P.F. :** Purchase of House/2nd House, Marriage, Medical Treatment. Max. Limit CLERICAL 3 lacs & SUB STAFF 1.80 lacs. BC 82/253 dated 21.11.1988, 109/148 dated 21.05.2015 & 110/54 dated 31.05.2016.
- vi) **Staff Members** may also avail **other loans** under the Bank's various schemes. But maximum deductions should not be more than 60% of the Gross Salary.

Branch Circulars are available on STAR DESK PORTAL
For any information/clarification, the staff may contact,

CENTRAL OFFICE:

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