

Miscellaneous Service Conditions

PAY-FIXATION ON EX-SERVICEMEN

The Government has also advised that in future whenever any bipartite settlement/wage revision of officers become due, the pay fixation of Ex-ECOs/SSCOs in respect of recruitment/employment made on or after the due date may be done provisionally subject to re-fixation after revised pay scale is made applicable retrospectively.

(IBA CIR No. PD/CIR/76/589/823 dated 26-09-1998)

TEMPORARY GODOWN-KEEPERS

Temporary godown-keepers and godown-watchmen who are required to look after one or more godown belonging generally to one party and whose salary and allowances are generally borne by the parties who are owners of the goods in the god owns, shall, if their work has been found satisfactory and if their services can be utilised to look after other god owns in the same place or other places or in the clerical establishment of the bank, on completion of one year's service, be given preference for absorption in the permanent services of the bank, subject to the bank's recruitment rules, if any.

(Para 20.13 of BPS dated 19.10.1966)

RETRENCHMENT OF SUPERFLUOUS WORKMEN

1. Retrenchment of superfluous workmen should be on the principle of "last to come and first to go" subject to the qualification that the junior-most also happens to be the least efficient. 2. In deciding who is the junior-most among the superfluous, A and B class banks should take the town as the unit. 3. To avoid all suspicion of victimisation no employee who has been transferred and working in the new place for less than six months may be retrenched.

(Para 507 of SA)

TEMPORARY STOPPAGE OF WORK

1. In the event of a fire, catastrophe, an epidemic, civil commotion or other cause beyond the control of the bank, it may at any time,

without notice or compensation in lieu of notice, close down, as the event may require, the bank or any branch, department or part thereof for a reasonable period.

2. An employee affected by a stoppage under Clause (1) above shall be deemed to be on privilege leave to the extent such leave is admissible; and for the balance of period, except where his services, are dispensed with he shall be deemed to be on leave without pay.

(Para 511 of SA)

SEARCH

We direct that an officer appointed for the purpose by the Manager shall have the power to search or cause to be searched, an employee when the latter leaves the premises of a bank, provided that the person of a female employee shall not be searched by or in the presence of a male, and that every search shall be conducted in the presence of not less than two persons.

(Para 510 of SA)

ISSUE NOTICES AND ORDERS

Notices which are required to be given shall be served individually on the employees affected and their acknowledgements taken, and shall also be exhibited on the notice boards of the bank at the offices or establishments concerned. Such notices as are so exhibited shall be in English and also in the principal language of the district or locality in which each such office or establishments is situated. Any notice, order, charge-sheet, communication, or intimation which is meant for an individual employee shall be in a language understood by the employee concerned. In the cases of an absent employee notice shall be sent to him by registered post, with acknowledgement due.

(Para 519 of SA)

In partial modification of clause 19.16 of the First Bipartite Settlement dated 19th October 1966 and corresponding provision in any Award or Settlement of any bank, where any notice, order, charge-sheet, intimation or any other official communication which

is meant for an individual employee is sent to him by registered post acknowledgement due at the last recorded address communicated in writing by the employee and acknowledged by the bank, the same is to be deemed as good service.

(Para XIV (4) of BPS dated 17.09.1984)

PARTICIPATION IN STRIKE

In supersession of clause 22(c) of Bipartite Settlement dated 10th April 1989, watch and ward staff and employees manning installations which require round-the-clock maintenance and surveillance on duty on days of agitation / strike action are exempt from participating in such action.

(Para 37 (i) dated 02.06.2005)

SILVER JUBILEE AWARD

Please refer to our circular letter No. PD/CIR/76/537/456 dated 16th June, 1995. In terms of present scheme for grant of Silver Jubilee Award/Other Milestone Awards to employees of public sector banks, the cost of award shall not exceed Rs. 1,500/- for uniform application by banks. It was represented that in view of increase in prices of the gift items and depreciation of rupee since the monetary ceiling was revised in 1995, there was a need for enhancing the amount of the Award. The Working Group of IBA, at its meeting held on 18th April, 2000 decided that the quantum of the Award may be decided by the banks within an overall ceiling of Rs. 2,000/-.

(IBA CIR No. PD/CIR/76/537/366 dated 26-05-2000)

MAINTENANCE OF SERVICE BOOKS

We think that in the case of every employee except on who is engaged on a part-time basis, whether he is temporary employee, a probationer or a permanent employee, a service book should be maintained, containing at least the following particulars; name, date of birth, identification marks, entry into service as a temporary employee or probationer, confirmation or permanent appointment, pay on such occasions, promotion, pay on promotion, disciplinary action, if any, taken, any remarks about his efficiency or character made by his superiors, leave taken or absence from duty,

officiating or acting appointments and deputation, if any with dates wherever possible, resignation or retirement. When adverse remarks are made against an employee, a gist thereof should be communicated to him in writing with the least possible delay. We direct accordingly.

(Para 516 of SA)

SERVICE CERTIFICATE

Every employee who leaves service or retires or is dismissed or discharged shall without avoidable delay be given a service certificate.

(Para 518 of SA)

STANDING ORDERS

The directions given by us in various matters that fall under "Standing Orders" taking the term in its wider significance should be understood as being subject to the provisions of any law for the time being in force. Thus the provisions of Section 33 of the Industrial Disputes Act, 1947 will apply if there be an industrial dispute and the dispute is referred to conciliation or to a tribunal for adjudication.

(Para 561 of SA)

INCENTIVE FOR SMALL FAMILY

In terms of the guidelines issued by the Government, incentive for promoting small family is payable where the couple has not more than three living children. However, it would be in order, to consider payment of incentive even in cases where a couple who has two living children gets twins at a subsequent delivery.

(IBA CIR No. PD/CIR/76/90/187 dated 27-04-1991)

REDRESSAL OF GRIEVANCES

1. An employee desirous of the redress of a grievance relating to unfair treatment or wrongful exaction on the part of the bank or a superior shall either himself or through a representative of registered union, submit a complaint to the Manager or any officer appointed by the manager in his behalf. The employee, shall also have the right to endorse a copy direct to the head of the

department for information. 2. The manager or such officer shall, as soon as possible investigate the complaint at such times and places as he may fix. The employee concerned or the representative of the union shall have the right to be present at such investigation. A copy of the proceedings shall be supplied to him if he asks for one. Provided that complaints relating to assault or abuse by any person holding a supervisory position or refusal of any application for urgent leave shall be enquired into immediately by the manager or by such officer as he may appoint in his behalf.

(Para 517 of SA)