

TRAVELLING EXPENSES

It is desirable that members of the clerical staff when they travel by train should have sleeping accommodation at night. It is therefore necessary to modify the provisions of the Sastry Award, and I do so by providing that whenever a workman, who is not a member of the subordinate staff, is transferred from one station to another or has to travel for inspection or other duty in the interests of the bank and in the course of such journey, has to travel by train by night, he shall be paid, in addition to that is provided under the Sastry Award as modified, reproduced above, a further amount equivalent to the difference between one second class fare by train and one first class fare by train for the full journey for himself provided he has traveled throughout the journey in the first class. When he is transferred from one station to another and is entitled to claim traveling allowance for his family and the family has to travel by night he will be entitled to be paid the difference between the second class fare and first class fare and first class fare for the members of his family also provided that they have actually traveled in the first class.

(Para 6.70 of DA)

In partial modification of Para 540 of the Sastry Award, Para 6.70 of the Desai Award and Clause 10.3 of the First Bipartite Settlement dated 19th October 1966, an employee other than a member of the subordinate staff and his family while traveling from one station to another, on transfer or on duty, will be entitled to travel by first class by train for the journey during day and/or night. If the travel is by steamer, he will be entitled to the lowest cabin class or appropriate class equivalent to the fares payable by first class railway fare, whichever is higher.

(Para X of BPS dated 17.09.1984)

An employee who is a member of a subordinate staff shall for similar journeys be paid as follows:

1. One and a half (third class) fares by rail or steamer for himself and further (third Class) fares for his family if taken. (now second class)
2. Actual expenses incurred on cartage, ghadi, mazdoor hire, etc. established to the satisfaction of the sanctioning authority.

(Para 541 of SA)

REIMBURSEMENT OF EXPENSES ON ROAD TRAVEL

1. Where an employee travels by a class lower than the one allowed to him, he shall be entitled to claim traveling allowance only at the rate actually paid. The banks may however, pay on the scale allowed where they are satisfied that travel by a lower class is unavoidable and due to circumstances beyond the control of the employee.

2. All claims should be supported by a certificate from the employee concerned.

3. The claim for journeys can ordinarily be only for the shortest route.

(Para 547 of SA)

In substitution of Clause 19 of Bipartite Settlement dated 27th March, 2000 w.e.f. the date of this Settlement, where an employee has to travel on duty/LFC between two places not connected or partly connected by rail or steamer, he shall be reimbursed actual road mileage costs or at Rs. 2/- per km., whichever is less.

(Para 30 of BPS dated 02-06-2005)

Any other expenditure unavoidably incurred such as packing, crating, tonga, subject to any new rules made by the bank in this behalf shall be paid.

(Para 540 of SA)

When, for any reason, the family of any employee does not travel with him but joins with him within a period of six months from the date of his transfer, an employee shall be entitled to draw the further fares and the cost of transporting luggage, payable for the family, subject to the limits fixed. 3. Where the family in consequence of transfer travels from a place to another than that from which an employee is transferred, an employee may draw the actual traveling expenses incurred by his family to join the employee at the new station but the amount so drawn shall not exceed the traveling allowance admissible to the employee where the employee's family stationed at the place where the employee was transferred. 4. If the family of an employee in consequence of transfer travels to a station other than that to which the employee is transferred, an employee may draw traveling expenses for his family subject to the condition that the amount so drawn shall not exceed the traveling allowance admissible to the employee had the family proceeded to the station to which the employee was transferred.

(Para 543 of S.A)

The actual cost, if any of freight of his personal belongings. (4) Any other expenditure unavoidably incurred such as tonga, cooly hire etc. established to the satisfaction of the sanctioning authority and subject to any rules made by the bank in this behalf.

(Para 544 of SA)

An employee of the subordinate staff shall be entitled to one (third class) fare to and fro for himself by rail or steamer. Clauses (3) and (4) supra would equally apply to him also. (Now sleeper class)

(Para 545 of SA)

TRANSPORTATION OF PERSONAL EFFECTS

An employee shall be entitled to draw the actual expenditure incurred by him for transporting his personal property irrespective of the mode of conveyance engaged by him provided he does not exceed the maximum amount admissible to him for the transport of

personal property by goods train except where it is otherwise provided for in the paragraph.

(Para 543 of SA)

An employee on transfer shall be paid the cost actually incurred for transporting his personal effects by road, if there is no railway station or railway out agency at the old or new place of posting up to the nearest railway station/out agency. If both the places do not have railway station/out agency, actual shall be paid for transporting the personal effects by road up to the stipulated weights by an IBA approved transport operator as under:

	Non Sub-Staff	Sub-Staff
a. For married person's	1500 kg.	1000 kg.
b. Unmarried person's	1000 kg.	750 kg.

In respect of personal property carried up to the limits specified above to and from the place of transfer, the employee shall be entitled to the actual expenses incurred by him in transporting the same through and "out agency" if available. In other cases he shall be entitled to the actual cost of transporting the same through an authorised transport company.

(Para 1.10 of BPS dated 05-01-1987)

BREAKAGE / DAMAGE TO GOODS ON TRANSFER

In supersession of Clause 28 of Bipartite Settlement dated 27th March, 2000, with effect from the date of this Settlement 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. 900/- Subordinate Staff : Rs. 600/- (b) Where no receipt/statement of loss are produced a lump sum payment of - Clerical Staff : Rs. 600/- Subordinate Staff : Rs. 450/-

(Para 22/of BPS dated 2-06-2005)