

HR HANDBOOK

(Updated as of 01.01.2025)



प्रज्ञाविभावनम्

इंस्टीट्यूट ऑफ बैंकिंग पर्सोनेल सिलेक्शन®

(भारतीय रिजर्व बैंक, केंद्रीय वित्तीय संस्थाओं व सार्वजनिक क्षेत्र के बैंकों द्वारा स्थापित एक स्वायत्त संस्था)

INSTITUTE OF BANKING PERSONNEL SELECTION

(An autonomous body set up by Reserve Bank of India, Central Financial Institutions and Public Sector Banks)

असेसमेंट में, हम पर भरोसा रखता है भारत

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---Foreword---

The Institute values greatly relationship with its employees and consistently strives to create and maintain a positive working environment that is constructive to their personal and professional growth. This edition of the HR Handbook continues the tradition of the Institute to always provide valuable and helpful information to the staff.

The Governing Board of IBPS, has reviewed these existing rules and policies from time to time and approved them for their continuance till further review.

This Handbook provides important information to IBPS employees regarding various policies, Rules and regulations with regard to service conditions affecting their employment and their rights and responsibilities which would enable both employees and management to work together in concert to achieve operational efficiency and effectiveness.

I would like to thank Shri R. K. Gupta, DGM (Administration & HR) and Shri Sanjay D Khawale- AGM (HR-Administration) who have put in immense efforts in revision, preparation and publication of this handbook.

(HARIDEESH KUMAR B.)
DIRECTOR

IBPS HR POLICIES

(Updated as of 01.01.2025)

IBPS REGULAR RECRUITMENT POLICY AND PROCEDURES

(Approved by the Governing Board in its meeting held on 07.04.2015)

(Reviewed by the Governing Board in its meeting held on 02.03.2016)

(Reviewed by the Governing Board in its meeting held on 26.05.2017)

(Reviewed by the Governing Board in its meeting held on 25.07.2018)

1. INTRODUCTION

Institute of Banking Personnel Selection subscribes to the belief that efficiency, effectiveness and success of the organization depends largely on the skills, abilities, attributes and commitment of the employees who constitute the most important asset of the organization. In today's rapidly changing business environment, a well-defined recruitment policy is necessary for organizations to respond to its human resource requirements in time. A clear and concise recruitment policy helps to ensure a sound recruitment process and procedures. It specifies the objectives of recruitment and provides a framework for implementation of recruitment programme.

The formulation of this comprehensive policy by IBPS was therefore a part of its Business Strategy to improve efficiency and effectiveness in service delivery. The policy also outlined strategies aimed at establishing optimal staffing levels in the service, knowledge, skill and experience.

2. OBJECTIVES

The recruitment policy aims to provide clear guidance to the organization and to achieve the following objectives:-

- ❖ To meet the resourcing requirements of the IBPS to complement the specific business plans and Business expansion requirements.
- ❖ To put in place systems and processes for recruitment of qualified, skilled and competent human resources on a continuous basis as per the Manpower requirements of IBPS.
- ❖ To ensure vitality through continuous infusion of young blood at entry levels.
- ❖ To provide equal opportunity to internal employees to participate in recruitment exercises for faster career growth and thereby serve as a retention tool.
- ❖ To identify and select the 'best fit' candidates both internally as well as out of the Institute who are matching with the IBPS requirements.
- ❖ To put in place appropriate structure, systems and processes to enable completion of the entire recruitment 'life-cycle' in reduced time.

In pursuance of the above objectives Institute of Banking Personnel Selection hereby makes the following policy statement to be called Institute of Banking Personnel Selection Recruitment Policy And Procedures to govern, regulate, and generally facilitate recruitment of personnel in the various Divisions of the Institute.

3. COVERAGE

The Policy provides broad policy guidelines for recruitment of staff in all grades.

4. PRELIMINARY

4.1. Short title, extent and commencement:

This policy shall be known as the “IBPS Regular Recruitment Policy and Procedures” and it will cover all kinds of recruitment in regular posts commencing from the 1st day of April (Every year).

4.2. This policy statement and the rules and procedure made hereunder will be applicable to recruitment and selection of regular employees of all classes and categories commencing from the 1st day of April (Every year).

4.3. Appointing authority means the Director of the Institute.

4.4. Competent authority means the Director of the institute or any person duly authorized by him/her for the purpose.

4.5. Classification of employees into various grades, cadres and pay scales for the Purpose of this policy will be the same as defined in the Institute’s Service Rules.

4.6. Service rules means rules governing the services of the employees as framed from time to time by the board.

5. METHODOLOGY OF RESOURCING

5.1. Requisition of Manpower

5.1.1. Each Division will review the adequacy or otherwise of the available Manpower with reference to the tasks and targets and determine any additional requirements of manpower in qualitative and quantitative terms for the immediately following financial year. The respective Division will forward their manpower requirements as a proposal, to Administration Division, based on sanctioned Manpower Plans as per need of the Section / Department /Division, taking into consideration the turnover vacancies on account of separation by retirement/resignation /anticipated promotions etc. as well as additional posts required against future plans before the end of December every year in prescribed requisition forms indicating therein the last dates by which placement of personnel is desired for different posts keeping in view the normal lead time for recruitment.

5.1.2. The requirements will be examined with reference to the sanctioned manpower in the budget by the Administration Division who will verify whether the requisition post/posts can be filled.

- i. Out of internal transfer, if any.
- ii. Recommended inter-functional adjustments of posts.
- iii. Record of surplus staff (internal) suitable for deployment, if any

5.2. Manpower Planning and Budgeting

5.2.1. Based on the demand of additional manpower of the individual departments, a detailed manpower plan for the financial year will be prepared jointly by the various Divisions as a whole giving specific details of each new post other than casual posts and justification thereof and this manpower plan along with details of financial outgo /cost involved will form a part of the overall manpower Budget of the Institute.

5.2.2. Annual manpower plans including the additional manpower requirements along with all relevant details and estimated cost involved for all the Divisions will be consolidated into an integrated Institute's Manpower Plan which will form a part of the Annual Budget to be submitted for approval of the Governing Board. Annual manpower-budget for the next year shall normally be placed before the Governing Board before April of every year, after making an in-depth assessment of requirements arising out of natural attrition or because of introduction of new activities /projects, or otherwise and recruitment process shall be initiated consequent to approval of the Board.

5.2.3. On approval by the Board, these manpower plans will constitute sanction for creation of posts and form the general basis of recruitment during the financial year.

5.2.4. No person shall be appointed to any regular post under the Institute unless the post stands sanctioned by the Board. The Board may accord one - time approval for the sanctioned strength for the Institute as a whole for the financial year.

5.3. Creation of Posts

Notwithstanding the Board's overall sanction for the creation of posts as above, specific sanction for each new post from the competent authority shall be necessary before initiation of action for filling the posts and the competent authority shall accord the necessary sanction depending on the requirements from time to time during the year within the approved budget sanction/ sanctioned strength and approved manpower plans subject to the policies and directives that may be issued by the Governing Board from time to time.

5.4. Job Title, Job specification, Role Outline

- 5.4.1. Job specifications indicating the eligibility requirements in terms of minimum educational and/or professional qualifications, length, nature and quality of experience, lower and upper age limit and a general outline of the role and responsibilities will be laid down in respect of each job title along with the pay scale or consolidated compensation in which the posts in the category will be operated.
- 5.4.2. No appointment shall be made to any post in the Institute unless the person fulfils the minimum eligibility requirements and conforms to the specifications prescribed for the post. Provided, however, that in special and exceptional cases appointments may be made subject to the approval of the Governing Board in relaxation of the prescribed specifications where the Appointing Authority is satisfied that such relaxation is essential in the interest of the Institute.

6. SOURCES AND MODES OF RECRUITMENT

For recruitment of suitable personnel in any cadre, selection will be made on an all-India basis and for this purpose; unless otherwise decided by the Governing Board in specific cases, the posts to be filled will be duly notified through window advertisement in print media and detailed advertisement on Institute's website.

6.1. Application Formalities

- 6.1.1. No appointment will be made in the Institute except on the basis of an application giving details and particulars as may be prescribed from time to time.
- 6.1.2. While as a rule, for all recruitments, applications should be in the forms prescribed for different categories from time to time as far as possible, wherever necessary keeping in view the urgency for manning the post and the lead time involved.
- 6.1.3. In the case of recruitment based on open advertisement and public notifications, there will be a last date for the receipt of applications, after which no application will be entertained for the posts advertised except with the approval of the competent authority who may permit applications to be entertained after the expiry of the last date in special cases or may extend the last date of receipt of the applications if he/she is satisfied that there is good and sufficient cause and justification for such relaxation/extension of date.

6.2. Internal Resourcing

To fill job openings by selection from within (Internal Resourcing)

A staff member is eligible to be considered as internal candidate provided the member is a regular staff, i.e., the member is appointed against regular post in Institute and has completed 2 years of continuous service in the Institute immediately preceding date of vacancy.

- 6.2.1. The internal candidates who fulfill all eligibility requirements may be considered along with other candidates.
- 6.2.2. Subject to fulfilment of minimum eligibility requirements and other prescribed criteria, directly recruited regular employees and contractual employees will be considered eligible for selection to a post in open competition with external candidates.
- 6.2.3. NOC from the Competent Authority shall be obtained by the Internal Candidate before participation in the selection process.
- 6.2.4. In case of internal candidate, if he or she finally got selected for the post under direct recruitment, his or her number of years of service already rendered by him/her in the Institute before such selection will be reckoned with.

6.3. External Resourcing

- 6.3.1. Forwarding of Applications of Candidates from Public Sector Banks, Government and Public Sector undertakings
 - 6.3.1.1. Institute of Banking Personnel Selection will accept applications only if they are forwarded through proper channels in respect of persons employed in the Banks, Central and State Governments and those working in Public Sector Undertakings. Provided, however, that applications from candidates from Banks, Government and public sector undertakings referred to above may be accepted without being forwarded through proper channels if the candidate submits a declaration along with the application stating that if selected for appointment in Institute Of Banking Personnel Selection, he will be able to produce a 'No Objection Certificate' during the selection process and secure due release from his present organization within the period so stipulated by the Institute for the post.

6.3.1.2. Applications submitted through proper channel may be processed on the basis of advance copies but the candidate, as and when called for interview, must submit a 'No Objection Certificate' from his present employer which must also state that he will be relieved in the event of his selection for appointment in Institute Of Banking Personnel Selection within the stipulated period at the time of Interview.

6.3.1.3. Applications submitted through Online mode may be processed on the basis of the submitted application form but the candidate, as and when called for interview, must submit a 'No Objection Certificate' from his present employer which must also state that he will be relieved in the event of his selection for appointment in Institute Of Banking Personnel Selection within the stipulated period at the time of Interview.

7. PROCESSES AND PROCEDURES OF RECRUITMENT

7.1. Processing of Applications

7.1.1. All applications received against a specific notification/advertisement will be subject to a preliminary scrutiny by the Institute who will ensure that:

- a) Applications are duly completed and accompanied by the prescribed documents and were received within specified time limit.
- b) Age of the applicant is within the prescribed age limit.
- c) Qualifications and experience of the candidates conform to those prescribed in the notification.
- d) Applications have been submitted 'Through Proper Channel' wherever required.

7.1.2. The applications that fulfill the prescribed requirements after preliminary scrutiny as above will be listed and forwarded to the Division/Department concerned for further scrutiny with a view to call for written test/Group Discussions/ assessment centers/ interview or the selection process deem fit by the appointing authority of only those candidates who are found suitable in terms of nature and quality of technical knowledge and professional expertise required for each specific post.

7.1.3. On completion of the screening by the department concerned, the Head of the Department will forward to the Administration Division the list of candidates considered eligible for test/interview, spelling out clearly the criteria adopted for screening and the basis of rejection of applications in each case.

- 7.1.4. After the applications are finally screened, Administration Division will prepare a final list of eligible candidates on the criteria determined in the course of earlier scrutiny and other relevant factors and this short list, after approval by the appointing authority or the officer to whom powers in this behalf are delegated, will form the basis for candidates being called for selection test and/or interview.
- 7.1.5. Notwithstanding the above, in case of specialized post or post in higher echelon, a committee approach shall be adopted. The director, if necessary, shall appoint a committee comprising some or all of the Divisional Heads/and /or outsider expert/s in the specialized area for scrutiny of the applications and submit their views/comments for short listing of the eligible candidates for the further process of selection.

7.2. Selection Process and Constitution of Selection Committee

- 7.2.1. Various selection methods like written tests, skill test, Interviews, group discussions assessment centers, Interviews etc. may be employed depending on the requirements of the job for which selection is being made and for this purpose, the Administration Division in association with the concerned Division, wherever necessary and with approval of the Director, will evolve and prescribe suitable methods of selection.
- 7.2.2. All direct appointments to every post in the Institute will be made only on recommendation of a duly constituted Selection Committee. The compositions of selection committee will be as per the norms set in the staff rules in this regard which is reiterated as under
 - 7.2.2.1. While compositions of, as well as nominees to Selection Committee for posts in categories 'E' and below of both faculty and non-faculty grades shall be approved by the Director, for posts in categories 'F' and above of both faculty and non-faculty grades shall be approved by the Chairman. The Selection Committee for categories 'F' and above should normally consist of Director as Chairman, assisted by one/two outside experts, and one internal faculty, unless the Board or Chairman decides to the contrary in specific cases.
- 7.2.3. Honorarium and reimbursement of conveyance expenses may be made to Members of the Selection Board/Committee from outside the organization as per rates and rules in this regard laid down by Institute from time to time.

7.3. Interviews and Role of Selection Committee

- 7.3.1. The shortlisted candidates among the applicants as per the procedure referred in clause 7.1 will be called upon to undergo a prescribed selection process which may consist of :
- (a) an interview before the Selection Committee,
And/or
 - (b) a written test and/or skill test and/or group discussion followed by an interview of all candidates before the selection Committee,
And/or
 - (c) an elimination test and/or skill test and /or group discussion followed by an interview before the Selection Committee of only those who qualify in the test and/or group discussion.
And/or
 - (d) a preliminary interview by an interview committee constituted by the Director for the purpose, in case of large number of applications or wherever found necessary by the appointing Authority to do so, followed by an interview before the Selection Committee of only those who are recommended by the preliminary interview committee in their assessment report.
- 7.3.2. All candidates called for final interview who come from places outside Mumbai will be reimbursed actual expenses incurred on travel to and from the place of residence on production of copy of tickets or money receipt or any other supporting documentary evidence as a proof of their travel in respect of the onward journey, limited to II class AC sleeper return fare or at actual fare incurred for travel by any other mode of travel, as decided by the competent authority. The shortest route for this purpose will be from the place to which the interview call letter was sent (place of address given by the candidate) in their application to the appointed place of interview.
- 7.3.3. The call letters to the candidates for appearing for interview before the Selection Board, to be issued by either registered post or Courier or Speed-post or email at least prior to 10 days of the date of interview should, inter alia state clearly the formalities that he/she will be required to comply with prior to the interview.
- 7.3.4. The SMS and Emails shall be sent, if required information like mobile number/ email id is available in the applications, regarding the date, time and venue of the interview and/or other selection processes.
- 7.3.5. Administration Division will make available to the members of the Selection Board the following documents and particulars regarding the candidates who are being called for interview:

- a) A copy of the advertisement/notification together with the specific requirements and duties and responsibilities of the posts
- b) Applications in original and the photocopies thereof.
- c) Appraisal reports and comments of reporting authority in the case of internal Candidates.
- d) Results of Tests/Group Discussions held prior to interview, if any,
- e) Special information, if any, relevant to Selection regarding any candidate.

7.4. Operation of Panel of Selected Candidates

- 7.4.1. The panel of candidates in order of merit as recommended by the Selection Committee on approval by the Director, will form the basis for issue of offers of appointment.
- 7.4.2. The functional panel of selected candidates will normally remain valid and operative for a period of six months from the date of approval and on expiry of this period it will cease to operate unless decided otherwise by the appointing authority for reasons to be recorded in writing.
- 7.4.3. Based on the panel as recommended by the Selection Committee, Administration Department will issue offers of appointment to one or more candidates in the order given in the panel of merit list depending on the number of posts as sanctioned by the appointing authority from time to time.

8. ADMINISTRATION OF RECRUITMENT

8.1. Offers of Appointment

- 8.1.1. Administration Department will issue the offers of appointment in the prescribed form in duplicate and the contract of appointment will be complete on receipt of the letter of acceptance along with the copy of offer duly signed by the candidate.
- 8.1.2. Based on the length of notice period, for release from the present employment as indicated in the application form or during interview and depending on the urgency of filling the vacant post, the offer of appointment will state the last date by which the candidate must join the Institute failing which the offer of appointment will be deemed to have been withdrawn/cancelled unless an extension of the last date has been granted by the appointing authority prior to the expiry of the joining time as indicated in the offer of appointment.

8.2. Determination of seniority of direct recruits

- 8.2.1. The relative seniority of all persons appointed directly through competitive examination and/or interview or otherwise shall be determined by the order of merit in which they are selected for such appointment on the recommendation of the interview board and/or appointing authority, persons appointed on the result of an earlier selection being senior to those appointed on the result of a subsequent selection. Candidates selected for appointment at an earlier selection shall be senior to those selected later.
- 8.2.2. Seniority in initial recruitment grades, unless specifically stated otherwise, the seniority among the incumbents of a post in a grade is governed by the date of appointment to the grade.
- 8.2.3. When there will be recruitment in a single process of selection of more than one person and the date of joining of all such persons is the same, seniority shall be determined on the basis of the merit order assigned by the Interview board/selection board or appointing authority at one and the same examination/ selection. When in the merit list, the total marks obtained by the persons are the same, seniority shall be determined on the basis of date of birth, person retiring earlier being adjudged as senior or the older candidate being the senior. A list of candidates for the purpose of selection for appointment shall be prepared in all case by the selecting authority in the selection process/examination, passing of which is the qualification prescribed for recruitment to the particular post, cadre or grade. The grant of pay higher than the initial pay should not, as a rule, confer on an IBPS employee seniority above those who are already appointed against regular posts.
- 8.2.4. When, however, a candidate whose seniority is to be determined under paragraph above cannot join duty within a responsible time after the receipt of orders of appointment, the appointing authority may determine his seniority by placing him below all the candidates selected at the same examination/selection, who have joined within the period allowed for reporting to duty or even below candidates selected at subsequent examination/ selection who have joined before him.
- 8.2.5. When confirmation follows a specified probationary period if any, without break, the date of appointment to the grade is reckoned from the date of commencement of such probationary period.
- 8.2.6. When a probationary period is followed by an extended probationary period and confirmation follows such extension without break, the date of appointment to the grade or post, unless otherwise stated, should be reckoned from a date later than the commencement of the probationary period, to the extent of the extension of the probationary period. In cases where probationary period is not extended and staff are confirmed at the end of such period the date of appointment to the grade or post will be that of joining the working post.

8.3. Medical Fitness

Nobody will be appointed to any post in the Institute unless he is declared to be of sound constitution and physically fit as per the medical fitness standards prescribed for the post after submitting a Medical fitness Certificate from Doctor on empanelment with LIC of India/PSBs at the time of appointment in the Institute's service.

8.4. Joining Formalities

8.4.1. Employees on the first appointment to the Institute's service will furnish to the Administration department copies of documents and other details and particulars as given below:

1. All certificates in original with self-attested photocopies
2. 4 photograph (2 passport size and 2 stamp size)
3. Copy of passport/ Voter id / Driving License / Aadhaar Card / PAN Card
4. Police Verification report (antecedent report)
5. Relieving letter from previous employer
6. Medical fitness Certificate from a civil Surgeon/Doctor on empanelment with LIC of India/PSBs.
7. Any other document/certificate prescribed.

8.4.2. Service Bond:

At the time of joining the services of IBPS, employees are required to execute a Service Bond

1) For Grade E & above :

Candidates who will be joining IBPS shall have to serve for a minimum period of 3 years in IBPS w.e.f. date of his/her joining IBPS or else shall pay an amount of ₹ 2 lakhs (Rupees Two lakhs) to IBPS towards the Service Bond.

2) For Grade D & below:

Candidates who will be joining IBPS shall have to serve for a minimum period of 2 years in IBPS w.e.f. date of his/her joining IBPS or else shall pay an amount of ₹ 1 lakh (Rupees One lakh) to IBPS towards the Service Bond.

The above clause with regard to Service Bond may be amended. A Committee consisting of Director and Two Divisional Heads will have the delegated authority to waive the condition in genuine cases where the employees are required to leave the Institute due to unavoidable circumstances and would find it difficult to serve for the period specified and/or are unable to pay the Service Bond amount of ₹2 lakhs/1 lakh as required.

- 8.4.3. In case of all recruitments, prescribed application blanks will include a column for the candidates to give names of two references to whom in the event of selection of the candidate; reference will be made in the prescribed form for eliciting their views and opinions on the suitability of the candidate for employment in the Institute.

9. INTERPRETATION AND AMENDMENTS

In the case of any doubts arising with regard to any of the proviso in the Recruitment Policy and Procedures and in the cases not covered by these rules, final authority of interpretation will vest in the Director whose decision will be final and binding on the employee.

10. REPEAL AND SAVINGS

Upon commencement of this policy, the proviso, so far followed for recruitment in regular posts shall stand superseded to the extent the current policy guidelines cover; however processes already started earlier but not taken to logical conclusion shall be continued in the manner as originally decided. The Governing Board, however reserves the right to make any amendment to this policy as and when it is considered appropriate.

11. ENABLING PROVISO

Director shall have the power to modify/amend/ interpret any of the proviso of this policy for taking care of exigencies and exceptional circumstances.

PROMOTION POLICY

General Guidelines

1. These guidelines are applicable to all regular employees whether inducted as faculty or non-faculty. Faculty segment has employees in Grade E, F, G, H, I and J. Non-faculty employees are divided into supervisory and non-supervisory. Non-supervisory employees are in Grade P, A, B, C, and partially in Grade D & E. Supervisory employees are partially in Grade D & E, and non-faculty employees in Grade F, G, H, and I. Promotion process for both the segments i.e. faculty and non-faculty is separate.
2. The exercise for promotion of all eligible employees will be normally undertaken during the last quarter of each financial year after assessing the number of posts / vacancies in the various grades as on 31st March of the succeeding financial year. The employees not selected for promotion at the time of annual review will be eligible to be considered at the time of subsequent annual review.
3. Employees on promotion should be brought under probation period for one year. On completion of probation, he/she will be confirmed in the Grade on review.
4. Vacancies shall be identified on need basis as per manpower budget for the next financial year. In the promotion process there has to be at least one candidate eligible under Normal/Fast Track without any relaxation in the experience. In order to have competition and minimum ratio of 1:2, the Director may relax the normal/Fast track experience criteria by 2 years.
5. Any further deviation is vested with the Governing Board.
6. As regards the constitution of Promotion/Selection Committee, Director is empowered to approve the committees for posts in categories below "F" of both Faculty and non-faculty grade and in case of categories "F" & above, Chairman shall approve constitution of Promotion/Selection Committees.
7. Any operational clarification on promotion policy shall be vested with the Director keeping in mind the spirit of the promotion policy with reporting to the next meeting of the Governing Board.
8. If only one vacancy is available or a single vacancy remains after allocation of vacancies between equal weightage to normal and fast track at the ratio of 1:1, then the same will be first allotted to Normal track. In case no suitable candidate is eligible/selected through promotion process under Normal track, then the said vacancy shall be transferred to fast track and may be filled in by following the requisite procedure.
9. An employee who is awarded punishment under major penalty shall not be eligible to participate in the promotion process for 2 years. This period will be computed from the date of order of punishment. Employees will not be deprived from participating in the promotion process, if otherwise eligible, for being awarded minor penalty.
10. **Eligibility for competing -**
 - (a) The employee is required to secure minimum 50% marks in each year in performance appraisal rating in the three years immediately preceding the year of review in order to be eligible for vacancy linked promotion processes. (However, weightage for Performance Appraisal as prescribed in the IBPS Rules will continue without any change).
 - (b) **Wherever interview is conducted in the promotion process, employee is required to secure minimum 40% marks in interview in order to compete in the process.**

Specific guidelines for promotion to Faculty and Non-faculty employee

A--PROMOTION PROCESS FOR FACULTY (ACADEMICIANS)

Sr. No.	Grade	Normal Track		Fast Track	
		Eligibility Criteria	Procedure & Marks	Eligibility Criteria	Procedure & Marks
1	E to F	7 years experience	Interview 50 marks Performance report of last three years 50 marks. Candidate has to score 60 marks out of 100 marks.	4 years Experience in Grade E	Interview - 30 Marks Group Discussions/ Presentation OR any other Simulation Exercises - 20 Marks. Performance report of last three years 50 Marks. Candidate has to score 60 Marks out of 100 Marks.
2	F to G	6 years experience	Interview 50 marks Performance report of last three years 50 marks. Candidate has to score 60 marks out of 100 marks.	4 years Experience in Grade F	Interview - 30 Marks Group Discussions/ Presentation OR any other Simulation Exercises - 20 Marks. Performance report of last three years 50 Marks. Candidate has to score 60 Marks out of 100 Marks.
3	G to H	6 years experience	Interview 50 marks Performance report of last three years 50 marks. Candidate has to score 60 marks out of 100 marks. Ph.D. is not essential however considerable research work need to be completed for being eligible.	No Fast Track	
4	H to I	4 years experience	Interview 50 marks Performance report of last three years 50 marks. Candidate has to score 60 marks out of 100 marks. Ph. D is essential.	No Fast Track	

* Performance appraisal report - subject to norms of consistent performance.

Research Associates (Grade E) who acquire Ph. D Degree while serving in the grade would be eligible for vacancy linked promotion under the Career Advancement Scheme (CAS) to the next grade i.e. Grade F - Faculty Research Associates, provided they are assessed to fulfill the eligibility and performance criteria as laid out under the **Career Advancement Scheme**. Details of the scheme is attached as Annexure A.1.

B--- PROMOTION PROCESS FOR NON-FACULTY EMPLOYEE

Non-faculty employees are divided into supervisory and non-supervisory. Non-supervisory employee are in Grade P, A, B, C, and partially in Grade D & E. Supervisory employees are partially in Grade D & E, and non-faculty employees in Grade F, G, H, and I.

B-1 PROMOTION PROCESS FOR NON-SUPERVISORY EMPLOYEES

Promotion process in respect of NON-SUPERVISORY employees in Grade P, A, B, C, D and E is based on number of years served by the respective employee in respective grade and is not linked to vacancy as under:

1	Grade A & Below	Eligibility Criteria Normal Track
	No. of years of service for eligibility for promotion	8 years' experience
	Performance Appraisal Report	3 point in 5 point scale continuously for the last 3 years
2	Grade A to B	
	No. of years of service for eligibility for promotion	8 years' experience
	Performance Appraisal Report	3 point in 5 point scale continuously for the last 3 years
3	Grade B to C	
	No. of years of service for eligibility for promotion	5 years' experience
	Performance Appraisal Report	3 point in 5 point scale continuously for the last 3 years
4	Grade C to D	
	No. of years of service for eligibility for promotion	10 years' experience
	Performance Appraisal Report	3 point in 5 point scale continuously for the last 3 years
5	Grade D to E	
	No. of years of service for eligibility for promotion	10 years' experience
	Performance Appraisal Report	3 point in 5 point scale continuously for the last 3 years

B-2 PROMOTION PROCESS FOR SUPERVISORY EMPLOYEES

Promotion process in respect of SUPERVISORY employees in Grade D, E, F, G, H, and I is linked to vacancy as under:

Sr. No	Grade	Normal Track		Fast Track	
		Eligibility Criteria	Procedure & Marks	Eligibility Criteria	Procedure & Marks
1	C to D Supervisory	5 years of experience in C Grade	Online Exam, Interview, Performance Report of last three years , etc., as per the procedure vide attached Annexure B-2.1 & B- 2.2	No Fast Track	
2	D Non-Supervisory To D Supervisory	Allowed to compete along with others*	Online exam, Interview, Performance Report of last three years , etc., as per the procedure vide attached Annexure B-2.1		
3	D Supervisory To E Supervisory	Total 6 years experience in Grade D (supervisory)	1. Interview - 50 Marks 2. Performance Report of last three years 50 marks. Candidate has to score 60 marks out of 100 marks	1. 4 years' Experience in Grade D (Supervisory) 2. Online Test 30 marks 3. Group Discussions / Presentation OR any Other Simulation Exercises - 20 Marks. 4. Interview 30 marks 5. Performance Report of last three years - 10 marks 6. Supervisory Experience 10 Marks. As per the procedure vide attached Annexure B-2.3	Candidate has to score 60 marks out of 100 marks

*Amendment approved by GB in meeting dated 12.06.2023. It is clarified that all employees in Grade D (Non-supervisory) are eligible, regardless of the number of years of service in that grade.

Sr. No	Grade	Normal Track		Fast Track	
		Eligibility Criteria	Procedure & Marks	Eligibility Criteria	Procedure & Marks
4	E Non-Supervisory to E Supervisory	-----	-----	1. 4 years' Experience in Grade E (Non-supervisory) 2. Online Test 30 marks 3. Group Discussions / Presentation OR any other Simulation Exercises - 20 Marks. 4. Interview 30 marks 5. Performance Report of last three years - 10 marks 6. Supervisory/Working Experience 10 marks As per the procedure vide attached Annexure B-2.3	Candidate has to score 60 marks out of 100 marks
5	E Supervisory To F	Total 6 years experience in Grade E	Interview - 50 Marks Performance Report of last three years 50 marks. Candidate has to score 60 marks out of 100 marks	1. 4 years' Experience in Grade E (Supervisory). 2. Online Test 30 marks 3. Group Discussions/ Presentation OR any other Simulation Exercises - 20 Marks. 4. Interview 30 marks 5. Performance Report of last three years - 10 marks 6. Supervisory Experience - 10 marks As per the procedure vide attached Annexure B-2.4	Candidate has to score 60 marks out of 100 marks

Sr. No	Grade	Normal Track		Fast Track	
		Eligibility Criteria	Procedure & Marks	Eligibility Criteria	Procedure & Marks
6	E Non-Supervisory to F	-----	-----	1. 5 years' Experience in Grade E. (Non-Supervisor) 2. Online Test 30 marks 3. Group Discussions/ Presentation OR any other Simulation Exercises - 20 Marks. 4. Interview 30 marks 5. Performance Report of last three years - 10 marks 6. Supervisory/ Working Experience 10 marks As per the procedure vide attached Annexure B-2.4	Candidate has to score 60 marks out of 100 marks
7	F to G	Total 6 years experience in Grade F	Interview -50 Marks Performance Report of last three years 50 marks. Candidate has to score 60 marks out of 100 marks	1. 4 years' Experience in Grade F 2. Group Discussions / Presentation OR any other Simulation Exercises - 20 Marks. 3. Interview 30 marks 4. Performance Report of last three years - 50 marks	Candidate has to score 60 marks out of 100 marks
<ul style="list-style-type: none"> Promotion should be vacancy based with allocation of vacancies between equal weightage to normal track and Fast Track at the ratio of 1:1. Interchangeability however shall be permitted in case of non-availability of eligible candidate under any track. Acquiring additional qualification for fast track promotion in Supervisory (Managerial) cadre may be implemented from 01.04.2017. Such qualification may be Degree in Management / Computer Science/ Engineering or its equivalent Professional Qualification. 					

Sr. No	Grade	Normal Track		Fast Track	
		Eligibility Criteria	Procedure & Marks	Eligibility Criteria	Procedure & Marks
8	G to H	Total 6 yrs. Experience in Grade G	Interview 50 marks Performance Report of last three years - 50 marks Candidate has to score 60 marks out of 100 marks*	No Fast Track	No Fast Track
9	H To I	Total 4 yrs. Experience in Grade H	Interview 50 marks Performance Report of last three years - 50 marks. Candidate has to score 60 marks out of 100 marks*	No Fast Track	No Fast Track
• Acquiring additional qualification like Post Graduate in Management / Computer Science/ Engineering or its equivalent professional qualification in lines with faculty (academician) Grade where acquiring Ph.D. has been made Essential shall be effective immediately for H Grade and above.					

Annexure A.1

PROMOTION UNDER CAREER ADVANCEMENT SCHEME (CAS) OF INCUMBENT AND NEWLY APPOINTED RESEARCH ASSOCIATES

Research Associates (Grade E) who acquire Ph. D Degree while serving in the grade would be eligible for vacancy linked promotion under the Career Advancement Scheme (CAS) to the next grade i.e. Grade F - Faculty Research Associates, provided they are assessed to fulfill the eligibility and performance criteria as laid out below:

CAS Promotion Criteria:

1. There must be atleast one vacancy for the post of Faculty Research Associate Grade F in the Institute.
2. A Research Associate is required to have a Ph.D. degree in the following disciplines:
Industrial Psychology / Organisational Psychology / Educational Measurement / Psychological Measurement / Psychometrics / HR/ Statistics.
3. Minimum 50% marks in each year in performance appraisal rating during the last three year(s) or during the period served in Grade E immediately preceding the year of review, in order to be eligible for vacancy linked CAS process.
4. The promotion is recommended by the selection committee constituted by the Director.

Procedure:

- 1) A Research Associate who wishes to be considered for promotion under CAS may submit in writing to the Institute that he/she fulfils all eligibility norms under CAS, duly supported by credentials immediately on acquiring the Ph.D. degree.
- 2) CAS promotions from Research Associate (Grade E) to Faculty Research Associates (Grade F) shall be conducted by a selection committee to be constituted by the Director for the purpose. The Selection Committee on verification of documents related to Ph.D. Degree and as per the minimum requirement specified above shall recommend to the Director of the Institute about the suitability for the promotion of the candidate under CAS for his approval.
- 3) Employees on promotion under CAS will be under probation for one year. On completion of probation, he/she will be confirmed in the Grade on review.
- 4) The employee promoted under the CAS scheme is expected to serve the Institute for atleast Three years after the promotion.

B-2.1 SELECTION SYSTEM FOR PROMOTION (NORMAL TRACK) FROM C AND GRADE D (NON-SUPERVISORY) TO GRADE D SUPERVISORY

	Educational Qualification (20 Marks)	Experience (15 Marks)	Online examination (Objective) – Future Job Related and Academic Matters (35 Marks)	Self-Report/ Performance Appraisal Range of Marks (20 Marks)+	Rating	Interview (10 Marks)	Grand Total
Total Marks	20	15	100	70		10	215
Converted Marks	20	15	35	20		10	100
Minimum Qualifying	5	0	12.25	11		4	*However total in aggregate should not be less than 60.
	20 Marks for requisite/ professional qualification (As per Annexure B2.2)	No. of years in 'C'/'D' Grade @ Maximum Marks : 15 1 Marks per year	Online Test may be of 100 or more marks but the scores will be converted out of 35 marks	24 and less	Below Average-0		
	15 Marks – Graduation	Employees beyond 15 years of service in 'C'/'D' Grade will get maximum 15 marks		25 to 35	Average- 4		
	10 Marks for HSC/Inter			36 to 49	Above Average -6		
	5 Marks for SSC			50 to 63	Good - 8		
				64 to 70 +(Marks to be converted into out of 20)	Excellent -10		
ELIGIBILITY FOR COMPETING			35 or More marks out of 70 in the performance appraisal rating of every year in the three years immediately preceding the year of review.				
ELIGIBILITY FOR PROMOTION			1. Minimum total of 60 marks in the above grading system for qualifying in the selection process subject to a minimum of 35% marks in the online examination. 2. Professional qualifications relevant to the D Grade jobs in the specific Departments are as in Annexure B2.2 for assigning Marks.				
INTERVIEW			40% Marks minimum for shortlisting				

@ for employees in Grade D (non-supervisory), number of years of service in Grade C shall also be counted.

**B-2.2 STATEMENT SHOWING RELEVANT PROFESSIONAL / TECHNICAL /
EDUCATION QUALIFICATION FOR ASSIGNING MARKS FOR PROMOTION
FROM GRADE 'C' TO 'D' SUPERVISORY**

Sr. No.	Post/Department	Qualification
1	Programmer	Graduation in Science or Engineering /Commerce + formal Post Graduate Training in Computer from recognized Institution
2	Senior Operator	Graduate in Engineering /Science/Commerce + formal Training in Computer desirable (more than six months)
3	T S S	Master's degree or equivalent relevant qualification
4	Administration	M.B.A. / MAM or equivalent qualification OR Graduation + Degree / Diploma in Management /Administration
5	Accounts	Graduation + Degree / Diploma in Financial Accounts OR CA-Inter, B. Com./Diploma in Cost Accounting OR equivalent.
6	Secretary	Graduation in any Discipline/Diploma in Secretarial Practice from recognized Institution.
7	Library	Post-Graduation + Diploma /Degree in Library Sciences
8	Senior Research Assistant	Post-Graduation in Psychology/Education/Statistics/Management + computer background

B-2.3 SELECTION PROCESS FOR PROMOTION FROM SUPERVISORY GRADE D TO SUPERVISORY GRADE E AND NON-SUPERVISORY GRADE E TO SUPERVISORY GRADE E

(1) Online examination – 120 Marks (To be converted into 30 Marks)

The Online examination comprises of:-

- (a) Knowledge of Computer : 30 Marks
 - (b) Knowledge of English : 30 Marks
 - (c) Reasoning : 30 Marks
 - (d) Job Knowledge : 30 Marks
- 120 Marks (to be converted into 30 Marks)

- (2) Group Exercises : 20 Marks
- (3) Interview : 30 Marks
- (4) Performance Appraisal (average : 10 Marks
for last three years)
- (5) Supervisory/Working Experience : 10 Marks

TOTAL MARKS : 100 Marks

Supervisory/Working Experience:

The experience in terms of number of years working as Supervisor in Grade D and Non-Supervisory Grade E will be considered and marks will be arrived as under:

No. of years of Supervisory Experience as Assistant Manager (Grade D)/ Non-Supervisory experience (Grade E)	Total Experience Marks Subject to Maximum
½ Mark for each completed year for supervisory experience OR ½ Mark for each completed year for Non-Supervisory Experience in Grade E	10 Marks

Note: The experience in months will be given proportionate weightage.

B-2.4 SELECTION PROCESS FOR PROMOTION FROM SUPERVISORY GRADE E TO GRADE F AND NON-SUPERVISORY GRADE E TO GRADE F

(1) Online examination – 120 Marks (To be converted into 30 Marks)

The Online examination comprises of:-

- (a) Knowledge of Computer : 30 Marks
- (b) Knowledge of English : 30 Marks
- (c) Reasoning : 30 Marks
- (d) Job Knowledge : 30 Marks

120 Marks (to be converted into 30 Marks)

(2) Group Exercises : 20 Marks

(3) Interview : 30 Marks

(4) Performance Appraisal (average : 10 Marks for last three years)

(5) Supervisory /Working Experience : 10 Marks

TOTAL MARKS : 100 Marks

Supervisory/Working Experience:

The experience in terms of number of years working as Supervisory in Grade D/E and Non-Supervisory Grade E will be considered and marks will be arrived as under:

No. of years of Supervisory Experience in Grade D (1)	No. of years of Working Experience in Grade E (supervisory/non-supervisory) (2)	Total Experience Marks Subject to Maximum (1+2)=(3)
½ Mark for each completed year.	1 Mark for each completed year in supervisory/ Non-Supervisory experience in Grade E	10 Marks

Note: The experience in months will be given proportionate weightage.

THE TRANSFER / JOB ROTATION POLICY FOR EMPLOYEES OF IBPS

(Approved by Governing Board in meeting held on 27.05.2016)

PREAMBLE

The Human Resources plays a vital role in the function of an organization. The efficiency & progress of the organization depends largely upon the level of utilization, development, and retention of Human Resources. With a view to make effective utilization of Human Resources in all disciplines and for its retention, transfer /job rotation of staff are undertaken as per the needs and exigencies of the Institute.

A transfer/job rotation is horizontal or lateral movement of an employee from one job, section, department, or position to another. Transfers/Job Rotations are generally effected to build up a more satisfactory work team and achieve organizational efficiency.

Every organization should have a fair and impartial transfer/job rotation policy which should be known to each employee. Transfer/job rotation is one of the ways by which individuals broaden and deepen their career experience. Keeping in view the changes in the business environment and for meeting the institute's growing requirement, it has become expedient to draw a transfer /job rotation policy for IBPS.

2. SCOPE OF THE TRANSFER/JOB ROTATION POLICY

Keeping in view the changes in the work environment and the challenges in the functional requirement of the institute a policy in respect of transfer /job rotation of employees has been formulated. This transfer /job rotation policy aims to achieve:-

- ❖ To increase the overall effectiveness of the institute.
- ❖ To increase versatility and competence of employee in key positions.
- ❖ Grooming of staff members to shoulder higher responsibilities.
- ❖ Honing skills and performance.
- ❖ To deploy the work force for optimum utilization.
- ❖ To correct the incompatibilities in employee relations.
- ❖ To avoid the monotony in the work of an employee.
- ❖ To avoid excess dependency on a particular employee.
- ❖ To create transparency among the employees and their work.
- ❖ To deal with the changes in the work environment.
- ❖ To correct erroneous placements.
- ❖ To make employees expose/ conversant of various activities and work within as well as across sections /departments. i. e. Multiskilling and Multitasking.
- ❖ To maintain healthy relationship between all staff members to retain harmonious environment to avoid unnecessary disputes.
- ❖ To gain experience of having working knowledge of all departments /functions for better job enrichment.
- ❖ To function as a tool for preventive vigilance.

3. KINDS OF TRANSFERS/JOB ROTATIONS

1. Intra-Divisional/ Department /Section Transfers
2. Inter- Divisional Transfers
3. Promotional Placements to shoulder higher responsibilities
4. Transfer on account of adverse reasons
5. To meet the vacancy based requirements
6. To fill the existing /newly created vacant Positions
7. For any compelling reason as per need of the IBPS.

4. PERIODICITY OF TRANSFER /JOB ROTATION

1. The rotational transfers will generally be made for staff members who have completed three or more years continuously on a particular job/assignment in a particular section /department or across the section /department/division.
2. In case of exigency, transfers will be effected to meet the urgent manpower requirement of sections /departments.
3. Transfers will also be effected for meeting immediate requirement in Supervisory Cadres or Non-Supervisory Cadres on account of vacancy or requirement or shouldering higher responsibilities or on account of retirement /resignation.
4. Except in emergent circumstances the transfers /job rotations will preferably be made during the month of **April of every year**.

5. COMPETENT AUTHORITIES FOR TRANSFERS /JOB ROTATION

The Divisional Head in consultation with the Section/Department Head shall undertake intra divisional/sectional transfers of employees. Interdivisional and promotional transfers /Supervisory transfers shall be effected by General Manager Administration / Division Head (Administration) with the approval of Director.

6. SPECIAL PROVISIONS

- I. The Director of the Institute may exempt employees working in specialized Sections/Departments or employees appointed for specific jobs from the purview of job rotation.
- II. The Divisional Head will submit the list of employees, due for transfer but are to be excluded from the transfer process, in the month of January every year to the Administration Department. In the absence of such notification all employees due for transfer/job rotation will be transferred as per the provisions of this transfer /job rotation policy.
- III. Transfer /job rotation of Academic Staff will be made as per need and in consultation with the Director by concerned Divisional Head/s.

7. GENERAL

- (a) The employee shall report to the transferred Section /Department on the date mentioned /advised.
- (b) The Section /Departmental Head shall ensure to relieve the transferred employee as per the order issued.
- (c) Director is the competent authority to make any deviation in the date of relieving/ reporting.
- (d) Decision of the Director in any transfer related matter shall be final and binding upon all concerned.
- (e) This Policy however, should be without prejudice to the right of IBPS to effect transfers/rotation in emergent circumstances at any point of time. Decision of the Director in all such cases shall be final and binding upon the employees.

8. IMPLEMENTATION

This policy will come into operation /become effective from 1st April 2017.

9. REVIEW

The transfer /job rotation policy will be reviewed yearly or as per the requirement.

POLICY FOR PROVIDING, REPLACEMENT AND RETENTION OF MOBILE DEVICES LIKE LAPTOP / ULTRA BOOK, IPAD TO EMPLOYEES, OFFICERS AND EXECUTIVES OF THE INSTITUTE

(Approved by the Governing Board in its meeting held on 6.8.2013)
(Reviewed by the Governing Board in its meeting held on 07.04.2015)
(Reviewed by the Governing Board in its meeting held on 02.03.2016)
(Reviewed by the Governing Board in its meeting held on 26.05.2017)

A. ELIGIBILITY

1. Laptop or Ultra-book not exceeding ₹60,000/- + taxes (to be revised from time to time) to be provided to all DHs and Director on request. This is in lieu of the Desktops being provided in past at the residence of executives of various organizations for office related work. These equipments would be loaded with MS Office, email client and would be permitted to have access to IBPS infra.

In case of promotion to DHs, the incumbent will continue with the equipment if already provided in his/her previous position and will be subject to replacement as per replacement provisions mentioned below.

2. For office work any other officer/employee may be provided Laptop / Ultra-book on the specific justification and recommendation by the DHs. These equipments would be loaded with MS Office, email client and would be permitted to have access to IBPS infra.
3. All DHs & Director to be provided iPads on request.

B. REPLACEMENT

After 5 years (expected economical life of devices) from the date of purchase of Laptops/UB and iPads, the incumbent will be eligible for a new device as per eligibility criteria in-force at that time. Since due to extensive use, obsolescence in technology, and also the wear and tear, the old equipments do not fetch good price hence the same may be donated to any Charitable Institution if buy back arrangement is not possible.

As per applicable policy, the electronic equipments are provided with depreciation @ 33.3% or as applicable Income Tax rule, rendering book value to almost nil in three years. Also the equipments mostly come with one year of warranty and AMC is taken for next three years. After 5 years generally these equipments go beyond their economic life as the cost of repairs goes up exponentially. Disposal/storage of such junk equipments would be undesirable. However any major break down rendering the equipment unusable before 5 years will be dealt on case to case basis. Any new equipment thus purchased will be replaceable only after 5 years of its purchase date.

C. RETENTION

- (a) All Employees on superannuation / retirement / voluntary retirement / resignation or conclusion of contract after putting minimum 3 years' service at IBPS will be eligible to retain the equipments like Laptops/UB and iPads at no extra cost, provided the same has been in use for not less than Three years. In such case the book value of the equipment if any will be written off.
- (b) In case of Employee desiring to take away the equipment before three years of its purchase on his superannuation/ retirement/ voluntary retirement / resignation or conclusion of contract irrespective of his/her tenure at IBPS; at the discretion of the Director, he/she may be allowed to do so subject to recovery of the written down value of the asset.

D. GENERAL

- 1. IBPS will bear the cost of repair/maintenance and upkeep of the equipments like Laptops/UB and iPads till such devices are used for official purpose. Thereafter, IBPS will not bear the cost for repairs and maintenance of these equipments. IBPS will also take insurance against theft and other normal risks of these equipments.
- 2. All officials who have been provided with these equipments would not seek any similar additional equipment for office use.
- 3. All such equipments are to be brought to office for updating antivirus etc. as these will be required to be connected to IBPS LAN for data exchange.
- 4. All such devices are to be used for official purpose only.

POLICY FOR PROVIDING MOBILE HANDSET TO DIVISIONAL HEADS / DEPUTY DIVISIONAL HEADS / SENIOR FACULTY MEMBERS AND OTHERS

(Approved by the Governing Board in its meeting held on 17.06.2013)

(Reviewed by the Governing Board in its meeting held on 07.04.2015)

(Reviewed by the Governing Board in its meeting held on 02.03.2016)

(Reviewed by the Governing Board in its meeting held on 26.05.2017)

1. Purchase mode, the brand or model of mobile handset

Institute may purchase mobile hand-sets as recommended by the executives pricing upto ₹50,000/- # (excluding taxes) in case of Division Heads (Grade I & above) and ₹30,000/-(excluding taxes) for other executives and give it to the Executives.

2. The Executives will be provided with the facility of STD, ISD, Advanced GPRS/Blackberry, Multimedia, Internet and National roaming. Internet and broadband charges will be included within the total entitlement of telephone reimbursement as per the existing entitlements.

3. The cost of repairs/ replacement / maintenance and upkeep of the mobile handset provided to the executive shall be borne by the concerned executive.^s

4. After 3 years from the date of purchase of mobile handset, the officer will be eligible for a new handset within the monetary ceiling of ₹ 50,000/- (excluding taxes) in case of Division Heads (Grade I & above) and ₹ 30,000/- (excluding taxes) for other executives. Since extensive use of mobile handset and also the wear and tear, the old handset may not be in working condition, the officer will be allowed to retain the same if desired.

I. On superannuation/ retirement/ voluntary retirement/ resignation or conclusion of contract.

- Officer will be eligible to retain the mobile handset at no extra cost, provided the same has been in use with the officer for at least **one year**. In such case the book value of the mobile phone given to the officer will be written off.
- If the mobile phone is less than one year old and the officer wants to retain the handset with him on superannuation/ retirement/voluntary retirement/resignation or conclusion of contract, he can do so after paying the book value of the handset.

Inventory of such purchase will be maintained at Maintenance section of Administration Division with requisite details such as purchase date, model number, user's name & signature, date of maintenance/ repair(if any), cost of repair and lost or theft of handset etc.

GB meeting dated 03.02.2020

\$ GB meeting dated 24.10.2019

**POLICY FOR REIMBURSEMENT OF TRAVELLING
AND TRANSPORTATION EXPENSES FOR THE
DIRECTOR AT THE TIME OF JOINING ON
APPOINTMENT AND ON CESSATION OF TENURE
OF APPOINTMENT**

(Approved by the Governing Board in its meeting held on 25.05.2015)

(Reviewed by the Governing Board in its meeting held on 02.03.2016)

(Reviewed by the Governing Board in its meeting held on 26.05.2017)

The CMDs of Banks are entitled to business class air fare for reporting to the Bank at the time of taking over charge and for travelling to place of settlement, after completion of the tenure. Governing Board of IBPS in its meeting held on 25.05.2015 has approved extension of similar facility to the Director for reporting to IBPS on appointment and travelling to place of settlement on ceasing of tenure accordingly. Further he/she may also be paid the actual amount of expenses incurred towards the transportation of household items/incidental expenses at the time of appointment as well as ceasing of tenure of appointment.

POLICY FOR PROVIDING FURNITURE AT RESIDENCE OF DIRECTOR AND DISPOSAL THEREAFTER

(Approved by the Governing Board in its meeting held on 25.05.2015)

(Reviewed by the Governing Board in its meeting held on 02.03.2016)

(Reviewed by the Governing Board in its meeting held on 26.05.2017)

1. The Director who is appointed for fixed tenure be provided with free and furnished accommodation.
2. The wooden furniture and other household equipments be provided at the residence of the Director at a cost not exceeding ₹4 lakhs.
3. Wooden furniture and other household equipments provided in the official residence be allowed to be carried away by the Director on completion of his tenure free of cost if the furniture are more than 5 years old and at written down value, if the furniture are less than 5 years old. Normal depreciation is 10% per annum.
4. Those items which are not carried away by the Director either can be disposed off by following the usual due procedure or can be donated to any other trust registered under Public Trust Act with due intimation to the Finance Committee of the Governing Board.

RECRUITMENT POLICY FOR APPOINTMENT OF EMPLOYEES ON CONTRACT BASIS

(Approved by the Governing Board in its meeting held on 24.08.2012)

(Reviewed by the Governing Board in its meeting held on 07.04.2015)

(Reviewed by the Governing Board in its meeting held on 02.03.2016)

(Reviewed by the Governing Board in its meeting held on 26.05.2017)

1. The Director is authorized to make appointment on contract or part time or temporary basis as per the need of the Institute.
2. The period of such appointment at a time shall not exceed three[#] years.
3. Director is empowered to decide the terms and conditions of such appointments.
4. For all such appointments Advertisements will be released in the leading daily newspapers and on the Web-site of the Institute to give wider publicity. All applications received will be subjected to a Selection Process as laid down in para 6 below.
5. Age limit for such appointments will be -
 - (a) In Grade E and below - Minimum 18 years and Maximum 65 years
 - (b) In Grade F and above - Minimum 21 years and Maximum 70 years[#]
 - (c) A person above the age of 65 years may be allowed to continue in contractual service on very selective basis depending upon the urgent need of the Institute and exceptional skill of the employee under intimation to Governing Board. The extension beyond 65 up to 70 years may be restricted to only those contractual employees who are engaged in Faculty functions. However, such extensions should be given on very selective basis and be restricted to year wise extension. The period of such appointment at a time shall not exceed 3 years. For employees on contract other than Faculty, extension may be given on case to case basis under very special circumstances.
 - (d) In any case no employee will be engaged beyond the age of 70 years.
6. **Selection Process -**

Director is empowered to decide the selection process depending upon the need from time to time. The same can be through either Written Test or Group Discussion or Personal Interviews or all or anyone or two combination of the selection process depending upon the requirement of the post.

(a) Interview Committee

- | | |
|---|---|
| i. For Grade F and above
(Faculty & Non Faculty) | Committee to be approved and
appointed by the Director |
| ii. For Grade E & below
(Faculty & Non Faculty) | Committee to be approved and
appointed by the Director |

[#] GB meeting dated 03.02.2020

7. Appointment –

Based on the recommendations of the Interview/Selection Committee appointments will be made as per the approval accorded and on the terms and conditions as approved by the Director of the Institute.

8. Salary/Remuneration

- I. Appointment of employees on contract basis will be in the Grades as applicable to the regular employees of the Institute.
- II. The revised consolidated pay structure for different grades consequent upon increase which would be applicable for new engagements and extensions after 01.01.2022 are as under:

Fixed (Consolidated) Salary Structure for Contractual Employees from 1.1.2022 #		
Grade	First Term (3 years)	Second Term (beyond 3 years)
B	₹ 28,000	₹ 31,000
D	₹ 38,000	₹ 42,000
E	₹ 48,000	₹ 53,000
F	₹ 56,000	₹ 62,000
G	₹ 75,000	₹ 83,000
H	₹ 90,000	₹ 1,05,000
I	₹ 1,45,000	₹ 1,65,000

Note: Those who are engaged beyond 2nd term would not be paid any increase.

- III. Other benefits such as Medical, Medi-claim, and Casual Leave as admissible to the regular employees in the equivalent Grade and special leave as per policy for the leave administration for employees engaged on contract basis will be allowed.
- IV. CPF will not be admissible as these are ex-employees. However, gratuity admissible as per the Payment of Gratuity Act, 1972 will be paid to those completing continuous service of 5 years.
- V. Appointment and continuation therein shall be subject to annual review and medical fitness of the incumbent.

GB meeting dated 30.12.2021

POLICY FOR THE LEAVE ADMINISTRATION FOR EMPLOYEES ENGAGED ON CONTRACT BASIS

(Approved by the Governing Board in its meeting held on 07.04.2015)

(Reviewed by the Governing Board in its meeting held on 02.03.2016)

(Reviewed by the Governing Board in its meeting held on 26.05.2017)

(Reviewed by the Governing Board in its meeting held on 03.12.2019)

PREAMBLE:

We have a Policy for engagement of employees on contract basis, duly approved by the Governing Board in its meeting held on 24.08.2012. At present there are 18 employees engaged on contractual basis in various cadres. These employees not being regular employees are not entitled for special leaves and sick leaves. These employees are entitled for 8 days casual leaves and 20 or 30 days special leaves for the full year depending upon the cadre and its equivalent grade.

At present, there are no set rules or procedure in this regard for application and availment of the leave, commencement, and termination of leave etc. for the employees engaged on contractual basis.

A procedure is therefore as under:

RULES AND PROCEDURES TO AVAIL THE LEAVE FOR EMPLOYEES ENGAGED ON CONTRACT:

1. Power to refuse or recall from leave:

Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved with the sanctioning authority.

An employee on leave may be recalled on duty by the Competent Authority whenever the Institute deems fit to do so.

2. When and How to apply:

- (a) Leave application should be made in the prescribed form and submitted in due time with notice, where prescribed;
- (b) Except in case of emergencies, no leave shall be availed of without prior sanction. In case of emergency, leave application must be received by the Institute within one week from the first day of absence.
- (c) An employee who applies for leave on health grounds should submit a medical certificate in support of his/her application.

3. Commencement and termination of leave

- I. The first day of an employee's leave is the working day succeeding that upon which he/she makes over charge or he/she was last on duty
- II. The last day of an employee's leave is a working day preceding that upon which he reports for duty
- III. The authority to sanction leave may permit an employee to prefix or suffix Sundays or other holidays to the leave sanctioned to him/her.
- IV. Unless an employee is permitted to do so by the sanctioning authority, an employee on Special leave may not return on duty before the expiry of the period of leave.
- V. On expiry of leave, an employee shall resume on duty in the forenoon of the working day succeeding the day on which his/her leave expires unless the employee is permitted by the sanctioning authority to report in the afternoon.
- VI. The sanctioning authority may require an employee who has availed him/herself of leave for reasons of health to produce a certificate of fitness before he/she resumes duty, even though such leave was not initially granted on medical certificate subject to what has been stated above;

4. Casual Leave

- I. An employee engaged on contract basis is eligible for Casual leave on full pay up to a maximum of 8 days during a year starting from the date of his/her joining the Institute.
- II. Casual leave cannot be combined with any other kind of leave, but it may be combined with holidays including the weekends, provided that the total period of absence on any one occasion does not exceed 12 days including the period of leave. Holidays or weekends falling within the period of casual leave shall not be counted as casual leave. If extended beyond the limit of 12 days, such leave shall be treated as Special leave in respect of the entire period;
- III. Half- day casual leave's is also admissible and half- day means the period up to and including lunch interval or the period after the lunch interval.
- IV. Normally, half day casual leave shall not be allowed on more than 10 occasions (i.e 5 full fays converted to half). It is however open to the Director to reduce further the number of days up to which half-day leave can be sanctioned to the employee.
- V. Casual Leave not availed during the year will be converted to Unavailed Casual Leave and on the day of the conclusion of the contract balance of CL/UCL will lapse. However, during the contract the UCL may be availed as full day leave for medical purposes.

5. Special Leave

- I. An employee engaged on contract basis is eligible for Special leave on full pay up to a maximum of 30 days in a year in case of employees in grades equivalent to supervisory cadres, and 20 days in a year in the case of employees in non-supervisory cadre; in a period of one year starting from the date of his/her joining the Institute on contract basis.
- II. The special leave of 30 days or 20 days applicable to supervisory and non-supervisory cadre will be credited to leave account proportionately at the beginning of **each half year[#] period** from the date of joining.
- III. Special leave cannot be combined with any other kind of leave but it may be combined with holidays including the weekends.
- IV. The minimum period of special leave that can be taken on each occasion should be 5 days and a maximum of three times in any administrative year beyond which the leave record of the employee shall be treated as unsatisfactory.
- V. Application for special leave shall be made in the prescribed online form. Such applications shall be submitted at least 1 month before the month in which leave is to be availed. Further the Competent Authority at its discretion may reduce the period in deserving cases.
- VI. Half- day Special leave is not allowed.
- VII. Special Leave can also be taken for less than 4 days and a maximum of three occasions in any administrative year on Medical ground. The medical certificate shall not be insisted upon, if Special leave is granted for less than three days and the competent authority is satisfied with the 'bonafides' of the reasons for such leave.
- VIII. Any period of Special leave not availed by an employee as at the last date of the year of his contractual period shall be carried forward. However, leave at the credit of an employee on the day of the conclusion of the contract can be encashed^{\$}.
- IX. An employee on special leave shall be entitled for full pay for the period of leave.

GB meeting on 3.12.2019

\$ GB meeting on 3.12.2019

IBPS EMPLOYEES LEARNING AND DEVELOPMENT

POLICY

(Approved by the Governing Board in its meeting held on 04.10.2024)

PREAMBLE:

In any organisation training aims at increasing the competence and skills of its employees at each level. It also helps to expand the horizons of human intellect and the overall personality of the employees. In order to achieve its overall goal of performance improvement, training must lead to the enhancement of professional knowledge and skills both at individual and collective levels. It should also equip personnel to respond appropriately to emerging challenges. Training should also bring about appropriate changes in attitudes and should strive for that unique synthesis between improvement of the individual's competencies and promotion of organization objectives.

Training is an attempt to improve current or future employee performance by increasing an employee's ability to perform through learning, usually by changing the employee's attitude or increasing his or her skills and knowledge. Training refers to the process of imparting specific skills and obtaining quality output from employees. Training is imparted so that the needs of the organization and the individuals are met. These needs are driven by an external environment as well as the challenges arising internally in the Institute. Therefore, the entire spectrum of training activities should be shaped to ensure that these needs are effectively met.

In order to enhance the effectiveness of the training process, it is necessary that all stakeholders are aware of the guidelines and concepts that govern the process. The rights and the responsibilities of all stakeholders as well as the Institute's position as regards development of its human resources are spelt out in the IBPS EMPLOYEES LEARNING AND DEVELOPMENT POLICY.

LEARNING AND DEVELOPMENT POLICY GUIDELINES:

1. This policy will be called the "IBPS EMPLOYEES LEARNING AND DEVELOPMENT POLICY".
2. It will come into force with effect from 01.04.2025.
3. **Purpose:**

The purpose of this training policy is to outline the guidelines and procedures for learning and development within Institute. It aims to enhance employee knowledge, skills, and competencies, and promote a culture of continuous learning and professional growth that will be complementary to meeting the Institute's Vision and Mission.

4. Scope:

This policy applies to all permanent, full-time officers and staff members of IBPS. This policy does not presently cover employees serving on contract basis.

This policy applies to all national & international training programmes, seminars, workshops, conferences etc. for a duration not more than seven days (excluding transit period).

5. Objectives:

The Learning and Development Policy is a statement of intent, and Institute's overall approach to Learning and Development. Following are the specific objectives of learning and development initiatives:

- (i) To assess, on a regular basis, the training needs of both individuals and the Institute.
- (ii) To help staff members to attain competence in basic work skills and knowledge with regard to their individual responsibilities.
- (iii) Provide staff with regular continuing development which maintains skills in key competence areas, and helps prepare for new roles and changing responsibilities.

To facilitate induction of new entrants through training.

- a. To prepare staff members to discharge the responsibilities brought about by promotion and changes in job profiles or new job profiles resulting from a changed environment.
- b. To enable staff to update their skills in technical and specialized areas.
- c. To ensure that the strategy and initiatives of the Training are in line with the Business Objectives of the Institute and they are designed taking into consideration the requirements and inputs of all stakeholders in the system.
- d. To strive to ensure that the learning imparted through the Training is ultimately translated into better performance at the work place thereby making the achievement of the Business Objectives of the Institute, a reality.
- e. To evaluate, on periodic basis, effectiveness and relevance of Learning and Development activities in the Institute.

6. Training Programs Available

- ❖ New employee orientation and on-boarding
- ❖ Technical and job-specific skills training
- ❖ Leadership and management development
- ❖ Soft skills development
- ❖ Cross-training and job rotation opportunities

7. Training Methods

Training programs may be delivered through a combination of methods, such as:

- ❖ Classroom training and workshops
- ❖ Online and e-learning programmes
- ❖ Webinars and virtual training sessions
- ❖ On-the-job training and shadowing
- ❖ External seminars, conferences, workshops
- ❖ Mentoring and coaching programs

8. Training Interventions:

- 8.1. Entry Level Training: To be imparted to all employees before they are assigned duties/responsibilities of any post after recruitment. The objective is to provide deeper understanding of the functioning of the Institute and to fully prepare the new recruits for specific responsibilities that they are expected to execute on assuming charge of their posts.
- 8.2. Mid-Career Training: It is a career-linked training to be provided to all employees at various levels/stages of their career before they are promoted to positions of higher responsibilities. This training programme may have domestic and foreign components.
- 8.3. Short Term Thematic training: This training is to be made available to employees preferably once in two years with an objective to build their Professional Competencies in relevant themes and also to inculcate desirable Personal attributes by exposing them to courses on Leadership Development, Stress Management, Organisational Ethics and Values etc. and to be conducted in those areas, either within India or abroad.
- 8.4. Customized Training: This is an intensive programme to be conducted and specifically designed for officers working in a particular domain/Division with the objective of providing deeper knowledge, latest developments and understanding of the smart practices in their area; and also to facilitate experiential learning and sharing amongst the officers working in the same division / domain.

9. TRAINING NEED IDENTIFICATION

An analysis of training needs is an essential requirement to the design of an effective training policy. The purpose of training need analysis is to determine whether there is a gap between what is required for effective performance and present level of performance. Post the completion of Annual Performance Appraisal Cycle, the Training Need identification is done to understand the gap between the required level of performance and present level of performance of the employee. Training needs of the organization will be identified for a training cycle based on the analysis of three levels:

- a) Organisational level
- b) Individual level
- c) Operational level

(a) **Organizational Level:**

Training needs analysis at organizational level focuses on strategic planning, business need, and goals. It starts with the assessment of internal environment of the organization such as, procedures, structures, policies, strengths, and weaknesses and external environment such as opportunities and threats.

After doing the SWOT analysis, weaknesses can be overcome through training interventions, while strengths can further be strengthened with continued training. Threats can be reduced by identifying the areas where training is required and opportunities can be exploited by balancing it against costs.

(b) **Individual Level:**

Training needs analysis at individual level focuses on each and every individual in the organization. At this level, the organization checks whether an employee is performing at desired level or the performance is below expectation. If the difference between the expected performance and actual performance comes out to be positive, then certainly there is a need of training. However, individual competence can also be linked to individual needs. The methods that are used to analyse the individual requirements are:

- (1) Appraisal and performance review
- (2) Peer appraisal
- (3) Competency assessments
- (4) Self-appraisal / self-assessment

(c) **Operational Level -**

Training Needs Analysis at operational level focuses on the work- that is being assigned to the employees.

10. TRAINING TYPES

The Institute will offer two (2) types of training programs for its employees:

A. Internal or In-House Training Programme

Internal or In-House training programs are designed to address specific learning needs and objectives within the Institute that are designed, developed and conducted within the Institute, with or without the assistance of External Experts and/or external agency/ies.

B. External Training Programme

External training programs are those that are required to be sourced to an external provider due to the technical or specific nature of the training need and are designed, developed and conducted within India/abroad (other countries), by an External Expert and / or external agency/ies.

10.A. Internal or In-House Training Programmes:

1. Orientation & On boarding Training -

Effective employee orientation training provides basic organizational information that new recruits need to prepare for their role in the Institute by educating new hires, setting them up for success in their new roles, addressing any questions they might have, and helping them contribute to the organization right away. Onboarding training is the process of support to new hires with the resources and knowledge they need to become productive in the role quickly, like understanding their responsibilities, become familiar with Institute's culture, how to use Institute's resources, learning about Institute's ethics and more.

2. Mentoring:

Mentoring in the workplace involves a structured relationship between a more experienced employee (mentor) and a less experienced employee (mentee). The mentor shares their knowledge, expertise, and experiences to guide the mentee's professional and personal growth. This process goes beyond traditional training methods, providing personalised support and valuable insights that can significantly impact the mentee's career trajectory.

3. On-the-job training:

This type of training involves learning through doing, with employees receiving hands-on training while performing their regular job duties.

4. Outsourced Training:

In cases where training in a specialized area is required to be provided to a select target group it will be necessary to engage the services of individual faculty, reputed for their expertise in the area. The training course is conducted within an organization's infrastructure by the hired external experts who design, develop, and deliver training courses for Institute's employees.

10.B. External Training Programme

1. External Training in India

Institute will depute the employees for External training at following Premier Training Institutes and Establishments of repute in India.

- (a) IIMs, IITs, Administrative Staff College of India (ASCI) Hyderabad, Institute of Public Enterprises (IPE) Hyderabad, Indian School of Business (ISB) , XLRI etc. and any organisation/related to testing/ Psychometrics / Assessment etc.
- (b) Statutory bodies like Institute of Chartered Accountants of India (ICAI) New Delhi, Institute of Cost Accountants of India, New Delhi, Indian Institute of Corporate Affairs (New Delhi) etc.

Staff member who has completed minimum 5 years of service will be nominated to attend external training Program and their absence from duty in this regard will be treated as "on-duty". Boarding and lodging expenses will be borne by the Institute, as per their eligibility and prevailing norms.

The staff member has to submit a report on completion of the training and share the information about the concepts learnt through the training Program to the Institute.

DEVELOPING TRAINING CALENDAR AND TRAINING PLAN FOR EXTERNAL TRAINING:

- a) The Annual Training Calendar for external training for the Institute will be rolled out at the beginning of the financial year.
- b) A comprehensive list of the programs conducted by External Premier Training Institutes and Establishments of repute pan India in the respective year/training cycle will be drawn for the preparation of training Calendar.

- c) Training calendar shall be prepared based on the training need identification captured for all the employees and the feedback received from various sources.
- d) Nominations at various levels are then done after short listing training programmes as per the requirement.
- e) A training plan would provide details of the participants' profile, trainer, duration, location, monetary involvement etc. of the training program.
- f) This will be reviewed and approved by the Director.
- g) The participant shall be given the nomination letter.
- h) Personnel against whom departmental enquiry or disciplinary action is initiated or disciplinary action has been taken, should not be considered for deputation to an external institute in India or abroad.
- i) Personnel whose performance parameters are not above average may not be considered for such training unless the training is on the parameters where development need of the employee is identified.

2. Overseas Training-

The Institute would also endeavour to nominate the suitable candidates for overseas training which is available in any of the identified areas and institutions. Overseas training can be short-term which can also be partially or fully funded. In case, an employee intends to go on foreign training at his own expense, the Director, shall be the Competent Authority to nominate him for such a training provided Director is satisfied that the training would help the employee to acquire additional skills/ knowledge for future professional growth.

- i. The overseas trainings should be primarily for better exposure and/or as a reward for TOP PERFORMERS. This will not only give the employees a better exposure and to bring in contemporary knowledge at the global level but will also motivate them for excelling further.

- ii. Opportunities for foreign training should be provided to meritorious candidates through objective selection criteria and not based on seniority only. His/her competence, commitment and contribution to the Organisation should be the major parameters for such selection.
- iii. Eligibility for employee to be nominated to overseas trainings will be restricted to those who have completed a minimum of 7 years of service and having minimum left over service of 3 years. Relaxations, if any, may be permitted by the Director.

3. Conferences/seminars/workshops/FDPs

Employees may be given opportunities to attend National and International conferences/ seminars/workshops/Faculty Development Programmes (FDPs) etc. depending on the organizational need for representation in them. The executives would be nominated by the Director who is Competent Authority based on the performance potential assessment and application of the theme of the programme to organisational requirements/ initiatives.

These congregations invite academicians, practitioners and national/ international expert on various contemporary subjects and issues, and, therefore participants in such events will be enriched with relevant knowledge, latest thinking, technological developments, best practices, cost effective and sustainable approaches etc. in their respective domains. Further, they could share their own experience and knowledge in such forums for the benefits of others by way of presenting publishable papers.

OVERSEES VISIT AND HALTING ALLOWANCE - MODE OF CALCULATION & PER DIEM RATES

Guidelines for the Mode of calculation of Halting Allowance payable to officers on overseas Training Programme, conferences, seminars, workshops, Faculty Development Programmes (FDPs) and applicable per-diem rates.

The number of days for which the halting allowance is to be paid should not exceed the number of days for which the visit has been approved plus transit period not exceeding 2 days. The actual transit period would require to be calculated as follows and HA should be claimed accordingly

Up to 4 hours	-- NIL
4 Hours to 8 hours	-- Half day
Over 8 hours	-- Full day

After the approval of the visit by the Competent Authority, the travel plan specifically indicating the scheduled time and dates of departure/ arrival as well as the total period of absence of the officer from the headquarters must be duly approved by the Competent Authority.

In case of any subsequent changes in the Itinerary, Approval thereof should be obtained as far as possible before departure.

Halting allowances in foreign currency (currently denominated in USD) are payable on per diem basis i.e. for every completed 24 hours of absence from the headquarters to be calculated from the scheduled time of departure (from India) to the scheduled time of arrival in India. In case of delay, involuntary rerouting and cancellations, since the carrier concerned takes care of the stranded passengers, no additional Halting allowances would be payable.

For the part of journey of the foreign visit, performed within India before taking the international flight, the officer would be entitled to halting allowance in Indian rupees on the same rates as applicable in domestic travel. The calculation of this portion of halting allowance would be on the same lines as indicated in para 1 above.

For the broken part of the day, beyond the completed 24 hours period, no halting allowance would be payable unless the period exceeds at least 4 hours in which case the calculation would be on the same lines as indicated in para 1 above.

1. The rates of Halting allowance payable are all-inclusive. Separate claims for payment or reimbursement of expenses on transport, telephone calls, airport tax, lodging and boarding etc. will not be admissible.

2. In addition to per diem Halting Allowances, the officials are eligible to claim a lump sum payment of US\$ 50/- or its equivalent as basic quota for each official trip.

PER DIEM RATES OF HALTING ALLOWANCE FOR OVERSEAS VISITS

In cases where free boarding and lodging are not provided or costs thereof not fully met -

Director	USD 500 per diem
Advisor & Grade I	USD 500 per diem
Grade G & H	USD 400 per diem
Grade F	USD 300 per diem
Grade E & Below	USD 300 per diem

In cases where lodging alone is provided - 60 % of the eligible per diem rate mention in (a) above.

In cases where visit is against full hospitality only incidental expenses will be payable @ USD 50 per day up to maximum period of 10 days.

4. OUTBOUND TRAINING-

Outbound Training Program is a team intervention that instils a sense of team spirit and self-belief in each individual. The program focuses on transforming an individual to be a team player with positive attitude, self-motivation and building in self-esteem.

OBT Training or Outbound Learning OBL is an evidence-based effective training method for enhancing employee and team behaviors and organizational performance through participation in outdoor activities and experiential learning methodology that focus on tackling challenging scenarios in the outdoors.

The institute will conduct a two-day residential outbound training program for all its employees including contractual employees once a year, which will be custom designed and will see participants take part in various outdoor activities that require them to overcome challenging situations as individuals and teams. This will help them realize the importance of communication, leadership, teamwork, planning and delegation etc.

11. LEARNING EVALUATION:

Learning evaluation is the process of assessing the value added by the training programme to bring about the intended benefits.

- * Post-training evaluations will be conducted to assess the effectiveness and impact of training programs.
- * Feedback from participants on the quality of training received will be collected to identify areas for improvement and to guide future training initiatives.
- * The Employee shall submit a written report or presentation about his/her learning/ findings in the program and its benefits to him/her and to the Institute.

12. PERIODICITY OF TRAINING:

Skill development is a continuous process and all employees should be imparted training regularly to ensure our workforce is in tune with the present industry requirements.

In order to provide the training opportunities to more employees of the Institute, an employee may normally be nominated not more than once in a financial year. Any deviation to this rule would be with the approval of the Director in justified and need based cases as per the requirements of IBPS.

13. TRAINING BUDGET:

Training will be viewed as an investment on human capital and the expenditure to be incurred on training will be treated as an investment and definite budget will be approved every year by the Institute.

Training Budget shall mean the actual cost incurred for training purposes including participation/nomination fee for external training programs, honorarium paid to Guest Faculty/Trainer's fees, all expenses incurred for arranging customized training at IBPS or at any external venue, refreshments and lunch arranged for the training, library, training related literature including course material, stationery, mementos/prizes to participants/ mementos to Guest faculty, photography for special occasions, public address systems, Transport cost & other expenditure directly related to training only.

14. PAYMENTS / REIMBURSEMENTS:

An employee will be eligible for reimbursement of travelling expenses conveyance/porterage charges, lodging and boarding charges and halting allowance as per the IBPS rules applicable for outstation duty as per their entitlements, if journeys are undertaken for Participation in external training programmes, seminars and conferences as nominated participant. An employee deputed for training programmes, seminars and conferences as nominated participant shall not be eligible for compensatory offs.

15. TRAINING BOND

The purpose of a Training Bond is primarily to protect the Institute's investment in the employee's training and development.

- The Employee selected or sponsored for the external training programme conducted by premier Training Institutions, seminar, conference, workshop or FDP in India is expected to serve the Institute for atleast three (03) years after successful completion of the training Program.
- The Employee selected or sponsored for overseas Training programme, seminar, conference, workshop and FDPs is required to serve the Institute for atleast Five (05) years after successful completion of the Program.
- In case, the employee leaves the institution before the completion of specified period of service in this regard, the amount spent for the staff member for imparting the training or for attending seminar, conference or workshop will be recovered from their eligible full and final settlement or the amount has to be remitted by the staff concerned to the Institute before getting relieved from the Institute.

16. TRAINING RECORDS

- a. The HR will maintain accurate records of employee training and development activities.
- b. Training records will include details such as training programs attended, dates etc.
- c. It shall be the responsibility of the employee who attended the training to submit to the HR the complete records related to the training attended including but not limited to:
 - Training Brochures
 - Training Materials
 - Training Calendar
 - Certificates
 - Any other documents / information deemed fit.

17. RESPONSIBILITIES OF NOMINATED PARTICIPANT

The nominated participants have certain responsibilities to ensure the success and effectiveness of the training.

- a. **Active Participation:** The nominated participants /Trainees are expected to actively engage in the training program. This includes attending training sessions punctually, being attentive, asking questions, and actively participating in discussions, activities, and exercises. Active participation helps maximize learning opportunities and demonstrates a commitment to the training.
- b. **Preparedness:** The nominated participants/ Trainees should come prepared for each training session. This may involve reviewing pre-training materials, completing any required assignments or readings, and bringing necessary materials or equipment. Being prepared enables trainees to make the most of the training and contribute effectively.
- c. **Respect and Professionalism:** The nominated participants/ Trainees should demonstrate respect and professionalism towards trainers, facilitators, and fellow trainees. This includes being attentive, listening actively, and treating others with courtesy and consideration. Maintaining a positive and collaborative attitude fosters a conducive learning environment for everyone.
- d. **Willingness to Learn:** The nominated participants/ Trainees should approach the training program with a willingness to learn and acquire new knowledge, skills, and perspectives. This involves being open-minded, receptive to feedback, and actively seeking opportunities to apply what is learned during the training.

- e. **Practice and Application:** The nominated participants/ Trainees should strive to apply what they have learnt in practical situations. This may involve practicing new skills, incorporating new knowledge into their work or tasks, and seeking opportunities to reinforce and consolidate their learning. Actively applying the training outcomes contributes to skill development and performance improvement.
- f. **Feedback and Evaluation:** The nominated participants/ Trainees should provide constructive feedback on the training program, materials, and delivery methods. This feedback helps trainers and organizers to understand the effectiveness of the training and make improvements for future participants. The nominated participants/ Trainees may also be involved in evaluation processes, such as completing assessments or surveys, to assess their own progress and the impact of the training.
- g. **Compliance with Policies and Procedures:** The nominated participants/ Trainees are expected to comply with any rules, policies, or guidelines set forth by the training program or the organization. This includes respecting confidentiality, adhering to safety protocols, and following any codes of conduct or ethical guidelines.

18. CASCADING

The nominated participants/ Trainees may be required to cascade down the learnings from the external trainings they attended to their colleagues or team members. This process, known as knowledge transfer or knowledge sharing, helps disseminate the acquired knowledge and skills throughout the organization. By taking on these responsibilities, the nominated participants/ trainees contribute to a culture of continuous learning and knowledge sharing within the organization. Cascading down learnings helps maximize the impact of the training program and ensures that the benefits are shared across the team or organization. Trainees must hence:

- a. **Share Information:** The nominated participants/ Trainees should actively share the information, concepts, and insights gained during the training with their colleagues or team members. This can be done through formal presentations, informal discussions, team meetings, or dedicated knowledge-sharing sessions.
- b. **Provide Explanations:** The nominated participants/ Trainees should ensure that they can effectively explain and clarify the key learnings from the training to others. They should be able to communicate complex ideas in a clear and understandable manner, using examples or practical applications to facilitate comprehension.

- c. **Customize Context:** The nominated participants/ Trainees should adapt and contextualize the learnings to their specific work environment or team. They should consider the unique challenges, requirements, and dynamics of their colleagues or team members and explain how the learnings can be applied in their particular context.
- d. **Facilitate Discussions:** The nominated participants/ Trainees can facilitate group discussions or workshops to encourage their colleagues or team members to explore and discuss the learnings. By creating a space for open dialogue, the nominated participants/ trainees can promote deeper understanding, address questions or concerns, and encourage the application of the learnings to real-world scenarios.
- e. **Support Skill Development:** The nominated participants/ Trainees can provide guidance and support to their colleagues or team members in developing the skills covered in the training.
- f. **Lead by Example:** The nominated participants/ Trainees should serve as role models by actively applying the learnings in their own work. By demonstrating the practical application and positive outcomes of the training, they can inspire and motivate others to adopt the new knowledge and skills.

19. L & D POLICY REVIEW

This Learning and Development policy will be reviewed every year during the month of April to ensure its continued effectiveness and alignment with Institute's objectives.

20. INTERPRETATION AND AMENDMENTS

In the case of any doubts arising with regard to any of the proviso in the Learning and Development Policy and Procedures and in the cases not covered by these rules, final authority of interpretation will vest in the Director whose decision will be final and binding on the employees.

21. REPEAL AND SAVINGS

Upon commencement of this policy, the proviso, so far followed for deputing the employees for training programme, seminar/ conference/ workshop etc. shall stand superseded to the extent the current policy guidelines cover. The Governing Board, however reserves the right to make any amendment to this policy as and when it is considered appropriate.

22. ENABLING PROVISO

Director shall have the power to interpret or decide on any of the proviso of this policy for taking care of exigencies and exceptional circumstances.

POLICY FOR EFFICIENCY BAR CRITERIA

(Approved by the Governing Board in its meeting held on 06.12.2024)

PREAMBLE

The age of retirement of regular employees in the Institute is on attainment of 60 years. As per Chapter 2, para 11 and Chapter 2, para IV of IBPS Staff Rules, the Competent authority (Director) of the Institute, in the interest of the Institute, may retire an employee on or at any time after his completion of 20 years of service by giving him/her 3 months' notice in writing or an equivalent 3 months emoluments. The relevant provision is reproduced below.

“Competent Authority of the Institute may at its discretion, it is of the opinion that it is in the interest of the Institute, retire an employee on or at any time after his completion of 20 years of service by giving him 3 months' notice in writing or an equivalent to 3 months emoluments.”

A need is felt to review this provision to bring clarity, prescribe guidelines, procedures to be followed and to be on par with other organisations. Accordingly, the following modifications/ additions is incorporated.

“In the interest of the Institute, the Competent Authority of the Institute may at his discretion, upon review and recommendations by the Special Committee constituted for the purpose, may retire an employee from the services of the Institute at any time after the completion of 55 years of age or at any time after the completion of 20 years of total service”.

Provided that before retiring an employee, under this provision, at least three months' notice in writing or an amount equivalent to three months substantive salary/pay and eligible allowances shall be given to such employee in lieu of the notice period.

Provided further that an employee aggrieved by the order of the Competent authority, may within one month of the passing of the order, submit in writing to the Appellate Authority as stipulated, against the decision of the Competent Authority and on receipt of such representation from the concerned employee, the Appellate Authority shall take a decision in the matter within a period of three months. Where the Appellate Authority decides that the order passed by the Competent Authority is not justified, the concerned employee shall be re-instated as though the Competent Authority has not passed the order.

Constitution of Special Committee.

The Institute shall constitute a Special Committee consisting of not less than any three Division Heads as members, to review, whether an employee should be retired in accordance with the said provision. Special Committee shall from time to time review the case of each employee and no order of retirement shall be made unless the Special Committee recommends in writing to the Competent Authority.

Provided, where the Division Head Administration is the Competent Authority, he cannot be a member of the Special Committee.

The Special Committee will review the performance of all the employees for considering the retirement before reaching superannuation. The performance is reviewed on the basis of his/her Annual Performance Appraisal Report (APAR) for the immediate preceding three years. The review is mainly in respect of cases where the Institute is of the opinion that the performance/health of the employee has deteriorated to the extent of impairing his/her efficiency or for whatever other reasons it is considered necessary and expedient for review of the performance of the employee by the Special Committee.

Constitution of Competent Authority & Appellate Authority:

The following are the Authorities under the provision:

Employee cadre	Competent Authority	Appellate Authority
Employee in Grade E and below	Division Head Administration	Director
Employee in Grade F and above	Director	Chairman, Governing Board

General guidelines for implementation of the provisions

The Special Committee would observe the following criteria, to decide their recommendations:

1. Employee who is found to be ineffective. The basic consideration in identifying such employee shall be the fitness/competence of the employee to continue in the post which he/she is holding.
2. No employee should ordinarily be retired on grounds of ineffectiveness, if in any event, he would be retiring on superannuation within a period of one year from the date of consideration of this case. However, in case where there is a sudden and steep fall in the competence or effectiveness of an employee, it would be open to review such cases for premature retirement.
3. The rules relating to pre mature retirement will not be used in the following circumstances.
 - a. To retire an employee on grounds of specific acts of misconduct as a short cut of initiating formal disciplinary action or
 - b. For reduction of surplus employees or
 - c. As a measure of effecting general economy.

4. In case where it is found that an employee is not keeping good health, or he is not in a position to give his best, Institute may in its sole discretion call for a medical report on the employee from the Doctor nominated by the Institute for this purpose and submit the same to the Special Committee for its special consideration.
5. The Special Committee after reviewing such cases, would submit its recommendations to the Competent Authority, who would take into consideration the recommendations of the Special Committee to examine and recommend to the Competent Authority as to whether the employee is to be retired prematurely or not.
6. If the Competent authority concurs with the recommendations of the Special Committee and decides to retire an employee prematurely, he would record that he has formed an opinion based on the confidential report of the Institute and other relevant information in respect of the employee in question that it is necessary and expedient to retire such an employee in pursuance of the provision.
7. The employee who is to be retired prematurely would be served with a written notice of 3 months or he should be paid an amount of equivalent to 3 months substantive salary/pay and eligible allowances in lieu of the notice period. In this eventuality, the employee shall retire on the last day of the month in which the notice period expires.
8. "Substantive pay" as per Chapter 1, para XXV of HR Policy means the pay other than the special pay , personal pay and emoluments classified as pay by the Governing Board to which an employee is entitled on account of a post which he has been appointed substantively or by reason of his substantive position in a grade/category .
9. All the direct and indirect liabilities, if any of the employee are to be cleared/adjusted on or before the date of premature retirement.
10. The employee who has been served with the notice, may make a representation, if he/she so desires, within 15 days from the receipt thereof to the Competent Authority and on receipt of such representation, the same shall be placed before the Special Committee for its consideration. The Committee if it thinks fit, may make fresh recommendations to the Competent Authority. On receipt of the Committee's recommendations, the Competent Authority may take a final decision. The same shall be communicated to the concerned employee immediately thereafter.
11. An employee aggrieved by the order of the Competent Authority, may within one month of the passing of the order, submit in writing to Appellate Authority as stipulated, against the decision of the Competent Authority and on receipt of such representation from the concerned employee, the Appellate Authority shall take a decision in the matter within a period of three months. Where the Appellate Authority decides that the order passed by the Competent Authority is not justified, the concerned employee shall be re-instated as though the Competent Authority has not passed the order.

STAFF RULES

(Updated as of 01.01.2025)

PRELIMINARY

CHAPTER 1

1. Short Title and Commencement

These Rules may be called the Institute of Banking Personnel Selection Staff Service Rules, 2014.

These Rules shall come into force from the 1st day of June 2014.

These Rules have been amended from time to time[#].

2. Employees to whom these rules apply

- I. These rules shall apply to all full time employees of the Institute who were in service of the Institute on the date of commencement of these rules or who are appointed or taken into service of the Institute on or after the said date of commencement. These rules shall also apply to such other employees of the Institute to whom they may be made applicable by the Competent Authority to the extent and subject to such conditions as such authority may decide.
- II. They shall however not apply to employees appointed/engaged on contract basis. They shall also not apply to part time employees, employees on deputation to the Institute from other organisations and those who are in the employment of service contractors.

3. Definitions: In these rules, unless there is anything repugnant to the subject or context-

- I. "The Board" means the Governing Board of the Institute of Banking Personnel Selection (herein after referred to as 'the Institute'), constituted under Rule 10 of the Institute of Banking Personnel Selection Society's Memorandum of Association.
- II. "Chairman" means the Chairman of the Governing Board of the Institute.
- III. "The Director" means the Director of the Institute.
- IV. "General Manager" OR "Division Head (Administration)" means an officer of the Institute to whom such duties are allocated by the Director and holding charge of administrative services.

- V. “Faculty” means the Director, Professors, Associate Professors, Assistant Professors, Faculty Research Associates, Research Associates, and such other functionaries, as may be specified by the Director from time to time in consultation with the Board.
- VI. “Non- Faculty Employees” means and include all other employees not mentioned in Rule 3-V.
- VII. “Competent Authority” means the authority designated for the purpose by the Board. Presently the Board has prescribed the following competent authorities:

Employee Cadre	Competent Authority
Administrative, operational and technical and other Employees in Grade “E” and below	General Manager/ Division Head Administration
Employees in Grade “F” and above (Faculty, Specialists and General)	Director
Director	Chairman

“Disciplinary Authority” means the authority specified in the Schedule which is competent to impose on an Employee any of the penalties specified in **Rule 99**.

“Appellate Authority” means the authority specified in the Schedule to dispose of appeals;

- VIII. “On Duty” in the context of an employee to whom these rules apply covers –
- Service as a probationer, provided that such service is followed by confirmation.
 - Duty rendered during the period of deputation on Foreign Service.
 - Period spent on casual leave duly authorized by the Competent Authority.
 - Period spent on attending a course of instructions or training under such authority or organisation and subject to the conditions or limitations as the Competent Authority may specify.
- IX. “Employee” means any person serving the Institute in any post specified in Rule 6-II to these Rules;

“Family” means and includes the spouse of the employee, the children, Stepchildren, legally adopted children and the Parents and the In-laws residing with and/or wholly dependent on the employee.*

Only a lady employee will be given a choice to include either her parents or parents -in-law after marriage for the purpose of availing the benefits subject to the condition of dependence and residence, etc., being satisfied. The option shall be informed to Administration Department in writing.

* GB meeting dated 20.06.2019

Financial limit for dependents to be covered under the definition of family*

Any Wholly dependent Children, Stepchildren, legally adopted children and the Parents and the In-laws dependent on the employee shall not have an income more than ₹ 25,000/- per month to be covered under the definition of family. If any of the above person earns ₹ 25,000/- or more, he shall not be treated as dependent on the employee. Further, if the joint income of the parents or parent in laws is ₹ 25,000/- or more per month, they shall also be not covered under the definition of family.

- X. "Foreign Service" means service in which an employee, with the approval of the Competent Authority of the Institute, receives his pay and allowances from any source other than resources of the Institute;
- XI. "Honorarium" means a recurring or non-recurring payment granted to an employee from the resources of the Institute as remuneration for special work of an occasional or intermittent character;
- XII. "Institute" means the Institute of Banking Personnel Selection.
- XIII. "Leave pay" means monthly amount paid by the Institute to an employee while on Sanctioned / Authorised leave;
- XIV. "Lien" means the right of an employee to hold substantively, either immediately or on termination of a period or periods of absence, a permanent post to which he has been appointed substantively, i.e. held in a permanent vacancy
- XV. "Memorandum of Association" means the Memorandum of Association of the Institute
- XVI. "Month" means a calendar month reckoned according to the English calendar
- XVII. 'Administrative year' means the period of 12 months from 1st of April of any year to the 31st March of the following year
- XVIII. "Officiate" means performing the duties of a post on which another employee holds a lien or of a temporary post to which a permanent employee has been appointed, provided that if the Competent Authority so thinks, he may appoint an employee in any officiating capacity to perform the duties of a vacant post on which no other employee holds a lien;
- XIX. "Officers" means and includes all employees working as Assistant Manager in grades 'D' and above

* GB meeting dated 30.12.2021

- XX. "Pay"[#] means the amount drawn monthly by an employee as-
- a. The basic pay, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a grade/category
 - b. Special pay and personal pay
 - c. Any other emoluments which may classified as pay by the Board
 - d. Any other allowance
- XXI. "Personal Pay" means additional pay granted to an employee
1. To save him from loss of substantive pay in respect of a permanent post other than a tenure post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure.
 2. In exceptional circumstances, on other personal considerations.
- XXII. "Presumptive Pay" of a post, when used with reference to any particular employee, means the pay which he would be entitled if he held the post substantively and were performing its duties, but it does not include special pay unless the employee performs or discharges the work or responsibility, in consideration of which special pay was sanctioned.
- XXIII. "Service" includes the period during which an employee is on duty in the Institute as well as the period rendered in NIBM where so specifically permitted, on deputation to foreign service and on leave duly authorized but does not, unless specially permitted by the authority empowered to grant leave, include any period during which an employee is absent from duty without permission or overstays his leave.
- XXIV. "Special Pay" means an addition of the nature of pay, to the emoluments of a post or of an employee granted in consideration of:
- a. Specially arduous nature of duties; or
 - b. Specific addition to the work or responsibility.
- XXV. "Substantive Pay" means the pay other than special pay, personal pay and emoluments classified as pay by the Board to which an employee is entitled on account of a post which he has been appointed substantively or by reason of his substantive position in a grade/category.
- XXVI. "Reviewing Authority" means the authority specified in the Schedule.
- XXVII. "Schedule" means the Schedule appended to these Regulations.

4. Change in Rules:

The Board may amend the Rules laid down herein from time to time, provided that no new Rules or alteration in the existing Rule shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in a substantive capacity on the day a new Rule or alteration comes into force.

5. Power to issue Instructions:

The Director may from time to time issue instructions, as may be considered necessary or expedient for the implementation of these Rules within the meaning of Rule 4.

Interpretation:

If any question arises as to the application/or interpretation of any of the staff rules, the relevant rules /provision of the Central Government Service Rules shall be referred to /shall be applicable.

CHAPTER 2

CATEGORISATION OF POSTS, APPOINTMENT, RE-APPOINTMENT, PROBATION, CONFIRMATION, TERMINATION, RESIGNATION AND RETIREMENT

6. Categorization of Posts

I. Having regard to the nature of duties and responsibilities, functions exercisable by an employee in every post in the Institute shall be categorised by the Board as falling in any of the categories as mentioned in rule 6- II. And such categories may be reviewed by the Board as and when required.

II. The Board has presently categorised the employees of the Institute as under:-

Category	Grade
Director	J
Professor, General Manager, Division Head, CFO	I
Associate Professor, Deputy General Manager, CTO	H
Assistant Professor, Assistant General Manager, Chief Risk Officer, Chief Hindi Officer, Banker Faculty, Banker Faculty (Technical)	G
Faculty Research Associate, Faculty Research Associate-Technical, Manager, Senior Hindi officer and Chief Security and Vigilance officers, Marathi Language Officer Cum Translator (On Contract), Hindi Officer (On Contract)	F
Deputy Manager, Staff Officer, Research Associate, Research Associate-Technical Assistant Librarian, Security Officer In-charge, Executive Secretary, Hindi Officer, Law Officer, Data Analytics	E
Assistant Manager, Executive Assistant, Deputy Executive Secretary, Assistant Security & Vigilance Officer, Analyst Programmer – Windows, Analyst Programmer – Linux , Analyst Programmer – Frontend / Backend, IT Administrator, IT systems support Engineer, IT Engineer (Data Centre), Junior librarian, Software Developer & Tester , IT Database Administrator ,Server Administrator	D
Secretary, Senior Assistant, Senior Research Assistant, Driver-cum-Office Assistant	C
Assistant, Programming Assistant, CCTV Observer , Driver-cum-office Attendant	B
Jr. Assistant, Driver	A
Office attendant, Copier machine Operator cum Office attendant, Riso Operator cum office attendant,	P

7. Appointment

- I. All appointments in and promotions to different category of employees of the Institute shall be made by the Competent Authority as per the guidelines issued by the Board from time to time.
- II. The Board shall prescribe from time to time the pay for each category of employees and the number of posts in each category.
- III. Unless otherwise decided by the Board in specific cases, all vacancies shall be advertised/ offered for promotion, as the case may be, and selections made on the recommendations of Selection Committee/ Promotion Committee constituted for the purpose. While compositions of, as well as nominees to Selection Committee for posts in categories 'E' and below of both faculty and non-faculty grades shall be approved by the Director, for posts in categories 'F' and above of both faculty and non-faculty shall be approved by the Chairman. The Selection Committee for categories 'F' and above should normally consist of Director as Chairman, assisted by one/two outside experts, and one internal faculty and the Promotion Committee be headed by Director and assisted by one/two outside experts and one internal faculty for all posts in category 'F' and above, unless the Board or Chairman decides to the contrary in specific cases.
- IV. The process of selection shall be as specified in the recruitment / promotion policy framed with the approval of the Board from time to time.
- V. Notwithstanding anything contained in these Rules, the Director may make appointments on a contract or part-time or temporary basis for fixed duration not exceeding 3 years, on such terms and conditions, as may be decided by him.
- VI. Without prejudice to the above provisions, the Director may, in consultation with the Board, also appoint on deputation, person against a post in the Institute on such terms and conditions as may be agreed upon with the parent organisation. Absorption of such a person on a permanent basis will however, be with the approval of the Board.
- VII. No Person shall be appointed to the service of the Institute unless he has been certified by a medical authority acceptable to the Institute to be of sound constitution and medically fit.
- VIII. The age of a person at the time of his first entry into the service of the institution shall not be less than 21 years in the case of appointment to the posts in category 'F' and above, and not less than 18 years in other cases.

IX. All first appointments shall be made on the minimum pay of the scale to which appointment is made, provided that the Director, on the recommendation of the Selection Committee, may authorize grant of not more than 2 initial increments in the scale of pay fixed for the category/grade in which the appointment is being made, if the candidate:

- (a) Possesses good academic or technical or professional qualifications, or
- (b) Was a the temporary employee of the Institute prior to such appointment, or
- (c) Possesses special experience of practical value to the Institute.

Provided further, that the Board may, on the recommendation of the Director, grant more than two increments in exceptional cases.

8. Reappointments

No person who has been dismissed or who has ceased to be in service of the Institute otherwise than on medical grounds or retrenchment may be re-employed, except, with the special sanction of the Board and upon such terms and conditions as may be prescribed by the Board.

9. Probation

I. An employee directly recruited to the services of the Institute on regular basis shall be on probation for a period of one year. If in the opinion of the Competent Authority a probationer has not attained the grade or has not satisfactorily completed the probation, his probation may be extended by a further period not exceeding one year provided that the Competent Authority may in the case of any employee reduce or dispense with the period of probation under these rules.

II. Where during the period of probation, including the extended period, if any, the Competent Authority is of the opinion that the employee is not fit for confirmation his services may be terminated by one month's notice or by payment of one month's emoluments in lieu thereof.

III. An employee who is promoted to the next higher grade shall be on probation for a period of one year. If in the opinion of the Competent Authority, the promotee has not attained the grade or not completed the probation satisfactorily; his period of probation may be extended by a period not exceeding six months.

IV. Where during the period of probation, including the extended period, if any, the Competent Authority is of the opinion that the promotee is not fit for confirmation, he may be reverted to the scale/grade from which he was promoted.

V. Effect of Extension of Probation:

An employee whose probation has been extended will lose the seniority by a period equivalent to the period the probation was extended. The due date of increment will also be postponed to the extent of extension of the probation period. The due date of increment thereafter will be reckoned with reference to the actual date of confirmation.

10. Confirmation

On successful completion of the probation period (including extended period or periods, if any) an employee appointed on probation, either directly recruited or promoted, may be confirmed in the post or grade with effect from the date of completion of his probationary period.

11. Employee Separation

I. Age of Retirement:

The age of retirement on superannuation shall be 60 years for non-faculty and 62 years in respect of Faculty/ Division Heads. An employee shall retire on the last day of the month in which he completes his age of Superannuation. However the age of Faculty/Divisional heads can be extended to 65 with due approval of the Chairman of the Governing Board. Provided that an employee whose date of birth is on the first date of the month shall retire from service on the last day of the preceding month of attaining the age of superannuation.

II. Termination of Service:

Subject to Rule 9-II, where the Institute is satisfied that the performance of an employee is unsatisfactory or inadequate or there is bonafide suspicion about his integrity or his retention in the services of the Institute would be prejudicial to the interest of the Institute and where it is not possible or expedient to proceed against him as per the disciplinary procedure, the Institute may terminate his service on giving him 3 months' notice or emoluments in lieu thereof.

III. Resignation from Service:

An employee shall not leave or discontinue his services of the Institute without first giving a notice in writing his intention to leave or discontinue his services or resign. The period of notice required shall be 3 months and shall be submitted to the Competent Authority as prescribed in these rules. Provided that the Competent Authority may reduce the period of 3 months or remit the requirement of notice. Provided further that in the case of an employee against whom disciplinary action is pending his relief from service shall be subject to the outcome of such proceedings.

Provided that nothing in this rule shall be deemed to preclude an employee from retiring earlier pursuant to an option exercised by him in accordance with the rules of the institute in this regard on his completion of 20 years of service by giving him 3 months' notice in writing to the competent authority.

CHAPTER 3

GENERAL CONDITIONS OF SERVICE

12. Record of Service

A Service record shall be maintained by the Institute in such form as may be prescribed in this behalf.

13. Performance Appraisal

The performance of every employee to whom these rules apply shall be subject to evaluation assessment appraisal in such manner and subject to such rules as may be determined by the Board from time to time.

Presently the Board has prescribed the following reporting and reviewing authorities for employees in different cadres.

Employee cadre	*Appraising Authority	*Reviewing Authority
Employee in Grade D and below except D – Supervisory	AM/DM/ Section In-charge	Manager/ HOD/ AGM/ DGM
D – Supervisory and employees in Grade E	Manager/ HOD/ AGM/ DGM	Divisional Head
Employees in Grade F, G and H	Divisional Head	Director
Divisional Head	Director	Board/ Chairman

*The Appraising Authority must be at least one grade higher than the employee appraised and reviewing authority must be at least one grade higher than the appraising authority.

The annual performance process shall be carried out for the calendar year i.e. 1st January to 31st December in the January month of the following year [#].

14. Seniority

1. Each year, the Institute shall prepare a list of employees in each Grade showing their names in the order of their seniority and containing such other particulars as the Institute may determine. A copy of such list shall be displayed in the Office Notice Board of the Institute.

#(GB meeting dated 03.02.2020)

2. Seniority of an employee in any Grade shall be reckoned with reference to the date of his joining in that grade. Where there are two or more employees of the same length of service in that grade, their inter-se-seniority shall be reckoned with reference to their seniority in the immediately preceding grade or the previous cadre to which they belonged in the Institute's service. Where two or more employees have the same length of service in such preceding grade or such previous cadre, their seniority shall be determined with reference to their seniority in the immediately preceding grade or cadre, as the case may be.
3. Subject to the provision of the sub-regulation (2), the inter-se seniority of the employees directly recruited in a batch to any grade shall be reckoned with reference to the rank allotted to them at the time of such recruitment.
4. In the case of an employee whose probation has been extended, his seniority shall be reckoned just below all the employees, if any, recruited or promoted in the same batch along with him.
5. Nothing in this regulation shall affect the seniority among themselves of the employees as existing immediately prior to the appointed date.

15. Promotion

Promotion of all categories of employees in the Institute shall be made in accordance with the procedure prescribed by the Board from time to time. No employee of the Institute shall have a right to be promoted to any post or grade. The composition of Selection/Promotion Committee for posts in categories 'E' & below of both Faculty and non-faculty grade shall be approved by the Director and in case of categories 'F' & above shall be approved by the Chairman.

16. Abandonment of Service

- (i). When an employee absents himself from work for a period of 30 or more consecutive days without prior sanction from the Competent Authority or beyond the period of leave sanctioned originally including any extension thereof or when there is satisfactory evidence that he has taken up another employment in India or outside, the Institute at any time thereafter may give a notice to the employee at his last known address as recorded with the IBPS calling upon him to report for work within 30 days of the date of notice. Unless the employee reports for work within 30 days of the notice or gives an explanation for his absence within the period of 30 days satisfying the management inter alia that he has not taken up another employment or avocation, the employee shall be given a further notice to report for work within 30 days of the notice failing which the employee will be deemed to have voluntarily abandoned his employment on the expiry of the said notice and advised accordingly by registered post. In the event of the employee submitting a satisfactory reply, he shall be permitted to report for work thereafter within 30 days from the date of expiry of the aforesaid notice without prejudice to the Institute's right to take any action under the law or rules/conditions of service.

If the employee fails to report for work within this 30 days period, then he shall be given a final notice to report for work within 30 days of this notice failing which the employee will be deemed to have voluntarily abandoned his employment on the expiry of the said notice and advised accordingly by registered post.

- (ii). If an employee again absents himself for the second time within a period of 30 days without submitting any application and obtaining sanction thereof, after reporting for duty in response to the first notice given after 30 days' of absence or within the 30 days' period granted to him for reporting to work on his submitting a satisfactory reply to the first notice, a further notice shall be given after 30 days of such absence giving him 30 days' time to report. If he fails to report for work or reports for work in response to the notice but absents himself a third time from work within a period of 30 days without prior sanction, his name shall be struck off from the rolls of the IBPS after 30 days of such absence under intimation to him by registered post deeming that he has voluntarily abandoned his appointment.
- (iii). Any notice under this clause shall be in a language understood by the employee concerned. The notice under this clause must be sent to him by registered post with acknowledgment due or by courier or by email or any other recognised mode at the last available address of such employee.

17. Lien

- 1) An employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other permanent post.
- 2) Unless his lien is suspended under Rule 17(3), an employee shall retain his lien while on Foreign Service, or holding a temporary post or officiating in another post. Lien shall also be retained during leave, suspension or during joining time.
- 3) The Director has the authority to suspend the lien of an employee which he holds substantively in cases like deputation to Foreign Service, or prolonged absence of employees by reason of illness or some such circumstances, for a period of not less than 3 years.
- 4) An employee's lien on a post may, under no circumstances, be terminated, even with his consent, if the result will be to leave him without any lien upon a permanent post.

18. Transfer from one post to another

The Director may transfer an employee from one post to another within the same grade or upon promotion or from one desk to another, as may be required in exigencies of service of the Institute, provided that the employee shall not be transferred to a post carrying less pay than his pay of the previous post on which he/she holds lien or suspended lien.

CHAPTER 4

LEAVE

19. Kinds of Leave

Subject to the provisions of these rules and to the exigencies of service, the following kinds of leave may be granted to an employee.

- a. Casual Leave
- b. Privilege Leave
- c. Sick Leave
- d. Maternity Leave including leave for Miscarriage/Abortion
- e. Paternity Leave
- f. Sabbatical Leave for Faculty
- g. Special Sabbatical Leave for Faculty
- h. Accident Leave
- i. Compensatory offs
- j. Leave not due (without pay and allowances)

20. Recommendation/Sanctioning Authority*

Schedule of authorities for the purposes of leave sanction shall be as follows:

Employee cadre	Recommending Authority	Sanctioning Authority
Employee in Grade 'D' and below	AM/ DM/ Section-In-charge	Manager/ Section- in-charge / AGM/ DGM/ Associate Division Head
Employee in Grade 'E'	Manager/ DM/ Associate Division Head/ AGM / DGM/ Associate Professor	Division Head
Employee in Grade 'F'	Associate Division Head/ AGM/DGM/ Associate Professor	Division Head
Employee in Grade 'G' and 'H'	Division Head	Director
Division Head		Director
Director		Chairman of Board

21. General Principles

I. Power to refuse or recall from leave:

Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority.

* GB meeting 30.12.2021

An employee on leave may be recalled to duty by the Competent Authority whenever the Institute deems fit to do so, but if the employee is at that time out of station, he shall be eligible to be paid the actual expenses incurred by him and the members of his family for coming back to the station and if the employee and the members of family go back to the same station from which he was called, for the return journey also.

II. When and How to apply:

- (a) Leave application should be made in the prescribed form and submitted in due time with notice, where prescribed;
- (b) Except in case of emergencies, no leave shall be availed of without prior written sanction. In case of emergency, leave application must be received by the Institute within one week from the first day of absence.
- (c) An employee who applies for leave on health grounds should submit a medical certificate in support of his/her application, , provided that production of medical certificate may not be insisted upon when the duration of the leave does not exceed 3 days at one stretch.

III. Obligation to furnish leave address to the Institute:

An employee shall, before proceeding on leave, intimate to the sanctioning authority his/her address during leave and shall keep the said authority informed of any change in the address previously furnished.

IV. Commencement and termination of leave

- a) The first day of an employee's leave is the working day succeeding that upon which he/she makes over charge or he/she was last on duty.
- b) The last day of an employee's leave is a working day preceding that upon which he reports for duty.
- c) The authority to sanction leave may permit an employee to prefix or suffix Sundays or other holidays to the leave sanctioned to him/her.
- d) Unless an employee is permitted to do so by the sanctioning authority, an employee on leave may not return to duty before the expiry of the period of leave (other than on casual leave).
- e) On expiry of leave, an employee shall resume on duty in the forenoon of the working day succeeding the day on which his/her leave expires unless the employee is permitted by the sanctioning authority to report in the afternoon.
- f) The sanctioning authority may require an employee who has availed himself/herself of leave for reasons of health to produce a certificate of fitness before he/she resumes duty, even though such leave was not initially granted on medical certificate subject to what has been stated in II(c) above.
- g) Leave will not be granted to an employee under suspension.
- h) Leave earned by an employee lapses on the day of which he/she ceases to be in service subject however to the provisions of Rule 24.

22. Casual Leave

- I. An employee is eligible for Casual leave on full pay and allowances up to a maximum of 8 days during each administrative year (1st April to 31st March).
- II. Casual leave cannot be combined with any other kind of leave, but it may be combined with holidays including the weekends, provided that the total period of absence on any one occasion does not exceed 12 days including the period of leave. Holidays or weekends falling within the period of casual leave shall not be counted as casual leave. If extended beyond the limit of 12 days, such leave shall be treated as privilege leave in respect of the entire period.
- III. Half- day casual leave's is also admissible and half- day means the period up to and including lunch interval or the period after the lunch interval.
- IV. Normally, half day casual leave shall not be allowed on more than 10 occasions (i.e 5 full days converted to half). It is however open to the Director to reduce further the number of days up to which half-day leave can be sanctioned to the employees.
- V. Any period of casual leave not availed by an employee as at 31st March of the year shall be credited to his/her sick leave account.
- VI. **Casual Leaves for Probationers**
 - (a) When Employee join during the middle of the year, Casual leave shall be credited proportionately for the remaining period of current financial year at the time of joining,
 - (b) 8 days Casual leave shall be credited on 1st April of next FY.
 - (c) Casual leaves not availed during the current FY shall be carried forward to the next FY as an unavailed CL (UCL) and can be availed only after the completion of probation period.

23. Privilege Leave

- (a) The minimum period of privilege leave that can be taken on each occasion should be 5 days and a maximum of three times in any administrative year beyond which the leave record of the employee shall be treated as unsatisfactory.
- (b) Application for privilege leave shall be made in the prescribed online form. Such applications shall be submitted at least 1 month before the month in which leave is to be availed. Further the Competent Authority at its discretion may reduce the period of leave in deserving cases.

- (c) **Calculation of leave:** The amount of privilege leave shall be one-eleventh of duty and the maximum accumulation of leave is upto 300 days beyond which no further leave will accrue. The leave at the credit of an employee at the close of the previous year shall be carried forward to the next year subject to the condition that the leave so carried forward plus the credit for the year do not exceed the maximum limit of 300 days. However, in case of exigencies of service if it is not possible to grant leave, director can permit extension of leave beyond 300 days for a maximum period of 6 months.
- (d) In calculating privilege leave earned by an employee an account shall first be taken of the complete period of eleventh months during which an employee has been on duty since the date of his/her return from the leave and the employee allowed to credit in his/her leave account for one month for each period of eleven months of duty as admissible before; thereafter an account shall be taken of any balance of period of duty left over and the employee shall be credited with one day for every eleven days of duty rendered by him. Fraction of a day of privilege leave shall be taken as a full day, if amounting to half a day or more and shall be ignored if amounting to less than half a day.
- (e) The period of privilege leave to which an employee is entitled at any time shall be the period which he has earned, less the period of leave availed of.
- (f) An employee on privilege leave shall be entitled for full pay for the period of leave.
- (g) Employees on probation who have no privilege leave to their leave credit against future accrual to avail the privilege leave on following grounds:-
 - Self-marriage or serious ailment.
 - Serious ailment or death of parents, spouse, children, and siblings.
 - i. The employee should have completed minimum 6 months of Probation to get the benefit. The benefits/leave will be permitted in pro-rata basis till confirmation.
 - ii. Such leave can be availed only after seeking specific permission of competent authority.
 - iii. The duly filled in application should be submitted to the competent authority for their Examination and appropriate decision well in advance.

24. Encashment of Privilege Leave

- (1) An employee is entitled to receive a sum equivalent to the Basic pay and dearness allowance for the period, whether in whole or in part, of the privilege leave standing to his / her credit in the following circumstances.
 - I. While availing LTC/HTC, subject to the stipulations below,
 - II. On voluntary retirement or on retirement on attaining the age of superannuation,
 - III. On resignation, and
 - IV. When he or she dies while in service.

(2) **While availing LTC/ HTC[#]**

- I. The employee should proceed on privilege leave.
- II. He/she should avail of the Leave Travel Concession/ Home Travel Concession for self or for self and family.
- III. Encashment will be permissible for a period not exceeding 30 days in a block of 4 years which can be encashed by employee while availing LTC/HTC but total days of encashment will not exceed 30 days in a block of 4 years.
- IV. Encashment will be on the basis of basic pay and allowance, as admissible to an employee during privilege leave.
- V. Separate applications should be made **before proceeding on LTC/HTC** for encashment of Privilege Leave.

(3) **On Retirement:**

An employee is eligible to encash the whole or part of his/her privilege leave standing at his/her credit at the time of voluntary retirement or on retirement on attaining the age of superannuation on the following conditions

- (a) Payment of cash equivalent of leave salary shall be limited to a maximum of 300 days' leave;
- (b) The equivalent will be worked out on the basis of basic pay last drawn and dearness allowance, as admissible on the date of retirement;
- (c) The cash equivalent thus admissible will be paid in one lump sum as one-time settlement.

(4) **On Resignation:**

A regular employee resigning from the service of IBPS is entitled to be paid a sum equivalent to the basic pay and dearness allowance in respect of Privilege leave to the extent of half of such leave to his/her credit on the date of cessation of service, subject to maximum of 150 days.

(5) **Death while in service:**

Nominee of the employee dying in harness will be paid encashment of leave accrued as per the date of employee's death subject to a maximum of 300 days. The equivalent will be worked out on the basis of basic pay last drawn and dearness allowance, as admissible on the date of death of the employee.

[#] GB meeting dated 20.06.2019

25. Sick Leave

- (1) Sick Leave may be granted to employees for a period of 20 days (half pay and allowances) or 10 days (full pay and allowances) in a year on medical certificate, which, if not availed of during the year, shall be credited to the employee's sick leave account. Week-ends/Holidays prefixed/suffixed shall not be taken into account for debiting his account but the intervening weekends, holidays shall be counted. Sick leave may be granted on submission of medical certificate for a period exceeding 3 days at a time. The medical certificate shall not be insisted upon if the leave is granted for less than three days and the competent authority is satisfied with the 'bonafide' of the reasons for such leave.
- (2) Sick leave shall be on half of basic pay and allowances. The employee may, if he/she so request is permitted to avail himself of sick leave on full leave pay by entering in his leave accounts such leave as twice the amount of leave taken by him.
- (3) The Governing Board may grant additional sick leave, if considered advisable in special cases.

26. Maternity Leave

- (1) Leave up to a period of 180 days at any time may be granted to a female employee by way of Maternity Leave including in respect of post-natal period, of which not more than Eight weeks (56 days) shall precede the date of her expected delivery, or at the time of miscarriage or abortion or medical termination of pregnancy.
- (2) Such leave shall be available to the female employee on not more than two occasions in the entire service period.
- (3) Leave on account of miscarriage or abortion, subject to medical certificates, shall not be granted to a female employee for not more than 45 days in the entire service period within the overall limit of 360 days.
- (4) Maternity leave shall be on full basic pay and allowances, as admissible.
- (5) The Director may grant leave of any other kind (except casual leave or compensatory off) admissible to the employee in combination with or in continuation of leave granted for maternity/miscarriage/abortion, if the request for its grant is supported by medical certificate.

27. Paternity Leave

Paternity leave may be granted to a male employee for a period of 15 days during the period of confinement of his wife for childbirth, provided the employee has less than 2 children. Paternity leave shall be on full basic pay and admissible allowances. Paternity leave may be combined with any other kind of leave.

28. Compensatory off

1. Employees in Grade 'E' and below may be granted leave of absence as compensation for any extra hours of work that they are required to put in after/before office hours on week days or for work on Weekly-offs/holidays.

Ordinarily, approval for working extra time should be obtained in advance from the Head of the Dept./Division concerned, and sent to the Division Head (Administration). In case prior approval of the Head of the Dept. /Division was not possible, post-facto approval may be obtained on the next working day indicating the reasons for not being able to seek prior approval and submitted to the Division Head (Administration).

2. Method of computation

- a. Employees have to necessarily work for 30 minutes or more either before or after office hours to entitle them for Compensatory leave of absence. On Weekly Offs/holidays, actual hours of work (excluding lunch hours) subject to a minimum of 3 hours' work on each such day shall be taken into account for the purpose.
- b. For arriving at the number of days admissible, actual extra time beyond the first quarter of an hour shall be taken into account.
- c. For accounting purpose, 8 hours (excluding lunch time) shall constitute a unit of one working day.

3. Procedure to avail compensatory leave of absence.

- a. Employees should seek and obtain prior sanction to avail Compensatory leave.
- b. Compensatory leave earned during any particular month should normally be availed before the end of the following month. However any such leave not availed off before the end of the month following the month of accrual may be accumulated subject to a maximum of 4 days to be availed any time during the year with prior sanction. Any compensatory leave still remaining unavailed shall be carried forward to be encashed during the same year. However employees may be allowed 4 days compensatory off to carry over to succeeding year.
- c. Compensatory leave cannot be combined with any other kind of leave to which the employee is entitled.
- d. During the period of compensatory off, an employee will draw basic pay and allowances normally admissible.

29. Accident Leave for Employees

- I.** Accident leave may be granted to an employee working on machines/driving vehicles who sustain an injury in the course of his/her duties for the period for which leave is certified by the Institute's medical officer to be necessary for recovery from the injury and the same was not caused due to his/her negligence.
- II.** The Competent Authority may, at the option of the employee, grant any other kind of leave as admissible to him/her for the period if medically certified and also in continuation of any other kind of leave.
- III.** An employee on accident leave shall, for the first four months of his leave, draw pay equal to his leave pay and at the rate of half leave pay thereafter for the rest of the period.

30. Sabbatical Leave for faculty

- i.** The grant of such leave shall be subject to administrative convenience.
- ii.** Faculty (Professor/Associate Professor/Assistant Professor) may be granted such leave(s) after serving the Institute for a continuous period of 6 years as faculty and subject to there being a residual service of at least 3 years available after return from sabbatical leave.
- iii.** Sabbatical leave may be granted for a maximum of two times during the entire service period of the Faculty subject to a gap of at least 6 years between two consecutive sanctions of the leave. Whenever, a Faculty is required to postpone his/her availment of such leave sanctioned to him/her, the period of deferment will be adjusted against subsequent requirement of six years' gap between two availment.
- iv.** Maximum period of sabbatical leave shall be one year at a time.
- v.** Sabbatical leave may be sanctioned to a Faculty for the following purposes::
 - (a) To conduct research
 - (b) To write books or other related works
 - (c) Any other purpose approved by the Governing Board
- vi.** The Faculty is barred from seeking any other gainful employment during sabbatical leave.
- vii.** Sabbatical leave will count as duty for all purposes (such as pay, allowance, provident fund, gratuity, medical facilities etc.) except (a) travelling allowance and (b) allowance to privilege leave and sick leave. (c) Consultancy share.

31. Special Sabbatical Leave for faculty

- I. Faculty will be eligible to apply for such leave after serving the Institute for a minimum period of 2 years.
- II. Special sabbatical leave will be permissible only once during the entire service period of a Faculty.
- III. This leave may be granted for periods ranging from 6 months to 24 months.
- IV. Sanction of this leave will be subject to the Faculty furnishing a bond to serve the Institute for a period of at least three years in case leave sanctioned is less than one year and five years in case leave sanctioned is more than one year, after return from leave.
- V. Special sabbatical leave will be on the basis of 50% pay and allowances otherwise admissible and subject to the condition that the leave will not qualify for (a) travelling allowance and consultancy share and (b) entitlement to privilege leave, sick leave and sabbatical leave. The employee concerned will however be entitled to provident fund, gratuity, medical facilities etc.
- VI. All other terms and conditions as in Rule 30 shall apply.

32. Leave on loss of pay and allowances

An employee shall be eligible for extraordinary leave on loss of pay for a period not exceeding 90 days in his /her entire service and for not more than 45 days at a time except on medical grounds. Such leave shall be on loss of pay and allowances and may be sanctioned by the Competent Authority only if the employee do not have any other kind of leave to his/her credit.

Provided that the leave on loss of pay shall be granted only after the leave sanctioning authority is satisfied that there is reasonable prospects of the employee returning to duty on expiry of leave and has sufficient service. However the Institute reserves the right to refuse or grant leave on loss of pay without assigning any reasons.

CHAPTER 5

PAY AND ALLOWANCES, INCREMENTS, CONCESSION, FEES AND DUES

33. Every employee shall have a post in one of the grades/categories which will be considered as his/her substantive grade and to which he/she shall revert when he/she is not:

- a. Under suspension
- b. On leave or deputation

Except as otherwise provided in the rules, pay and allowances of an employee shall be as may be decided by the Board from time to time. The existing salary grades / scales of pay and allowances and other conditions of service are given hereinafter in this Chapter.

34. Where an employee is appointed to another post or is transferred from one post to another, or is deputed to serve in a post under another employer, his/her pay and allowances in the post to which he/she is so appointed, or transferred or deputed shall commence to accrue from the date on which he/she takes over charge of that post, if he/she assumed charge of the post before noon of that day, and from the following working day, if he/she assumes charge in the afternoon of that day.
35. Except as otherwise provided in these rules, no two persons may be appointed to, or draw pay and allowances of, a post at the same time.
36. Pay and allowances shall not be payable for a part of a month to an employee who leaves or discontinues his/her service without due notice during a month, unless such notice has been waived by the Competent Authority.
37. Unless otherwise so directed by the Board / Director, the emoluments of an employee for the month would become payable on the last working day of the calendar month or on the following working day if the last day of the calendar month happens to be a weekly off or a holiday.
38. Pay and allowances shall cease to accrue as soon as the employee ceases to be in service:
- I. In case of resignation, pay and allowances shall cease from the close of business of the preceding working day, if it takes effect on or at the end of the holiday.
 - II. In the case of an employee dismissed from service, his pay and allowances shall cease from the day of his dismissal and
 - III. In the case of an employee who dies while in service, pay and allowances shall cease from the day following that on which death occurs.

39. Fixation of pay

Notwithstanding anything contained in these rules, the pay of an employee on his first appointment in service or on his promotion while in service or on assignment of the duties of a higher post shall be regulated as under:

(I). On Appointment on probation

1. When appointment to the new post does not involve assumption of duties or responsibilities of greater importance than those attaching to such permanent post, he/she will draw his/her initial pay the stage in the scale which is equal to his/her substantive pay in respect of the old post or if there be no such stage, the stage next below that, plus personal pay equal to that difference and in either case, would continue to draw that pay until such time as he/she would have received an increment in the scale of the old post. But if the minimum pay of the scale of the new post is higher than the substantive pay in respect of the old post, he/she will draw that minimum as his/her substantive pay.
2. Where a new post involves assumption of duties or responsibilities of greater importance, he/she will draw his/her initial pay at the stage of the scale next above his/her substantive pay in respect of the old post.

(II). On Appointment on Promotion/Selection

- i. When an employee is formally appointed to hold full charge of the duties of a higher post which is in the same cadre/line of promotion, his/her pay shall be fixed in the scale of the higher post at a stage next above the pay notionally arrived at by increasing his/her pay in respect of the lower post by one increment at the stage at which such pay accrued.
- ii. Where an employee before appointment/selection has drawn pay at the maximum of the scale of the lower post, his/her pay shall be fixed at the stage next above the pay by an amount equal to the last increment in the scale of the lower post.

(III). Additional Charge

- i. Where an employee is formally appointed to hold dual charges of two posts in the same cadre carrying identical scales of pay, no additional pay shall be admissible, except that if the post carries a special pay, the same should be allowed.
- ii. No additional pay shall be admissible to an employee who is appointed to hold current charge of the routine duties of another post or posts.

(IV). When officiating

When an employee holds a post in a higher grade, he/she is entitled to draw officiating allowance as equal to the difference between his/her salary worked out on the basis of existing pay and pay of an employee he/she would have drawn, if he/she was promoted to the higher post to which he/she officiates, provided the employee officiates for a minimum period of 15 days.

Explanation

Payment under this rule is admissible for appointment to the posts of supervisors and sectional/departmental heads and is to be approved by the Director before the officiating arrangement is made.

40. Pay Scales

Pay Scales of the employees of the Institute shall be as per the pay matrix of the latest Central Pay Commission and will be implemented from its effective date.

41. Increments

- I. Subject to sub-rule (3), an increment, in an incremental scale, shall ordinarily accrue on completion of each specified period of service on each stage of that scale, whether such service be substantive or probationary.

The annual increment of employees of the Institute shall be as prescribed in the prevailing Pay Commission recommendations.

An employee shall draw the annual increment on the first of July or first of January of each year depending upon on the date of his joining/ promotion/ up-gradation. Those who have joined/promoted/upgraded between 2nd January and 1st July will be given increment on 1st January, and those who have joined/promoted/upgraded between 2nd July and 1st January will be given increment on 1st July subject to the following conditions:

- (a) An increment withheld as a measure of penalty will be granted only from the date the penalty ceases to have effect;
- (b) The period during which an employee is on leave without pay will not count for increments unless otherwise specially authorized by the Competent Authority.

Note: if an increment is postponed, such postponed increment will be granted from the first day of the relevant month on which it falls due on postponement.

- II. Subject to the provisions of sub-rule (III), no increment may be withheld, except as a disciplinary measure. Each order withholding an increment shall state the period for which it is withheld and whether the postponement shall have effect of postponing future increments.

III. Efficiency Bar, if any

Efficiency bar shall apply for movement of an employee from Grade A to Grade B or upwards of Grade C and his/her movement to the next higher Grade shall be subject to his/her satisfying such eligibility requirements as may be imposed by the Board from time to time.

IV. Pre Mature Increments

The Director may, in exceptional cases, grant pre-mature increments to employees, provided that in the case of officers, prior approval of the Board should be obtained in each case.

42. Grant of Honoraria etc.

- i. The Board may determine the terms and conditions under which an honorarium, special pay or special increments may be granted to the employees of the Institute for any special work performed, which is considered necessary/useful in the interest of the Institute.
- ii. Notwithstanding anything contained in the sub-rule (i), the Director, subject to ratification by the Board, may grant an employee an honorarium as remuneration for special work performed which is occasional or intermittent in character and either so laborious or of such special merit as to justify a special reward, subject to the condition that no honorarium will be given (a) for temporary increases in the work load or (b) where the special work is legitimately considered as a part of normal duties attached to the post held by an employee.

43. Compensation for extra hours of work

Notwithstanding the fact that the whole time of an employee is at the disposal of the Institute, an employee in category 'E' and below may be compensated for work performed on Weekly offs/ holidays or for putting in extra hours of work on weekdays by granting him/her conveyance charges, lunch/dinner expenses as appropriate, in addition to grant of compensatory offs.

44. Perquisites

The employees of the Institute shall be entitled to the perquisites as listed below on the terms and conditions as laid down by the Board/ from time to time.

- i. Annexure A- LTC Rules
- ii. Annexure C – Travelling and other allowance
- iii. Annexure K – Consultancy Surplus
- iv. Rules for Allocation of Residential Accommodation/Flat to Employees of IBPS.
- v. The employees of the Institute shall be entitled to reimbursement of medical expenses for domiciliary and hospitalisation treatment as per the Rules framed by the Board from time to time. The present rules/scheme are as in Annexure M.
- vi. Annexure I - House Rent Reimbursement scheme

45. Concessions

- (1) The employees of the Institute may avail of the following concessions on the terms and conditions as laid down by the Board from time to time:
 - I. Annexure B- Interest subsidy on Housing Loan
 - II. Annexure J- Assistance for Educational Schemes
 - III. Annexure D – Loans and Advances
 - IV. Annexure F & O – Retirement Benefits
- (2) The various concessions as listed above to which the employees are currently entitled to or those concessions that may be authorized at a later date shall not form part of or deemed to be part of the condition of service of an employee and may be withdrawn or suspended, whether wholly or in part, as may be determined by the Board.
- (3) Any breach by an employee of any of the terms and conditions relating to the grant of concessions authorized herein or as may be authorised from time to time or any misuse of any facilities of amenities in pursuance of such concessions as may be provided by the Institute shall be regarded as breach of discipline within the meaning of these rules and shall be dealt with as laid down in the chapter on Conduct, Discipline and Appeal Rules.

46. Retirement Benefits:

The employees of the Institute shall be entitled to retirement benefits as per the rules framed by the Board from time to time. The benefits now available are as under:

- i. Provident Fund
- ii. Group Gratuity-Cum-Life Assurance Scheme
- iii. Superannuation Scheme
- iv. Group Saving Linked Insurance Scheme

Broad outline of the schemes/rules are set out in Annexure F and Annexure O.

47. The decision of the Board, on all matters relating to these Rules shall be circulated to the employees and until further instructions are issued in this behalf the existing orders shall continue to be in force.

48. Dues: Unless otherwise specifically agreed to by the Institute, any money or monies due and payable by an employee to the Institute shall be repayable on demand and is liable, at the discretion of the Competent Authority, to be summarily recovered and adjusted from his/her pay and allowances or from any other amount due and payable by the Institute to the employee either in one lump sum or in such manner of instalments as the Competent Authority may decide.

49. Fees, Income, etc.

Any fee received or income derived by an employee in the official capacity from any source other than that of the Institute or from the efforts aided by the knowledge acquired by an employee in course of his/her service in the Institute or received from work done for any organisation or undertaking should be credited to the Institute either wholly or in part, as the Director may determine.

CHAPTER 6

FOREIGN SERVICE

50. No employee of the Institute may be deputed to serve under any other employer without the approval of the Director who shall determine the duration of such deputation and terms and conditions on which the deputation shall take effect provided that no employee may be transferred to Foreign Service against his/her will.

I. Where the services of an employee of the Institute are placed at the disposal of foreign employer, it shall be a condition of the deputation that the foreign employer shall during the period of his deputation bear the entire cost of the services of the employee including:

- i. Pay and allowances during joining time
- ii. Travelling allowance payable to the employee to enable him to join his appointment under the foreign employer and to return to his employment in the Institute on termination or expiry of the period of his deputation
- iii. Leave earned during the period of deputation
- iv. The employer's contribution to the employee's account with the Institute's Provident fund
- v. Contribution towards gratuity or any other sum to which an employee be eligible on his retirement, on such scale as may be fixed by the Competent Authority
- vi. If the employee is entitled to any other retirement benefit, an amount sufficient to as may be determined in this behalf
- vii. Cost of LTC proportionate to the period of deputation as determined by the Competent Authority
- viii. Cost of medical facilities provided under these rules unless such facilities are provided by the foreign employer.

II. An employee in Foreign Service may not elect to withhold contributions and to forfeit the right to count as duty in the Institute's service the time spent in foreign employment. Neither the employee nor the foreign employer shall have any right of property in contribution claim and no claim for refund can be entertained.

- III. An employee transferred to Foreign Service may not, without the sanction of the Institute, accept any pension or gratuity from his foreign employer in respect of such service.
- IV. An employee in Foreign Service may not be granted leave otherwise than in accordance with these rules and shall not take leave or receive leave salary from the Institute unless he actually quits duty and goes on leave.
- V. An employee in foreign service if selected and appointed to a higher post in the Institute will draw pay calculated on the pay of the post in the Institute on which he holds a lien and would hold a lien had his lien been suspended. His pay in Foreign Service is not to be taken into account in fixing his pay.
- VI. An employee reverts from foreign service to the Institute's service on the date on which he/she takes charge of his/her post in the Institute provided that if he/she takes leave on the conclusion of the foreign service before re-joining his/her post, his/her reversion may take effect from such date as the Competent Authority may determine.
- VII. When an employee reverts from Foreign Service to the Institute's service, his/her pay and allowances will cease to be paid by the foreign employer and his/her contributions will be discontinued with effect from the date of reversion.

CHAPTER 7

OBLIGATION TO SUBSCRIBE TO PROVIDENT OR OTHER BENEFIT FUNDS

51. Provident Funds & such other benefit Funds:

Every employee shall become a member of the Provident Fund and other such employee benefit funds constituted by IBPS and shall agree to be bound by the rules governing such Fund/s.

52. Obligation to subscribe to insurance scheme or fund Instituted by the Institute

It shall be incumbent on every employee bound by these rules to subscribe to any insurance scheme or fund that may be instituted by the IBPS for the benefit of its employees and their families and to be bound by the rules of the said scheme or fund.

Provided that nothing contained in this rule shall serve to curtail any superannuation benefits which an employee would be otherwise entitled to.

Provided further, that nothing contained in this rule shall require an employee to subscribe to the said scheme or fund if he/she is exempted from so doing under the rules of the said scheme or fund.

53. Regulations to supersede the existing rules and connected orders, administrative instructions, etc. except to the extent adopted

These rules shall supersede the provisions of existing rules if any, and all connected others, administrative instructions, etc., for regulating the duties, conduct, salary, allowances and conditions of service of the employees of the Institute.

Provided that the Board or the Director as may have been authorised under these Rules may adopt such of the provision or provisions of rules, orders, administrative instructions and practices in force on the date preceding the date of commencement of these rules or may provide for in these rules or may permit such other procedures, practices, policies, forms, etc. being continued followed or retained under these rules till such time fresh instructions, procedures, policies, forms, etc., consistent with the provisions of these rules are issued.

54. Declarations to be signed by the employees

Every employee to whom these rules apply as provided in rule 2, shall subscribe to declaration in Form 'I' and 'II'.

CHAPTER 8

IBPS STAFF CONDUCT, DISCIPLINE & APPEAL RULES 2014.

55. General

- I. Every employee of the Institute shall at all times take all possible steps to ensure and protect the interest of the Institute and discharge his / her duties with utmost integrity, honesty, devotion, and diligence and do nothing which is unbecoming of an employee of the Institute
- II. Every employee of the Institute shall maintain good conduct and discipline and show courtesy and attention to all persons in all transactions and negotiations.
- III. No employee shall in the performance of his/her official duties or in exercise of powers conferred on him/her acts otherwise than in his/her best judgment except when he/she is acting under the direction of his/her official superior confirmed in writing.

56. Scope of Service

- I. Unless in any case it be otherwise distinctly provided, every employee of the Institute shall be available for the duties of the Institute at any time of the day. Provided that it shall be within the competence of the Director to fix the hours of work for its employees generally or differently for different employees or for different departments and require employees to be on active duty in shifts. It is further provided that the said duties include, besides the usual tasks to be performed, even beyond the scheduled working hours and on Sundays and holidays, attendance in meetings/ committees to which he or she may be appointed by the Institute.
- II. It shall be open to the Institute, subject to such terms and conditions as it may determine, to post members of its faculty, officers, and others to any other Institution where exigencies of work call for such posting for such period as may be decided by the Institute.

57. Liability to abide by the rules

Every employee of the Institute shall conform to and abide by these Rules and shall observe and obey all orders, directions, or instructions given to him/her by the Institute or by any person under whose jurisdiction, superintendence, and control he/she may for the time being be placed.

58. Observance of secrecy

Every employee shall maintain the strictest secrecy regarding the Institute's affairs and affairs of its constituents and shall not divulge directly or indirectly any information of a confidential nature either to a member of the public or to any outside agency or to the Institute's staff, unless compelled to do so by judicial authority or other authority in pursuance of any law for the time being in force or unless instructed to do so by a superior official in the discharge of his/her duties.

59. Employment of near relatives

- I. No employee of the Institute shall use his /her position or influence directly or indirectly to secure employment for any person related whether by blood or marriage to the employee or to the employee's wife or husband, whether such a person is dependent on the employment or not.
- II. No employee in the discharge of his/her official duties shall deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his/her family is employed in that company or firm or under that person and if he/she or any member of his/her family is interested in such matter or contract in any other manner, the employee shall refer every such matter or contract to his superior authority.
- III. Every employee shall inform the Institute, in the prescribed form, well in advance regarding their relatives appearing for examination of any organization at different stages of selection from the time of application till the final selection

Explanation:

The definition of relative means and includes: (a) spouse, (b) children, (c) Brothers and sisters of the employee, (d) brothers and sisters of the spouse.

60. Taking up outside employment

- I. No employee of the Institute shall, except with the previous sanction of the Institute engage directly or indirectly in any trade or business or undertake any other employment.

Explanation:

Canvassing by an employee of the Institute in support of insurance agency or commission agency owned or managed by a member of his family shall be deemed to be a breach of this Rule.

- II. Every employee of the Institute shall report to the Institute if any member of his family is engaged in a trade or business or owns or manages an insurance or commission agency.

- III. No faculty should accept any assignment involving the activities of the Institute in their personal capacity nor shall he/she, if approached by any organisation, to act as consultant even outside the scope of the activities of the Institute, without obtaining prior approval of the Director.

Explanation:

Faculty may, however, accept teaching assignments, provided the lectures are not scheduled during office hours of the Institute and does not affect his/her regular duties.

IV. **Additional Provision: (Added vide resolution of the 101st Governing Board Meeting held on 20.08.2016)**

1. No employee of the Institute shall be allowed to apply for employment in other organizations without obtaining NOC from the appropriate authority.
2. Seeking No Objection Certificate (NOC) shall not be construed as automatic permission by IBPS authority. Rational discretion of issuing such NOC shall vest with the Appropriate Authority.
3. No employee seeking employment from any organization where IBPS is involved should associate himself or herself with such project from the initiation or very beginning of the project.
4. Release of the employees even after the issuance of NOC shall be at the discretion of the Institute and in terms of the Rules for Resignation from Service in conformity with Clause 11 (III) of the Institute of Banking Personnel Selection Staff Service (Amendment) Rules, 2014.
5. During Probation either on joining the Institute or upon Promotion in higher grade in the Institute, no employee shall be given permission to apply for employment in other organizations. **(Circular dated 17th May 2022)**
6. Such permissions to apply for outside employment will be given only twice in a financial year to an employee at the discretion of the competent Authority keeping in view the exigencies of the Institute. **(Circular dated 31st March 2023)**

Appropriate Authority for this purpose:

Authority for this purpose would vest with the Director only. In his absence senior most Faculty/In-charge of the Office would use such discretion.

61. Joining of Associations prejudicial to the interest of the Institute / Country

No employee of the Institute shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the sovereignty or integrity of India or public order or morality or of the Institute.

61.A Obligation to promote Institute's interest

Every employee shall serve the Institute honestly and faithfully and shall use his utmost endeavours to promote the Interests of the Institute and show courtesy and attention in all transactions and interface with the officers or representatives of the Government and the Institute's constituents or any other person who has dealings with the Institute as also any officers or employees of the Institute.

62. Seeking to influence

No employee of the Institute shall bring or attempt to bring any political or other outside influence to bear upon any superior or authority to further his interest in respect of matters pertaining to his service under the Institute.

63. Conforming to hours of work and absence from duty

1. Unless otherwise required or permitted, every employee shall conform to the hours of work fixed for him/her and shall not be late in attendance.
2. No employee of the Institute shall absent himself from duty or be late in attending office or leave the station without first having obtained the permission of the Competent Authority.

Provided that in the case of unavoidable circumstances where availing of prior permission is not possible or is difficult, such permission may be obtained later subject to the satisfaction of the Competent Authority that such a permission could not have been obtained.

3. No employee of the Institute shall ordinarily absent himself in case of his sickness or accident without submitting a proper medical certificate.

Provided that in the case of temporary indisposition or sickness of a casual nature, the production of a medical certificate may at the absolute discretion of the Competent Authority be dispensed with.

64. Acceptance of gifts and acceptance or giving of Dowry

- i. Save as otherwise provided in these rules, no employee of the institute shall accept or permit any member of his family or any person acting on his behalf to accept any gift.

Explanation: The expression 'Gifts' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any other person other than a near relative or personal friend having no official dealings with the official.

Note: A casual meal, lift or other social hospitality shall not be deemed to be a gift. On occasion such as marriages, anniversaries, funerals or religious functions when the making of gifts is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives, but he shall make a report to the competent authority if the value of the gift exceeds ₹2,500/- *.

- ii. No employee of the Institute shall: -
 - a. Give or take or abet the giving or taking of dowry
 - b. Demand directly or indirectly from the parents or guardian of a bride or bridegroom as the case may be any dowry.

Explanation: for the purpose of this rule, 'Dowry' has the same meaning as in the Dowry Prohibition Act 1961. (28 of 1961).

65. Lending and Borrowings

No employee of the institute in his individual capacity

- I. Borrow or permit any member of his family to borrow or otherwise place himself or a member of his family under a pecuniary obligation to a broker or a money lender or a subordinate member of the institute or any person, association of persons, firm, company or institution whether incorporated or not having dealings with the institute
- II. Buy or sell stocks, shares or securities of any description without funds to meet the full cost in case of a purchase of scrips or delivery in the case of a sale.
- III. Incur debts at a race meeting.
- IV. Lend money in his private capacity to constituent of the institute or have personal dealings with such constituents in the purchase or sale of bills of exchange, government paper or any other securities and

- V. Guarantee in his personal capacity, the pecuniary obligation of another person or agree to indemnify in such capacity another person from loss except with the previous permission of the competent authority. Provided that an employee may give to or accept from a relative or personal friend a purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee.

Provided further that an employee of the institute may obtain a loan from a cooperative credit society of which he is a member or stand as a surety in respect of a loan taken by another member from a cooperative credit society of which he is a member.

66. Speculation in Stocks and Shares and Investments

No employee of the institute shall speculate in any stock share or securities or commodities or valuables of any description or shall make investments which are likely to embarrass or influence him in the discharge of his duties.

Provided that nothing in this rules shall be deemed to prohibit an employee of the institute from making bonafide investments of his own funds in such securities as he may wish to buy.

Note: Frequent purchase or sale or both of shares or securities or other investments shall be deemed to be speculation for the purpose of these rules.

67. Indebtedness

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee of the institute against whom any legal proceedings are instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the institute.

68. Movable, Immovable and Valuable property

- I. No employee shall, except with the previous knowledge of the Competent Authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his/her own name or in the name of any member of his/her family.

Provided that previous sanction of the prescribed authority shall be obtained, if any such transactions is

- (a) with a person having official dealings with the employee ;
- (b) otherwise than through a regular or reputed dealer.

- II. Every employee of the Institute shall report to the Competent Authority, every transaction entered into by him/her either in his/her own name or in the name of the members of his/her family, in respect of movable property, if the value of such property exceeds ₹25,000/-.

Provided that previous sanction of the prescribed authority shall be obtained, if any such transactions is
(a) with a person having official dealings with the employee;
(b) otherwise than through a regular or reputed dealer.

Explanation:

The expression 'movable' property includes, inter alia,
(a) jewellery, insurance policy, shares, securities, debentures;
(b) loans advanced whether secured or not;
(c) motor car, motor cycles, horses or any other means of conveyance; and
(d) refrigerator, radio or other domestic appliances.

Every employee of the Institute shall every year submit per format a return of his/her movable and immovable property and Shares and debentures purchased under Promoter's/ Employees' Quota as at 31st March of that year to the Institute before 30th June of that year. This does not however preclude the Competent Authority to require an employee of the Institute, by a special or general order, to furnish within a certain period complete details of all movable and immovable assets and Shares and debentures under Promoter's/ Employees' Quota held or acquired by him/her or on his behalf or by any member of his family. Such information shall include the details of the means by which or the sources from which such property/shares or debentures were acquired. Format is attached as **Annexure R**.

69. Participation in political activity

- I. No employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he/she take an active part in politics or any part in/ subscribe in aid of, or assist in any other manner in political movement or activity. He/ She shall not also stand for election as member for a Municipal Council, District or any legislative body. Provided that he/she shall not be deemed to have contravened any provision of this rule by reason only that he/she assists in the conduct of an election in due performance of duty imposed on him/her or as required by any law for the time being in force.
- II. It shall also be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any manner in any movement or activity which tends directly or indirectly to the subversive of the Institute, and where an employee is unable to prevent a member of his/her family from taking part in or subscribing in aid of or assisting in any other manner, any such movement or activity, he/she shall make a report to the effect to the Institute.

Explanations

- (a) Members of the family in this context include (i) the spouse, child, step child or adopted child residing with the employee, and (ii) any other person related, whether by blood or by marriage, to the employee or spouse and wholly dependent on the employee, but does not include legally separated spouse or children no longer dependent on the employee.

- (b) The display by an employee on his/her person/vehicle or residence of any electoral symbol shall amount to using the influence in connection with an election within the meaning of the sub-rule.

70. Demonstration

No employee shall engage himself or participate in any demonstration which is prejudicial to the interests of the Institute, public order, decency, or morality or which involves the contempt of court, defamation, or incitement to an offense.

Explanation

In the above rule, the term 'demonstration; includes wearing of badges with inscriptions expressing protest or resentment, organising processions with slogans, convening meetings open to public, displaying objectionable posters, deputation of large numbers of staff and shouting slogans.

71. Connection with Press and Public

- I. No employee shall, except with the previous sanction of the Competent Authority, own, wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication, or make public or publish any document, paper or information which may come into his/her possession in his/her official capacity.
- II. No employee shall, except with the previous sanction of the Competent Authority, or except in the bona fide discharge of his/her duties (a) publish a book himself/herself or contribute an article to a book or compilation of articles, or (b) participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical, either in his/her own name or anonymously or pseudonymously or in the name of any other person. Any employee wishing to publish Articles / Papers in external Publications/Journals should obtain the prior approval of the Competent Authority. Approval shall be obtained by submitting an application well in advance, and the text to be published shall also be submitted with the application. For this purpose, the Division Head (Administration) is the Competent Authority for employees in Grade 'E' and below, and for employees in Grade 'F' and above, the Director is the Competent Authority^u. Provided that no such sanction is necessary where the contribution, broadcast, or writing is occasional or the publication is through a publisher and where the work is of purely literary, artistic, professional, or scientific nature. (Circular Dt. 09.11.2022)
- III. For obtaining permission, the employee is required to submit to the Competent Authority the full text of the talk and shall remain responsible for ensuring that the broadcast or contribution is covered under the above provision.

72. Criticism

- I. Save as otherwise provided in sub-rule 2 below, no employee shall participate in any radio broadcast or in any document published in his/her own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or any public utterances make any statement of fact or opinion (a) which has the effect of an adverse criticism or comment of recent policy or action of the Institute, (b) which has an effect of disparaging the Institute or its management or bringing the same into disrepute, (c) which is capable of embarrassing the relations between the Institute and any institution whether in India or abroad or between the Institute and any of its constituents.

Provided that nothing in clause (a) shall apply to any statement made or any views expressed by an employee in his/her official capacity or in due performance of the duties assigned to him/her.

- II. Nothing contained in sub-rule 1 above shall apply to 'bona fide' expression or views by an employee as an office bearer of IBPS Employees' Association or any other recognised Trade Union of the employees for the purpose of safeguarding the conditions of the services of such employees or for securing an improvement thereof.

73. Evidence before Committee or other Authority

- I. Save as provided in Para III below, no employee shall, except with the previous sanction of the Competent Authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- II. Where any sanction has been accorded under (I) above, no employee giving such evidence shall criticise the policy or any person of the Institute or of the Central or any State Governments.
- III. Nothing in this Rule shall apply to (i) evidence given to any inquiry before any authority appointed by the Institute, by parliament or by a state legislature; or (ii) evidence given in any judicial inquiry; or (iii) evidence given at any departmental inquiry ordered by the Institute's authorities; or (iv) statements made on the basis of academic and intellectual pursuits of the faculty.

74. Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the Competent Authority or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information concerning the Institute to any person to whom he/she is unauthorized to communicate such document or information including the press or in any other way.

75. Subscriptions

No employee shall, except with the previous sanction of the Institute, ask for or accept contributions to, or otherwise associate himself with the raising of funds or other collections in cash or in kind in pursuance of any objective whatsoever.

76. Restrictions regarding marriage

- I. No employee of the Institute shall enter into or contract a marriage with a person having a spouse living and
- II. No employee of the Institute having a spouse living shall enter into or contract a marriage with any person.

Provided that the Institute may permit an employee to enter into or contract any such marriage as is referred to in Sub rule I or Sub rule II, if it is satisfied that

- (a) such marriage is permissible under the personal law applicable to such employee of the Institute and the other party to the marriage and
 - (b) There are grounds for so doing.
- III. An employee of the Institute who has married or marries a person other than of Indian nationality shall forthwith intimate the fact to the Institute.

77. Consumption of Intoxicating drinks and drugs

An employee shall

- I. Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may for the time being happen to be;
- II. Not be under the influence of any intoxicating drink or drug while on duty and shall also take care that performance of his/her duties at any time is not affected in any way by the influence of such drink or drug
- III. Refrain from consuming in a public place, any intoxicating drink or drug
- IV. Not appear in a public place in a state of intoxication and
- V. Not use any intoxicating drink or drug to excess

Explanation: Public place would include clubs even exclusively meant for members where it is permissible for the members to invite non- members as guests, bars and restaurants, public conveyance, and all other places to which the public have or are permitted to access whether for payment or otherwise.

78. Private Trade and Employment

- I. No employee shall, without the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any other employment

Provided that an employee may, without sanction undertake honorary work of religious, social or charitable nature or undertake occasionally work of literary, artistic, professional or scientific character, subject to the condition that his/her official duties do not thereby suffer, but he/she shall not undertake or shall discontinue such work if so directed by the competent authority.

Explanation:

Canvassing by an employee in support of the business of insurance or any other agency undertaken by his family member shall be deemed to be breach of this Rule.

- II. No faculty should accept any assignment involving the activities of the Institute in their personal capacity nor shall he/she, if approached by any organisation, to act as consultant even outside the scope of the activities of the Institute, without obtaining prior approval of the Director.

Explanation:

Faculty may, however, accept teaching assignments, provided the lectures are not scheduled during office hours of the Institute and does not affect his/her regular duties.

79. Vindication of Acts and Character of employees

No employee, except with the previous sanction of the Competent Authority, have recourse to any court or to the press for vindication of any official act which has been a subject matter of adverse criticism or an attack of defamatory character.

Explanation:

This will not apply to the employees' private character or any act done by him/her in his/her private capacity, such act being not an act involving moral turpitude but the fact of such act shall be reported to the Competent Authority.

80. Prohibition of sexual harassment of working women

- I. No employee of the Institute shall indulge in any act of sexual harassment of any woman at her workplace.
- II. Every employee of the Institute who is in charge of a workplace shall take appropriate steps to prevent sexual harassment to any woman at such workplace.

Explanation:

For the purpose of this rule 'Sexual Harassment' includes such unwelcome sexually determined behaviour (whether directly or otherwise) as -

- (a) Physical contact and advances,
- (b) Demand or request for sexual favours,
- (c) Sexually coloured remarks,
- (d) Showing pornography or
- (e) Any other unwelcome physical or non-verbal conduct of a sexual nature.

81. Acts of Misconduct

A breach of any of the provisions of the rules of chapter 8 shall be deemed to constitute a misconduct punishable under the disciplinary and appeal rules of the Institute.

82. Interpretation

If any question arises as to the application or interpretation of any of these rules, it shall be referred to the Board for its decision.

83. Penalties

The following penalties may be imposed on an employee of the Institute for acts of misconduct or for any other good and sufficient reasons.

I. Minor penalties

- (a) Censure
- (b) Withholding of increments of pay with or without cumulative effect;
- (c) Withholding of promotion;
- (d) Recovery from pay or such amounts as may be due to him of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
- (e) Reduction to a lower stage in the timescale of pay for a period not exceeding 3 years without cumulative effect.

II. Major penalties

- (a) Reduction to a lower scaled in the timescale of pay for a specified period with a further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on expiry of such period the reduction will or will not have the effect of postponing his future increments of pay
- (b) Reduction to a lower grade or post;
- (c) Removal from service which shall not be disqualification for future service;
- (d) Dismissal which shall ordinarily be a disqualification for future employment

Provided that the following shall not amount to penalty within the meaning of these rules under:

- i. Withholding of increment on account of unsatisfactory work or failure to pass a prescribed test or examination
- ii. Stoppage of an employee at the efficiency bar, if any, on the ground of his unfitness
- iii. Non-promotion to a higher post even when the employee is eligible for consideration but is not found suitable after consideration of his/her case
- iv. Reversion to a lower grade or post on administrative grounds unconnected with his/her conduct
- v. Reversion of an employee appointed on probation to a post during or at the end of the period of probation in accordance with the terms of appointment
- vi. Termination of service during or at the end of probation or in accordance with the terms of contract or agreement or for reduction of establishment or termination of service or retirement under chapter 2.
- vii. Suspension from service
- viii. Retirement of an employee by the Institute under Rule 11 -IV
- ix. Termination of employment of an employee of the Institute on medical grounds if he is declared unfit to continue in the service by the medical officer engaged by the Institute.
- x. Termination of employment of an employee by giving 3 months' notice or on payment of 3 months' pay and allowance in lieu of notice.

84. Authority to Institute disciplinary proceedings and impose penalties

- I. The Director of the Institute or any other authority empowered by him by general or special order may Institute or direct the disciplinary authority to Institute disciplinary proceedings against an employee of the Institute.
- II. The disciplinary authority may himself Institute disciplinary proceedings.
- III. The disciplinary authority or any other authority higher than it can impose any of the penalties specified in Rule 83 - I and 83 -II of these rules on any employee of the Institute.

85. Procedure for imposing Major penalties

- I. No order imposing any of the major penalties specified in rule 83-II (a-d) of these rules shall be made except after an inquiry is held in accordance with these rules.
- II. Whenever the disciplinary authority is of the opinion that there are grounds for inquiry into the truth of any imputation of misconduct or misbehaviour against an employee, it may itself enquire into or appoint any other person who is or has been an employee of the Institute (Inquiring authority) to enquire into the truth thereof.
- III. Where it is proposed to hold an inquiry the disciplinary authority shall frame definite and distinctive charges on the basis of allegations of employee and the misconduct(s) alleged against him, list of documents relied on along with a copy of such documents and list of witnesses if any on which they are based ,shall be communicated in writing to the employee who shall be required to submit within such time as may be specified by the disciplinary authority (not exceeding 15 days) or within such extended time as may be granted by the said authority, a written statement of his defence. Provided that wherever it is not possible to furnish the copies of documents, the disciplinary authority shall allow the employee inspection of such documents within a time specified in this behalf.
- IV. On receipt of the written statement of the employee or if no such statement is received within the time specified, an inquiry may be held by the disciplinary authority itself, or if it considers it necessary so to do appoint an Inquiring authority for the purpose.

Provided that it may not be necessary to hold an inquiry in respect of the charges admitted by the employee in his written statement but shall be necessary to record its findings on each such charge.

- V. The disciplinary authority shall where it is not inquiring authority forward to the Inquiring authority.
- (a) A copy of the charge sheet,
 - (b) A copy of the written statement of defence if any submitted by the employee,
 - (c) A list of documents by which and list of witnesses by whom the alleged charges are proposed to be substantiated,
 - (d) A copy of the statement of the witnesses, if any
 - (e) Evidence proving the delivery of the charge sheet, and
 - (f) A copy of the order appointing Presenting officer.
- VI. Where the disciplinary authority itself enquires or appoints an Inquiring authority for holding an inquiry it may by an order appoint an employee of the Institute to be known as a "Presenting Officer" to present on its behalf the case in support of the charges alleged against the employee.
- VII. The employee may take the assistance of any other employee but may not engage a legal practitioner for the purpose, unless the Presenting officer appointed by the disciplinary authority is a legal practitioner or the disciplinary authority having regard to the circumstances of the case so permit.
- VIII.
- I. The Inquiring authority shall by notice in writing specify the day on which the employee shall appear in person before the Inquiring authority.
 - II. The employee shall appear before the Inquiring authority at the time, place and date specified in the notice by the Inquiring authority.
 - III. The Inquiring authority shall ask the employee whether he pleads guilty or has any defence to make and if he pleads guilty to any of the charges, the Inquiring authority shall record the plea, sign the record and obtain the signatures of the employee concerned thereon.
 - IV. The inquiry authority shall return a finding of guilt in respect of those charges to which the employee concerned pleads guilty.
- IX. If the employee does not plead guilty, the Inquiring authority shall adjourn the case to a later date not exceeding 30 days or within such extended time as may be granted by the Inquiring authority.

- X. The Inquiring authority while adjourning the case shall also record by an order that the employee may for the purpose of preparing a defence
- I. Complete inspection of documents as in the list furnished to him immediately and in any case not exceeding 5 days from the date of such order, if he has not done so earlier.
 - II. Submit list of documents and witnesses that he wants for the inquiry.
 - III. Give notice within 10 days of the order or within such further time not exceeding 10 days as the Inquiring authority may allow for the discovery or production of the documents referred to in item II.

Note: the relevancy of the document and the examination of witnesses referred to in item II shall be given by the employee concerned.

- XI. The Inquiring authority shall on receipt of the notice for the discovery or production of the documents forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for production of documents on such date as may be specified.
- XII. On receipt of the requisition as under sub rule XI, the authority having the custody or possession of the requisitioned document/s shall arrange to produce the same before the Inquiring authority on the date, place, and time specified in the requisition.

Provided that the authority having custody or possession of the requisitioned documents may claim privilege if the production of such documents will be against the public interest or interest of the Institute. In that event it shall inform the Inquiring authority accordingly.

- XIII. On the date fixed for the inquiry the oral and documentary evidence by which the alleged charges are proposed to be proved are produced by or on behalf of the disciplinary authority, the witnesses produced by the presenting officer shall be examined by the presenting officer and may be cross examined by or on behalf of the employee. The presenting officer shall be entitled to re-examine his witnesses on any point on which there has been cross examination, but not on a new matter without the leave of Inquiring authority. The Inquiring authority may also put such questions to the witnesses as it thinks fit.
- XIV. Before the close of the case, in support of the charges, the Inquiring authority may in its discretion allow the presenting officer to produce evidence not included in the charge sheet or may itself call for new evidence or recall or re-examine any witness. In such case, the employee shall be given opportunity to inspect the documentary evidence before it is taken on record, or to cross examine a witness, who has been summoned. The Inquiring authority may also allow the employee to produce new evidence, if it is of the opinion that production of such evidence is necessary in the interest of justice.

- XV. When the case in support of the charges is closed the employee may be required to state his defence orally or in writing as he may prefer. If the defence is made orally it shall be recorded and the employee shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the presenting officer, if any, appointed.
- XVI. The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined by the employee and may be cross examined by the presenting officer. The employee shall be entitled to re-examine any of his witnesses on any points on which they have been cross examined, but not on any new matter without the leave of the Inquiring authority.
- XVII. The Inquiring authority may after the employee closes his evidence and if the employee has not got himself examined generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.
- XVIII. The Inquiring authority may after the completion of the production of the evidence, hear the presenting officer, if any, appointed, and the employee, or permit them to file written briefs of their respective cases within 15 days of the date of completion of the production of evidence if they so desire.
- XIX. If the employee does not submit the written statement of defence referred to in sub rule III on or before the date specified for the process or does not appear in person or through the assisting officer or otherwise refuses to comply with any of the provisions of these rules, the Inquiring authority may hold the inquiry ex-parte.
- XX. Whenever any Inquiring authority after having heard and recorded the whole or part of the evidence in any inquiry ceases to exercise jurisdiction thereon and is succeeded by another Inquiring authority, which has and which exercises such jurisdiction, the Inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself.

Provided that, if the succeeding Inquiring authority is of the opinion that further examination of any of the witnesses who has already been recorded is necessary in the interest of justice, it may recall, examine, cross examine and re-examine any such witnesses as herein before provided.

XXI.

- i. On the conclusion of the inquiry the Inquiring authority shall prepare a report which shall contain the following:
 - (a) A gist of the charges as in the Charge Sheet,
 - (b) A gist of the defence of the employee in respect of each charge,
 - (c) An assessment of the evidence in respect of each charge,
 - (d) The findings on each charge and the reason thereof.

Explanation: if in the opinion of the Inquiring authority, the proceedings of the inquiry establish any other charge different from the original charge(s) it may record its findings on such charge.

Provided that the findings on such new charge shall not be recorded unless the employee has either admitted the facts on which such charge is based or has had a reasonable opportunity of defending himself against such charge.

- ii. The Inquiring authority where it is not itself the disciplinary authority shall forward to the disciplinary authority the records of the inquiry which shall include :-
 - (a) The report of the inquiry prepared by it under sub rule i above.
 - (b) The written statement of defence if any submitted by the employee referred to in rule 85- III
 - (c) The oral and documentary evidence produced in the course of inquiry
 - (d) Written briefs referred to in rule 85-XVIII
 - (e) The orders if any made by the disciplinary authority and the Inquiring authority in regard to the inquiry

86. Action on the Inquiry report

- I. The Disciplinary Authority, if it is not itself the inquiring authority, may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for fresh or further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of Rule 85 as far as may be.
- II. The Disciplinary Authority shall, if it disagrees with the findings of the inquiring authority on any the charges, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

- III. If the Disciplinary Authority, having regard to its findings on all or any of the charges, is of the opinion that any of the penalties specified in Rule 83 should be imposed on the employee it shall, notwithstanding anything contained in Rule 85, make an order imposing such penalty.
- IV. If the Disciplinary Authority having regard to its findings on all or any of the charges, is of the opinion that no penalty is called for, it may pass an order exonerating the employee concerned.

87. Procedure for imposing minor penalties

- I. Where it is proposed to impose any of the minor penalties specified in clause (a) to (e) of Rule 83(I), the employee concerned shall be informed in writing of the alleged misconducts against him and given an opportunity to submit his written statement of defence within a specified period not exceeding 15 days or such extended period as may be granted by the Disciplinary Authority and the defence statement, if any, submitted by the employee shall be taken into consideration by the Disciplinary Authority before passing orders.
- II. Where, however, the Disciplinary Authority is satisfied that an enquiry is necessary; it shall follow the procedure for imposing a major penalty as laid down in Rule 85.
- III. The record of the proceedings in such cases shall include
 - i. A copy of the statement of alleged misconducts furnished to the employee;
 - ii. The defence statement, if any, of the employee and
 - iii. The orders of the Disciplinary Authority together with the reasons thereof.

88. Communication of Orders:

Orders made by the Disciplinary Authority under Rule 86 and Rule 87 shall be communicated to the employee concerned, who shall also be supplied with a copy of the report of inquiry, if any.

89. Common Proceedings:

Where two or more employees are concerned in a case, the authority competent to impose a major penalty on all such employees may make an order directing that disciplinary proceedings against all of them may be taken in a common proceedings.

90. Special Procedure in certain cases

Notwithstanding anything contained in Rule 86 or Rule 87, the Disciplinary Authority may impose any of the penalties specified in Rule 83 if the employee has been convicted on a criminal charge, or on the strength of facts or conclusions arrived at by a judicial trial

Provided that the employee may be given an opportunity of making representation on the penalty proposed to be imposed before any order is made.

91. Suspension

- I. An employee may be placed under suspension by the Competent Authority
 - a. Where a Disciplinary proceeding against him is contemplated or is pending; or
 - b. Where a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- II. An employee shall be deemed to have been placed under suspension by an order of the Competent Authority
 - a. With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
 - b. With effect from the date of conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forth-with dismissed or removed or compulsorily retired consequent to such conviction.

Explanation: the period of forty-eight hours referred to in clause (b) of this sub Rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any shall be taken into account.

- III. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review under these Rules and the case is remitted for further inquiry or action or with any directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original orders of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- IV. Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside or declared or rendered void in consequence of or by a decision of a court of law, and the disciplinary authority, on consideration of the circumstances of the case, decides to hold further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the Competent Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

V.

- a. An order of suspension made or deemed to have been made under this Rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- b. An order of suspension made or deemed to have been made under this Rule at any time be modified or revoked by the authority which made or is deemed to have made the order.

92. Leave during suspension

No leave shall be granted to an employee under suspension.

93. Subsistence allowance during suspension

- I. An employee who is placed under suspension shall, during the period of such suspension and subject to sub Rules (i) and (ii) be entitled to receive payment from the Institute by way of subsistence allowance on the following scale namely -

i. Basic Pay

- (a) For the first three months of suspension 1/3rd of the basic pay which the employee was receiving on the date prior to the date of suspension irrespective of the nature of the enquiry;
- (b) For the subsequent period after 3 months from the date of suspension
 1. Where the enquiry is held departmentally by the Institute, ½ of the basic pay, the employee was drawing on the date prior to the date of suspension; and
 2. Where the enquiry is held by an outside agency, 1/3rd of the basic pay which the employee was drawing on the date prior to the date of suspension for the next three months and ½ of the basic pay which the employee was drawing on the date prior to the date of suspension for the remaining period of suspension.

ii. Allowances

For the entire period of suspension, dearness allowance, and other allowances excepting conveyance allowance, entertainment allowance and special allowance will be calculated on the reduced rates as specified in a and b of clause i and at the prevailing rates or at rates applicable to similar category of employees.

- II. During the period of suspension an employee shall not be entitled to occupation of a rent free house or free use of the Institute's car or receipt of conveyance or entertainment allowance or special allowance.

- III. No employee of the Institute shall be entitled to receive payment of subsistence allowance unless he furnishes a certificate that he is not engaged in any other employment, business, profession, or vocation.
- IV. If, during the period of suspension an employee retires by reason of his attaining the age of superannuation, no subsistence allowance shall be paid to him from the date of his retirement.

94. Pay, allowances and treatment of service on termination of suspension.

- I. Where the Competent Authority holds that the employee has been fully exonerated or that the suspension was unjustifiable, the employee concerned shall be granted the full pay to which he would have been entitled, had he not been suspended, together with any allowance of which he was in receipt immediately prior to his suspension, or may have been sanctioned subsequently and made applicable to all employees.

- II. In all cases other than those referred to in sub Rule I, the employee shall be granted such proportion of pay and allowances as the Competent Authority may direct:

Provided that the payment of allowances under this sub- Rule shall be subject to all other conditions to which such allowances are admissible;

Provided further that the pay and allowances granted under this sub Rule shall not be less than the subsistence and other allowances admissible under Rule 93.

III.

- i. In a case falling under sub Rule I , the period of absence from duty shall, for all purposes, be treated as a period spent on duty;
- ii. In a case falling under sub-Rule II, the period of absence from duty shall not be treated as a period spent on duty unless the Competent Authority specifically directs, for reasons to be recorded in writing that it shall be so treated for any specific purpose.

95. Employees on deputation from the Central Government, State Government etc:

- I. Where an order of suspension is made or disciplinary proceeding is taken against an employee, who is on deputation to the Institute from the Central Government or the State Government, or another public sector institution or public undertaking, or local authority, the authority lending his services (hereinafter referred to as "Lending Authority") shall forthwith be informed of the circumstances leading to the order of his suspension, or the commencement of the disciplinary proceedings, as the case may be.

II. In the light of the findings in the disciplinary proceeding taken against the employee:

- (a) If the Disciplinary Authority is of the opinion that any of the minor penalties should be imposed on him, it may pass such orders on the case as it deems necessary after consultation with the Lending Authority.

Provided that in the event of a difference of opinion between the Disciplinary Authority and the Lending Authority, the services of the employee shall be placed at the disposal of the Lending Authority.

- (b) If the Disciplinary Authority is of the opinion that any of the major penalties shall be imposed on him, it should replace his services at the disposal of the Lending Authority and transmit to it the proceedings of the enquiry for such action as it deems necessary.

III. If the employee submits an appeal against an order imposing a minor penalty on him under clause 'a' of sub Rule II, it will be disposed of after consultation with the Lending Authority.

Provided that if there is a difference of opinion between the appellate authority and the Lending Authority, the services of the employee shall be placed at the disposal of the Lending Authority, and the proceedings of the case shall be transmitted to that authority for such action as it deems necessary.

96. Appeals:

I. An employee may prefer an appeal to the appellate authority within 45 days from the date of the order imposing upon him any of the penalties specified in Rule 83 or against the order of suspension referred to in Rule 91.

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

II. The appeal shall be presented to the appellate authority with a copy forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies but shall not contain any disrespectful or improper language, and shall be complete in itself.

III. The authority which made the order appealed against shall, on receipt of a copy of the appeal from the appellant, forward the same with its comments thereon together with the relevant records to the appellate authority within a period not exceeding 45 days from the date of the receipt of the appeal.

- IV. The appellate authority shall on receipt of the comments and records of the case from the authority whose order is appealed against, consider whether the order of suspension/ findings are justified or whether the penalty is excessive or inadequate and pass appropriate orders. The appellate authority may pass an order confirming, enhancing, reducing or setting aside the penalty/suspension or remitting the case to the authority which imposed the penalty or to any other authority with such directions as it may deem fit in the circumstances of the case.

Provided that

- (a) If the enhanced penalty, which the appellate authority proposed to impose is a major penalty specified in clauses (a), (b), (c), (d), and (e) of Rule 83 II and an inquiry as provided in Rule 85 has not already been held in the case, the appellate authority shall direct that such an enquiry be held in accordance with the provisions of Rule 85 and thereafter consider the record of the inquiry and pass such orders as it may deem proper;
- (b) If the appellate authority decides to enhance the punishment but an enquiry has already been held as provided in Rule 85, the appellate authority shall give a show cause notice to the employee as to why the enhanced penalty should not be imposed upon him and shall pass final order after taking into account the representation, if any, submitted by the employee.
- V. The appellate authority shall dispose of the appeal within a period of 90 days from the date of its receipt from the appellant.

Provided that the time limit specified in this Rule shall not apply to cases having a vigilance angle and where major/minor penalty proceedings against the employee have commenced on recommendations of the Police or Central Bureau of Investigations or Central Vigilance Commission, as the case may be, investigating the matter.

- VI. The cases lying pending over 90 days shall be reviewed periodically by the appellate authority and reasons for non-disposal of the cases shall be recorded in writing.

97. Review

Notwithstanding anything contained in these Rules, the Reviewing Authority may at any time within 6 months from the date of the final order, either on his own motion or otherwise review the said order, when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case, has come or has been brought to his notice and pass such orders thereon as it may deem fit.

Provided that

- I. If any enhanced penalty, which the Reviewing Authority proposes to impose, is a major penalty specified in clauses (a), (b), (c), (d), and (e) of Rule 83-II and an inquiry as provided in Rule 85 has not already been held in the case, the reviewing authority shall direct that such an enquiry be held in accordance with the provisions of Rule 85 and thereafter consider the record of the inquiry and pass such orders as it may deem proper;
- II. If the Reviewing Authority decides to enhance the punishment but an enquiry has already been held as provided in Rule 85, the appellate authority shall give a show cause notice to the employee as to why the enhanced penalty should not be imposed upon him and shall pass final order after taking into account the representation, if any, submitted by the employee.

98. Service of orders, notices etc.:

Every order, notice and other process made or issued under these Rules shall be served in person on the employee concerned or communicated to him by registered post at his last known address.

99. Schedule to the “Discipline and Appeal Rules” (Clause (vii) of Rule 3)

Sr. No.	Name/Category of the post	Disciplinary Authority	Appellate Authority	Reviewing Authority
01	Grade E & Below	General Manager/ Division Head- Administration	Director	Chairman
02	Grade F & above	Director	Chairman	Governing Board
03	Director	Chairman	Governing Board	

CHAPTER 9

RULES FOR ALLOCATION OF RESIDENTIAL ACCOMMODATION/FLAT TO EMPLOYEES OF IBPS

The Institute would allocate owned/leased residential accommodation/flats to its employees on the basis of guidelines prescribed hereunder:

1. **Eligibility**

- (a) Any regular faculty member in Grade 'E' and above including Hindi Officers, will be eligible for applying for residential accommodation/flat.
- (b) Other regular employees in Grade 'G' and above will be eligible for applying for residential accommodation/flat.
- (c) Contractual employees equivalent to Grade 'G' and above will also be eligible for applying for residential accommodation/flat.
- (d) Such employee, either regular or contractual who owns a residential accommodation/flat in MMR/adjacent District jurisdiction either by self or by spouse or jointly by self and spouse or jointly in the name/s of parents will not be eligible for applying.
- (e) Single/unmarried employees who are staying with their parents in an owned residential accommodation/flat in the name/s of parents are also not eligible for applying for residential accommodation/flat.
- (f) Format of request letter is attached.

2. **Type of Accommodation**

- (a) Those who are in Grades 'E' & 'F' and equivalent are eligible for a flat with carpet area of 400 to 600 sq. ft.
- (b) Those who are in Grades 'G', 'H' & 'I' and equivalent are eligible for a flat with carpet area of 601 to 1000 sq. ft.

3. Basis and Process of Allocation

- (a) The Institute will notify the number of residential accommodation/flats available in each type, from time to time.
- (b) Interested employees will have to apply within a stipulated period.
- (c) Efforts will be made to allocate the residential accommodation/flats based on seniority of the employee in the Institute. Employees who are from outside Mumbai may be given preference.
- (d) 80% of the residential accommodation/flats will be earmarked for regular employees and approximately 20% will be earmarked for contractual employees.
- (e) Two single employees may be allotted one residential accommodation/flat on co-sharing basis on terms stipulated by the Institute.
- (f) An employee of the Institute to whom residential accommodation/flat is allotted must communicate his/her acceptance thereof within five days and occupy the residence within fifteen days from the date of allotment failing which the residence will be allotted to the next entitled member on the list and he/she will not be eligible for another allotment for a period of one year from the said date. Provided that his/her claim may be reconsidered subject to written request from him/her and according to his/her turn as per list.
- (g) An employee to whom residential accommodation/flat has been allotted will be required to note carefully at the time of occupation the inventory of the articles, water and electrical installation and fittings etc., and to report immediately to the Division Head (Administration) or an officer authorized in this behalf, the defects or missing articles.
- (h) The allotment of residential accommodation/flat will be effective from the date on which the offer is accepted by the employee and will continue until:
 - i. It is cancelled by the Institute or otherwise deemed to be cancelled under these rules
 - OR
 - ii. It is surrendered by the employee concerned
 - iii. The employee concerned ceases to occupy the residence.
- (i) A waitlist of employees desiring to have residential accommodation/flat would be maintained by the Institute for allotment of residential accommodation/flat on availability.

- (j) No employee shall be permitted to sublet the residence allotted to him/her or any portion thereof or any out-house, appurtenant thereto. He/she is not permitted to share the residence allotted to him/her with anyone other than a “member of his/her family” (For the purpose of these rules the term ‘family’ includes the spouse, children, step-children, parents, brothers and sisters ordinarily residing with and wholly dependent on the employee).

4. License Fee/charges recoverable

- (a) License fee will be levied in accordance with the Government of India rules in force from time to time for charging license fee to Government quarters. The Institute may at its discretion impose additional charges/fees over and above the license fees in order to have an equitable and fair rental value chargeable to the employees on the residential accommodation/flats allotted. Charges for electricity and gas shall be paid by the employee as per individual metre reading.
- (b) The employee to whom residential accommodation/flat has been allotted will be personally responsible for the license fee thereof and for any damage beyond fair wear and tear, caused to the residence and articles, fittings, installations or services provided therein by the institute, during the period for which the residential accommodation/flat has been and remains allotted to him/her.

5. General Conditions

- (a) The employee to whom residential accommodation/flat is allotted will not be entitled for HRA.
- (b) The Institute will add perquisite value to the income of the employee to whom flat is allotted as per the Income Tax Provision.
- (c) An employee of the Institute may be permitted to retain the accommodation while he/she is -
 - (i). On leave including leave preparatory to retirement (or refused leave or vacation).
 - (ii). On deputation out of India.
 - (iii). On deputation to Foreign Service or lien when permitted to take up employment elsewhere, up to 2 months, on such terms and conditions as may be decided.

Provided that in case of (i) and (ii) above, the residence too is required for the occupation of and is, in fact, occupied by the family of the staff members and that in case of (iii) retention of the accommodation is permitted only for the period of lien up to 2 months or as decided by the Institute.

- (d) An employee of the Institute may be permitted to surrender the residential accommodation/flat allotted to him/her by giving at least ten days' notice of vacation. But if he/she does so, he/she will have no claim to the residential accommodation/flat allotted to him/her and he/she will be entitled to another allotment not earlier than 12 months from the date of vacation of the residential accommodation/flat after his/her surrender, subject to his/her request in writing and according to his/her turn as per waiting list.
- (e) An employee to whom residential accommodation/flat has been allotted will be required to give at least ten days' notice before vacating the residence, failing which he/she will be responsible for payment of license fee for that period or the number of days by which the notice given by him/her falls short of ten days, from the date of vacation.
- (f) If an employee of the Institute to whom residential accommodation/flat is allotted acquires own flat either by self or spouse or parents jointly as described in Point 1(c) and (d) above during his/her stay in the allotted flat will have to vacate the allotted flat in a month's time.
- (g) If an employee of the Institute to whom residential accommodation/flat is allotted (i) resigns, retires, is dismissed or removed from service, or (ii) dies, the allotment will be deemed to have been cancelled with effect from one and two months respectively after the date of (i) and (ii).
- (h) An employee to whom residential accommodation/flat is allotted shall keep the residential accommodation/flat and its precincts in a clean and tidy condition and ensure that proper sanitary conditions are maintained in the area allotted to him/her.
- (i) An employee to whom residential accommodation/flat is allotted shall not make any unauthorized addition to or alterations in the building or erect any temporary structure in the area allotted to him/her or carry out unauthorized extensions from electric or water connections or tamper with them.
- (j) An employee to whom residential accommodation/flat has been allotted shall not cause or permit the trees, plants or shrubs in the premises and area allotted to him/her to be cut down or lopped, save with the permission of Director or an officer authorized in this behalf.
- (k) If an employee to whom residential accommodation/flat has been allotted commits any breach of these rules or uses the residential accommodation/ flat or premises or permits the residential accommodation/flat or premises to be used for any purpose which the Institute considers to be improper, he/she will be required to vacate the residential accommodation/flat without prejudice to any other disciplinary action to be taken against him/her and may be declared to be ineligible for a residential accommodation/flat in the Institute's campus for a specified period.

- (l) That, the allottee will be a licensee and not a tenant and will not have any right enjoyed by a protected licensee, as defined by Government of Maharashtra, or any tenancy right in respect to allotted residential accommodation/flat. The allottee cannot institute any legal proceeding in this matter. Should the allottee still involve the Institute if any legal proceeding for determination of his/her rights, on above allotted accommodation, the Institute will recover expenditure incurred by it, for the said legal proceeding, from the allottee.
- (m) That, the allottee will be susceptible to any cause of action for any breach of these conditions as may be committed by him/her, under provisions in Public Premises (Eviction of Unauthorized Occupants) Act, 1971 or any subsequent enactments and in that the Institute will cancel this allotment forthwith, will take action under public Premises (Eviction of unauthorized Occupants) Act 1971 or any subsequent enactments recover license fee from the allottee. The decision of the Institute in these matters will be final and binding on him/her.
- (n) That, the allottee will not deface walls/ceilings of allotted residential accommodation/flat, will not remove any plumbing/electrical fitting, will not shift positions of any plumbing/ electrical fittings/fans, will not change positions of door/window, will not enclose galleries and verandas in any manner whatsoever, will not obstruct common passage, will refrain from taking such actions, which can be constructed as activities resulting to making additions and alteration to allotted accommodation.
- (o) In case of leased flats, the allottee should not directly deal with the owner/ lessor of the flat on any matter or get into any contract directly.

6. Exceptions

Institute would generally follow the above rules for allotment of residential accommodation/flat to employees. However, in exceptional circumstances Director is authorized to decide on the allotment of residential accommodation/flat to needy employees depending on the merit of each case.

LEAVE TRAVEL CONCESSION / HOME TRAVEL CONCESSION

An employee proceeding on leave including leave in lieu of compensatory offs, but other than on leave not due without pay and allowances shall be eligible to avail of the Leave Travel Concession and Home Travel Concession as provided here under:

Scope & Eligibility:

- (1) The concession will be admissible only to confirmed employees.
- (2) This concession will cover self and family.
- (3) However, the employee should have completed at least one year's service.
- (4) This concession is ordinarily admissible for the journeys performed during Privilege, Sick, casual, maternity leave or during leave in lieu of compensatory Offs.
- (5) **(A) LTC -**
LTC facility is allowed to the confirmed employees for self and their dependent family members by their entitled class of travel, for travel up to a designated place anywhere in India once in a block of four Years.

(B) HTC -
In addition, an employee is entitled to a Home Travel facility once within this block of four years. Hence, in one block of four years an employee is allowed LTC in one block of two years and HTC in another block of two years and vice - versa.
- (6) **Encashment of LTC -** In case an employee decides not to undertake actual journey on LTC, encashment of these facilities are allowed equivalent to 75% of the entitled class fare on the following lines -
 - (a) Subordinate Staff - Grade A & below - 4000 kms (One way) entitled class railway fare.
 - (b) Employees in Grades B, C, & D - 4000 kms (One way) entitled class railway fare;
 - (c) Employees in Grade, E, F & G - 4500 kms (One way) entitled class railway fare;
 - (d) Employees in Grade H, I & J - 5500 Kms (One way) entitled class railway fare.

- (7) **Visit out of India during LTC** - An employee is allowed to visit out of India during LTC -to the extent of entitled class fare by shortest route for the designated place of visit in India. The employee & his family should visit the designated place of visit in India.
- (8) The above facilities shall not ordinarily be carried forward except with the prior permission of the Director for a maximum period of one year.
- (9) The concession is not admissible to an employee, who proceeds on regular leave and then resigns his/her post without returning to duty.
- (10) This concession cannot normally be combined with journey on official tour.
- (11) Advance is granted to employees to enable them to avail themselves of the concession.
- (12) In the case of an employee under suspension, the concession is admissible to his/her family only.

Admissibility of Concession:

HTC- Visit to Home Town:

For going to his hometown, the employee shall be eligible to receive from the Institute.

- (a) The cost of one return fare for himself and each member of his family concession include wholly dependent by Air/Rail and/or steamer by the class of accommodation to which he is entitled from place of work to his place of home town by the shortest direct route calculated on a through ticket basis to the railway station/bus depot/port nearer to Home town.
- (b) Where the place of hometown is not accessible by air/rail or steamer and the employee has necessarily to travel by bus from the nearest steamer or railway or air link, either for the entire distance or part thereof, the actual bus fare incurred.

LTC - For visit to place/places (other than Home Travel Concession)

On LTC an employee shall be eligible to receive from the Institute.

- (a) The cost of one return fare for himself/herself and each member of his/her family by air/rail and/or steamer by the class of accommodation to which he/she is entitled from place of work.

Period of admissibility when concession is availed of separately for the family:

The family members need not accompany or even travel in the same year in which the employee travels. The family members will get the compensation independently whether the employee avails it or not. The members of the family of an employee may either travel together or separately in different groups as may be convenient to them. When they travel in different groups at different times, reimbursement of expenditure may be allowed in respect of each group provided that the journey is performed during the currency of the block period in respect of which the first group performed its journey.

Place of visit by employee and/or members of his/her family.

While availing the concession, the employee and/or member(s) of his/her family may visit the same place(s) or different places of their choice.

When the spouse of an employee is employed elsewhere:

When the spouse of the employee is employed in an office other than the Institute where LTC facilities are available, the employee should furnish the certificate as under and at the time of preferring the claim for LTC or applying for advance.

- “Certified that my wife/husband for whom LTC/LTC advance is claimed by me is employed in_____.

Name and Address of the Firm which provides leave travel concession facilities but she/he has not preferred any claim in this behalf for the said block to her/his employer/does not provide leave travel concession”.

- Delete whichever is not applicable.

When husband and wife employed in the Institute

In the case of husband and wife who are both employed by the Institute, he or she can avail of the leave travel concession either as a family or independently. **However, the dependents of one cannot be the dependents of the other.**

Declaration regarding place(s) of visit to be made in advance:

When the concession to visit and place(s) in India is proposed to be availed of by the employee and/or member(s) of his/her family, the intended place(s) of visit should be declared by the employee in advance and they must visit the declared places to become eligible for making the LTC claim. The declared place(s) of visit can be changed before the commencement of the journey but not afterwards.

Commencement of Journey

The employee and his/her family shall invariably commence the outward journey from the place of his/her work. Under exceptional circumstances the member(s) of the family may be permitted to commence outward journey from hometown. (Whenever the family or members of the family are residing at their hometown).

Journey must be commenced before the expiry of block year or extended block year. In the event of the return journey falling in the next block period the concession shall be counted against the block period in which the outward journey commenced.

Break Journey

An employee or his/her family may travel by any route or halt anywhere on the way to or from the Home Town, but the Institute's assistance shall be limited to their share of the fare by the shortest route calculated on a through ticket basis. Where the shortest route is disrupted due to accident or other causes, the reimbursement by actual route travelled can be granted only with the approval of the Director.

Travel by circuitous Route

When the place of visit is connected by two different routes of rail and the journey is performed by a longer or circuitous route which is not the cheapest, in two different classes e.g. partly by first class to which the employee is entitled and partly by second class, the Institute's assistance shall be to the extent of the entitled class fare.

Journey by bus/private van/taxi:

If the journey is performed by vehicles operated by Tourism Development Corporation State Transport Services run by other Government Bodies or by Private Van/Taxi, the claim will be restricted to actual expenses limited to the entitled class of travel.

Place of visit not connected by rail:

An employee and / or members of his family, when availing leave travel concession may undertake travel by any mode of surface transport between places not connected by train or partly connected by train and the employee will be eligible to claim in respect of such journey his actual expenditure or the national train fare by the entitled class for distance so traveled, or ₹14 per km subject to maximum of 200 kms., 400 kms to and fro whichever is less, within his overall entitlement. For the purpose of this sub-clause travel by any approved mode of surface transport would mean such travel undertaken through any public transport or transport (including taxi) operated by agencies / tour operators.

Appropriate Class Means in case of travel by bus:

Where an employee travels by bus, he/she may take any kind of available bus service whether AC/Volvo/Non-AC/Ordinary.

In case the employee travels by any other mode of transport, the assistance (reimbursement) will be the actual subject to the fares charged by the recognized public transport system upto the bus depot nearest to the place of visit.

Travel by class higher or lower than the employee is entitled to:

If an employee travels in a class higher than that to which he is entitled, the Institute's assistance shall be restricted to the fare of the class the employee is entitled to. If the employee travels by a lower class and longer distance, travel cost incurred subject to the maximum of his entitled class fare to the designated place of visit will be reimbursed.

Postponement of block of two years:

In case the concession admissible for a particular block of two years is not availed during the block for institutional reasons, he/she may be permitted to avail of the concession in the first year of next block for self and family independently of each other.

Travel by Air:

An employee entitled to travel by rail may also travel by air between places however, in such cases, he will be reimbursed the air fare upto designated place of visit by the schedule of fare of Air India or the entitled rail fare whichever is less.

The reimbursement is restricted to the amount of fare to and from the farthest point in the travel itinerary by direct/shortest route. The air travel is permitted only when the travel is undertaken by a National Carrier. However, in case of travel by private Airlines for any reason, the reimbursement amount will be restricted to the amount of fare charged by national carrier.

In case air link is not there for the destination, train/bus fare from the nearest airport as per the entitlement will be reimbursed. Entitlement by Air would be applicable only in cases where actual journey is undertaken by the employees and not on notional basis.

Grant of Advance for LTC

To avail themselves of the concession, employees shall be granted advance to the extent of 80% of the estimated amount of the cost of the journey both ways in respect of themselves and their families. If the family travels separately from family, the advance shall be drawn separately to the extent admissible. Advance may be drawn 30 days before the proposed date of outward journey. Such applications for advance shall be made on the form prescribed by the Institute and by completing the undertaking.

Submission of claim for reimbursement of LTC/adjustment of advance taken for LTC:

The claim for reimbursement of LTC availed including adjustment of advance taken for LTC shall be submitted within 15 days of the completion of the return journey in the form prescribed by the Institute, failing which the employee would be required to refund the entire amount of advance in lump sum.

Definitions:

Family:

“Family” means and includes the spouse of the employee, the children, Stepchildren, legally adopted children and the Parents and the In-laws residing with and/or wholly dependent on the employee. Only one wife/husband is included in the term ‘family’.

Only a lady employee will be given a choice to include either her parents or parents -in-law after marriage for the purpose of availing the benefits subject to the condition of dependence and residence, etc., being satisfied. The option shall be informed to Administration Department in writing.

Any Wholly dependent Children, Stepchildren, legally adopted children and the Parents and the In-laws dependent on the employee shall not have an income more than ₹.25000/- per month to be covered under the definition of family. If any of the above person earns ₹ 25000/- or more, he shall not be treated as dependent on the employee. Further, if the joint income of the parents or parent in laws is ₹.25000/- or more per month, they shall also be not covered under the definition of family

An employee will have to submit a declaration listing the names of persons dependent on him/her, as per above definition, as also their relationship with him/her together with an undertaking that he/she would inform the Institute as soon as any of the dependents listed by him/her is no more dependent on him/her.

Home Town

The term Home town means the permanent Home Town or Village as entered in the records of the institute. The criteria to determine whether the employee declaration may be accepted as under:-

- (I). Whether the place declared by the IBPS employee is the one which requires his physical presence at intervals for discharging various domestic and social obligations, and if so, whether after his entry into service, the employee had been visiting that place frequently.
- (II). Whether the employee owns residential property in that place or whether he is a member of a joint family having such property there.
- (III). Whether his near relations are resident in that place.
- (IV). Whether, prior to his entry into IBPS service, the employee had been living there for some years

In case of any request of change of home town any of the above mentioned criteria is to be met. The criteria need be applied one after the other till any of them is met.

When the property is owned in more than one place, the employee may choose any one place, giving reasons for the choice, but the decision of the Director, whether or not to accept such a place as the Home Town of the employee shall be final.

Where the presence of the near relations at a particular place is to be the determining criterion for the acceptance of the declaration of 'Home Town', the presence of near relations should be of more or less permanent nature.

An employee will get one option to change Home town during the entire service period with documentary evidence.

Block Period:

The expression 'Block Period' means a period of two years/four years commencing from the date of joining the Institute.

In case an employee proceeds on sabbatical leave without pay, the relevant block of two years will be deferred by the number of days he avails this leave. Subsequent LTC blocks will commence from the date after the conclusion of the deferred LTC block.

Entitlement

Entitlement for travel on LTC/HTC will be as per his entitlement for travel on duty.

Entitled class of travel is given as under:-

Level in pay matrix as per 7th Pay Commission	Entitled Travel Class
Level 14 & Above (Grade I & above)	Business class by Air/AC First class by Train
Level 12 & 13 (Grade G & H)	Economy class by Air/AC First class by Train
Level 9 to 11 (Grade F)	Economy class by Air/AC II Tier by Train
Level 6 to 8 (Grade C to E)	AC II Tier by Train
Level 5 & below (Grade B, A & P)	First Class/AC III Tier/AC Chair car by Train

IBPS INTEREST SUBSIDY SCHEME ON HOUSING LOAN AVAILED THROUGH HOUSING FINANCE INSTITUTIONS

(1) Title and Definitions

- (i) The scheme shall be titled as “IBPS Interest Subsidy Scheme on Housing Loans” through Housing Finance Institutions.

- (ii) Unless the context otherwise requires the following definitions shall apply:

“Institute”, “Governing Board”, “Director”, “Administrator”, “Employee” and “Housing Finance Institution” mean respectively the Institute of Banking Personnel Selection, the Governing Board of IBPS, the Director of IBPS, General Manager of IBPS, a Confirmed Employee of the Institute and any of the Housing Finance Institutions approved under this scheme.

“Housing Finance Institutions” would mean and include-

1. State Bank of India and its Housing Finance Subsidiary
2. Public Sector Banks and their Housing Finance Subsidiaries
3. GIC Housing Finance
4. LIC Housing Finance
5. HDFC
6. HUDCO
7. All private sector Banks &
8. HFCs (Other than NBFCs)

(2) Eligibility

- (i) The scheme will be open to all the confirmed employees of the Institute and will also cover those employees who have already availed of such facilities from recognized agencies like HDFC and are at present repaying the installments against loan taken for Housing purpose prospectively from 1.6.2000.
- (ii) In case of co-borrowers in respect of flat/house purchased by an employee of the Institute, the co-borrower should be the spouse of the employee.

(3) Purpose

- (i) Housing assistance in the form of interest subsidy on loans availed from HFIs will be available for owning flats/houses anywhere in India.
- (ii) An employee may avail the IBPS housing loan interest subsidy for acquiring additional house with the housing loan from the specified bank/financial institution without disposing of the present accommodation, to the extent of difference between the employee's eligibility and the previous loan amount on which subsidy was granted.

(4) New Salient features of the scheme:

- 1. In order to avail the benefit of Interest Subsidy, every year in the month of April, the employee will have to submit Loan Account Statement indicating Balance outstanding, applicable ROI & payments made.
- 2. The Housing Loan Interest subsidy will be given from the time of commencement of EMI.
- 3. In the case of Husband and wife who are both employed by the Institute, Housing Loan Interest Subsidy will be given only to one of them, and only after the completion of loan by the loanee, the subsidy can be given to the other spouse serving the Institute if she/he has taken housing loan subsequently. However, where loanee retires from the services of the Institute during currency of loan, the subsidy will be continued to be paid to the spouse serving the Institute provided he/she is the co-obligant in the said loan. In such a situation, the spouse continuing in the service of the Institute would not be eligible for any further subsidy under the scheme for fresh loan.
- 4. The scheme is also applicable to existing loans taken by the employees.

(5) Assistance Provided Under this Scheme

- (i). The maximum loan amount for which Interest Subsidy will be available is **₹50 lakh**.
- (ii). An individual employee will approach the HFIs directly and will apply for a loan fulfilling all obligations required. The HFIs will process loan applications in its normal way. After sanction of the loan from the HFI, the eligible employee may approach the Institute with all the supporting documents. Employees who are considered eligible after scrutiny of all the relevant documents by the Institute will be reimbursed the following amounts:
 - (a) Processing fee charged by the HFI.
 - (b) Legal and Technical fees charged by the HFI.

The employee will be reimbursed the amount so charged by the HFI for sanctioning the housing loan upto a loan amount of ₹50 lakh on production of proof.

- (iii). The rate of interest to be borne by the employee on loan availed from the HFI will for the present be as follows:

<u>Amount of Loan</u>	<u>Rate of Interest to be Borne by the employee.</u>
Upto ₹25 lakh	5%
Above ₹25 lakh to 50 lakh	6%
Above ₹50 Lakh	Entire

Subject to the subsidy being granted up to a maximum loan amount of ₹50 lakh on production of proof for ascertaining the interest rates charged by HFI as at the beginning of the financial year.

The revised rates of interest are chargeable on slab rate basis, that is, out of the total loan sanctioned, the employee will bear interest at 5% p.a. on the loan amount upto ₹25 lakhs; at 6% p.a. on the loan amount above ₹25 lakhs and upto ₹50 lakhs and the entire interest on the loan amount above ₹50 lakhs.

The revised rates of interest will be applicable not only to loans availed from the approved HFIs on or after 1.6.2000 but also to the outstanding balance as on 1.6.2000 of the loans availed from recognized agencies like HDFC prior to that date.

- (6) If an employee avails additional loan on or after 1.6.2000 for the house for which he has already availed a loan and granted subsidy, the outstanding balance of the previous loan, as on the date of disbursement of the additional loan, will be clubbed with the additional loan and subsidy granted on the aggregate amount as indicated in 2 (iii) above, to the extent of his/her eligibility.
- (7) In case an employee avails housing loan for the first time after 1.6.2000 and subsequently avails an additional loan for the same house for which he had taken the earlier loan and granted subsidy, the amount of the earlier loan availed after 1.6.2000 (not the outstanding balance thereof as on the date of disbursement of additional loan), together with the amount of the additional loan availed, will be reckoned for the purpose of granting subsidy as indicated in 2(iii) above, to the extent of his/her eligibility.
- (8) The portion of the loan carrying higher rate of interest will be treated as having been refunded first for the purpose of computation of interest subsidy.
- (9) The interest subsidy at the same rate mentioned above will also be applicable on pre-EMI paid by employees on loans taken from the HFI for acquiring a house, subject to a maximum period of 12 months from the date of commencement of pre-EMI in respect of all loans sanctioned and availed of.

- (10) IBPS's responsibility will be confined only to deduction at source, of monthly installment payable to the HFI and to subsidize the interest charged by the HFI over and above that indicated in 2 (iii) above.
- (11) The employee shall give an undertaking that the EMI (including principal and interest) or loan installment and monthly/quarterly/half-yearly interest can be recovered from his/her salary and remitted to the HFI.
- (12) This assistance will be made available only as long as the employee continues to be in the service of the Institute. On ceasing to be an employee of the Institute, the HFI will be informed accordingly and the assistance will be discontinued.
- (13) The employee shall not use or allow the use of the flat/house so purchased for any purpose other than residential purpose.
- (14) The Institute has a right to amend/alter the scheme or any of its portions/conditions.
- (15) Director will be the final authority on the interpretation of Rules in case of any dispute.
- (16) The revised Scheme has come into force from 3.11.2021.

TRAVELLING EXPENSES, DA, PORTERAGE, CONVEYANCE CHARGES AND COMPENSATION FOR EXTRA WORK

(Part I)

An employee assigned an outstation duty shall have to apply online and get the tour programme approved from the competent authority before proceeding on tour / outstation duty. After completion of the tour / outstation duty the employee will have to submit the TA/DA claim online.

(1) TA/DA/LODGING

An employee proceeding on outstation duty shall be reimbursed travelling expenses conveyance/porterage charges and halting allowance on the following basis:

A. Travelling Expenses - The eligibility towards class of travel for office tour as well as on LTC/HTC is same and revised eligibility is shown as under:

Level in pay matrix as per 7 th Pay Commission	Entitled Travel Class
Level 14 & Above (Grade I & above)	Business class by Air/AC First class by Train
Level 12 & 13 (Grade G & H)	Economy class by Air/AC First class by Train
Level 9 to 11 (Grade F)	Economy class by Air/AC II Tier by Train
Level 6 to 8 (Grade C to E)	AC II Tier by Train
Level 5 & below (Grade B, A & P)	First Class/AC III Tier/AC Chair car by Train

B. Conveyance & Porterage Charges: Actual conveyance charges by eligible mode of transport Porterage charges up to a reasonable extent.

Notes:

- (1) An employee shall be reimbursed actual conveyance charges by eligible mode of transport from his residence/temporary residence to the railway /bus station/ airport. The employee in Grade G and above shall be entitled to hire/engage tourist car while on local as well as outstation tour.
- (2) Travelling expenses will be admissible on the basis of journey by the shortest route, that is to say, the route by which an employee can ordinarily reach his destination in the shortest possible time. Whenever an employee on tour, performs journey otherwise than by the shortest route due to compelling circumstances, the fare actually incurred by him will be reimbursed if the institute is satisfied that such travel was due to causes beyond his control.

- (3) An employee on tour may be allowed to travel by higher class/air than his/her entitlement or executive class by air by the Director if the exigencies of service so warrant.
- (4) An employee on tour shall be entitled for reimbursement of actual expenses incurred by him, if he travels by the class lower than his entitlement.
- (5) No privileges leave shall be admissible to the employee during or prior to or at the end of his tour. In case employee avails himself of privilege leave prior to or at the end of his tour, no outward/return fare, etc, shall be admissible to him.

C. Halting Allowance: Halting allowance shall be paid to an employee who is on tour outside city limits on official work and is required to stay at the temporary headquarters at least for a day.

- (a) Definition: Halting allowance is a payment made to an employee in addition to other emoluments for any day during which an employee is absent from headquarters on duty and is intended to cover the ordinary daily expenses incurred by him/her in consequence of such absence.
- (b) A “day” for the purpose of this definition shall mean a period of 24 hours or any part thereof reckoned from the time the employee leaves his/her headquarters (i.e. reporting time for departure in case of air travel and scheduled time of departure in other cases) to the actual time of return to the headquarters, provide that the duration of absence from headquarters covers at least a period of 8 hours.
- (c) Halting allowance during casual leave: Halting allowance may be drawn for holidays occurring during a tour but no halting allowance shall be admissible for casual leave unless the leave is necessitated by illness.
- (d) Halting allowance during the actual journey period will be paid to employees at the same rate as applicable to Area I.
- (e) Halting allowance shall be paid to the employees at such rates as may be approved by the Director from time to time , keeping in view the rates prevailing in the banking industry. The existing rates for various grades are shown below:

Grade of employee	Metros	Major “A” Cities	Area I	Other Places
Grade H and above	₹ 2,700.00	₹ 1,950.00	₹ 1,650.00	₹ 1,425.00
Grade F & G	₹ 2,250.00	₹ 1,950.00	₹ 1,650.00	₹ 1,425.00
Grade D & E	₹ 1,950.00	₹ 1,650.00	₹ 1,425.00	₹ 1,200.00
Grade C & below	₹ 1,050.00	₹ 900.00	₹ 675.00	₹ 675.00

(Rates w.e.f 01.10.2023 as per circular dated no. IBPS/23-24/044 dated 18.10.2023))

Metros : New Delhi, Kolkata, Chennai and Mumbai

Major A Cities : Ahmedabad, Bangalore, Hyderabad, Surat, Pune

Area I Cities : Nagpur, Indore, Vishakhapatnam, Bhopal, Coimbatore, Agra, Vadodara (Baroda), Jaipur, Lucknow, Patna, Kochi, Ludhiana, Madurai, Varanasi, Ghaziabad, Vijayawada, Rajkot, Faridabad, Srinagar, Kanpur, Kozhikode, Thrissur, Jamshedpur, Malappuram, Thiruvananthapuram, Kannur, Jabalpur, Nashik, Vasai-Virar city, Meerut, Allahabad, Asansol.

Director: Actual expenses incurred on lodging and boarding subject to production of hotel bills/ vouchers. In case private arrangements are made H.A. will be payable at the same rate as applicable to the employees in Grade “F” and above.

- (a) The above rates are applicable when an employee makes his own arrangements for lodging and boarding
- (b) Where free lodging facility is provided by the host institution/ organization/IBPS at the place of halt, 75% of the above Halting Allowance admissible will be paid.
- (c) Where free lodging and boarding is provided by the host Institution /organization/IBPS, an amount equivalent to 25% of the admissible halting allowance will be payable.

Lodging charges:

The existing ceiling /rates for reimbursement of lodging and boarding charges in hotels (exclusive of taxes) are as under. The term “hotel” shall exclude lodging/boarding houses. Officers should ensure that while availing of hotel facilities, as far as possible public sector hotels, hotels run by the ITDC or its equivalent are preferred.

Category of Employee	Maximum Room Tariff Reimbursable			
	Category of Hotel	Major “A” Cities	Area I	Other Places
Grade H & I	4 Star	₹ 7,800.00	₹ 4,400.00	₹ 4,000.00
Grade F & G	3 Star	₹ 5,000.00	₹ 3,000.00	₹ 2,700.00
Grade D & E		₹ 3,400.00	₹ 2,500.00	₹ 2,000.00
Grade C & below		₹ 2,200.00	₹ 1,700.00	₹ 1,200.00

(Rates w.e.f 01.10.2023 as per circular dated no. IBPS/23-24/044 dated 18.10.2023))

Boarding charges

1. When an employee on official tour avails of boarding facility in the same hotel where he stays, he will be entitled for reimbursement to the extent of aggregate of Lodging Tariff and per diem halting allowance admissible to him for the place of visit on production of vouchers/bills.
2. Where an employee on official tour avails of the lodging and boarding facility from the same hotel, he will be entitled to incidentals at the rate of 1/4th of the per diem halting allowance.
3. In case where the employee does not avail of the boarding facility in the same hotel where he stays, while lodging charges may be reimbursed as admissible on production of vouchers and halting allowance equivalent to 75% of the rate admissible to him/her for the place of visit may be paid to him.
4. Whenever two employees share a room in the same hotel, their eligibility for lodging charges will be to the extent of the aggregate of their individual eligibility for lodging tariff.
5. Where an employee proceeds on official duty from the office to any place at a distance of 15 kms and beyond (but within the city limits) and remains absent from the office for official work for six hours or more (including traveling time to and fro) intervening the normal lunch hours he shall be entitled to out of packet expenses at the flat rate of 50% of his per diem halting allowance as applicable to the place/city.
6. It has been observed that many a times the staff of IBPS (including senior personnel) are required to undertake journeys by rail and /or road for going out of Mumbai and the period of stay at the place of visit is also quite substantial, it is proposed that in such cases no halting allowance shall be payable if the period of absence from the headquarters (commencing from actual time of departure) is 4 hours or less and if such absence is for more than 4 hours but not more than 8 hours, then 50% of the halting allowance shall be paid. If the absence is for more than 8 hours but less than 24 hours then one full day's halting allowance shall be payable, any further period of absence over and above 24 hours shall be reckoned as a day's absence for calculating halting allowance. It may be clarified in this context that the terms "absence" above includes journey time to and from as well as the period of stay at place / places visited.

Clarifications :

(as per Circular no. IBPS/23-24/046 dated 18.10.2023 and Circular No. IBPS/ADMIN/HR/24-25/032 dated 26.08.2024)

1. The employees undertaking journey for outstation duty, should plan their itinerary in accordance with the timings and requirements of their outstation duty schedule and book tickets themselves immediately to avail the benefits of lower airfares as airfares are dynamic and are likely to go up as the gap between the date of booking and date of travel narrows down. Further, many ticket booking sites like MakeMyTrip, Goibibo, EaseMyTrip, Cleartrip etc. offer various incentives like discount in the airfare, free seat, free food etc. Also, various Cards issued by the Banks /Financial institutions also offer various such benefits. Some of the airlines also offer discount in the airfare if onward and return tickets are booked simultaneously. Some of the airlines also offer discount in the airfare to senior Citizen wherever applicable. Hence, employees are advised to avail such benefits invariably while booking the tickets . Hence forth, Administration department will not be taking the responsibility of booking the tickets/lodging for employees. However, local transportation (in Mumbai) wherever necessary can be arranged by the Administration Division as before. The eligibility towards mode / class of travel for office tour is listed in Annexure C of the IBPS Staff rule book which shall be strictly complied with by all the employees. .
2. In case the ticket for entitled class is not available or due to administrative exigency or for saving of journey time the employee has to travel in a higher class necessitated due to exigencies and for valid reasons, in such cases, prior permission from the Director shall be obtained. If an employee travels in a higher class by air, rail, ship, bus etc. than his /her entitlement without prior permission from the Director, then in such cases, the reimbursement shall be limited to the fare of the entitled class of travel only.
3. IBPS will reimburse lodging expenses to the employees for the minimum period of stay as per their entitlement only.
4. Wherever services of public taxi, Ola, Uber etc. are availed for travel, the relevant bills should be submitted along with the claim. In case, lodging, boarding and conveyance is provided by the host organisations, the same shall be mentioned in the claim
5. Halting allowance will be paid as per entitlement of the officer for the period spent for performing the duty at temporary duty station and any extra hours/days spent at temporary duty station without any valid reason or prior permission will not be entitled for payment of halting allowance. Further, it may be noted that halting allowance is intended to cover the ordinary daily expenses like food and other incidental expenses etc. incurred while on official duties and hence, any claim towards amount spent on food is not admissible.
6. The employees deputed to outstation duty should neither leave headquarters early nor overstay at the temporary duty station without any valid reason. Travel and stay arrangements should be made by themselves taking into account the work schedule and the employee should reach and leave the temporary duty station accordingly.

(2) T.A. D.A. Rule While on Escort Duty

1. The scheme of special TA/DA is made applicable from 01.03.1994.
2. The permanent employees of IBPS escorting the test material shall be entitled for special TA/DA.
3. The period of escort duty for payment of special TA/DA shall be taken in terms of number of hours commencing from the time the test material is handed over to escorts at IBPS premises till such time it is handed over to the custody of addressee / party concerned and vice versa in case of return journey for carrying the material back to office.
4. Period of escort duty for payment of special TA/DA shall be in terms of units and each unit shall include 8 hrs. journeys.
5. A fraction of Unit of 8 hours shall be treated as 1 unit of 8 hours.
6. Special TA/DA shall be paid at the rate of ₹250/- per unit of 8 hrs.
7. The special TA/DA shall be reimbursed in cash along with the normal TA Bill submitted by the escort.
8. A separate form giving details of the escort duty to be submitted by the escorts duly certified by the coordinator of the project along with the normal TA Bill form.
9. The period counted for escort duty for payment of special TA/DA shall be excluded while counting the period of ordinary travel/journey. Normal TA/DA rules are applicable for ordinary journey. However, for escort journey period as specified above the escorts are entitled for DA of ₹250/- per 8 hours + 1/3rd amount of normal DA as applicable as per the entitlement of employee from time to time. In short the DA payable exclusively for the performance of office duty during the period of escorts shall be little more than the amount shown at Sr.no.6. Therefore, two rates of TA/DA will come in the force, one for ordinary journey and other for escort journey.
10. The escorts shall be entitled for one compensatory off in case the tour period of escorts barring escort duty period falls on any bank holiday or weekly off. Otherwise the escorts are not entitled for any compensatory off.
11. These rules are applicable only for escorts if the Test Material is transported by Road/Rail to and /or from IBPS and not otherwise.
12. The duties/instructions and precautions to be carried out by the escorts shall be specified by the coordinator of the project.
13. Escorts shall be given a necessary certificate to avoid interference while on escort duty.
14. The duties of escorts shall be voluntary and not compulsory.

(3) Compensation for extra Time before/ after Duty Hours and on Weekend Offs/ Holidays

The members of the staff and officers are eligible for the following facilities in case they are required to attend office on weekend offs/holidays and are required to work extra hours on working days. Prior approval of the respective heads of the department should be obtained for working extra hours.

Conveyance charges

Working days : If the members of staff and officers work on extra hours before/after duty hours and put in at least a minimum of 2 hours' work in the institute, they will be allowed reimbursement of (one way) rickshaw/taxi fare (as per the entitlement) up to/from the nearest railway station i.e. Borivali as under:

Employees in Grade "C" and below - ₹50/- * (Auto Rickshaw Fare)

Employees in Grade "D" and Above - ₹70/- * (Taxi Fare)

Weekend offs and holidays If the members of staff and officers attend the institution on weekends offs/holidays and put in at least a minimum of 3 hours' work, they will be eligible for reimbursement of fixed conveyance each way as above.

If the bus is provided and the employee is normally availing this facility, he/she will travel by the bus and will not be entitled for reimbursement of conveyance fares.

Work outside the Institute Members of the staff and officers who have to go out for office work will be reimbursed conveyance charges as stated above. They will also be reimbursed rickshaw / taxi charges from/ to the nearest railway station to place of work and the entitled railway fare. Depending upon the urgency and nature of work and the entitlement, the employees will also be reimbursed taxi charges from residence /institute to place of work and back.

Availing of conveyance in groups:

Whenever more than one number of the staff and officers are leaving together/arriving to the office after/for extra work or on weekends/holidays as far as possible rickshaw/taxi should be availed in group.

*GB meeting dated 25.07.2018

Mode of Conveyance:

The members of the staff are entitled to avail mode of conveyance as under:

Grades "A" and below -Bus/Auto rickshaw (with prior Permission)

Grades "B" and "C" - Auto Rickshaw/First Class Rail fare

Grades "D" & "E" & "F" - Taxi/ First Class Rail Fare

Grades "G" & Above - Taxi/ Hired Car

Reimbursement of Conveyance when Personal Vehicle is used while on Office Duty

Type of Vehicle	Reimbursement per K.M. #
Moped (below 100 c.c.)	₹.3.00
Motorcycles and scooters (100 c.c. and above)	₹ 4.50
Four wheelers -below 1000 c.c.	₹.7.00
Four wheelers -1000 c.c. and above	₹ 9.00

Breakfast / Lunch/ Dinner Allowance

As per the practice in vogue, the reimbursement of breakfast/lunch/dinner is admissible to employees whenever they are required to put in additional work before/after their duty hours and on weekend offs/holidays. Rules for such admissibility are as under:

Breakfast Allowance:

The employees are eligible for breakfast allowance @ ₹ 80/- * if they put in two hours before the normal office hours or working in the shift duty for 2 hours after the third shift (11.00 p.m. to 7.00 am)

Lunch / Dinner Allowance:

The employees are eligible for lunch/dinner allowance if the additional work put in exceeds 3 hours either on working day or on weekend offs/holidays @ ₹ 175/- *. If the employees work for more than 6 hours on weekend offs/ holidays he/she will be eligible for lunch allowance of ₹ 275/-.*

Compensatory offs upto Grade E

Regular employees in Grade "E" and Below who put in additional work before/after their duty hours and on weekend offs/holidays are eligible for compensatory offs equivalent to the number of hours put in by them over and above one hour.

O.N. dated 03.10.2011

* Enhanced w.e.f. 02.11.2021

LOANS AND ADVANCES

- (1) Festival advance
- (2) House Furnishing Loan Scheme
- (3) Conveyance and Computer Loan scheme

(1) Festival Advance

1. Only confirmed employees of the Institute are eligible for Festival Advance
2. The maximum amount that can be availed are as under:

Sr.No.	Category of Employees	Amount (₹)
1	Grade E and below	₹15,000/- *
2	Grade F and above	₹20,000/- *

3. The advance will be granted only once in a year (April- March).
4. An advance taken has to be fully repaid before the next request for an advance is made.
5. The request for an advance should be received at least one week prior to the festival and the amount will be disbursed prior to the festival.
6. The advance will be interest free and will be recovered in not more than 12 equal installments for employees in Grade A to D and 10 equal installment for employees in Grade E and above
7. The recovery shall commence from the date of salary for the month following that in which the advance was availed
8. The director has the power to interpret/modify/alter the rules.
9. The festival covered under the schemes are :

Pongal, Bakri-Id, Holi, Parsi new year, Ganesh Chaturthi, Dashera (Durga Puja), Diwali, Christmas, Onam, Vishu, Easter, Ramzan, Milad- Sherif, Ugadi-Gudi- Padwa, Janmashtami, Makar Sankrant, Baisakhi.

Distribution of incentives on the occasion of Diwali Festival

All staff members including regular employees as well as employees engaged on contract shall be paid an amount of ₹ 5000/-* as incentive on the occasion of Diwali festival.

* The said enhancement made effective from FY 2021-22.

(2) House Furnishing Loan Scheme:

House furnishing Loan Rules, 2001

1. Title and definitions:

(i). These rules may be called as the House Furnishing Loan Rules of Institute Of Banking Personnel selection.

(ii). Unless the context otherwise requires the following definitions shall apply:

“Institute”, “Governing Board”, “Director”, “Administrator” and “employee” means respectively the Institute of Banking Personnel selection, the Governing Board, The Director, the General Manager and confirmed employee of the Institute.

2. Eligibility:

(i). House Furnishing loan may be granted as per conditions laid down below to all employees:

(a) Who are in the permanent service of the Institute and

(b) Who have at least five years of service still to go from the stipulated date of recovery of the first loan installment, provide that sanctioning authority may relax this clause in case of employee with less than five years of service on an undertaking by such an employee that the loan amount shall be refunded in equal monthly installments within the service period available.

(ii). The sanctioning authority may grant a second loan provided that at least 6 years have elapsed from the date of disbursement of the first loan. Further provided that the employee has 6 years' service to go.

3. Object

The Object of the loan facility is to grant monetary assistance to employees to reasonably equip their houses with -

(a) Items of furniture made of metal or wood (Movable or built-in)

(b) Other household items like refrigerator, grinder/mixer, oven, stove, washing machine, etc. (electrical and electronic items for entertainment, such as TV, VCR, Radio, Hi-fi Sound System, etc. are however not permissible.).

4. Entitlement limits

- (i). The loan entitlement is restricted to a maximum of ₹ 40,000/- * per employee in Grades O, P, A and B, ₹60,000/- * per employee in grade C and above. The entitlement will be determined by the Grade at the time of application. Any subsequent change in position (Grade) leading to change in the above-referred entitlement will not be considered.
- (ii). The maximum entitlement as per eligibility as mentioned in (i) above will also be subject to the total home pay every month after all statutory deductions and recovery of all advances including this loan, being not less than one third of the gross monthly normal salary.

5. Loan Terms:

- (i). The furnishing Loan application should be in the prescribed form.
- (ii). Loan shall be granted against self-declaration (provided for in the application form) that the loan shall be spent for the purchase of items specified in the object clause above and used by the employee and his/her family only.
- (iii). The employees shall give an undertaking (provided for in the application form) that the loan can be recovered from salary in equal monthly installments, which shall not be more than 60.

6. Sanction and Disbursement of Loan:

- (i). The Sanctioning authority of the loan shall be the Administrator in case of Employees falling under grades A and B, Administrator with prior approval of the Director in case of employees falling under grades C and D and Director in the case of employee falling under grades E to J. The Sanctioning authority may at his discretion grant the loan to the eligible employee.
- (ii). (ii)The Sanctioned amount is disbursed ordinarily in two equal installments. Immediately on Sanction, 50% of the loan amount is released subject to the following Conditions.
 - a. The amount shall be utilized within 3 months from the date of release and the bills/cash memos shall be produced in evidence to the satisfaction of the sanctioning authority that the amount has been utilizes for the purpose specified.
 - b. The second installment shall be released only after fulfilling the clause (a) above.
 - c. The loan amount, if not spent within 3 months of the release shall have to be refunded to the Institute in the fourth month along with interest.

* increased w.e.f. 01.04.2012

7. Interest:

- (i) The Loan shall carry a concessional rate of interest as may be prescribe by the Governing Board and such rate of interest is 6% (Simple at Present).
- (ii) The treatment of interest at concessional rate is subject to the relevant provisions of Income Tax Act in Force from time in time.

8. Recovery:

- (i) Recovery of loan and interest (equated monthly installment) will commence from the following month in which the loan is disbursed.
- (ii) Recovery will be made by deduction from the monthly salary in 60 or less installment as may be elected by the employee or prescribed by the sanctioning authority in case of employees with less than 5 years, of service.
- (iii) The recovery of the loan under these Rules shall have the first charge on all types of emoluments of the employee (including gratuity and provident fund benefit of the employee concerned) after considering deductions for statutory dues.
- (iv) In the event of a person ceasing to be an employee of the institute by way of resignation, retirement or death, the outstanding balance of the loan together with the interest shall be adjusted against all the emoluments and benefits of the employee.

9. Authority to Interpret / Amend:

- (i) The Directors shall have the authority to Interpret/relax/Waive the provisions of these Rules and his decision will be final.
- (ii) The Governing Board Shall have the authority to amend /alter/vary the basic rules regarding the maximum quantum of loan and the rate of interest.

(3) Conveyance and Computer loan Scheme:

1. Title and Definition:

- (i). This Scheme will be called, Conveyance and computer Loan Scheme of Institute of Banking Personnel Selection.
- (ii). Unless the context otherwise requires the following definitions shall apply:

“Institute”, “Governing Board”, “Administrator” and ‘Employees“ mean respectively the Institute of Banking Personnel Selection, the Governing Board, the Director, the General Manager/ Division Head (Administration) and Confirmed employee of the institute.

2. Eligibility:

- 1) Separate Conveyance and computer Loan will be granted as per conditions laid down below to all employees:
 - (a) Who are in the permanent service of the institute for a period of at least five years. This period can be relaxed at the discretion of the Director depending on the merits of a case.
 - (b) Who have at least nine years of service, in case of two wheelers & 17 Years in case of motor cars still to go from the stipulated date of recovery of the first loan installment, provided that the sanctioning authority may relax this clause in case of employee who have less than the required number of years’ service on an undertaking by such an employee that the loan amount shall be refunded in full in equal monthly installments within the service period available.
- 2) The conveyance / computer loan facility can be availed of by an employee more than once during his tenure with the institute provided that at least five years have elapsed from the date of disbursement of first loan and further provided that the first loan is fully repaid together with the interest accrued thereon. At the time of availing of the second loan the employee has once again to fulfill the eligibility clause mentioned in 2(1) above.

3. Object:

The object of the loan facility is to grant monetary assistance to employee to purchase Vehicle and Computer.

4. Entitlement Limits:

- (i) Members of Faculty & staff in Grade E & above only will be eligible for loan for purchase of motorcar.
- (ii) The maximum entitlement as per eligibility as mentioned above ,will also be subject to the total take home pay of every month after all statutory deductions and recovery of all advances including this loan being not less than 1/3 or the gross monthly normal salary.
 - a. The maximum loan that may be granted for purchase of a motor car shall be 80% of the cost (to be supported by proper evidence) of the motorcar subject to a maximum of ₹5, 00,000/- . *
 - b. For purchase of any other conveyance and computer the maximum amount of Loan shall be 90% of the cost (to be supported by proper evidence) of conveyance and computer subject to a maximum of ₹60, 000/- * each.
 - c. In case of purchase of old conveyance a certificate from a reputed motor garage regarding condition of car, its life, year of manufacture, market value etc., will be required to be submitted. Proper evidence of the purchase indicating the price paid/ payable will also have to be submitted. This will have to be arranged by the applicant at his cost.

5. Loan Terms:

- (i). The Conveyance loan Application should be in the prescribed form.
- (ii). The loan shall be granted against self-declaration (provided for in the application form) that the loan shall be spent on the purchase of a conveyance specified in the object clause above and used by the employee and his /her family only.
- (iii). The Employee shall give an undertaking (provided for in the application form) that the loan be recovered from salary in equal monthly installments, which shall not be more than 100 in case of two-wheeler and computer & 200 in case of motorcar.
- (iv). The employee shall submit to the Institute an agreement and letter of hypothecation in the prescribed forms, in respect of the conveyance purchased with the loan, duly filled in and signed.
- (v). The employee shall produce for verification, the relevant R.T.O. books with the hypothecation entry duly endorsed by the R.T.O. authorities.
- (vi). The employees shall have to insure the conveyance under the comprehensive Insurance Scheme of a recognized Insurance Company.

increased w.e.f. 01.04.2012

6. Sanction and Disbursement of Loan:

- (i). The Sanctioning authority of the loan shall be the Director.
- (ii). The amount shall be utilized within 4 Weeks from the date of release of the loan and the bills shall be produced in evidence to the satisfaction of the sanctioning authority that the amount has been utilized for the purpose specified.
- (iii). The loan amount if not spent within 4 Weeks of the release, shall have to be refunded to the Institute in the fifth week along with interest.
- (iv). In case satisfactory evidence is not produced in support of purchase of the vehicle and amount not refunded within five weeks' time; the amount will be directly set off against entire salary for the subsequent months together with interest.
- (v). The amount of loan for purchase of computer/vehicle shall be disbursed to the vendor on production of pro-forma invoice by the employee.

7. Interest:

The loan shall carry a simple interest of 7.5% p.a. in the case of two wheelers /computer and 8.5% p.a. in case of motor car. It will be calculated from the date of disbursal of the loan.

8. Recovery:

- (i) Recovery of loan and interest (equated monthly installment) will commence from the following month in which the loan is disbursed.
- (ii) Recovery will be made by deduction from the salary in not more than 100 monthly installment in case of two wheelers/computer and 200 monthly Installment in case of motor car as may be elected by the employee or prescribe by the sanctioning authority in case of employees with less than the required number of years of service.
- (iii) The Recovery of the loan under this scheme shall have the first charge on all types of emoluments of the employee (including Gratuity and Provident Fund benefits of the employee concerned) after considering deductions for statutory dues.
- (iv) In the event of a person ceasing to be an employee of the institute by way of resignation, termination, retirement or death, the outstanding balance of the loan together with the interest shall be adjusted against all the emoluments and benefits of the employee.

9. Authority to Interpret / Amend:

- (i) The Director will be the final authority to interpret/relax/waive the provisions of this Scheme and his decision will be final.
 - (ii) The Governing Board Shall have the authority to amend /alter/vary the basic rules regarding the maximum quantum of loan, period of repayment and the rate of interest.
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REIMBURSEMENT OF MEDICAL EXPENSES

A. Normal Medical Reimbursement

Who is entitled?

Every employee whether confirmed or on probation is entitled to reimbursement of Medical expenses incurred by him/her subject to the maximum as per his/her entitlement for himself/herself, spouse and dependent in the family.

Definitions:

“**Family**” means and includes the spouse of the employee, the children, Stepchildren, legally adopted children and the Parents and the In-laws residing with and/or wholly dependent on the employee.*

Only a lady employee will be given a choice to include either her parents or parents -in-law after marriage for the purpose of availing the benefits subject to the condition of dependence and residence, etc., being satisfied. The option shall be informed to Administration Department in writing.

Financial limit for dependents to be covered under the definition of family

Any Wholly dependent Children, Stepchildren, legally adopted children and the Parents and the In-laws dependent on the employee shall not have an income more than ₹ 25,000/- per month to be covered under the definition of family. If any of the above person earns ₹ 25,000/- or more, he shall not be treated as dependent on the employee. Further, if the joint income of the parents or parent in laws is ₹ 25,000/- or more per month, they shall also be not covered under the definition of family.

Year -- The term year will mean the financial year beginning from 1st April to 31st March.

Submission of Declaration and Undertaking

The employee will have to submit a declaration listing the names of the persons dependent on him/ her as also their relationship with him/her together with an undertaking that he/she would inform the Institute as soon as any of the dependent listed by him/her is no more dependent on him/her.

Entitlement of reimbursement

An employee will be entitled to his/ her entire reimbursement for the financial year in two tranches on half year basis in any particular financial year.

The regular employees will have to submit the online form for half yearly declaration of medical expenses incurred, in the month of May and November every year. In case of Contractual Employees, they will submit the declaration online immediately after joining the institute and thereafter every six months.

Entitlement of employees for reimbursement of medical expenses incurred by them in a year is as follows:

Sr. No	Employee Grade	Limit of reimbursement *
01	Grade "C" & below	₹20,000/-p.a.
02	Grade "D" & E (Non-supervisory)	₹22,500/-p.a.
03	Grade "D" (Assistant Manager)	₹25,000/-p.a.
04	Grade "E" (Dy. Managers, Research Associates)	₹27,500/-p.a.
05	Grade F,G,H,I,J	₹44,000/-p.a.

B. Annual Health Check Scheme

Under the scheme, expenses are reimbursed to the employees towards periodical health check-up upto the extent of ₹ 5, 000/- for self and / or Spouse / or both once a year. The scheme is attached to the Medi-claim Insurance policy with family floater benefits and bills will be settled by the Insurance Company.

* The revised Limits shall be applicable from the year 2018-19

* The said enhancement has been approved by the Governing Board in its meeting held on 15.10.2018.

RETIREMENT BENEFITS

1. IBPS EMPLOYEES PROVIDENT FUND

All confirmed employees of IBPS are required to subscribe to the IBPS Employees Provident Fund. The rate of subscription is 10% of the Basic and Grade Pay, deductible from the monthly salary. The Institute's Contribution will be equal to what the employees contributes during the year. An employee can also subscribe to Voluntary Provident Fund (VPF) @ 20% of the Basic and Grade pay or any sum desired by him/her whichever is less. However, no contribution equivalent to that amount will be paid by the Institute. Interest is paid on the opening balance at the credit of the subscriber.

An employee can avail Loan Facility from the Provident Fund up to an amount not exceeding his/her own contribution and interest thereon. The Loan is granted for the following purposes:-

- (1) To pay expenses in connection with any illness or disability including travelling expenses of the employee or any other person dependent on him/her.
- (2) To meet the cost of higher education, including travelling expenses either of the employee or any person dependent on him/her.
- (3) For marriage or other ceremonies of self or dependents.

The recovery of loan is made in 120 installments from the monthly salary of the employee. The interest @ 9.5% p.a. is charged on the loan and the same is deducted monthly from the salary of the employee.

The amount at the credit of the subscriber is paid on resignation, retirement or death, subject to the condition that if an employee resigns on completion of 5 years' service at IBPS, the PF contribution is paid to him when transfer of PF amount is not accepted by new employer. An employee can opt for permanent withdrawal on completion of 20 years of service or during 10 years immediately preceding the date of his/her retirement, subject to the maximum of his/her contribution. For further details please see the rules.

2. New Group Gratuity Cash Accumulation Scheme (NGGCA)

All permanent employees of the Institute are covered by the IBPS Employees New Group Gratuity cash Accumulation Scheme. The salient features of the scheme are as under:-

1. Eligibility:

All the permanent employees who on the entry date are aged not less than 18 years and not more than 59 years are eligible to join the scheme. It shall be under service condition for the future employees to join the scheme on the annual renewal date.

2. Benefits:

Upon retirement on or before normal retirement date or upon death whilst in service after normal retirement date or in the event of the member incapable of further service by reasons of total and permanent disability – the benefits will be as under:

- (a) Before completion of 5 years (a) NIL
- (b) On completion of 5 years (b) 15 days' pay + Grade Pay + dearness Allowances for the number of years of Service subject to maximum of ₹ 20,00,000/- (w.e.f 29.03.2018)

Note:

1. The manner of calculation of Gratuity is shown as under:

$$\frac{\text{Last pay + DA}}{26 \text{ days}} \times 15 \text{ days} \times \text{No. of years' service}$$

2. Gratuity shall be wholly forfeited in case of termination of service of the Member (a) for riotous or disorderly conduct or any other act of violence on his part or (b) for any act which constitutes an offence involving moral turpitude provided such offence is committed by him in the course of his employment.
3. In case any act, willful omission, or negligence by the members causing any damage or loss to or destruction of property belonging to the employer, gratuity shall be forfeited to the extent of damage or loss so caused.
4. All gratuity benefits payable in respect of any Member under the Scheme will be paid only in a lump sum.

3. NEW GROUP SUPERANNUATION CASH ACCUMULATION (GSCA) SCHEME THROUGH LIFE INSURANCE CORPORATION OF INDIA

Under this scheme the employees will have the option to choose any one of the following types of pensions:

1. a. A pension payable throughout his life time.
b. A pension payable during his life time but also guaranteed for a specific minimum number of years (5, 10, and 15)
c. A pension payable during the joint life time of the employee and his Wife and continued thereafter during the life time of the survivor.
2. The employee can commute one third of the pension fund on retirement.
3. The fund will accrue at compound interest as may be decided by LIC
4. The commuted value of pension payable on retirement is free of income tax in the hands of Employees.
5. In the event of cessation of service or death of the member while in the service prior to superannuation age, the money standing to the credit of the employee would be utilized to provide the pension to him or his beneficiary as the case may be.

4. MEMENTO / GIFT CARD ON SUPERANNUATION:

The regular employee leaving the Institute on superannuation will be given a Memento / Gift Card worth ₹ 10,000/- (In words Rupees Ten Thousand only) along with other earned retirement benefits. (Circular dated November 14, 2019).

REIMBURSEMENT OF DAILY NEWSPAPER AND MAGAZINE FOR EMPLOYEES OF IBPS

The regular employees at IBPS in various grades are entitled for reimbursement of cost of daily newspaper and magazines as under:

Sr. No.	Employee Category	Reimbursement
01	Grade C and below	Cost of one newspaper i.e. ₹125/- p.m.
02	Grade D & E (Non-Supervisory)	Cost of Two newspapers i.e. ₹250/- p.m.
03	Grade D & E (Supervisory)	Cost of Two Newspapers and magazine i.e. ₹350/- p.m.
04	Grade F & above	Cost of Two Newspapers and two magazine i.e. ₹450/- p.m.

The above facility comes into force from the date of commencement of these rules and is on declaration basis every year in the month of April. The amount will be credited directly to the bank account of the staff members.

REIMBURSEMENT OF TELEPHONE BILL/RENTAL **TO REGULAR EMPLOYEES OF IBPS**

The employees at IBPS in various grades shall be reimbursed telephone bills/rental as per the limits/guidelines as under:

Sr. No.	Employee Category/Grade	Reimbursement of Telephone Bill (landline or mobile) including GST *
01	Grade D & E (non-supervisory)	₹250/-p.m. on one Time confirmation / Declaration
02	Grade D & E (Supervisory)	₹500/-p.m. on one Time confirmation / Declaration
03	Grade F	₹750/- p.m. on one Time confirmation / Declaration
04	Grade G	₹1000/- p.m. on one Time confirmation / Declaration
05	Grade H & I	Actual bills

*Office Circular dated 05.01.2021

HOUSE RENT REIMBURSEMENT (HRR) SCHEME
FOR PROVIDING LEASED RESIDENTIAL
ACCOMMODATION TO REGULAR IBPS OFFICER
EMPLOYEES IN GRADE E (SPECIALIST AND
SUPERVISORY CADRE), F, G, H & I IN THEIR
PERSONAL NAMES

1. All regular IBPS Officer Employees in Grade E (Specialists and Supervisory Cadres), F, G, H & I will be eligible for leased residential accommodation on their personal names under the House Rent Reimbursement (HRR) Scheme. Contractual employees are not eligible under the scheme.
2. IBPS would endeavour to provide residential accommodation to all eligible Officer employees subject to availability. However, where IBPS does not have suitable accommodation, either on ownership basis or on lease basis which can be provided as residential accommodation, eligible Officer employees may be permitted to arrange suitable residential accommodation on their own, on lease basis under HRR Scheme at any place of his/her choice in Mumbai Metropolitan Region (MMR) and seek reimbursement within the monetary ceiling fixed by the IBPS.
3. Following pecuniary limits for monthly lease may be considered for IBPS Officer employees in different grades:

Grade of the Officer Employees	Monthly Lease rental limit
E (Specialists and Supervisory Cadres) and F	₹ 25,000
G	₹ 35,000
H & I	₹ 40,000

4. However, it is clarified that Officer employee/s will not be eligible to get reimbursement of lease rent under the House Rent Reimbursement Scheme if he/she takes leased accommodation for a house owned by his Father/ mother/ spouse/ children.
5. Officer employee can surrender the leased accommodation with prior intimation to IBPS in case of purchase of own accommodation or change of leased accommodation or for any other reason. The lease can be taken for minimum period of 11 months.
6. This perquisite will attract the provisions of extant Income Tax rules.
7. If any Officer employee or her/his spouse owns a house in the jurisdiction of Mumbai Metropolitan Region (MMR), he/she is not eligible for accommodation under the HRR Scheme.

8. If any Officer employee is having accommodation in the name of his/her spouse or if spouse is provided with residential accommodation from his/her employer, he/she is not eligible for accommodation under the HRR scheme.
9. If parents of the Officer employee have any accommodation in the city and he/she is residing with them, he/she will not be entitled for this facility however, subject to satisfaction of the IBPS of the reasons for staying in /availing a separate accommodation on lease rent basis, he/she may be brought under the Scheme.
10. If both wife and husband are working in IBPS and one of them is provided with leased accommodation, the other spouse is not eligible for accommodation under the Scheme.
11. Officer employee who is placed under suspension from service shall be paid lease rent amount, provided the lease facility has been sanctioned prior to date of suspension. Renewal of lease facility shall also be allowed during the period of suspension; however, sanction for fresh lease shall not be permitted.
12. Brokerage equivalent to a maximum of one month rent paid by the employee will be reimbursed on production of supporting bill/evidence. The scheme provides for payment of Brokerage once at the time of initial lease on production of supporting bill/evidence, against Leave & License Agreement. The Lease period is expected to be for a period of 36 months with renewal options every 11 months wherever necessary. The amount of Brokerage payable would be not more than one month's eligible rent or amount recorded in the Leave & Licence agreement (lease deed) whichever is lower. (Circular dated 22.02.2023)
13. The Institute will not reimburse the registration and other related charges / Government duties / Taxes paid.
14. IBPS will pay an amount as refundable security deposit to a maximum extent equivalent to 3 months eligible lease rent under the Scheme. Officer employee concerned has to ensure that the landlord returns the security deposit to IBPS immediately on termination of lease otherwise the same shall be paid/recovered by the Officer employee/ recovered from the salary/emoluments/terminal benefits payable to the Officer employee.
15. During the currency of a lease deed, no revision of rent would be allowed including the increase in existing lease rent at periodical intervals of agreement.
16. Any dispute between the landlord and the Officer employee concerned shall be settled between them and IBPS in no way would be responsible for that.
17. Where an Officer employee is provided with accommodation under the Scheme, the said Employee shall not eligible to get HRA payable to her/him.
18. An Officer employee can take an accommodation under the scheme for a higher rent than permissible limit under the Scheme however the amount over and above the permissible limit of lease rental under the Scheme shall be borne by the Officer employee concerned apart from the recovery of the House Rent Allowance.

19. If the annual rent paid by the Officer employee exceeds ₹ 2,40,000/- per annum, it is mandatory for the Officer employee to report PAN of the landlord to the IBPS as per extant IT rules.
20. Leave and License Agreement shall mandatorily be executed in the name of the Officer employee only as Licensee singly, who is availing HRR facility from IBPS and copy of the same should be submitted with IBPS.
21. Lease Rent will be paid directly to the landlord in his/her account by IBPS as per eligibility of the Officer employee concerned during currency of lease period after deducting eligible TDS.
22. If an Officer employee to whom residential accommodation is provided under HRR scheme (i) resigns, retires, dismissed or remove from services or (ii) dies, the facility so provided will be deemed to have been cancelled with effect from one and two months respectively after the date of (i) or (ii), as the case may be.
23. Employees who have already taken house on lease rent in their name may opt for this scheme by giving an application in the attached form to be obtained from the landlord.
24. The scheme may be reviewed after every three years.
25. Divisional Head, Administration is competent authority for according sanction under the scheme for all eligible employees however, in case of any deviation Director will be the competent authority.
26. Director IBPS is authorized to issue clarifications and take appropriate decisions in the interest of Institute, on specific issues that may be faced in respect of HRR Scheme.

ASSISTANCE FOR EDUCATIONAL SCHEMES

1. Incentives Scheme to Employees for pursuing Higher Studies
2. Scholarship to Meritorious Children
3. Cash Awards to Meritorious Children
4. Children education subsidy
5. Personal library scheme

(1) Incentives Scheme to employees for Pursuing Higher Studies (Revised)

IBPS will reimburse tuition, examination fees paid and ₹1000/- towards purchase of books per year for pursuing higher studies to the employees. The Rules governing this scheme will be as follows:

1. This will cover all the regular employees working in all Divisions.
2. Courses for higher learning (not to include Graduation) where certificate/diplomas/degrees are awarded by Universities as also professional institutions such as ICWA, CS etc. where the minimum duration is one year are eligible under the scheme.
3. The courses covered are PhD, MBA, CS, ICWA, MCA, MSc, etc. Allied courses with these like MHRDM, MFM, etc. are also included.
4. The areas included for above courses are Psychology, Education, HR, Information Technology, Computer Science, MIS, Finance, Commerce, and Statistics. Areas allied to these major streams will also be considered.
5. Besides these, some more courses based on the requirement with recommendation of Division Head and approval of Committee and finally Director may also be accepted.
6. No employee should apply for reimbursement of more than one course at the same level. For example, if someone has already taken reimbursement at Masters Level in one subject, IBPS will not provide another reimbursement at the same level.
7. IBPS will also organise regular skill development Training / refresher programme for the employees on the recommendation of Division Head.
8. The reimbursement of fees will be only for the minimum number of terms required as conducted by university/colleges affiliated to universities.
9. Fees paid to coaching classes for preparation for such examination will not be included in this scheme.

10. The reimbursement of tuition, examination fees, cost of books purchased will be done only once after the successful completion. To illustrate, if somebody is pursuing the post-graduation course in commerce i.e. M.Com. as per this clause he/she will be entitled for reimbursement after he/she successfully completes his/her M.Com. Till then no reimbursement will be made.
11. Examination fees will be paid only once. No reimbursement will be possible for repeat appearances for a particular examination.
12. In addition to this, an additional amount of ₹ 10,000/- will be paid to such employees after completing the course/Training who in the pre-approved course have
 - a. scored atleast 70% marks or equivalent grade.
 - b. been awarded Ph.D.
13. Courses attended purely for personal development like Public Speaking, Foreign Languages, Journalism, etc. will not be considered under this scheme.
14. Reimbursement will be made on production of original receipts/vouchers etc. only.
15. Employee who avails the benefit under the incentive scheme for pursuing higher studies is expected to serve the Institute for atleast two years after acquisition of the higher qualification i.e. Minimum two years' service remaining as well as serving the institute atleast for two years after completion of the course. In case any employee resigns from the services of IBPS in less than two years after acquisition of the higher qualification, he or she will be required to repay the reimbursed and incentive amount before getting relieved from the Institute. An employee who pursues the Ph.D. course is expected to serve the Institute for atleast two years after acquisition of Ph.D. degree irrespective of whether or not he/she avails the benefit under the incentive scheme. (Circular dated 17th May 2022)
16. The employees will be eligible under this scheme after their confirmation for such expenditure incurred by them even before their confirmation after joining IBPS. However, IBPS approval at the time of joining the course must be sought.
17. In case an employee at the time of joining IBPS is already pursuing such studies he/she will be covered in this scheme only from the term in which he/she joins IBPS and the reimbursement will be restricted to the period spent for pursuing of studies after joining IBPS. At the time of joining (within a month) such approval must be sought.

All the members desirous of availing this facility should seek Institute's approval before enrolling for the programme and committee at that time will evaluate the suitability to ascertain eligibility for receiving the reimbursement and other incentives. . A letter of approval will be issued by IBPS at the commencement of the process/ course for being covered under reimbursement. No post facto approval will be accorded to any of the employees. In such case employee without letter of approval will not be eligible for the Reimbursement under the scheme. (Circular dated 17th May 2022)

(2) Scholarship to Meritorious children

- A. Objectives:** To promote Staff Welfare by increasing the motivation level of children of the staff.
- B. Purpose:** The Scholarship will be available for pursuit of studies recognized by Examination Boards, Universities or Government bodies in the relevant field or as decided by the Committee from time to time.
- C. Eligibility Criteria & Amount of Scholarship:** The Scholarship will be available to the children of IBPS employees studying in IX Std. and onwards. The scholarship payable in any of the standards will be based on the marks obtained in the immediately preceding year. The employee's Child/children should NOT be gainfully employed.

Sr. No.	Educational Criteria	Aggregate of Marks required	Proposed Scholarship Amount per Annum
1	VIII, IX	75%	₹ 1500/-
2	X, XI	75%	₹ 1800/-
3	XII, each year of recognized Diploma by Govt. from Engineering College or Equivalent qualification	70%	₹ 2000/-
4	Each year of Graduate/Post Graduate level like B.A., B.Com. M.A., M.Com. M.sc., L.L.B., L.L.M., B .Ed. M.Ed., etc	65%	₹ 3600/-
5	Graduate/Post Graduate Level in Medicine/Engineering/ Management Studies/ Agriculture/Veterinary Science, etc	60%	₹ 3600/-
6	CA/ICEA/CS-Inter	--	₹ 1800/-
7	CA/ICWA/CS-Final	--	₹ 1800/-
8	IAS/IPS/etc.	--	₹ 3600/-

- D. Number of Scholarship Per Employee:** An employee will not be eligible for more than one scholarship per child in any one academic year. Further, the employee is eligible for the scholarship for only two children eligible under these scheme.
- E. Payment:** The payment of scholarship to the children of the employees will be made by cheque in the beginning of each academic year. The applications in the prescribed format (enclosed as Annexure -I) may be submitted by the employee before 1st July of each year. No application submitted after 1st July will be considered.
- F. Cessation of Service:** In the event of cessation of service including retirement of an employee, scholarship will continue till the end of current academic year of the child of the employee.

G. Others:

- (1) Scholarship to the children of the employees will not be granted to the courses for which College, Institutions or University, etc., are paying stipend/salary etc. In such case, if the amount of stipend/salary paid to the student is either equal to or more than the scholarship given by IBPS; no scholarship will be granted by IBPS. However, if the stipend/salary paid to the student is less than the scholarship payable by IBPS, the difference will be paid by IBPS.
- (2) In the event of disciplinary action such as suspension, charges involved in vigilance angle which may result in cessation of such employee's service, the children will not be eligible for the scholarship till the disciplinary proceedings are over.
- (3) In case the child is gainfully employed during the year for which the scholarship is granted, the amount of scholarship so granted shall be recovered from the employee

H. In case of any doubt or interpretation of any of the clauses or any other clarification in this scheme, the committee will place the matter before the Welfare Committee and the interpretation of the clauses and the decision taken by the Welfare Committee will be treated as final.

(3) Cash Awards to Meritorious Children

For School Examinations

Standard	Aggregate Marks (%)	Cash Award
V - IX	70 and above	₹250/-
X	60 and above	₹ 500/-
XII	60 and above	₹ 750/-

A special meritorious award of Rs 1500/- to the children of the employees who pass SSC/HSC examination in the merit list as announced by the State Education Board, Central Board of Secondary Examination (CBSE) etc.

For Scholarship Examinations

Those children who pass as well as secure scholarship after passing the said examination.

Type of Examination	Std.	For Passing the Examination	For Securing the Scholarship
Scholarship Exam	IV	₹250/-	₹500/-
Scholarship Exam	VII	₹250/-	₹500/-
National Talent Exam	--	₹1000/-	₹1000/-

(4) Children Education subsidy

1. All the regular employees of IBPS shall be entitled for Children's Educational Subsidy. The scheme is governed by the following rules:
2. The school going children of the permanent employees are eligible for Children's Education Subsidy @ 2000/- * or actuals, whichever is less, per child per month subject to maximum of 2 children studying from Nursery to post Graduate Level.
3. Subsidy will be for the academic year beginning June and shall be given for 11 months from June to April of each year.
4. For being eligible the child should complete 3 years of age on 31st December of the preceding year.
5. Subsidy will be disbursed by Account Department every month. The amount of educational subsidy will be directly credited to the Bank account opened in the name of the children jointly with their parents working in the Institute.
6. The documentary evidence of the admission of the child in the school will have to be submitted by the employee at the beginning of each academic year.

* increased w.e.f. 01.10.2014 - Governing Board meeting held on 04.10.2024

(5) Personal Library Scheme (modified #)

1. The facility may now be availed by all Regular employees of the Institute.
2. The books purchased for Personal Library should be useful and relevant for professional development of the employee. This may include purchase of general Books /Sets of Books containing special or general encyclopaedic information or Encyclopaedic Books.
3. Employees will be allowed to purchase Books / eBooks / Periodicals / e-Journals / Audio / Video books etc.
4. Books purchased for School/College studies up to Graduation level are not permissible for reimbursement. Other course books if pertain to the higher studies of the employee is permitted.
5. The Institute will contribute Two-third of the cost of Books/Periodicals whereas one-third cost will be borne by the eligible members. All regular employees will be allowed to purchase books/periodicals etc. for maximum amount of ₹ 6000/- in a Financial year by paying only ₹ 2000/-. The remaining amount will be borne by the Institute.

GB meeting dated 03.12.2019

CONSULTANCY SURPLUS

1. The consultancy surplus of each project completed in a financial year will be worked out after deduction of all the direct and indirect costs including overhead expenses. The total surplus of the entire consultancy project in a year will be divided into three equal parts; the first part being credited to the Institutes' Accounts, the second part being earmarked for the welfare fund of the Institute, unless otherwise decided and the last one -third part being distributed amongst the employees of the Institute.
2. The Consultancy surplus Payable to employees every year would be on the basis of "fixed sum" linked to their respective grade. Grade wise amount payable to employees has been increased as provided in the table below:

Employee Grade	Amount (fixed)* (in Rupees)
Grade P	1,50,000
Grade A	2,00,000
Grade B	2,25,000
Grade C	3,00,000
Grade D	3,00,000
Grade E	3,75,000
Grade F	5,75,000
Grade G	7,00,000
Grade H	7,50,000
Grade I	8,00,000
Grade HAG I	9,00,000
Grade J	12,00,000

* pre-tax amount

Other guidelines for the distribution of the total amount will be as under:

- 1) The Consultancy Surplus scheme should be linked to individual work performance of employees, for distributing eligible amount. Accordingly, an objective and structured metrics will be used for evaluating the performance of the employees against their Key responsibility areas in addition to their Annual Performance appraisal report (APAR).
- 2) The performance of each employee will be evaluated by the respective Division Head and for each attribute in the performance evaluation matrix, marks will be assigned by him/her. Director will be the Accepting Authority for the purpose.

- 3) The marks obtained by the employee in the Annual Performance Appraisal Report (APAR) will be converted to 25 marks and added to the marks obtained in the Performance Score Matrix of individual employee, making a total of 100 marks.
- 4) Distribution of Consultancy surplus will be as follows:

Sr. No.	Total Marks obtained by the employee in Performance Score Matrix + APAR (out of 100 Marks)	Eligible Amount of Consultancy Surplus
1	50 and above	100% of Individual Limit
2	Below 50	50% of Individual limit

- 5) The share of a regular employee who joins and /or leaves the Institute in a year will be decided on pro-rata basis of the year he served the institute in that year i.e. the ratio of full month's served to 12 months as admissible to the regular employees in the respective grades. The month in which an employee joins/leaves or is promoted to a higher grade/demoted to a lower grade may be considered to be in the respective grade for the entire month.
- 6) If any employee is absent from the Institute on leave, deputation or for such other reasons for a continuous period of 45 days at one time in a year or more than 90 days in one or more spells of periods in the year, such employee will be paid his/her share on the pro-rata basis of the period excluding his /her leave of absence. For this purpose, maternity Leave will be exempted for counting Leave of absence.
- 7) Staff on deputation will get 50% of the eligible amount to that grade for the period on pro-rata basis however contractual staff will get consultancy surplus on par with the regular staff of the same grade. (GB approval 3rd February 2020).
- 8) The employees are not entitled for consultancy during the probation period.

OTHER BENEFITS

FINANCIAL HELP FROM THE WELFARE FUND TO THE DEPENDENT OF THE MEMBERS OF IBPS STAFF IN CASE OF HIS/HER DEATH IN HARNESS.

1. Under this scheme immediate financial relief shall be provided to the bereaved family members of the employees in case of his/her death whilst in the employment of IBPS, to meet the hospital bills, funeral expenses, other sundry immediate needs, as well as monetary relief for immediate future.
2. Generally such relief will be given to the spouse of the deceased employee or to his/her next heir as notified by him /her in his/her provident fund nomination form.
3. The amount of such financial relief shall be decided from time to time, the present quantum being ₹.50,000/-(Rupees Fifty Thousand only) which is non Refundable.
4. The scheme is applicable only to permanent employees of the institute.

REIMBURSEMENT OF HOSPITALIZATION UNDER MEDI-CLAIM SCHEME

The Institute of Banking Personnel Selection (IBPS) has the scheme of reimbursement of hospitalization expenses to its employees under Medi-claim Scheme of GIC.

Salient Features:

1. Eligibility:

- I. All regular employees, on probation or confirmed and his family members as defined at (ii) herein will be eligible for reimbursement.
- II. "Family" means and includes the spouse of the employee, the children, Stepchildren, legally adopted children and the Parents and the In-laws residing with and/or wholly dependent on the employee subject to a maximum of six persons in a family of an employee.

Only a lady employee will be given a choice to include either her parents or parents -in-law after marriage for the purpose of availing the benefits subject to the condition of dependence and residence, etc., being satisfied. The option shall be informed to Administration Department in writing.

Financial limit for dependents to be covered under the definition of family

Any Wholly dependent Children, Stepchildren, legally adopted children and the Parents and the In-laws dependent on the employee shall not have an income more than ₹25,000/- per month to be covered under the definition of family. If any of the above person earns ₹25,000/- or more, he shall not be treated as dependent on the employee. Further, if the joint income of the parents or parent in laws is ₹25,000/- or more per month, they shall also be not covered under the definition of family.

- III. In case of employed spouse, he/she should produce a declaration or a certificate from the employer to the effect that no medical facility is available to him/her.
- IV. If both husband and wife are IBPS employees (present or retired) ,they should furnish to the office a joint declaration as to who will prefer the claim for reimbursement of medical expenses incurred for the medical attendance and treatment in respect of wife /husband and the dependent members. They will be treated as one family for the purpose of hospitalization reimbursement and maximum sum assured for the family with be as per the status of the husband.
- V. Ex-Employees superannuated from the services of the Institute will be eligible for reimbursement on payment of 50% Premium Plus GST along with his/her spouse

- VI. Ex- Contractual Employees who are members of the Medi-claim scheme at present & have completed at least four years' service in IBPS will be eligible for reimbursement on payment of 50% Premium Plus GST along with his/her spouse.*

*(GB meeting dt. 18.03.2021)

2. Limit of reimbursement of expenses:

The expenses incurred for hospitalization by an employee for himself/herself and his/her family members will be reimbursed subject to the limit prescribed as under:

Grade	Per Year Per Family
Employee in Grade E & Below	₹.5,00,000/- *
Employee in Grade F and Above	₹.8,00,000/-*

Ex-gratia payment:

Ex-gratia payment towards reimbursement of 50% of the hospitalization charges incurred over and above insurance coverage subject to a maximum of ₹ 1,00,000/- per employee per annum within an overall ceiling of ₹ 5,00,000/- per annum for all employees.

Ex-gratia payment of Medical Expenses out of Welfare Fund for staff and dependents suffering from Genetic disorder.

Reimbursement of 75% of the expenses incurred on treatment of disease due to Genetic disorder shall be made on production of bills subject to a maximum of ₹.1,00,000/- per employee per annum within an overall ceiling of ₹ 5,00,000/- per annum for all employees.

3. Administration of the scheme:

The scheme will be administered by taking a suitable insurance cover from the General Insurance Corporation for the amount prescribed above for self and dependent members of the employees.

4. Other Condition:

- I. The Patient can take indoor care or treatment for sickness either in any registered hospital with local authority under the supervision of Registered and qualified medical practitioner or the hospital should have at least 15 in-patient beds, fully equipped operation theatre and nursing staff and a fully qualified doctor should be in charge round the clock.

- II. Expenses of hospitalization for a minimum period of 24 hours are admissible. However, this limit is not applicable to treatments such as Dialysis, Chemotherapy, Radiotherapy, Eye Surgery, Dental Surgery, Lithotripsy (Kidney stone removal), D & C, Tonsillectomy taken in the Hospital / Nursing Home and the insured is discharged on the same day.

* GB meeting dated 26.5.2017

5. Domiciliary Hospitalization Benefits

Medical treatment for a period exceeding three days for such illness/disease/injury which in the normal course would require care and treatment at a hospital/ nursing home but actually taken whilst confined at home in India under any of the following circumstances namely:

- (a) The condition of the patient is such that he/she cannot be removed to the hospital /nursing home or
- (b) The patient cannot be removed to hospital/nursing home for lack of accommodation therein.

Subject however, that domiciliary hospitalization benefits shall not cover:

(i) Expenses incurred for pre and post hospital treatment

(ii) Expenses incurred for treatment for any one of the following diseases:

- 1) Asthma
- 2) Bronchitis
- 3) Chronic Nephritis and nephritic syndrome
- 4) Diarrhea and all type of Dysenteries including Gastro-enteritis
- 5) Diabetes mellitus and Insipidus
- 6) Epilepsy
- 7) Hypertension
- 8) Influenza, cough and cold
- 9) All psychiatric or Psychosomatic Disorders
- 10) Pyrexia of unknown origin for less than 10 days
- 11) Tonsillitis and upper respiratory Tract Infection including Laryngitis and pharyngitis
- 12) Arthritis, Gout and Rheumatism

6. The expenses towards medical treatment will be limited to the sum insured to the patient as per the eligibility which includes the following:

- A. Room, Boarding Expenses as provided by the Hospital / Nursing Home (maximum upto 1% of sum assured),
- B. Nursing Expenses,
- C. Surgeon, Anaesthetist, Medical Practitioner, Consultants, Specialist Fees,
- D. Anaesthesia, Blood, Oxygen., Operation Theatre Charges, Surgical Appliances, Medicines and Drugs, Diagnostic Materials and X ray, Dialysis, Chemotherapy, radiotherapy, Cost of pace maker, Artificial Limbs and cost of Organs and similar expenses.

7. The claim towards expenses incurred by an employee shall be submitted to the office for onward transmission to the insurance company and the payment will be made after the receipt of amount from the Insurance Company. All original documents viz. Bills, receipts, prescriptions, reports etc. should be submitted.
8. The Bill towards medical expenses incurred upto 30 days prior to hospitalization and upto 60 days after hospitalization can also be considered for reimbursement in the case of non-domiciliary hospitalization.
9. The bills towards Maternity expenses shall also be considered for reimbursement subject to a maximum of ₹.50, 000/-.
10. Pre-existing diseases are also covered under the scheme.
11. Intimation shall be given as soon as the person is hospitalized.
12. Advance against hospitalization expenses under Medi-claim scheme

The Governing Board in its meeting held on 20th June 2019 has approved a Scheme to grant ₹ 1,00,000/- as an advance against reimbursement of hospitalization claim under Medi-claim policy to the employee on the following conditions.

- I. Under the hospitalization scheme, the employees as and when are required to deposit money with the hospital authority may submit prescribed application to the office along with estimate of hospitalization expenses.
- II. Office shall consider the request of employees by granting an advance equivalent to 80% of the estimate given by the hospital authority subject to a ceiling of 1 Lakh. Further out of the advance an amount equivalent to 20% may be paid in cash to meet expenses on medicines etc. and the balance shall be payable in cheque to the hospital where the patient is admitted. The other terms and conditions shall remain unchanged.
- III. The above advance is adjustable against the amount reimbursed by the insurance company and bills must be submitted within a month of discharge from hospital.
- IV. In case of any shortfall in the amount reimbursed by the insurance company and the advance taken by the employee, the office shall recover the same from the salary due and payable for the same month.

GROUP PERSONAL ACCIDENT INSURANCE POLICY

1. The policy coverage to our employees while on official duty.
2. The annual premium is paid by the institute.
3. The scheme provides insurance coverage to the insured person sustaining any bodily injury resulting solely and directly from accident caused by external violence and visible means. It provides coverage to the insured person for 24 hours a day throughout the year irrespective of whether one is on duty or on leave in headquarters or out of stations he shall get the compensation as follows. Subject to certain conditions as has been specified in the insurance policy.

Sr. No.	Grade	Coverage
I	'D' and below	₹5,00,000/-
II	'E' and 'F'	₹10,00,000/-
III	'G' and above	₹20,00,000/-

RETIREMENT BENEFITS

1. **GROUP SAVINGS LINKED INSURANCE SCHEME WITH LIFE INSURANCE CORPORATION OF INDIA**

Under this scheme, L.I.C. provides the employees the twin benefits of insurance cover and a lump sum payment to augment their resources after attaining the age of retirement.

The scheme in brief is as under:

Grade	Insurance Cover (₹)	Premium Per Month		Interest on Savings Portion as decided by LIC
		Saving Portion (₹)	Risk Portion (₹)	
A, B, & C	45,000/-	30/-	15/-	As may be decided by LIC from time to time
D & E	60,000/-	40/-	20/-	
F & ABOVE	1,20,000/-	80/-	40/-	

While the saving portion of the premium will be contributed by the employees on which they will get an interest @ 11% p.a. as may be decided by the LIC. The risk portion of the premium will be contributed by the Institute out of the Welfare Fund. In case of an unfortunate death of an employee, the employee will get the insurance cover as applicable plus the amount accumulated in the fund by him by the way of saving.

In case the employee resigns or is discharged from the services, the savings portion along with the interest will be paid to him/her. Otherwise the saving amount with interest will be paid to him/her on his/her retirement.

(2) **Ex-Gratia Amount**

As a token of expression of appreciation of the employees contribution to the Institute, payment of ex-gratia amount equivalent to 2 (two) months' pay plus Dearness Allowance will be made to the employee at the time of retirement / resignation/ VRS after completion of 20 years continuous service. The Ex-Gratia amount shall be payable out of Staff Welfare Fund.

CANTEEN SUBSIDY SCHEME

(Approved by GB in its meeting held on 15.10.2018)

The Guidelines governing the scheme are as follows:

1. The employees shall be eligible to receive a canteen subsidy through Multi wallet pre-paid card under meal category for total amount of ₹7000/- per year.
2. Besides the above, the employees shall continue to avail a Canteen subsidy of ₹ 500/- per month for snack/food items through register maintained in canteen subject to following norms:
 - a) The employee who remains absent for the entire month will not be eligible for the above subsidy of ₹500/- for that particular month.
 - b) Any amount under-utilized at the end of the calendar month will be deemed to be forfeited and will not be allowed to carry forward under any circumstances.
 - c) A register will be maintained in the canteen wherein day-wise entries regarding the food items consumed by the employees will be recorded and the employees are advised to authenticate the same by putting their signatures. Only the actual amount of subsidy utilized by the employee subject to ceiling of ₹500/- will be paid by the Institute to the contractor per employee per month. Any amount exceeding ₹500/- in a calendar month shall be paid directly by the employee to the canteen contractor.
 - d) Employees are advised to utilize the subsidy strictly for the purchase of the Items available in our in-house canteen only.
3. As regards the tea/coffee, the employees in Grade D and above shall be eligible for Three cups of tea/coffee in a day and the employees in Grade C and below shall be eligible for two cups of tea/coffee in a day. For any extra consumption, the employee shall pay to the contractor directly or may utilize the canteen subsidy for the same.
4. In case of extra hours before/after office time, employee shall get a tea/coffee only.

The total Subsidy on canteen will be apportioned as under:

Sr. No.	Periodicity	Amount through Multi wallet pre-paid card under meal category	Amount through Register maintained
1	1 st Week of January	₹ 1500/-	Every Month ₹ 500/-
2	1 st Week April	₹ 2000/-	
3	1 st Week July	₹ 1500/-	
4	1 st Week October	₹ 2000/-	
Total Amount		₹ 7000/- Per Year	₹ 6000/- Per Year

SAMPLE FORMATS

ASSET LIABILITIES DECLARATION FORM

FORM NO. I

STATEMENT OF IMMOVABLE PROPERTY

AS ON 31-03-20__

(e.g. Lands, House, Shops, Other Building etc.)

NAME: _____ EMPLOYEE NUMBER : _____

DESIGNATION: _____ GRADE : _____

DATE OF JOINING: _____ BASIC SALARY: _____ PF INDEX: _____

Sr. No.	Details/Description of Property & it's Location (See Notes 1 & 5 below) House/ Building/ Land No.	If not in own Name, State In whose name held & his/her Relationship, If any to the Employee.	How & when acquired (See notes 2 & 6 below)	Value of the property (See note 3 Below)	Total Annual Income from the property	Remark
1	2	3	4	5	6	7

- 1) If the property is not wholly owned the extent of share may also be indicated.
 - 2) For the purpose of column 4 the term "Lease" would mean a lease of immovable property from year to year for any term exceeding one year of reserving a yearly rent. Where however, the lease of immovable property is obtained from a person having official dealings with the employee, such a lease should be shown in this column irrespective of the term of the lease whether it is a short term or long term and the periodicity of the payment of rent.
 - 3) In column 5 must be shown
 - a) Where the property has been acquire by purchases mortgage or lease, the price of premium paid for such acquisition.
 - b) Where it has been acquire by lease the total annual rent thereof also and
 - c) Where the acquisition is by inheritance, gift or exchange the approximate value of the property so acquired.
 - 4) The annual return in respect of immovable property may also be submitted in the form as on 31st March 20.....
 - 5) Name of the District, Division, taluka & Village in which the property is Situated & also its distinctive number etc. Will be given in column 2.
 - 6) Whether by purchases, mortgage, lease, inheritance gift of otherwise & name with details of person/persons from whom acquired
- (Address and connections of the employed, if any with the person/persons concerned here also to be given in column 4.

SIGNATURE

DATE

ASSET LIABILITIES DECLARATION FORM

FORM NO. II

Statement of Assets (other than Immovable Property) & Liabilities

On Appointments/ 1st April 20____/ as on 31st March 20____

NAME: _____ EMPLOYEE NUMBER : _____

DESIGNATION: _____ GRADE : _____

DATE OF JOINING: _____ BASIC SALARY: _____ PF INDEX: _____

ASSETS					LIABILITIES			
A. Liquid Asset & Investment (including deposits & LIC Policies)					I. Liabilities to the Bank/Financial Institutions			
Description	Amounting Original Price	Held in the name of & relationship	How acquired	Annual Income Derived	Sr. No.	Types of Loan	Principal Amount	Present Outstanding
1	2	3	4	5				
					II. Liabilities to friend and relatives			
B.					Sr. No.	Types of Loan	Principal Amount	Present Outstanding
1	2	3	4	5				
					III. Other Liabilities (if any)			
					Sr. No.	Types of Loan	Principal Amount	Present Outstanding

Additional sheets may be attached where necessary

- 1) In case of shares, securities, debentures etc. Face value and approximate market value as on the date of statement may be mentioned.
- 2) In case of Life Insurance Policies date of maturity may also be stated.
- 3) Under B information may be given regarding Item like [a] Gold/gold ornaments/Approximate weight only be stated [b] Silver including ornaments, vessels etc. (approximate weight) [c] Other precious metal, items of jewellery, precious stone forming part or jewellery etc. Approximate value to be stated [d] [i] Motor Car. [ii] Scooters/Motor Cycles [iii] Refrigerator/Air-conditioners [iv] Radios/Radiogram/ Television sets and other articles the value of value of which individually exceeds ₹ 2500/- [e] value of item of movable property individual worth less than ₹ 2500/- other articles of daily use such as cloth, utensils, books, crockery etc. Added together as lump sum.
- 4) In column 4, may be indicated whether the property was acquired by purchases, gift or otherwise
- 5) Under Liabilities brief details should be given.

SIGNATURE

DATE

ASSET LIABILITIES DECLARATION FORM

FORM NO. III

Details Statement in respect of Share/Debentures purchased Under Promoters'/Employees' Quota as on 31st March 20.....in Officer's own name and also those held in the name of Spouse and dependent children

NAME:_____EMPLOYEE NUMBER :_____

DESIGNATION: _____ GRADE :_____

DATE OF JOINING:_____BASIC SALARY:_____PF INDEX:_____

Sr. No.	Name of the company	Name of the Share	Face Value	Cost of Acquisition	Whether promoters/ employees' quota	How acquired	Position held at the time of acquisition and if the company had any borrowing of other facilities at that time
1	2	3	4	5	6	7	8
A. SELF							
B. SPOUSE AND DEPENDENT CHILDREN (Please give name and relationship)							
Any additions/deletions to this statement during the year ended during the year ended as on 31 st March 20..... and the profit/loss incurred by me is given below.							

Place:

Date :

Signature:

ASSET LIABILITIES DECLARATION FORM

FORM NO. IV

To be submitted along with the Asset & Liabilities statement

As at the end of March every year

Form for giving intimation where transactions in Securities Debenture & Investment in Mutual Fund Scheme etc. total. Exceeds ₹25,000/- during the year ended the 31st March, 20.....

1. Employee Name : _____
2. Employee Number : _____
3. PF Index : _____
4. Scale of pay & present pay : _____
5. Details of each transaction : _____
made in share, securities
debenture, Mutual funds
schemes etc. During the
financial year.
6. Particulars of the party/firm
With whom transaction is made
 - a. Is party related to you? : _____
 - b. Did you have any dealings: _____
with the party in your
official capacity at any
time or is the applicant
likely to have any dealing
with you in the near future?
7. Source of sources from which Financed
 - (a) Personal saving : _____
 - (b) Other sources, give details : _____

Declarations:

I hereby declare that the particulars given above are true.

Place : Signature:

Date : Designation:

Date:_____

Signature:_____

Employee Number: _____ Name: _____

APPLICATION FORMAT FOR LEASED ACCOMMODATION IN PERSONAL
NAME OF EMPLOYEE UNDER HRR SCHEME OF IBPS
(To be signed jointly by employee and proposed landlord)

1.	Name of Employee	
2	Employee number and Date of joining the Institute	
3	Designation and Grade of Employee	
4.	Division & Department	
5.	Permanent address of the Employee	
6.	Particulars of Landlord: Name & address Mobile number Email ID PAN Number	
7.	Proof of ownership of Landlord	Copy of --- Maintenance bill from society / Share certificate from Society / Electricity bill / Sale deed / POA
8.	Security Deposit	₹
9.	Rent per month	₹
10.	Particulars of Bank A/c of Landlord: (for direct credit of rent in Bank Account)	Bank Name : Branch Account Number IFSC code
11.	Complete address of leased premises with flat number, floor, Name of CHS/Building	
12.	Whether parking is available for vehicle	Two wheeler: YES / NO Four wheeler : YES / NO
13	Period of Lease (attach copy of registered lease deed)	
14	Maintenance to be borne by	Landlord
15	Taxes to be borne by	Landlord
16	Electricity charges To be borne by	Employee
17	Gas Charges to be borne by (if pipeline gas is available)	Employee

I agree to give my above mentioned flat/house/residential accommodation on lease to Shri/Ms.....subject to deduction of TDS as per Law.

Signature of the Landlord

I consent to take the above mentioned flat/house/residential accommodation on lease from Shri/Ms.....

Signature of the Employee

APPLICATION FOR ALLOTMENT OF RESIDENTIAL ACCOMMODATION

NAME: _____ EMPLOYEE NUMBER : _____

DESIGNATION: _____ GRADE: _____

DIVISION & DEPARTMENT: _____

DATE OF JOINING IBPS: _____

NUMBER OF YEARS OF SERVICE IN IBPS: _____

DETAILS OF FAMILY MEMBERS WHO WOULD STAY WITH ME IN THE QUARTER.

Sr. No.	Name of the Family Member	Age	Relationship with the employee

DECLARATION:

- 1) I certify that the information given above is correct to the best of my knowledge.
- 2) I do not own a residential accommodation/flat in MMR/adjacent district jurisdiction either by me or by my spouse or jointly by myself and spouse or jointly in the name/s of my parents.
- 3) I do not stay with my parents in an owned residential accommodation/flat in the name/s of parents.
- 4) I agree to abide by the rules for allocation of residential accommodation/ flats to IBPS employees.

Date: _____ Signature: _____

EXIT FEEDBACK FROM EMPLOYEE RETIRING / RESIGNING

OBJECTIVES: To obtain a feedback from those persons who resign / retire in order to elicit suggestions to improve efficiency of the Institute

(Please write your honest and considered views objectively)

1) Name & Staff No. of employee	
2) Designation	
3) Nature of Exit	Resignation / Retirement/ V R S
4) Date of release from the Institute	
5) Total No of years of service in the Institute	
6) Reason for leaving the job (only in case of resignation). a) Getting better employment elsewhere – (please furnish particulars) b) Desiring to be self employed (Please furnish particulars). c) Any other reason (please specify).	
7) How did you find the work atmosphere in the Institute?	
8) Are you satisfied with the exposure given to you in various areas of functioning / activities in the Institute? If not, give specific comments	
9) What is your opinion on the systems and processes at IBPS? Have you any Suggestions for further improving upon them.	

10) What is your opinion on the career prospects in IBPS? Have you any suggestions for improving the same.	
11) Your suggestions for further development and progress of IBPS.	
12) What in your opinion are the three most important aspects the Institute should address to remain as a preferred organisation.	
13) Future mailing address (in case retirement and retirement and resignations), e-mail / telephone	

PLACE:

SIGNATURE:_____

DATE:

NAME;_____

DESIGNATION:_____

APPLICATION FORM FOR INTERNAL PROMOTION PROCESS

Date: ____/____/20__

To,
Division Head (Administration)
IBPS,
Mumbai- 400 101.

Dear Sir,

With reference to the Circular dated, I submit my application
for the Post of _____ at IBPS under.....Track.

My Bio-data information is as follows:-

- Name:- _____ Employee Number:____
- Date of Birth:-_____ Date of Joining at IBPS _____
- Qualifications:- _____

- Knowledge of Computers:- _____
- Present Designation & Grade:- _____
- Date of last promotion / up gradation : _____
- No. of years of service in Present Grade : _____ years(s) & _____month(s).
as on 31.03.20_____.
- No. of years of service in Present Designation : _____ years(s) & _____month(s).
- Work experience & Achievements since joining IBPS (may attach annexure):

Signature of Employee _____

DETAILS OF FAMILY FOR THE PURPOSE OF LEAVE TRAVEL CONCESSION DECLARATION

EMPLOYEE CODE _____

1. Name of the Employee: _____

2. Designation: _____ Grade: _____

3. Details of Members of my Family : As on _____

Sr No	Name	Relation	Age	Birth Date	Whether Employed/ Unemployed/ pensioner	If employed/ Pensioner, Income p.m.
1						
2						
3						
4						
5						

I certify that, the income of the above mentioned dependent member (except spouse) from all sources is less than the prescribed maximum limit for becoming dependent as per the rules. I hereby declare that my parents OR parents-in-law* is/are wholly dependent on me and he/she/they normally reside with me. The monthly income of my parents/parents-in-law*/children/step children/legally adopted children from all reliable sources is not more than the prescribed limit.

I certify that, the above information is true, correct and complete to the best of my knowledge and belief. I am aware that I am liable for disciplinary action in case of false declaration or submission of false claim. I understand that in case false information has been furnished or there has been suppression of any factual information in any manner which comes to notice any time during my service, I shall be deemed to have committed an act of misconduct and disciplinary proceedings may be initiated against me. I have/ will have no objection to the institute making enquiries at any time (immediately/in the near future) regarding the statements made by me in the declaration, in any manner they decide to do so.

I hereby undertake to keep the above particulars upto date by notifying to the HR department any additional alternation.

Date : _____

Signature _____

Family for this purpose means and includes :

“Family” means and includes the spouse of the employee, the children, Stepchildren, legally adopted children and the Parents and the In-laws residing with and/or wholly dependent on the employee.

*Only a lady employee will be given a choice to include either her parents or parents –in-law after marriage for the purpose of availing the benefits subject to the condition of dependence and residence, etc., being satisfied.

“Wholly dependent parent” means a parent not having an income exceeding ₹25,000/- per month. If the income of one of the parents exceeds ₹25,000/- per month or if the aggregate income of both the parents exceeds ₹25,000/- per month, the parents shall not be considered as wholly dependent on the employee.

**DETAILS OF FAMILY FOR THE PURPOSE OF IBPS MEDI-CLAIM POLICY
DECLARATION**

EMPLOYEE CODE _____

1. Name of the Employee: _____

2. Designation: _____ **Grade:** _____

3. Details of Members of my Family : **As on** _____

I hereby submit my application for enrolling my name in the IBPS Medi-claim scheme along with the names of my family members as detailed below. I, hereby declare that, he/she/they is/are totally dependent on me.

Sr No	Name of family member	Relation	Age	Birth Date	Whether Employed ** / pensioner ** / Unemployed /	If employed /Pensioner, Income p.m.	Reason for addition
1		Self					
2							
3							
4							
5							
6							

** In case the family member is employed/pensioner, the details of Organisation in which he/she is/was employed shall also be furnished.

I hereby declare that: (Strike out whichever is not applicable)

- Though my wife / husband is employed / pensioner, I declare that she / he shall not avail medical facility from where she / he is/was employed. The certificate about non- availing Medical facilities issued by the employer of the spouse is enclosed.
- In Case of non -employed parents/ parents-in-law:

Relation	Profession	Income from all sources	Joint income from all sources
Father			
Mother			
Father-in-law			
Mother-in-law			

I certify that, the income of the above mentioned dependent member (except spouse) from all sources is less than the prescribed maximum limit for becoming dependent as per the rules. I hereby declare that my parents OR parents-in-law* is/are wholly dependent on me and he/she/they normally reside with me.

I certify that, the above information is true, correct and complete to the best of my knowledge and belief. I am aware that I am liable for disciplinary action in case of false declaration or submission of false claim. I understand that in case false information has been furnished or there has been suppression of any factual information in any manner which comes to notice any time during my service, I shall be deemed to have committed an act of misconduct and disciplinary proceedings may be initiated against me. I have/ will have no objection to the institute making enquiries at any time (immediately/in the near future) regarding the statements made by me in the declaration, in any manner they decide to do so.

I hereby undertake to keep the above particulars upto date by notifying to the HR department any additional alternation.

Date : _____

Signature _____

Family for this purpose means and includes :

"Family" means and includes the spouse of the employee, the children, Stepchildren, legally adopted children and the Parents and the In-laws residing with and/or wholly dependent on the employee.

*Only a lady employee will be given a choice to include either her parents or parents -in-law after marriage for the purpose of availing the benefits subject to the condition of dependence and residence, etc., being satisfied.

"Wholly dependent parent" means a parent not having an income exceeding ₹25,000/- per month. If the income of one of the parents exceeds ₹25,000/- per month or if the aggregate income of both the parents exceeds ₹25,000/- per month, the parents shall not be considered as wholly dependent on the employee.

APPLICATION FOR ENCASHMENT OF PRIVILEGE LEAVE
ALONG WITH LTC / HTC

(Applications should be made before proceeding on LTC/HTC)

Date: ____ / ____ / ____

To,
Division Head (Administration)
IBPS

Sub: Application for leave encashment of privilege leave along with LTC / HTC

Sr. No.	Particulars		
1	Employee Name		
2	Employee Number		
3	Designation & Grade		
4	Date of joining		
5	Entire Block Period of FOUR years	From..... to	
6	Concession availing for	1 st Block / 2 nd Block of two years	
	If Concession availing for 2nd block period		
	Details of 1st block period availed	Concession availed	PL encashed
	From.....to.....	LTC / HTCdays
7	Block period for which now proposed to availed	Fromto	
8	Details of Privilege Leave sanctioned for availing the proposed concession (copy to be enclosed)	Concession proposed : LTC / HTC	
		From to	
		Number of days:	
9	Privilege Leave at credit on the date of application days	
	No. of days for which encashment of privilege leave is sought (Maximum 30 days in a block period of 4 years in total) days	

I fully understand the rules & regulations for availing encashment of Privilege Leave with LTC/HTC. I hereby undertake to refund in full in the event of my not availing the concession or due to change in period or type of leave.

Date :

Signature of the Employee

Recommendations: Leave applied for by the official as at (8) above has been sanctioned by the respective Sanctioning Authority. The requisite period of PL is available after taking into account the period of encashment at his/her credit as on..... Leave encashment is recommended please.

AGM (HR-Administration)

Approved / Not Approved

Division Head (Administration)