

**Head Office - 2 :**  
Personnel Services Department  
304, DD Block, Sector - I)  
Salt Lake, Kolkata - 700 064

(भारत सरकार का उपक्रम)  
सम्मान आपके विश्वास का  
(A Govt. of India Undertaking)  
**HONOURS YOUR TRUST**

**Circular No.**  
**CHO/PMG/37/2011-12**  
**Dated : 25.11.2011**

**TO ALL BRANCHES / OFFICES IN INDIAN UNION :**

**Sub : Festival Advance to Officer and Award Staff - Revision in its limit following Government guidelines.**

Attention of all branches/offices is drawn to HO Circular No. CHO/PMG/13/2010-11 dated 07-08-2010 wherein the quantum of festival advance applicable to Officer and Award staff was advised as under :

- i) **For Offices** (as approved by the Board of Directors of our Bank in its meeting held on 23.07.2010) :
- One month's emoluments i.e. Basic Pay + Spl. Pay and D.A. etc. but excluding HRA & CCA subject to a maximum of Rs. 20,000/-.

- ii) **For Staff under Award who have joined Bank's Service on or after 06-12-1990** (as approved by the Board of Directors of our Bank in its meeting held on 23-08-2010) :
- One month's emoluments i.e. Basic Pay + Spl. Pay and D.A. etc. but excluding HRA & CCA subject to a maximum of Rs. 16,000/- in case of Clerical staff and Rs. 12,000/- in case of Sub-ordinate staff.

With regard to permanent Part-time employees in scale wages who have joined service **on or after 06-12-1990, the Festival Advance limit is permitted as under :**

Part-time employee having 1/3 scale of wage	: Rs. 4,000.00
Part-time employee having 1/2 scale of wage	: Rs. 6,000.00
Part-time employee having 3/4 scale of wage	: Rs. 9,000.00

- iii) **For Staff under Award (both Clerical & Sub-ordinate staff) who have joined Bank's Service prior to 06-12-1990) :**

One month's emoluments (Basic Pay + Spl. Pay + D.A. + CCA excluding HRA & Conveyance Allowance) without any ceiling.

Indian Bank's Association, vide their letter no. CIR/HR&IR/76/624C/2011-12/4000 dated 09-09-2011, has advised that the Govt. of India has since enhanced limits of Festival Advance to the employees with effect from **09-09-2011** as under :

For Officers	<b>One month's Basic Pay</b> <b>Max. Rs. 25000/-</b>
For Staff under Award who have joined Bank's Service on or after 06-12-1990	<b>CLERKS</b> - One month's Basic Pay - Minimum Rs. 8,000.00 - Maximum Rs. 20,000.00  <b>SUB STAFF</b> - One month's Basic Pay - Minimum Rs. 6,000.00 - Maximum Rs. 15,000.00

Following receipt of the above Govt. guidelines from IBA, the matter was placed before the Board of Directors of the Bank and the Board, in its meeting held on 11-11-2011 approved revision in the limits of festival advance to staff as under :

**i) For Officers :**

One month's Basic Pay – Maximum of Rs. 25,000/-

**ii) For Staff under Award who have joined Bank's Service on or after 06-12-1990 :**

CLERKS – One month's Basic Pay  
– Minimum Rs. 8,000.00  
– Maximum Rs. 20,000.00

SUB STAFF – One month's Basic Pay  
– Minimum Rs. 6,000.00  
– Maximum Rs. 15,000.00

**With regard to permanent part-time employees in scale wages who have joined service on or after 06-12-1990, the limits may be as under :**

		Minimum	Maximum
Employees on 1/3 scale-wage	One month's BP	Rs. 2,000.00	Rs. 5,000.00
Employees on 1/2 scale-wage	One month's BP	Rs. 3,000.00	Rs. 7,500.00
Employees on 3/4 scale-wage	One month's BP	Rs. 4,500.00	Rs. 11,250.00

**iii) For Staff under Award (both Clerical & Sub-ordinate staff) who have joined Bank's Service prior to 06-12-1990 :**

One month's emoluments (Basic Pay + Spl. Pay + D.A. + CCA excluding HRA & Conveyance Allowance) without any ceiling.

All other terms and conditions for grant of festival advance will remain unchanged.

The referred Govt. guideline on festival advance will be implemented with prospective effect.

Branches/Offices are advised to take a careful note of the above and act accordingly. A copy of the circular should be displayed in the Notice Board for information of all staff members.

  
( G. N. Shukla )  
General Manager  
( Personnel Services )