



बैंक ऑफ बड़ौदा Bank of Baroda

एचओ:बीआर:111/116

10 मई, 2019

सभी शाखाओं/ कार्यालयों के लिए मास्टर परिपत्र

मासंप्र विभाग, प्रधान कार्यालय, बड़ौदा
द्वारा जारी

विषय: लाभ एवं परिलब्धियों संबंधी मास्टर परिपत्र.

कर्मचारियों को देय लाभ एवं परिलब्धियों से संबंधित विभिन्न परिपत्रों और दिशानिर्देशों को समेकित करने का निर्णय लिया गया है. ये लाभ और परिलब्धियां दिनांक 01.04.2019 से लागू हैं जो इस परिपत्र के अनुलग्नक के अनुसार हैं.

कर्मचारी एचआरएमएस/ पेरोल पैकेज का उपयोग करके अपने लाभ संबंधी दावों के लिए आवेदन कर सकते हैं.

कर्मचारियों को सूचित किया जाता है कि वे अपने आवधिक दावों को ऑनलाइन माध्यम से यथासमय अर्थात् जिस तारीख को यह देय हो, उसके एक महीने के भीतर प्रस्तुत करें. यदि निर्धारित समयसीमा के भीतर दावा नहीं किया जाता है, तो उसका भुगतान नहीं किया जाएगा.

कर्मचारियों को उनके द्वारा किए गए खर्चों का दावा करना होगा और उसकी प्रतिपूर्ति एचआरएमएस/ पेरोल सिस्टम के माध्यम से की जाएगी. यह प्रतिपूर्ति पात्र राशि की अधिकतम सीमा तक या दावा की गई राशि, इनमें से जो भी कम हो, के लिए की जाएगी.

कृपया नोट करें कि प्रतिपूर्ति कर्मचारियों द्वारा किए गए व्यय की घोषणा के आधार पर की जाती है. एक बार दावा स्वीकृत हो जाने के बाद, मैनुअल भुगतान के किसी भी अनुरोध पर विचार नहीं किया जाएगा.

सभी कर्मचारियों को सूचित किया जाता है कि इस परिपत्र की विषय-वस्तु का अच्छी तरह से अवलोकन करें और इसमें उल्लिखित सभी नियमों और दिशानिर्देशों के पालन करें.


इस परिपत्र की विषय-वस्तु को सभी संबंधितों के ध्यान में लाएं.

इस परिपत्र की एक प्रति नोटिस बोर्ड पर भी प्रदर्शित की जाए.

 S. Malolan.

(सी. मालोलन)

प्रमुख – मासंप्र विभाग

संलग्न :: यथोक्त 

प्रधान कार्यालय : मा.सं.प्र. - छठा तल, "बड़ौदा भवन", आर.सी.दत्त रोड, अलकापुरी, बड़ौदा-390007. गुजरात. (भारत).

Head Office : HRM - 6th Floor, "Baroda Bhavan", R. C. Dutt Road, Alkapuri, Baroda - 390007. Gujarat (INDIA).

फोन / Phone : 91-265-2316626 / 27 ई-मेल/E-mail : hrm.ho@bankofbaroda.com



बैंक ऑफ़ बड़ौदा Bank of Baroda

HO:BR:111/116

10th May, 2019

MASTER CIRCULAR TO ALL BRANCHES / OFFICES

ISSUED BY
HRM DEPARTMENT, HEAD OFFICE, BARODA

Re :: **Master Circular on Benefits and perquisites.**

It has been decided to consolidate various circulars and guidelines pertaining to benefits and perquisites payable to employees. The details of benefits and perquisites applicable w.e.f. 01-Apr-2019 are as per Annexure attached.

The employees can apply for claim benefits using HRMS / Payroll packages.

The employees are advised to submit their periodical claims through Online within reasonable time i.e. one month from the date it becomes due. If the claims are not made within the stipulated timeline, the same shall not be paid.

The employees are required to claim the expenses incurred by them and the reimbursement will be made through HRMS / Payroll system. The reimbursement will be made to the extent of maximum eligible amount or the amount claimed whichever is less.

It may please be noted that reimbursements are made based on declaration of the expense incurred by the employees. Once the claim approved, no request for manual payment will be considered.

All the employees are advised to go through the contents of this circular scrupulously for adherence of the relevant rules and guidelines detailed therein.

The contents of this circular be brought to the notice of all concerned.

A copy of this circular be displayed on the Notice Board.



[C. Malolan]
HEAD – HR Operations

Encl :: As above.

प्रधान कार्यालय : मा.सं.प्र. - छठा तल, "बड़ौदा भवन", आर.सी.दत्त रोड, अलकापुरी, बड़ौदा-390007. गुजरात. (भारत).

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Index

S.No.	List Of Items Covered
1.	Refreshment Expenses (For Those Whom Free Lunch Facility Is Not Provided)
2.	Cooking Fuel
3.	Facility For Free Medical Consultation
4.	Newspaper, Books & Periodicals
5.	Entertainment Allowance
6.	Briefcase
7.	Lodging Expenses/ Entitlement While Travel On Duty
8.	Night Shift At Data Centre, Treasury & Gift City
9.	Kit Allowance
10.	House Maintenance Allowance
11.	Crockery Allowance
12.	Executive Attaché
13.	Conveyance Scheme For Executives
14.	Reimbursement To Executives For Personal Driver
15.	Reimbursement Of Car Parking Expenses
16.	Reimbursement Of Car Washing Expenses
17.	Uniform And Liveries
18.	Scheme For Reimbursement Of Conveyance Expenses To Officers In Scale -I, II, III & IV
19.	Reimbursement Of Petrol Expenses To Award Staff Members
20.	Payment Of Out Of Pocket Expenses To Officers For Working On Sundays/ Holidays
21.	Residential Accommodation
22.	Reimbursement Of Facilities Provided To Sales Personnel Of SMS, SMELF And Marketing Department
23.	Reimbursement Of Expenses To Internal Auditors Working At Internal Audit System
24.	Purchase Of Mobile Handset
25.	Reimbursement Of Mobile Expenses (Per Month)
26.	Branch Head Role Perquisite
27.	Club Membership
28.	Mandatory Health Check-Up
29.	Insurance
30.	Speed
31.	Incentive To Employees For Completing E-Learning Courses
32.	Furniture Scheme For Officers Of The Bank



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1. **REFRESHMENT EXPENSES (FOR THOSE WHOM FREE LUNCH FACILITY IS NOT PROVIDED)**

Under this scheme the reimbursement will be as under:-

S. No.	Particulars	Amount in Rs. p.m.
1.	All Employees	750/-

The amount is to be paid to all employees on monthly basis.

Those employees who are absent for an entire month shall not be paid Refreshment Expenses for that month. Therefore, claim for a particular month will be allowed in the system only after the closure of the month.

All the claims are paid centrally Online through HRnes (Payroll Benefit Module)/ HRMS.

2. **COOKING FUEL BENEFITS :**

The reimbursement of Rs. 4500/- towards cost of cooking fuel to all eligible clerical and subordinate staff members is to be made on annual basis i.e. every Financial Year.

The above reimbursement is to be made to all Clerical and Subordinate staff members on self-declaration basis in HRnes (Payroll Benefit Module)/ HRMS.

3. **FACILITY FOR FREE MEDICAL CONSULTATION:**

- Any employee existing or retired can consult Bank's doctor in case of any sickness as per timings fixed at each centre.
- Free consultations at established Clinics at all Zonal Centers, Corporate office and Head Office with appointed Part Time Medical Consultant at each center.
- Free consultation is also available at Regional Office's of Erstwhile Dena Bank Mumbai City, Mumbai Suburb, Ahmedabad, Rajkot, Lucknow.

4. **NEWSPAPERS, BOOKS & PERIODICALS (IN RS. PER FINANCIAL YEAR)**

With the objective to foster the culture of continuous learning, intellectual growth of human capital in the Bank by inculcating and nurturing the habit of reading quality and useful contents through Newspapers & Books, which ultimately adds value to persona and improves quality of work-life, reimbursement of expenses for purchase of Newspapers, Books and Periodicals was introduced.

Grade	S-VII	S-VI	S-V	S-IV	S-III	S-II	S-I	Clerical	Sub-staff
Eligibility	14000	12000	11500	11500	3800	3300	2800	2500	1800

- The above reimbursement are to be claimed Online in Hrnes-Payroll/ HRMS.
- The reimbursement of expenses to all employees (Officers/ Executives and Clerical Staff) for purchase of newspapers, periodicals, and books be now made against individual declaration by the employee on an annual basis.
- For employees who join the Bank in the middle of the year, pro-rata reimbursement may be made for that many number of months during the financial year from the annual ceilings for purchase of newspapers/ periodicals. No pro-rata system to be reckoned for reimbursement of books.

- d) Employees promoted in the middle of the year and who have already availed the reimbursement as per the eligibility of their previous cadre/ scale may be reimbursed the difference amount as per the eligibility.

5. Entertainment Allowance (Limits per Financial Year in Rs.)

Scale	JMG/S-I	MMG/S-II	MMG/S-III	SMG/S-IV	SMG/S-V	TEG/S-VI	TEG/S-VII
Branch Heads	5400	7200	9000	12000	15000	18000	24000
Other than Branch Heads	4600	5200	6400	9000	12000	18000	24000

- a) The above reimbursement to be made Online through HRnes-Payroll/ HRMS every quarter.
- b) Officers who are retiring, resigning or taking Voluntary retirement from Bank's service may be permitted reimbursement of entertainment expenses for the entire year, if they have declared to have spent the full amount of their annual entitlement before their relieving from Bank's service.
- c) Employees promoted in the middle of the year and who have already availed the reimbursement as per the eligibility of their previous cadre/ scale may be reimbursed the difference amount as per the eligibility on pro-rata basis.
- d) With these enclosed limits, the officers would be in a position to enlarge Bank's Clientele & develop Business.

6. BRIEFCASE

A. TO OFFICERS

Officers are reimbursed cost of briefcase with a view to facilitate them to discharge their role effectively.

Scale	JMG/S-I	MMG/S-II	MMG/S-III	SMG/S-IV	SMG/S-V	TEG/S-VI	TEG/S-VII
Limit (in Rs.)	1500	1500	1500	2000	2000	3500	3500
Periodicity	Once in two years					Every year	

- a) Year shall be reckoned as Financial Year.
- b) The above reimbursement are to be claimed Online in Hrnes-Payroll/ HRMS.
- c) Employees promoted in the middle of the year and who have already availed the reimbursement as per the eligibility of their previous cadre/ scale may be reimbursed the difference amount as per the eligibility on pro-rata basis.

B. TO SPECIAL ASSISTANTS

All Special Assistants shall be reimbursed cost of briefcase as under:

Item	Limit
Briefcase	Rs. 1500/- including tax, once in -03- years

- a) Year shall be reckoned as Financial Year.
- b) The above reimbursement are to be claimed Online in Hrnes-Payroll/ HRMS.

7. Lodging Expenses/entitlement while travelling on Duty

Eligibility	All Officers				
Entitlement (in Rs.) Excluding taxes, Taxes payable over and above the limits	Centre	S – I	S-II to III	S-IV to V	S-VI to VII
	Major 'A' Class Cities	2600	3400	5000	7800
	Area I	2200	2600	3400	4400
	Other Places	1800	2200	3000	4000
Exception	For Scale IV and above - 150% of eligible amount for Mumbai, New Delhi, Kolkata, Chennai, Bangalore and Hyderabad				

8. Night shift at Data Center, Treasury & GIFT City

Shift Details:-

Shifts	Timings
Morning	Shift Starts from 07:00 A.M. to 03:00 P.M.
Evening	Shifts starts from 03:00 P.M. to 11:00 P.M.
Night	Shift starts from 11:00 P.M. to 07:00 A.M.

Staff who are required to work in night shifts shall be reimbursed as under:

Eligibility	Staff working in night shifts at Data Center, Treasury & GIFT city	
Out-of-Pocket Allowance	Major A Class	Rs. 250 per working day
	State Capital & Area-I	Rs. 225 per working day
	Area-II & III	Rs. 200 per working day
Phone	Rs. 250 per month	

9. Kit Allowance

For	Limit per F.Y. (in Rs.)
DY. GENERAL MANAGERS	15000
GENERAL MANAGERS	20000
BRANCH HEADS (other than GMs & DGMs)	
• at Metro Centers	5000
• at Urban Centers	3500
• at Semi Urban & Rural Centers	2000

- The above reimbursement shall be made on self-declaration basis.
- Executives promoted in the middle of the year and who have already availed the reimbursement as per the eligibility of their previous cadre/ scale may be reimbursed the difference amount as per the eligibility.
- Officers officiating on temporary basis in Higher Grade/ Scale for short period during the leave/ absence etc. of regular incumbent shall not be entitled to reimbursement of cost of the above perquisites. However, the officers who are officiating on regular basis against categorized positions in executive cadre, duly approved by the competent authority, shall be eligible to claim reimbursement of the perquisites.
- If Branch Head is posted as Branch head at a place with higher amount, the difference shall be paid to him.

10. HOUSE MAINTENANCE ALLOWANCE

Entitlement (in Rs. Per month)							
Scale	JMG/S-I	MMG/S-II	MMG/S III	SMG/S-IV	SMG/S -V	SMG/S-VI	TEG/S-VII
Self-accommodation	200	300	300	400	500	500	600
Self-Leased Accommodation	300	400	400	500	500	600	600
Bank Leased Accommodation (Bank Quarter)	500	600	700	1200	1200	1500	1500

*Reimbursement of House Maintenance Expenses to be claimed online through HRnes-Payroll/ HRMS.

11. CROCKERY ALLOWANCE (IN RS.)

Grade/Scale	SMG/S-IV	SMG/S-V	TEG/S-VI	TEG/S-VII
Limit	2000	3000	4000	5000
Periodicity	Once in two years		Every year	

- The above reimbursement shall be made on self-declaration basis in HRnes-Payroll/ HRMS.
- Year shall be reckoned as Financial Year.
- Officers officiating on temporary basis in Higher Grade/ Scale for short period during the leave/ absence etc. of regular incumbent shall not be entitled to reimbursement of cost of the above perquisites. However, the officers who are officiating on regular basis against categorized positions in executive cadre, duly approved by the competent authority, shall be eligible to claim reimbursement of the perquisites.
- Employees promoted in the middle of the year and who have already availed the reimbursement as per the eligibility of their previous cadre/ scale may be reimbursed the difference amount as per the eligibility on pro-rata basis.

12. EXECUTIVE ATTACHÉ FOR SCALE-IV TO VII

Eligibility	From SMG/S-IV to TEG/S-VII	
Entitlement	Scale	Entitlement (in Rs.)
	SMG/S-IV & V	4000
	TEG/S-VI & VII	5000
Periodicity	Once in 3 years	

- Year shall be reckoned as Financial Year.
- The above reimbursement shall be made on self-declaration basis in HRnes-Payroll/ HRMS.
- Officers officiating on temporary basis in Higher Grade/ Scale for short period during the leave/ absence etc. of regular incumbent shall not be entitled to reimbursement of cost of the above perquisites. However, the officers who are officiating on regular basis against categorized positions in executive cadre, duly approved by the competent authority, shall be eligible to claim reimbursement of the perquisites.
- Employees promoted in the middle of the year and who have already availed the reimbursement as per the eligibility of their previous cadre/ scale may be reimbursed the difference amount as per the eligibility on pro-rata basis.

13. CONVEYANCE SCHEME FOR EXECUTIVES

Area	Scale VI & VII	Scale-V : Bank's car or Lump sum payment in lieu of Bank's car per month
Metro	Bank's Car	Bank's car or Rs. 20000/-
State Capitals		Bank's car or Rs. 17500/-
Other centres		Bank's car or Rs. 15000/-

- a) Scale – V executives may be provided Bank's car subject to administrative availability of Bank's car.

Details on Petrol Usage for different categories of Executives:-

Cadre	Facility of providing Bank's Car with Driver	Ceiling on Petrol Usage
General Manager positions		
GMs – Corporate Office	YES	200 ltrs. p.m.
GMs - ZHs		No Ceiling on Petrol
Deputy General Manager positions		
DGMs – Corporate Office	YES	200 ltrs. p.m.
DGMs – RHs		No Ceiling on Petrol
DGMs – BHs		No Ceiling on Petrol
DGMs – DZHs		No Ceiling on Petrol
DGMs – ZIC Heads		200 ltrs. p.m.
DGMs – Subsidiaries		200 ltrs. p.m.
DGMs – RRB Chairman		No Ceiling on Petrol
Asst. General Manager positions		
AGMs - RHs	YES	No Ceiling on Petrol
AGMs – DRMs		No Ceiling on Petrol
AGMs – BHs		No Ceiling on Petrol
AGMs – SMELF Heads		No Ceiling on Petrol
AGMs – RRB Chairman		No Ceiling on Petrol
AGMs – Corporate Office	Option for Either Reimbursement of Conveyance Expenses on lumpsum basis in lieu of car facility (presently Rs. 10,000/- / Rs. 8,000/- / Rs. 6,000/-) per month, as applicable OR Bank's Car with Driver with petrol ceilings (150 ltrs/ 125 ltrs / 100 ltrs) per month, as applicable	
AGMs - Subsidiaries		
AGMs – RRB – Other positions		
AGMs – RBO		
AGMs – Vice Principal (Staff College)		
AGMs – ZIC Head		
2 nd man in Scale – VI Branch		
AGMs – Zonal Offices		

Please note to ensure the following:

- All Executives who have been provided with the facility of Bank's Car have to necessarily maintain a log book for the Bank's Car every month.
- The Executives provided with the facility of "No Ceiling" on petrol usage to submit copy of log book (in a consolidated form) to the next Higher Authority/ Regional/ Zonal Heads, as the case may be. Such usage be closely monitored by the concerned Authority to ensure proper use of Bank's Car/ Fuel.
- The Executives are permitted to travel only within their operational area. Any travel outside the operational area by Bank's Car has to be permitted by the next Higher Authority, mentioning the purpose of travel.

14. REIMBURSEMENT TO EXECUTIVES FOR PERSONAL DRIVER (IN RS. PER MONTH)

The reimbursement towards expenses for personal drivers who are provided with Bank's car and permitted by Bank or eligible to engage personal drivers as under:

Centre	Salary (P.M.) in Rs.
At Mumbai, New Delhi, Kolkata, Chennai	15500
At Remaining A Class Cities / Area I / State Capitals	14500
At all other places	13500

The amount of reimbursement to eligible executives for payment to personal drivers on account of outstation duty/ overnight stay/ stay beyond 10 p.m. is **Rs. 200/- per day with a cap of Rs. 2000/- per month.**

15. REIMBURSEMENT OF CAR PARKING EXPENSES (IN RS. PER MONTH)

Executives (SMG/S-V & above) who are provided with Bank's car and are required to pay parking charges:

Area	SCALE-VII	SCALE-VI	SCALE-V
METRO & MAJOR'A Class Cities	500	500	500
OTHER PLACES	400	400	400

16. REIMBURSEMENT OF CAR WASHING EXPENSES (IN RS. PER MONTH)

Executives (SMG/S-V & above) who are provided with Bank's car and are required to pay car washing expenses:

Area	SCALE-VII	SCALE-VI	SCALE-V
METRO & MAJOR'A Class Cities	1000	1000	1000
OTHER PLACES	900	900	900

17. UNIFORM AND LIVERIES

I. Uniform for Subordinate Staff

Type of Uniform	Limits (per set) & Periodicity
SUMMER	2 YRS : Rs. 1000 & 3 UNITS
WINTER	3 YRS : Rs. 3000 & 1 UNIT

❖ Year shall mean Financial Year

LIVERIES:

In order to simplify the reimbursement process and for administrative convenience, it has been decided to have a common periodicity for reimbursement of the cost of Liveries supplied to eligible subordinate staff members as **once in two years** (Year shall mean Financial Year) on submission of bills as under:-

Liveries for Substaff (other than Watchmen and Armed Guards)

Items & Periodicity	Limits
LEATHER SHOES (Once in 2 years)	Rs. 1000 & 1 UNIT
RAINY SHOES (Once in 2 years)	Rs. 200 & 1 UNIT
RAIN COAT (Once in 2 Years)	Rs. 400 & 1 UNIT
UMBRELLA (Once in 2 Years)	Rs. 250 & 1 UNIT
SOCKS - WOOLEN (Once in a Year)	Rs. 100 & 1 UNIT
HAND GLOVES (Once in a Year)	Rs. 250 & 2 UNITS
FACE MASK (Once in a Year)	Rs. 200 & 4 UNITS

Liveries for Watchmen and Armed Guards

Items & Periodicity	Limits
LEATHER SHOES (Once in 2 Years)	1000 & 1 UNIT
CARDIGAN (Once in 2 Years)	600 & 1 UNIT
GUM BOOTS (Once in 2 Years)	300 & 1 UNIT
SOCKS - NYLON/NAVY BLUE (Once in a Year)	60 & 1 UNIT
SOCKS - WOOLEN (Once in a Year)	40 & 1 UNIT

❖ UNIFORMS AND DRESS CODE FOR SECURITY AND FIRE OFFICERS (SPECIALIST OFFICERS)

Description of Items	Entitlement	Cost per item
Black Trousers Stitched or Readymade (Raymond Ref Shade Code – Excellence)	Two trousers per year	Rs. 3092/- @ Rs. 1546/- per trouser
Light Blue Full Sleeves Shirt Stitched or Readymade (Raymond Ref Shade No S415188004)	Two Shirts per year	Rs. 1888/- @ Rs. 944/- per shirts
Lady Security Officers may purchase Two pairs of Saree + Blouse/ Salwar suit light blue Colour (Self Design or Small Prints)	Two pairs per year	2540 x 2 (Rs. 5080/-)
Black lounge Suit for Gents Officers (western outfit), Trouser & Jacket (For Lady Officers Stitched or Readymade (Raymond Ref Shade Code – Excellence)	Once in three years	Rs. 4300/-
White Full Sleeves Shirt (For all) Stitched or Readymade (Raymond Ref Shade No S433409093)		Rs. 994/-
Bata Shoes Black (For all)	Once in two years	Rs. 1699/-
Socks (For all)	Two pairs every year	Rs. 200/-
Neck Tie for Gents Officers Stoll for Lady Officers	Once each year	To be procured centrally at BCC and supplied.

❖ Year shall mean Financial Year

40 SCHEME FOR REIMBURSEMENT OF CONVEYANCE EXPENSES TO OFFICERS IN SCALE –I, II, III & IV:

The Scheme for reimbursement of Conveyance Expenses to Officers in Scale – I, II, III & IV under Reg. 26 of BOB(O)SR, 1979 as under:-

Scheme-I – Applicable to Officers who do not own a vehicle

Scheme-II – Applicable to Officers who own a vehicle

SCHEME-I

(Limits in Rs. per month)

Scales	SMG/S-IV	MMG/S-III	MMG/S-II	JMG/S-I
Limits (All Areas)	1200	1000	800	700

SCHEME II

FOUR WHEELERS					
	BRANCH/ OFFICE AREA	SCALE-IV	SCALE-III	SCALE-II	SCALE-I
Per Month Eligibility (Petrol In Litres)	MAJOR 'A' CLASS	100	90	50	50
	AREA-I	100	75	50	50
	AREA-II	100	65	50	50
	AREA-III	100	55	50	50

TWO WHEELERS					
OFFICERS (SCALE- I TO SCALE IV)					
	Area	Major A	Area-1	Area-2	Area-3
Per Month Eligibility (In Litres)		50	45	40	35

- * Reimbursement to be made on declaration basis and limited to the monthly entitlement.
- * Highest rate of petrol at Mumbai, Kolkata, Delhi, Chennai & Vadodara as on last date of the month shall be the ceiling.

As per the guidelines issued by IBA, the classification of different areas/ centres have been defined as under:-

Major 'A' Class Cities/ Places with population of more than 45 lakhs	Mumbai, Kolkata, Delhi, Chennai, Ahmedabad, Bangalore, Hyderabad, Surat & Pune
Area I	Places with population of over 12 Lakhs and below 45 Lakhs
Area II	Places with population of over 5 Lakhs and below 12 Lakhs
Area III	Places with population below 5 Lakhs

- ❖ Area shall include the Urban agglomeration as per the Govt. directions.

Conditions:

- a) Vehicle should be having valid registration. If the registration certificate of the vehicle has expired, officer, will be entitled for claiming Conveyance Expenses under Scheme I Only.
- b) Vehicle should be available at the place of posting.
- c) Vehicle should be in the name of self.

Branches/ Offices are advised to obtain a copy of valid Registration Certificate from the officers attached to their Branch/ Office, who are claiming Conveyance Expenses under Scheme II and keep the same in Personal file maintained at the Branch/ Office. A declaration in attached format (Annexure-A) is to be obtained by the Branch/ Office Administration Dept. from such officers at the time of their reporting consequent upon their transfer.

“योजना II के अंतर्गत अधिकारियों द्वारा वाहन व्ययों की प्रतिपूर्ति हेतु दावे के लिए घोषणा प्रारूप”

**DECLARATION FORM FOR CLAIMING REIMBURSEMENT OF CONVEYANCE EXPENSES BY OFFICERS
UNDER SCHEME II**

प्रति/ To

शाखा प्रमुख/ प्रभारी/ स म प्र (का.प्र.)/ बीसीसी/ एचओ

Branch Head/ In Charge/ AGM (OA)/ BCC/ HO

बैंक ऑफ़ बड़ौदा/ Bank of Bank of Baroda

प्रिय महोदय/महोदया Dear Sir/ Madam

विषय : योजना II के अंतर्गत वाहन व्यय की प्रतिपूर्ति

Re: Reimbursement of Conveyance Expenses under Scheme II

मेरा वाहन, पंजीकरण संख्या _____, मेरे वर्तमान पोस्टिंग स्थान पर उपयोग के लिए उपलब्ध है.	The vehicle bearing, Registration No. _____ is available for use at my present place of posting.
---	--

इसका पंजीकरण प्रमाणन वैध है तथा इसकी समय-सीमा समाप्त नहीं हुई है.

The Registration Certification is valid and is not expired.

भवदीय/Yours faithfully,

(हस्ताक्षर)

(Signature)

Name

EC No.

Date :

41 REIMBURSEMENT OF PETROL EXPENSES TO AWARD STAFF MEMBERS

The reimbursement of petrol expenses to all Award Staff members is as under:-

Category	Award Staff who own vehicle use their own vehicles at their place of posting (Eligible litres of petrol per month)	Award Staff who do not own vehicle
Clerks	15 Litres of petrol per month or actual whichever is less	Rs. 500/- per month
Sub-staff (Full Time)	8 Litres of petrol per month or actual whichever is less	Rs. 300/- per month
Part Time Sweepers (irrespective of Scale or whether the employee owns a vehicle)	Pro-rata reimbursement on the basis of their scale of pay	Rs. 200/- per month

The reimbursement of petrol expenses shall be made on Self Declaration basis as per the monetary entitlement of the Award Staff members, calculated on the basis of highest cost of normal petrol in Mumbai, New Delhi, Kolkata, Chennai & Vadodara.

Other Conditions

- 1) a) The eligible Clerical Staff members are required to submit the declaration 'online' in Payroll on monthly basis through 'online payroll claim benefit'.
b) The sub-staff members may be advised to submit the request in the Self declaration form (Annexure – B) for claiming reimbursement of monthly petrol expenses, which shall be entered into payroll by the identified supervisor/ officer at branch/ office.
- 2) Reimbursement of petrol expenses is not to be paid as a part of the salary. Therefore, for the calculation of retirement benefits, provident fund, leave salary etc. reimbursement of Petrol expenses as stated above is not to be included.
- 3) The Award Staff members claiming reimbursement of petrol expenses **shall not be eligible for reimbursement of any other local conveyance expenses** incurred by them in the course of performance of official duties.
- 4) Employees under suspension shall not be eligible for reimbursement of Petrol expenses.
- 5) No reimbursement of petrol should be made, if the employee is away on leave/ tour etc. for the entire month.
- 6) Reimbursement of petrol expenses as stated is non-accumulative.
- 7) Employees will be able to submit the above claim for the month only after last day of the month.

DECLARATION FORM FOR CLAIMING REIMBURSEMENT OF PETROL EXPENSES FOR SUBSTAFF MEMBERS

Date : _____

Name : _____

EC No. _____ Branch/ Office : _____

Region : _____ Zone : _____

To,

Branch Head/ Incharge/ AGM (OA), BCC/ HO

Bank of Baroda

Dear Sir/ Madam,

Re : Reimbursement of Petrol Expenses for the month of _____***(Tick and fill up whichever is applicable)***☐

I do not own a vehicle in my name.

☐

I hereby declare that I own a _____ (2 wheeler/ 4 wheeler) vehicle in my name. The vehicle bearing Registration No. _____ is available for use at my present place of posting.

I have incurred Rs. _____/- towards petrol expense during the month of _____ and request you to reimburse me as per my entitlement.

Yours faithfully,

(Signature)

42 PAYMENT OF OUT OF POCKET EXPENSES TO OFFICERS FOR WORKING ON SUNDAYS/ HOLIDAYS

The following circumstances will necessitate payment of out-of-pocket expenses to officers:-

- i) Officers may be called for duties on Sundays/ holidays only in cases of official exigencies/ very exigent business demands, which should have measurable outcome but not for completing routine work. It must be used very rarely for a specific Business outcome only or for a very specific purpose like holding Lok Adalat, or due to any Government directive to keep Branches open for tax collection, holding recovery camp, to compile data for lodging claim of debt relief announced by State Governments. These are examples only and there may be other such exigency which would require working on holiday.
- ii) Working on any Sunday/ Holiday **must be for the full day** to attract payment of out-of-pocket expenses.

Eligibility	Working on Sundays & Holidays out of official exigencies
Entitlement	Either Compensatory off or Rs. 2000/-

The following instances would not be considered for payment of out-of-pocket expenses:-

- i) Clearance of pending work of Branch/ Office which are expected to be done during normal working days.
- ii) In order to finish daily activity, work pertaining to day to day functions of a Branch/ Office, if completed on a holiday or by sitting late on a working day.

For working on Sundays/ Holidays by Officers, compensatory off has to be granted within a month of such working. First compensatory off must be exhausted by concerned officer and branch. If granting compensatory off is not possible due to staff constraints or any other reasons, then only, officer need to be paid out-of-pocket expenses. In no case, both compensatory off and out of pocket expenses be sanctioned for working on same holiday or Sunday.

The claim of officers duly certified by Branch Head has to be submitted once a month for previous month to Regional Manager for approval. Regional Offices will be required to maintain accurate record of such payments along with the purpose of the payment authorized and submit quarterly statements in the following format to their Zonal Offices, for reporting the position to the Zonal Committee along with other controllable expenses.

No. of Officers called to work on Sundays/ Holidays during the quarter	Payment made for this purpose in quarter ended _____	Payment made in previous quarter

Regional Offices must monitor payment of out-of-pocket expenses in each branch and task/work accomplished.

43 RESIDENTIAL ACCOMMODATION

Residential Accommodation (Rental ceiling per month in Rs.)

Particulars	SCALE-VII	SCALE-VI	SCALE-V	SCALE-IV	SCALE-III	SCALE-II	SCALE-I
MUMBAI	WILL BE DECIDED ON A CASE-TO-CASE BASIS BY ESTATE MGMT DEPT		30500	25500	22000	22000	20000
DELHI			28500	23500	20000	20000	19000
MAJOR 'A' CLASS CITIES			26500	22000	18000	18000	17000
AREA-I			21000	17500	14000	14000	13000
AREA-II			16000	12500	11000	11000	10000
OTHER CENTERS			15000	12000	8500	8500	7500

The definition of areas/ centres for the purpose of providing residential accommodation to Officers/ Executives in our Bank as under:-

Area	Definition
Delhi & Mumbai	Separate Rental ceiling for Delhi & Mumbai
Other major 'A' Class cities	Kolkata, Chennai, Ahmedabad, Bangalore, Hyderabad and Pune
Area I	Centres with population of 7.5 Lakh and above
Area II	Centres with population of 1 Lakh and above but below 7.5 Lakh
Others	All places not included above
State Capitals situated in other than Major 'A' class centres	As applicable to 'Area I' centres

The other terms and conditions, approved by the Board of Directors in regards to the captioned scheme are as under:

- Rental ceiling for leased accommodation in Ghaziabad, Faizabad, Noida, Ballabgarh, Sahibabad and Gurgaon is to be treated at par with the rental ceiling at New Delhi.
- Rental ceiling for leased accommodation in Chandigarh, Mohali and Panchkula shall be at par with rental ceiling applicable to Area-I.
- Brokerage, equivalent to one month's rent entitlement, shall be reimbursed to the officers at all centres on production of receipt for arranging fresh residential accommodation. Such reimbursement will be made only when residential accommodation is acquired through a broker. Further, it will be reimbursed only once during the posting of an officer in a particular place/ centre.

44 **REIMBURSEMENT OF FACILITIES PROVIDED TO SALES PERSONNEL OF SMS, SMELF AND MARKETING DEPARTMENT**

Staff members posted at outfits like Regional Marketing set up/ Zonal Marketing set up/ Loan factories are required to undertake field visits and make contacts with existing and potential customers personally, electronically or through mobile etc. for business development.

They shall be eligible for the following on reimbursement basis on different rates as mentioned below:

Office	Conveyance Expenses (Per month)	Mobile and /or land line Expenses (including Monthly rental)
1. Zonal / R.O (Excluding BCC)	*Metro : Rs. 2000/- Non Metro : Rs. 1500/-	*Metro : Rs. 700/- Non Metro : Rs. 500/-
Marketing Officers (Specialists)		
2) SMS		
Sales staff and Inspectors (Officers)		
3) SME Loan Factories		
To all Relationship Manager/ Relationship Officers and Head (Sales)		
* Metro - Delhi, Mumbai, Chennai and Kolkata		

The limits for reimbursement of Conveyance Expenses mentioned above are over and above their original entitlements of the Grade/ Scale.

Sales Kit (Soft Bag):

For officers undertaking outbound sales activities @ Rs. 750/- once in two years.

Kit Allowance & Mobile expenses reimbursement for Head of SMELF/ SMS

Kit Allowance (eligibility)	Benefit	
Head of SMELF / SMS	Rural and Semi Urban Centers	Rs. 2,000/- p.a.
	Urban Centers	Rs. 3,500/- p.a.
	Metro Centers	Rs. 5,000/- p.a.
Telephone and Mobile Bills		
Heads of SMELF/SMS may be allowed reimbursement of telephone/mobile bills at par with Branch Heads in respective Grade/Scale of the center.		

(Kit Allowance is to be claimed only once in a Financial Year. If the incumbent had received the same as Branch Head, he will not be eligible to claim the same in that Financial Year).

It has also been decided that-

- Such reimbursements/ payments will be allowed, so long he/she is required to perform specified duties in the concerned specialized outfits.
- The reimbursement will be allowed on submission of declaration by the staff members.

45 REIMBURSEMENT OF EXPENSES TO INTERNAL AUDITORS WORKING AT INTERNAL AUDIT SYSTEM

A sound Internal Audit function provides vital assurance to the Bank's Board and Senior Management as to the quality of Bank's Internal Control System and helps in reducing risk of loss and reputational damage. In order to do so, Internal Audit Division requires service of Internal Auditors having high standard of professional competence, knowledge and experience.

At the same time, it has also been felt that officers posted in Bank's Internal Audit function primarily face hardships in their assignments, such as frequent travelling, unavailability of home-cooked food, staying away from their family for longer periods.

In the light of the above and in order to reward the arduous work being carried out by Internal Auditors, the following benefits are provided to the Internal Auditors posted outside their normal place of stay as under:

1) Residential Accommodation for family at Place of Choice Bachelor Accommodation (1 BHK) fixed up-to RS. 6000 in non-metro cities and RS. 10,000/- in Metro cities. Rent recovery would be made as per Bank's extant guidelines.	
2) Local Conveyance	
City	Conveyance (in Rs.)
Mumbai , New Delhi , Kolkata , Chennai , Hyderabad, Bengaluru and Ahmedabad	Actual expenses subject to maximum of Rs. 500/- per working day.
For Major 'A' Class Cities and Area 1	Actual expenses subject to maximum of Rs. 300/- per working day.
Other Places	Actual expenses subject to maximum of Rs. 200/- per working day.
3) Kit Allowance – Officers may avail reimbursement towards purchase of kit to take care of frequent travel up to an annual limit of Rs. 5000/- for the first year and Rs. 3000/- for each subsequent year of his posting in Internal Audit System.	
4) Additional Travelling Expenses to meet the Family Internal auditor may be allowed to visit his family at the second centre of his choice of accommodation once in a year. Alternatively, his family consisting of his dependents can be allowed to join him at his place of posting once in a year and Bank would reimburse for such Travel, as per the Officers entitlement.	
5) Extension of Coverage of Deputation allowance to internal auditors in line with trainers at Baroda Academy / training Establishment. Officers posted in Internal Audit function may be paid deputation allowance @ 4% with a maximum of Rs. 2000/- per month on the lines of deputation allowance being paid to officers deputed to RRBs, Training System and other Government Departments.	
6) Reimbursement of expense towards buying Smart Phone may be reimbursed an amount of Rs. 10,000/- towards purchase of Smart Phone, only once during their tenure.	

- The local conveyance will be paid exclusively to Internal Auditors including Auditors looking after Credit Audit & Investigation in Internal Audit System per working day, even if the Auditee unit is situated within the limits of their **Head Quarters**. This local conveyance is not to be linked with reimbursement of monthly Conveyance Expenses which will continue to be payable as per their eligibility.
- It is clarified that the above facility will not be made available to those officials working in the Administrative Offices for station duties.
The above is applicable to all Internal Auditors including those looking after Credit Audit as well as Investigation as a part of their job role in Internal Audit System of the Bank at various ZIADs & CIAD, HO, Baroda.

46 PURCHASE OF MOBILE HANDSET

There has been a lot of changes in the field of communication. In order to keep up with these changes, the Bank has decided the limits for the purchase of smart phones of renowned brands to various Grades of employees. The limits are as under:

Sr.	Category/Cadre	Limit (in Rs.)	Eligibility
1	General Manager	25,000	Yes
2	Dy. General Manager/ Regional Head	18,000/ 20,000	Yes
3	Asstt. General Manager / Dy. Regional Head*	11,000	As per specific sanction by the Competent Authority
4	Chief Managers*	9,000	
5	ADC Managers/ Branch Heads up to Scale-III*	6,000	
6	GM's Driver – Bank's employee only*	2000	
Periodicity		3 years	

*Having specific sanction from Competent Authority

Operational Methodology

- On promotion from present cadre to higher cadre, after surrendering the existing mobile, they may request for new mobile set as per their entitlement, if the Executive desires to replace the existing mobile set, or they may claim difference of amount if they have purchased mobile above the prescribed limit of particular cadre.
- In case of malfunctioning of the mobile or other problem in the set identified by the Company's repair shop and is confirmed that the set is beyond repair; in that case, eligible Executive/ Officer will surrender the instrument and submit their request justifying the reason. The case will be considered by Head (Facilities Management, COA & Record Digitization Project), BCC, Mumbai on merit basis.
- In case mobile phone is lost or misplaced by the Executive/ Officer, the F.I.R. with self-declaration will be the sufficient evidence for making request for new mobile set.
- Cost of flip cover, scratch card and other mobile cover including accessories will form part of the overall entitlement which includes taxes also.
- Looking to the change in the technology taking place with quick pace, mobile set in normal working condition may also be replaced by the eligible Executive/ Officer atleast -3- years if an Executive/ Officer is still in the same scale/ post on surrender of the earlier handset.
- Mobile phone, if damaged due to accident or other natural calamities, etc. may also be considered replacement on merit basis from the existing suitable stock with the department. The eligible Executive/ Officer will use the instrument so provided till completion of -3- years. Bank will permit purchase of new mobile within his entitlement after surrendering the present mobile phone provided by the Bank.
- The mobile handset will have to be purchased by the eligible Executive/ Officer as per his choice of model within his entitlement. Bank will reimburse the actual cost of the mobile handset or the eligible limit whichever is less on submission of the claim supported by the original invoice from the authorized vendor/supplier.
- The respective operating unit shall maintain the records of mobile handsets provided to the eligible Executive/Officer under its jurisdiction.

- ix. On transfer, the Executives in the scale of TEG/S-VI and TEG/S-VII will carry the mobile handset provided to them and inform the concerned department at his new place of posting for necessary record keeping.
- x. The Executive/Officer who has been provided the mobile handset on account of his specific post has to surrender the same on transfer/ cessation of his respective post.
- xi. The Executives in the Scale of TEG/S-VI and TEG/S-VII only are entitled to retain the mobile handsets on their retirement from Bank's service on superannuation.
- xii. The eligible Executive/officer has to submit his claim for reimbursement of the cost of mobile handset purchased by him in the prescribed format as per Annexure-A (for General Manager & Deputy General Manager) and Annexure-B (for other eligible Executive/Officer as per specific sanction).

The sanctioning authority for providing new mobile handsets will be as under:

GRADE	SANCTIONING AUTHORITY
General Managers posted at Baroda Corporate Centre, Head Office, All Zonal Heads	Executive Director
Regional Heads, ZIAD Heads, Corporate Financial Services Heads and Deputy Zonal Heads	Zonal Head
Branch Managers, SMELF Heads, SMS Heads, Deputy Regional Managers	Regional Head
Deputy General Managers posted at Baroda Corporate Centre and other identified eligible officers	Head (Facilities Management, COA & Record Digitization Project)
Deputy General Manager (Operations & Services) and other eligible officers at H.O.	Head (Operations & services)
GM's driver – Bank's employee only	OA dept. at ZO / CM (OA) BCC/ CM (OA), H.O. Baroda

(For General Manager / Dy. General Manager)

Name :	EC No. :
Designation :	Branch :
Department :	Date :

To,

Bank of Baroda

Dear Sir,

Re: Reimbursement of cost of mobile Handset

Please reimburse me an amount of Rs. _____ (Rupees _____ only) towards cost of mobile Handset purchased by me as per my entitlement (Tick whichever is applicable).

Promoted to Scale		Existing mobile set		
TEG/S-VI	TEG/S-VII	Not working	Lost*	Damaged

The details of new mobile handset purchased are as under:

Date of Purchase	Cost of mobile set	Model/ Make

The details of existing mobile handset provided by the Bank are as under:-

Date of Purchase	Cost of mobile set	Model/ Make

Encl: 1. Invoice

2. *Copy of F.I.R. (in case of loss of mobile set)

Signature

FOR OFFICE USE ONLY

To ED/GM/Zonal Manager/ Regional Manager

Sir,

Certified that the above information submitted by the executive are correct and he/she is eligible for reimbursement of Rs. _____ towards cost of mobile handset purchased by him as per entitlement.

Recommended
Signature
Designation
Date

Sanctioned
Signature
Designation
Date

(For Executives/ Officers as per specific sanction)

Name :	EC No. :
Designation :	Branch :
Department :	Date :

To,

Bank of Baroda

Dear Sir,

Re: Reimbursement of cost of mobile Handset

Please reimburse me an amount of Rs. _____ (Rupees _____ only) towards cost of mobile Handset purchased by me as per my entitlement (Tick whichever is applicable).

Authorized by competent Authority (Sanction copy enclosed)	Existing mobile set		
	Not working	Lost*	Damaged

The details of new mobile handset purchased are as under:

Date of Purchase	Cost of mobile set	Model/ Make

The details of existing mobile handset provided by the Bank are as under:-

Date of Purchase	Cost of mobile set	Model/ Make

Encl: 1. Invoice

2. Copy of Specific sanction from Competent Authority

3. *Copy of F.I.R. (in case of loss of mobile set)

Signature

FOR OFFICE USE ONLY

To ED/GM/Zonal Manager/ Regional Manager

Sir,

Certified that the above information submitted by the executive are correct and he/she is eligible for reimbursement of Rs. _____ towards cost of mobile handset purchased by him as per entitlement.

Recommended
Signature
Designation
Date

Sanctioned
Signature
Designation
Date

47 REIMBURSEMENT OF MOBILE EXPENSES (PER MONTH)

In recent years, due to technological progress witnessed in telecom sector, the tariff for usage of telecom services have gone down substantially for mobile phones, landline, Data Sims, USB Dongle/ Wi-Fi hotspot devices etc.

The monthly ceiling for mobile/landline (both inclusive) for Executives/ officers are as under:-

DESIGNATION	Ceiling Limit. As per eligibility (exclusive of taxes) [#] (in Rs.)
All General Managers	Actuals
All Zonal Heads (Other than GMs)	Actuals
All DGMs (Other than Zonal Heads) and Regional Head	3500
AGMs (posted as Regional Head and Branch Head)	2120
All AGMs posted as DRMs	2120
PRO/Protocol officer (Delhi and Mumbai)	1,400
AGM posted at (CO/HO/Admin. Offices), DRM, CM , Security & Fire officers	1,400
All CMs posted as RMs/ DRMs	1100
CMs posted at Branches, CO/HO/ZO other than RMs/DRMs, Branch Heads Scale II & III; HRM Heads posted at Regional Offices (MMG/S-III), Secretary to GM at HO/Corp. Office, Secretaries to Zonal Heads, Secretary to EDs	1000
Branch Head – Scale I	700
Any other officers to whom facility to be made available with special permission	Maximum 500/-
USB Dongle/Data Card Dongle provided to Executives/Officers	Maximum 500/-
International Calling SIM Card (Top Executives)	Maximum 3500/-

[#](Consolidated monthly ceiling limit includes (Mobile Connection, Landline, USB Dongle, Data SIM).

Note:

- 1) USB Dongle/ Data Card/I-Pad SIM for internet connection shall be provided to DGM's and GM's and expenditure limit for the same is included in the monthly ceiling of telecom usage as above.
- 2) USB Dongle/ Data Card Dongle provided to identified Executives/ Officers who have been allotted laptop by the Bank and as per specific sanctioned from Competent Authority with maximum monthly charges Rs. 500/- plus taxes.
- 3) Wherever USB Dongle/ Data Card is being provided by the Bank, Bank shall bear the one time hardware and installation charges.
- 4) International Calling SIM Card will be provided to Top Executives by the Bank with Maximum usage limit of Rs. 3500/- plus taxes, Bank shall bear the one time SIM Card charges. Any expenses over and above the usage limit same shall be borne by the respective Top Executives.

We further advise as under:

- Officers/ Executives shall not claim the maximum reimbursement limit amount irrespective of actual mobile spend/ bill.
- Officers/ Executives shall claim the actual telephone spend on their bill within the prescribed ceiling limit.
- Officers/ executives shall not debit the Telephone office/ expenditure head in their Branch/ office and shall only process their claim through HRnes Payroll only.

48 BRANCH HEAD ROLE PERQUISITE

It has been decided to align the Branch Head Role Perquisite with Baroda GEMS Scores. The assessment of **performance of the Branch Heads will be done on Monthly basis**. However, the payment will be made on quarterly basis.

Criteria	<ul style="list-style-type: none"> For domestic branches, the Branch Head will be eligible for Branch Head perquisite in case his/her “My GEMS score” is greater than or equal to 80% of the KRA based total score (Excluding score for Customer Satisfaction) available in Baroda GEMS. Differentiated payout (as specified in Table1) will be given to the Branch Heads based on his/her percentage KRA achievement level.
Frequency of Assessment	Monthly
Frequency of Payment	Quarterly

Payouts:

The differentiated payout structure for distribution of branch Head Role perquisite to the Branch Heads, based on their percentage of KRA achievement is as under:

Table 1 : Differentiated payout structure

	Branch Head Role Perquisite Per Month (in Rupees) based on different KRA achievement levels (GEMS Score)		
Grade/Scale	80-89%	90-99%	>=100%
I	2,500	3,750	5,000
II	3,000	4,500	6,000
III	3,500	5,250	7,000
IV	4,000	6,000	8,000
V	4,500	6,750	9,000
VI	5,000	7,500	10,000

Example : Branch Head Role perquisite payment for the Quarter April'19-June'19 will be made based on the above guidelines and the payment for all 3 months will be done in the Q2 of FY 2019-20. Similarly, the perquisite payment to the eligible Branch Heads for the performance of July, August, Sept. of FY 2019-20 will be made in 3rd quarter.

The Process of payment of Branch Head Role perquisite will be as under:

- Project Sparsh plus Team will provide the data of eligible Branch Heads, % achievement and amount to be paid to payroll team.
- Payroll will take the records of all such eligible employees and the claim of the Branch Head perquisite will be automatically generated in Benefits module.
- These claims would be approved centrally and will be paid into the benefit account of the Branch Manager.

Please Note :: Branch Head need not claim the Branch Head Role perquisite in HRnes payroll.

49 CLUB MEMBERSHIP

a. Admission Fees

Category	Entitlement (in Rs. p.a.)
All Branch Heads	3000
All Officers (other than Br. Heads)	3000

b. Annual Membership Fees/ Subscription Fees

Category	Entitlement (in Rs. p.a.)
Branch Heads	
SMG/S-V & above	2700
SMG/S-IV	2400
MMG/S-III	2100
MMG/S-II	1800
JMG/S-I	1500
All Officers (other than Br. Heads)	
TEG/S-VI & VII	3000
SMG/S-V	2400
SMG/S-IV	2100
MMG/S-III	1800
MMG/S-II	1500
JMG/S-I	1200

Other Terms:

- Clubs/Associations/Professional Institutions to be covered:
 - Which declare in a written constitution/by-laws that they are secular and non-political.
 - Which have regular meetings and/or regular premises like Club House
 - Which provide facilities for participation in their activities and for general introduction and are not merely for entertainment.
- Clubs/ Institutions such as Cine Goers Club/Diners Club etc. which are purely for entertainment shall not be covered for the purpose of reimbursement:
 - No restriction is stipulated as regards number of clubs/ institutions of which an officer may become a Member, provided reimbursement of admission fees does not exceed the ceiling prescribed above, i.e. Rs. 3000/-.
 - The managers of all the branches would be eligible to become members of the Bankers' Club and the reimbursement of admission as well as membership (subscription) fees for the Banker's Club would be over and above the ceiling prescribed above.
 - If an officer becomes life member of an institution and no bifurcation of admission/subscription fee is available, life membership fee would be reimbursed to him provided the same is within the ceiling prescribed.
 - The officers in SM G/S IV and above (irrespective of their place of posting) would also be eligible to become members of the Banker's Club and the reimbursement of their admission fees and membership fees for the Bankers' Club will be over and above the ceilings prescribed above.
 - If an officer is covered under more than one category, he would be eligible for reimbursement of membership fees on maximum annual ceiling permissible for any one of the categories.

- The reimbursement of club fees as suggested above will be related to the calendar year.
- The entertainment expenses incurred for entertaining others by an eligible officer at the club would be from the annual limit prescribed for the entertainment expenses of the officer concerned.
- For executives in the rank of TEG/S-VI and above, the Bank may take corporate membership of reputed club/s. On recommendations of General Manager (Operations), the Chairman & Managing Director shall decide clubs for which Bank shall obtain Corporate Membership for different centres. Executives availing the facility of Corporate Membership will not be eligible for reimbursement of club admission Fees.

Clarifications:

1. The prescribed limit of Rs.3000/- is applicable for reimbursement of club admission fees at each place of posting. An eligible officer would be allowed to become member of clubs/associations/professional institutions functioning at his place of posting only. Membership to professional/ technical bodies would however, be an exception to this.
2. If an officer is transferred from one branch to another in the midst of the calendar year and he has already exhausted his annual ceiling of subscription fees at the previous place of his posting, he would not be eligible for reimbursement of any amount towards subscription fees at the new place of posting for that particular calendar year.
3. Professional bodies mentioned below would be considered for reimbursement of admission/membership fees to the technically qualified officers.
 - Indian Society for Training & Development
 - Institute of Chartered Accountants of India
 - Institute of Cost and Works Accountants of India
 - Institute of Company Secretaries of India
 - Indian Institute of Management
 - National Institute of Personnel Management, Kolkata
 - Institute of Engineers/Architects (India)
 - Forex Club

However, reimbursement of membership fees to officers for being members of Indian Institute of Bankers (Mumbai), Institute of Bankers (London), Photographic Club of India etc. would not be covered under the provisions of the Scheme.

50 MANDATORY HEALTH CHECK-UP

Health Checkup scheme is being extended to all employees of all age groups and their spouses. All permanent and confirmed employees and their spouses will be eligible for Health Checkup as per the periodicity stated as under:-

- up to 30 years of age - once in two years;
- above 30 years of age - every year

Health Check-up Amount

Area	Per Person (in Rs.)	With Spouse (in Rs.)
Metro (Delhi, Mumbai, Kolkata, Chennai, Hyderabad, Bangalore, Pune, Ahmedabad, Surat)	4000	8000
Other Centres	3500	7000

- Health check-up is mandatory for all employees.
- A system check in Hrnes/Payroll has been built to ensure that the employees undergo Health Checkups at prescribed periodicity.
- The expenses pertaining to Medical Health Check-up shall be debited from Bank's P/L account.
- The suggestive list of tests is enclosed herewith (Annexure-I). However, further improvements in the same may be negotiated with Diagnostic Centres/ Hospitals at locations under jurisdiction of respective Zones/ Regions.

The following actions have to be initiated by all Zones/ Regions:-

- The tie up arrangements shall be done with various reputed Hospitals/ Diagnostic centers, so as to cover all the major centers in the Zone/ Region.
- The Regional Authorities through a committee at the Regional Level shall negotiate the suitable package of tests with the Hospitals/ Diagnostic Centers in each of the major centers of their Region within the cost ceiling prescribed and covering maximum of the tests. For the Zonal centers, a committee at the Zonal level may also finalize the tie-up arrangements in that centre which shall cater to the requirements of staff in and around that city.
- Zones/Regions may enter into tie-up arrangements with multiple diagnostic centres/ Hospitals in a particular city/ centre so as to provide employees with a wider choice. For Corporate Office/ Head Office employees also, the tie-up arrangements made by Mumbai Zone/ Baroda Zone will be applicable.
- A separate circular shall be issued by respective Zones/ Regions after finalizing the tie-up arrangements with suitable Hospital/ Diagnostic Centres advising the tie-up arrangements, the package details containing the tests, etc. and the modalities for reimbursements.
- The awareness about the need to undergo regular health checkup should be spread to ensure all staff members and their spouse undergo the mandatory health checkup as per the prescribed periodicity and avail maximum benefit from the same.
- Further, the Zonal/ Regional Authorities should also encourage the staff members in various Staff meetings/ Town Hall Meeting etc. the need and importance of regular Health Check up's.

- It is mandatory for all employees to undergo health check-up. Employee need not obtain prior approval before proceeding for Health Check-up, but reimbursement of the Health Check-up fees shall be sanctioned by the Competent Authority on submission of Money receipt from the tie-up Hospital/ Centre/ Clinic.
- All employees are required to submit claim for reimbursement through HRnes-Payroll after undergoing for health check-up from identified Hospital/ Centre/ Clinic. List of Identified Hospital/ Centre/ Clinic is already uploaded in HRnes Payroll as per data given by Regions/ Zones.
- Modalities for making reimbursement of Health Check-up is as under:
 - i. Employee has to make application as per Annexure-A.
 - ii. Unit Payroll Supervisor of branch has to verify the same in terms of bank's guidelines and apply in HRnes-Payroll on behalf of employee through menu Benefits → Health Check-up screen.
 - iii. After applying in payroll, UPS/ Branch Head has to sign the application form and forward the same along with the money receipt to respective Regional Office.
 - iv. RO payroll Supervisor at Regional Office has to verify details and approve/ reject the claim in Benefits → Health Check-up screen.
 - v. On approval, the amount will be credited to employees' Benefit account.
- Please note that only one claim is allowed during the respective block of Financial Year i.e. multiple claims in one block is not allowed even if employee has availed lesser amount. Separate Claim form to be submitted for self and spouse.

LIST OF TESTS FOR HEALTH CHECK-UP

FOR MALE STAFF MEMBERS	FOR FEMALE STAFF MEMBERS
CBC	CBC
ESR	ESR
Blood Group & RH Factor	Blood Group & RH Factor
Blood and Urine Sugar Fasting	Blood and Urine Sugar Fasting
Blood and Urine Sugar PP	Blood and Urine Sugar PP
Stool Routine	Stool Routine
Lipid Profile	Lipid Profile
Total Cholesterol	Total Cholesterol
HDL	HDL
LDL	LDL
VLDL	VLDL
Triglycerides	Triglycerides
HDL/ LDL ratio	HDL/ LDL ratio
Liver Profile	Liver Profile
AST	AST
ALT	ALT
GGT	GGT
Bilirubin (total, direct, indirect)	Bilirubin (total, direct, indirect)
ALP	ALP
Proteins (T, Albumin, Globulin)	Proteins (T, Albumin, Globulin)
Kidney Profile	Kidney Profile
Serum creatinine	Serum creatinine
Blood Urea Nitrogen	Blood Urea Nitrogen
Uric Acid	Uric Acid
HBA1C	HBA1C
Routine urine analysis	Routine urine analysis
USG Whole Abdomen	USG Whole Abdomen
General Tests	General Tests
X Ray Chest	X ray Chest
ECG	ECG
2D/3D ECHO	USG Whole Abdomen
Stress Test	Thyroid Profile (T3, T4, TSH)
USG Whole Abdomen	Mammography (as per Age criteria – to be specified)
Thyroid Profile (T3, T4, TSH)	Pap Smear
PSA Male	Physician Consultation
Physician Consultation	Gynaec Consultation

APPLICATION FOR REIMBURSEMENT UNDER HEALTH CHECK-UP SCHEME

EC NO. _____ Name of Branch _____

Personal Details:

Name of Employee _____

Date of Birth of Employee: _____ (MM/DD/YYYY)

Health Check-up done for _____ (SELF/ SPOUSE)

Name of Spouse: _____

Date of Birth of Spouse: _____ (MM/DD/YYYY)

Health Check-up Block: FROM _____ TO _____

Health Check-up last done on _____

Hospital/Diagnostic Centre Details

Name	
Area of Hospital/ Diagnostic Centre :	
Package charges as approved by Bank :	
Receipt No. :	
Receipt Date :	
Receipt Amount :	

Claim Details:

Claim Date :	
Claim Amount :	
Sanction Amount (to be noted from payroll system)	

Undertaking:

I declare that I/my spouse have under gone all the tests/ investigations mentioned in the list of the bank's Health check-up scheme.

Signature of Employee

Verification:

Information submitted by employee is verified by me and found correct.

Signature of Branch Head/ Unit Payroll Supervisor

Claim applied in payroll on (date): _____ (DD/MM/YYYY)

Sanction Amount: _____

Signature of RO Payroll Supervisor

51 INSURANCE

1) **Group Health Insurance – IBA Policy (Insurance Premium on Retirement/ VRS)** - Full premium will be paid by the Bank for employees retiring during policy period w.e.f. 01.04.2019. No prorata premium to be recovered.

2) **Personal Accidental Insurance**

Eligibility	All officers and Award staff	
Policy Term	1 st April - 31 st March every year	
Sum Insured	Category	Coverage (in Rs.)
	Board of Directors	200 lacs
	TEG/S-VII	150 lacs
	TEG/S-VI	100 lacs
	SMG/S-V	80 lacs
	SMG/S-IV	50 lacs
	Officers (S-I to III)	40 lacs
	Business Associates & Sub staff	25 lacs
	Sub staff 3/4	19 lacs
	Sub staff 1/2	13 lacs
	Sub staff 1/3	8 lacs
Location	Worldwide Coverage	
Risk Covered	The cover is available due to accident of employee as below: 1. Death – 100% 2. Permanent Total Disablement – As prescribed by IRDA 3. Permanent Partial Disablement – As prescribed by IRDA	
Temporary Total Disablement (TTD)*	If any employee becomes unable to attend office due to an accident, amount of Rs. 5000/- per week will be reimbursed by insurance company during the period of temporary total disablement up to a maximum of 52 week subject to fulfilment of terms & conditions of Insurance Company.	
Additional Benefit	The Insurance Co. will reimburse an additional amount of Rs. 5000/- each for carriage of dead body, funeral expenses & ambulance charges per claim subject to submission of Bills. One time children education grant for Rs. 10,000/- each for maximum two children below the age of 25 years.	

Primary Intimation:

Claim should be intimated to us within 48 hours (in case of death) and within 7 days in case of PTD/PPD/TTD as per details below:

1. Policy Number
2. Name of Employee & EC Number
3. Branch/ Office address with PIN Code
4. Date of Accident
5. Location of Accident
6. Brief details of accident

Lodgment of Claim: The documents should be submitted to us as below:

Accidental Death Claims

1. Original Claim form by legal heirs (duly verified by Branch/ Office)
2. Death Certificate (Original/ certified copy from Branch/ Office)
3. FIR (Copy certified by police authority/ Branch/ Office)
4. Post Mortem Report (Certified by Doctor/ Branch/ Region)
5. Copy of Panchnama
6. Letter certifying employee details (HRnes-HRMS-BIO data)
7. Copy of latest salary sheet
8. ID proof of employee (In case of accident during driving by employee, copy of Driving License is compulsory)
9. ID proof of legal heir (claimant)
10. Age proof of child in case of child education allowance claimed.

Accidental Permanent Total/ Partial Disability (PTD/ PPD) Claims

1. Duly filled in claim form
2. Disability Certificate stating percentage of disablement (issued by authorized medical officer/ civil surgeon of Govt. Hospital of the district/ units concerned)
3. FIR/ MLC (Medico Legal Case Report)
4. Hospital treatment papers essential of confirmation of the type and percentage of disability (like X-Ray reports, discharge summary, consultation notes)
5. Color Photograph of the injured reflecting disability
6. Letter certifying employee details (HRnes-HRMS – BIO-data)

Accidental Temporary Total Disability (TTD) Claims

1. Duly filled in claim form
2. Medical cum Fitness certificate issued by the treating Physician mentioning the Injury and declaring the 'To' and 'From' date of the period of rest required and the date from which the injured can join back his duties
3. Leave certificate from Branch mentioning the period and type of leaves.
4. FIR/ MLC (Medico Legal Case Report)
5. Hospital treatment papers essential of confirmation of the injury and medical condition (like X-Ray reports, discharge summary, consultation notes)
6. Photo ID proof of the injured (Only for un-named policies)
7. Letter certifying employee details (HRnes-HRMS-BIO data)

The documents mentioned above are indicative, insurance company may ask for any other documents at the time of processing the claim as on case to case basis.

Claim documents under this policy should be submitted within 30 days at below mentioned address for onward submission to insurance company. – **Chief Manager (Insurance), Bank of Baroda, Head Office, Insurance Department, 7th Floor, Baroda Bhawan, Alkapuri, R C Dutt Road, Baroda, 390007.** (Email ID – insurance.ho@bankofbaroda.com)

For any clarification on temporary total disablement (TTD or weekly compensation) the employees are requested to make any query through their controlling office only.

3) Life Term Insurance

As a progressive organization, the Bank has undertaken several employee centric initiatives in the areas of social security, learning, spontaneous growth and development of its human capital.

Group Personal Accident (GPA) Insurance Policy purchased by the Bank is applicable only to accidental deaths and incapacitation. However, there are instances of death of employees while in service on account of other than accidents. Such sudden and unfortunate eventuality of loss of loved ones is an emotional and traumatic experience for the family. This also brings financial hardship to the family to meet immediate and ongoing expenses. Therefore, need was felt to have a Group Term Life Insurance (GTLI) for all permanent employees which will provide financial cushion to bereaved family member in such an eventuality where employee dies while in service.

The salient feature of GTLI Policy are as follows:

Eligibility	All officers and Award staff
Policy Term	1 st November to 31 st October
Coverage	Rs. 20 lacs for all employees
Critical Illness Coverage	Yes
Suicidal Death	Suicidal death is covered
Min / Max Age entry	Min age 18 years; Max age 60 years
Insurance Covergae	The member employees will be covered automatically without individual good health certificate and claims will be settled accordingly.
Life Coverage	Group Term Life Insurance Policy purchased by the Bank from SBI Life Insurance Co. Ltd will cover all its employees at any given point of time for sum insured of Rs. 20,00,000/- (Rupees Twenty Lakhs Only) per employee.
Risk Coverage	Payment of claim will be settled for all kinds of deaths, including natural death, accidental death, suicidal death, death due to any illness, death due to pre-existing illness including critical illness, within a month from the date of submission of claim.
Subscription	Payment of subscription amount in respect of insured personnel shall be made on a yearly basis.
Premium	<ol style="list-style-type: none"> 1. Bank shall pay 90% of the premium and 10% premium will be borne by the employees. 2. The Bank shall pay 90% of the pro rata premium for the employees retiring during the Policy period and remaining 10% shall be borne by the employee. 3. For the employees joining the service during the Policy period the Bank will pay 90% of the pro rata premium for the employees and remaining 10% shall be borne by the said new employee.
Settlement	<ol style="list-style-type: none"> 1. The eligible dependent family member are required to submit the claim through the Branch/ Office where the deceased employee was last posted in a prescribed format (Annexure-II) alongwith Death Certificate. 2. Since it is a group term life insurance cover, the individual employees are not required to furnish the details of the nominee. 3. However, in case of married employees the spouse will be entitled to get the sum insured. In case of unmarried/ single employees,

	the nominee mentioned in the Gratuity will be entitled for the claim.
Cover of new additions to the workforce	All new recruits/ additions to the workforce shall be automatically covered from the date of their joining the Bank's service. Bank shall pay subscription for new additions to its workforce during the policy period on a monthly basis. The claim in case of a newly appointed recruit will not be rejected merely on the premise that premium has not been deposited by the Bank in time.
Top up cover	Upon specific request by an employee, the Insurance provider will extend insurance coverage to an employee who has ceased to be in service of the Bank on reaching the age of superannuation by payment of pro rata premium.

The employees are required to give their option through Online in HRnes-HRMS. The path for exercising consent in the system is as follows:-

HRnes-HRMS → Employees Self Service → Consent for payment of 10% of Annual Premium (Group Term Life Insurance)

52 SPEED - Scheme for Professional Enhancement & Employee Development - Fees Reimbursement & Incentive

With an objective of encouraging our employees to upgrade their knowledge and skill base and also to create a professionally qualified cadre of manpower in the organization, the Bank introduced a more comprehensive, broad based and a developmental oriented scheme christened as “SPEED” (Scheme for Professional Enhancement and Employee Development).

The salient features of the SPEED Scheme are as below:

1. The scheme covers all the employees confirmed in the Bank’s service.
2. Permission for pursuing any of the approved courses will be granted by the Bank strictly as per the provisions of the SPEED Scheme only.
3. The limits for loan, reimbursement or incentive will be applicable only to such staff members who are permitted by the Bank to pursue any course in terms of the SPEED scheme.
4. Those employees who are presently undergoing courses in the old scheme will be eligible for education loan, reimbursement of course fees/ grant of incentive as per the limits specified in the earlier scheme only.
5. The course coverage has been broadened to include following courses conducted through distance learning/ correspondence/ part-time mode only:
 - Executive Management courses offered by UGC, AICTE recognized Institutes/ Deemed Universities so also premier Business schools like IIMs, IITs etc. (conducted in offline/ online mode). **Courses offered by ICFAI India are not eligible to be covered in the scheme.**
 - Specialized diploma / certification courses pertaining to different functions of Banking and Finance, Marketing / Sales, HR, Treasury, Risk Management, etc. conducted by specific institutes including IIBF etc.
 - Inclusion of SSC, HSC and Graduation degree for Subordinate Staff.
 - Basic Certification course in English speaking for the sub staff.
 - Information Technology courses including a course on ‘using computers with screen-reading software’ for Visually Challenged employees.
 - Basic orientation course in foreign languages for employees who have been identified for overseas posting/ selected in the pool.
6. The quantum of Education loan to Staff has been increased to a maximum limit of Rs. 4,00,000/- or 90% of the actual expenses (under the permitted heads as stated in the Scheme), whichever is less.
7. For all the professional as well as IT courses the loan can be availed @ base rate.
8. It may be noted that those staff members who have availed SOD facility from the Bank can also avail this loan provided they meet the stipulated eligibility criteria. Further, the criteria of statutory deductions, viz. PF, Income Tax and EMI of the proposed educational loan not to exceed 60% of gross monthly emoluments of the employee which does not apply for educational loan availed under this scheme.

9. The quantum of fees reimbursement and incentive has also been increased substantially and it has been stipulated for each course keeping in view the course duration, relevance and rigor involved.
10. Further, the stipulation of serving the Bank by an employee is stipulated for each course separately (within the range of 1-3 years), depending on the rigor, duration and expenses involved in a particular course.

The list of courses is given in Annexure A 1 – Course directory along with the details for each course pertaining to:

- A. Target group of employees eligible for a particular course.
- B. Amount of course / exam fees admissible for reimbursement from the Bank on successful completion of the course.
- C. Amount of cash incentive payable on successful completion of the course, and
- D. Minimum time period to be served in the Bank by an employee after claiming reimbursement of fees and incentive for successful completion of the undertaken course.

It may be noted that the rules/ regulations/ other details of the scheme as stated vide the Annexure to this circular are subject to change on account of any guidelines/ instructions advised by Govt. of India / Indian Bank's Association or as decided upon by the Bank from time to time.

We take this opportunity to urge all staff members to avail maximum benefit of this scheme and pursue further specialized professional courses for their speedy professional enhancement and development.

'SPEED' (Scheme for Professional Enhancement and Employee Development)

I. OBJECTIVES OF THE SCHEME

- To enhance the knowledge and skill sets of the human assets of the bank by encouraging them to undertake different courses offered by reputed institutes.
- To encourage employees to pursue Professional and IT Education in order to create a professionally qualified cadre of manpower across all functions in the organization.
- To foster a culture of continuous learning among the employees, thereby ensuring professional enhancement and Development of the employees and ultimately transforming the bank into a Learning organization.
- To provide financial support to the employees in their endeavor to enhance their qualifications by way of grant of educational loan and reimbursement of course fee.

II. COVERAGE / SCOPE

- The scheme covers all the employees confirmed in the Bank's service and up to 55 years of age, working in domestic operations (at the time of seeking permission).
- Coverage of courses: A host of professional courses are included in this scheme with a view to achieve the above mentioned objectives and to enable the staff members to enrich their knowledge as per the ever growing demands of the business environment and perform to the best of their capabilities.
- The courses covered under the scheme are through part-time/ correspondence/ distance learning mode and include:
 - a) Professional education / management courses in different branches like Finance/ Risk Management/ HR/ Marketing.
 - b) Courses offered by Indian Institute of Banking and Finance (IIBF)
 - c) Information Technology courses
- The list of permitted course is given in Annexure A 1 – Course directory along with the details for each course pertaining to :
 - a) Target group of employees eligible for a particular course.
 - b) Amount of course/ exam fees admissible for reimbursement from the Bank on successful completion of the course.
 - c) Amount of cash incentive payable on successful completion of the course, and
 - d) Minimum time period which employee needs to serve in the Bank after claiming reimbursement of fees and incentive for successful completion of the undertaken course.

III. COMPONENTS/ PARTS OF THE SCHEME:

There are 3 broad components/ parts of the scheme viz:

Part 1: Grant of educational loan for financing the course/s covered in the scheme.

Part 2: Reimbursement of course fees on successful completion of the course.

Part 3: Awarding of cash incentive on successful completion of the undertaken course.

Part – 1 GRANT OF EDUCATIONAL LOAN FOR FINANCING THE COURSES COVERED IN THE SCHEME

- 1.1 Eligibility – All confirmed employees upto the age of 55 years will be eligible to avail educational loan for pursuing courses permissible under the scheme.
- Those who have availed the SOD facility can also avail the facility of educational loan. Further, the stipulated criteria of statutory deductions, viz. PF, Income Tax and EMI of the proposed educational loan not to exceed 60% of gross monthly emoluments of the employee does not apply for educational loan availed under this scheme.
- 1.2 Loan Amount – Educational loan can be sanctioned for pursuing any of the permissible courses listed under the Scheme to meet the expenses pertaining to Registration/ admission fees, course fees (including applicable taxes), exam fees, library/ lab fees, caution deposit or any other fees payable to the college/ institution. However, any other expenses for purchase of books, study material, laptop, uniform etc. shall not be covered for grant of loan. The maximum loan amount that can be sanctioned under this scheme to eligible staff members is Rs. 4.00 Lacs or 90% of the actual expenses (under the permitted heads as stated above) for a particular course, whichever is less.
- 1.3 Rate of Interest – Interest will be charged on compounded basis at Base rate. No penal interest for foreclosure of account shall be charged.
- 1.4 Any other employee who is not eligible to avail the education loan or not desirous of availing loan, can also pursue any course permitted under the scheme as long as he fulfills the eligibility criteria stipulated for each course and he/she is confirmed in the Bank's service and is upto the age of 55 years.
- 1.5 Security and Documentation:
- a) Demand Promissory (DP) Note.
 - b) Lien against Provident Fund/ Terminal Dues.
 - c) Letter of installments (for payment of installment from salary).
- 1.6 Disbursement of loan amount: The loan amount shall be disbursed after execution of loan documents and shall be paid, as far as possible term-wise, directly to College/Institution/University, as and when the same falls due or when demand is received.
- 1.7 Repayment: Loan will be recovered in maximum -60- monthly installments commencing from the month following the month of disbursement of the last installment of loan or 1 year from the date of disbursement of 1st installment whichever is earlier. Any outstanding educational loan at the time of resignation/ VRS/ Superannuation has to be settled by the employee before being relieved from the Bank's service.
- 1.8 Scholarships/ grants/ stipend, if any, received for pursuing the professional course would have to be deposited into the loan account.
- 1.9 Competent Authority for sanction of loan: Branch Heads in all grades/ scales are authorized to sanction the educational loans to Executives in SMG/S-IV and above, following the rule of atleast one scale/ grade above the Executive who has requested for the loan.

PART -2 REIMBURSEMENT OF COURSE FEES ON SUCCESSFUL COMPLETION OF THE COURSE

- 2.1 On successful completion of the course and submission of attested copy of the Diploma/ Degree/Certificate awarded for the undertaken course, reimbursement of course/ examination/registration fees (on producing the fee receipt) as per the amount/limit stipulated for each course would be made to the employee. The amount of fees reimbursement for each course stipulated under the scheme is mentioned against the respective course in the Annexure A I to this scheme.
- 2.2 The reimbursed amount would be first appropriated towards the educational loan (if availed) and balance amount, if any, would be paid to the employee. Any additional expenses towards travel, stay, books/ study material, private coaching, etc. would not be reimbursed.
- 2.3 While claiming reimbursement of course fees and incentive, the employee is required to give an undertaking to serve the Bank for a certain period of time (from the date of receipt of reimbursement) as stipulated for each course mentioned in the course directory annexed to this scheme or in lieu thereof, to refund to the Bank the amount of course fees so reimbursed. However, the employees who do not claim the reimbursement need not give any such undertaking.
- 2.4 The reimbursement amount may be paid to the debit of P/L reimbursement of Professional/ Computer education course fees A/c (1681).

PART – 3 AWARDING OF CASH INCENTIVE ON SUCCESSFUL COMPLETION OF THE COURSE

- 3.1 Along with the reimbursement of the course fee amount, employees will be eligible to receive an incentive amount from the Bank on successful completion of the undertaken course. The incentive amount for each course stipulated under the scheme, is mentioned against the respective course in Annexure A-1.
- 3.2 While claiming cash incentive, the employee is required to give an undertaking to serve the Bank for a certain period of time (from the date of receipt of incentive) as stipulated for each course mentioned in the course directory annexed at annexure A-1 or in lieu thereof, to refund to the Bank the amount of such incentive paid. However, the employees who do not claim the incentive, need not give any such undertaking.
- 3.3 The incentive granted should be paid to the debit of P/L staff incentive A/c (1680).

PART – 4 PRIOR PERMISSION FROM THE BANK FOR PURSUING COURSES UNDER THE SCHEME

- 4.1 Prior permission has to be obtained from the respective Competent Authority as mentioned below, for pursuing any course listed in the scheme and only after grant of permission to pursue the course under the scheme, the employee may submit his/ her application for the grant of education loan, if he/she desires to avail the same.

It may be noted that the application for availing permission to undertake any course has to be necessarily be made online in HRnes through Employee Self-Service module (under Employee Intimation/ Permissions). Loan sanction/ course fee reimbursement/ Incentive payment whichever applicable will be done only for those courses for which permission has been accorded in HRnes HRMS.

Staff at	Competent authority for grant of permission for pursuing course
Branches, ROs, ZOs, ZICs, Baroda Academies coming under the jurisdiction of a Region (upto G/S-IV)	Regional Head / Dy. Regional Head
Executives in S-V and VI in the Zone	Zonal Head / Dy. Zonal Head
BCC, Head Office or in offices coming under its jurisdiction (upto S-IV)	DGM/ AGM (Office Admin.)
Executives in S-V and S-VI in BCC/ HO	GM/ DGM (HRM)
Baroda Apex Academy	Principal/ Vice-principal, Baroda Apex Academy
Bank's staff on deputation to Subsidiaries/ RRBs	Chief Executive of the Subsidiary
Any other category of staff not covered above	GM (HRM)/ DGM (HRM)
All General Managers	Executive Director – holding charge of the HRM portfolio

4.2 Permission to pursue function specific courses like those in the areas of IT, Risk Management, HRM, Treasury etc. will be granted only to the officers named in the target group mentioned against each course stated in the course directory.

PART – 5 GENERAL GUIDELINES

- 5.1 The undertaken course should be through Distance education/ Correspondence or Part-time mode only.
- 5.2 The scheme is applicable for employees posted in the domestic operations of the Bank. However the IBOs and IBTOs posted in the overseas assignment can also claim the benefits like reimbursement of course fees and incentive (as per the stipulated limits) on successful completion of the undertaken course, provided that they had sought the permission to pursue such course from the Competent Authority while they were posted in India.
- 5.3 The employees can avail the benefits under this scheme in respect of the listed courses only if he/she has undertaken the course after being confirmed in the Bank's service and after obtaining due permission from the Competent Authority (through HRNES-Self Service module).
- 5.4 Depending on the professional knowledge acquired, the Bank reserves the right to suitably place the employee in an assignment where the professional knowledge can be gainfully utilized.
- 5.5 Officers and award staff members who successfully complete any IT courses under the scheme will be deemed as IT literate for all purposes and the Bank would be free to utilize their services in suitable job roles, however, subject to the relevant settlements/ policy in vogue.
- 5.6 All employees who avail the incentive and the reimbursement of fees shall have to submit an undertaking to serve the Bank for the time period as stipulated for each course from the date of such reimbursement/payment of incentive or in lieu thereof, to refund to the Bank the entire amount of course fees reimbursed/ incentives received by them from the Bank. (A proforma of the Undertaking is appended below).
- 5.7 No separate leave would be granted for pursuing any of the courses. However, for preparation or appearing in the examination, privilege leave, upto a maximum of 30 days, can be granted by the employee's Reporting Authority, subject to administrative feasibility and sufficient leave balance available with the employee.

- 5.8 No reimbursement of course fees/ incentive will be released in case of any disciplinary action pending against the employee.
- 5.9 The benefits of reimbursement of fees and grant of incentives to the employee pursuing professional courses like MBA, Post Graduation diploma, Ph.D., Graduation, LLB/LLM, MSC in Risk Management, BCA/MCA shall be provided thrice in a person's career. In other words, the employee who has sought reimbursement and incentive for any of the above mentioned courses can only pursue 2 more courses (out of the above mentioned courses) in his entire career with the Bank.
- 5.10 However, this restriction of pursuing only 3 courses during the entire career shall not be applicable to courses offered by IIBF, NSE and BSE, NISM and IRDA.
- 5.11 The benefits like Education loan, reimbursement of course fees and payment of incentive for one particular course shall be admissible not more than once to the employee in his career. In other words, if a staff member has already completed a particular course at some point in his life, permission should not be given for pursuing that same course again. Also, care must be taken that all previous educational loan availed by the staff must have been settled before a new sanction is made.
- 5.12 The accounting procedure with regards to the loan, reimbursement of course fees and payment of incentive is same as mentioned in the old scheme circulated vide Circular No. BCC:BR:96:208 dated 01.06.2004.
- 5.13 The Bank may make any changes/modifications/amendments in any clause of the scheme or even rescind/withdraw the scheme altogether at any point of time. The list of courses shall also be continuously reviewed and updated in line with the changes in the Banking/Business environment.
- 5.14 Managing Director & CEO (Executive Director looking after HR portfolio, in the absence of MD and CEO) shall be the Competent authority to approve inclusion or deletion of any course from the Scheme.

UNDERTAKING

I, Mr. /Mrs./ MS. _____, hereby declare that I have successfully completed _____ course from _____ Institution. The Bank has granted me permission for pursuing this course in terms of the Bank's Scheme "SPEED" (Scheme for Professional Enhancement and Employee Development) circulated vide Circular No. _____ dated _____.

In lieu of my having successfully completed the above course, the Bank has reimbursed me the course / tuition / registration / exam fees amounting to Rs. _____ and has also paid me an incentive amount of Rs. _____. In lieu of the above reimbursement / payment of incentive to me by the Bank, I hereby undertake to serve the Bank for _____ years (as applicable for the said course) from the date of such reimbursement / payment and in default thereof, to refund to the Bank in full the entire amount of reimbursement / incentive received.

I also understand and undertake that in lieu of the Bank having given me the reimbursement and incentive in terms of the Scheme for pursuing and successfully completing the above course, I will have to be mobile within the Bank for my better and proper utilization with respect to the knowledge and skills gained. The Bank will accordingly be free to deploy me anywhere in India (for Officers) / to any place in terms of my service conditions (for award staff) as per Bank's needs and requirements.

(Signature of the Staff)

Name of Staff Member : _____

EC No. : _____

Designation : _____

Grade/Scale : _____

Present place of posting : _____

Annexure A 1
COURSE DIRECTORY OF PROFESSIONAL / DEGREE / DIPLOMA / CERTIFICATE COURSES PERMISSIBLE UNDER THE SCHEME, "SPEED"

NOTE: Deemed University, wherever appearing in this Course directory shall refer to institutions, where "deemed university" status has been granted by the Central / State Govt. under the University Grants Commission (UGC) Act, 1956 (3 of 1956), / any other applicable act of the Govt. based on the recommendations of UGC / AICTE and the same notified accordingly in the official Gazette of the Govt. of India.

Sr. No.	Name of the course	Institute	Target group of employees	Maximum amount of Fees Reimbursement	Amount of Incentive	Minimum time period to be served by an employee in lieu of reimbursement of fees and incentive.
1. GENERAL EDUCATION / PROFESSIONAL DEGREE / DIPLOMA COURSES						
1.1	MBA/ Post Graduate degree/ Diploma (Equivalent to MBA) in General Management, Finance, Marketing, Systems/Information Technology, HR, Operations or any other subject/field related to Banking & finance	UGC, AICTE recognised Institutes/ Deemed universities also IIMs, IITs, XLRI, Sikkim Manipal (except ICFAI India) [conducted in offline / online mode]	All confirmed employees eligible under the scheme	Rs.2/- lacs or Actual course/ Exam/ registration fees, whichever is less	Rs.15,000/-	3 years
1.2	Diploma / certificate programme in general management, marketing, HR, Finance, Systems / Information Technology, Foreign exchange, Banking, or any other field related to Banking	UGC, AICTE recognised Institutes/ Deemed universities also IIMs, IITs, XLRI, Sikkim Manipal (except ICFAI India) [conducted in offline / online mode]	All confirmed employees eligible under the scheme	Rs.1/- lac or actual course/ Exam/ registration fees, whichever is less	Rs. 10,000/-	3 years
1.3	Post Graduate Certificate course in Advanced Bank Management (6 Months)	Centre of Excellence, NIIT University	All confirmed employees eligible under the scheme	Rs.1/- lac or actual course/ Exam/ registration fees, whichever is less	Rs. 10,000/-	3 years
1.4	Cost Accountancy	Institute of Cost Accountants of India	All confirmed employees eligible under the scheme	Actual course/ Exam/ registration fees	Rs.15,000/-	3 years
1.5	Company Secretary (CS)	Institute of Company Secretaries of India	All confirmed employees eligible under the scheme	Actual course/ Exam/ registration fees	Rs.15,000/-	3 years
1.6	Certified Anti - Money Laundering Specialist (CAMS)	Advancing Financial Crime Professionals Worldwide (Miami, Florida, USA)	All Confirmed employees having Bachelor's Degree with 2 years of confirmed service in the Bank or Master's Degree with 1 year of confirmed service in the Bank)	Actual Course/Exam Fees including fees for registration but excluding fees for subsequent attempts, if any. (Presently USD 1145)	10000/-	3 Years

1.7	L.L.B. /L.L.M.	UGC recognised universities, Apex Academy / institutes affiliated to UGC recognised universities / Deemed universities	All confirmed employees eligible under the scheme	Actual course/ Exam/ registration fees	Rs. 10,000/-	3 years
1.8	Ph.D. in subjects / disciplines of Commerce, Banking, Agriculture, Economics, Law, Management	UGC recognised Universities, UGC/AICTE recognised Institutes/ Deemed universities	All confirmed employees eligible under the scheme	Actual course/ Exam/ registration fees	Rs. 20,000/-	3 years
1.9	Graduation through correspondence	UGC recognised universities, Apex Academy / institutes affiliated to UGC recognised universities / Deemed universities	Subordinate staff members who do not possess this qualification	Actual course/ Exam/ registration fees	Rs. 10,000/-	3 years
1.10	HSC / SSLC	Schools / Apex Academy / Institutes affiliated to Boards of education recognised by Central / State Govt.	Subordinate staff members who do not possess this qualification	Actual course/ Exam/ registration fees	Rs. 5,000/-	3 years
*Employees as stated in the Target Group under the Scheme implies confirmed employees in the Bank's Service and who are upto the age of 55 years and working in domestic operations of the Bank (at the time of seeking permission)						
1.11	SSC / Matriculation	Schools / Institutes affiliated to Boards of education recognised by Central / State Govt.	Subordinate staff members who do not possess this qualification	Actual course/ Exam/ registration fees	Rs. 5,000/-	3 years
1.12	Basic certification course in foreign languages (other than English) approved by State or Central Govt./Govt. Educational Authority (6 months or less)	Institutes offering Foreign language courses	Officers selected for / in the wait list / identified in the pool for overseas posting	Rs. 10000 or actual course/ Exam/ registration fees, whichever is less	Rs. 3,000/-	3 years
1.13	English Speaking course (2-3 months)	Institutes offering Basic English Speaking courses	Subordinate staff. Permission to undertake such courses will be granted <u>only once</u> .	Rs. 3000 or actual course/ registration fees, whichever is less	Rs. 1000/-	1 year
1.14	Professional Diploma in Micro Finance	Agricultural Finance Corporation (AFC)	Officers, confirmed in the Bank's service	Actual course/ Exam/ registration fees	Rs. 5000/-	2 years
1.15	Certification in Micro Finance for entry level animators/facilitators	Agricultural Finance Corporation (AFC)	Clerical staff, confirmed in the Bank's service	Actual course/ Exam/ registration fees	Rs. 3000/-	2 years
1.16	Certified Fraud Examiner (CFE)	Association of Certified Fraud Examiners, USA	All officers posted in Risk management department / Vigilance department / Central Inspection & Audit Department	Rs.50,000 or actual course/ Exam/ registration fees, whichever is less	Rs. 5000/-	3 years

1.17	Project Management Professional	Project Management Institute, USA	Executives/ officers of administrative offices, IT faculty at BAs / Apex Academy, Project Managers / Project owners of various projects	Rs.50,000 or Actuals, whichever is less	Rs. 5,000/-	3 years
1.18	Certified Associate in Project Management	Project Management Institute (PMI), USA	Executives/ officers of administrative offices, IT faculty at BAs / Apex Academy, Project Managers/Project Owners of various projects	Rs.50,000 or Actuals, whichever is less	Rs. 5,000/-	3 years
1.19	Diploma in Training and Development	Indian Society For Training & Development, New Delhi	Faculty members of Bank's BAs and Officers handling HR functions	Rs.50,000 or Actual course/ Exam/ registration fees	Rs. 5,000/-	2 years
1.20	Certificate in Commercial Credit	Moody's Analytics	All Confirmed employees are eligible under the course	Actual Course/Exam Fees including fees for registration but excluding fees for subsequent attempts, if any. (Presently INR 6000/- as per the current agreement valid till 17.11.2018 - requests for enrolment to be sent to respective Zones)	3000/-	2 Years
1.21	Chartered Financial Analysts	CFA Institute, USA and has its representative office at Bandra, Mumbai	All Confirmed employees are eligible under the course	Actual Course/Exam Fees including fees for registration but excluding fees for subsequent attempts, if any. (Presently INR 2,30,000)	20000/-	3 Years
1.22	Diploma in IFRS	ACCA, UK	Officers posted in Corporate Accounts & Taxation.	Actual Course/Exam Fees including fees for registration but excluding fees for subsequent attempts, if any. (Presently GBP 185)	5000/-	3 Years
1.23	Certified Documentary Credit Specialist' (CDCS) certification	London Institute of Banking & Finance.	All Confirmed employees are eligible under the course	Actual Course/Exam Fees including fees for registration but excluding fees for subsequent attempts, if any (Presently GBP 496)	5000/-	3 Years
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2. Risk Management related courses						
2.1	MSc in Financial Risk Management	International Capital Market Association	All officers with Graduation degree	Rs.2/- lacs or actual course/ Exam/ registration fees, whichever is less	Rs. 15,000/-	3 years
2.2	Financial Engineering & Risk Management	Indian Institute of Capital Markets (IICM)	All officers with Bachelor's degree from recognized Indian university with relevant experience, preferably with adequate quantitative background.	Rs.1/- lac or actual course/ Exam/ registration fees, whichever is less	Rs. 7,000/-	3 years

2.3	Certificate in Financial Engineering & Risk Management (CFERM)	National Institute of Securities Market (NISM)	All officers with Bachelor's degree from recognized university	Rs.1/- lac or actual course/ Exam/ registration fees, whichever is less	Rs. 7,000/-	3 years
2.4	Post Graduate Diploma in Risk Management	Institute of Insurance and Risk Management (IIRM)	All officers with Bachelor's degree from recognized university	Rs.1/- lac or actual course/ Exam/ registration fees, whichever is less	Rs. 7,000/-	3 years
2.5	International Diploma in Risk Management	The Institute of Risk Management	All officers	Rs.75,000 or actual course/ Exam/ registration fees, whichever is less	Rs. 5,000/-	2 years
2.6	Certificate Program in Quantitative finance and risk management	Indian Institute of Quantitative Finance	All confirmed employees eligible under the scheme	Rs.75,000 or actual course/ Exam/ registration fees, whichever is less	Rs. 5,000/-	2 years
2.7	Professional Risk Management certification (online exam)	Professional Risk Managers' International Association (PRMIA)	All officers with Graduation degree	Rs.50,000 or actual course/ Exam/ registration fees, whichever is less	Rs. 5,000/-	2 years
2.8	Financial Risk Management certification (Online exam)	Global Association of Risk Professionals (GARP)	All officers with Graduation degree	Rs.50,000 or actual course/ Exam/ registration fees, whichever is less	Rs. 5,000/-	2 years
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2.9	Basel II certification (online)	Basel II Certification Institute, Switzerland	All employees with Graduation degree	Rs.25,000 or actual course/ Exam/ registration fees, whichever is less	Rs. 3,000/-	2 years
2.10	Certified Internal Auditor (CIA)	The Institute of Internal Auditors (IIA), USA	Officers posted in Audit & Risk Management areas	Rs.50,000 or actual course/ Exam/ registration fees, whichever is less	Rs. 10,000/-	3 years

2.11	Diploma in Risk Management	Indian Institute of Banking and Finance, Mumbai (IIBF)	Details pertaining to target group of employees, amount of reimbursement of fees, amount of incentive, etc. for this course is given under the section 4- Courses offered by IIBF.			
2.12	Certificate Examination in Risk in Financial Services	Indian Institute of Banking and Finance, Mumbai (IIBF)	Details pertaining to target group of employees, is available in the brochures given under IIBF for certificate exam in risk in financial services.	Rs.12,572/- or Rs 12,881/- as per the applicability of registration fees/ examination fees	Rs.5,000/-	3 years
3. Information Technology related courses						
3.1	B.Tech / M.Tech in Computer Hardware/Software/Computer applications/Telecommunications/MS in Computer Science/Software Engineering	UGC Recognized University / IIT / NIT / IIIT / Autonomous college / Institute recognized by UGC / UGC recognised University/ Deemed University	All confirmed employees eligible under the scheme	Rs.1/- lacs or actual course/ Exam/ registration fees, whichever is less	Rs 10,000/-	3 years
3.2	Post Graduate Diploma in Computer Applications/Information Technology					
3.3	BCA / MCA / MCM					
3.4	DOEACC Examination - Level 'O', 'A', 'B', 'C'	DOEACC Society	All confirmed employees of the Bank eligible under the scheme	Actual course/ Exam/ registration fees	Rs 5000 for level 'O', 'A' & 'B' individually; Rs. 10,000/- for level 'C'	2 year for level 'O', 'A' & 'B' and 3 years for level 'C'
3.5	National Standard Examinations - Certification in Software Testing	Computer Society of India	All confirmed employees of the Bank eligible under the scheme	Actual course/ Exam/ registration fees	Rs. 5,000/-	2 years
3.6	Oracle Certifications And Java Certifications	Oracle Corporation	All IT officers; officers posted in IT departments, IT faculty	Actual course/ Exam/ Registration fees	Rs. 5,000/-	2 years
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3.7	Certified Information systems auditor (CISA)	Information system audit and Control Association (ISACA, USA)	All officers who are graduate and have 5 years of IT experience	Rs.50,000 or Actual Exam/ registration fees, whichever is less. For renewal of certification - Actual exam fees.	Rs. 10,000/- for obtaining the CISA certification; no incentive payable for renewal of certification	3 years after obtaining the certification/
3.8	Certified Information Security Manager (CISM)	Information system audit and Control Association (ISACA, USA)	Officers posted in Audit and Inspection Department, IT officers / officers in I.T. Department., I.T. faculty from BAs & Apex Academy	Rs.50,000 or Actuals, whichever is less	Rs. 5,000/-	2 years

3.9	Certified Information Systems Security Practitioners (CISSP)	International Information Systems Security Certification Consortium, USA.	Officers posted in Audit and Inspection Department, IT officers / officers in I.T. Department., I.T. faculty from BAs & Apex Academy	Rs.50,000 or Actuals, whichever is less	Rs. 5,000/-	2 years
3.10	Certified Secure Software Lifecycle Professional (CSSLP)	International Information Systems Security Certification Consortium, USA.	IT officers and officers posted in IT department, IT faculty	Rs.50,000 or Actuals, whichever is less	Rs. 5,000/-	2 years
3.11	CISCO (CCNA, CCNP, CCNA Security, CCSP)	CISCO Authorised Centre	IT Officers / officers posted in IT departments / IT faculty	Rs. 10,000/- for each individual certification, or actuals, whichever is less	Rs. 3,000/- (for each certification)	2 years
3.12	Certified Risk and Information Systems Control (CRISC)	Information system audit and Control Association (ISACA, USA)	All Officers who are graduate and have 3 years of IT experience	Rs.50,000/- or actual fees, whichever is less	Rs. 10,000/-	3 years
3.13	Certified in the Governance of Enterprise IT (CGEIT)	Information system audit and Control Association (ISACA, USA)	All Officers who are graduate and have 3 years of IT experience	Rs.50,000/- or actual fees, whichever is less	Rs. 10,000/-	3 years
3.14	ISO 22301 : 2012	ISO authorised Institute	All Officers who are graduate and have 3 years of IT experience	Rs.50,000/- or actual fees, whichever is less	Rs. 10,000/-	3 years
3.15	Microsoft certifications	Microsoft Corporation	IT Officers / officers posted in IT departments / IT faculty	Actual course/ Exam/ registration fees	Rs. 1,000/- (for each certification)	1 year for each certification
3.16	Certified Information System Banker	Indian Institute of Banking and Finance, Mumbai (IIBF)	Details pertaining to target group of employees, amount of reimbursement of fees, amount of incentive, etc. for this course is given under the section 4- Courses offered by IIBF.			
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3.17	Diploma in Banking Technology	Indian Institute of Banking and Finance, Mumbai (IIBF)	Details pertaining to target group of employees, amount of reimbursement of fees, amount of incentive, etc. for this course is given under the section 4- Courses offered by IIBF.			
3.18	Certificate Examination in IT Security	Indian Institute of Banking and Finance, Mumbai (IIBF)	Details pertaining to target group of employees, amount of reimbursement of fees, amount of incentive, etc. for this course is given under the section 4- Courses offered by IIBF.			
3.19	Course on using computers with Screen reader (talking software)	Institutes offering such courses/ training	Visually Challenged [Blind/ low vision] employees	Rs.5000/- or actual course/ Exam/ registration fees, whichever is less	Rs. 2,500/-	1 year
3.20	Certified Ethical Hacker (CEH)	International Council of E-Commerce Consultants (EC-Council) authorised institute	All Officers who are graduate and have 3 years of IT experience	Rs.50,000/- or actual fees, whichever is less	Rs. 5,000/-	2 years

3.21	Post Graduate Certified course in Cyber Law	Government accredited Institute / University / College	All Officers who are graduate	Rs.50,000/- or actual fees, whichever is less	Rs. 5,000/-	2 years
3.22	HR application courses related to functional HR/ HRMS courses (Courses offered by ORACLE HR)	Company Authorised Centres	All officers of HRM Departments, Project Office, Central IT, training centers/Apex Academy.	Rs.1/- lac or actual course/ Exam/ registration fees, whichever is less	Rs. 10,000/-	3 years
3.23	Program Management Professional (PgMP)	Project Management Institute (PMI), USA	Executives / Officers of administrative offices, IT faculty at BAs/Apex Academy, Project Managers/Projects owners of various projects	Rs.50,000/- or actual fees, whichever is less	Rs. 5,000/-	2 years
4. Courses offered by Indian Institute of Banking and Finance (IIBF)						
4.1	Diploma in Banking & Finance (DB&F)	Indian Institute of Banking and Finance, Mumbai (IIBF)	All employees eligible under the scheme	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 5,000/-	2 years
4.2	Diploma in Project Finance	Indian Institute of Banking and Finance, Mumbai (IIBF)	Credit Officers, Officers in Risk Management and Wholesale Banking, Officers with Finance Specialization	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 5,000/-	2 years
4.3	Diploma in Treasury, Investment and Risk Management (in collaboration with FIMMDA)	Indian Institute of Banking and Finance, Mumbai (IIBF)	All officers	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 5,000/-	2 years
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4.4	Diploma in International Banking and Finance	Indian Institute of Banking and Finance, Mumbai (IIBF)	All officers	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 5,000/-	2 years
4.5	Advanced Management Programme in Banking & Finance (at IIBF or conducted by IIBF in collaboration)	Indian Institute of Banking and Finance, Mumbai (IIBF)	All Officers / Executives in middle or senior Management eligible under the scheme with Graduation degree	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 7000/-	3 years

4.6	Advanced Diploma in Wealth Management	Indian Institute of Banking and Finance, Mumbai (IIBF)	(1) All Officers working/ identified for Investment Advisory/ Financial Advisory Function (2) All employees possessing AMFI / IRDA certification (3) employees identified as Relationship Managers / customer service representatives (4) Officers / clerical staff involved in Sales / marketing roles	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 2,500/-	1 year
4.7	Diploma in Home Loan Advising	Indian Institute of Banking and Finance, Mumbai (IIBF)	All Officers and clerks posted in Branches and Officers, clerical staff involved in sales / Marketing / CSO / RM roles	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 2,500/-	1 year
4.8	Certificate Examination in Customer Service & Banking codes and Standards	Indian Institute of Banking and Finance, Mumbai (IIBF)	All employees	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 2,000/-	1 year
4.9	Certificate in Trade Finance	Indian Institute of Banking and Finance, Mumbai (IIBF)	Officers handling Credit functions in Branches/ Controlling Offices	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 2,000/-	1 year
4.10	Micro Finance Professionals Diploma	Indian Institute of Banking and Finance, Mumbai (IIBF)	All Agriculture Officers/Officers posted in Rural Branches	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 2,000/-	1 year
4.11	Certificate in AML / KYC	Indian Institute of Banking and Finance, Mumbai (IIBF)	All employees	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 2,500/-	1 year
4.12	Certificate in Quantitative Methods for Banking & Finance	Indian Institute of Banking and Finance, Mumbai (IIBF)	All employees	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 1,000/-	1 year
4.13	Certificate in SME Finance for Bankers	Indian Institute of Banking and Finance, Mumbai (IIBF)	Officers handling Credit functions in Branches/ Controlling Offices	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 1,000/-	1 year
4.14	Diploma in Commodity derivatives	Indian Institute of Banking and Finance, Mumbai (IIBF)	Officers posted in Treasury Branch / Treasury operations	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 1,000/-	1 year
4.15	Certificate Examination in IT Security	Indian Institute of Banking and Finance, Mumbai (IIBF)	IT Officers / officers posted in IT departments / IT faculty	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 1,000/-	1 year
4.16	Certificate Course for Business Correspondents / Business Facilitators	Indian Institute of Banking and Finance, Mumbai (IIBF)	All Agriculture Officers/Officers posted in Rural Branches/Working in the area of Financial inclusion	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 1,500/-	1 year
4.17	Diploma in Risk Management	Indian Institute of Banking and Finance, Mumbai (IIBF)	All employees	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 1,500/-	1 year
4.18	Certified Information System Banker	Indian Institute of Banking and Finance, Mumbai (IIBF)	IT Officers / officers posted in IT departments / IT faculty	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 2,500/-	1 year

4.19	Diploma in Banking Technology	Indian Institute of Banking and Finance, Mumbai (IIBF)	IT Officers / officers posted in IT departments / IT faculty	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 2,500/-	1 year
4.20	Certificate Examination in Prevention of Cyber Crimes and Fraud Management	Indian Institute of Banking and Finance, Mumbai (IIBF)	IT Officers / officers posted in IT departments / IT faculty. Officers posted in Fraude Monitoring cell	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 1,000/-	1 year
4.21	Certificate Examination in Microfinance	Indian Institute of Banking and Finance, Mumbai (IIBF)	All Officers & Clerks eligible as per the Scheme	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 1,000/-	1 year
4.22	Certificate Examination in Foreign Exchange Facilities for Individuals	Indian Institute of Banking and Finance, Mumbai (IIBF)	All Officers eligible as per the Scheme	Actual course / exam fees, excluding fees for subsequent attempts, if any.	Rs. 1,000/-	1 year
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4.23	Certified Bank trainer	Indian Institute of Banking and Finance, Mumbai (IIBF)	Faculty members of Bank's BAs and Officers handling HR functions	Actual course / exam fees, including the fees for the classroom training but excluding fees for subsequent attempts, if any.	Rs. 3,000/-	2 years
4.24	Certified Banking Compliance Professional	Indian Institute of Banking and Finance, Mumbai (IIBF)	Officers working in the Compliance department	Actual course / exam fees, including the fees for the classroom training but excluding fees for subsequent attempts, if any.	Rs. 3,000/-	2 years
4.25	Certified Treasury Dealer course	Indian Institute of Banking and Finance, Mumbai (IIBF)	Officers posted in Treasury Branch / Treasury operations	Actual course / exam fees, including the fees for the classroom training but excluding fees for subsequent attempts, if any.	Rs. 3,000/-	2 years
4.26	Certified Credit Officer course	Indian Institute of Banking and Finance, Mumbai (IIBF)	Credit Officers/ Officers handling Credit functions in Branches/ Controlling Offices	Actual course / exam fees, including the fees for the classroom training but excluding fees for subsequent attempts, if any.	Rs. 3,000/-	2 years
4.27	Certificate course in Foreign Exchange Operations	Indian Institute of Banking and Finance, Mumbai (IIBF)	All existing employees working in foreign exchange department for a period less than - 3- years in last -5-years and all fresh employees who will be inducted in foreign exchange department.	Examination fees Rs 1000/- + Cost of Books at present Rs. 1500/-+ service tax as applicable	Rs. 5000/-	3 years
4.28	Certificate examination in Digital Banking	Indian Institute of Banking and Finance, Mumbai (IIBF)	Any confirmed employee of the bank	Examination fees (Currently Rs.1000/- + Service tax as applicable.	Rs. 5,000/-	3 years
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5. Certificate courses offered by National Stock Exchange (NSE) and Bombay Stock Exchange (BSE)						

5.1	Financial Markets : A Beginners' Module	National certification in Financial Markets (NCFM) modules conducted by NSE	All employees eligible under the scheme	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.2	Mutual Funds : A Beginners' Module	National certification in Financial Markets (NCFM) modules conducted by NSE	All employees eligible under the scheme	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.3	FIMMDA - NSE Debt Market (Basic) Module	National certification in Financial Markets (NCFM) modules conducted by NSE	All Officers	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.4	Securities Market (Basic) Module	National certification in Financial Markets (NCFM) modules conducted by NSE	All Officers	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.5	Currency Derivatives : A Beginners' Module	National certification in Financial Markets (NCFM) modules conducted by NSE	Officers posted in Treasury Branch / Treasury operations	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.6	Equity Derivatives : A Beginners' Module	National certification in Financial Markets (NCFM) modules conducted by NSE	Officers posted in Treasury Branch / Treasury operations	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.7	Capital Market : (Dealers) Module	National certification in Financial Markets (NCFM) modules conducted by NSE	Officers posted in Treasury Branch / Treasury operations	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.8	Derivatives Market (Dealers) Module	National certification in Financial Markets (NCFM) modules conducted by NSE	Officers posted in Treasury Branch / Treasury operations	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.9	NIMS-Series I :Currency Derivatives Certification Examination	National certification in Financial Markets (NCFM) modules conducted by NSE	Officers posted in Treasury Branch / Treasury operations	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.10	Options Trading Strategies Module	National certification in Financial Markets (NCFM) modules conducted by NSE	Officers posted in Treasury Branch / Treasury operations	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
*Employees as stated in the Target Group under the Scheme implies confirmed employees in the Bank's Service and who are upto the age of 55 years and working in domestic operations of the Bank (at the time of seeking permission)						
5.11	Commodities Market Module	National certification in Financial Markets (NCFM) modules conducted by NSE	Officers posted in Treasury Branch / Treasury operations	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.12	Information Security Auditors Module (Part I)	National certification in Financial Markets (NCFM) modules conducted by NSE	Officers posted in IT, Risk Mgmt, Inspection & Audit, Treasury Branch / Treasury operations	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year

5.13	Information Security Auditors Module (Part 2)	National certification in Financial Markets (NCFM) modules conducted by NSE	Officers posted in IT, Inspection & Audit Departments	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.14	Financial Modeling Module	National certification in Financial Markets (NCFM) modules conducted by NSE	Officers posted in Risk Mgmt, Treasury Branch / Treasury operations	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.15	Interest Rate Derivatives: A Beginner's Module	National certification in Financial Markets (NCFM) modules conducted by NSE	Officers posted in Risk Mgmt, Treasury Branch / Treasury operations	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.16	Banking Sector Module	National certification in Financial Markets (NCFM) modules conducted by NSE	all employees eligible under the scheme	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.17	Certification in Financial Markets (NCFM) - NSDL Depository Operations Module - NSE certification	NSE in collaboration with NSDL	Officers handling Depository services, officers/clerical staff at Branches/Admn.offices/back offices handling capital market operations	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.18	BSE Certification on Securities Markets (BCSM)	BSE	All Officers	Actual course/ Exam/ registration fees	Rs. 1,000/-	1 year
5.19	BSE Certification on Derivatives exchange (BCDE)	BSE	Officers posted in Treasury Branch / Treasury operations		Rs. 1,500/-	1 year
5.20	Certification of Central Depository (BCCD) - BSE's certification on Depository operations	BSE in collaboration with CDSL	Officers handling Depository services, officers/clerical staff at Branches/Admn.offices/back offices handling capital market operations	Actual course/ Exam/ registration fees	Rs. 1,500/-	1 year
5.21	Limited Insolvency Examination	Insolvency & Bankruptcy Board of India in collaboration with NISM	All Confirmed employees are eligible under the course	Actual Course/Exam Fees including fees for registration but excluding fees for subsequent attempts, if any. (Presently INR 1500/-)	1500/-	1 Year

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6. Certificate courses offered by Insurance Institute of India and National Institute of Securities Market

6.1	a) Certificate examination IRDA IC 38 Corporate Agent (for distribution of Insurance products)	Insurance Institute of India	Employees who are engaged in sales and distribution of Insurance Products and who shall be engaged in the sale of insurance products as approved by the Regional Authority.	Full amount on successful completion of examination	Rs. 8,000/-	3 year
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	b) NISM Series VA: Mutual Fund distributors Certification Examinations for distribution of Mutual Fund Products	National Institute of Securities Market	Employees who are engaged in sales and distribution of Mutual Funds and Employees who shall also be engaged in the sale of Mutual Fund as approved by the Regional Authority.	Full amount on successful completion of examination	Rs. 4,000/-	3 year
6.2	NISM Series VI: Depository Operations Certification Examinations (DOCE)	National Institute of Securities Market	Confirmed employees of Dmat authorised branches	Actual course fees and service tax as applicable	Rs. 4000/- to be paid for fresh certification as well as at the time of each renewal certification	3 years
*Employees as stated in the Target Group under the Scheme implies confirmed employees in the Bank's Service and who are upto the age of 55 years and working in domestic operations of the Bank (at the time of seeking permission)						

53 INCENTIVE TO EMPLOYEES FOR COMPLETING E-LEARNING COURSES

Scheme for reimbursement of Data Usage charges and incentive to employees for completing e-learning courses of Baroda Net Academy and to award marks to officers in Baroda GEMS. With this E-learning has become even more exciting.

The details are as given below:

1) **Types of Baroda Net Academy E-learning courses:**

A. Mandatory Courses

- Directly Recruited Officers (Generalist) are required to complete atleast any -20- Retail Asset/ Liability/ Agriculture/ SME Product related courses to be eligible for confirmation in Bank's service.
- All Clerks/ officers (including clerks / officers on probation / Specialist Officers) should complete any mandatory course launched during the year and marked to be completed by them during a given period.
- Reviewing Authority is requested to note this point while undertaking final appraisal.
- A flat reimbursement of Rs. 1,000/- will be provided towards data usage charges for completing the mandatory courses per F.Y.

B. Non-Mandatory Courses

- All courses not mentioned in A above are non-mandatory courses. It is expected that all the employees will take the courses as per the job role allotted to them.

2) **The rewards are:**

Financial Reward:

- a) An incentive of Rs. 2,500/- may be paid to Clerks / Officers for completing -12- E-learning courses in a financial year. These -12- courses are other than mandatory courses mentioned above.
- b) The employee is at liberty to complete any -12- relevant e-learning courses other than mandatory.
- c) Employee has to print the certificate, available after completion of the course, as a proof for claiming the reimbursement.
- d) The amount is payable only if minimum -12- courses are completed in a F.Y. If -11- or less courses are completed, the amount will not be payable.
- e) For employees completing more than -12- courses in a F.Y., the amount is limited to Rs. 2,500/- only.

Non-financial Reward:

- a) All employees will be given credit of 2.5 marks for training in HRMS for each completed course.
- b) For officer, 3 marks will be allotted in Baroda GEMS for completing the mandatory courses plus -12- e-learning courses in a F.Y. For not completing mandatory courses and / or completing -11- or less non-mandatory courses, no marks will be given. Reviewing Authority is requested to note this point while undertaking final appraisal.

We inform that data charges and incentive for completion of courses will be paid through HRnes system. Modalities for payment will be as follows:

- i) For employees completing -12- or more non-mandatory courses, the incentive will be paid through HRnes system without any claim by the employee. For the employees fulfilling the criteria during a month, incentive of Rs. 2,500/- will be paid in the next month to the credit of their account, Rs. 2,500/- so paid by the HRnes system will get added to taxable income of the employee.
- ii) Data charges of Rs. 1,000/- for mandatory courses are to be reimbursed in the next financial year.

Regional HR functionaries doing HR Audit and Inspection Division to take a careful note of the above.

For your reference Baroda Gurukul can be accessed at <https://barodagurukul.co.in> through internet at a place and time of your convenience.

We are sure all the staff members will make the most of this incentive scheme to gain knowledge and earn financial and non-financial rewards.

32. FURNITURE SCHEME FOR OFFICERS OF THE BANK

1.0 ELIGIBILITY:

- 1.1 All confirmed Officers, JMG/S-I to TEG/S-VII, who are in the service of the Bank.
- 1.2 **Promotee Officers [promoted from Clerical to Officers' Cadre] are eligible immediately on promotion.**
- 1.3 All officers presently on posting/deputation to subsidiaries such as BOBCARDS, BOB Capital, RRBs, CDR Cell, CBI, etc.; are eligible to avail of the furniture scheme. However, Officers/Executives posted overseas and to DRT will not be eligible during the tenure of their posting/ deputation as the case may be.
- 1.4 In case where both husband and wife are employees of the Bank, both of them can avail of the facility individually.
- 1.5 Officers who have opted for Voluntary Retirement or tendered resignation will not be eligible under the **Furniture Scheme during the notice period.**

2.0 LIMIT:

- 2.1 The maximum limit for purchase of furniture and fixtures and other items will be as under:

Grade/Scale	Limit in Rs. [Inclusive of all taxes]
Officer – JMG/S-I	1,25,000/-
Manager – MMG/S-II	1,50,000/-
Senior Manager – MMG/S-III	1,75,000/-
Executives in SMG/S-IV	2,00,000/-
Executives in SMG/S-V	2,50,000/-
Executives in TEG/S-VI	4,00,000/-
Executives in TEG/S-VII	5,00,000/-

- 2.2 The above limits are inclusive of all taxes, **installation charges of Air Conditioner etc.;** such charges will be paid for **1st time of installation only.**

3.0 OPTION:

- 3.1 With the introduction of this Furniture Scheme in the Bank, no officer will be provided with furnished accommodation.
- 3.2 Furniture once purchased under the scheme will have to be possessed by the officer and **will not be** allowed to be surrendered to the Bank.
- 3.3 It will be the responsibility of the officer to maintain the furniture for its given life, transport it to his new place of posting and buy back at the end of given life cycle of the product or at the time of retirement.
- 3.4 The officer who has availed furniture under **the old scheme** before implementation of this scheme, has to buy back old furniture while availing of the revised scheme with following options:
 - 3.4.1 Where the **furniture availed under old scheme** is more than 10 years old the officer has to purchase the said furniture @ 4% of the original cost of furniture. He will be then eligible for full entitlement as per new scheme.
 - 3.4.2 Where the furniture is less than 10 years old from the date of purchase :-

The furniture has to be bought back @WDV and then the officer will be eligible for full limit as per his entitlement under new scheme;

OR

He/ She may continue to hold the furniture till completion of 10 years from the date of purchase and thereafter buy back @ 4% of purchase price. Till that time the limit under new scheme will be curtailed to the extent of original value [now W.D.V] of the furniture held by the officer under old scheme.

No maintenance charges will be paid by the Bank on such old furniture, once the officer opts for new Furniture Scheme.

- 3.5 Where an officer is staying at Bank's furnished accommodation at present and is not interested in opting for the scheme, he shall be allowed to continue with existing scheme till he continues to stay in the furnished accommodation at that place/station.
- 3.6 Those officers who are staying in Bank's furnished flat and wish to opt for New Scheme will have to either buy back the existing furniture at its WDV or surrender the same to the Bank. In both the cases, officer can avail furniture under New Scheme upto its full limit **without any curtailment of limit.**

4.0 GENERAL GUIDELINES:

- 4.1 **Fixed furniture/ items are not covered under the New Scheme.** However, need based replacement of existing furniture or provision of new fixed furniture at Bank's quarters will be undertaken by the Bank.
- 4.2 List of items under the New Scheme which the officer can purchase is enclosed as per **Annexure-I**. The Officer is free to decide on the item/s he would like to purchase, within his overall entitlement.
- 4.3 The total amount, **inclusive of taxes**, shall be capitalized and depreciation shall be provided as per applicable rates. For the purpose of calculation of depreciation, the date of purchase shall be reckoned as 1st day of the corresponding financial year [i.e. 1st April] irrespective of date/s of actual purchase/s and depreciation shall be provided for full year.
- 4.4 The officer may preferably, purchase energy star rated by BEE and eco-friendly items.
- 4.5 On promotion from one Grade/Scale to a higher Grade/Scale, the officer shall be eligible for purchase of furniture and fixtures for the difference amount of entitlement, in the respective Grade/Scale.
- e.g. :-** An executive in SMG/S-IV is eligible for Rs.2,00,000/- and an Executive in SMG/S-V is eligible for Rs.2,50,000/-. On promotion from SMG/S-IV to SMG/S-V, his entitlement will increase only by the difference amount i.e. **Rs. 50,000/-**, and the total value of furniture entitlement will be limited upto **Rs. 2,50,000/-**.
- 4.6 The Officer shall be eligible to purchase fresh furniture/ fixtures and other items, after a period of -10- years from the first date of exercising the option, as per the prevailing terms and conditions and eligibility at that point of time.
- 4.7 **On transfer** from one station to another station, the officer shall carry the furniture/ fixtures/ other items purchased under the scheme, with him to the new place of posting, within the eligibility of transportation of household goods and no additional claim for transportation in respect of items purchased under the scheme shall be entertained. Government octroi and insurance charges, paid by the offices during the shifting of the items on transfer shall, be reimbursed as per extant guidelines.

- 4.8 **On transfer** of the officer, the furniture / fixtures/ other items provided to him, will be transferred to the transferee Branch / Office through **FASSET MENU**.

5.0 REPAIRS / MAINTENANCE:

- 5.1 Repairs of the furniture & fixtures, minor or major will not be undertaken by the Bank. However, the officers will be eligible for annual reimbursement of maintenance expenses equivalent to 5% of the total value of furniture & fixture after three years of the purchase of each item on declaration basis. The eligibility for such reimbursement shall commence from 1st April of the fourth year from the Financial Year in which the furniture is purchased.

e.g. If an item is purchased on 31st March, 2015, maintenance expenses @ 5% of the purchase price can be claimed by the officer on 1st April, 2018.

6.0 RECORD MAINTENANCE:

- 6.1 Record/s of the amount/s availed by the officer during his service period in the Bank has to be maintained in HRNes/HRMS package, for which necessary modification has been made in the package, in order to have proper control / monitoring.

The procedure/steps for the same are as follows:

Step 1) Login in HRMS.

Step 2) Click on BOB HRMS Employee Self-Service.

Step 3) Click on Furniture/Fixtures Scheme-Availed Details.

- 6.2 **Insurance** for the items purchased under the scheme shall be taken by the Bank at Corporate Office as at present, every year.

7.0 MODE OF PAYMENT FOR ITEMS PURCHASED UNDER THE SCHEME:

- 7.1 Amount towards advance if required by the Dealer / cost of item/s shall be disbursed by way of NEFT to the credit of the Dealer's account. When it is not possible to remit by NEFT; DD/Pay Order shall be issued by the Bank in favour of the Dealer, in order to ensure end-use. The Officer shall provide cash memo/s or receipt/s indicating date/s of purchase/ delivery of the item/s to the Bank. **In case, it transpires later on that the items have not been actually purchased, disciplinary action shall be initiated against the concerned officer by the Bank.**

- 7.2 In normal case, Bank will remit the amount directly to Dealer / Shop Keeper, etc.; however, the Competent Authority may reimburse the expenses in following cases:

The amount paid by the officer through his own:-

- [i] **Credit Card / Debit Card / Net Banking / Mobile Banking Account** for the furniture purchased online or at Point of Sale [POS].
- [ii] Cheque drawn by himself on his own Bank Account, in favour of Dealer / Shop Keeper, etc.
- [iii] Payment made in cash, maximum upto **Rs.10,000/-** of the total entitlement [**only for one time**].

However, the reimbursement will be done only on production of sufficient documentary proof in original [tax invoice, receipts/ payment/ charge slip/ warranty/ guarantee card, etc.]

- 7.3 Bank reserves the right to carry out inspection of the item/s purchased by the officer at any point of time. Officer shall inform the Bank of the place/s with address proof, where the items are kept, in order to facilitate the inspection of the same by the nearest Office / Branch.

8.0 **BUY BACK OF FURNITURE AVAILED UNDER NEW SCHEME:**

- 8.1 At the end of -10- years from the date/s of purchase of furniture, fixtures and other items, the officer shall buy back the items from the Bank at the following rate ::

Grade/Scale	Rate [%]
Officer – JMG/S-I	4.00%
Manager – MMG/S-II	4.00%
Senior Manager – MMG/S-III	4.00%
Executives in SMG/S-IV	4.00%
Executives in SMG/S-V	4.00%
Executives in TEG/S-VI	2.25%
Executives in TEG/S-VII	2.00%

- 8.2 On retirement [superannuation] **or voluntary retirement after 20 years of service** in the Bank the officer may buy back the furniture items at certain percentage of the purchase value or WDV, **whichever is lower** as per following slabs :

Used Life of Furniture Availed	Buy Back Price
Less than 2 years	65% of the cost of furniture items.
2 years to less than 5 years	50% of the cost of furniture items.
5 years to less than 10 years	20% of the cost of furniture items.
10 years and above	Rate mentioned as per Para 8.1 above

- 8.3 **In case of resignation or termination, compulsory retirement or voluntary retirement before 20 years** from Bank's service of an officer, the following provisions shall be applicable:

Used Life of Furniture Availed	Buy Back Price
Upto 1 year old	90% of the cost of furniture items.
Above 1 year and upto 5 years' old.	75% of the cost of furniture items.
Above 5 years but less than 10 years' old	50% of the cost of furniture items.

- 8.4 Those officers who would be availing facility under this scheme and tendering resignation from Bank's service will have to make proper provision for recovery / cost of furniture as per norms before tendering such resignation.
- 8.5 Bank shall deduct the admissible amount from the terminal benefits payable to the officer. In case the amount available is not sufficient, the officer shall undertake to provide the amount due in his account so that the Bank can adjust the amount towards the value of the furniture, fixtures & other items.
- 8.6 **In the unfortunate event of death of an Officer** while in service, his family can buy the furniture/ fixture / other items availed by the officer under the scheme at Rs.1,000/- lump sum, irrespective of the age of the furniture.

9.0 **GENERAL GUIDELINES FOR PROVISION OF FURNITURE AT BANK'S ACCOMMODATION:**

- 9.1 With the revised scheme as above in place, the Bank shall no longer provide furnished accommodation to the officer.

However, in case of accommodation provided by the bank to the officer:

- a) Bank will continue to provide, maintain and replace basic items of fixed furniture uniformly at Bank's quarter i.e. Geyser, Water Purifier, Fans, Exhaust Fans, Tube Lights, Mosquito Nets, etc; uniformly at all quarters.
 - b) As far as Bachelor Accommodation is concerned, Bank will continue to provide basic items such as beds, dining table, centre table, sofa set, almirah / cupboard to officer residing in **Bachelor Accommodation provided by Bank.**
 - c) Officer moving from bachelor accommodation to family accommodation can opt for the scheme. Other officers who are already staying in Bank's accommodation and have opted not to avail of New Furniture Scheme can opt to it only when transferred to another place, since Bank shall not provide furnished accommodation in the new place of posting.
- 9.2 If the officer opts to purchase the pre-existing furniture at his new place of posting, he can purchase it at WDV and avail full limit under the new scheme **without any deduction.**

OR

If he does not want to pay for the pre-existing furniture upfront but still wants to retain it, then the said [old] furniture will be deemed to have been purchased by the officer at WDV and the equal amount will be **reduced from the new limit of the Officer.**

10.0 OPERATIONAL GUIDELINES ::

- 10.1 Respective Department will maintain proper record of sanction and payment at their end and ensure that the details are transferred to the new Branch / Office where the officer is transferred.
- 10.2 Respective Department shall pass necessary entries through CBS FASSET Menu item wise **for individual furniture items** purchased by the officer. In no case consolidated amount of furniture purchased shall be posted in FASSET menu. This will facilitate reversal of entries at the time of sale/ buy back.
- 10.3 The concerned officer shall submit the **original bill/ photo copy of warranty/ guarantee card** of furniture purchased **within 7 days** from the date of payment without fail.
- 10.4 Officer shall purchase the furniture item as per quotation submitted by him.
- 10.5 0.15% of the pay in the first stage of the scale of pay, in which the officer is placed, shall be recovered from his salary towards furniture rent whether the facility is availed in full or in part. HR /OA Department at Regional Office/ Administrative Office shall ensure the rent recovery.
- 10.6 Amount availed by the officer under the scheme inclusive of taxes shall be taken into account for calculation of perquisite value and income tax payable by him, as per the rules prevalent from time to time.
- 10.7 If Branches/ Administrative Offices have passed wrong entries in FASSET MENU during purchase/payment, it can be rectified by reversing payment and purchase during the same quarter only. Branches/ Offices shall take necessary care while passing/ posting the entries. However, there is no provision for rectifying the wrong entries pertaining to previous quarter passed by the branches/ offices.

E.g. FASSET Menu –

Step 1st: Reversed the Payment:

Module: Purchase

Sub Module: Payment

Option: Reversal

Select the wrong entry and accept.

Step 2nd: Reverse the Purchase:

Module: Purchase

Option: Reversal

Select the wrong entry and accept.

10.8 Sale/Write Off can be opted for following cases only:

- In case of retirement or voluntary retirement.
- In case of resignation or termination or compulsory retirement.
- In the unfortunate event of death of an officer.
- At the end of -10- years from the date/s of purchase of furniture.

11.0 DETAILS OF ANNEXURES ENCLOSED ::

Number	Particulars
Annexure-I	List of Furniture/ Fixtures/ Other items permitted under the scheme.
Annexure-II	Authority for sanction/ replacement and for authorizing buy back by the Officers on superannuation/ voluntary retirement/ resignation/ termination/ compulsory retirement.
Annexure-III	Application format for Purchase of Furniture, Fixtures & Other items [Residential]
Annexure-IV	Sanction Letter to be issued to the Officers.
Annexure-V	Application format for Sanction of Maintenance Charges for Residential Furniture.
Annexure-VI	Application for Buying Back of Furniture/ Fixtures/ Other Items provided at Residence.
Annexure-VII	Application for Retention of Furniture/ Fixtures/ Other Items on Retirement/ Voluntary Retirement/ Resignation/ Termination/ Compulsory Retirement from Bank's service.
Annexure-VIII	Application for subsequent round of Purchase [as Replacement] of Furniture & Fixtures/ Other Items.
Annexure-IX	Option Letter.

List of Furniture / Fixtures / Other Items:

Sr.No.	Name of items
1.	Sofa set
2.	Bed
3.	Bed mattresses
4.	Dining table
5.	Dining chairs
6.	Centre table /Corner Table
7.	Steel Almirah / cupboard
8.	Bed side table
9.	Dressing table
10.	Dressing stool
11.	Study table
12.	Study chair
13.	Diwan
14.	Mattress for diwan
15.	Ceiling fan/pedestal fan
16.	Geyser - all types
17.	Heat Convector/Room Heater
18.	Desert Cooler
19.	Folding cots
20.	Telephone table
21.	Book case
22.	Vacuum Cleaner
23.	Exhaust Fan
24.	Washing machine
25.	Generator Set
26.	Inverter with trolley
27.	Easy chair, including reclining chair
28.	Water filter
29.	Curtains
30.	Carpet
31.	Computer table
32.	Computer chair
33.	Crockery stand
34.	Microwave oven/OTG
35.	Electric kettle
36.	Toaster/Sandwich Maker
37.	Gas burner/Kitchen Hob
38.	Refrigerator
39.	AC, including Split AC
40.	Food processor/ Mixer-Grinder
41.	TV, including LCD/LED TV
42.	Gym equipments
43.	Music System, including Home Theatre system
44.	Computer including Laptop/Tablets
45.	Kitchen Chimney
46.	Iron Press Table
47.	Cloth Drying Stand
48.	Landline Telephone Instrument
49.	Dishwasher
50.	TV Display Unit/Utility Cabinet
51.	Flour Mill (Gharanti)
52.	Shoe Rack

AUTHORITY FOR SANCTION /REPLACEMENT AND FOR AUTHORISING PURCHASE BY THE

GRADE	SANCTIONING AUTHORITY
Officers in Branches headed by Scale I, II, III	DRM
Branches headed by Scale I, II, III Officers	DRM
Officers in Branches headed by CM / AGM/ DGM	Branch Head of the concerned Branch
Officers in Regional Office	DRM
Officers in Zonal Office	Deputy Zonal Head (DZH)
Officers in ZIC/CIAD	AGM/DGM of ZIC/CIAD
Officers in Head Office	AGM / DGM of concerned Department in HO Or General Manager (Operation & Services)
Officers in Corporate Office	AGM (OA)
Chief Manager - Scale IV	
Branch Head	Deputy Regional Manager (DRM)
Chief Manager in AGM / DGM Headed Branch	Branch Head of the concerned Branch
Chief Manager in Regional Office	DRM
Chief Manager in Zonal Office	Deputy Zonal Head (DZH)
Chief Manager in ZIC / CIAD	AGM / DGM of ZIC / CIAD
Chief Manager in Head Office	AGM/DGM of concerned Department in HO OR General Manager (Operation & Services)
Chief Manager in Corporate Office	AGM (OA)
<u>Assistant General Manager - Scale V</u>	
Branch Head	DRM,RO
AGM in Regional Office AGM,	DGM, Regional Head
Regional Head AGM in Zonal	Deputy Zonal Head (DZH)
Office AGM in ZIC / CIAD AGM	Deputy Zonal Head
in Head Office	DGM of ZIC / CIAD
AGM in Corporate Office	DGM of concerned Department in HO or General Manager (Operation & Services) General Manager (Estate Management)

<u>Deputy General Manager - Scale VI</u> DGM, Branch Head DGM, Regional Head DGM, Deputy Zonal Head DGM, Zonal Head DGM in ZIC/ CIAD DGM in Corporate Office	General Manager, Zonal Head General Manager, Zonal Head General Manager, Zonal Head General Manager (Management) General Manager, CIAD General Manager (Estate Management)
General Manager - Scale VII	Executive Director/General Manager (Estate Management)

APPLICATION FOR PURCHASE OF FURNITURE, FIXTURES & OTHER ITEMS (RESIDENTIAL)

Date: _____

Name of the Officer		Grade/ Scale	
EC No.		Designation	
Date of Birth		Branch / Office	

To _____

Forwarded through: _____

Dear Sir,

Re: Request for sanction of Furniture / Fixtures / Other Items at Residence

I refer to Circular No. HO:BR:111/116 dated _____ and request you to sanction the following furniture, fixtures & other items for my residence:

(In Rupees)			
Sr. No.	Name of Item	Name of the Dealer /Vendor /Supplier/ Contractor	Cost [Inclusive of Taxes]

I enclose the pro-forma invoice / cost estimate for the above item/s. I note to submit the original cash receipt/s, along with copies of the warranty card/s, if any, to the Bank for its record, on taking delivery of the items.

I have already availed Rs. _____/- under the Scheme so far and the balance amount available is Rs. _____/-. (Strikeout if not applicable).

The item/s purchased by me shall be kept at my following residence/s:

1		2	

I undertake to intimate the Bank in case the item/s is / are shifted / moved to another place/s in future.

I have noted the provisions of the Scheme for providing furniture, fixtures & other items of the Bank for compliance and shall follow the same.

Yours faithfully,

(_____)

RECOMMENDING AUTHORITY

The Officer is eligible for being provided with the above Items as per following:

Eligible Limit: Rs. _____/- Limit availed so far: Rs. _____/-

Balance available as on _____: Rs. _____/-

The cost of the furniture including the proposed items is within the available balance under the ceiling applicable to him / her. Furniture as requested by him / her may be sanctioned to him / her.

Place: _____

Date: _____

(Name & Designation)

COMMENTS OF SANCTIONING AUTHORITY

Place: _____

Date: _____

Ref No: _____

(Name & Designation)

DRAFT OF SANCTION LETTER TO BE ISSUED TO THE OFFICER

Ref : _____

Date : _____

To

Mr. / Ms. _____

Ec No. _____

Dear Sir/ Madam,

Re : Your application dated _____ for Provision of Furniture/ Fixtures/ Other Items under Scheme for revision of Furniture/ Fixtures/ Other items to Officers in terms of Circular No. HO:BR:111/116 dated _____.

We are pleased to inform you that the Competent Authority has sanctioned purchase/ replacement of following items of Furniture/ Fixtures/ Other items:

(In Rupees)

Sr. No.	Name of Item	Name of the Dealer / Vendor / Supplier/ Contractor	Cost [Inclusive of Taxes]

Please note to submit the original cash receipt/s, along with copies of the warranty card/s, if any, to the Bank for its record, on taking delivery of the items. Please note to maintain proper record of the item/s with date/s of purchase, etc for future reference and also ensure that the entries are properly recorded in CBS module / HRnes.

With the purchase of above items you have so far availed Rs. _____/- under the Scheme out of your Eligible Limit of Rs. _____/- and you are now eligible for Furniture, Fixtures & Other Items not exceeding your available balance of Rs. _____/- as on _____.

Please also note that Bank reserves its right to carry out inspection of the Furniture / Fixtures / Other items purchased by you under the Scheme at any point of time.

Yours faithfully,

Name: _____

Designation: _____

APPLICATION FOR SANCTION OF MAINTENANCE CHARGES FOR RESIDENTIAL FURNITURE

Date: _____

Name of the Officer		Grade/ Scale	
EC No.		Designation	
Date of Birth		Branch / Office	

To _____

Madam/ Dear Sir,

I refer to Circular no. HO:BR:111/116 dated _____ and request you to reimburse the charges incurred by me towards maintenance of following furniture items provided at my residence for the year _____.

(In Rupees)

Sr. No.	Name of Item	Sanction Reference *	Date of Purchase	Original Cost	Date of Repair/ AMC	Amount of repair/ AMC incurred

*Copy/ies of sanction letter/s is/are enclosed.

I enclose the receipt/s for the amount spent by me towards the maintenance / AMC.

Yours faithfully,

(_____)

COMMENTS OF SANCTIONING AUTHORITY

Place: _____

Date: _____

(Name & Designation)

APPLICATION FOR BUYING OF FURNITURE/FIXTURES/OTHER ITEMS PROVIDED AT RESIDENCE

Date: _____

Name of the Officer		Grade/ Scale	
EC No.		Designation	
Date of Birth		Branch / Office	

To _____

Dear Sir,

Following furniture/fixtures/other items purchased under the Scheme by me are more than -5- / -10- years old and I would like to buy them from the Bank as per the Scheme in terms of Circular no. HO:BR:111/116 dated _____.

(In Rupees)

S.No.	Name of Item	Date of Purchase	Original Cost	Book Value

The amount of Rs. _____, payable by me to the Bank as per the Scheme may be debited to my account _____.

Yours faithfully,

(_____)

RECOMMENDING AUTHORITY

We recommend for replacement / buying of the above mentioned items from Bank as requested by the Executive. As per the provisions of the Scheme, we note to recover an amount of Rs. _____, from him / her.

Place: _____

Date: _____

(Name & Designation)

COMMENTS OF SANCTIONING AUTHORITY

Place: _____

Date: _____

Ref No: _____

(Name & Designation)

APPLICATION FOR RETENTION OF FURNITURE / FIXTURES / OTHER ITEMS ON RETIREMENT / VOLUNTARY RETIREMENT / RESIGNATION / TERMINATION / COMPULSORY RETIREMENT FROM BANK'S SERVICE

Date: _____

Name of the Officer		Grade/ Scale	
EC No.		Designation	
Date of Birth		Branch / Office	

To _____

Forwarded through: _____

Dear Sir,

Re : Application for retention of furniture

I have purchased following furniture / fixtures / other items under the Scheme for Provision of Furniture/ Fixtures/ Other Items in terms of Circular no. HO:BR:111/116 dated _____

(In rupees)

S.No.	Name of Item	Date of Purchase	Original Cost	Book Value

I request you to permit me to buy the above items for Rs. _____/-, on account of my superannuation / voluntary retirement / resignation / termination / compulsory retirement from Bank's service on _____. The amount due as above may be debited to my account _____ / may be recovered from my terminal benefits.

Yours faithfully,

(_____)

RECOMMENDING AUTHORITY

We recommend for buying of the above mentioned items by the Officer and confirm that the amount of Rs. _____/- to be recovered from the Officer is verified and found to be in order. We note to recover the amount due from him / her as per authority given by him / her.

Place: _____
Date: _____ (Name & Designation)

COMMENTS OF SANCTIONING AUTHORITY

Place: _____
Date: _____
Ref No: _____ (Name & Designation)

APPLICATION FOR PURCHASE (AS REPLACEMENT) OF FURNITURE & FIXTURES / OTHER ITEMS (RESIDENTIAL)

Date: _____

Name of the Officer		Grade/ Scale	
EC No.		Designation	
Date of Birth		Branch / Office	

To _____

Forwarded through: _____

Dear Sir,

Re : Request for purchase of Furniture / Fixtures / Other Items as replacement at Residence.

I refer to Circular No. HO:BR:111/116 dated _____ and request you to sanction purchase of the following furniture, fixtures & other items for my residence:

Table : -1-

(In Rupees)			
S. No.	Name of Item	Name of the Dealer/ Vendor/ Supplier/ Contractor	Cost (Inclusive of Taxes)

I intend to purchase the above items as replacement for following furniture/ fixtures/ other items bought by me from the Bank under the Scheme as they were more than -5- / -10- years' old:

Table: 2

(In Rupees)				
S.No.	Name of Item	Date of Purchase	Original Cost	Book Value

I enclose the pro-forma invoice/ cost estimate for the above item/s mentioned in Table-1 above. I note to submit the original cash receipt/s, along with copies of the warranty card/s, if any, to the Bank for its record, on taking delivery of the items.

The item/s purchased by me shall be kept at my following residence/s:

1		2	

I undertake to intimate the Bank in case the item/s is / are shifted / moved to another place/s I future.

I have noted the provisions of the Scheme for providing furniture, fixtures & other items of the Bank for compliance and shall follow the same .

Yours faithfully,

(_____)

RECOMMENDING AUTHORITY

The Officer is eligible for replacement of the above items as per Scheme:

Limit : Rs. _____/-
(50% of Eligible Limit)

Amount availed so far : _____/-

Available Balance as on _____ : Rs. _____/-

The cost of the furniture including the proposed items is within the available balance under the ceiling applicable to him / her. Furniture as requested by him / her may be sanctioned to him / her.

Place: _____

Date: _____

(Name & Designation)

COMMENTS OF SANCTIONING AUTHORITY

Place: _____

Date: _____

Ref No: _____

(Name & Designation)

OPTION LETTER

To _____

Dear Sir,

Re: Request for providing furniture at my residence owned by the Bank/ leased in the name of the Bank/
leased in my name at _____.

I am desirous of availing the facility of having furniture at my residence _____
_____ (address)

under the Bank's scheme circulated vide Bank's Circular No. HO:BR:111/116 dated _____.

I undertake to maintain the furniture provided by the Bank at my above residence for my use and pay furniture rent for the same as per the rates prescribed and as revised from time to time under Regulation 25 of BOBOSR, 1979, (as amended from time to time), I agree that this option given by me is irrevocable and that I shall have to carry the said furniture with me in case of my transfer.

I also undertake to purchase the furniture provided to me by the Bank under the above scheme at the time of my ceasing to be in Bank's service or on my promotion to SMG/S-IV whichever is earlier, at the rates prescribed.

I request you to provide me following furniture items as per my eligibility:

S.No.	Particulars
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Yours faithfully,

(_____)

Name : _____

EC No. : _____

Grade : _____

Branch/ Department : _____