

Benefits & Perquisite available to Officers of UBI (May'2012)

1	Medical Aid
2	Hospitalisation Expenses
3	Incidental Risk
4	House Rent Allowance
5	Ceiling on lease rent - Housing accommodation
6	Recovery of House / Furniture Rent
7	Halting Allowance
8	Mid Academic Year Transfer Allowance
9	Compensation on Transfer
10	Joining time on transfer
11	Reimbursement - Transport of personal effects of an officer on transfer from one place to another
12	Transferability
13	Reimbursement - Hotel Expenses on Transfer
14	Reimbursement - Lodging Expenses
15	Project Area Allowance
16	Split Duty Allowance
17	Deputation Allowance
18	Hill & Fuel Allowance
19	City Compensatory Allowance
20	Fuel Reimbursement
21	Daily Newspaper / Magazine to the Officers
22	Festival Advance
23	Furniture, Fixtures & Electrical items
24	Probation
25	Confirmation
26	Mode of travel
27	Leave Travel Concession
28	Leave
29	Overdraft Facility
30	Housing Loan

**Medical Aid:**

**w.e.f. 01-11-2007**

Officers in JMG & MMG Scales – Rs.5,100/- p.a.

Officers in SMG & TEG Scales – Rs.6,320/- p.a.

An Officer may be allowed to accumulate unavailed medical aid so as not to exceed at any time three times the yearly entitlement amount.

**Hospitalization Expenses:**

**w.e.f. 01-05-2010**

Junior Mgt. & Middle Mgt. –  
(Scale-I to Scale-III)

- i) Bed Charges
  - Self – Rs.700/- per day
  - Family – Rs.525/- per day
  
- ii) Other Charges - At the scale of 125% of the limits laid down under the hospitalization scheme applicable to workmen employees

Senior Management & --  
Top Executive Grade  
(Scale-IV, V, VI & VII)

- i) Bed Charges
  - Self – Rs.900/- per day
  - Family – Rs.675/- per day

ii) Other Charges: At the scale of 150% of the limits laid down under the hospitalization scheme applicable to workmen employees

Hospitalization charges are reimbursable to the extent of 100% in the case of an Officer employee and 75% in the case of his family members.

Medical expenses incurred in respect of certain specific diseases which need domiciliary treatment, as may be certified by the recognized hospital authorities and the Bank's own Medical Officer is treated as hospitalization expenses and reimbursement to the extent of 100% for self and 75% for the family members is allowed. The period for which the reimbursement will be allowed will depend on the period as mentioned in the Specialist's Prescription. If no specific period is mentioned, the reimbursement shall be valid for a period not exceeding 90 days.

**Incidental risks.**

**For the year 2012-13**

**Group Personal Accident:** This covers accident risk round the clock for death & permanent disability of all permanent employees of the Bank and the cover is three (3) times of individual's annual salary.

**House Rent Allowance:**

	<b>I</b>	<b>II</b>
i)	Major "A" class cities & Project Area Centres in Group A	8.5% of Pay
ii)	Other places in Area I and Project Area Centres in Group B	7.5 of Pay
iii)	Other Places	6.5% of Pay

Provided that if an officer produces a rent receipt, the House Rent Allowance payable to him shall be the actual rent paid by him for the residential accommodation in excess over 1.2% of Pay in the first stage of the scale of pay in which he is placed with a maximum of 150% of House Rent Allowance payable as per aforesaid rates mentioned in column-II above.

The claims of officer employees for House Rent Allowance linked to the cost of their ownership accommodation shall also be restricted to 150% of House Rent Allowance as hitherto.

**Ceiling on lease rent - Housing accommodation:**

w.e.f. 01-10-2010

<b>Scale</b>	<b>Major 'A' Class city (Rs.)</b>	<b>Area - I, State Capital and U.T.(Rs.)</b>	<b>Area - II (Rs.)</b>	<b>Area - III (Rs.)</b>
VII	15,000/-	12,000/-	-	-
VI	12,000/-	10,000/-	8,000/-	-
V	10,500/-	8,500/-	6,500/-	5,500/-
IV	9,250/-	7,600/-	5,000/-	5,000/-
III	7,250/-	6,000/-	4,000/-	3,800/-
II	6,500/-	5,200/-	3,800/-	3,300/-
I	6,000/-	4,400/-	3,300/-	2,800/-

**Recovery of House / Furniture Rent :**

i) House rent recovery shall be @ 1.20% of the first stage of the scale of pay in which the officer is placed or the standard rent for the accommodation, which ever is less.

ii) Furniture rent recovery shall be @ 0.25% of the first stage of the scale of pay in which the officer is placed

**Halting Allowance:**

**w.e.f. 01-05-2010.**

<b>Grade/Scale</b>	<b>Major 'A' class cities</b>	<b>Area- I</b>	<b>Other Places</b>
Officers in Sc-IV & above	Rs.1000/-	Rs.800/-	Rs.700/-
Officers in Sc-I,II & III	Rs.800/-	Rs.700/-	Rs.600/-

Provided that in the case of officers in Scale-IV and above, halting allowance payable per diem while on outstation work at the four metros, viz. Delhi, Mumbai, Kolkata and Chennai, shall be Rs.1200/- and for officers in Scale-I / II / III Rs.1,000/-.

Halting allowance will be admissible to an officer only when he is absent from his normal place of work pursuant to the discharge of his duties. It will be paid if a night halt is involved and the distance traveled exceeds 15 Kms., except for officers posted in CCA area. For officers posted in CCA area, additionally one more condition has to be fulfilled, i.e. the area of visit is situated in non-CCA area. The place of visit or the place of transfer should be taken as the basis for determining the rate of halting allowance, irrespective of the rate applicable to the area of his headquarters. Halting allowance can be paid for a maximum period of one month at any one time.

No halting allowance will be paid if deputation allowance is received. Officers deputed to local non-residential training courses may be reimbursed the actual conveyance expenses for their daily travel provided such training courses are held after working hours and the trainees are required to attend the training course after doing full day's work.

An officer temporarily attached to another branch / office in the same station where he is permanently posted, is not entitled to reimbursement of any conveyance expenses to attend that branch / office of temporary placement except the actual conveyance expenses for two days, i.e. the day on which he is asked to join or joins at the temporary place of posting and the day on which he comes back to the place of his permanent posting. The expenses should be for the distance between the place of permanent posting and temporary posting and not between the place of temporary posting and residence of the officer concerned.

**Mid Academic Year Transfer Allowance :**

**w.e.f. 01-05-2010**

Rs.700/- p.m. subject to other condition.

At least one or more of the children are studying at a place wherefrom the officer is transferred out. It will not be paid unless the officer reports to the transferee branch, it will not be paid unless the transfer involves change of station i.e. change of a city/town or block except for officers in Area-I. For officers posted in Area-I, change of station will mean transfer from Area-I to Area-II or Area-III / or change of city.

An officer not hailing from NE states and transferred to any branch /office of the Bank situated under any of the six NE regions will get mid academic year transfer allowance for his entire stay in the NE state.

**Compensation on Transfer:**

An officer on transfer will be eligible to draw a lump sum amount as indicated below for expenses connected with packaging, local transportation, insuring the baggage etc.

Officer in Sc-I, II & III - Rs. 9,000/-  
Officer in Scale-IV & above - Rs.12,000/-

**Joining time on transfer:**

Joining time (seven days) is admissible when there is a change of station i.e. change of a city/town or block except for officers in Area-I. For officers posted in Area-I, change of station will mean transfer from Area-I to Area-II or Area-III / or change of city. An officer may be required to report to his new post immediately or as soon as possible depending upon the exigencies of service. In such cases, the officer shall be eligible to avail himself of the unavailed portion of the maximum of seven days' joining time as leave in not more than two installments. Any public holiday falling within the joining time will be taken into account as joining time. Joining time may be availed of by any officer in conjunction with P/L or S/L only with the previous permission of the Competent Authority.

**Reimbursement - Transport of personal effects of an officer on transfer from one place to another:**

**w.e.f. 01-04-2011**

**Distance in KMs Rate in Rs. per ton/per KM**

Upto 1000 KMs Rs. 2.80 p; Beyond 1000 KMs Rs. 2.00 p.

The above rates will apply on slab basis.

The officers transferred to shorter distance up to 300 KMs are entitled to receive reimbursement up to the amount chargeable for 300 KMs, i.e. 300 X weight X Rs.2.80 p.

Officers who are transferred into and out of hilly terrains may be reimbursed 2 (two) times the applicable rate for the distance covered in hilly terrain and the balance distance at normal rates.

**Transferability:**

Every Officer is liable for transfer to any office or branch of the Bank or to any place in India. Every Officer shall be available for Bank's duties at any time of the day.

An officer on transfer and the members of his family will be eligible to travel to the place of posting by the same mode of travel and class of accommodation by the officer as in the case of travel on tour. For this purpose 'family' shall mean spouse, children, parents, brothers & sisters residing with and wholly dependent on the officer employee.

### **Reimbursement - Hotel Expenses on Transfer.**

**w.e.f. 31-05-2011**

Reimbursement of actual lodging expenses to the extent of the incumbent officer's entitlement as applicable on tour duty of his grade at the new place of posting. Such reimbursement will be for a period commencing his joining at the new place and extended up to the time he finds his accommodation or for 15 days whichever is earlier.

The reimbursement of such lodging expenses shall, however, be made strictly against submission of proper bills and under no circumstances such reimbursement shall be allowed on declaration basis. However, where an officer on transfer will not avail hotel accommodation despite his entitlement of the same, he shall be paid halting allowance as per the prevailing practice. The benefits under the scheme will be available in case of permanent transfer only and not temporary transfer/posting.

### **Reimbursement - Lodging Expenses**

**w.e.f.01-07-2011**

Scale	Maximum Room Tariff Permissible		
	Major 'A' class cities (Rs.) **	Area -I (Rs.) ***	Other Places(Rs.)
TEG SC-VI & VII	6,800/-	3,500/-	3,000/-
SMG SC-IV & V	4,000/-	2,400/-	2,000/-
MMG SC-II & III	2,400/-	1,750/-	1,400/-
JMG SC-I	1,600/-	1,200/-	1,000/-

N.B. – Room Tariff rates are exclusive of tax & service charges

\*\* Mumbai, Kolkata, New Delhi, Chennai, Ahmedabad, Bangalore & Hyderabad

\*\*\* Nagpur, Kanpur, Surat, Jaipur, Lucknow, Pune, Visakapatnam, Patna, Vadodara, Kochi, Indore, Bhopal, Ludhiana, Coimbatore, Madurai, Agra, Varanasi.

### **Project Area Allowance :**

Project Areas falling in Group A – Rs.290/- p.m.

Project Areas falling in Group B – Rs.255/- p.m.

### **Split Duty Allowance:**

Rs.165/- p.m.

### **Deputation Allowance :**

Payable at the following rates –

An officer deputed to serve outside the Bank - 7.75% of pay with a maximum of Rs.2,300/- p.m.

An officer deputed to an organization at the same place or to the training establishment of the Bank – 4% of pay with a maximum of Rs.1,200/- p.m.

**Hill & Fuel Allowance :**

	<b>Place</b>	<b>Rate</b>
a)	Places with an altitude of 1000 metres and above but less than 1500 metres and Mercara Town	2% of Pay subject to a maximum of Rs.550/- p.m.
b)	Places with an altitude of 1500 metres and above but less than 3000 metres	2.5% of Pay subject to a maximum of Rs.680/- p.m.
c)	Places with an altitude of 3000 metres and above	5% of Pay subject to a maximum of Rs.1570/- p.m.

**City Compensatory Allowance:**

	<b>Area</b>	<b>Rate</b>	<b>Maximum Amount</b>
i)	Places in Area-I and in the state of Goa	4% of Basic Pay	Rs.540/- p.m.
ii)	Places with population of five lakhs and over and State Capitals and Chandigarh, Puducherry and Port Blair	3% of Basic Pay	Rs.375/- p.m.

**Fuel Reimbursement****w.e.f.01-04-2012**

<b>Scale</b>	<b>Two Wheeler</b>	<b>Motor Car</b>
JMG Scale-I	15 litres	20 litres
MMG Scale-II	15 litres	30 litres
MMG Scale-III	20 litres	35 litres
SMG Scale-IV	X	90 litres
SMG Scale-V	X	120 litres
TEG Scale-VI	X	140 litres
TEG Scale-VII	X	160 litres

**Daily Newspaper / Magazine to the Officers****w.e.f. 01-01-2010**

	<b>Scale</b>	<b>Reimbursement entitlement</b>
1.	JMG-I, MMG-II & III	One Regional Language / English / Financial daily
2.	SMG- IV & V	One Regional Language / English daily, one Financial daily, one Financial / General Magazine
3.	TEG – VI & VII	One Regional Language / English daily, one Financial daily, two Financial / General magazine

**Festival Advance:**

**w.e.f. 01-08-2011**

One month's emoluments (i.e. Pay + Special Pay + Dearness Allowance, etc. but excluding House Rent Allowance and City Compensatory Allowance) subject to maximum of Rs.25,000/- for Officers

Festival Advance is to be granted only once during each Festive Year (i.e. 1<sup>st</sup> August to 31<sup>st</sup> July) for any of these specific festivals i.e., Durga Puja / Dussera, Diwali, Id, Onam, Pongal, Holi, Bihu, Ganesh Chaturthi, Paryushan and X'Mas which the employee (s) observe(s) in accordance with his/her religion or social custom and none other. The said Advance amount is recoverable from his salary bill in 10 (ten) equal monthly instalments.

**Furniture, Fixtures & Electrical items:**

**w.e.f. 01-07-2011**

Facility for providing furniture, fixtures & electrical items to all the Officers, who are confirmed in the service of the Bank for meeting their requirement.

The maximum monetary limits inclusive of Tax / VAT etc. that will be allowed to officers in different scales will be as under:

<b>Scale</b>	<b>Amount – Rs.</b>
JMG-I	60,000/-
MMG-II	70,000/-
MMG-III	80,000/-
SMG-IV	90,000/-
SMG-V	1,00,000/-
TEG-VI	1,25,000/-
TEG-VII	1,50,000/-

**Probation:**

An officer directly appointed to the Junior Management Grade Scale-I shall be on probation for a period of two years.

An officer directly appointed to any other grade scale than JMG Scale-I shall be on probation for a period of one year.

An employee of the Bank promoted as an Officer in JMG Scale-I shall be on probation for one year.

**Confirmation :**

On satisfactory completion of the probation period.



### **Mode of travel :**

1. Junior Mgt. Grade Scale-I - Ist class or AC 2 tier by train
2. Middle Mgt. Grade Scale-II & III - Ist class or AC 2 tier Sleeper by train. May also travel by air (economy class) if the distance to be travelled is more than 1000 kms.
3. Senior Mgt. & Top Executive Grade – (Sc-IV to Sc-VII) – AC Ist class by train or air economy class)

### **Leave Travel Concession :**

During each block of 4 years, an officer shall be eligible for leave travel concession for travel **to his place of domicile once in each block of two years**. Alternatively, he may travel in one block of two years to his place of domicile **and in another block of two years to any place in India by the shortest route**.

The mode and class by which an officer may avail of Leave Travel Concession shall be the same as the officer is normally entitled to travel on transfer and other terms and conditions as decided by the Board from time to time. Now onwards, an officer in JMG Scale-I may travel by air in the lowest fare economy class in which case the reimbursement will be the actual fare or the fare applicable to AC Ist class fare by train for the distance travelled whichever is less. The same rule shall apply when an officer in Middle Management Grade Scale-II & III will avail LTC where distance to be covered is less than 1000 kms.

### **Encashment of LTC (other than travel to place of domicile):**

An officer shall be entitled to receive an amount equivalent to 75% of the eligible fare for the class of travel by train to which he is entitled upto a distance of 4500 kms (one way) for officers in Scale-I to Scale-III and 5500 kms (one way) for officers in Scale-IV and above. The facility of encashment of Privilege leaves, while availing LTC, is also available at the time of encashment of LTC. Encashment of P/L at the time of availing LTC is permissible as under : For a block of 4 years – 30 days & for block of 2years 15 days.

### **Leave:**

i) **Casual Leave** - 12 days in a year. Not more than 4 days casual leave may be availed of at any one time. If CL is extended beyond 4 days, it shall be treated as Privilege leave / Sick leave or extra-ordinary leave. CL cannot be availed in combination with any other leave. Public holidays and Sundays falling within the period of CL will not be treated as part of Casual leave. Casual leave shall be non-cumulative. However, unutilized casual leave in a year may be suffixed or prefixed to the Sick Leave or availed of as Sick Leave in the following three years. For an officer who has joined Bank's service at any time during the calendar year, the casual leave entitlement will be one day per month for the first calendar year, fraction of a month will be treated as full month for calculation of leave entitlement.

ii) **Privilege Leave** – The P/L shall accrue @ 1 day per 11 days of service on duty. Privilege leave will be credited to the leave account of an officer at the end of each calendar year. At the commencement of services an officer will not be eligible for P/L before completion of 11 months service on duty. For calculation of P/L, total number of leaves enjoyed except casual leave during a year shall be deducted in the total

period of service (365 days) and the remaining period shall be divided by eleven to get the actual number of P/L earn. Any fraction will be taken as a full day. P/L encashed shall not be deducted from the period of service on duty for the purpose of calculation of Privilege leave. Privilege leave can be accumulated upto a maximum accumulation of k240 days. P/L may be availed of by an officer only after the leave actually accrues. P/L cannot be availed more than three occasions in a year. P/L may be availed of by either suffixing or prefixing the same to public holidays with the prior sanction of the competent authority. But P/L cannot be both prefixed and suffixed on public holidays. However, public holidays can be prefixed and suffixed to privilege leave. Encashment of P/L not exceeding one month is permissible once in 4 years while availing LFC.

**Sick Leave** – An officer shall be eligible for 30 days of sick leave for each complete years of service subject to a maximum of 18 months. Such leave can be accumulated 540 days during the entire service of an officer. An officer will get ½ pay against sick leave. However, he can draw full pay by debiting twice the amount of leave enjoyed. An officer may be granted S/L during the first year of service on prorata basis. On completion of 24 years of service additional 3 months of sick leave will be available provided he has exhausted his normal S/L.

**Extra ordinary leave** – Extra ordinary leave of 360 days may be granted during the entire service life of an officer on loss of pay basis, however, under very special circumstances, the Board of Directors may grant extra ordinary leave upto 720 days on loss of pay basis. Extra ordinary leave can be granted when all kinds of leave are exhausted.

**Maternity Leave (w.e.f. 01.05.2010):**

- a. Maternity Leave, which shall be on substantive pay, shall be granted to a female employee for a period not exceeding 6 months on any one occasion and 12 months during the entire period of her service.
- b. Within the overall period of 12 months, leave may also be granted in case of miscarriage / abortion / MTP.
- c. Within the overall period of 12 months, leave may also be granted in case of hysterectomy upto a maximum of 45 days.

**Overdraft Facility**

All permanent employees including permanent part-time employees of the Bank who have been **confirmed in the services** of the Bank will be eligible for this facility.

<b>Year of Service</b>	<b>Eligible Amount – Rs.</b>
Less than 5 years of Service	Rs.1,00,000/-
5 years and above but less than 7 years of Service	Rs.2,00,000/-
7 years and above but less than 12 years of Service	Rs.3,00,000/-
12 years and above but less than 17 years of Service	Rs.4,00,000/-
17 years and above of Service	Rs.4,50,000/-

**Housing Loan:**

**w.e.f. 02-05-2011**

Confirmed Employees having completed 5 years of service in the Bank, who are not a defaulter borrowers of any Bank / Financial Institution.

60 (Sixty) times of the monthly Gross Pay, subject to the max. of Rs.20.00 lac.

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