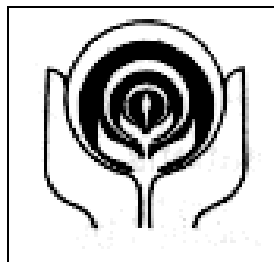


**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT
(STAFF) RULES, 1982
(AS AMENDED UPTO 23 JUNE 2004)**



**NATIONAL BANK FOR AGRICULTURE AND
RURAL DEVELOPMENT (STAFF) RULES, 1982**

**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT
PERSONNEL POLICY DIVISION
HEAD OFFICE
MUMBAI**

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**NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT (STAFF)
RULES, 1982**

CHAPTER I

PRELIMINARY

- | | | |
|------------------------------|----|--|
| Short Title and commencement | 1. | <p>(1) These Rules may be called the National Bank for Agriculture and Rural Development (Staff) Rules, 1982.</p> <p>(2) They shall come into force on 16 December 1982.</p> |
| Applicability | 2. | <p>(1) They shall apply to (i) every whole time employee of the National Bank appointed on or after 12 July 1982, (ii) every employee who is deemed to have been appointed by the National Bank by reasons of sub-sections (3), (4), (5) and (6) of Section 50 of the National Bank for Agriculture and Rural Development Act, 1981 :</p> <p style="padding-left: 40px;">provided that they shall not apply, except as otherwise provided in these Rules or to such extent as may be specially or generally prescribed by the Board, to -</p> <p style="padding-left: 80px;">(a) Chairman, Managing Director or any whole time Director appointed under Section 6 of the Act unless the application of all or any of these Rules to them has been approved by the Central Government, or</p> <p style="padding-left: 80px;">(b) staff recruited on special contracts, or</p> <p style="padding-left: 80px;">(c) staff employed outside India.</p> <p>(2) Nothing in these Rules shall operate to override any special agreement entered into by the National Bank with any of its employees.</p> |
| Definitions | 3. | <p>In these Rules, unless there is anything repugnant in the subject or content.</p> <p>(a) "the National Bank" means the National Bank for Agriculture and Rural Development established under the National Bank for Agriculture and Rural Development Act, 1981 (No. 61 of 1981) referred to as "the Act" in these Rules;</p> |

- (b) "the Reserve Bank" means the Reserve Bank of India established under the Reserve Bank of India Act, 1934;
- (c) "the Agricultural Refinance and Development Corporation" means the Agricultural Refinance and Development Corporation established under the Agricultural Refinance and Development Corporation Act, 1963 ;
- (d) "the Board" means of the Board of Directors of the National Bank and, in relation to any powers exercisable by the Board, includes its Executive Committee ;
- (e) "the Chairman" means the Chairman of the National Bank ;
- (f) "the Managing Director" means the Managing Director of the National Bank and, in relation to any powers exercisable by him, includes a whole-time Director appointed under sub section (3) of Section 6 of the Act ;
- (f) (i) "the Executive Director" means an officer designated as such ;
- (g) "the Officer-in-charge, Personnel Administration" means the officer who for the time being holds the administrative charge of Personnel Administration of the National Bank at its Head Office ;
- (h) "the Chief General Manager"/"the General Manager" in Regional Offices means the Officer-in-charge of the Regional Office for the time being ;
- (i) (i) "the Competent Authority" means :
- 1) the Chairman in the case of Officers in Grade 'F' and above in all matters falling under Chapters II, III and IV of these Rules ;
 - 2) (1)the Managing Director in the case of Officers in Grade 'D', and 'E' in all matters and in the case of Officers in Grade 'F' and above in all matters other than those falling under Chapters II, III and IV of these Rules ;
 - 2(a) The Chief General Manager, HRMD Head in the case of Officers in Grades 'A', 'B' and 'C' in office

Head Office.

- office
- (b) The Chief General Manager, HRMD Head office
- in the case of Officers in Grades 'A', 'B' and 'C' at
- (c) Chief General Manager / Officer-in-Charge in
- in
- 3) The General Manager, HRMD in case of employees Group 'B' and 'C' working at Head Office.
- 4) General Manager in-charge of personnel administration or in case there is no General Manager in -charge of personnel administration, Deputy General Manager personnel Administration in the case of employees in Groups 'B' and 'C' working at Regional Office and Sub-office under the control of the Regional Office.
- 5) General Manager in-charge of personnel administration or in case there is no General Manager in -charge of personnel administration, Deputy General Manager, Personnel Administration in the case of employees in Groups 'B' and 'C' working at Training Establishments.

It means in regard to any matter or power to be dealt with or exercisable by the Chairman under these Rules which has been delegated to any other authority, the authority to whom the disposal of the matter or the exercise of the power has been delegated.

- (j) "pay" means the amount drawn by an employee as -
- (i) the pay which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre ;
- (ii) special pay and personal pay ;
- (iii) any other emoluments which may be specially classed as pay by the Board ;
- (k) "substantive pay" means the pay to which an employee is appointed substantively or by reason of his substantive

position in a cadre/grade ;

(l) except as otherwise provided in an Award or a Settlement or as may be prescribed by the Chairman, "Special pay" means an addition, in the nature of pay, to the emoluments of a post or of an employee, granted in consideration of a specific addition to the work or responsibility ;

(m) "personal pay" means an additional pay granted to an employee -

(i) to save him from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure ; or

(ii) in exceptional circumstances, in accordance with the instructions issued by the Board from time to time in this behalf.

(n) "leave pay" means the monthly pay which the employee would have drawn while on duty but for proceeding on leave.

Pay during leave shall be drawn at full, half or quarter rate of leave pay, according to the kind of leave availed of by the employee, no pay being admissible during extra-ordinary leave ;

(o) except as otherwise provided in an Award or a Settlement or as may be prescribed by the Chairman, "special allowance" means an addition, in the nature of an allowance, to the emoluments attached to a post or of an employee, granted in consideration of the specially arduous nature of duties attached to the post or required to be performed by the employee ;

(p) "compensatory allowance" means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed ;

(q) "duty" includes -

(i) service as a probationer ;

(ii) period during which an employee is on joining time ;

(iii) period spent on casual leave, special casual leave

duly authorised by a competent authority ;

(r) "transferred employee" means a person who has become a member of the staff of the National Bank in terms of sub sections (3), (4), (5) and (6) of Section 50 of the Act, but does not include a person who has elected to go back to the Reserve Bank under the provisions of that Section ;

(s) "family" means an employee's spouse and children ordinarily residing with and wholly dependent on him.

- | | | |
|--|-----|---|
| Board's power to change Rules | 4. | The Board reserves the right of changing the Rules here laid down from time to time ;
provided that no new Rule or alteration in an existing Rule shall have force until passed as a resolution of the Board and issued in the form of a circular for circulation among the staff and provided further that no new Rule or an alteration in an existing Rule shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in a substantive capacity on the day the new Rule or alteration in an existing Rule comes into force. |
| Chairman's power to delegate | 5. | The Chairman may delegate to the Managing Director or to the Executive Directors or to such other officers, as he may specify, subject to such conditions as he may think fit to impose, all or any powers conferred upon him by these Rules with the exception of the powers conferred by Rules 18, 19, 47 and 49. |
| Managing Director's power to delegate | 5A. | The Managing Director may, by order in writing, delegate to such officers, such powers conferred upon him by these Rules with the exception of the powers conferred upon him by Rules 18, 19, 47 and 49 as may be specified by the Board, subject to such conditions as he may think fit to impose. |
| Delegation of Managing Director's powers when the Managing Director's post is vacant | 5B. | During the period when the post of Managing Director is vacant otherwise than as provided in Section 11 of the Act, all powers of the Managing Director contained in Rules 18, 19, 47 and 49 shall be vested in the Executive Director in-charge of Personnel Administration at the Head Office or such other equivalent officer as may be decided by the Chairman. |
| Power to interpret and implement Rules | 6. | The power to interpret the Rules vests in the Chairman who is also hereby empowered to issue such administrative instructions, as may be necessary to give effect to and carry out the purposes of the provisions of these Rules or otherwise to secure effective control of |

the staff.Ë

CHAPTER II

**APPOINTMENTS, PROBATION
AND TERMINATION OF SERVICE**

PART I - APPOINTMENTS

- | | | | |
|---|----|-----|---|
| Classification of staff | 7. | (1) | <p>The staff of the National bank shall be classified as follows :</p> <p style="margin-left: 40px;">Group 'C' - Subordinate staff.</p> <p>(2) The Board shall prescribe from time to time the pay of each post or group of posts. The Chairman shall prescribe the number of posts in Group 'A' and the Managing Director in Groups 'B' and 'C', provided that nothing in this Rule shall be construed as authorising the Chairman, without the approval of the Board, to create posts of Officers in Grade 'D' and above.</p> |
| Setting up of services and recruitment and promotion policy | 8. | (1) | <p>The staff of the National Bank in Groups 'A', 'B' and 'C' shall further be classified into various sub-groups on the basis of functions performed,</p> |

for which separate Services shall be set up by the National Bank. It shall also be open to the National Bank to create such other isolated posts of officers and other members of staff, permanent or temporary, as may be required from time to time, for the proper functioning of the National Bank and appoint suitable persons against such posts.

- (2) Subject to such general or special instructions, as may be issued by the Board from time to time, the recruitment and promotion policy of the National Bank shall be as may be determined by the Board for each Service operative in the National Bank as indicated in Appendix I.

Authorities empowered to appoint

9. Appointment to service in the National Bank shall be made as follows :
- (a) to the post of officers by Chairman; provided that in the case of direct recruitment to the posts of officers,

appointments shall be made with the prior approval of the Board.

- (b) to any other post by the Officer-in-charge, Personnel Administration and such other officers as may be authorised from time to time by the Chairman or the Managing Director subject to such directions as may be issued by them.

Appointments to be made in minimum pay of grade

- 10. All first appointments shall be made on the minimum pay of the grade to which the appointment is made, provided that the Chairman may authorise the grant of not more than four initial increments in the scale of pay prescribed for the grade in which the appointment is made in the case of a person -
 - (a) who possesses good academic qualifications,
 - (b) who was in the temporary employee of the National Bank prior to his appointment to one of the posts covered by these Rules, or
 - (c) who possesses special experience of value to the National Bank; provided also that where the appointment in

question is to be made in the officers' grade and/or involves grant of more than four but not more than six initial increments, it shall be subject to the approval of the Board.

- | | |
|--|---|
| Re-employment in the National Bank's service | <p>11. (1) No person who has been removed or dismissed or has otherwise ceased to be in the service of the National Bank may be re-employed without the specific sanction of, and on such terms and conditions as may be prescribed by the Chairman, subject, in the case of appointments as officers, to the approval of the Board.</p> <p>(2) Except as otherwise provided by the Chairman or the Board at the time of his re-employment, these Rules shall apply to a person, who is re-employed in the National Bank's service, as if he had entered the service for the first time on the date of his re-employment.</p> |
| Commencement of service | <p>12. (1) Except as otherwise provided by or under the Rules, "service" of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these Rules at the place and time intimated to him by the</p> |

appointing authority provided that he reports before noon, otherwise his service shall commence from the next following working day.

(2) Notwithstanding what is contained in sub-rule (1), in case of a transferred employee his service shall be deemed to have commenced from the date on which his service commenced under the Reserve Bank of India or the Agricultural Refinance and Development Corporation, as the case may be.

(3) "Service" includes the period during which an employee is on duty as well as on leave duly authorised by a competent authority but does not include any period during which an employee is absent from duty without permission or overstays his leave, unless specially permitted by a competent authority.

PART II - PROBATION

Direct Recruit
officers

13. An officer directly recruited to the National Bank's service shall be placed on probation for a period not less than one year but not more than two years, as may be fixed by the National Bank at the time of

his appointment.

Other employees 14. Other directly recruited employees not covered under Rule 13, shall, on their first appointment in the National Bank's service, be required to be placed on probation for six months.

Competent Authority's power to extend probationary period 15. The Competent Authority may, at its discretion, extend the period of probation of an employee, but in no case the total period of probation shall exceed -

(a) in the case of officers -

3 years

(b) in the case of other employees - 2 years

Discharge during probation 16. (1) During the first three months of his probationary period, a directly recruited employee shall be liable to be discharged at one day's notice or pay in lieu thereof and thereafter at one month's notice or pay in lieu thereof.

(2) Without prejudice to the provisions of Rule 24, an employee selected as Direct Recruit from the National Bank's staff and appointed on probation shall be liable to be reverted to his previous grade without notice or pay in lieu thereof if, in the

opinion of the Competent Authority, he fails to show satisfactory promise during the period of his probation.

Temporary/
deputation/
contract service
in lieu of
probation

17. Where an employee has rendered continuous temporary service or has been on deputation or employed on contract basis prior to his appointment to a permanent post, the provisions of Rules 13 and 14 regarding probation period shall not apply to the extent of such temporary/deputation/contract period.

PART III -
TERMINATION OF
SERVICE

Determination of
service by notice

18. (1) An employee shall not leave or discontinue his service in the National Bank without first giving notice in writing to the Competent Authority of his intention to leave or discontinue the service. The period of notice required shall be -
- (a) three months
in case of officers, and
- (b) one
month in the
case of other
employees,
and, in case
of breach by
an employee
of the

provisions of
this sub-rule,
he shall be
liable to pay
to the
National
Bank, as
compensation
, a sum equal
to his
substantive
pay for the
period of
notice
required of
him.

(2)

Notwithstanding
anything contained in sub-
rule (1), the resignation shall
not become effective unless
it is accepted in writing by
the Competent Authority.
The Competent Authority
may refuse to accept a
resignation -

- (a) If
disciplinary
proceedings
are pending
against the
employee ;
- (b) if the
employee is
under an
obligation to
serve the
National
Bank for a
specified
period, which
has not yet
expired ;
- (c) if the

employee
owes the
National
Bank any
sum of
money ;
(d) for
any other
sufficient
ground to be
recorded in
writing.

Explanation - Disciplinary proceedings shall be deemed to be pending against an employee for the purpose of this sub rule if he has been placed under suspension either under Rule 46 or Rule 47 of these Rules or any notice has been issued to him asking him to show cause why disciplinary proceedings should not be instituted against him or any charge-sheet has been issued to him under Rule 47 and will be deemed to be pending till final orders are passed by the Competent Authority.

- 2 A Notwithstanding anything contained in Rule 79, where an employee, having given a proper notice for resignation or compensation in lieu thereof as required under sub-rule (1) above, has ordinary leave earned but not availed of as on the date of resignation, may be permitted to encash half of the Ordinary Leave to his/her credit, as on the date

of resignation, subject to a maximum of five months for which he/she be paid lump sum amount equivalent to pay as defined in Rule 3 (j) of these Rules as on the date of resignation and all allowances normally admissible to the employee concerned during ordinary leave.

Explanation : "Date of resignation" means the date on which the employee ceases to be in the Bank's service on account of his resignation.

(3) The National Bank may determine the service of an employee on giving him -

- (a) three months' notice or pay in lieu thereof if he is an employee in Group 'A' and
- (b) one month's notice or pay in lieu thereof if he is an employee in Group 'B' or Group 'C'.

The power to determine the service of an employee shall be exercised by the Competent Authority with the prior approval of the Board in the case of employees in Group 'A' and of the Chairman in the case of other employees.

(4) Nothing in sub-rule (3) shall affect the right of the National Bank -

(a) to retire or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of Rule 19 or Rule 47 ; and

(b) to determine the service of an employee without notice or pay in lieu thereof on his being certified by its Medical Officer to be permanently incapacitated for further continuous service in the National Bank.

Explanation 1 - The expression "month" used in this Rule shall be according to the English calendar and shall commence from the following that on which notice is given by the employee or the National Bank, as the case may be.

Explanation 2 - A notice given by an employee under sub rule (1) above shall be deemed to be proper only if he remains on duty during the period of the notice, and an employee shall not be entitled to set off any leave earned but not availed of by him against the period of such notice. □ □ □

Superannuation
and retirement

19. (1) An employee in Group 'A' or Group 'B' or Group 'C' shall retire at 60 years of age :

Provided that an employee who attains the age of superannuation on a day other than the first during a calendar month shall retire on the last day of that month.

provided further that the National Bank may, at its discretion, retire an employee in Group 'C' who has reached 55 years of age, after giving him two months' notice in writing, if in the opinion of the Competent Authority his efficiency is found to have been impaired ;

provided further that the National Bank may at its discretion, retire in public interest an employee in Group 'A' or Group 'B' at any time after completion of 50 years of age.

provided further in the case of an employee in Group 'A' or Group 'B' who has attained the age of 55 years his continuance in service upto the age of 60 years shall be subject to his being found suitable to be retained in service.

(2) The power conferred by the provisos to sub-rule (1) shall be exercised by the Competent Authority with the prior approval of the Board in the case of officers and of the Chairman in the case of other employees.

(3) An employee who has attained the age of 50 years may voluntarily retire after giving to the Competent Authority three months' notice in writing.

(3A) Without prejudice to sub-rule (3), an employee may voluntarily retire after giving to the Competent Authority three months' notice in writing provided he has completed 20 years of service if he is not governed by National Bank for Agriculture and Rural Development Pension Regulations, 1993 and 20 years of qualifying service as defined in the National Bank for Agriculture and Rural Development Pension Regulations, 1993, if he is governed by the said

Regulations.

Provided that this sub-rule shall not apply to an employee who is on deputation or study leave abroad, unless, after having been transferred or having returned to India he has resumed the charge of the post in India and served for a period of not less than one year ;

provided further that this sub-rule shall not apply to an employee who seeks retirement from service for being absorbed permanently in an autonomous body or a public sector undertaking to which he is on deputation at the time of seeking voluntary retirement.

(3B) The notice of voluntary retirement given under sub-rule (3A) shall not be valid unless it is accepted by the Competent Authority.

provided that where the Competent Authority does not communicate its decision not to accept such notice before the expiry of period specified in the notice, the retirement shall become effective from the date of expiry of such period.

(3C) The Competent Authority may, if so requested by the employee retiring pursuant to sub-rule

(3) or (3A), waive the notice of voluntary retirement with respect to its full period or part thereof, if the Competent Authority is satisfied that such waiver will not cause any administrative inconvenience.

(3D) An employee who has elected to voluntarily retire pursuant to sub-rule (3A) and has given notice shall not be entitled to withdraw the notice except with the permission of the Competent Authority, provided that the request for such withdrawal shall be made before the intended date of his retirement.

(4)

Notwithstanding anything contained in this Rule, where an employee has ordinary leave earned but not availed of as on the date of retirement, he may, at his option

(a) be permitted to avail of leave subject to maximum of ten months in respect of ordinary leave earned under these Rules and in that case the employee will be deemed to have finally retired from the service on the expiry of the leave or

(b) be paid a lumpsum amount which shall be equivalent to pay as defined in Rule 3(j) of these Rules as on the date of his

retirement for the unavailed ordinary leave earned subject to a maximum of ten months plus all allowances normally admissible to the employee concerned during ordinary leave.

Explanation : "Date of retirement" means the date on which the employee attains the age of superannuation in accordance with the provisions of this Rule or the date on which he is retired from the National Bank under sub-rule (1) of this Rule, or the date on which the employee voluntarily retires in terms of sub-rule (3) or sub-rule (3A) of this Rule, as the case may be. □ □ □

CHAPTER III

**RECORD OF SERVICE, SENIORITY,
PROMOTION AND REVERSION**

- | | |
|-------------------|---|
| Record of service | 20. A record of service shall be maintained by the National Bank in respect of each employee at such place or places and the same shall be kept in such form and shall contain such information as may be specified from time to time by the Officer-in-charge, Personnel Administration. |
| Confirmation | <p>21. (i) An employee appointed on probation will be confirmed in the National Bank's Service on completion of his probation period, subject to his otherwise being found suitable for confirmation.</p> <p>(ii) An employee officiating in a higher grade will ordinarily be confirmed in the officiating grade on completion of officiating service of not less than one year but not more than two years subject to his being found suitable for confirmation against a permanent post.</p> |
| Seniority | <p>22. (1) The National Bank shall have separate seniority lists for each of the Services.</p> <p>(2) (i) An employee confirmed in the National</p> |

Bank's service shall ordinarily rank for seniority in his grade according to his date of confirmation in the grade. An employee on probation shall ordinarily rank for seniority among the employees selected along with him in the same batch according to the ranking assigned to him at the time of selection. The seniority of two or more promotee employees having the same length of service in the officiating grade shall be determined with reference to their date of confirmation vis-a-vis their seniority in the immediate preceding grades.

(ii) The combined seniority of Direct Recruits vis-a-vis promotee employees in a grade shall be fixed by placing the names of Direct Recruits en-block at the appropriate place with reference to the date on which their selection was approved by the National Bank;

provided that such placement of Direct Recruits shall be immediately below the name of the junior most officiating promotee employee.

(iii) The seniority of the transferred employees in the National Bank shall be fixed as laid down in the sub-rules hereunder :

- (a) The inter-se seniority of the transferred employees of the Reserve Bank of India covered under the combined departmental seniority obtaining as at the close of business on 11 January 1983 shall be protected.
- (b) The seniority of officers recruited by the Reserve Bank of India exclusively for the Agricultural Refinance and Development Corporation shall be fixed at an appropriate place with reference to the date(s) on which their selection as Direct Recruits was approved by the Board of the Reserve Bank, irrespective of the date of their reporting in the Reserve Bank/the Agricultural Refinance and Development Corporation. Their placement shall be made en-bloc immediately below the junior most promotee employee appointed to officiate in the respective grade before the date

on which the selection of Direct Recruits was approved by the Board of the Reserve Bank/the Agricultural Refinance and Development Corporation and in doing so the placement shall follow the ranking assigned to them by the Selection Board.

- (c) The inter-se departmental seniority of the officers on deputation drawn from a department of the Central/State Government/institution and subsequently absorbed in the service of the Reserve Bank/Agricultural Refinance and Development Corporation/National Bank shall be protected by the National Bank. The inter-se seniority of deputationists drawn from different departments/Governments/institutions will be fixed after taking into consideration the total length of service rendered by them as

deputationists with the Agricultural Refinance and Development Corporation/National Bank and in their parent department in analogous positions. The inter-se seniority of deputationists drawn from different organisations/Governments having the same length of service shall be fixed with reference to their dates of birth. The inter-se seniority of the officers appointed on contract basis and subsequently absorbed in the regular service of the Agricultural Refinance and Development Corporation/National Bank shall also be fixed in the above manner.

- (d) The centre-wise seniority of the Class III staff of the Reserve Bank (placed in Group 'B' in the National Bank) shall be combined category-wise and inter-se seniority will be fixed on an All-India basis with reference to the total length of service put in by each employee

as at the close of business on 11 January 1983 in the respective grade/category and in case the total length of service of two employees happens to be the same, the seniority shall be fixed with reference to the dates of birth of the employees concerned.[] [] []

- (e) The centre-wise seniority of the Class IV staff of the Reserve Bank (placed in Group 'C' in the National Bank) shall be combined category-wise/grade-wise and inter-se seniority will be fixed on state-wise basis with reference to the total length of service put in by each employee as at the close of business on 11 January 1983 in the respective grade/category and in case the total length of service of two employees happens to be the same, the seniority shall be fixed with reference to the dates of birth of the employees concerned.

- Promotion 23 All appointments and promotions shall be made at the discretion of the National Bank and notwithstanding his seniority in a grade/category, no employee shall have a right to be appointed or promoted to any particular post or grade/category.
- Reversion 24 An employee who has been appointed to officiate in a higher grade/category or appointment or whose confirmation in a higher grade/category or appointment is subject to his undergoing probation for any specified period or otherwise, shall be liable to be reverted without notice at any time, when he is so officiating or undergoing probation.

CHAPTER IV**CONDUCT, DISCIPLINE AND APPEALS****PART I - CONDUCT AND DISCIPLINE**

Scope of an employee's service	25	Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the National Bank, and he shall serve the National Bank in its business in such capacity and at such place as he may from time to time be directed.
Duties of an officer in times of need	25 A	In times of need it shall be the duty of every officer to carry out all such duties and actions as may be necessary to ensure the carrying out of the normal work of every day including securing access to the office premises, documents and equipment and receipt handling, processing, movement and despatch of documents and records.
Liability to abide by the Rules and orders	26	Every employee of the National Bank shall conform to and abide by the Rules and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.
Obligation to maintain secrecy	27	Every employee shall maintain the strictest

secrecy regarding the National Bank's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or the National Bank's staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer, in the discharge of his duties. To signify this, every employee shall subscribe to a declaration in Form 'A' annexed.

Employee to promote the National Bank's interests

28

Every employee shall serve the National Bank honestly and faithfully and shall use his utmost endeavours to promote the interests of the National Bank and shall show courtesy and attention in all transactions and dealings with the officers of Government, other institutions and persons.

Prohibition against participation in politics and contesting elections

29

No employee shall take an active part in politics or in any political demonstrations, or contest election as a member for a Municipal Council, District Board or any other Local or Legislative Body.

Prohibition against joining certain Associations,

30

(1) No employee who is not a 'workman' within the meaning of the Industrial Disputes Act,

strikes etc.

1947 shall -

(a) beco
me or
continue to
be a member
or office-
bearer of or
be otherwise
directly or
indirectly
associated
with, any
trade union of
the
employees of
the National
Bank who are
'workmen'
within the
meaning of
that Act, or a
federation of
such trade
unions ;

(b) resort
to, or in
anyway abet,
any form of
strike or
participate in
any violent,
unseemly or
indecent
demonstratio
n in
connection
with any
matter
pertaining to
his conditions
of service or
the conditions
of service of
any other

employee of
the National
Bank.

(2) In relation to an employee who officiates in a higher grade or post which is not a grade or post of a 'workmen' as aforesaid, this Rule shall also apply for so long as such employee officiates in such higher grade or post.

- | | | |
|---|----|---|
| Prohibition
against
influencing | 31 | No employee of the National Bank shall use his position or influence directly or indirectly to secure employment for any member of his family with the National Bank or with any of its constituents or with any other undertaking or body having regular official dealings with the National Bank. |
| Canvassing | 32 | No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further interests in respect of matters pertaining to his service in the National Bank. |
| Contribution to
press, radio,
television etc. | 33 | No employee may contribute to the press or radio or television etc. anything relating to the affairs of the National Bank without the prior sanction of the Competent Authority or without such sanction make public or publish any document, paper or |

information which may come into his possession in his official capacity.

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|--|----|---|
| Prohibition against disparaging statement+ | 34 | No employee shall in any broadcast over radio or television or in any published document or communication to the press or in public utterance make any statement which has the effect of disparaging the National Bank or its management or bringing the same into disrepute. ¶ ¶ ¶ |
| Employees not to seek outside employment or office | 35 | No employee shall without the previous sanction of the Competent Authority in writing, accept, solicit or seek any outside employment or office, whether stipendiary or honorary including that of the office-bearership of a trade union or association of employees not belonging to the National Bank. |
| Officers not to seek commercial employment after cessation of service without prior permission | 36 | (1) No officer of the National Bank who has ceased to be in the National Bank's service whether by retirement, resignation or otherwise, shall within a period of two years from the date when he finally ceases to be in the National Bank's service, accept or undertake a commercial employment except with the previous sanction in writing from the National Bank. |

Provided that an officer who was permitted by the National Bank to take

up a particular form of commercial employment during his leave preparatory to retirement or during refused leave shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

(2) For the purpose of this Rule, "commercial employment" means :

(i) an employment in any capacity, including that of an agent, under a company, co-operative society, firm or individual engaged in trade, commercial, industrial, financial or professional business and also includes a directorship of such a company and partnership of such firm but does not include employment under a body corporate wholly or

substantially
held or
controlled by
Government ;

(ii) setting up a
practice either
independently or as a

partner of a firm, as
adviser or consultant
in matters

in
respect of which the
officer who has
ceased to be

in the
National Bank's
service -

(a) has no
professional
qualifications and the
matters in

respect of
which the practice is
to be set up or is

carried on are
relatable to his
official knowledge or

experience,
or

(b) has
professional
qualifications but the
matters in

respect of
which such practice
is to be set up are

such : as are likely to give his clients an unfair advantage by reason of his previous official position, or (iii) undertaking work involving liaison or contact with the offices or officers of the National Bank and/or

Government.

Explanation- For the purpose of this clause "employment under a co-operative society" includes the holding of any office, whether elective or otherwise, such as that of President, Chairman, Manager, Secretary, Treasurer and the like, by whatever name called in such society.

Part-time work for outside bodies 37

No employee shall undertake part-time work for a private or public body or a private person, or accept fee therefor, without the sanction of the Competent Authority, which shall grant sanction only in exceptional cases when it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority may, in cases in which it thinks fit

to grant such sanction, stipulate that any fees received by the employee for undertaking the work shall be paid to the National Bank to the extent prescribed by the Competent Authority, which shall not, in any case, exceed fifty percent of the compensation received by the employee.

Employees not
to be absent
from duty
without
permission or be
late in
attendance

38

(1) An employee shall not absent himself from his duties without the prior permission of the Competent Authority, nor shall he absent himself in case of sickness or accident without submitting a sufficient medical certificate;

Provided that in the case of temporary indisposition the production of medical certificate may be waived at the absolute discretion of the Competent Authority.

(2) An employee who absents himself from duty without leave or overstays his leave, except under circumstances beyond his control for which he must tender a satisfactory explanation, shall not be entitled to draw any pay and allowances during such absence or overstayal, and shall further be liable to such disciplinary measures as the Competent Authority may impose. The period of such absence or overstayal may,

if not followed by discharge under Rule 16 or termination of service under Rule 18 or dismissal under Rule 47, be treated as period spent on extra-ordinary leave without pay and allowances.

(3) An employee who is habitually late in attendance shall, in addition to such other penalty as the Competent Authority may deem fit to impose, have one day of casual leave forfeited for every three days he is late in a month. Where such an employee has no casual leave due to him, the period of leave so forfeited may be treated as ordinary or extra-ordinary leave as the Competent Authority may determine.—□ □ □

Absence from station	39	An employee in Group 'A' and an employee in any other Group, if so required by the Competent Authority, shall not absent himself from his station overnight without obtaining previous sanction from the Competent Authority.
Acceptance of gifts	40	An employee shall not solicit or accept or permit any member of his family or any other person acting on his behalf to accept any gift from a constituent of the National Bank or from any subordinate employee.
Private trading	41	No employee shall

engage in any commercial business or pursuit either on his own account or as agent for others, nor act as an agent for or canvass for business in favour of any person, nor shall he be connected with the formation or management of a partnership firm or a joint stock company.

Speculating in stocks, shares etc. and restrictions on investments

42

No employee shall speculate in stocks, shares or securities or commodities or valuables of any description or shall make investments or permit any members of his family to make any investments which are likely to embarrass or influence him in the discharge of his duties.

provided that nothing in this Rule shall be deemed to prohibit an employee to make bonafide investments of his own funds as he may wish.

Explanation 1 - Frequent purchase or sale of securities or both of shares and securities and other investments shall be deemed to be speculation for the purpose of this Rule.

Explanation 2 - For the purpose of this Rule the word 'family' includes any relative ordinarily residing with or dependent on an employee.

Restrictions on borrowing 43 An employee shall not borrow money from or in any way place himself under a pecuniary obligation to a broker or an employee of the National Bank subordinate to him or any firm or persons dealing with the National Bank.

Employees in debt 44 An employee shall so manage his private affairs as to avoid insolvency or habitual indebtedness. An employee who is in debt shall furnish to the Competent Authority a signed statement of his position half-yearly on the 30th June and 31st December and shall indicate in the statement the steps he is taking to rectify his position. An employee who makes a false statement under this Rule or who fails to submit the prescribed statement or appears unable to liquidate his debts within a reasonable time or applies for the protection of an insolvency court shall be liable to dismissal.

Explanation 1 - For the purpose of this Rule an employee shall be deemed to be in debt if his total liabilities, exclusive of those which are fully secured, exceed his substantive pay for twelve months.

Explanation 2 - An employee shall be deemed to be unable to liquidate his

debts within a reasonable time if it appears, having regard to his personal resources and unavoidable current expenses, that he will not cease to be in debt within a period of two years.

Restrictions on consumption of intoxicating drinks etc.

45

(1) An employee shall strictly abide by the general laws relating to intoxicating drinks in force in the area in which he may happen to be posted or on duty for the time being.

(2) It shall be the duty of the employee to see that -

(a) he takes due care that the performance of his duty is not affected in any way by the influence of any

intoxicating drink or drug ;

(b) he does not appear in a public place in a state of

intoxication.

Prevention of sexual harassment

45 A

No employee of the National Bank shall indulge in any act of sexual harassment of any woman at the work place.

Explanation : For the purpose of this Rule, sexual harassment includes such unwelcome sexually

determined behaviour, whether directly or otherwise, as

- a. physical contact and advances;
- b. demand or request for sexual favours;
- c. sexually coloured remarks;
- d. showing any pronography; or
- e. any other unwelcome physical or verbal or non verbal conduct of a sexual nature.

Employees
arrested for debt
or on criminal
charge

46

(1) An employee who is arrested for debt or on a criminal charge or is detained in pursuance of any process of law, may, if so directed by the Competent Authority be considered as being or having been under suspension from the date of his arrest or as the case may be, of his detention, upto such date or during such other period, as the Competent Authority may direct. In respect of the period to which he is so treated, he shall be allowed the payment admissible to an employee under suspension under sub-rules (5) of Rule 47.

(2) Any payment made to an employee under sub-rule (1) shall be subject to adjustment of his pay and allowances which shall be made according to the circumstances of the case

and in the light of the decision as to whether such period is to be accounted for as a period of duty or leave ;

provided that full pay and allowances will be admissible only if the employee -

(a) is treated as on duty during such period ;
and

(b) is acquitted of all blame or satisfies the Competent

Authority in the case of his release from detention or of his detention being set aside by a competent court,

that he had not been guilty of improper conduct

resulting in his detention.

(3) An employee shall be liable to dismissal or to any of the other penalties referred to in Rule-47 if he is committed to prison for debt or is convicted of an offence which in the opinion of the Competent Authority, either involves gross moral turpitude or has bearing on any of the affairs of the National Bank or on the

discharge by the employee of his duties in the National Bank ; the opinion in this respect of the Competent Authority shall be conclusive and binding on the employee. Such dismissal or other penalty may be imposed as from the date of his committal to prison or conviction and nothing in Rule 47 shall apply to such imposition.

(4) Where an employee has been dismissed in pursuance of sub-rule (3) and the relative conviction is set aside by a higher court and the employee is honourably acquitted, he will be reinstated in service.

Explanation - In this Rule, committal or conviction shall mean committal or conviction by the lowest court or any appellate court.

(5) Where the absence of an employee from duty without leave or his overstayal is due to his having been arrested for debt or on a criminal charge or to his having been detained in pursuance of any process of law, the provisions of Rule 38 shall also apply and for the purpose of that Rule as so applied, the employee shall be treated as having absented himself without leave or, as the case may be,

overstayed, otherwise than under circumstances beyond his control.

Penalties

47

(1) Without prejudice to the provisions of other Rules, an employee who commits a breach of the Rules of the National Bank, or who displays negligence, or indolence or who knowingly does anything detrimental to the interests of the National Bank or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct, shall be liable to the following penalties.

(a) Reprimand ;

(b) delay or stoppage of increment or promotion

(c)

degradation to a lower post or grade or to a lower stage in his incremental scale ;

(d)

recovery from pay of the whole or part of any pecuniary loss caused to the National Bank by the employee ;

(e) dismissal.

(2) No employee shall be subjected to the penalties (b), (c), (d) or (e) of sub-rule (1) except by an order in writing signed by the Competent Authority and no such order shall be passed without the charge or charges being formulated in writing and given to the said employee so that he shall have reasonable opportunity to answer them in writing or in person, as he prefers, and in the latter case his defence shall be taken down in writing and read out to him ;
provided that requirements of this sub-rule may be waived if the facts on the basis of which action is to be taken have been established in a court of law or Court Martial or where the employee has absconded or where it is for any other reason impracticable to communicate with him or where there is difficulty in observing them and the requirements can be waived without injustice to the employee. In every case where all or any of the requirements of this sub-rule are waived, the reasons for so doing shall be recorded in writing.

(3)
Notwithstanding anything contained in sub-rule (2) or in any other Rule, if two officers in different grades or an officer and an employee in Group 'B' or

Group 'C' are involved jointly in an incident and disciplinary proceedings are sought to be instituted against both of them and the Chairman is of the opinion that having regard to the facts and circumstances of the case, the Competent Authority in respect of both the officers/employees should be the same, the Chairman may direct that the Competent Authority in respect of the higher Group employee as defined in sub-rule (2) above shall be the Competent Authority in respect of both the officers/employees involved and a common enquiry shall be held into the charges against both of them and the delegation under sub-rule (4) of the enquiry under this Rule and the procedure, with the exception of the final order shall be in vñ ,ñ ñ favour of the same enquiry officer.

(4) The enquiry under this Rule and the procedure with the exception of the final order may be delegated in case the employee against whom proceedings are to be initiated, is an officer, to any officer who is in a grade higher than such employee and in the cases of other employees to any officer in Group 'A'.

(5) An employee may be placed under

suspension by the
Competent Authority
empowered to pass the final
order under this Rule.

During such suspension, he
shall receive subsistence
allowance equal to :

(i) his
substantive pay plus
fifty percent of
allowances

thereon for
the first six months
of suspension : and

(ii) his
substantive pay plus
seventy five percent
of
allowances
thereon for the
period of suspension

beyond six months :

provided that the
enhanced rate of subsistence
allowance prescribed under
sub-clause (ii) shall be
admissible only if the
enquiry is not delayed for
reasons attributable to the
concerned employee or any
of his representatives.

Provided further that
if no penalty under clauses
(b), (c), (d) or (e) of sub-rule
(1) is imposed, the employee
shall be refunded the
difference between the
subsistence allowance and
emoluments which he would
have received but for such
suspension, for the period he

was under suspension and that, if a penalty is imposed on him under the said clauses, no order shall be passed which shall have the effect of compelling him to refund such subsistence allowance. The period during which an employee is under suspension shall, if he is not dismissed from the service, be treated as period spent on duty or leave as the Competent Authority may direct.

(6)

Notwithstanding anything contained in this Rule or any other Rule, the following additional provisions shall apply where it is alleged that an employee has been guilty of corrupt practices, namely :

(i) where it is alleged that an employee is possessed of disproportionate assets or that he has committed an act of criminal misconduct or where the investigation and proof of the allegation would require the evidence of persons who are not employees of the National Bank or where in the opinion of the Chairman, the investigation into the allegations cannot be

conveniently undertaken by the National Bank, the investigation into the allegations may with the approval of the Chairman, be entrusted to the Central Bureau of Investigation or the Central Vigilance Commission or any other such agency as may be approved by the Chairman ;

(ii) if after considering the report on the investigation, the Competent Authority is satisfied that there is a prima facie case for instituting disciplinary proceedings against the employee, he may send the investigation report to the Central Vigilance Commission or such other authority as may be decided by the Chairman from time to time in this behalf, for its advice whether disciplinary proceedings should be taken up against the employee concerned ;

(iii) if after considering the advice of the Central

Vigilance
Commission or other
authority, as the case
may be, the
Competent Authority
is of the opinion that
disciplinary
proceedings should
be instituted against
the employee
concerned, then,
notwithstanding the
provisions of sub-
rule (4), the enquiry
under this Rule may
be entrusted to a
Commissioner for
Departmental
Enquiries or any
other person who
may be nominated by
the Central Vigilance
Commission for this
purpose ;

(iv) the Enquiry
Officer shall submit
his report to the
Competent Authority
and the report shall
be forwarded by the
Competent Authority
to the Central
Vigilance
Commission for its
advice as to whether
the charge or
charges, as the case
may be, can be
considered to have
been established and
the penalty or
penalties to be
imposed under sub-
rule (1) hereof. The
penalty or penalties

to be imposed shall be decided by the Competent Authority after considering the advice of the Central Vigilance Commission.

Explanation - An employee shall be deemed to be guilty of corrupt practices if he has committed an act of criminal misconduct as defined in Section 5 of the Prevention of Corruption Act, 1947 or he has acted for an improper purpose or in a corrupt manner or had exercised or refrained from exercising his powers with an improper or corrupt motive.

PART II - APPEALS

- | | | |
|-----------------------|----|---|
| Right to appeal | 48 | An employee shall have a right of appeal against any order passed by a superior authority which injuriously affects his interests. |
| Appellate authorities | 49 | <p>An appeal shall lie -</p> <p>(a) in the case of officers in Grade 'F' and above in all matters falling under Chapters II, III and IV of these Rules to the Board :</p> <p>(b) in the case of an Officer in Grade 'D' and 'E' in all matters and in the case of Officers in Grade 'F' and above, in all matters other than those falling under Chapters II, III and IV of these Rules - to the Chairman :</p> <p>(c) In the case of Officers in Grades 'A', 'B' and 'C' in all matters - to the Managing Director</p> <p>(d) in the case of other employees -</p> <p style="padding-left: 40px;">(i) the Chief General Manager, HRMD at</p> |

		Head Office. (ii) Officer-in-Charge at Regional Offices and (iii) the Principal of Training Establishments. provided that during vacancy in the post of the Appellate Authority, the appeal shall lie to the next higher authority.
Conditions which an appeal should satisfy	50	Every appeal shall comply with the following requirements - (a) it shall be written in English or Hindi or if not written in English or Hindi be accompanied by a translated copy in English or Hindi and shall be signed; (b) it shall be couched in polite and respectful language and shall be free from unnecessary padding or superfluous verbiage ; (c) it shall contain all material statements and arguments relied on and shall be complete in itself; (d) it shall specify the relief desired ; (e) it shall be submitted through the proper channel.
When appeals may be withheld	51	An appeal may be withheld by the Competent Authority if (a) It does not comply with the requirements of Rule 50 ; (b) it is illegible or is unintelligible ; (c) it deals with a matter which does not concern the employee personally ; (d) it repeats an appeal already rejected by the authority to whom the appeal is addressed and does not, in the opinion of the Competent Authority, disclose any new points or circumstances which afford grounds for reconsideration ; (e) it is not preferred within six months of the date of the order against which the appeal is made and no reasonable cause is shown for the delay; or (f) it is addressed to an authority to which no appeal lies under these Rules.
Grounds for withholding the appeal to be communicated to the appellant	52	In every case in which an appeal is withheld the Competent Authority shall inform the appellant the fact of withholding the appeal and the reasons for withholding it.
Appeal must be	53	An appeal which is not withheld under Rule 51 shall

forwarded to the Appellate Authority with due despatch		be forwarded to the Appellate Authority with the comments of the Competent Authority.
Time Limit for disposal of Appeals	53(A)	An appeal shall be disposed of by the Appellate Authority at the earliest opportunity but ordinarily not later than twelve months from the date of receipt of the appeal.
No appeal lies against order withholding appeals	54	No appeal shall lie against the withholding of an appeal by the Competent Authority.
Appeal not to be addressed to the Directors of the Board:	55	Appeals shall not be addressed to the Directors of the Board individually by name and such action shall be deemed a breach of discipline.<
Appeals not to be addressed to outside authority or person	56	No employee shall address any appeal, representation or petition to any outside authority or person in respect of a matter pertaining to the employee's service in the National Bank. Addressing such appeals, representations or petitions shall be deemed a breach of discipline.
Joint petitions	57	<p>The provisions of Rules 50 to 56 shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a group or groups of employees or by an association or union of employees recognised by the National Bank. A joint petition shall not be entertained if -</p> <ul style="list-style-type: none"> (a) no application for redress has been made to the Competent Authority who is empowered to pass the order ; (b) it relates to a matter regarding the redress of which a specific procedure has been prescribed under any rule or instruction issued by the National Bank ; or (c) it relates to an individual and is not submitted by him.

CHAPTER - V
PAY, ALLOWANCES AND OTHER BENEFITS

PART I - PAY AND ALLOWANCES

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| When accrue and payable | 58 | <p>Subject to the provision of these Rules, pay and allowances shall accrue from the commencement of the service of an employee and shall become payable on the afternoon of the last working day of each month in respect of the service performed during the said month.</p> <p>Provided that an employee proceeding on any kind of leave other than extra-ordinary leave for a period not less than one month shall be paid in advance one month's pay and allowances, if he applies therefor.</p> |
| When ceases | 59 | <p>Pay and allowances shall cease to accrue as soon as an employee ceases to be in service. In the case of an employee dismissed from the National Bank's service, the pay and allowances shall cease from the date of his dismissal. In the case of an employee who dies while in service, they shall cease from the day following that on which the death occurs.</p> |
| All employees to be graded | 60 | <p>Every employee shall have a post in one of the grades fixed for each of the categories of staff, which will be considered as his substantive grade and to which he shall revert when he is not -</p> <ul style="list-style-type: none"> (a) under suspension ; (b) on leave or deputation ; or (c) holding a temporary or a probationary post or officiating in another grade. |
| Adjustment of pay and allowances on change of charge, when takes effect | 61 | <p>An employee shall commence to draw the pay and allowances of a post to which he is appointed as from the date on which he assumes the duties of the post if the charge is transferred before noon of that date and from the following day if the charge is transferred in the afternoon of that date.</p> |
| Two persons not to be appointed to a post at the same time | 62 | <p>Except as otherwise provided in these Rules, no two persons may be appointed to, or draw the pay and allowances, of, a post at the same time.</p> |
| Employees on transfer | 63 | <p>Where an employee is transferred from one post to another, he shall, during any interval of duty between the date of his handing</p> |

- over charge of the old post and the date of his taking over charge of the new post, draw the pay and allowances of the old or the new post, whichever are less." [] []
- Admissibility of allowances 64 Allowances shall only be payable to employees who are actually at the time fulfilling the conditions subject to which they are admissible.
- Overtime allowance 65
- (1) Notwithstanding the fact that the whole time of an employee is at the disposal of the National Bank, the National Bank may grant overtime allowance, not counting as pay, to an employee who is not an officer if he is required to work on Sundays or holidays or to put in extra hours on week days in connection with the National Bank's work.
- (2) The rate at and the circumstances in which such allowance may be drawn shall be determined by the Board.
- Increments 66
- (1) In an incremental scale, the increment shall accrue on the completion of each specified period of service on each stage of that scale, whether such service be probationary, officiating or substantive.
- Provided that the benefit of increment will be admissible from the first of the month in which it accrues.
- Provided further that -
- (a) an increment withheld as a measure of penalty will be granted from the date the penalty ceases ; and
- (b) consequent upon grant of extra-ordinary leave without pay and allowances not counting for increment, the date of accrual of next increment shall be postponed by the number of days of extra ordinary leave granted.
- (2) Officiating service in a higher grade will count for increment in that higher grade as well as the employee's substantive grade and also in the intermediate grade, if any, in which he would have officiated had he not been appointed to officiate in the higher grade.
- (3) If an employee officiating in a higher grade proceeds on leave, such period of leave (except extra-ordinary leave taken otherwise than on medical certificate) as is certified by the Competent Authority to be the period for which the employee would have continued to officiate in the higher grade but for his proceeding on leave, shall count for the purpose of increment in the same way as period of duty in the higher grade although, in terms of Rule 60, he stood reverted to his substantive grade with effect from the date he proceeded on leave.

(4) No increment may be withheld except as a disciplinary measure under Rule 47 and each order withholding an increment shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments ;

provided that if in an incremental scale there is an efficiency bar, an employee shall not draw increments above that bar until he has been certified fit to do so by the Competent Authority. On each occasion on which an employee is allowed to pass an efficiency bar which has previously been enforced against him, he shall be placed in the incremental scale at such stage as the authority competent to remove the bar may fix provided that such stage shall not be higher than that at which he would have drawn his pay if the bar had not been enforced against him and further that no increments granted on the removal of a bar shall have a retrospective effect.

(5) Sanction to draw increments will be given by the Competent Authority.

Premature increments	67	The Chairman may, in exceptional circumstances, and subject to such general or special instructions as may be issued by the Board grant premature increments to an employee provided that the grant of such premature increments to an employee in Group 'A' shall require the approval of the Board in each case.
Refixation of pay-on appointment on probation	68	(i) Subject to such special or general instructions as may be issued from time to time by the National Bank, the pay of an emplossyee on appointment on probation, from one grade to another, shall initially be so fixed in the scale of pay of the post in which the employee is appointed that it is not less than his substantive pay.
- on confirmation		(ii) On confirmation in the higher grade, the pay of an employee shall be fixed at the appropriate stage as per the instructions issued by the National Bank from time to time.
Officiating pay	69	(1) An employee who is appointed to officiate in a higher grade shall draw an officiating pay equal to the difference between his pay in the substantive grade or any intermediate grade in which he is already officiating and his pay in the higher grade. (2) Subject to such special or general instructions as may be issued from time to time by the National Bank, the pay of an employee appointed to officiate in a higher grade may be fixed at a stage in the scale of pay of the higher grade which is next above his pay in the substantive grade or intermediate grade in which he is

already officiating ;Z[] []

provided that when the promotion is of a temporary nature and the circumstances of the promotion so justify, the Chairman may fix the pay of an employee at an amount less than that admissible under this Rule.

(3) If an employee is reverted and is subsequently reappointed to officiate in a higher grade, his earlier officiating service in the higher grade will be taken into account for fixing his officiating pay and for permitting him to draw increments in the officiating grade in terms of Rule 66(1) ;

provided that the pay to be fixed on such reappointment shall not be less than the pay drawn by the employee at the time of his reversion immediately preceding his reappointment.

Admissibility of 70
pay and
allowances

(1) Except as otherwise provided in these Rules or as may be prescribed by the Board, the pay and allowances of an employee shall be regulated in accordance with the provision of Appendices I and II as may be modified from time to time.

(2) Notwithstanding anything contained in sub-rule (1) above, a transferred employee shall continue to draw the same salary and emoluments which he would have drawn had he continued to be a member of the staff of the Reserve Bank by virtue of the provisions of sub-section (8) read with sub-section (11) of Section 50 of the Act.

PART II - OTHER BENEFITS

Grant of honoraria, special pay, special increments or other benefits	71	<p>(1) The Board may determine the conditions under which an honorarium, special pay or special increments may be granted to an employee for graduation, for holding the National Diploma in Commerce or for passing the examinations held by an Institute of Bankers or for holding or acquiring similar other qualifications.</p> <p>(2) No benefits, the grant of which is not covered by these Rules, may be given except with the special sanction of the Board.</p>
Travelling and Halting Allowances	72	Travelling and Halting Allowances shall be paid to the employees at such rates and on such terms and conditions as may be determined by the National Bank from time to time.
Leave and Retirement Travel Concessions	73	The Leave and Retirement Travel Concessions shall be admissible to the staff in accordance with the scheme as may be framed by the National Bank and modified by it from time to time.
Domicile	74	(1) Every employee shall on his appointment declare his domicile in writing to the National Bank in Form 'B' annexed and if such domicile is not his place of

birth he must establish the same to the satisfaction of the appropriate authority.

(2) No employee who has once indicated his domicile, shall be allowed to alter the same unless he satisfies the National Bank that the change is necessitated by a bonafide reason.

Medical
facilities

75

Medical facilities shall be provided by the National Bank for its employees in accordance with such schemes as may be framed by the National bank and modified by it from time to time.

CHAPTER VI**LEAVE AND JOINING TIME****PART-I GENERAL RULES RELATING TO LEAVE**

Kinds of leave	76	<p>Subject to the provisions of these Rules, the following kinds of leave may be granted to an employee ;</p> <p>(a) Casual leave and special casual leave</p> <p>(b) Ordinary leave</p> <p>(c) Sick leave</p> <p>(d) Special leave</p> <p>(e) Extra-ordinary leave</p> <p>(f) Maternity leave</p> <p>(g) Accident leave</p>
Authorities empowered to grant leave	77	<p>The power to grant leave shall vest in the Managing Director in the case of officers, and, subject to such general or special directions as may be issued by him, the Officer-in-charge, Personnel Administration in the case of other employees and, except as provided in these Rules or in any directions issued by the Managing Director, all applications for leave shall be addressed to the authority empowered to grant leave.</p>
Power to refuse leave or recall an employee on leave	78	<p>Leave cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved with</p>

the authority empowered to grant it, and an employee already on leave may be recalled by that authority when it considers this necessary in the interests of the service. An employee shall not ordinarily be allowed to convert one type of leave to another to suit his convenience.

Lapse of leave on cessation of service	79	Leave earned by an employee lapses on the date on which he ceases to be in service.
Earlier return from leave	80	Unless he is permitted to do so by the authority which granted his leave, an employee on leave may not return to duty before the expiry of the period of leave granted to him.
Commencement and termination of leave	81	<p>(1) The first day of an employee's leave is the working day succeeding that upon which he makes over charge.</p> <p>(2) The last day of an employee's leave is the working day preceding that upon which he reports his return to duty.</p>
Obligation to furnish leave address	82	An employee shall, before proceeding on leave, intimate to the Competent Authority his address while on leave, and shall keep the said authority informed of any change in the address previously furnished.

- | | | |
|--|----|---|
| Station to which an employee should report on return | 83 | An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he was last stationed. |
| When medical certificate of fitness may be demanded | 84 | A competent authority may require an employee who has availed himself of leave for reasons of health to produce a medical certificate of fitness before he resumes duty even though such leave was not actually granted on a medical certificate. |
| Leave not admissible to an employee under suspension | 85 | Leave may not be granted to an employee under suspension or against whom proceedings are pending under Chapter IV of these Rules. |

**PART II - CASUAL,
SPECIAL CASUAL,
ORDINARY, SICK,
SPECIAL, EXTRA-
ORDINARY,
MATERNITY AND
ACCIDENT LEAVE**

- | | | |
|--------------|----|---|
| Casual leave | 86 | Casual leave may be granted upto a maximum of fifteen days in each calendar year by the Competent Authority, provided that not more than seven days may be taken continuously, that the state of work permits and |
|--------------|----|---|

that no appointment is required to replace the employee on leave and provided that public holidays may not be combined with such leave in such a way as to increase the absence at any one time beyond ten days but if extended beyond these limits shall be treated as ordinary leave or other admissible leave in respect of the entire period. However, a temporary employee during the first six months of his service will be eligible for casual leave at one day for each completed month of service. Casual leave may not be granted in combination with any other kind of leave except special casual leave.

Special casual leave 87

Notwithstanding anything contained in Rule 86, the Managing Director may permit the grant of special casual leave :

(1) (i) when the absence from duty is necessitated by orders from the authorities empowered to issue quarantine orders not to attend office in consequence of infectious disease in the family or household of an employee ;Ö

(ii) when the absence of an employee in Group 'C' from duty is due to his having sustained an injury while on duty (lifting loads etc.) and the absence is

supported by a certificate from the National Bank's Medical Officer ;

(iii) when the absence is necessitated by reason of an employee who is a member of the Auxiliary Force, India; Home Guards or other Civil Defence Organization or any other official organization of a similar nature having to attend an annual camp or be on training ; or

(iv) when there are other exceptional circumstances necessitating the grant of casual leave in excess of the prescribed limits.

(2) Upto 21 days in any one calendar year when the absence is necessitated by reason of an employee having to attend as a delegate a meeting of an Association recognised by the National Bank.

(3) Upto 45 days in any one calendar year when the absence is necessitated by reason of an employee participating in sporting events of national or international importance or any other sporting event approved by the National Bank.

Explanation 1 -

Except in respect of special casual leave sanctioned in terms of Rule 87(1) (iv), the total period of

casual leave granted under Rule 86 and the special casual leave granted under Rule 87(1) in any one calendar year shall in no case exceed 30 days and if the grant of leave under the said Rules shall result in such total period being extended beyond 30 days shall be treated, subject to the provisions of Rule 93(2) as ordinary, sick, special or extra-ordinary leave as the employee concerned may request and as may be admissible to him.

Explanation 2 - In computing casual leave under Rule 86 and special casual leave under Rule 87, intervening public holidays shall not be reckoned as days of casual leave or special casual leave as the case may be.

Ordinary leave-
when
applications
should be
submitted

88

(1) Application for ordinary leave shall be submitted at least 3 months in the case of officers and one month in case of other employees before the date from which the leave is required.

(2) Application which do not satisfy the requirements of sub-rule (1) may be refused without assigning any reason.

Scale on which
ordinary leave is
earned

89

An employee shall earn ordinary leave at one-eleventh part of duty

		rendered by him.
Ordinary leave due	90	The ordinary leave due to an employee is the period which he has earned less the period of leave actually taken.
Limits upto which ordinary leave maybe earned or taken	91	<p>The period of ordinary leave which can be taken at any one time by an employee is ten months and no further ordinary leave can be earned by him.</p> <p>provided that if, at least three months before the date on which an employee shall have earned leave for the maximum period, he has formally applied for leave and the leave has been refused or he has ascertained in writing that leave, if applied for, will not be granted, such an employee may be permitted to earn leave in excess of the maximum aforesaid, upto the date specified by the authority competent to grant leave.</p>
Pay during ordinary leave	92	An employee on ordinary leave shall draw a pay equal to his leave pay.
Sick and special leave - limit upto which may be granted	93	(1) During the full period of his service an employee may be granted special leave on private affairs for a period not exceeding twelve months and sick leave on medical certificate for a period not exceeding eighteen months and the Managing Director

may grant additional sick leave, if considered advisable in the National Bank's interest, in special cases. A temporary employee shall be eligible for sick leave at one-twenty second part of duty and on his confirmation in the National Bank's service he shall be entitled to avail of balance portion of sick leave earned during his temporary service, which shall be in addition to eighteen months as above. Special leave may not be availed of if ordinary leave is admissible ;

provided that an employee may be granted special leave if he is suffering from a disease requiring prolonged treatment and he has no ordinary leave and sick leave to his credit and is also not eligible for advance sick leave ;

provided further that the production of medical certificate shall not be insisted upon if sick leave to be granted does not exceed four days and the Competent Authority is satisfied with the bonafides of the reasons for such a leave.

(2) In case an employee is absent from duty on account of a quarantine, the National Bank may, at the request of the employee, treat such absence upto a maximum of three months as ordinary,

sick or special leave if such leave is otherwise permissible. Special leave under this sub-rule may be availed of even if ordinary leave is admissible.

When grant
requires sanction
of a higher
authority

94

The grant of sick or special leave to an employee in Group 'A', who has already exhausted sick or special leave as the case may be, proportionate to his length of service, shall require the sanction of Chairman and for employees other than an employee in Group 'A', it shall require the sanction of Managing Director. The grant of special leave to undertake a special course of study shall require the sanction of the Chairman.

Pay during sick
and special leave

95

Sick and special leave shall be on half leave pay, which shall be reduced, except with the special sanction of the Managing Director, to one quarter of leave pay after six months in the case of special leave ;
provided that where an employee has served the National Bank for at least a period of three years, he may, if he so requests, be permitted to avail himself, during the full period of his service, of sick leave on leave pay upto a maximum period of nine months, such leave on leave pay being entered in his sick leave account as twice the amount of leave taken by him.

Explanation - For the purpose of this proviso, service includes continuous temporary service rendered by an employee prior to confirmation.

Extra-ordinary leave 96

(1) Extra-ordinary leave may be granted to an employee when no ordinary leave is due to him and when, having regard to his length of service, sick and special leave is not considered justified by the Competent Authority. Except in exceptional circumstances, the duration of extra-ordinary leave shall not exceed three months on any one occasion and twelve months during the entire period of an employee's service.

(2) The Competent Authority may grant extra-ordinary leave in combination with, or in continuation of leave of any other kind admissible to the employee and may commute retrospectively periods and absence without leave into extra-ordinary leave.

(3) No pay and allowances are admissible during the period of extra-ordinary leave and the period spent on such leave shall not count for increments :

provided that, in

cases where the sanctioning authority is satisfied that the leave was taken on account of illness or for any other cause beyond the employee's control, it may direct that the period of extra-ordinary leave may count for increments.

Maternity leave 97

(1) Maternity leave which shall be on leave pay may be granted on completion of one year's service to a female employee of the National Bank for a period not exceeding six months on any one occasion.

(2) Maternity leave on leave pay shall also be granted to female employees for a period not exceeding six weeks on each occasion in cases of miscarriage, abortion or medical termination of pregnancy or for undergoing hysterectomy operation including the stay at the hospital, provided such leave is recommended by the attending Physician/Bank's Medical Officer.

(3) The total period of maternity leave granted to a female employee shall not exceed twelve months during her entire service.

(4) The Competent Authority may

grant leave of any other kind admissible to the employee in combination with, or in continuation of maternity leave if the request for its grant is supported by sufficient medical certificate.

Accident leave 98

(1) Accident leave may be granted to an employee who sustains an injury in the course of the performance of his duties, for the period for which leave is certified by the National Bank's Medical Officer to be necessary for recovery from the injury.

(2) Accident leave would also be admissible to an employee, who is on official tour in connection with the National Bank's work, subject to the period for which leave is necessary for recovery from the injury being certified either by the National Bank's Medical Officer or a Government/Municipal doctor or any other doctor acceptable to the Competent Authority.

(3) The Competent Authority may, at the option of the employee, grant any other kind of leave as admissible to him for the period so medically certified and also in combination with or in continuation of any accident leave sanctioned.

(4) An employee on accident leave shall, for the first four months thereof, draw a pay equal to his leave pay and half leave pay for the rest of the period.

PART III - JOINING TIME

When may be granted 99

(1) Joining time may be granted to an employee to enable him -

(a)
to join

a new post to which he is appointed while on duty in his old post; or

(b)
to join

a new post on return from leave of not more than four month's duration or, although the duration of leave exceeds four months, the employee has not had sufficient notice of his appointment to the new post.

(2) Joining time shall not be granted when no change in the headquarters of an employee is involved.

Pay and allowances during joining time 100

The pay and allowances of an employee on joining time shall be determined in accordance with Rule 63.

Period for which admissible 101

Joining time which may be allowed to an employee shall not exceed ten days, exclusive of the number of days spent on travelling.

How calculated 102

In calculating joining time admissible to an employee, the day on which he is relieved from his old post and the public holidays following the day of his relief shall be excluded but the intervening public holidays shall be included in joining time.

Special casual leave in lieu of joining time 103

Where an employee on transfer from one centre to another does not avail of the joining time or his joining time has been curtailed due to exigencies of National Bank's service, he may be allowed to avail of the special casual leave to the extent of unavailed joining time subject to a maximum of ten days, at any one time after the date of reporting at new centre but before the completion of a period of six months or such other extended periods as

may be agreed to by the National Bank for submitting supplementary travelling allowance bill in respect of his family and personal effects provided he has advised the office to this effect before proceeding on transfer. Sundays/holidays prefixed to special casual leave in lieu of joining time shall be excluded but Sundays/holidays intervening such special casual leave shall be reckoned as special casual leave. ÷ [] []

Overstayal after 104
joining time

An employee who does not join his post within the joining time allowed to him shall be deemed to have committed a breach of Rule 38.

CHAPTER VIII**MISCELLANEOUS**

- | | | |
|--|-----|---|
| Obligation to
subscribe to the
Provident Fund | 107 | Unless otherwise
directed by the Board or the
Chairman, every employee
shall become a member of
the National Bank for
Agriculture and Rural
Development Employees'
Provident Fund and shall
agree to be bound by the
Regulations of the Fund. |
| Obligation to
subscribe to
insurance
scheme or fund
instituted by the
National Bank | 108 | It shall be incumbent
on every employee bound by
these Rules to subscribe to
any insurance scheme or
fund that may be instituted
by the National Bank for the
benefit of its employees and
their families, and to be
bound by the rules of the
said scheme or fund ;
provided that nothing
contained in this Rule shall
serve to curtail any
superannuation benefits
which may otherwise be
admissible to an employee ;
provided further that
nothing contained in this
Rule shall require an
employee to subscribe to the
said scheme or fund if he is
exempted from doing so
under the rules of the said
scheme or fund. |
| Declaration to
be signed by
the employees | 109 | Every employee to
whom these Rules apply, or
who exercises his option to
come under them shall
subscribe to declaration in
Form 'C'. |

FORM 'A'

DECLARATION OF FIDELITY AND SECRECY

(See Rule 27)

Place :- _____

Date :- _____

I do hereby declare that I will faithfully, truly and to the best of my skill and ability execute and perform the duties required of me as employee of the National Bank for Agriculture and Rural Development and which properly relate to the office or position held by me in the said National Bank.

I further declare that I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the affairs of the National Bank for Agriculture and Rural Development or to the affairs of any person having any dealing with the said National Bank nor will I allow any such person to inspect or have access to any books or documents belonging to or in the possession of the National Bank for Agriculture and Rural Development and relating to the business of the said National Bank or the business of any person having any dealing with the said National Bank.

(Signature)

Signed before me

(Signature)

Name :-

Name in full :-

Designation :-

Designation :-

FORM 'B'

DECLARATION OF DOMICILE

(See Rule 74)

Place : _____

Date : _____

I, the undersigned, having been appointed to the service of the National Bank for Agriculture and Rural Development, hereby declare _____

(Place)

in _____ as my place of domicile.

(District)

2. *The above is my place of birth.

or

*The above is not my place of birth. My place of birth is _____

(Place)

in _____ but _____ has been declared

(District)

(Place)

as my place of domicile for the reasons given below :

Name in full : -

Designation and

nature of appointment : _____

Date of appointment : - _____

Signature :- _____

* Strike out whichever is not applicable

FORM 'C'

DECLARATION TO BE BOUND
BY THE STAFF RULES

(See Rule 109)

Place :- _____

Date :- _____

I hereby declare that I have read and understood the National Bank for Agriculture and Rural Development (Staff) Rules, 1982 and I hereby subscribe and agree to be bound by the said Rules.

Name in full :

Designation and
nature of appointment :

Date of appointment :

Signature :

Witness :

Name and Designation :

Signature :

Date :

APPENDIX - I

The following Services shall be created in the National Bank :

- I) Rural Development Banking Service
- II) Economic Service
- III) Technical Service
- IV) Legal Service
- V) Secretarial Service
- VI) Rajbhasha Service
- VII) Protocol and Security Service
- VIII) Clerical Service
- IX) Typists' and Stenographers' Service
- X) Caretaking Service
- XI) Subordinate Service
- XII) Miscellaneous Service

I. RURAL DEVELOPMENT BANKING SERVICE

1. Constitution

A. The following officers shall belong to the National Bank's Rural Development Banking Service :

(i) All officers, other than those belonging to Economic Service, Technical Service, Legal Service, Secretarial Service, Rajbhasha Service and Protocol and Security Service of the National Bank, who are deemed to have been appointed in the National Bank's service by virtue of provisions of Section 50 of the Act.

(ii) All Officers in Grades 'A' and 'B' (other than those indicated hereinafter in the Economic Service and Technical Service in this Appendix) recruited by the Reserve Bank of India specifically for utilisation in the Agricultural Refinance and Development Corporation who are deemed to have been appointed in the National Bank's service by virtue of provisions of Section 50 of the Act.

(iii) All officers appointed to this Service by the National Bank on or after 12 July 1982 by way of promotion or direct recruitment.

B. With effect from 1 December 1994, all officers appointed by way of promotion, absorption or direct recruitment to the Technical Service in Grades 'A' and 'B' by the National Bank on or after 16 April 1988 shall belong to the National Bank's Rural Development Banking Service.

Provided, however, that -

(i) For the limited purpose of fixation of their seniority in the Rural Development Banking Service, such officers shall be deemed to have been appointed initially to the Rural Development Banking Service.

(ii) All such officers recruited in any of the disciplines of Technical Service during a calendar year shall be deemed to have been recruited in a single batch with reference to earliest date of approval of a selection list in that year and inter-se seniority shall be decided on the basis of their marks in the written test and interview, regardless of the date of approval of their selection by the Board and such inter-se seniority shall remain unchanged.

2. Scales of pay

There shall be the following grades with designations and scales of pay specified against each :

<u>Grade</u>	<u>Designation</u>	<u>Scale of pay</u>
'A'	Assistant Manager	Rs. 7350-425-7775-475-12525-EB-475-14900

'B'	Manager	Rs. 7825-475-13050-EB-475-15900
'C'	Assistant General Manager	Rs.11200-475-15475-EB-475-16900
'D'	Deputy General Manager	Rs. 15675-475-18050
'E'	General Manager	Rs. 17275-475-18700-500-20700
'F'	Chief General Manager	Rs. 19200-500-20700-600-22500
	Executive Director	Rs. 23800-600-25000

3. **Recruitment and promotion**

(a) **Officers in Grade 'A'**

The Vacancies in the cadre of Officers in Grade 'A' available during a calendar year shall be filled up as follows :

(i) **Departmental Test**

45% of the vacancies in the cadre of Officers in Grade 'A' shall be filled up by way of promotion of confirmed employees in Group 'B' on the basis of departmental written test, assessment of their confidential reports and service record and such other relevant factors as may be considered necessary. The employees satisfying the following eligibility criteria shall be eligible for taking the departmental written test.

(a) All Economic Assistants/Field Inspectors of the Reserve Bank of India who are deemed to have been appointed in the National Bank's service irrespective of the length of their service.

(b) All confirmed Clerks with a minimum of 7 years' qualifying service as Clerk Grade II or Clerk Grade I or both.

(c) All confirmed non-clerical staff, other than Stenographers, who are graduates or have passed both the parts of CAIIB/CAIB examination and have not opted for the Clerical Service or have opted for but not given actual switch over to the clerical cadre under the switch over scheme for the purpose, with a minimum of 7 years qualifying service on notional basis as a Clerk by applying the norms of switch over scheme, subject

to such non-optees exercising their option for switch over to the Clerical Service and expressing their willingness to take the departmental written test.

(d) All confirmed Stenographers with a minimum of 7 years qualifying service as Stenographers.

Explanation

The expression "qualifying service" wherever occurring in this paragraph shall not include the service in any category which is lost by an employee for any reason whatsoever for purposes of seniority.

Provided, in cases where a junior becomes eligible by virtue of the length of his qualifying service in accordance with any of the above conditions, all others who are above him as per the seniority list shall also be eligible to take the departmental written test irrespective of their length of service.

Provided further that the number of selectees on the panel shall be more or less equal to the number of vacancies but shall not in any event exceed the number of vacancies plus fifteen percent thereof. This shall, however, be subject to the Government of India's instructions in respect of promotion of Scheduled Caste/Scheduled Tribe employees.

Notwithstanding what is contained hereinabove, the employees in the Clerical Service who have completed 17 years qualifying service shall be eligible for promotion on the basis of assessment of their confidential reports, service record and interview by the Selection Board of the National Bank. Such promotees shall be within the above quota of 45% subject, however, to the condition that the vacancies to be filled up by such employees shall not exceed 10% of the number of vacancies falling under this quota.

(ii) **Merit Test**

25% of the vacancies in the cadre of Officers in Grade 'A' shall be filled up by way of promotion of confirmed employees in Group 'B' with a minimum of 4 years qualifying service on merit based selection on the basis of a competitive written test followed by an interview.

Provided, however, that if any vacancies under the merit channel remain unfilled due to non availability of suitable candidates, that number of vacancies shall be filled up by way of promotion of employees on the basis of departmental test as would bring their total number to 50% of the total vacancies in the cadre of Officers in Grade 'A' and the remaining unfilled vacancies shall be filled up by way of direct recruitment and the vacancies so filled up shall be reduced from future vacancies under the respective departmental and direct recruitment channels with a corresponding increase in the quota for merit channel in the subsequent year(s).

Provided always that the vacancies under the merit channel which remain unfilled even after three promotional merit tests for three consecutive panel years shall lapse and shall be finally filled up by way of direct recruitment.

Provided further that for the purposes of sub-paragraphs (i) and (ii) hereinabove the following vacancies shall not be taken into account for promotion and shall be filled in exclusively by direct recruitment namely :

- (a) Vacancies as also the posts of Officers in Grade 'A' brought to the Rural Development Banking Service from the Technical Services as the case may be, on or after 1 December 1994 ;
- (b) Additional posts or vacancies created in Grade 'A' on or after 1 December 1994 requiring Technical/Economic qualification with or without experience.

(iii) **Direct Recruitment**

30% of the vacancies in the cadre of Officers in Grade 'A', excluding the vacancies specified in the third proviso to sub-paragraph (ii) as also the said vacancies as specified in the third proviso to sub-paragraph (ii) shall be filled up by way of direct recruitment on the basis of an All-India competitive written test and an interview by the Selection Board of the National Bank. Members of the staff of the National Bank fulfilling the requisite eligibility conditions shall also be eligible to apply for the posts as Direct Recruits. Marginal relaxation in eligibility condition in regard to age may, however, be made in respect of staff candidates who have completed one year's service as on the date notified for the purpose. On appointment, the Direct Recruits shall be placed on probation as per Rule 13 read with Rule 15 of these Rules.

(b) **Officers in Grade 'B'**

(i) The vacancies in cadre of Officers in Grade 'B' available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'A' as per the norms set out in Part I of Appendix I A.

(ii) Subject to such general or special instructions as may be issued by the Board from time to time under Rule 8 (2), direct recruitment, if any, shall be restricted to the extent of the vacancies which could not be filled up by way of promotion of departmental candidates on account of non-availability of adequate number of eligible officers for promotion or when the nature of duties to be discharged by an officer in this grade warrants recruitment of persons having special qualifications/experience.

(iii) Officers in Grade 'A' who fulfill the following conditions shall be given a one time opportunity to opt for the benefits of "personal promotion", if the officers so desire.

- a) The Officers should have attained an advanced age of 53 years or more as on the date of option for personal promotion under this provision, and should have reached the last stage of the pay scale for officers in Grade 'A'.
- b) The officers should have voluntarily decided not to be considered for promotion to Grade 'B' through the selection process.

- c) The officers should have come within the zone of consideration as envisaged in Part I of Appendix IA or should have already come under the zone of consideration in earlier panel year/s.

Upon exercising such an option by the officers, and after acceptance of the same by the Bank, the Officers shall draw the pay and perquisites applicable to Grade 'B' ;

provided always that the officers will continue to hold the Grade 'A' posts and also continue to do the same duties and functions of Grade 'A' Officers.

(c) **Officers in Grade 'C'**

- (i) The vacancies in the cadre of Officers in Grade 'C' available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'B' as per the norms set out in Part I of Appendix IA.

(ii) Officers in Grade 'B' who fulfill the following conditions shall be given a one time opportunity to opt for the benefits of "personal promotion", if the officers so desire.

- a) The Officers should have attained an advanced age of 53 years or more as on the date of option for personal promotion under this provision and should have reached the last stage of the pay scale for officers in Grade 'B'.

- b) The officers should have voluntarily decided not to be considered for promotion to Grade 'C' through the selection process.

- c) The officers should have come within the zone of consideration as envisaged in Part I of Appendix IA or should have already come under the zone of consideration in earlier panel year/s.

Upon exercising such an option by the officers, and after acceptance of the same by the Bank, the Officers shall draw the pay and perquisites applicable to Grade 'C' ;

provided always that the officers will continue to hold the Grade 'B' posts and also continue to do the same duties and functions of Grade 'B' Officers.

(d) **Officers in Grade 'D'**

The vacancies in the cadre of Officers in Grade 'D' available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'C' as per the norms set out in Part II of Appendix IA.

Provided that an Officer in Grade 'C' belonging to the Economic Service in the National Bank, who has put in 3 years service in that grade, shall have the option for switch over to the post of Officer in Grade 'D' in the Rural Development Banking Service and on being declared suitable for promotion to Grade 'D' by the Selection Committee/Board of the National Bank, shall be

placed in the Rural Development Banking Service of the National Bank at appropriate place taking into account the length of service put in by him as an Officer in Grade 'C' in the Economic Service and where the length of service is equal, by taking into account the date of birth of the Officers concerned. The option once exercised by him shall be final and the officer shall become ineligible for being considered for promotion to the post of Officer in Grade 'D' in the Economic Service thereafter.

Notwithstanding what has been stated above, no officer recruited on or after 1 December 1994 shall be eligible to switch over from the Economic Service to the Rural Development Banking Service under the above provisions.

(e) **Officers in Grade 'E'**

Two stage promotions:

Stage I :

At the first stage, officers in Grade 'D' who have completed 2 years' service in that grade as on the first day of the calendar quarter, and have, during the preceding 2 reporting years, secured average individual PAR ratings at a level not below the prescribed minimum rating as decided by the Bank from time to time, and have a satisfactory service record, shall be considered by the Bank to be given the benefits of personal promotion.

On getting the benefit of personal promotion, the officers shall be allowed to draw the pay and perquisites applicable to Grade 'E' officers. However, personal promotion would not entail any upgradation of their job contents or in their functional designation. The Bank may, however, entrust an officer who has received the benefits of personal promotion, the duties and responsibilities of a Grade 'E' officer.

Stage II :

At the second stage, all the vacancies in the cadre of officers in Grade 'E' available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'D' as per the norms set out in Part II of Appendix IA.

The norm of 3 years service in the grade includes service both before and after personal promotion as on 31 December of the year preceding the panel year.

(f) **Officers in Grade 'F'**

The vacancies in the cadre of Officers in Grade 'F' available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'E' as per the norms set out in Part II of Appendix IA.

(g) **Executive Directors**

The posts of Executive Directors shall be filled up by way of promotion of Officers in Grade 'F' from Rural Development Banking Service of the National Bank. Officer in Grade 'F' from the Economic Service shall also be considered along with officers of Rural Development Banking Service for promotion to the post of Executive Director, subject to such officer having the requisite experience, seniority and such other relevant factors as may be considered necessary by the Bank. The promotions shall be effected on a selective basis after taking into consideration the Performance Appraisal Reports of the officers for the last three years and the personal assessment made by a Committee comprising the Chairman and Managing Director of the National Bank and the Deputy Governor of Reserve Bank of India on the Board of National Bank.

4. Notwithstanding what has been stated above,

(a) The National Bank reserves its right, if considered necessary, to appoint qualified and experienced persons to Grade 'B' or Grade 'C' by way of direct recruitment. Members of the staff with requisite qualifications and experience shall also be eligible for being considered for such direct recruitment.

(b) The National Bank may, at its discretion, consider on merit to post an officer from the Technical or Economic Service to other operational departments. Provided, however, that such placements shall be made without adversely affecting the sanctioned strength in the Rural Development Banking Service.

(c) Further, the National Bank may, at its discretion, post a few Officers in Grade 'F' belonging to the Technical or Economic Service to any other equivalent post in any department in Head Office or Regional Offices on the basis of seniority, suitability and availability. Provided, however, that such placements shall be made only against additional vacancy, if any, created in Grade 'F' in the Rural Development Banking Service after 1 December 1994 and the same shall not exceed 15% of such additional vacancies.

II ECONOMIC SERVICE

1. Constitution

The National Bank's Economic Service shall comprise the following officers :

- (i) All Senior Analysts (subsequently redesignated as Agricultural Economists in Grade 'B') recruited by the Reserve Bank of India specifically for utilisation in the Agricultural Refinance and Development Corporation, who are deemed to have been appointed in the National Bank's service by virtue of provisions of Section 50 of the Act.
- (ii) All Officers of Department of Economic Analysis and Policy and Department of Statistical Analysis and Computer Services of the Reserve Bank of India, who are deemed to have been appointed in the National Bank's service by virtue of provisions of Section 50 of the Act and brought under this Service by the National Bank.

- (iii) All officers appointed to this service by the National Bank on or after 12 July 1982 by way of promotion or direct recruitment.

2. **Scales of pay**

There shall be the following grades with designations and scales of pay specified against each :

<u>Grade</u>	<u>Designation</u>	<u>Scale of pay</u>
'B'	Manager (Economic)	Rs. 7825-475-13050-EB-475-15900
'C'	Assistant General Manager (Economic)	Rs.11200-475-15475-EB-475-16900
'D'	Deputy General Manager (Economic)	Rs. 15675-475-18050
'E'	General Manager (Economic)	Rs. 17275-475-18700-500-20700
'F'	Chief General Manager (Economic)	Rs. 19200-500-20700-600-22500

3. **Recruitment and promotion**

(a) **Officers in Grade 'B' (Economic)**

The posts of Officers in Grade 'B'(Economic) shall be filled up by way of direct recruitment on the basis of an All-India Written test and interview by the Selection Board of the National Bank. Members of the staff of the National Bank fulfilling the requisite eligibility conditions shall also be eligible to apply for the posts as Direct Recruits. Marginal relaxation in eligibility condition in regard to age may, however, be made in respect of staff candidates who have completed one year's service as on the date notified for the purpose. On appointment, the Direct Recruits shall be placed on probation as per Rule 13 read with Rule 15 of these Rules.

(b) **Officers in Grade 'C' (Economic)**

(i) The vacancies in the cadre of Officers in Grade 'C' (Economic) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'B' (Economic) as per the norms set out in Part I of Appendix IA.

(ii) On completion of 3 years of service as on Officer in Grade 'C' (Economic), an officer will be given an option to elect to switch over to the National Bank's Rural Development Banking Service or to continue to be a member of the National Bank's Economic Service. On exercising the option for switch over to the Rural Development Banking Service, the officer shall be considered for promotion to the post of Officer in Grade 'D' in the Rural Development Banking Service as per the procedure laid down for promotion in the Rural Development Banking Service. The option once exercised shall be final and the officer opting for the Rural Development Banking Service shall not be considered for higher position in the Economic Service and shall be governed by the terms and conditions prescribed for the Rural Development Banking Service of the National Bank. The seniority of the officer of the Economic Service who opts for the Rural Development Banking Service shall be fixed at an appropriate place in the list of Officers in Grade 'C' for the purpose of promotion to Grade 'D' in the Rural Development Banking Service after taking into consideration the length of service put in by him as an Officer in Grade 'C' in the Economic Service and where the length of service is equal, by taking into account the date of birth of the officers concerned.

Provided, however, that the aforesaid option shall not be available to officers recruited in the Economic Service on or after 1 December 1994.

(iii) Officers in Grade 'B' (Economic) who fulfill the following conditions shall be given a one time opportunity to opt for the benefits of "personal promotion", if the officers so desire :

a) The Officers should have attained an advanced age of 53 years or more as on the date of option for personal promotion under this provision and should have reached the last stage of the pay scale for officers in Grade 'B' (Economic).

b) The officers should have voluntarily decided not to be considered for promotion to Grade 'C' (Economic), through the selection process.

c) The officers should have come within the zone of consideration as envisaged in Part I of Appendix IA or should have already come under the zone of consideration in earlier panel year/s. Upon exercising such an option by the officers, and after acceptance of the same by the Bank, the Officers shall draw the pay and perquisites applicable to Grade 'C' (Economic);

provided always that the officers will continue to hold the Grade 'B' (Economic) posts and also continue to do the same duties and functions of Grade 'B' (Economic) Officers.

(c) **Officers in Grade 'D' (Economic)**

The vacancies in the cadre of Officers in Grade 'D'(Economic) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'C'(Economic) as per the norms set out in Part II of Appendix IA.

Provided, however, that :

- (i) An Officer in Grade 'C' in the Economic Service shall be considered for promotion to Grade 'D' in the Economic Service along with his counterpart in Grade 'C' in the Rural Development Banking Service who was appointed in the same calendar year in the lowest comparable grade, and who would be promoted to Grade 'D' in the Rural Development Banking Service during the relevant panel year.
- (ii) With a view to providing equal opportunity for promotion, the Officers in Grade 'C' in the Economic Service shall be considered in terms of proviso (i) and if found suitable for promotion, be promoted to Grade 'D' irrespective of availability or non-availability of vacancies in Grade 'D' in the Economic Service. The National Bank may temporarily upgrade the required number of posts for the purpose.
- (iii) The number of eligible Officers in Grade 'C' to be considered for promotion to Grade 'D' in the Economic Service shall be in the same proportion (i.e., the posts to eligible officers ratio) as that in the Rural Development Banking Service in the relevant panel year.
- (d) **Officers in Grade 'E' (Economic)**

Two stage promotions:

Stage I :

At the first stage, officers in Grade 'D'(Economic) who have completed 2 years' service in that grade as on the first day of the calendar quarter, and have, during the preceding 2 reporting years, secured average individual PAR ratings at a level not below the prescribed minimum rating as decided by the Bank from time to time, and have a satisfactory service record, shall be considered by the Bank to be given the benefits of personal promotion.

On getting the benefit of personal promotion, the officers shall be allowed to draw the pay and perquisites applicable to Grade 'E'(Economic). However, personal promotion would not entail any upgradation of their job contents or in their functional designation. The Bank may, however, entrust an officer who has received the benefits of personal promotion, the duties and responsibilities of a Grade 'E' (Economic) officer.

Stage II :

At the second stage, all the vacancies in the cadre of officers in Grade 'E' (Economic) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'D' (Economic) as per the norms set out in Part II of Appendix IA.

The norm of 3 years service in the grade includes service both before and after personal promotion as on 31 December of the year preceding the panel year.

Provided however, that :

(i) An Officer in Grade 'D' in the Economic Service shall be considered for promotion to Grade 'E' in Economic Service along with his counterpart in Grade 'D' in the Rural Development Banking Service who was appointed in the same calendar year in the lowest comparable grade, and who would be promoted to Grade 'D' in the Rural Development Banking Service during the relevant panel year.

(ii) With a view to providing equal opportunity for promotion, the Officers in Grade 'D' in the Economic Service shall be considered in terms of proviso (i) irrespective of availability or non-availability of vacancies in Grade 'E' in the Economic Service. The National Bank may temporarily upgrade the required number of posts for the purpose.

(iii) The number of eligible Officers in Grade 'D' to be considered for promotion to Grade 'E' in the Economic Service shall be in the same proportion (i.e., the posts to eligible officers ratio) as that in the Rural Development Banking Service in the relevant panel year.

(e) **Officers in Grade 'F' (Economic)**

The vacancies in the cadre of Officers in Grade 'F' (Economic) available during a calendar year shall be filled up by way of promotion of confirmed officers in Grade 'E' (Economic) as per the norms set out in Part II of Appendix IA.

4. Notwithstanding what has been stated above, the National Bank reserves its right, if considered necessary, to appoint qualified and experienced persons to Grade 'C' or Grade 'D' by way of direct recruitment or deputation. Members of the staff with requisite qualifications and experience shall also be eligible for being considered for such direct recruitment. The National Bank may maintain a panel of economists for specialised items of work. In exceptional cases, experts in an appropriately high age profile may be appointed on deputation for short terms not exceeding three years on terms individually negotiated.

III TECHNICAL SERVICE

1. **Constitution**

A. The following officers shall belong to the National Bank's Technical Service.

(i) All officers recruited by the Reserve Bank of India specifically for utilisation in Technical Division of the Agricultural Refinance and Development Corporation, who are deemed to have been appointed in the National Bank's service by virtue of provisions of Section 50 of the Act.

(ii) All Technical Officers recruited by the Agricultural Refinance and Development Corporation or absorbed in the service of the Agricultural Refinance and Development Corporation, who are deemed to have been appointed in the National Bank's service by virtue of the provisions of Section 50 of the Act.

(iii) All officers appointed to this service by the National Bank either by way of promotion, absorption or direct recruitment on or after 12 July 1982.

Provided, however, that with effect from 1 December 1994, all officers appointed by way of promotion, absorption or direct recruitment to this Service in Grades 'A' and 'B' by the National Bank on or after 16 April 1988 shall be deemed to have been appointed in the Rural Development Banking Service.

B. An Officer in Grade 'D' or Grade 'E' in the Economic Service having Masters Degree in Statistics and experience in Computer field may, if he so desires, make an application to the National Bank within 3 months from the date of the Bank's circular in this behalf to be considered for switch over to Information Management and Electronic Data Processing Discipline in the Bank's Technical Service. All such officers whose applications are accepted by the National Bank, shall belong to the Technical Service with effect from the date of such acceptance. The seniority of such officers in the Information Management and Electronic Data Processing Discipline shall be determined on the basis of their length of service in their existing grades.

2. Scales of pay

There shall be the following grades with designations and scales of pay specified against each ;

<u>Grade</u>	<u>Designation</u>	<u>Scale of pay</u>
'C'	Assistant General Manager (Technical)	Rs.11200-475-15475-EB- 475-16900
'D'	Deputy General Manager (Technical)	Rs. 15675-475-18050
'E'	General Manager (Technical)	Rs. 17275-475-18700-500- 20700

'F'	Chief General Manager (Technical)	Rs. 19200-500-20700-600- 22500
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3. **Disciplines**

Appointments to each post of Assistant General Manager, Deputy General Manager and General Manager in this Service shall belong to one or the other disciplines within the groups listed below :

- (a) Land Development/Water Management/Soil Conservation/Agronomy
- (b) Minor Irrigation/Hydrogeology/Irrigation Engineering
- (c) Animal Husbandry/Dairy Farming
- (d) Fisheries
- (e) Horticulture/Plantation/Commercial Forestry
- (f) Agricultural Engineering
- (g) Mechanical Engineering
- (h) Civil Engineering including Civil Engineers for premises work
- (i) Electrical engineering including Electrical Engineers for premises work
- (j) Information Management and Electronic Data Processing
- (k) Any other group that may be introduced by the National Bank on the basis of its requirements.

4. **Recruitment and promotion**

- (i) Recruitment and promotion shall be made separately for the posts in the different disciplines within a group.
- (ii) An officer shall be eligible for promotion from the lower grade to the next higher grade only within the same group to which he belongs.

Provided, however, that with a view to affording equitable opportunity to officers belonging to different disciplines in the Technical Services, vacancies sanctioned in any of the disciplines shall be combined together grade-wise for the purpose of promotion in Grade 'D' and 'E' respectively.

(a) **Officers in Grade 'D' (Technical)**

All the vacancies pooled in the cadre of Officers in Grade 'D'(Technical) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'C'(Technical) from all the disciplines as per the norms set out in Part II of Appendix IA.

Provided, however, that :

- (i) An Officer in Grade 'C' in the Technical Service shall be considered for promotion to Grade 'D' in the Technical Service along with his counterpart in Grade 'C' in the Rural

Development Banking Service who was appointed in the same calendar year in the lowest comparable grade, and who would be promoted to Grade 'D' in the Rural Development Banking Service during the relevant panel year.

(ii) With a view to providing equal opportunity for promotion, the Officer in Grade 'C' in the Technical Service shall be considered in terms of proviso (i) and if found suitable for promotion, be promoted to Grade 'D' irrespective of availability or non-availability of vacancies in Grade 'D' in the Technical Service. The National Bank may temporarily upgrade the required number of posts for the purpose.

(iii) The number of eligible Officers in Grade 'C' to be considered for promotion to Grade 'D' in the Technical Service shall be in the same proportion (i.e., the posts to eligible officers ratio) as that in the Rural Development Banking Service in the relevant panel year.

(b) **Officers in Grade 'E' (Technical)**

Two stage promotions:

Stage I :

At the first stage, officers in Grade 'D'(Technical) who have completed 2 years' service in that grade as on the first day of the calendar quarter, and have, during the preceding 2 reporting years, secured average individual PAR ratings at a level not below the prescribed minimum rating as decided by the Bank from time to time, and have a satisfactory service record, shall be considered by the Bank to be given the benefits of personal promotion.

On getting the benefit of personal promotion, the officers shall be allowed to draw the pay and perquisites applicable to Grade 'E'(Technical). However, personal promotion would not entail any upgradation of their job contents or in their functional designation. The Bank may, however, entrust an officer who has received the benefits of personal promotion, the duties and responsibilities of a Grade 'E' (Technical) officer.

Stage II :

At the second stage, all the vacancies pooled in the cadre of officers in Grade 'E' (Technical) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'D' (Technical) from all disciplines as per the norms set out in Part II of Appendix IA.

The norm of 3 years service in the grade includes service both before and after personal promotion as on 31 December of the year preceding the panel year.

Provided however, that :

(i) An Officer in Grade 'D' in the Technical Service shall be considered for promotion to Grade 'E' in Technical Service along with his counterpart in Grade 'D' in the Rural Development Banking Service who was appointed in the same calendar year in the lowest comparable grade,

and who would be promoted to Grade `D' in the Rural Development Banking Service during the relevant panel year.

(ii) With a view to providing equal opportunity for promotion, the Officers in Grade `D' in the Technical Service shall be considered in terms of provision (i) irrespective of availability or non-availability of vacancies in Grade `E' in the Technical Service. The National Bank may temporarily upgrade the required number of posts for the purpose.

(iii) The number of eligible Officers in Grade `D' to be considered for promotion to Grade `E' in the Technical Service shall be in the same proportion (i.e., the posts to eligible officers ratio) as that in the Rural Development Banking Service in the relevant panel year.

(c) **Officers in Grade 'F' (Technical)**

The vacancies in the cadre of Officers in Grade 'F' (Technical) shall be filled up by way of promotion from among the confirmed officers in Grade 'E' in the Technical service as a whole as per the norms set out in Part II of Appendix IA. For this purpose, a Combined Seniority List of the Officers in Grade 'D' belonging to various disciplines of the Technical Service shall be prepared with reference to their length of service in the existing grade and if the same happens to be equal, the seniority shall be decided with reference to their length of service in next below grade or grades, as the case may be.

5. Notwithstanding what has been stated above, the National Bank reserves the right, if considered necessary, to appoint qualified and experienced persons at Grade 'D' by way of direct recruitment or deputation. Members of the staff with requisite qualifications and experience shall also be eligible for being considered for such direct recruitment. The National Bank may maintain a panel of Consultants for specialised items of work. In exceptional cases, experts in an appropriately high age profile may be appointed on deputation for short terms not exceeding three years on terms individually negotiated.

IV LEGAL SERVICE

1. **Constitution**

The following officers shall belong to the National Bank's Legal Service :

(i) All officers working in Legal Department of the Reserve Bank of India/Agricultural Refinance and Development Corporation, who are deemed to have been appointed in the National Bank's service by virtue of provisions of Section 50 of the Act.

(ii) All officers who are appointed to this Service by the National Bank on or after 12 July 1982 by way of promotion or direct recruitment.

2. **Scales of pay**

There shall be the following grades with designations and scales of pay specified against each :

<u>Grade</u>	<u>Designation</u>	<u>Scale of pay</u>
'B'	Manager (Legal)	Rs. 7825-475-13050-EB-475-15900
'C'	Assistant General Manager (Legal)	Rs. 11200-475-15475-EB-475-16900
'D'	Deputy General Manager (Legal)	Rs. 15675-475-18050
'E'	General Manager (Legal)	Rs. 17275-475-18700-500-20700
'F'	Chief General Manager (Legal)	Rs. 19200-500-20700-600-22500

3. **Recruitment and Promotion**

(a) **Officers in Grade 'B'(Legal)**

The posts of Officers in Grade 'B'(Legal) shall be filled up by way of direct recruitment on the basis of an All-India written test and/or interview by the Selection Board of the National Bank. Members of the staff of the National Bank fulfilling the requisite eligibility conditions shall also be eligible to apply as Direct Recruits for the advertised posts. Marginal relaxation in eligibility conditions in regard to age may, however, be made in respect of staff candidates who have completed one year's service as on the date notified for the purpose. On appointment, the Direct Recruits shall be placed on probation as per Rule 13 read with Rule 15 of these Rules.

(b) **Officers in Grade 'C' (Legal)**

(i) The vacancies in the cadre of Officers in Grade 'C'(Legal) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'B' (Legal) as per the norms set out in Part I of Appendix IA.

(ii) Officers in Grade 'B'(Legal) who fulfill the following conditions shall be given a one time opportunity to opt for the benefits of "personal promotion", if the officers so desire.

a) The Officers should have attained an advanced age of 53 years or more as on the date of option for personal promotion under this provision and should have reached the last stage of the pay scale for officers in Grade 'B' (Legal).

b) The officers should have voluntarily decided not to be considered for promotion to Grade 'C'(Legal) through the selection process.

c) The officers should have come within the zone of consideration as envisaged in Part I of Appendix IA or should have already come under the zone of consideration in earlier panel year/s. Upon exercising such an option by the officers, and after acceptance of the same by the Bank, the Officers shall draw the pay and perquisites applicable to Grade 'C'(Legal) ;

provided always that the officers will continue to hold the Grade 'B'(Legal) posts and also continue to do the same duties and functions of Grade 'B' (Legal) Officers.

(c) **Officers in Grade 'D' (Legal)**

The vacancies in the cadre of Officers in Grade 'D' (Legal) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'C' (Legal) as per the norms set out in Part II of Appendix IA.

(d) **Officers in Grade 'E' (Legal)**

Two stage promotions:

Stage I :

At the first stage, officers in Grade 'D' (Legal) who have completed 2 years' service in that grade as on the first day of the calendar quarter, and have, during the preceding 2 reporting years, secured average individual PAR ratings at a level not below the prescribed minimum rating as decided by the Bank from time to time, and have a satisfactory service record, shall be considered by the Bank to be given the benefits of personal promotion.

On getting the benefit of personal promotion, the officers shall be allowed to draw the pay and perquisites applicable to Grade 'E'(Legal). However, personal promotion would not entail any upgradation of their job contents or in their functional designation. The Bank may, however, entrust an officer who has received the benefits of personal promotion, the duties and responsibilities of a Grade 'E'(Legal) officer.

Stage II :

At the second stage, all the vacancies in the cadre of officers in Grade 'E'(Legal) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'D'(Legal) as per the norms set out in Part II of Appendix IA.

The norm of 3 years service in the grade includes service both before and after personal promotion as on 31 December of the year preceding the panel year.

(e) **Officers in Grade 'F' (Legal)**

The vacancies in the cadre of Officers in Grade 'F' (Legal) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'E' (Legal) as per the norms set out in Part II of Appendix IA.

4. Notwithstanding what has been stated above, the National Bank reserves the right, if considered necessary, to recruit such of the qualified and experienced staff to any one or more grades referred to above from Central/State Governments and/or other Financial Institutions including Commercial Banks, State Co-operative Banks and Land Development Banks, leading legal firms on a regular or deputation basis or appoint retired officers on contract basis for a specified term.

V SECRETARIAL SERVICE

1. Constitution

The Secretarial Service of the National Bank shall be formed by officers of the Reserve Bank of India designated as Private Secretaries in Grades 'A' and 'B' deemed to have been appointed in the National Bank's service by virtue of the provisions of Section 50 of the Act as also the officers appointed to this Service by the National Bank on or after 12 July 1982 either by way of promotion or direct recruitment.

2. Scales of pay

There shall be the following grades with designations and scales of pay specified against each :

<u>Designation</u>	<u>Scale of pay</u>
Private Secretary	Rs. 7350-425-7775-475-12525-EB-475-14900
Senior Private Secretary } Private Secretary } }	Rs. 7825-475-13050-EB-475-15900-50-15950-475-16900

3. Recruitment and promotion

(a) Private Secretaries

(i) All the vacancies in the cadre of Private Secretaries (Grade A) available during a calendar year shall be filled up by way of promotion of confirmed Stenographers who have put in at least 4 years service as a Stenographer on the basis of departmental written test, interview, assessment of their confidential reports and service record and such other relevant factors as may be considered necessary.

(ii) Notwithstanding what is contained hereinabove, the National Bank may, if considered necessary, recruit such qualified and experienced staff for any one or more posts of Private

Secretary (Grade A) in the Secretarial Service by resorting to open market recruitment on the basis of an All-India written test and interview by the Selection Board of the National Bank.

(b) **Senior Private Secretaries**

(i) The vacancies in the grade of Senior Private Secretaries (Grade B) available during a calendar year shall be filled up by way of promotion of confirmed Private Secretaries (Grade 'A') as per the norms set out in Part I of Appendix I A.

(ii) Private Secretaries (Grade 'A') who fulfill the following conditions shall be given a one time opportunity to opt for the benefits of "personal promotion", if they so desire.

a) The Private Secretaries should have attained an advanced age of 53 years or more as on the date of option for personal promotion under this provision, and should have reached the last stage of the pay scale for Private Secretaries (Grade 'A').

b) The Private Secretaries should have voluntarily decided not to be considered for promotion to the post of Senior Private Secretaries (Grade 'B') through the selection process.

c) The Private Secretaries should have come within the zone of consideration as envisaged in Part I of Appendix IA or should have already come under the zone of consideration in earlier panel year/s.

Upon exercising such an option by the Private Secretaries and after acceptance of the same by the Bank, they shall draw the pay and perquisites applicable to the Senior Private Secretaries Grade 'B' ;

provided always that they will continue to hold the Private Secretaries Grade 'A' posts and also continue to do the same duties and functions of Private Secretaries (Grade 'A').

(c) **Principal Private Secretary**

The post of Principal Private Secretary shall be filled up by way of promotion of Senior Private Secretaries (Grade 'B') who have put in not less than 2 years' service in that grade as on 31 December of the year preceding to the panel year as per the norms set out in Part I of Appendix IA.

VI **RAJBHASHA SERVICE**

1. **Constitution**

The Rajbhasha Service of the National Bank shall be formed by all Hindi Officers of the Reserve Bank of India deemed to have been appointed in the National Bank's service by virtue of the

provisions of Section 50 of the Act as also the officers appointed to this Service by the National Bank on or after 12 July 1982 either by way of promotion or direct recruitment.

2. Scale of pay

There shall be following grades with designations and scales pay specified against each

<u>Grade</u>	<u>Designation</u>	<u>Scale of pay</u>
'A'	Assistant Manager (Rajbhasha)	Rs.7350-425-7775-475-12525-EB- 475-14900
'B'	Manager (Rajbhasha)	Rs. 7825-475-13050-EB-475-15900
'C'	Assistant General Manager (Rajbhasha)	Rs.11200-475-15475-EB-475-16900
'D'	Deputy General Manager (Rajbhasha)	Rs. 15675-475-18050
'E'	General Manager (Rajbhasha)	Rs. 17275-475-18700-500-20700

3. Recruitment and promotion

(a) Officers in Grade 'A' (Rajbhasha)

The vacancies in the cadre of Officers in Grade 'A' (Rajbhasha) available during a calendar year shall be filled up as follows :

(i) Departmental Test

60% of the vacancies in the cadre of Officers in Grade 'A' (Rajbhasha) shall be filled up by way of promotion of confirmed employees in Group 'B' who are Hindi Translators including those Translators who have become Clerks Grade I and have put in at least 5 years' service, on the basis of a written test and assessment of their confidential reports and service record.

Provided that the number of selectees to be empanelled for promotion shall not in any event exceed the number of vacancies earmarked for this channel for the year plus 15% thereof. This shall, however, be subject to the policy of reservation for promotion of Scheduled Caste/Scheduled Tribe employees as adopted by the National Bank from time to time.

(ii) Direct Recruitment

40% of the vacancies in the cadre of Officers in Grade 'A' (Rajbhasha) shall be filled up by way of direct recruitment on the basis of an All-India written test and/or interview by the Selection Board of the National Bank. Members of the staff including Hindi Translators fulfilling the requisite eligibility conditions shall also be eligible to apply for the posts as Direct Recruits against the advertised posts. Marginal relaxation in eligibility condition relating to age may,

however, be made in respect of staff candidates who have completed one year's service as on the date notified for the purpose. On appointment, the Direct Recruits shall be placed on probation as per Rule 13 read with Rule 15 of these Rules.

(b) **Officers in Grade 'B' (Rajbhasha)**

(i) The vacancies in the cadre of Officers in Grade 'B' (Rajbhasha) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'A' (Rajbhasha) as per the norms set out in Part I of Appendix IA.

(ii) Subject to such general or special instructions as may be issued by the Board from time to time under Rule 8(2), direct recruitment, if any, shall be restricted to the extent of the vacancies which could not be filled up by way of promotion of departmental candidates on account of non-availability of adequate number of eligible officers for promotion or when the nature of duties to be discharged by an officer in this grade warrants recruitment of persons having special qualifications/experience.

(iii) Officers in Grade 'A'(Rajbhasha) who fulfill the following conditions shall be given a one time opportunity to opt for the benefits of "personal promotion", if the officers so desire.

a) The Officers should have attained an advanced age of 53 years or more as on the date of option for personal promotion under this provision, and should have reached the last stage of the pay scale for officers in Grade 'A' (Rajbhasha).

b) The officers should have voluntarily decided not to be considered for promotion to Grade 'B' (Rajbhasha) through the selection process.

c) The officers should have come within the zone of consideration as envisaged in Part I of Appendix IA or should have already come under the zone of consideration in earlier panel year/s. Upon exercising such an option by the officers, and after acceptance of the same by the Bank, the Officers shall draw the pay and perquisites applicable to Grade 'B'(Rajbhasha) ;

provided always that the officers will continue to hold the Grade 'A'(Rajbhasha) posts and also continue to do the same duties and functions of Grade 'A'(Rajbhasha) Officers.

(c) **Officers in Grade 'C'(Rajbhasha)**

(i) The vacancies in the cadre of Officers in Grade 'C'(Rajbhasha) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'B' (Rajbhasha) as per the norms set out in Part I of Appendix IA.

(ii) Officers in Grade 'B' (Rajbhasha) who fulfill the following conditions shall be given a one time opportunity to opt for the benefits of "personal promotion", if the officers so desire.

a) The Officers should have attained an advanced age of 53 years or more as on the date of option for personal promotion under this provision and should have reached the last stage of the pay scale for officers in Grade 'B'(Rajbhasha).

b) The officers should have voluntarily decided not to be considered for promotion to Grade 'C'(Rajbhasha) through the selection process.

c) The officers should have come within the zone of consideration as envisaged in Part I of Appendix IA or should have already come under the zone of consideration in earlier panel year/s. Upon exercising such an option by the officers, and after acceptance of the same by the Bank, the Officers shall draw the pay and perquisites applicable to Grade 'C' (Rajbhasha);

provided always that the officers will continue to hold the Grade 'B'(Rajbhasha) posts and also continue to do the same duties and functions of Grade 'B'(Rajbhasha) Officers.

(d) **Officers in Grade 'D' (Rajbhasha)**

The vacancies in the cadre of Officers in Grade 'D' (Rajbhasha) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'C' (Rajbhasha) as per the norms set out in Part II of Appendix IA.

(e) **Officers in Grade 'E' (Rajbhasha)**

Two stage promotions:

Stage I :

At the first stage, officers in Grade 'D'(Rajbhasha) who have completed 2 years' service in that grade as on the first day of the calendar quarter, and have, during the preceding 2 reporting years, secured average individual PAR ratings at a level not below the prescribed minimum rating as decided by the Bank from time to time, and have a satisfactory service record, shall be considered by the Bank to be given the benefits of personal promotion.

On getting the benefit of personal promotion, the officers shall be allowed to draw the pay and perquisites applicable to Grade 'E'(Rajbhasha). However, personal promotion would not entail any upgradation of their job contents or in their functional designation. The Bank may, however, entrust an officer who has received the benefits of personal promotion, the duties and responsibilities of a Grade 'E'(Rajbhasha) officer.

Stage II :

At the second stage, all the vacancies in the cadre of officers in Grade 'E'(Rajbhasha) available during a calendar year shall be filled up by way of promotion of confirmed Officers in Grade 'D'(Rajbhasha) as per the norms set out in Part II of Appendix IA.

The norm of 3 years service in the grade includes service both before and after personal promotion as on 31 December of the year preceding the panel year.

4. Notwithstanding what has been stated above, the National Bank reserves the right, if considered necessary, to recruit such of the qualified and experienced staff to any one or more grades referred to above from Central/State Governments and/or other Financial Institutions including Commercial Banks, State Co-operative Banks and Land Development Banks on a regular or deputation basis or appoint retired officers on contract basis for a specified term.

VII PROTOCOL AND SECURITY SERVICE

1 Constitution

The Protocol and Security Service of the National Bank shall be formed by Security Officers of the Reserve Bank of India deemed to have been appointed in the National Bank's service by virtue of the provisions of Section 50 of the Act as also the Security Officers/Staff appointed to this Service by the National Bank on or after 12 July 1982 either by way of promotion or direct recruitment.

2. Scales of pay

There shall be following grades with designations and scales pay specified against each

<u>Grade</u>	<u>Designation</u>	<u>Scale of pay</u>
‘A’	Assistant Manager (Protocol and Security)	Rs.7350-425-7775-475-12525-EB-475-14900
‘B’	Manager (Protocol and Security)	Rs. 7825-475-13050-EB-475-15900
‘C’	Assistant General Manager (Protocol and Security)	Rs.11200-475-15475-EB-475-16900
‘D’	Deputy General Manager (Protocol and Security)	Rs. 15675-475-18050

3. Recruitment and promotion

(a) Officers in Grade ‘A’ (Protocol and Security)

The posts of Assistant Managers (Protocol and Security) in Grade ‘A’ shall be filled up by way of direct recruitment. Preference for appointment to these posts would be given to the ex-servicemen. Members of the staff of the National Bank fulfilling the requisite eligibility conditions shall also be eligible to apply for the posts of Assistant Managers (Protocol and Security). The selection to the posts of Assistant Managers(Protocol and Security shall be made on the basis of written test and/or interview to be conducted by the Selection Board of the

National Bank. On appointment, the Direct Recruits shall be placed on probation as per Rule 13 read with Rule 15 of these Rules.

(b) **Officers in Grade 'B' (Protocol and Security)**

(i) The vacancies in the cadre of Manager (Protocol and Security) in Grade 'B' available during a calendar year shall be filled up by way of promotion of confirmed Assistant Managers (Protocol and Security) in Grade 'A' as per the norms set out in Part I of Appendix IA.

(ii) Officers in Grade 'A' (Protocol & Security) who fulfill the following conditions shall be given a one time opportunity to opt for the benefits of "personal promotion", if the officers so desire.

a) The Officers should have attained an advanced age of 53 years or more as on the date of option for personal promotion under this provision, and should have reached the last stage of the pay scale for officers in Grade 'A'(Protocol & Security).

b) The officers should have voluntarily decided not to be considered for promotion to Grade 'B'(Protocol & Security) through the selection process.

c) The officers should have come within the zone of consideration as envisaged in Part I of Appendix IA or should have already come under the zone of consideration in earlier panel year/s.

Upon exercising such an option by the officers, and after acceptance of the same by the Bank, the Officers shall draw the pay and perquisites applicable to Grade 'B'(Protocol & Security):

provided always that the officers will continue to hold the Grade 'A' posts and also continue to do the same duties and functions of Grade 'A'(Protocol & Security) Officers.

(c) **Officers in Grade 'C' (Protocol and Security)**

(i) The vacancies in the cadre of Assistant General Manager (Protocol and Security) in Grade 'C' available during a calendar year shall be filled up by way of promotion of confirmed Managers(Protocol and Security) in Grade 'B' as per the norms set out in Part I of Appendix IA.

(ii) Officers in Grade 'B' (Protocol & Security) who fulfill the following conditions shall be given a one time opportunity to opt for the benefits of "personal promotion", if the officers so desire.

a) The Officers should have attained an advanced age of 53 years or more as on the date of option for personal promotion under this provision and should have reached the last stage of the pay scale for officers in Grade 'B'(Protocol & Security).

b) The officers should have voluntarily decided not to be considered for promotion to Grade 'C' (Protocol & Security) through the selection process.

c) The officers should have come within the zone of consideration as envisaged in Part I of Appendix IA or should have already come under the zone of consideration in earlier panel year/s. Upon exercising such an option by the officers, and after acceptance of the same by the Bank, the Officers shall draw the pay and perquisites applicable to Grade 'C'(Protocol & Security) ;

provided always that the officers will continue to hold the Grade 'B' posts and also continue to do the same duties and functions of Grade 'B'(Protocol & Security) Officers.

(d) **Officers in Grade 'D' (Protocol and Security)**

The vacancies in the cadre of Officer in Grade 'D'(Protocol & Security) available during a calendar year shall be filled up by way of promotion of confirmed officers in Grade 'C'(Protocol & Security) as per the norms set out in Part II of Appendix IA.

In addition, the officers in Grade 'D'(Protocol & Security) who have completed 2 years' service in that grade as on the first day of the calendar quarter, and have, during the preceding 2 reporting years, secured average individual PAR ratings at a level not below the prescribed minimum rating as decided by the Bank from time to time, and have a satisfactory service record, shall be considered by the Bank to be given the benefits of personal promotion.

On getting the benefit of personal promotion, the officers in Grade 'D'(Protocol & Security) shall be allowed to draw the pay and perquisites applicable to Grade 'E'. However, personal promotion would not entail any upgradation of their job contents or in their functional designation.

VIII CLERICAL SERVICE

1. **Constitution**

The Clerical Service of the National Bank shall comprise all clerical staff of the Reserve Bank of India including Translators deemed to have been appointed in the National Bank's service by virtue of provisions of Section 50 of the Act as also the staff appointed to this Service by the National Bank on or after 12 July 1982 either by way of promotion or direct recruitment.

2. **Scale of pay**

<u>Designation</u>	<u>Scale of pay</u>
Clerk Grade II }	
Clerk Grade I }	Rs.3700-160-4180-230-5100-300-6300-
Hindi Translator }	375-7425-475-9800

3. **Recruitment and promotion**

(a) **Clerks Grade II**

The posts of Clerks Grade II shall be filled up by way of direct recruitment of graduates on the basis of written test and interview conducted by the Selection Board of the National Bank. Members of staff in Group 'C' shall also be considered for appointment as Clerks Grade II along with the outside candidates provided that they fulfill the eligibility conditions prescribed for the posts. However, eligibility condition in regard to age prescribed for the outsiders may be relaxed in respect of staff candidates.

Provided that members of staff in Group 'C' who have passed the S.S.C. or equivalent examination with English as one of the subjects and have completed 5 years of qualifying service shall be considered for promotion to the posts of Clerks Grade II on the basis of departmental written test, interview, assessment of confidential reports and service record by the Selection Board of the National Bank. However, the number of such promotions in a year shall not exceed 5% of the total number of vacancies in the cadre of Clerks Grade II.

(b) **Clerks Grade I**

The posts of Clerks Grade I shall ordinarily be filled up by way of promotion of confirmed Clerks Grade II with a minimum of 3 years qualifying service in that grade on the basis of assessment of their confidential reports for the last three years and service record.

Clerk Grade I shall be considered for promotion as Officers in Grade 'A' in the Rural Development Banking Service on such terms and conditions as detailed under the Rural Development Banking Service.

IX TYPISTS' AND STENOGRAPHERS' SERVICE

1. **Constitution**

This Service shall cover all Typists, Telex Operators and Stenographers of the Reserve Bank of India who are deemed to have been appointed in the National Bank's service by virtue of provisions of Section 50 of the Act as also the staff appointed to various categories in this Service by the National Bank on or after 12 July 1982 either by way of promotion or direct recruitment.

2. **Scale of pay**

<u>Designation</u>	<u>Scale of pay</u>
Typist	} Rs.3700-160-4180-230-5100-300-6300-
Stenographer	} 375-7425-475-9800

The starting pay of the Stenographers will be the sixth stage of the scale of pay, i.e., Rs.4640/-.

3. **Recruitment and promotion**

(a) **Typists**

The posts of Typists shall be filled up by way of direct recruitment of under-graduates on the basis of written test, typing test and interview conducted by the Selection Board of the National Bank. Members of staff in Group 'C' shall also be considered for appointment as Typists along with the outside candidates provided that they fulfill the eligibility conditions prescribed for the posts.

Provided that members of staff in Group 'C' who have passed the S.S.C. or equivalent examination with English as one of the subjects and have completed 5 years of qualifying service and have knowledge of typewriting shall be considered for promotion to the posts of Typists on the basis of skill test in typewriting, interview, assessment of confidential reports and service record by the Selection Board of the National Bank. However, the number of such promotions in a year shall not exceed 10% of the total number of vacancies in the cadre of Typists.

(b) **Stenographers**

The posts Stenographers shall be filled up primarily by considering confirmed Typists with a minimum of 3 years qualifying service in that grade on the basis of assessment of their confidential reports and service record and a shorthand test. The remaining posts of Stenographers shall be filled up by way of direct recruitment of graduates from the open market on the basis of written test/typing test and shorthand test and interview by the Selection Board of the National Bank. Stenographers shall be considered for promotion as Private Secretaries in the Secretarial Service and Officers in Grade 'A' in the Rural Development Banking Service on such terms and conditions as detailed under the Secretarial Service and the Rural Development Banking Service respectively.

X CARETAKING SERVICE1. **Constitution**

The Caretaking Service of the National Bank shall cover all Caretakers and Assistant Caretakers of the Reserve Bank of India who are deemed to have been appointed in the National Bank's service by virtue of provisions of Section 50 of the Act as also the staff appointed to this Service by the National Bank on or after 12 July 1982 either by way of promotion or direct recruitment.

2. **Scale of pay**

<u>Designation</u>	<u>Scale of pay</u>
Assistant Caretaker } }	Rs.3700-160-4180-230-5100-300-6300-

Caretaker } 375-7425-475-9800

The starting pay of the caretakers will be the fifth stage of the scale of pay, i.e., Rs. 4410/-

3. **Recruitment and promotion**

(a) **Assistant Caretakers**

The posts of Assistant Caretakers shall be filled up by way of promotion of staff in Group 'C' satisfying the eligibility criteria prescribed for the posts on the basis of seniority-cum-suitability, interview, assessment of their confidential reports and service record by the Selection Board of the National Bank.

(b) **Caretakers**

The posts of Caretakers shall be filled up by way of promotion of confirmed Assistant Caretakers with a minimum of 4 years service in that grade on the basis of assessment of their confidential reports for the last three years and service record by the Selection Board of the National Bank.

XI SUBORDINATE SERVICE

1. **Constitution**

All class IV employees of the Reserve Bank of India who are deemed to have been appointed in the National Bank's service by virtue of provisions of Section 50 of the Act (redesignated as Group 'C' employees in the National Bank) and also under-SSC/Matric/High School staff appointed to various categories in this Service by the National Bank on or after 12 July 1982 either by way of promotion or direct recruitment will be covered under the Subordinate Service of the National Bank.

2. **Scales of pay**

<u>(A) Designation</u>	<u>Scale of pay</u>
<u>Group I</u>	
1. Maintenance(Farash) } Staff Grade II }	Rs.3125-80-3205-105-3520-130-3910-170-- 4420-210-4840-230-5530-280-6650
2. Maintenance (Sweeper) } Staff Grade II }	
3. Messenger Staff Grade II }	
<u>Group II</u>	
1. Maintenance(Farash) } Staff Grade I }	Rs.3300-200-3500-250-3750-300-4350- 350-

- | | | |
|----|--|---------------|
| 2. | Maintenance (Sweeper) }
Staff Grade I } | 5050-370-6900 |
| 3. | Messenger Staff Grade I } | |

Broad outline of the items of work

(a) **Maintenance (Farash) Staff Grade I and Grade II**

Attending to cleaning of dead stock articles, such as fans, cupboards, telephones, venetian blinds, tables, chairs, windowpanes/glasses, machines and office equipment and any other articles of furniture and fixtures etc., including minor shifting of dead stock articles, sweeping and cleaning of floors, stair-cases, corridors, supply of water etc., cleaning of utensils in the lounge etc., sprinkling of water on khas-curtains, filling water in air-coolers and pitchers and gardening work, mazdoor work, dispensary duties, operation of water pumps, assisting staff in the Caretaking Service and Protocol and Security Service in their day-to day work, to work as 'Keyman' for the office premises and attend to opening and closing of office premises and to attend to all incidental and/or related work. The functions of Maintenance (Farash) Staff Grade I and Grade II are common.

(b) **Maintenance (Sweeper) Staff Grade I and Grade II**

Attending to cleaning and sweeping of toilets, latrines, urinals, wash-basins, bathrooms, open areas and corridors/gallery space, cleaning of choked pipes and drainage systems and removal of wastes and/or garbage and to attend to all incidental and/or related work. The functions of Maintenance (Sweeper) Staff Grade I and Grade II are common.

(c) **Messenger Staff Grade I and Grade II**

Carrying of files, papers etc., removing from and keeping them in cupboards, stitching and binding of records, supply of water and beverages to the staff, preparation and serving of tea, food etc. to the staff including helping of Cooks and maintenance of lounge and to attend to all incidental and/or related work. The functions of Messenger Staff Grade I and Grade II are common.

(B) <u>Designation</u>	<u>Scale of pay</u>
Group III	
Semi-skilled Staff Grade II	Rs.3500-200-3700-275-4250-300-4550-350- 5250-370-7100
Group IV	
Semi-skilled Staff Grade I	Rs.4700-200-4900-300-5500-350-5850-370- 7700

Broad outline of the items of work

Attending to the duties of Wireman, Liftman, Cook, operation of such office equipment including cyclostyling and xerox/photo copying machines, as may be entrusted by the National Bank, attending to the work relating to Central Receipt and Despatch Section, maintenance and upkeep of records, attending on Senior Officers in Grade 'F' and above as also Officers-in-charge of the Regional Offices and Heads of the Departments in the Head Office. The Semi-skilled Staff attending on such officers will also discharge the duties of carrying files, papers etc., removing from and keeping them in the cupboards in respect of such officers and carry cases from such officers to their Departments/Sections etc., and supply of water and beverages and serving of tea, food etc. to such officers and attend to all incidental and/or related work. The functions of Semi-skilled Staff Grade I and Grade II are common and all the posts of semi-skilled Staff are mutually transferable.

(C) <u>Designation</u>	<u>Scale of pay</u>
Group V	
Skilled Staff Grade II	Rs.4300-275-5125-320-5445-325-5770-350-6470-370-7950
Group VI	
Skilled Staff Grade I	Rs.4325-130-4715-155-5180-190-5560-205-5970-300-6570-370-8050

Broad outline of the items of the work

To perform the duties of Driver, Plumber, Electrician/Mechanic and discharge all incidental and/or related work of their respective jobs. The functions of Skilled Staff Grade I and Grade II are common.

3. Recruitment and promotion**(a) Maintenance (Farash) Staff Grade II**

The posts of Maintenance (Farash) Staff Grade II shall be filled up by way of direct recruitment from open market on a State-wise basis by means of an interview.

(b) Maintenance (Farash) Staff Grade I

The posts of Maintenance (Farash) Staff Grade I shall ordinarily be filled up by way of promotion of confirmed Maintenance (Farash) Staff Grade II with a minimum of 5 years service in that grade on the basis of assessment of their confidential reports for the last three years and service record.

(c) Maintenance (Sweeper) Staff Grade II

The posts of Maintenance (Sweeper) Staff Grade II shall be filled up by way of direct recruitment from open market on a State-wise basis by means of an interview.

(d) Maintenance (Sweeper) Staff Grade I

The posts of Maintenance (Sweeper) Staff Grade I shall ordinarily be filled up by way of promotion of confirmed Maintenance (Sweeper) Staff Grade II with a minimum of 5 years service in that grade on the basis of assessment of their confidential reports for the last three years and service record.

(e) Messenger Staff Grade II

The posts of Messenger Staff Grade II shall primarily be filled up by considering the Maintenance (Farash) Staff Grade II and Maintenance (Sweeper) Staff Grade II possessing the qualifications prescribed for the posts of Messenger Staff Grade II and on the basis of assessment of their confidential reports for the last three years and interview. The remaining posts of Messenger Staff Grade II shall be filled up by direct recruitment from open market on the basis of interview. The selection for these posts shall be made on a State-wise basis.

(f) Messenger Staff Grade I

The posts of Messenger Staff Grade I shall ordinarily be filled up by way of promotion of confirmed Messenger Staff Grade II with a minimum of 5 years service in that grade on the basis of assessment of their confidential reports for the last three years and service record.

(g) Semi-skilled Staff Grade II

The posts of Semi-skilled Staff Grade II, other than those earmarked for Wiremen, Liftmen and Cooks, shall ordinarily be filled up by way of promotion of confirmed Messenger Staff Grade I ordinarily having put in a minimum of 5 years service in that grade on the basis of assessment of their confidential reports for the last three years and service record. The posts of Semi-skilled Staff Grade II which are earmarked for Wiremen, Liftmen and Cooks shall be filled up by way of direct recruitment from open market on the basis of practical test & interview on a Statewise basis. Staff candidates satisfying the prescribed qualifications and possessing relevant trade certificates shall also be considered for selection to these posts along with outsiders.

(h) Semi-skilled Staff Grade I

The posts of Semi-skilled Staff Grade I shall ordinarily be filled up by way of promotion of confirmed Semi-skilled Staff Grade II with a minimum of 5 years service in that grade on the basis of assessment of their confidential reports for the last three years and service record.

(i) Skilled Staff Grade II

The posts of various categories of Skilled Staff Grade II shall be filled up by way of direct recruitment from open market on the basis of practical test and interview on a State-wise basis. Staff candidates satisfying the prescribed qualifications and possessing relevant trade certificates shall also be considered for selection to these posts along with outsiders.

(j) Skilled Staff Grade I

The posts of various categories of Skilled Staff Grade I shall ordinarily be filled up by way of promotion of confirmed Skilled Staff Grade II with a minimum of 5 years service in the respective categories on the basis of assessment of their confidential reports for the last three years and service record.

XII MISCELLANEOUS SERVICE

1. Constitution

The employees in the following isolated categories who are deemed to have been appointed in the National Bank by virtue of the provisions of Section 50 of the Act and also the employees in these categories who are appointed by the National Bank on or after 12 July 1982 shall belong to the National Bank's Miscellaneous Service.

Employees who are appointed to other isolated posts in the National Bank not listed herein shall also belong to the Miscellaneous Service.

2. Scale of pay

Group 'B' Staff

<u>Designation</u>	<u>Scale of pay</u>
Telephone Operator } Data Entry Operator } Pharmacist } Draftsman }	Rs.3700-160-4180-230-5100-300-6300- 375- 7425-475-9800

The starting pay of the Draftsmen and Pharmacists will be the fifth stage and sixth stage respectively, of the scale of pay.

3. Recruitment

The posts in the above cadres shall be filled up by way of direct recruitment on the basis of written test/qualifying test and interview by the Selection Board of the National Bank. Members of staff shall also be considered for appointment to these posts provided they fulfill the

eligibility conditions prescribed for the posts. However, eligibility condition regarding maximum age prescribed for the outsiders may be relaxed for staff candidates who have completed at least one year's service in the National Bank as on the last date prescribed for submission of applications.

APPENDIX-I A**Part I**

Without prejudice to the provisions contained in Appendix I, promotions to Grades 'B' and 'C' of Group 'A' shall be governed by the following norms :

1. Eligibility criteria

No officer shall be eligible for promotion to the next higher grade unless he/she :

- a. is confirmed in the existing grade :
- b. has put in not less than 4 years of service in the existing grade as on 31 December of the year preceding the panel year.
- c. falls within the zone of consideration.

Explanation

The existing grade shall be Grade 'A' for promotion to Grade 'B' and Grade 'B' for promotion to Grade 'C'

2. Zone of consideration

The number of officers to be considered for promotion shall consist of fresh eligible officers equal to 1.5 times the number of vacancies assessed for the particular panel year in the order of their seniority in the substantive grade in addition to the officers who were not selected for promotion by the Selection Board/Committee in the past year(s). Provided, however, that

- (a) The total number of officers considered i.e. repeaters and freshers will not exceed thrice the number of vacancies.
- (b) Notwithstanding (a) above, freshers at least to the extent of 1.33 times the estimated number of vacancies will be considered.
- (c) The officers who have come under the 'cooling period' as per paragraph 5 herein below shall be excluded from the zone of consideration.

3. Basis of selection

Grade 'A' to 'B' and Grade 'B' to 'C'

Selection shall be made in the order of merit based on the assessment of Performance Appraisal Reports for the preceding three years and performance in interview and such other relevant factors as may be considered necessary by the Selection Board/Committee constituted by the National Bank.

4. Size of the Panel

The number of officers to be empanelled for promotion shall be equal to the number of vacancies assessed for the panel year. Provided, however, that the Chairman may further enlarge the panel not exceeding by ten percent of the number of vacancies to take care of the exigencies.

5. **Number of permissible chances**

Deleted

6. **Validity period of panel**

A panel shall ordinarily be valid for a period of one year from the date of its approval by the Competent Authority and may be extended by the Competent Authority for a further period of six months in his sole discretion.

7. **Inter-se seniority**

The inter-se seniority of all the empanelled officers in their substantive grades shall remain unchanged.

Part II

Without prejudice to the provisions contained in Appendix I, promotions to Grades 'D', 'E' and 'F' of Group 'A', wherever applicable, in their respective Services shall be effected on a highly selective basis out of eligible officers having high standard of merit and track record.

1. **Eligibility criteria**

(a) **For promotion to Grade 'D' and 'E'**

No officer shall be eligible for promotion to the next higher grade unless he/she :

- i. is confirmed in the existing grade ;
- ii. has ordinarily put in 3 years of service in the existing grade as on 31 December of the year preceding the panel year.
- iii. falls within the zone of consideration.

Explanation

The existing grade shall be Grade 'C' for promotion to Grade 'D' and Grade 'D' for promotion to Grade 'E'

(b) **For promotion to Grades 'F'**

No officer shall be eligible for promotion to the next higher grade unless he/she :

- (i) is confirmed in the existing grade ;
- (ii) falls within the zone of consideration.

Explanation

The existing grade shall be Grade 'E' for promotion to Grade 'F'.

2. **Zone of consideration**

The number of officers to be considered for promotion shall consist of fresh eligible officers equal to 1.5 times the number of vacancies assessed for the particular panel year in the order of their seniority in the substantive grade in addition to the officers who were not selected for promotion by the Selection Board/Committee in the past year(s). Provided, however, that

- (a) The total number of officers considered i.e. repeaters and freshers will not exceed thrice the number of vacancies.
- (b) Notwithstanding (a) above, freshers at least to the extent of 1.33 times the estimated number of vacancies will be considered.
- (c) The officers who have come under the 'cooling period' as per paragraph 5 herein below shall be excluded from the zone of consideration.

3. **Basis of selection for promotion to Grades 'D', 'E' and 'F'**

Selection shall be made out of eligible officers having a high standard of merit and track record in the order of merit based on the assessment of their Performance Appraisal Reports for the preceding three years and performance in interview and such other relevant factors as may be considered necessary by the Selection Board/Committee constituted by the National Bank.

4. **Size of the Panel**

The number of officers to be empanelled for promotion shall not ordinarily exceed the number of vacancies assessed for the panel year unless otherwise decided by the Chairman to take care of the exigencies.

5. **Number of permissible chances**

Deleted.

6. **Validity period of panel**

A panel shall ordinarily be valid for a period of one year from the date of its approval by the Competent Authority and may be extended by the Competent Authority for a further period of six months in his sole discretion.

7. **Inter-se seniority**

The inter-se seniority of all the empanelled officers in their substantive grades shall remain unchanged.

APPENDIX II**INCREMENTS, SPECIAL PAY, HONORARIUM
ETC. FOR EDUCATIONAL ETC. QUALIFICATIONS
AND COMPENSATORY ALLOWANCES**
-----**I. Increments, Special Pay etc. for educational etc. qualifications****A. Employees in Group 'A'****(a) Increments for passing CAIIB/CAIB examination**

An employee in Group 'A' other than Executive Director, who while in service passes Part I/Part II of CAIIB or CAIB examination will be granted one advance increment for each part of the examination from the date of declaration of the result of the examination. A directly recruited officer who has passed Part I/Part II of CAIIB examination prior to joining the National Bank will similarly be granted advance increment(s) for such qualification from the date of joining.

The grant of increment(s) to an employee for acquiring additional qualification(s) will not change the date of the annual increment in the time scale of pay.

(b) CAIIB Allowance

An employee in Group 'A', other than Executive Director, who has passed Part I/Part II of the CAIIB examination will be granted CAIIB Allowance after reaching the maximum of the scale of pay as under :

In the case of an employee who has completed Part I only	Rs. 150/- p.m. after completion of one year at the maximum
In the case of an employee who has completed Part II also	Rs. 150/- p.m. after completion of one year at the maximum and Rs. 210/- p.m. after completion of two years at the maximum (i.e. Rs. 360/- p.m. in all)

This allowance will be payable from the first day of the month in which the employee completes one/two year(s) at the maximum of the scale of pay. Entire CAIIB Allowance will rank for Dearness Allowance, PF/Pension and Gratuity.

B. Employees in Group 'B'

(a) Increments for graduation/passing JAIIB/CAIIB/CAIB etc. examinations

(i) An employee in Group 'B', who while in service becomes a graduate or passes National Diploma in Commerce or other examination recognised as equivalent to graduation by the Government of India or passes JAIIB, Part I/Part II of CAIIB or CAIB examination or acquires Ph.D. degree of a recognised University/Institute in a subject which is of value to the National Bank, will be granted advance increment(s) from the date of declaration of the result of the examination as under :

	Number of increment(s) to be granted in the scale of pay -----
For graduation or passing National Diploma in Commerce or other equivalent examination	two increments
For completing Part I of CAIIB/CAIB/JAIIB examination	one increment
For completing Part II of CAIIB/CAIB examination	two increments
For acquiring Ph.D. degree	one increment

(ii) A pharmacist will be granted one advance increment for D.Pharma qualification from the date of declaration of the result of the examination.

(iii) A Draftsman who has passed Part A/Part B of AMIE examination will be granted advance increment(s) from the date of declaration of the result of the examination as under :

	Number of increment(s) to be granted in the scale of pay ----- ----
For part A of AMIE examination	one increment
For Part B of AMIE examination	two increments

(iv) The grant of increment(s) to an employee for acquiring additional qualification(s) will not change the date of the annual increment in the time scale of pay. Those employees who are graduates or have passed National Diploma in Commerce or other examination recognised as equivalent to graduation/passed JAIIB, Part I/Part II of CAIIB or CAIB examination or the

Pharmacists who have acquired D.Pharma qualification or the Draftsmen who have passed the Part A/Part B of AMIE examination, as the case may be prior to joining the National Bank will be granted extra increment(s) for qualification(s) from the date of joining.

(b) Special Pay for graduation/passing JAIIB, CAIIB/CAIB examination

(i) After reaching the maximum of the scale of pay, the following categories of employees will be eligible for Special Pay as at (ii) hereunder subject to the entitlement at (iii) below :

1. Clerk Grade II
2. Clerk Grade I
3. Typist
4. Data Entry Operator
5. Telephone Operator
6. Assistant Caretaker
7. Hindi Translator

- (ii) After 1 year : Rs. 175/- p.m.
 After 2 years : Rs. 350/- p.m.
 After 3 years : Rs. 525/- p.m.
 After 4 years : Rs. 700/- p.m.
 After 5 years : Rs. 875/- p.m.

(iii) Special Pay as at (ii) above is subject to the following limits.

- Rs. 350/- p.m. for graduation
 Rs. 175/- p.m. for Part I of CAIIB/CAIB/JAIIB
 Rs. 350/- p.m. for Part II of CAIIB/CAIB
 Rs. 525/- p.m. for graduation and Part I of CAIIB/CAIB /JAIIB
 Rs. 875/- p.m. for graduation and Part II of CAIIB/CAIB

Note : Graduation will include National Diploma in Commerce/Diploma/s recognised by the GoI as equivalent to Graduation.

(c) Special Allowance

(i) After reaching the maximum of the scale of pay and drawal of post-scale Special Pay in full, the following categories of employees will be eligible for Special Allowance as at (ii) below which shall also rank for Dearness Allowance, Provident Fund/Pension and Gratuity to the full extent.

1. Caretaker
2. Draftsman
3. Pharmacist
4. Stenographer

- (ii) For graduation/National Diploma in Commerce/
Diploma(s) recognised by the Government of
India as equivalent to graduation Rs. 180 p.m.
- For Part I of CAIIB/CAIB /JAIIB Rs. 90/- p.m.
- For Part II of CAIIB/CAIB Rs. 180/- p.m.
- (iii) After reaching the maximum of the scale of pay and drawal of post-scale Special Pay in full, Draftsmen will be eligible for Special Allowance as under which shall also rank for Dearness Allowance, Provident Fund/Pension and Gratuity to the full extent.
- For Part A of AMIE Rs. 90/- p.m.
- For Part B of AMIE Rs. 180/- p.m.
- (iv) After reaching the maximum of the scale of pay and drawal of post-scale Special Pay in full, Pharmacists will be eligible for Special Allowance of Rs. 90/- p.m. for D.Pharma qualification which shall also rank for Dearness Allowance, Provident Fund/Pension and Gratuity to the full extent.

II Honorarium for educational etc. qualifications

- (i) An employee in Group 'B' who is entitled for increment(s) for acquiring qualification(s) in terms of (1) above, at his option in writing, will be granted honorarium in lieu of increments as under :

For completion for Part I of CAIIB/CAIB /JAIIB	Rs. 970/-
For completion of Part II of CAIIB/CAIB	Rs. 1555/-
For acquiring Ph.D. degree	Rs. 2430/-

- (ii) An employee in Group 'B' will be paid honorarium as under on acquiring the following Diploma(s) awarded by the Indian Institute of Bankers :

(a) Diploma in Rural Banking	Rs. 505/-
(b) Diploma in Development Banking	Rs. 505/-

- (iii) An employee in Group 'A', other than Executive Director, who while in service of the National Bank, obtains Doctorate degree in subjects specified by the National Bank will be paid a non-adjustable allowance of Rs. 300/- p.m.

III Compensatory Allowance

1. (i) The following kinds of compensatory allowances shall be granted in accordance with the provisions of this Appendix :

- (A) Dearness Allowance
- (B) Local Allowance
- (C) City Compensatory Allowance
- (D) Family Allowance
- (E) House Rent Allowance
- (F) Hill and Fuel Allowance
- (G) Special Allowance
- (H) Educational Allowance
- (I) Transport Allowance
- (J) Conveyance Allowance
- (K) Conveyance Allowance to the Blind and Orthopaedically Handicapped Employees

(ii) The grant of compensatory allowance not mentioned in sub-paragraph (i) shall require the specific sanction of the Board of the National Bank in each case if the amount exceeds Rs. 100/- per mensem and the Chairman if the amount does not exceed Rs. 100/- per mensem.

2. The grant of compensatory allowance shall be so regulated that the allowance shall not on the whole be a source of profit to the recipient.

(A) **Dearness Allowance**

1. The Board of Directors of the National Bank may grant Dearness Allowance to employees at such rates and subject to such conditions as may be determined by it from time to time.

2. Dearness Allowance may be drawn during leave, not being extra-ordinary leave without pay, provided that the duration of leave does not exceed ten months. The allowance shall cease after leave for ten months has been availed of. In reckoning the period of ten months, the intervening period of extra-ordinary leave without pay shall be excluded.

3. Dearness Allowance is linked to the All-India Working Class Consumer Price Index. Dearness Allowance upto 1684 points of the All-India Working Class Consumer Price Index (Base 1960=100) stands merged in the pay scales prescribed for the employees of the National Bank.

4. The rates of Dearness Allowance and the periodicity of adjustment for variation in the All India Working Class Consumer Price Index shall be as notified by the National Bank from time to time.

5. The employees shall be paid Dearness Allowance for every rise or fall of 4 points over 1684 points in the quarterly average of the All-India Working Class Consumer Price Index (Base 1960=100) as under :

(C) City Compensatory Allowance

1. City Compensatory Allowance shall be paid to the employees in Groups 'B' and 'C' at the following rates :

Group 'B'

5% of pay, subject to maximum of Rs. 435/- p.m.

Group 'C'

5% of pay, subject to maximum of Rs. 320/- p.m.

2. City Compensatory Allowance may be drawn during leave, not being extra-ordinary leave without pay, provided that the duration of leave does not exceed ten months. If it exceeds that duration, the payment shall cease after ten months. In reckoning the period of ten months, the intervening period of extra-ordinary leave shall be excluded.

(D) Family Allowance

1. The employees in Group 'A' will be paid Family Allowance @ 4% of pay (rounded off to the next higher rupee), subject to a maximum of Rs.470/- p.m for officers in Grades A to C and Rs. 525/- p.m for officers in Grades D to F.

2. The employees in Group 'B' will be paid Family Allowance at the rate of 4% of pay subject to a maximum of Rs.410/-p.m.

3. Employees in Group C will be paid family allowance at 4% of pay subject to a maximum of Rs. 285/- per month or at the rate of Rs.95/- per child with a maximum of Rs. 285/- for three children.

The employees will be allowed to change their option at their choice but the same will be effective from the first day of the following calendar month.

4. For the purpose of provisions regarding payment of Family Allowance

(i) service includes continuous temporary service rendered by an employee prior to his confirmation

(ii) child means a legitimate son or daughter or an adopted child (provided that the adoption of child is recognised by the personal law of the claimant) who is dependent on the employee and who has not reached 25 years of age.

5. In determining the rate at which Family Allowance will be admissible to an ex-serviceman employee, the service rendered by him in the Armed Forces will be taken into account.

6. Family Allowance may be drawn during leave, not being extra-ordinary leave without pay upto ten months. If leave taken exceeds ten months, the allowance shall cease after ten months of leave is availed of. In reckoning the period of ten months, any intervening period of extra-ordinary leave shall be excluded.

(E) **House Rent Allowance**

(i) For employees in Group 'A', House Rent Allowance shall be admissible @ 10% of pay, subject to a maximum of Rs. 1050/- p.m.

Note :

Officers who have been given residential accommodation by the National Bank shall be paid House Rent Allowance @ 10% of pay, subject to a maximum of Rs. 920/- p.m. and the house rent/ license fee for Bank's accommodation will be equivalent to House rent allowance admissible.

(ii) For employees in Group 'B', House Rent Allowance shall be admissible @ 10% of pay, subject to a maximum of Rs. 1020/- p.m.

Note :

No employee who has been given residential accommodation by the National Bank shall be paid House Rent Allowance in excess of the house rent/license fee actually payable by him and House rent allowance in his case shall be restricted to 10% of pay, subject to a maximum of Rs. 720/- p.m.

(iii) For employees in Group 'C', House Rent Allowance shall be admissible @ 7% of pay, for the first twenty years of service and 8% thereafter, subject to a maximum of Rs. 665/- p.m.

Note :

No employee who has been given residential accommodation by the National Bank shall be paid House Rent Allowance in excess of the house rent/license fee actually payable by him/her and House Rent Allowance in his/her case shall be restricted to 7% of pay, for the first twenty years of service and 8% of pay thereafter, subject to a maximum of Rs. 450/- p.m.

iv) House Rent Allowance may be drawn during leave, not being extra-ordinary leave without pay, provided that the duration of leave does not exceed ten months. If it exceeds that duration, the payment shall cease after ten months. In reckoning the period of ten months, any intervening period of extra-ordinary leave shall be excluded.

(F) **Hill and Fuel Allowance**

Hill and Fuel allowance will be payable to the employees of the National Bank at such rates and for such places as may be specified by the Government of India from time to time for the bank employees.

(G) **Special Allowance**

Special Allowance as shown under will be payable to the employees in the National Bank who are required to discharge certain additional duties and functions over and above the routine duties and functions of an employee in the cadre :

GROUP 'A'

A. DGM(P&S) at Mumbai and AGM(P&S) New Delhi	Rs. 1000/- p.m.
B. Manager and Asstt. Managers (P&S) in other Regional Offices	Rs. 300/- p.m.
Principal Private Secretary and Senior Private Secretary, Private Secretary in Grade 'B'	Rs. 400/- p.m.
Private Secretary (in Grade 'A').	Rs. 300/- p.m.
Faculty Member in a Training Establishment of the National Bank	Rs. 400/- p.m.

GROUP 'B'

Telephone Operator	Rs. 110/- p.m.
Assistant Caretaker	Rs. 110/- p.m.
Caretaker	Rs. 135/- p.m.
Draftsman	Rs. 135/- p.m.
Pharmacist	Rs. 135/- p.m.
Typist entrusted with the duties of Head Typist	Rs. 250/- p.m.
Employee designated as Hostel Supervisor	Rs. 295/- p.m.

Special Allowances are functional and are not admissible during the period an employee is on leave other than casual leave.

(H) **Educational Allowance**

1. Employees of the National Bank belonging to Groups 'A', 'B' and 'C' are eligible for the drawl of Educational Allowance in respect of their dependent children.

2. An employee will be eligible for payment of Educational Allowance at the following rates if, as a consequence of his transfer on a long term basis from one centre to another, he leaves behind at the old centre or sends to some place other than the centre to which he is transferred, at least one school or college etc. going child dependent on him :

(i) In case of employees in Group 'A', at the rate of Rs. 400/- p.m. irrespective of the place at which the child/children is/are left behind.

(ii) In case of employees in Groups 'B' and 'C',

(a) where the transfer is from Mumbai, Calcutta, Madras or New Delhi and the child is left behind at the same place -

for employees in Groups 'B' - Rs. 100/- p.m.

for employees in Groups 'C' - Rs. 75/- p.m.

(b) where the transfer is from any other place or where the transfer is from Mumbai, Calcutta, Madras or New Delhi but the child is left behind at any other place.

for employees in Groups 'B' - Rs. 75/- p.m.

for employees in Groups 'C' - Rs. 50/- p.m.

(iii) The period for which Educational Allowance is payable shall be from the date the employee reports for duty at the new centre upto the closing date of the academic year of the institution in which his child is studying or upto the period of 6 months, whichever is later ;

provided that in case an employee in Group 'A' reports for duty at the new centre after the annual examination of the educational institution in which his child is studying is over but before the commencement of next academic session, he will be eligible for Educational Allowance upto a maximum period of 2 years.

3. Notwithstanding the above, an employee, who is on transfer to the North-Eastern Region shall draw Educational Allowance at the prescribed rates for the entire duration of his stay from the date of his reporting at the office in the North-Eastern Region, irrespective of the academic year of the institution in which his child is studying.

4. If the employee's child, who is left behind at the old centre or sent to some other place as a consequence of his transfer, joins the employee at the new centre on a date earlier than that specified in paragraphs 2 and 3 above, the payment of the allowance will cease from such earlier date.

5. The entitlement to the payment of Educational Allowance shall not cease during the period of vacation of the institution when the child joins the employee at the new centre and returns to the same centre for continuing the academic course.

6. No Educational Allowance is admissible to an employee, if at the time of his transfer to a new centre, his child is already studying at a place other than the centre from which he has been transferred.

(I) Transport Allowance

All the employees in Group 'B' shall be paid a Transport Allowance @ Rs.200/- per month.

The Group 'C' employees are eligible for transport allowance at the following rates :

- i. Rs.100/- p.m. for first 08 years of service.
- ii. Rs.150/- p.m. from 09th year (i.e. on completion of 08 years of service) upto completion of 16 years of service.
- iii. Rs.200/- p.m. from 17th year of service onwards.

(J) Conveyance Allowance

1. Conveyance Allowance shall be admissible to employees in Group 'A' at the following rates :

- (a) An officer drawing pay above Rs. 10025/- p.m. shall draw Conveyance Allowance of Rs. 1100/- p.m. if he maintains and uses a motor car. In the alternative, he will be eligible for Conveyance Allowance of Rs. 560/- p.m. if he maintains and uses a motor cycle or scooter.
- (b) An officer whose pay is Rs. 10025/- p.m. and below shall be eligible to draw Conveyance Allowance of Rs. 750/- p.m. if he maintains and uses a motor car and Rs. 560/- p.m. if he maintains and uses a motor cycle or scooter.

2. Conveyance Allowance may be drawn during leave other than extra-ordinary leave or leave preparatory to retirement provided that the allowance shall cease when the duration of leave exceeds ten months.

3. An officer who is eligible for Conveyance Allowance as above may, at his option, claim reimbursement of conveyance expenses incurred by him in respect of his car/motor cycle/scooter for the financial year from 1 April to 31 March of the following year in one or more instalments subject to the overall ceiling prescribed in para (1) above for the maintenance of car or scooter/motor cycle, as the case may be. Reimbursement will be made only if the officer has maintained the vehicle during the entire period of 12 months and he was in the service of the National Bank; otherwise he will be entitled for reimbursement of a proportionate amount.

4. An officer claiming Conveyance Allowance/reimbursement of conveyance expenses shall complete an application in the prescribed form and shall furnish such evidence in support of his claim as may be required by the National Bank.

5. It shall be the duty of every officer in receipt of Conveyance Allowance to inform the National Bank as soon as he ceases to be entitled to draw the allowance which has been sanctioned to him, and any officer who makes a false statement to draw Conveyance Allowance or who continues to draw the allowance after he has ceased to be entitled thereto or who draws the allowance in excess of the amount to which he is entitled, shall be guilty of misconduct and shall be liable to disciplinary action.

(K) Conveyance Allowance to the Blind and Orthopaedically Handicapped Employees

Conveyance Allowance to the Blind and Orthopaedically Handicapped employees of the National Bank will be payable in such cases at such rates as may be specified by the Government of India from time to time for the Bank employees.

Conveyance Allowance to the Blind and Orthopaedically handicapped employees will be in addition to the Transport Allowance payable to the Group 'B' and 'C' employees and Conveyance Allowance/reimbursement of conveyance expenses payable to the Group 'A' employees.

IV Special Non-adjustable Allowance

All officers in Grade 'A' may be granted a Special Non-adjustable Allowance of Rs.475/- p.m. on completion of 8 years service in that grade. The Special Allowance will be withdrawn from the date they draw the first stagnation increment in the grade or are promoted to Grade 'B', whichever is earlier.

V. Special Pay, Additional Special Pay, Stagnation Increments, Special Allowances, Personal & Fixed Personal Allowances and other allowances; attached to the Group/posts.

A. Special Pay

1. An employee in Group 'A' will be paid an amount equivalent to the last increment of the scale of pay as 'Special Pay', on completion of one year after reaching the maximum of the respective scale. The amount of 'Special Pay' will be as under and it will rank as 'Pay' for all purposes (e.g. Dearness Allowance, superannuation benefits, etc.) and will be taken into account for fixation of pay on promotion :

<u>Grade</u>	<u>Amount</u>
A to D	Rs. 475/-
E	Rs. 500/-
F	Rs. 600/-
Executive Director	Rs. 600/-

2. The employees in Group 'B' will be paid 'Special Pay', depending upon the category and nature of duties, as under :

a) Clerk Grade I will be granted a Special Pay of Rs. **405/-** p.m.

b) Clerk Grade II will be granted a Special Pay of Rs. **405/-** p.m. on completion of 9 years of service if the Special Pay admissible to Clerk Grade I is not sanctioned earlier.

c) Typist, Data Entry Operator, Telephone Operator, Assistant Caretaker, Hindi Translator and telex operator will be granted a Special Pay of Rs. **405/-** p.m. on completion of **9** years of service.

d) Caretaker, Draftsman and pharmacist will be granted a Special Pay of Rs. **635/-** p.m. on completion of one year after receipt of PA/FPA (having reached the maximum of the revised pay scale) and on completion of one year thereafter, a further Special Pay of Rs. **720/-** p.m. will be granted taking the total Special Pay to Rs. **1355/-** p.m.

e) The Stenographers will, on completion of specified period(s) after reaching the maximum of the revised pay scale, and after drawal of PA/FPA, be granted Special Pay as under :

On completion of 1 year	: Rs. 635/- p.m.
On completion of 2 years	: Rs. 1355/- p.m. (in all)
On completion of 3 years	: Rs. 1830/- p.m. (in all)
On completion of 4 years	: Rs. 2305/- p.m. (in all)
On completion of 5 years	: Rs. 2780/- p.m. (in all)

f) Further the employees in the following categories of staff will be paid the Special Pay for specific nature of duties as under :

Typist	: Rs. 255/- p.m.
Hindi Typist/Other Indian Language Typist }	
Hindi-cum-English Typist }	: Rs. 405/- p.m.
Other Indian Language-cum-English Typist }	
Hindi Translator }	: Rs. 405/- p.m.
Data Entry Operator }	
*Telex Operator	: Rs. 625/- p.m.
* :- Restricted to the existing recipient	

3. The Employees in Group C will be paid the Special Pay in the following manner :

a) The employees in Group I will be paid a Special Pay of Rs.160/- p.m. on completion of 9 years of service.

b) The employees of all the categories under Group II to Group VI shall, immediately on reaching the maximum of the respective scale of pay, receive Special Pay as under:

Group II	Rs. 350/- p.m.
Group III	Rs. 200/- p.m.
Group IV	Rs. 130/- p.m.

Group V Rs. 130/- p.m.
Group VI Rs. 160/- p.m.

B. Additional Special Pay

1. The employees in Group 'B' will be granted Additional Special Pay as under :

<u>Pay-stage</u>	<u>Additional Special Pay (Rs./month)</u>
1-3	100/-
4-7	110/-
8-10	125/-
11	155/-
12&13	165/-
14	180/-
15	240/-
16	255/-
17	270/-
18	320/-
19	350/-
20 & above	385/-

2. The employees in Group 'C' will be granted Additional Special Pay as under :

Group I

Pay Stage	Additional Special Pay (Rs.)
1-4	100
5-8	110
9-13	120
14 & 15	130
16	145
17	160
18 & above	175

Group II & III

Pay Stage	Additional Special Pay (Rs.)
1-5	120
6 & 7	130
8	145

9	160
10 & above	175

Group IV

Pay Stage	Additional Special Pay (Rs.)
1-3	120
4 & 5	130
6	145
7	160
8 & above	175

Group V

Pay Stage	Additional Special Pay (Rs.)
1-5	120
6 & 7	130
8	145
9	160
10 & above	175

Group VI

Pay Stage	Additional Special Pay (Rs.)
1	100
2-5	110
6-10	120
11 & 12	130
13	145
14	160
15 & above	175

C. Stagnation Increments

1. The officers in Grade 'A to C' shall draw the first stagnation increment equivalent to the last increment in the scale of pay, on completion of 3 years of service after drawal of Special Pay of Rs. 475/-p.m. They shall draw the second stagnation increment equivalent to the last increment in the scale of pay, on completion of 3 years of service after earning the first stagnation increment.

2. The employees in Group 'B' shall be eligible for stagnation increment(s), subject to the conditions as stated hereunder :

a) All employees in clerical service, typists, assistant caretakers, data entry operator, telephone operator and telex operator shall draw four stagnation increments, each equivalent to the last increments in the scale of pay, for every two completed years of service after reaching maximum of the incremental scale of pay and drawal of post-scale special pay, if any and to the extent admissible. They shall also draw the fifth stagnation increment, equivalent to the last increment in the scale of pay, on completion of three years of service after earning the fourth stagnation increment.

b) Caretaker, draftsman and pharmacist shall draw first stagnation increment, equivalent to the last increment in the scale of pay, on completion of two years of service, after drawal of post-scale special pay in full, having reached the maximum of the incremental pay-scale. They shall draw the second and also the third stagnation increment, each for every three completed years of service, after earning the first and second stagnation increment, respectively.

c) Stenographer shall draw two stagnation increments, each equivalent to the last increment in the scale of pay, for every three completed years of service after drawal of post-scale Special Allowance of Rs. 200/-.

3. The employees in Group 'C' shall be eligible for stagnation increment(s), subject to the conditions as stated hereunder :

a) All employees in Group I shall draw five stagnation increments, each equivalent to the last increment in the scale of pay, for every two completed years of service after reaching the maximum of the scale of pay.

b) All employees in Groups II and III shall draw three stagnation increments each equivalent to the last increment in the scale of pay, for every two completed years of service after reaching the maximum of the scale of pay.

c) All employees in Groups IV, V and VI shall draw two stagnation increments, each equivalent to the last increment in the scale of pay, for every two completed years of service after drawal of post-scale special allowance of Rs. 135/-p.m.(i.e. after reaching the maximum).

D. Special Allowance

Special Allowance as shown under will be payable to the employees in Groups 'B' and 'C' after reaching the maximum of the respective pay-scale and as per the conditions stated therein.

1. A Special Allowance of Rs. 200/- p.m. will be payable to Stenographers in Group 'B' on completion of two years, after reaching the maximum of the scale of pay and drawal of post-

scale special pay in full. Fifty per cent of this Special Allowance will rank for superannuation benefits.

2. A Special Allowance of Rs. 135/- p.m. will be payable to all the employees in Groups IV to VI in Group 'C', on completion of two years after reaching the maximum of the scale of pay. Fifty per cent of this Special Allowance will rank for superannuation benefits.

E. Fixed Personal Allowance

Consequent on the Technological Upgradation in the National Bank, the employees in Groups 'A', 'B' and 'C' who were in the service of the Bank as on 01 November 1993, were granted as on that date, one advance increment in the respective pay-scale. Those employees only, will be granted the Fixed Personal Allowance, one year after reaching the maximum of the incremental pay-scale. The FPA as stated below will not be granted to an employee who has joined the Bank after 01 November 1993 :-

1. The Officers in Grades 'A' to 'D' will be paid FPA of Rs. 510/-p.m. and Officers in Grades 'E' and 'F' will be paid FPA of Rs.610/-p.m. Out of the said FPA, while Rs. 475/- will rank for PF/Pension and Gratuity for officers upto Grade 'D', Rs. 500/- and Rs. 600/- will rank for PF/Pension and Gratuity for officers in Grades 'E' and 'F' respectively. Executive Directors will be eligible of FPA of Rs. 610/- p.m. out of which Rs. 600/- will rank for PF/Pension and Gratuity.

2. The employees in Group 'B' will be eligible for a Fixed Personal Allowance of Rs. 500/- p.m., out of which Rs. 475/- shall rank for PF/Pension and Gratuity.

3. The employees in Group 'C' will be eligible for a Fixed Personal Allowance in the following manner :

The employees in Group I will be paid a FPA of Rs. 295/- p.m. and the employees in Groups II to VI will be eligible for a FPA of Rs. 390/- p.m. Out of the said FPA, Rs. 280/- (for employees in Group I) and Rs, 370/- (for employees in Groups II to VI) will rank for PF/Pension and Gratuity.

F. Personal Allowance

The employees in Groups 'A', 'B' & 'C' will be granted the Personal Allowance one year after reaching the maximum of the respective incremental pay-scale. The Personal Allowance as stated below will not be granted to an officer and the employee in Groups 'B' & 'C' who has joined the Bank after 02 January 1996 and on or after 11 December 1995, respectively :-

1. The Officers will be eligible for a Personal Allowance of Rs. 550/- p.m., out of which Rs. 475/- will rank for PF/Pension and Gratuity for officers in Grades 'A' to 'D', while Rs. 500/-* and Rs. 550/-** p.m. will rank for PF/Pension and Gratuity in respect of officers in Grades 'E'* and 'F'** & Executive Directors** respectively.

2. The Employees in Group 'B' will be eligible for a Personal Allowance of Rs. 550/- p.m. out of which Rs. 475/- shall rank for superannuation benefits.

3. The Employees in Group 'C' will be eligible for a Personal Allowance of Rs. 350/- p.m. out of which Rs. 280/- and Rs. 350/- shall rank for superannuation benefits for employees in Group I and those in higher Groups (II to VI) respectively.

G. Shift Allowance

1. The Shift Allowance will be paid to Group B employees @ Rs. 170/- p.m. for day shifts (morning and evening). Further, employees working in the night shift will be granted higher shift allowance of Rs. 215/- p.m. The Shift Allowance will be payable to only such employees who may be assigned the duties similar to those of Machine Section/Console Room Operators in the Reserve Bank of India.

2. The Shift Allowance will be paid to Group C employees @ Rs. 90/- p.m. for day shifts (morning and evening). Further, employees working in the night shift will be granted higher Shift Allowance of Rs. 115/- p.m. The Shift Allowance will be payable to only such employees who may be posted to the machine section of the Department of Information and Computer Services.

H. Split Duty Allowance

An employee in Group 'B', who is placed on split duty or has to attend duty in different localities on a regular basis, will be paid a Split Duty Allowance of Rs. 150/-p.m. which will be in lieu of conveyance charges for attending to such duties.

I. Special Allowances (Functional)

The employees in Group 'C' will be eligible for the following Special Allowance for the specific nature of duties, as under :

i) Cycle Allowance	:- Rs. 70/- p.m.
ii) Special (Functional) Allowance	:- Rs. 220/- p.m.
iii) Split Duty Allowance	:- Rs. 100/- p.m.
iv) Group 'C' employees working in office/staff quarters dispensaries	:- Rs. 55/- p.m.

Note :- The Cycle Allowance is admissible to only those Group 'C' employees who are required by the Bank to use Cycles on regular assignment for outdoor duties. The Special (Functional) Allowance is admissible to the Group 'C' employees who have performed/assigned duties of opening and closing of Bank's premises.

J. Washing Allowance

Washing Allowance shall be paid to all the employees in Group 'C' entitled to the supply of liveries, at the rate of Rs. 80/- per month.