



## Indian Banks' Association

### HR & INDUSTRIAL RELATIONS

No.HR&IR/CIR/2015-16/E9/M1/1641  
November 19, 2015

Chief Executives of All Public Sector Banks

Dear Sir/Madam,

#### **Reimbursement of TA/DA to serving/retired employees attending disciplinary/ criminal proceedings as charged officer, prosecution/ defence witnesses, etc.**

We refer to our circulars No.CIR/HR&IR/665/E-10/2010-11/3004 dated 25.4.2011 and No.CIR/HR&IR/2012-13/665/E-10/6244 dated 12.7.2012 vide which comprehensive policy guidelines approved by the HR Committee/Managing Committee of IBA for payment of TA/DA to serving employees as well as retired employees attending the departmental enquiry/CBI/Court, etc., under different situations were issued, covering all such situations.

As per these guidelines, TA/DA is not admissible to retired "Defence Witness". In the case of retired "Defence Representative", TA/DA is being paid only if the enquiry is held at place other than the place where the incident occurred at the behest of the Management. On a reference received from Central Vigilance Commission through Department of Financial Services, Ministry of Finance, quoting their guidelines on payment of TA/DA to retired defence/ management witnesses and requesting IBA to revisit our guidelines issued in 2011-12, the matter was placed before the Managing Committee at its meeting held on 3<sup>rd</sup> November 2015. The Committee decided that TA/DA to the defence representatives/ witnesses (both serving and retired) may be paid, keeping in view the following guidelines:

- (i) Every bank employee/ officer who is called to give evidence in a departmental inquiry either by the bank or the employee against whom the inquiry is being held will be entitled to payment of TA/DA.
- (ii) The officer or authority holding the inquiry shall furnish a certificate, as per format enclosed to every person appearing before him to give evidence. The number of witnesses to be called maybe left to the judgement of the enquiry officer.
- (iii) Where a prosecution witness is an employee of the bank, he shall be entitled to receive, in respect of the attendance before the authority holding the departmental inquiry, payment of a travelling allowance, halting allowance as if he was on tour. If such witness is an officer then he shall be considered reimbursement of hotel expenses in lieu of halting allowance, as per his eligibility.
- (iv) The defence witnesses whether workmen employee or officer maybe paid TA/DA as per entitlement. Reimbursement of lodging and boarding expenses in lieu of halting allowance should not be considered.
- (v) Where a bank official is called to the departmental inquiry to give evidence as to the facts which came to his knowledge in the discharge of his duties., the minimum time required to be spent by him on the journey to and from the place where the inquiry is held and the days on which he is required to remain present before the authority holding the inquiry, shall be treated as duty. However, if the bank official is on leave, the entire time spent by him shall be treated as a part of the leave and he shall not be deemed to have been recalled on duty.
- (vi) Where a bank official is called by an authority holding the departmental inquiry to give evidence as to the facts which have come to his knowledge, at a time when he was not in the bank's service, he may be paid travelling allowance as provided in para(1).

This is for information and necessary action.

Yours faithfully,

**K Unnikrishnan**  
**Deputy Chief Executive**