

CHAPTER III

FITMENT OF EXISTING OFFICERS AND PROMOTEEES IN THE NEW GRADES AND SCALES OF PAY**Regulation 7 : CATEGORISATION ON THE APPOINTED DATE**

Subject to the provisions of regulation 6, the various posts of officers in the Bank on the appointed date shall be categorized as specified in the Table below:

TABLE

Posts	Grade in which places
General Managers	Top Executive Grade Scale VII
Deputy General Managers	Top Executive Grade Scale VI
Assistant General Managers	Senior Management Grade Scale V
Regional Managers / Chief Managers Chief Officers i.e. all Officer in Junior Admin. Cadre and 'A' Spl. Grade	Senior Management Grade Scale IV
Officers in grade 'A' & 'B'	Middle Management Grade Scale III
Officers in Grade 'C' and Officers in Grade 'D' i.e. from 9 th Stage onwards	Middle Management Grade Scale II
Other Officers in Grade 'D' ie. From 1 st Stage to 8 th Stage	Junior Management Grade Scael I

Provided that any difficulties and anomalies arising out of the above categorization shall be referred to a Committee consisting of the Managing Director and such other persons as may be appointed by the Government for this purpose for its decision.

Regulation 8 : FITMENT IN THE SCALES OF PAY

- Every officer of the Bank who immediately before the appointed date holds a post specified in column 1 of the Table below regulation 7 and whose post has been categorized in the grade specified in column 2 thereof, shall be fitted in the scale of pay applicable to that grade in such a manner that his salary in that scale shall have relation with the aggregate pay plus dearness allowance payable to him immediately before the appointed date in accordance with the Guidelines of the Government.
- Subject to sub-regulation (3) on being so fitted in the new scale of pay such officer shall be eligible to draw the next increment, if any, in such new scale on the date on which he would he would have been eligible to draw an increment immediately prior to the appointed date, unless intimated to the contrary.

3. Where two or more officers of different seniorities in the scale of pay immediately prior to the appointed date are fitted at the same stage in the new scale of pay, different dates may be fixed for the eligibility of such officers for the next increment in the new scale of pay.
4. Where in the course of aforesaid scheme of fitment, officers have to be fitted in two different scales depending on whether they are located in the Head Office or in the field or metropolitan cities areas or other areas, the mere fact that on the appointed date they happen to be posted at a particular place or office shall not by itself entitle them to a fitment in a particular grade and the bank may make suitable changes in placements so as to fit them in an appropriate grade, having due regard to their inter-se seniority.

Clarification:

1. The general principle to be followed for fitment of an officer in the scale (New Scale) as on the appointed date is to work out the aggregate of pay and D.A. drawn by the officer before the appointed date and fit him at such a stage in the new scale of pay where his salary will be equal to or just above the aggregate of pay and D.A. drawn by him before the appointed date, subject however, to the following provision

Explanation :

1. Pay drawn immediately prior to the appointed date shall include besides pay such other pay / allowances as have the same character as basic pay and reckoned as such for the purpose of both D.A. and superannuation benefits.
2. In respect of officer fitted in the Junior Management Grade i.e. Scale I under the new scales, an amount equal to the next increment due to him in the scale applicable to the officer immediately prior to the appointed date (existing scale) should be added to the pay in the existing scale and fitment in the new scale worked out accordingly. Where an officer has already reached the maximum in his existing scale the amount of increment to be added shall be the last increment drawn by him. The amount to be added shall be the actual quantum of increment alone and not the D.A. paid thereon.
3. In respect of officers fitted in Scale II and above in the new scales, the benefits of additional increment referred to in para (2) above would be available provided their basic pay in the existing scale is equal to the basic pay in the existing scale of an officer fitted into the Scale I.
4. For the purpose fitment in the new scales of pay, the D.A. actually drawn by the officer immediately before the appointed date shall be taken into account subject to the following provisions

Where the rate the D.A. is paid in any Bank on a percentage basis subject to a limitation on the maximum basic pay that shall rank for D.A. and such maximum basic pay is less than Rs.641/- this shall be assumed to be Rs.641/-

Administrative Instructions

(A) Fitment of officers who were in Bank's service on 30.6.1979

The fitment of officers in the service of the Bank immediately prior to the appointed date i.e. 1.7.79. The fitment is done in such a manner that the salary (BP + DA) in the new scale of pay is equal to or just above the aggregate of pay and D.A. drawn by the officer as on 30.6.1979.

Note :

1. In the case of officers who are placed in Junior Management Grade Scale I, i.e. officers drawing basic pay upto Rs.660/- p.m. on 30.6.1979 an amount equal the next increment due in the old scale (but not the D.A. thereon) is added for purpose of fitment in the new scale.
2. Maximum D.A. is notionally calculated on basic pay Rs.641/- for the purpose of fitment.
3. Temporary Adjustable Allowance payable to officers promoted from clerical on (Special Assistants) as well as personal pay wherever it was being paid to considered for the purpose of fitment.

(B) Fitment of 'Pay' of officers who joined Bank's service between 1.7.1979 30.5.1980

1. All officers taken up in the old 'D' Grade i.e. basic pay upto Rs.1000/- shall fitted in Junior Management Grade Scale I.
2. All officers taken up in old 'C' Grade, i.e. basic pay of P.S.1050/- to P.S1200/- shall be fitted in Middle Management Grade Scale II.
3. Their salary to be so fixed that it is atleast equal to BP + DA drawn on the date of appointment as also such as would protect inter-seniority among them.

(C) Fitment of Officers promoted from clerical cadre on or after 1.7.1979.

The fitment of promotee officers will be done in accordance with the Settlement Federation of Bank of India Staff Unions.

Regulation 9 : ADJUSTMENT ALLOWANCE

If the pay of an officer after fitment in the new scale of pay in the manner referred to in Regulation 9 is at the maximum of that scale and even then the salary of such officer is lower than the aggregate of pay and dearness allowance payable to him immediately before such fitment, together with additional increment if any, that may be taken into account for fitment of an officer in the category to which he belongs, the difference shall be paid to him by way of adjustment allowance till such time as he is promoted to a higher scale.

If salary on such promotion still less than the aggregate of salary and adjustment allowance payable to him immediately before such promotion, the difference shall continue to be paid to him as adjustment allowance; so, however the adjustment allowance payable after such promotion shall be absorbed in the future increments to the extent of 33-1/3% of each such increment, or of 33-1/3% of the increase in salary as a consequence of such increment, whichever is lower.

Clarification:

1. If on the date of promotion there is an upward revision or downward revision in the Dearness Allowance, the working of the adjustment allowance shall be done as per illustration (A) given in Annexure 2.

Similarly, absorption of adjustment allowance on account of release of annual increment when there is also a change in the rate of Dearness Allowance will be carried out as per illustration (B) given in Annexure 2.

2. The revised adjustment allowance, as above, will be absorbed against future increment to the extent of 1/3 of the increment or 1/3 of rise in salary on account of such increment, whichever is less.

Regulation 10 : PERSONAL ALLOWANCE

1. If the salary and allowance, if any, payable under these regulations to an officer after fitment in the new scale of pay in the manner referred to in Regulation 8 is lower than the aggregate of pay and such allowances as are set out in the explanation to this regulation and were payable to him immediately before such fitment, the difference shall be paid to him as personal allowance which shall be absorbed in the future increments to the extent of 33 1/3% of each such increment or of 33 1/3% of the increase in the salary as a consequence of such increment whichever is lower.

Explanation:

The allowance referred to in this regulation, payable before fitment are the following.

- i. House Rent Allowance, wherever payable
- ii. Special Branch Allowance
- iii. Deposit Mobilisation Allowance

- iv. Personal Pay / Allowance
- v. Regional Manager's Allowance
- vi. Compensatory Allowance to Transferee Officers
- vii. Additional Compensatory Allowance for mid-academic year transfer
- viii. Calcutta and Delhi Allowance
- ix. Goa Allowance at Panjim
- x. Instructor's and Principal's Allowance
- xi. Hill and Fuel Allowance
- xii. Temporary Adjustable Allowance
- xiii. Additional Compensatory Allowance to officer working at Gramin Banks.

Note

The House Rent Allowance, wherever payable shall mean:

- a. Where a House Rent Allowance was payable to the officer immediately before such fitment, the amount of such allowance;
- OR
- b. Where immediately before such fitment in accordance with the rules of service
 - c. Then applicable, officer had been provided with a rent free accommodation or allowed to hire accommodation on reimbursement basis, such allowance only as would have been payable to him under those rules as house rent allowance or 10% pay on fitment in the new scale of pay, whichever higher;

Provided that where an officer is eligible for house rent allowance in terms of Regulation 22, the amount of personal allowance, if any, payable to him under clause (a) or (b) above shall be set off against such house rent allowance and difference if and after such set off shall alone be payable to him.

2. For the purpose of computation of the personal allowance provided in sub Regulation (1) above such of the foregoing allowance excluding city compensatory allowance as mentioned in the explanation above would have ceased at any time to be payable to the officer under the rules applicable to before fitment in the new scale shall be excluded.

Regulation 11 : ABSORPTION AGAINST FUTURE INCREMENTS AND INCREASE

For the purpose of absorbing the allowance mentioned in Regulation 9 and 10, the 33 1/3% referred to therein shall be applied firstly for absorbing the adjustment allowance if so necessary, and then the personal allowance.

Clarification :

1. No allowance other than those listed in Regulation 10 (1) shall be considered for protection.
2. In calculating the total emoluments as on 30.6.1979, the emoluments actual drawn by / payable to an officer would alone be taken into account except D.A. As regard Dearness Allowance. Actual D.A payable upto Rs.620/- to be reckoned for basic pay of Rs.660/- and above, the Dearness Allowance shall be calculated notionally at 171% on maximum basic pay of Rs.641/-
3. Where an officer has been provided with free housing accommodation, 10% of his new basic pay would be notionally taken into account for the purpose of calculation of emoluments on 30.6.1979. Further, where furniture has been provided, 2 ½% of new basic pay shall similarly be notionally taken into account for the purpose of calculation of emoluments on 30.6.1979.
4. For the purpose of determining Allowance on 1.7.1979, emoluments on fitment on 1.7.1979 excepting H.R.A. under the Regulation shall be taken into account.

Setting off of Personal Allowance against House Rent Allowance under Regulation 22

1. Were an officer is entitled to House Rent Allowance in terms of Regulation 22, the Personal Allowance calculated as above would have to be set off against such House Rent Allowance payable under Regulation 22 and only the balance amount would be payable to the officer as personal allowance.
2. As the House Rent Allowance under Regulation 22 may vary from time to time depending on the place of posting or provision of accommodation to an officer, it becomes necessary to show the amount of Personal Allowance and House Rent Allowance payable under Regulation 22 in full in the Establishment Book / Pay Sheet till such time as the Personal Allowance is fully absorbed in the future increments as stated in Regulation 10 (1). The amount to set off should be shown in the Establishment Book / Pay Sheet in red as a deduction form the Personal Allowance.
3. Where the Personal Allowance is less than the House Rent Allowance under Regulation 22 no net Personal Allowance would be payable. Where the Personal Allowance is more than the House Rent Allowance payable under Regulation 22 the Personal Allowance would be reduced by the amount of such House Rent Allowance.

4. The amount of Personal Allowance so calculated as on the appointed date would be reduced by 33-1/3% of the increment or 33-1/3% of the increase in the salary as a consequence of such increment, whichever is lower as provided for in Regulation 10 (1). If no the date of promotion there is an upward revision or downward revision in the Dearness Allowance, the working of the Personal Allowance may be done as given in illustration in Annexure 3.

Similarly, absorption of Personal Allowance on account of release of annual increment when there is also a change in the rate of Dearness Allowance will be carried out as per illustration given in Annexure 3.

5. Where an officer is drawing both adjustment Allowance and Personal Allowance, the Personal Allowance will be absorbed only after Adjustment Allowance is completely absorbed.
6. The Personal Allowance will be adjusted immediately if the allowance like Compensatory Allowance, Calcutta Allowance, Goa Allowance etc. considered for protection as on 30.6.1979, cease to be payable consequent upon change in the posting / position of the concerned officer on or after 1.7.1979.

However, if an officer drawing compensatory allowance is transferred by the Bank on or after 1.7.1979, the Personal allowance, if any, payable to him will continue to be paid with such adjustment as may be necessary.

7. Where there is a corresponding allowance under the new Regulations, and the amount of the allowance considered for protection is more than what is payable under the new Regulation, the Personal Allowance would be reduced to the extent of such difference consequent upon change in the posting / position.
8. Where the corresponding allowance under the new Regulations is more than the allowance considered for protection, the Personal Allowance would be increased to the extent of such difference consequent upon change in the posting / position.
9. Absorption of Personal Allowance as per Regulation 10 will be made in the aggregate Personal allowance and not in the net Personal Allowance payable to an officer for a particular month.

Note : Please see Annexure 4 for adjustment / set-off / absorption of personal allowance.

Regulation 12 : OPTION FOR EXISTING OFFIERS

1. Notwithstanding anything contained in these regulations, an officer in the service of the Bank immediately before the appointed date shall have the option to continue even after that date in the scale of pay applicable to him immediately before the appointed date by communicating to the Bank within 30 days of the receipt of the intimation regarding his fitment in the new scale of pay;

Provided that such option shall continue to have effect only till the officer is promoted to a scale in the scales of pay set out in regulation 4 higher than the scale of pay to which the scale of pay under his entitlement immediately before the appointed date correspond in accordance with regulation 7.

2. Save as provided in sub – regulation (3), where an officer has exercised such option, he shall continue to draw pay and allowances according to his entitlement in the service of the Bank immediately prior to the appointed date; Provided that in any case the officer shall not be eligible for the perquisites under such entitlement but shall be entitled only to such perquisites as admissible to him under these regulations.
3. Any officer who has exercised option referred to in sub – regulation (1) and continue to draw pay and allowances according to his entitlement in the service of the Bank immediately prior to the appointed date, in terms of sub-regulation (2) shall be allowed to opt for pay and allowance as applicable under these regulations on and from 1.2.1984. On exercising such option, he shall be fitted in the manner referred to in Regulation 8 and after granting him the increments he would have received in terms of these regulations upto 31.1.1984, he shall be fitted in the scale of pay set out in Regulation 4 (1) as on 1.2.84 in accordance with guidelines of the government issued there under.

Provided that, if the aggregate of pay and allowances payable under these regulations to the officer after fitment as above is lower than the aggregate of pay and allowance that were payable to him as on 31.1.1984 before such fitment, the difference shall be paid to him as Personal Allowance which shall be absorbed in the future increments to the extent of 33 – 1/3 per cent of each such increment or 33 – 1/3 per cent of the increase in the salary as a consequence of such increment, whichever is lower.

Amendment to Regulation 12 (B.M. 22.02.2000)

Ref : BC 94 / 4 dated 22.04.2000

- (4) any officer,
 - a. who had exercised option referred to in Sub – Regulation (i) and
 - b. who continued even after the first day of February 1984 draw pay and allowances applicable to him immediately before the appointed date; and

- b. who continues in regular service of the Bank on or after the first day of April, 1997.

May be allowed to opt for pay and allowances as applicable under these Regulations on and from the first day of April, 1997; On exercising such option, he will be fitted on the pay in such a manner that the pay as set out in Regulation 4 (2) along with the dearness allowance payable thereon as on 01.04.1997 is nearest to his existing salary (i.e pay plus dearness allowance (being drawn in terms of Sub – Regulation (2) on 31.03.1997.

Clarification

1. Option once exercised will have effect till the officer is promoted to a scale of pay higher than the scale of pay under the new Regulation in which he would have been placed had he

not exercised the option to continue in the scale of pay existing immediately prior to 1.7.1979.

2. Officers exercising option would draw pay and all allowance as admissible under the Rules existing prior to 1.7.1979.
3. There will be no grade promotion in the old scale, in other words, an officer' who has opted to continue in the old scale of pay on reaching the top of grade would remain there till he is considered promotion under Regulation 17 & promoted.
4. The option is restricted to Pay & Allowance only. Accordingly, the other service conditions not related to pay & allowances applicable to such officers will be as per new Regulations. Further, perquisites as laid down under Regulation 24 to 30 will now be considered to such officers as per rules under Regulation. Accordingly, where residential accommodations is provided by the Bank, 10% of his basic pay (old) will be recovered as compensation for the residential accommodation. And where such accommodation is furnished. Additional 2 ½% the basic pay (old) will be recovered towards compensation for the furniture.

Note : Consequent upon amendment to Regulation 22 w.e.f. 1.11.1947, Compensation for the residential accommodation shall be recovered @ 6% of the first stage of the scale in which the officer is placed. Further, when the accommodation is furnished, additional compensation, 1 ½% of the first stage of the scale in which he is placed will be recovered.

Regulation 13 : APPEAL AGAINST FITMENT

1. Any officer aggrieved by a fitment accorded to him I the new scales of pay, may prefer an appeal to the Committee constituted by the Board for this purpose.

Competent Authority

Grades of officers	Committee
Junior Management Grade Scale I Middle Management Grade Scale II & III	A Committee of Deputy General Managers at Head office
Senior Management Grade Scale IV & V	A committee of General Managers
Top Executive Grade Scale VI & VII	A committee of the Executive Director & the Chairman

2. Such appeal shall be preferred within 30 days of the receipt of the communication of the fitment accorded to him.
3. The Committee may after giving an opportunity to the officer concerned to make his representation in the matter make such decision as it thinks fit.

Provided that the Board may of its own motion review any such decision, and where it review any such decision it shall given an opportunity to the officer concerned to make his representation in the matter.