

REIMBURSEMENT OF ENTERTAINMENT EXPENSES

Officers in the Bank, depending upon their Grades/Scales and positions, are being reimbursed with entertainment expenses incurred on entertaining customers upto the prescribed ceilings. Further, they are also reimbursed expenses incurred on tea, coffee, cold-drink, snacks etc., upto the ceiling as per scheme.

(A) ENTERTAINMENT EXPENSES

Based on functional requirements, the officers are divided into three categories viz. Other, Operational and Budgetary and the ceiling for reimbursement of entertainment expenses are revised as under: (CDO/P&HRD-PM/55/2011-12 dt.18.11.2011)

(A).i. Officers (others) not holding budgetary/operational positions or positions other than those mentioned in **(A).ii** and **(A).iii** below:

Category of officers	Amount p.a. (Rs.)
JMGS I (Confirmed)	7,000
MMGS II	8,800
MMGS III	9,200
SMGS IV	11,000
SMGS V	12,700
TEGS VI	25,600
TEGS VII	32,000
TEGSS I	47,600

(A).ii Officers of all scales in Operational assignments like, DGM (Operations), Accountants, Cash Officers, Lead Bank Officers, District Coordinators, Credit Officer (Rural CPC), Inspection Officer (Rural CPC), Customer Support Officer (Support Officer to RM-ME), Sr. Marketing Executives (HLST), City Case Officer (SARB), CPC Team Leaders, Credit Analyst, COO in MCG/CAG and at other DG M headed branches, Case Lead Officers, Recovery & Rehabilitation officers at SAMBs, Customer Relation Officer (in redesigned branches), other similar BPR Role Holders etc.:

Category of officers	Amount p.a. (Rs.)
JMGS I	12,000
MMGS II	14,800
MMGS III	18,200
SMGS IV	22,000
SMGS V	25,700
TEGS VI	40,600

(A).iii Officials having budgetary assignments irrespective their positions, including Field Officers, Relationship Managers (PB, NRI, MCG, CAG, New Business Deptt. Outfit), Team Leader (MPST/HLST):

Category of officers	Amount p.a. (Rs.)
JMGS I	17,000
MMGS II	20,800
MMGS III	27,200
SMGS IV	33,000
SMGS V	38,700
TEGS VI	55,600

TEGS VII	62,000
TEGSS I	77,600

(A).iv The ceiling for TEGSS-II/DMDs is Rs.80,000 p.a.

(B) REIMBURSEMENT OF EXPENSES INCURRED ON TEA/COFFEE/COLD DRINK/SNACKS ETC.

(B).i It has also been decided to reimburse expenses incurred on tea, coffee, cold drinks, snacks etc. as under:

Grade of officers	Officers holding operational positions as mentioned in para (A). ii above	Officers holding operational positions as mentioned in para (A). iii above
JMGS I	2,000	3,000
MMGS II	2,500	3,500
MMGS III	3,000	4,500
SMGS IV	3,500	5,000
SMGS V	4,000	5,500
TEGS VI	5,700	6,000

(B).ii The discretion provided to CGMs of Circles, CGMs of MCG, RABG, SAMG, MCG and CAG to permit reimbursement of expenses incurred on tea, coffee, snacks, cold drinks etc. by officials in BPR initiatives etc. is Rs.4,500/- pa.

(B).iii Further, the ceilings to incur expenditure for the purpose for officers in JMGS I to TEGS VII at Corporate Centre, LHOs, AUs and other establishments is as under:

Grade	Amount p.a. (Rs.)
JMGS I	2,000
MMGS II	3,000
MMGS III	3,500
SMGS IV	4,000
SMGS V	5,000
TEGS VI	6,000
TEGS VII	7,000

• Overall annual eligibility of an officer will be considered pro-rata based on their period and category of assignments and such amounts may be made available pro-rata on quarterly basis. Further, officers retiring on superannuation where ceiling for the whole year will be payable irrespective of date of retirement.

It has been decided that officers on probation may be reimbursed entertainment expenses and expenses incurred on tea/coffee/cold drinks/snacks etc.(wherever applicable) as per provisions contained in the above Circular. (CDO/P&HRD-PM/83/2011-12 dt.14.11.2011)

Entertainment Expenses are paid to officers on reimbursement basis. Accordingly, the officer cannot claim entertainment expenses upfront. The overall eligibility of an officer will be considered pro-rata, based on their period and category of assignments and such amount may be made available pro-rata on quarterly basis. Further in respect of officers retiring on

superannuation, the ceiling for the whole year will be payable irrespective of date of retirement. (CDO/P&HRD-PM/21/2011-12 dt.23.05.2011).

REVISED ENTERTAINMENT EXPENSES:

(CDO/P&HRD-PM/71/2016-17 dated 03.10.2016)(w.e.f.01.10.2016)

In the background of rolling out of Career Development System or CDS, role/assignment positions are categorised as Budgetary, Measurable and Non-Measurable.

Revised Combined Entitlement for Entertainment & Tea/Coffee etc, as per CDS roles:

Scale	Category-III	Category-II	Category-I
TEGSS-II	110000		
TEGSS-I	59,500	95,000	
TEGS-VII	48,750	83,500	
TEGS-VI	39,500	55,560	73,920
SMGS-V	22,750	35,640	52,440
SMGS-IV	20,000	30,600	44,400
MMGS-III	17,125	25,440	36,840
MMGS-II	15,375	20,760	28,560
JMGS-I	12,500	16,800	22,800

Category III: Officials in Non Measurable roles

Category II : Officials in Measurable & Budgetary(not specified) roles

Category I : Officials in Budgetary (in specific assignment positions**) roles

** Specific Assignment for Entitlement under Budgetary Roles; as per Category-I will be as Under:

Branch Head, Relationship Managers(Scale-3 & above) at all Verticals, Regional Managers, DGM(B&O), DGM/GM Heading MCG/CAG Branches,GM(MCRO), GM-SAMRO, GM Network, CGM(Circle).

- Entitlement would be decided on quarterly basis as per major role held during the period.
- Entitlement of Liaison Officers would be as per Category-II.
- Officers retiring on superannuation, the ceiling for the whole year will be payable irrespective of date of retirement. All other terms and conditions will remain unchanged.