

## RESIDENTIAL ACCOMMODATION, FURNITURE

### 7.1 REVISED RENTAL CEILINGS FOR LEASED ACCOMMODATION

(CDO/P&HRD-PM/20/2012-13 DT.03.07.2012)

The rental ceilings for leased accommodation provided to officers in JMGS-I to SMGS-V were last revised w.e.f. 1.1.2011 and for officers in TEGS-VI & VII were last revised w.e.f. 1.4.2011 vide circular no. CDO/P&HRD-PM/3/2011-12 dated 6<sup>th</sup>

April, 2011. The rental ceilings for Mumbai and New Delhi was revised vide circular no. CDP/P&HRD-PM/2/2012-13 dated 9th April,2012. The ceilings were further improved as below:

- The rental ceilings applicable to 'A' Category centre shall be applicable at centres where B&Os (if not in major 'A') have been established and also for Project Area centres.
- State capitals situated in "other than major 'A' centres", the rental ceilings applicable shall be that of 'A' category centres. In the composite areas of New Delhi (including Gurgaon) consisting Noida, Gaziabad and Faridabad, the rental ceilings applicable will be of New Delhi and for Maharajpur, Loni and Ballabhgarh the rental ceilings of Major 'A' category shall be applicable.
- It has also been decided to club the car parking and maintenance charges prescribed separately earlier. **The revised rental ceilings are inclusive of car parking and maintenance charges.** Out of the total entitlement, a maximum 25% of the rental amount will be available for car parking/maintenance charges / security charges/society charges.
- It has also been decided to revise lease rental ceilings for officers placed in assignments as DGM (B&O), Head of MCG/CAG, DGMs heading CAG/MCG branches, Regional Managers, Branch Managers, Head of CPCs, Manager of Divisions, Relationship Managers, RMMes and RMSEs as per their grades.
- The officers who are entitled to higher rental ceilings by virtue of their posting will continue to be eligible for the same ceiling if transferred to a different position in the same centre provided he continues to occupy the same house. In case of change of house, his entitlement as per his posting will be applicable.
- For officer in Scale TEGS-VI and VII posted in Circles, Verticals and Business Groups, the CGM of the Circle and CGM of Vertical/Business group, respectively, will be the competent authority to allow additional rent of Rs.2000/- per month over and above the prescribed rental ceilings. For TEGSS-I officials, the Group Executive will be the competent authority to approve additional rent of Rs. 2000/- p.m. over the applicable ceiling. However, the above discretion shall be exercised only if suitable accommodation befitting the image of the Bank is not available within the prescribed rental ceilings.
- The other instructions issued in the matter earlier from time to time shall remain unchanged. The revision of rental ceilings will be effective from **1st July, 2012.**
- **As per the revised instructions, sanction of lease proposal including rent shall be obtained from the RBO concerned where the leased accommodation is situated. The in-principle permission to keep the family and avail leased accommodation at place of choice other than place of posting will however, continue to be obtained from competent authority at the place of posting of the officer concerned, as hitherto(CDO/P&HRD-PM/28/2016-17 dated 23.05.2016).**

**REVISED CEILINGS FOR LEASED ACCOMMODATION/ CAR PARKING CHARGES/MAINTENANCE CHARGES – W.E.F. 01.07.2012**

Grade/Scale	Major "A" *		"A"		"B"		"C"	
	Exst. #	Prop. #	Exst. #	Prop. #	Exst. #	Prop. #	Exst. #	Prop. #
TEGSS-I	----	52000	----	37000	----	29000	----	22000
VII	39500	50000	26800	35000	20200	27000	14250	20000
VI	35300	40000	21100	30000	15000	20000	10250	17000
SMGS-V	22700	29000	15000	23000	9500	16000	7150	13000
IV	21300	26000	14300	21000	8900	14000	6450	12000
MMGS-III	19900	23000	13300	18000	8500	12000	6150	11000
II	19200	21000	13000	16000	8200	11000	5550	9000
JMGS-I	18500	20000	12300	15000	7800	10000	5350	8000

\*Kolkata, Chennai, Ahmedabad, Bangalore and Hyderabad

# Inclusive of car parking/maintenance/security charges

MUMBAI	Grade/Scale	NEW DELHI
Ceiling		Ceiling
81500	TEGSS-I	76500
79500	VII	74500
74500	VI	64500
49500	SMGS-V	39500
39500	IV	32500
34500	MMGS-III	29500
32500	II	27000
29500	JMGS-I	26500

**For DGM (B&O)/DGM HEADING MCG/CAG BRANCHES/REGIONAL MANAGERS/BRANCH MANAGERS**

Grade/Scale	Major "A" *		"A"		"B"		"C"	
	Exst. #	Prop. #	Exst. #	Prop. #	Exst. #	Prop. #	Exst. #	Prop. #
TEGSS-I	----	54000	----	39000	----	31000	----	24000
VII	39500	52000	26800	37000	20200	29000	14250	22000
VI	35300	42000	21100	32000	15000	22000	10250	19000
SMGS-V	22700	31000	15000	25000	9500	18000	7150	15000
IV	21300	28000	14300	23000	8900	16000	6450	14000
MMGS-III	19900	24000	13300	19000	8500	13000	6150	12000
II	19200	22000	13000	17000	8200	12000	5550	10000
JMGS-I	18500	21000	12300	16000	7800	11000	5350	9000

\*Kolkata, Chennai, Ahmedabad, Bangalore and Hyderabad

# Inclusive of car parking/maintenance/security charges

**For DGM (B&O)/DGM HEADING MCG/CAG BRANCHES / REGIONAL MANAGERS/BRANCH MANAGERS**

MUMBAI		NEW DELHI
<b>Ceiling</b>	<b>Grade/Scale</b>	<b>Ceiling</b>
83500	TEGSS-I	78500
81500	VII	76500
76500	VI	66500
51500	V	41500
41500	IV	34500
35500	III	30500
33500	II	28000
30500	I	27500

A few centres which are fast developing due to IT industries/ SEZ/ Project areas or of historical / religious/ tourist importance/ submersible centres, in spite of being categorised as B or C category centres, the rental value are very high. Circle CGMs may notify maximum three such centres in B & C Category put together in each network and may increase rental ceiling upto 10% in such centres.

Other terms and conditions:

- i) The ceilings fixed are the outer limits. All efforts should be made to secure residential accommodation at lower rates where possible.
- ii) The lease rentals of the accommodation already leased to the Bank should not be revised till the contracted period expires or lease is due for renewal and enhancement is asked for by the landlord and is in accordance with the prevailing market rate in the locality for residential houses.
- iii) The officers, who have their own houses/ flats constructed/purchased under the Bank's Individual Housing Loan Scheme at the Centres where they are posted should as far as possible, occupy their own houses/ flats. They may, however, be permitted leased accommodation, if they experience any difficulty in occupying their own houses. Further, if the particular assignment has a designated house, the same should be invariably occupied by the incumbent.

iv) Under the Bank's Cooperative Housing Loan or Individual Housing Loan Schemes, it is incumbent on the part of employees to offer the houses/ flats constructed/ purchased there under on lease to the Bank. It is imperative that the residential accommodation available under this arrangement should be effectively requisitioned and utilized in order to ensure that the expenditure on leased residential accommodation is kept to the minimum.

v) Flats/ Houses already leased to the Bank by employees/ officers on economic rent basis should not be normally released except for the occupation of the employee concerned, till the loan is fully liquidated.

vi) In those centres where the Bank's quarters/ flats are available, it may be ensured by the appropriate authority, that these are occupied by concerned officials, before any private lease is permitted.

vii) Advance rentals to land lord may be reimbursed maximum up to 12 in months in the centres where the practice of advance leased rental is in place. Such centres may be notified by the Circle CGMs.

## **7.2 FACILITY OF LEASED ACCOMMODATION AT A PLACE OF CHOICE**

Officers in Scale I to VII are permitted to avail Leased Housing Accommodation at a place of choice.

- Where an officer avails leased accommodation facility at a place of his choice other than his posting within the Circle, the rental ceilings applicable at the place of leased accommodation shall be applicable.
- If the officer retains the leased accommodation at the previous place of posting which is outside the Circle, the lease entitlement of that place will be applicable for one year from the date of his transfer if the entitlement is lower at the place of posting. (CDO/P&HRD-PM/39/2011-12 dt. 09.07.2011).
- POs/TOs shall be allowed change of Leased house facility during their 2<sup>nd</sup> training as per the eligibility of JMGS-I official till their training period with the following terms & conditions (CDO/P&HRD-PM/55/2015-16, dated September 30,2015).
  - i) POs/TOs shall not be allowed to change the Leased house facility in other centre except for their place of 2<sup>nd</sup> training.
  - ii) HRA will not be payable to the concerned PO/TO. Recovery @0.75% of the first stage of scale of his/her basic pay or standard rent whichever is less will be made from his/her salary.
  - iii) Lumpsum amount on transfer (packing, Transportation, insuring baggage) will not be payable to these officials for the mid term shifting in such cases.
  - iv) Loading & unloading of luggage charges, reimbursement of travelling expenses, cost of transportation & household luggage may be paid on actual basis subject to production of receipts.

**REIMBURSEMENT OF BROKERAGE CHARGES:** It has also been decided that brokerage/commission paid by an officer up to a maximum amount not more than one month rental ceiling applicable to the officer within his entitlement to estate agents/property dealers may be reimbursed on production of receipts. (CDO/P&HRD-PM/3/2011-12 dt. 06.04.2011)

### **7.3 PROVISION OF FIXTURE ITEMS AT RESIDENCE**

Fixture items worth Rs.1,500/- are provided at the residences of officers who availed the facility of furniture from the Bank. The list of items to be purchased is mentioned in the circular. This is valid for a period of three years w.e.f. 1st April 2013 and the periodicity will be once in a year. The amount will be reimbursed on certificate basis and may be claimed in the format enclosed to the circular. Officers who have already claimed reimbursement as per Circular Letter No .CirDO /HR/29/2011-12 dated 13.08.2011, shall be eligible for reimbursement in terms of the revised instructions, only after the expiry of two years from the date of previous reimbursement. The date of supply should be properly recorded in the Service Sheet of the official. (CirDO/HR/6/2013-14 dt.27.04.2013)

### **7.4 LEASED HOUSING ACCOMMODATION – CLOSE RELATIVES**

The house belonging to an officer or his/her spouse or his relative falling within the meaning of Regulation 61 (c) of the S.B.I. General Regulations 1955 as mentioned below normally will not be taken on lease for allotment to him:

- (i) Spouse
- (ii) Father
- (iii) Mother (including Step-mother)
- (iv) Son (including Step-son)
- (v) Son's wife
- (vi) Daughter (including Step-daughter)
- (vii) Daughter's husband
- (viii) Brother (including Step-brother)
- (ix) Brother's wife
- (x) Sister (including Step-sister)
- (xi) Sister's husband
- (xii) Brother (including Step-brother) of the spouse
- (xiii) Sister (including Step-sister) of the spouse

Though normally the officers will not be permitted to take houses on lease belonging to their close relatives for allotment to them, the Bank may at its discretion permit the officers to avail the facility on case to case basis depending on merits of each case and if the circumstances so warrant subject to the following terms and conditions:

- If Bank’s own residential accommodation is available it should be offered to the officer who needs a residence. In such a case, officer should not be permitted to have leased accommodation.
- The house belonging to the officer should not be permitted to be leased to the Bank for his own occupation. Further, the house belonging to the officer’s spouse as well as dependent children should also not be permitted to be leased to the Bank for his own occupation.
- In case, the house of a relative of the officer is taken on lease for his occupation, the lease agreement must be entered into with the Bank and not with the officer.
- While entering into lease agreement in respect of house, if belonging to the close relative, Bank should stipulate the condition that when the officer is transferred to other place the Bank will continue the lease agreement as per its needs.
- The house acquired by the relative should have been acquired by him/her from his/her own sources (not partly funded by the officer) and that it should be independent and in full occupation of the officer and not shared with the relative.

(CDO/PM/17/CIR/48 dt.22.12.2004)

**7.5 LEASED HOUSING ACCOMMODATION-HRA ON CAPITAL COST BASIS**

HRA on capital cost basis should be paid at the rate applicable at the centre where the house (constructed out of Bank’s finance under IHL) of the officers is situated and he/she is permitted to keep his/her family thereat, being the place of choice, irrespective of his/her place of posting. (Cir DO/HR/146/2008-09 dt.21.01.2009).

**7.6 RETENTION OF RESIDENTIAL ACCOMMODATION/ TELEPHONE/CAR AFTER NORMAL RETIREMENT/ VOLUNTARY RETIREMENT, RESIGNATION & DISMISSAL / REMOVAL FROM SERVICE**

Cases relating to	Retention period: accommodation, telephone, car (provided to officers in TEGS VI & above) <b>(Without any approval)</b>
Normal retirement	2 months from the date of normal retirement
Voluntary Retirement ( with or without re-employment)	1 month from the date of voluntary retirement
Resignation from service	15 days from the date of resignation
Dismissal / Removal from service	15 days from the date of receipt of order of dismissal/ removal from service

**Retention of the above facilities beyond stipulated period will not be permitted under any circumstances.** Any retention beyond the permitted period will be dealt with as per extant instructions like recovery of commercial rent etc. However newspaper, casual labour, cleansing materials etc., if provided, should be withdrawn immediately.

**7.7 RETENTION OF HOUSE BY FAMILY MEMBERS ON DEATH OF THE OFFICER** : In respect of officers up to SMGS-V

Up to 3 months	Respective GM for network branches and Depts. at network headquarters and for Depts. under the
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	direct administrative control of the CGM.
Up to 12 months or completion of the academic year of dependent children, whichever is earlier	Chief General Manager

**7.8 “ACCOMMODATION PROVIDED BY THE BANK”-STANDARD RENT**

House Rent recovery shall be @ 1.20% of the first stage of basic pay of scale in which the officer is placed or standard rent, whichever is lower.

<b>LIVING AREA</b>	<b>STANDARD RENT</b>
Upto 50 mts.	113/-
51 - 60 mts.	135/-
61 - 75 mts.	157/-
76 - 90 mts.	209/-
91 -105 mts.	252/-
106 -120mts.	296/-
121-150 mts.	362/-
151-180 mts.	433/-
181-225 mts.	510/-
226-300 mts.	728/-
301-400 mts.	901/-
401-550 mts.	1073/-
Beyond 550 mts.	1250/-
a) Servant quarter : Rs.17/- per month	
b) Garage : Rs. 10/- p.m.	

**7.9 FURNITURE & FIXTURES**

Bank has introduced a new scheme for providing essential furniture to eligible officers. The salient features of the new scheme are as under:(CDO/P&HRD-PM/59/2006-07 dt.25.01.2007)

- The new scheme shall apply to all officers, including POs, TOs, and officers in specialist category in JMGS I to SMGS V grade who are governed by the SBI Officers' Service Rules 1992, who reside in own/rented/leased house. Officers joining the Bank on contract/ CTC (Cost to Company) basis will not be eligible for availing of the facility.
- Officers are allowed to purchase from reputed dealers, at the place of residential accommodation/nearest big centre if the residential accommodation is at rural and semi-urban centre, the essential items of furniture/fixtures of their choice. However, the items that may be purchased shall be from the standard list of items prepared by the Bank.
- On promotion, an officer may become eligible for higher ceiling and in such eventuality; he may purchase the additional items of furniture within the ceiling prescribed for his new grade and claim that additional amount from the Bank.
- After purchasing the furniture/fixtures, the officers will have to use the same for 10 years. Thereafter, the ownership of the same will be transferred to the officers. They would be eligible for availing the facility for second time, subject to the condition that this facility would be given a maximum of three times in entire service career.

- The officers shall not let out or otherwise part with the possession of furniture/fixtures to any one in whole or in part till the time the ownership thereof is transferred in their names.
- Once the officer has been paid the amount for purchase of furniture/fixtures from the next month onward, 0.25% of the pay in the first stage of the scale of pay in which the officer is placed will be recovered from his monthly salary toward the rent.

**CLARIFICATIONS** (CDO/P&HRD-PM/80/2006-07 dt.29.03.2007)

- Date of purchase of the item of furniture/fixtures should be the base for calculating the number of years while transferring the ownership to the officer/retiree concerned.
- **The ceilings for purchase of furniture/fixtures are exclusive of taxes.** Officers are not required to insure the items at their own cost. However, in cases of transfer/shifting of furniture/fixtures, the officers will have to bear the cost of transit insurance.
- At the time of retirement/voluntary retirement/exit/removal/dismissal of the officer, if an officer has put in more than five years of service from the date of reimbursement of furniture/fixtures, no recovery shall be made from him and the ownership of Bank's furniture/fixtures will be transferred to him. In case of death of the official while in service, the family of the deceased officer will be given the furniture/fixtures already purchased by that officer free of cost and the book value of the same will be written off from Bank's books.
- The authority structure for sanction of advance and passing of entries in regard to purchases of furniture/fixtures is as under:-

Officers posted in	Authority
Branches other than BM	Branch Manager
Branch Manager	DGM (B&O) / Controller
Administrative Offices	Chief Manager (Admin) in charge of OAD
Local Head Office	AGM (OAD) on the recommendation of Estate Department, LHO
Corporate Centre	AGM (OAD) on the recommendation of Estate Department, Corporate Centre. Wherever estate department is not in place, AGM (OAD) will exercise all powers
Write Off	

Officers posted in	Authority
Branch/ AO	Controller DGM (B&O)
LHO	AGM (premises & Estate)
CC/ CC establishment	DGM (Estate) & where DGM (Estate) is not in position, the AGM (OAD)

- The entire set of furniture/fixtures provided to the officers, who are going abroad on account of their posting as IBO/IBTO, may be surrendered to the Estate Department/Section concerned in CC/LHO/AU depending on the posting of the officer.



The department concerned may dispose of the items by way of auction and their furniture account may be made NIL. On return to India, they may again be provided the furniture/fixtures afresh as per their entitlement. (CDO/P&HRD-PM/33/2007-08 dt.06.09.2007)

- Furniture/fixtures under the new scheme are to be provided to officers of all grades on probation (employees promoted as JMGS I, TOs, Pos, Specialist officers) as is the eligibility of confirmed officers in their Grades. However, in case of officers who resign during the probation, the entire amount given to them to purchase new furniture/fixtures will be recovered from them. (CirDO/HR/139/2008-09 dt.04.12.2008)
- At the time of retirement, officers upto Scale V are required to own the furniture/fixture provided to them by the Bank at the following cost:
  - Furniture with more than 5 years of age - Free of cost.
  - Items with more than 4 years of age – at 20% of the original cost.
  - Items with more than 3 years of age – at 40% of the original cost.
  - Items with more than 2 years of age – at 60% of the original cost.
  - Items with more than 1 year of age – at 80% of the original cost.
  - Items with less than 1 year of age – 100% of the original cost.
  - Curtains and Inverter battery being consumable items, may be given to the officers (in all scales) who retire on superannuation, free of cost, irrespective of its age. The book value, if any, may be written off as per the extant instructions. (CirDO/HR/191/2008-09 dt.20.03.2009)
- It will be necessary for the officers in scale VI and VII to carry the furniture and fixtures purchased at the specific requirement/request of the officer upto a total cost of Rs.3.00 lacs, on transfer to their next place of posting.
- If any officer in TEGS VI & above proposes to purchase items of furniture and fixtures, which are not in the prescribed list, the same may be permitted by the competent authority, provided the items are in the nature of furniture and fixture. In such case, the officer will necessarily have to carry the items on transfer/retirement.
- Officers in Scale V and below may purchase an item without restriction on quantity from the list of prescribed items applicable as per his scale within his overall entitlement.

- The following electronic/fitness items are included in the prescribed list:

LCD TV any size, AC any size, Laptop/Notebook, Fully automatic washing machine, Refrigerator any size, RO systems, Morning Walker and Foot Massager.

**However, the officer will have to utilize 50% of his overall entitlement on furniture items. Life span of furniture and fixtures:**

- |                                 |   |          |
|---------------------------------|---|----------|
| ➤ Furniture & Fixture items     | - | 10 years |
| ➤ Electronic Consumer items     | - | 5 years  |
| ➤ Mattresses                    | - | 3 years  |
| ➤ Curtains and Inverter battery | - | 3 years  |

The life span of all the items shall be reckoned from the date of purchase. (CDO/P&HRD-PM/6/2010-11 dt.28.04.2010)

- All electronic and electrical items and equipments running on electricity are classified as electronic items except physical health equipments. All other remaining items including physical fitness/health equipments are classified as furniture items. An officer can avail facility of purchasing electronic items 6 times only during his entire service and for purchase of furniture the facility will continue to be availed 3 times only during his service. In case of death of an officer while in service, the family of the deceased officer will be given furniture and electronic items free of cost and the book value of the same will be written off from Bank's books. (CDO/P&HRD-PM/10/2010-11 dt.07.06.2010)

## REVISION OF MONETARY CEILINGS FOR RESIDENTIAL FURNITURE

(CDO/P&HRD-PM/30/2013-14 dt. 12.09.2013)

Grade	Monetary ceiling at all centres (including cost of fixtures, Transportation & curtains)
TEGSS I	Rs. 7,00,000.00
TEGS VII	Rs. 6,00,000.00
TEGS VI	Rs. 5,00,000.00
SMGS V	Rs. 2,50,000.00
SMGS IV	Rs. 1,65,000.00
MMGS III	Rs. 1,40,000.00
MMMGS II	Rs. 1,30,000.00
JMGS I	Rs. 1,20,000.00

- The amount of eligibility mentioned above also includes reimbursement of cost of curtains, fixtures and all other miscellaneous items.
- Officers transferred out of Circle on administrative grounds by the Bank, shall be entitled for 20% additional entitlements over and above the respective eligible grade wise ceilings.

- No repairs of the furniture/fixture, minor or major, will be undertaken by the Bank and officers will be responsible for maintenance of furniture/fixture supplied to them. However, officers are eligible for reimbursement of expenses on account of repairs, annual maintenance charges, for washing of curtains and transit insurance etc., subject to undernoted ceiling:

## ANNUAL MAINTENANCE CHARGES

Grade	Monetary ceiling (per annum) W.E.F. 01.11.2013
SMGS V	18,000
SMGS IV	15,000
MMGS III	13,000
MMGS II	12,000
JMGS I	11,000

### SUB ENTITLEMENT FOR PURCHASE OF CURTAINS AND MATTRESSES

Grade	Curtains	Mattresses
SMGS V	22,000	50,000
SMGS IV	16,000	33,000
MMGS III	13,000	28,000
MMGS II	13,000	26,000
JMGS I	11,000	24,000

### TERMS AND CONDITIONS

#### (1) Officers SMGS V and below:

Existing	Revised
Officers may claim annual maintenance allowance on a certificate basis in the month of January each year.	Officers may claim annual maintenance allowance on a certificate basis during the financial year i.e. upto 31st March each year. However, officer will not be paid annual maintenance allowance within one year from the date of purchase of furniture for the first time.
An officer has to utilize 50% of overall entitlement on furniture items.	Mattresses, curtains, inverter battery shall be within the 50% ceilings of electronic items and the rest 50% ceilings should be utilised for furniture items only.

#### Officials TEGS-VI & VII:

Existing	Revised
Officials in grade TEGS-VI and VII are permitted to carry furniture purchased at their specific choice upto a ceiling of Rs.3.00 lacs. In such cases the officer will necessarily have to carry such furniture.	Officials in grade TEGS-VI and VII are permitted to carry furniture purchased as per their specific choice upto their entitled amount.

### PROVISION OF MATTRESS AT THE TIME OF RETIREMENT

(CDO/P&HRD-PM/2012-13 dt. 23.02.2013)

The Central Human Resource Committee in its meeting dated 4th February, 2013 has decided that the mattresses irrespective of their age may be provided free of cost to the officer at the time of his retirement on attaining superannuation. However, no existing mattresses can be changed before the normal period of 3 years. The existing instructions of providing five year old furniture items free of cost to the retiring officers shall continue as hitherto. The instructions will also be applicable to the families of deceased officers who die while in service. The above changes will come in to force with immediate effect and other instructions issued earlier in the matter from time to time shall remain unchanged.

## **REVISION OF MONETARY CEILINGS FOR RESIDENTIAL FURNITURE PROVIDED TO OFFICERS—CLARIFICATIONS**

(CDO/P&HRD-PM/37/2013-14 dt. 17.10.2013)

The revised monetary ceilings for residential furniture provided to officers approved by competent authority was circulated vide circular no.CDO/P&HRDPM/30/2013-14 dated 12/9/2013. In this connection several references, queries etc. are received from Circles in the matter. The matter has been examined and the queries are clarified as under:

**QUERY:** Whether the officers in present grade are eligible to purchase furniture as per revised grade wise monetary ceilings.

**RESPONSE:** All officers are eligible to purchase furniture as per revised monetary ceilings applicable to their present grade/scale as per prescribed list.

**QUERY:** It is mentioned in the Circular that Officers transferred out of Circle on administrative grounds by the Bank shall be entitled for 20% additional entitlements over and above the respective eligible grade wise ceilings. Whether the Officers transferred out of Circles on administrative grounds after 1<sup>st</sup> September, 2013 are only eligible for 20 per cent additional furniture ceilings.

**RESPONSE:** All officers who are presently posted at a place out of their parent circle are eligible for 20% additional ceilings.

**QUERY:** Whether the Officers transferred out of circle but continuing in the same geographical location are eligible for additional 20% limit e.g. an Officer from Mumbai Circle posted to Corporate Centre or an officer from Hyderabad Circle to any Corporate Centre establishment in Hyderabad.

**RESPONSE:** Officers posted in the same geographical location/ establishment within parent circle are not eligible for 20% additional ceilings.

**QUERY:** Whether the sub limits for Curtains, Mattresses and inverter Battery are also applicable for additional 20 per cent limit.

**RESPONSE:** The maximum sub limits for curtain, mattress and inverter battery shall remain as prescribed in circular no. CDO/P&HRD-PM/30/2013-14 dated 12/9/2013.

**QUERY:** Provision of mattress at the time of retirement.

**RESPONSE:** Provision of mattress at the time of retirement shall be as per provisions of circular no. CDO/P&HRD-PM/79/2012-13 dated February 23rd, 2013.

**QUERY:** Earlier there was no sub limit prescribed for mattresses, hence some officers have claimed major portion of their furniture limit towards mattresses. Now mattresses limit is included in electronics, resultantly it exceeds the 50 per cent of limit towards electronics. Please advise us the steps to be taken in this regard.

**RESPONSE:** Officers who have already purchased mattresses of cost more than their grade wise sub ceilings eligibility of overall entitlement will be eligible to purchase mattresses in future only within the prescribed sub ceilings after completion of 3 years lifespan and for the remaining residual amount will necessarily have to purchase furniture items having a lifespan of 10 years.

**QUERY:** How to ascertain the parent Circle in respect of officials of erstwhile State Bank Saurashtra and State Bank of Indore.

**RESPONSE:** The place of posting of officers of erstwhile SBS and SBIN at the time of merger with SBI shall be treated as their parent circle.

**PURCHASE THROUGH INTERNET:** The officers of all grades are now allowed to purchase furniture /fixture items through Internet, provided proper bills (along with VAT /

TIN number) are produced for payment and the same are otherwise in order. (CDO/P&HRD-PM/18/2014 – 15, dated 07.06.2014)

**MODIFICATIONS:** CDO/P&HRD-PM/76/2013 – 14, dt. 28.02.2014 & 23/2014 – 15, dt.07.07.2014

(a) Officials in Grades TEGS-VI and TEGS-VII will carry all the furniture of their full entitlement upon their transfer.

(b) Officers on promotion to Grade TEGS-VI from SMGS-V will not be permitted to surrender the furniture and fixture items acquired during their earlier lower incumbency and their entitlement in TEGS-VI will be decided by reducing the original cost of furniture/ fixture which they are holding at the time of promotion. The officers in the above cases can, however, purchase new items of furniture etc as per their residual fresh entitlement on account of promotion to the new grade.

(c) In those cases where officers upto Grades TEGS-VII are provided with designated house at their new place of posting, Bank will not hence forth replace any existing furniture in such official accommodation (designated house). While the ownership and possession of the existing furniture and fixtures provided by the Bank in the designated houses will continue to remain with the Bank, the incumbent may however, if he/she wishes, use such existing furniture even if these are beyond his/her eligible ceiling. Any new furniture provided in designated houses will be within the entitlement of the officer and will be carried by him on his transfer.

(d) Officials in Grades TEGS VI and VII will be reimbursed annual maintenance charges towards repair and safekeeping of furniture and fixture on certificate basis though HRMS **w.e.f.01.04.2014** at the following rates :-

<b>GRADE</b>	<b>AMOUNT</b>
TEGS-VI	Rs 30,000/-
TEGS-VII	Rs 35,000/-

(e) Officers in TEGS VI & VII retiring on or before 31.03.2015 can exercise an option either to surrender or purchase furniture/fixture at the time of retirement, irrespective of date of purchase. This option will not be available to the officials retiring after 31st March, 2015 and the officers will be required to mandatorily purchase all the items of furniture/fixture at the time of retirement at prescribed discounted value, vide e-circular no. CDO/P&HRD-PM/6/2010-11 dated 28.04.2010.

(f) The ownership of furniture and fixture with less than one year of age will be transferred to the retiring officials of all grades at discounted value of 1.66% per month of original cost of furniture , calculated at rate of discount of 20% per annum . The difference of book value and discount value will be absorbed by Bank as hitherto.

(g) Officers of all grades upto TEGS-VII shall be eligible for reimbursement of full annual maintenance charges for the year of their retirement even if they retire in the middle of the year . However, in case any officer resigns from the Bank in the middle of the year, he/she will be reimbursed annual maintenance charges on prorata basis.

**(h) The above modifications are effective from 1st April,2014.**

#### **7.10 SUPPLY OF CLEANSING MATERIAL w.e.f. 01.08.2011**

(CDO/P&HRD-PM/59/2011-12 dt.26.08.2011)

Cost of cleansing/disinfecting materials is reimbursed to officers provided with furnished/unfurnished leased housing accommodation as well as those officers staying in their own houses/flats (constructed/acquired with Bank's finance under either of the two Housing Loan Schemes) only when they are (within the Bank's discretion) supplied full set or part set (minimum 1/3rd of the monetary ceiling) of furniture items. Further, if an officer requests for part supply of furniture, cleansing materials cannot be supplied to him/her even

on his/her volunteering to pay the rent there for at the standard rate. The amount is to be reimbursed on certificate basis without production of bills for purchase of cleansing material (as per the list prescribed by the Bank) within the under noted ceilings

(Ceilings revised vide **Circular No.CDO/P&HRD-PM/21/2015-16 dt.17.06.2015**):

Grade	Amount(w.e.f.01.06.15)
JMGS-I	Rs.850/- p.m.
MMGS-II	Rs.1125/- p.m.
MMGS-III	Rs.1200/-p.m.
SMGS-IV	Rs.1350/- p.m.
SMGS-V	Rs.1700/- p.m.
TEGS-VI	Rs.2150/- p.m.
TEGS-VII	Rs.2200/-p.m.
TEGSS-I	Rs.2800/- p.m.
TEGSS-II	Rs.2900/-p.m.

**7.11 REIMBURSEMENT OF DAILY WAGES PAID TO CASUAL LABOUR w.e.f.01.08.2011 (CDO/P&HRD-PM/17/2007-08 dt.30.07.3007) (Ceilings revised vide Circular No.CDO/P&HRD-PM/21/2015-16 dt.17.06.2015):**

Category	Amount per day(w.e.f01.06.15)
JMGS I	Rs 20/-
MMGS II	Rs 34/-
MMGS III	Rs 40/-
SMGS IV	Rs 71/-
SMGS V	Rs 143/-
TEGS VI	Rs 215/-
TEGS VII	Rs 220/-
TEGSS I	Rs 300/-
TEGSS II	Rs 375/-

NOTE: Reimbursement of daily wages paid to casual labourers at the prescribed rate can be made if the officer has taken furniture for at least 1/3rd value of his entitlement. For any value of furniture less than 1/3rd value, the reimbursement of daily wages paid to casual labourers will not be considered.

**7.12 REIMBURSEMENT OF THE COST OF NEWSPAPER/MAGAZINE w.e.f. 01.09.2011 (CDO/P&HRD-PM/67/2011-12 DT.21.09.2011) (Ceilings revised vide Circular No.CDO/P&HRD-PM/21/2015-16 dt.17.06.2015):**

Officers are reimbursed the cost of newspapers/magazines supplied at their residences, depending upon their grade/scale as detailed below on certificate basis without production of bills:

GRADE/SCALE OF OFFICER	NEWSPAPERS/PERIODICALS/ MAGAZINES ETC. w.e.f.01.06.15
All officers in JMG Scale I	Rs. 550/-p.m.
All officers in MMG Scale II	Rs. 800/-p.m.
All officers in MMG Scale III	Rs. 840/-p.m.
All officers in SMG Scale IV	Rs. 1240/- p.m.
All officers in SMG Scale V	Rs. 1400/-p.m.
All officers in TEGS VI	Rs. 4250/-p.m.

All officers in TEGS VII	Rs. 5500/-p.m.
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**7.13 RESIDENTIAL TELEPHONES** (CDO/P&HRD-PM/71/2009-10 dt. 23.02.2010)  
Officers of MMGS II grade and above, irrespective of their positions, may be allowed the facility of official telephone at their residences. However, the eligibility for availing telephone facility from the Bank for officers in JMGS I will remain depending upon the need of the Bank.

It has been decided to introduce uniform monetary ceiling for reimbursement of the charges for official telephones provided at the residence of officers, at all centre, inclusive of Internet/Broadband, as under(W.E.F.19.05.2016)

Officers	Uniform Overall Monetary Ceiling for Reimbursement of Residential Telephone & Internet/Broadband charges per month(Exclusive of taxes) Amt. In Rs.
JMGS I	600/-
MMGS II & III	800/-
SMGS IV & V	1800/-
TEGS VI	3000/-
TEGS VII	3900/-
TEGSS I	5750/-
TEGSS II	7400/-

- There will be no change in other eligibility criteria and operating guidelines. Subsequent to launch of facility in HRMS, all will be mandatorily required to claim above reimbursements through HRMS and no manual reimbursement will be done.

**7.14 PROVISION OF MOBILE PHONE TO OFFICERS**

(CDO/P&HRD-PM/73/2013 – 14, dated 18.02.2014)

**(Revised instructions CDO/P&HRD-PM/64/2015-16, dt.31.10.15)**

As per the feedback, the second mobile handset has not been used extensively for official purposes. We have, therefore, reviewed the position. It has been decided, with the approval of the appropriate authority, to arrange as under:

- All eligible officers of the Bank will be entitled for purchase of one mobile handset with one SIM within the revised monetary ceiling (**Annexure-I**). Permanent Part-time Medical Officers (PPSMOs)/Chief Medical Officer (CMO) are also eligible for reimbursement monthly mobile call charges subject to specified monthly ceiling, as applicable to general cadre officers.
- All eligible officers of the Bank will be entitled for reimbursement of mobile bill call charges in respect of one mobile subject to specified monthly ceiling.
- The officials who have been provided two SIMs by the Bank for two handsets will arrange for surrendering one SIM immediately as no reimbursement of monthly mobile call charges will be allowed henceforth for the 2nd handset.
- Payment /reimbursement of the mobile bill of existing second SIM will be made only till next billing cycle from the date of the issue of this circular.



3. Second handset already provided to the official need not be returned to the Bank. Further, there will neither be any reimbursement of the cost of maintenance nor replacement of the second handset.
4. After lapse of 3 years from the date of purchase of the first mobile handset, the officer will be eligible for a new handset subject to the revised ceiling.

**Annexure-I**

<b>Officers' Grade</b>	<b>Cost ceiling for mobile handset exclusive of taxes- Revised (Rs.)</b>	<b>Revised overall ceiling (instead of sub-ceilings), inclusive of Monthly plans/rentals and Monthly call charges (Exclusive of taxes)</b>
<b>JMGS-I</b>	<b>6000</b>	<b>500/-</b>
<b>MMGS-II</b>	<b>7000</b>	<b>600/-</b>
<b>MMGS-III</b>	<b>8000</b>	<b>700/-</b>
<b>SMGS-IV</b>	<b>13000</b>	<b>900/-</b>
<b>SMGS-V</b>	<b>15000</b>	<b>1250/-</b>
<b>TEGS-VI</b>	<b>25000</b>	<b>No Ceiling</b>
<b>TEGS-VII</b>	<b>30000</b>	<b>No Ceiling</b>
<b>TEGSS-I</b>	<b>35000</b>	<b>No Ceiling</b>
<b>TEGSS-II</b>	<b>45000</b>	<b>No Ceiling</b>

(\*) Other Instructions as per Circular CDO/P&HRD-PM/82/2011-12 dt.12.11.2011

- All officers who have completed 2 years of service in the Bank may be provided with mobile handset. Probationary Officers / Trainee Officers or other officers, on completion of one year of probation, depending upon their nature of work, may be provided with mobile handset, subject to approval of the Competent Authority.
- For officials of SMGS-V grade holding positions of Regional Managers, Head of CPCs and other budgetary assignments, the overall ceiling will be Rs.1500/-p.m.
- The authority to sanction mobile phones to officers in JMGS-I grade (other than Branch Managers) and POs/TOs may be vested with the Regional Manager/Departmental Head not below the rank of SMGS V.

**Officers of TEGS-VI grade:-**

1. They will be provided with the facility of STD, ISD, Advanced GPRS/Blackberry, Multimedia messaging, internet and national roaming on their request.
2. While visit to foreign land for official purpose/LTC or HTC, the officer may be provided with the Matrix or some other similar facility, where absolutely necessary, subject to approval of the controller. Where such facility is not available International Roaming may be permitted with the approval of the controller. The officers should be advised to use such facility judiciously and economically and they should give a confirmation to this effect while claiming reimbursement. The above entitlement will also be applicable to officers in grade TEGS-VII and above

**Officers of JMGS-I to SMGS-V grade:-**

1. They will be provided with the facility of STD and national roaming subject to above ceiling on monthly call charges.
2. The facility of ISD, Advanced GPRS/Blackberry, Multimedia messaging, internet and any other additional facility may be provided to them on their request, depending upon their nature of work, subject to approval of the departmental head/controller not below the rank of AGM. The foregoing facilities will be provided subject to above ceiling on monthly call charges.
3. While visit to foreign land for official purpose/LTC or HTC, the officer may be provided with the Matrix facility, where absolutely necessary, subject to approval of the controller. Where Matrix facility is not available International Roaming may be permitted with the approval of the controller. The officers should be advised to use such facility judiciously and economically and they should give a confirmation to this effect while claiming reimbursement.
  - It is proposed that officers on transfer shall carry the handsets with them while the SIM card, which is invariably to be subscribed in the official capacity should be surrendered at the branch/office from where they have been transferred. However, in such cases where portability of number is allowed by the service provider, the officer on his/her request, may be permitted for the same subject to such terms and conditions as may be prescribed.
  - In such cases where the officer is promoted to higher grade and becomes eligible for mobile handset of higher amount, he/she may be permitted for the same only after completion of three years of purchase of old handset.
  - The officers will themselves arrange for purchase of mobile handsets of reputed make like Nokia, Sony Ericson, Samsung, LG etc. and seek reimbursement subject to above ceiling on production of bill/cash receipt, the details of which will be recorded in his/her service sheet.
  - After lapse of 3 years from the date of purchase of mobile handset, the officer will be eligible for a new handset subject to above ceiling. As buyback of the old handset will be difficult, the officer will be allowed to retain the same. In no case, new mobile handset will be issued to the officer before expiry of 3 years of the handset. The date of purchase of mobile handset which is in use by the official will be entered in his service sheet. If the handset is old for more than 3 years, he will be eligible to purchase a new handset subject to above ceiling.
  - The officers will be responsible for safekeeping of the mobile handset. In case of loss/theft etc. the officer will himself arrange for new handset as in no case new mobile handset will be given to the officer before expiry of 3 years of the date of purchase of handset.
  - The Bank will bear the cost of repairs/maintenance and upkeep of the mobile handset till 3 years from the date of purchase or the date of retirement, whichever is earlier. Thereafter, the Bank will not bear the cost for repairs and maintenance of the handset.
  - The facility of retention of mobile handsets by officials of TEGS-VI and above grade on superannuation at the age of 60 years at no extra cost provided the mobile

phone is in use with the official for atleast one year, will be extended to all officers. Thus, all officers on superannuation at the age of 60 years will be eligible to retain the mobile handset at free of cost even if purchased within one year of retirement. The book value of the mobile phone given to the officer on superannuation will be written off.

- In case of voluntary retirement/resignation/dismissal etc, if the officer wants to retain the handset, he can retain the same after paying the book value of the handset. The authority to write off book value, if any, will be vested with the DGM and Circle Development Officer in case of Circles and DGM (Estate) in case of Corporate Centre establishments.
- The proposed Scheme shall replace the existing practice being followed in different Circles/branches/offices of the Bank. These instructions shall be made effective from the 1st December 2011.

**INSTRUCTIONS REGARDING SURRENDER OF SIM CARDS IN THE EVENT OF TRANSFER OF OFFICIAL FROM ONE CENTRE TO OTHER CENTRE**

(CDO/P&HRD-PM/73/2012-13 dt. 07.02.2013)

Circumstances	Procedure to be followed
In case of transfer within the same centre:	
a) SIM Card which is subscribed in the official capacity and linked/related to the designated post.	a) SIM card should be surrendered immediately on handing over the charge at the branch/office from where the official has been transferred.
b) SIM Card which is subscribed in the official capacity but not linked/related to designated post.	b) SIM Card may be continued
In case of transfer outside the centre	
a) SIM Card which is subscribed in the official capacity and linked/related to the designated post.	a) SIM card should be surrendered immediately on handing over the charge at the branch/office from where the official has been transferred.
b) SIM Card which is subscribed in the official capacity but not linked/related to designated post.	b) SIM card should be surrendered at the branch/office within 10 days from the date of reporting to the transferee centre.

Incidentally, after surrendering the SIM Card the official may obtain a new SIM Card at his new place of posting.

**REIMBURSEMENT OF POST-PAID MOBILE BILLS-ROLL OUT OF SERVICE THROUGH HRMS PORTAL (CDO/P&HRD-PM/89/2014-15, dt.16.03.2015).**

A HRMS portal has been developed for reimbursement of post-paid mobile bills to Officers in grades JMGS-I to SMGS-V.

For apply: <https://hrms.onlinesbi.com/irj/portal---ESS---Reimbursement---Mobile Handset/Bills>

For approval: Manager Self Service---Reimbursement---Mobile Handset/Bills.

User manual for applicant as well as Approver have been placed in the HRMS portal.

