

1. WELLNESS EXPENSES: (HOBC 113/165 dated 16.12.2019)

Wellness Expenses incurred towards employee well-being activities like purchase of periodicals/books on banking/Management/self-development/health etc., and towards yoga, physical fitness etc.

Category of Officers	Entitlement per month
Top Executive Grade Scale VI & VII	Rs. 1000/-
Senior Management Grade Scale IV & V	Rs. 750/-
Officers Scale III	Rs. 500/-
Officers Scale II	Rs. 470/-
Officers Scale I	Rs. 450/-

2. PETROL EXPENSES: (HOBC 113/121 dated 25.09.2019, and regulation 41 of BOI OSR)

- Eligible officers who own and use a vehicle for bank's work have option to claim reimbursement of traveling expenses either on monetary basis or in terms of consumption of petrol per month. Option can be exercised only once and will not be allowed to be changed unless there is a change in type of vehicle and/or place of posting. Promotee Officers during the probationary period and DRO's during the first year of probation are not eligible. However, they may be reimbursed actual expenses incurred by them.
- Limits for reimbursement to eligible Officers who do not own a vehicle on declaration basis.

W.e.f. 01-10-2022 (HOBC 116/171 dated 03-10-2022)

- All confirmed Officers in JM-I : Rs. 1000/-
- Officers in MM Grade Scale II/III : Rs. 1200/-
- Officers in Senior Management Grade Scale IV : Rs. 1400/-

Payment is made on declaration basis who own a vehicle as under:

	Major 'A' Class		Area I Cities		Area II Cities		Area III Cities	
For Car Owners	Monetary Limit (Rs.)	Petrol Limit (Litres)	Monetary Limit (Rs.)	Petrol Limit (Litres)	Monetary Limit (Rs.)	Petrol Limit (Litres)	Monetary Limit (Rs.)	Petrol Limit (Litres)
Scale I	875	55	750	55	750	50	625	45
Scale II	1310	70	1250	70	1250	60	1000	55
Scale III & IV	1550	90	1500	90	1500	75	1250	60

	Major 'A' Class Cities		Area I		Area II		Area III	
For Two Wheeler Owners	Monetary Limit (Rs.)	Petrol Limit (Litres)	Monetary Limit (Rs.)	Petrol Limit (Litres)	Monetary Limit (Rs.)	Petrol Limit (Litres)	Monetary Limit (Rs.)	Petrol Limit (Litres)
Motor Cycles & Scooters	875	45	810	45	750	40	625	30
Mopeds	875	40	810	40	750	30	625	25

Major A : Ahmedabad, Bengaluru, Chennai, Delhi, Hyderabad, Kolkata and Mumbai, Pune and Surat

Area I : Places with population of 12 lacs and above but less than 45 Lacs..

Area II : Places with population of 5 lac and above but less than 12 lacs.

Area III : All other places.

3. CLEANING MATERIAL EXPENSES: (HOBC 117/215 dated 07.12.2023)

Ceiling limits for reimbursement of cleaning material expenses with effect from 01.04.2023, on declaration basis in HRMS once in a quarter (For every month in the respective quarter)

Scale	Amount (in Rs.) per month
Scale VIII	2500/-
Scale VII	2500/-
Scale VI	2000/-
Scale V	1500/-
Scale IV	1500/-
Scale III	1000/-
Scale II	900/-
Scale I	800/-

4. ENTERTAINMENT EXPENSES: (HOBC 113/124 dtd. 25/9/2019)

Sr. No.	Scale	Designation	Existing ceiling limits per annum (Rs.)	Revised ceiling limits per annum (Rs.)
1	VII	General Managers	20000/-	25000/-
2	VI	Zonal Managers	18000/-	22500/-
		Branch Managers	16000/-	20000/-
		Others	12000/-	15000/-
3	V	Zonal Managers	12000/-	16000/-
		Branch Managers	11200/-	14000/-
		Others	8000/-	10000/-
4	IV	Branch Managers	10000/-	12500/-
		Others	5600/-	7000/-
5	III	Branch Managers	8000/-	10000/-
		Others	4800/-	6000/-
6	II	Branch Managers	7200/-	9000/-
		Others	4800/-	6000/-
7	I	Branch Managers	6000/-	7500/-
		Others	3600/-	4500/-

5. SUPPLY OF BRIEFCASE: (HOB 117/214 dated 07.12.2023)

All confirmed officers are entitled to get reimbursement of expenses towards purchase of briefcase once in three years on declaration basis.

Employees shall be eligible for expenses incurred for reimbursement/purchase of a Briefcase once in 3 years from the date of last purchase.

Scale	Revised Amount (in Rs.) Once in 3 years
Scale VIII	12000/-
Scale VII	9250/-
Scale VI	6000/-
Scale V	5300/-
Scale IV	5000/-
Scale III	2200/-
Scale II	2100/-
Scale I	1800/-

6. TELEPHONE FACILITY: (HOB 105/05 dtd. 05/04/2011, 109/95 dtd. 20/07/2015)

i) FOR DESIGNATED OFFICERS

Sr. No.	Designation	Amt. (₹) per month (including service tax)
1.	General Managers	1900
2.	Deputy General Managers	1600
3.	Zonal Managers	1600
4.	Assistant General Managers	1000
5.	Chief Managers	700
6.	Designated Senior Managers at Head Office/ Zonal Offices etc.	500
7.	At Very Large Branches (i) Senior Managers (Deposits) (ii) Senior Managers (Credit & FE)	500
8.	At Large Branches (i) Dy. Manager (Credit & Foreign Exchange) (ii) Dy. Manager (Deposits)	500
9.	Medium Branches (i) All Assistant Managers (Deposit and Admin & Services)	500
10.	Chief Manager/ Senior Manager – (Administrative in-charge as the case may be) of Estate Department, Head Office	1600

ii) FOR NON DESIGNATED OFFICERS

Scale I : Rs. 350/-p.m.

Scale II : Rs. 450/-p.m.

Scale III : Rs. 550/-p.m.

iii) REIMBURSEMENT OF MONTHLY TELEPHONE EXPENSES AND YEARLY UPKEEP EXPENSE TO TOP EXECUTIVES:(Ref. No. HOBC 117/217 dated 07.12.2023)

Provision of Reimbursement of Monthly Telephone Expenses and Yearly Upkeep Expense to Top Executives including Grade / Scale VIII, VII & VI and Executives in Senior Management Grade / Scale V in Head Office, Zonal Offices, Zonal Audit Office, Branches and Other Offices, who are provided with Bank's car for engaging Personal Drivers.

Rs.250/- per month towards reimbursement of telephone expenses

Rs.5000/- per year expenses to executives for their personal drivers

7. SALARY ADVANCE FOR FESTIVAL: (HOBC 113_123 dated 25.09.2019)

Interest-Free Salary Advance is available to all Confirmed Officers for specified festivals. The maximum amount available is the nearest thousands of one month's Gross Pay.

Subject to total deduction should not exceed 65% of applicants gross salary.

8. ANNUAL ENCASHMENT OF PRIVILEGE LEAVE:

From the calendar year 2020, Privilege Leave encashment shall be permitted at the rate of 5 days for each calendar year at the time of any festival of the employee's choice. Employees who have completed 55 years of age as on 01.01.2020 and above shall be entitled to encash at the rate 7 days for each calendar year, till retirement as a one-time measure.

9. PURCHASE / REIMBURSEMENT OF MOBILE HANDSETS:

(Ref.: HOBC 116/317 dated 27.03.2023)

Officers/Executives shall be eligible for purchase/reimbursement of Mobile Handset amount once in 3 years on declaration basis through HRMS Portal w.e.f. 01.04.2023.

Scale	REVISED LIMITS (in Rs.)
Scale VIII	60,000/-
Scale VII	35,000/-
Scale VI (Zonal Managers)	25,000/-
Scale VI (Others)	23,000/-
Scale V	14,000/-
Scale IV (Branch Heads)	8,000/-