



**PUNJAB NATIONAL BANK
OFFICERS' ASSOCIATION HARYANA**
(AFFILIATED TO AIPNBOF / AIBOA / HSC)

CENTRAL OFFICE: FLAT NO. 01,
GH-25, SECTOR-20, PANCHKULA.

PHONE: 0172- 2551890

Website: www.pnboahry.com

E-mail: info@pnboahry.com

Mobile: 9216566990

**COMPEDIUM OF GUIDELINES ON MISCELLANEOUS
HRD RELATED MATTERS / FACILITES**

(Reference: HRDD Circular No. 125 dated 04.01.2003)

Various miscellaneous HRD related matters have been conveyed through circulars and circular letters from time to time. With the passage of time these communications have become old and their contexts have also changed. Copies of some of the old circulars may not be available in the field especially for the newly established offices for referring to miscellaneous HRD matters. An effort has been made to bring together these guidelines at one place for the convenience of the employees and administrative offices. The contents of these circulars are being reiterated in this circular for ready reference. List of such circulars/circular letters is placed at Annexure 'A'.

In this circular such miscellaneous matters have been segregated into two parts.

Part A deals with matters relating to all the employees.

Part B deals with matters exclusively relating to officer employees.

PART A

1. PERMISSION FOR PURSUING HIGHER STUDIES

If an employee desires to pursue higher studies after joining the bank, the permission may be granted to the all employees including probationers to pursue higher studies. It may, however, be ensured that the working hours of the employees in the bank is not in conflict with the working hours of the educational institutions that they join and they get sufficient marginal time to report to the office in time.

If an employee pursues higher studies without prior permission of the bank, he / she will not be entitled for any benefit in lieu of having passed the said examination. Besides this, the employee will also be liable for disciplinary action in terms of Bank guidelines.

An employee seeking permission for pursuing further studies should make a request to the bank and give the necessary undertaking as per Annexure 'B'.

2. APPLYING FOR PASSPORT

Employees desiring to apply for passport are required to submit a "No Objection Certificate" as per the proforma prescribed by the passport authorities. The proforma for application by the employee as also the proforma for issuance of "No Objection Certificate" are placed at Annexure 'C' and Annexure 'D'. The certificate as per Annexure-D may be issued only after the application is received from the employee as per the proforma given in Annexure-'C'. This should be complied invariably and no exceptions should be made. The undertaking given by the employee should be kept on the record of the office where the officer is posted and also at the office of the authority issuing No Objection Certificate. Regional Managers/Chief Managers at Zonal Offices are authorised to consider such requests in respect of employees working in their region/zone and Divisional Chiefs at HO may consider the request in respect of the employees working in their Division.

3. ISSUANCE OF IDENTITY CARD TO STAFF MEMBERS/ RETIRED EMPLOYEES

The bank has provided the facility of issuance of Identity cards to permanent staff members of the bank. The I-card facilitates their identification while on tour or going to rural areas on duty. These cards have been made available to Regional / Zonal offices by Printing & stationary Deptt. The cards are required to be serially numbered at the time of issuance and should bear a duly attested passport size photograph of the holder in the space provided for. The cost of the photograph may be reimbursed to the employees and the amount may be debited to "Misc. Exp. HO Sanction".

In order to facilitate the identity of the photograph, the following information must be given on the back thereof :

- Full name of the employee (In capital letters)
- Designation
- Office / Branch of posting
- Date of Birth

The identity cards must be properly recorded in a separate register in serial order and may be issued to the staff members against their signatures.

The Regional / Zonal offices should ensure that stocks of Identity cards are available with them and in case of non-availability, should contact Printing & Stationary Deptt. for the same. All precautions should be taken and proper record should be maintained to minimize the possibility of misuse of the identity card.

In the event of transfer, the cardholder should get the required changes made in the card duly authenticated by the Incumbent Incharge of the new office.

PROCEDURE FOR ISSUANCE OF I-CARD TO RETIRED EMPLOYEES:

The retired employee who desires to have Identity Card, should request the branch / office from where he retired, for issue of Identity card. The branch will obtain the photograph from the retired employee and shall forward the photograph and other information as per the Annexure ' E' to the Regional Office. The cost of the photograph not exceeding Rs. 10/- shall be borne by the Bank. The Regional Office shall prepare the identity card and after entering the details in the separate register to be maintained for this purpose, shall send the I-card to the branch. The Branch Manager shall issue I- card to the retired employee after ensuring that the employee has signed the Identity card in his presence.

The Identity card to the employees who have retired from Zonal /Regional offices will be issued by the respective offices.

The employees who have retired from Head Office will request their respective divisions for issuance of I-card. The concerned divisions will verify the particulars as per Annexure 'E' submitted by the retired employee and forward the same to HRD Division for issuance of I- card. The Identity cards have to be issued to all the retired employees as and when requests are received.

In the event of loss of an identity card, the cardholder should inform the issuing office as well as his present office in writing of the loss of the identity card. A fresh identity card may be issued to such an employee on a token payment of Rs.10/- The amount so recovered may be credited to the head 'Stationary Used'.

The cost of the photograph on the fresh identity card shall be borne by the employee/ retired employee.

The previous Identity card should be got marked 'Lost on _____ (Date)' in the records of the issuing office. Thereafter a new identity card may be issued by the present office with the words 'Issued in lieu of Lost Identity Card No. _____' marked on the face of the new Identity card.

3. ISSUANCE OF SERVICE CERTIFICATES TO EX EMPLOYEES

All ex-employees should be issued Certificate of Service on their request, indicating the following:

- Length of Service
- Last designation

Further upon request from employees with honorable exit from the service of the Bank, the certificate can be issued indicating the following:

- Length of Service
- Last designation
- Nature of duties in brief with period, (say for last 7 – 10 years)

The service certificate should be issued to the ex-employee after fully verifying their service record. The certificate should be signed by the incharge of the office or an officer senior to him. Besides the service certificate, good conduct certificates requested by the employees should not be issued as a matter of routine.

Those employees who retired under PNBEVRS – 2000 scheme are to be treated at par with other ex employees for the purpose of issuing service certificates.

4. MAINTENANCE OF HISTORY SHEET:

As per existing guidelines the personal files of workman employees are required to be maintained at ZO/RO/Branch level and in case of officers, the personal files are to be maintained at HO/ZO/RO/Branch level.

As per the existing guidelines the Personal Files of clerical staff are not being maintained at Head office. Upon promotion of clerical staff to next higher grade i.e. JMG – I, the Zonal Offices should send immediately the history sheet of the officers who have been promoted, to HRD Div. HO.

The history sheet should be neatly typed, authenticated along with a latest passport size photograph to enable HRD Division to start new files of these officers.

Photographs of employees have to be affixed on the history sheets kept in their personal files. These photographs are required to be replaced after every five years by obtaining fresh ones from the employees at bank's cost. The photograph can be replaced earlier also in case of change in appearance. Incumbents Incharge are therefore, advised to ensure that all the photographs of employees affixed on the history sheets, which are older than 5 years should be replaced immediately by obtaining recent photographs.

- In case of workman employees 3 photographs are to be obtained one of which will be utilized at branch, one at RO and the third one at Zonal Office.
- In respect of officers, 4 photographs may be obtained each one of them to be utilized at branch/RO/ZO/HO.

Offices where the employees are posted will affix one photograph on the history sheet at theirs and will send the remaining photographs to their respective Regional Offices. Regional Offices will in turn utilize one photograph at theirs and send one photograph to the Zonal Offices for affixing the same in the history sheets. Further, in case of officers one photograph will be sent to Head Office by the Regional Offices.

The Incumbents Incharge may make local arrangement for obtaining photographs of all the employees and the bank will reimburse the cost not exceeding Rs.30/- for 4 copies in each case.

In accordance with Regulation 3(3) of PNB (Employees') Pension Regulations. 1995 employee in service of the bank had opted to become member of the Pension Fund.

Accordingly, option of the employee for pension or that he continues to be the member of the Contributory provident Fund, should be specifically recorded in the History sheet.

It may be ensured that all the relevant data / information in the requisite columns of the history sheet is invariably updated from to time. However sometimes officers are issued a note of caution for various irregularities and / or misconduct committed by them. Such notes of caution issued to the officers may not be recorded in the history sheet of the officers.

5. RETENTION OF LIEN ON JOBS IN BANKS- PERSONS SELECTED FROM PUBLIC SECTOR BANKS TO OTHER GOVERNMENT DEPARTMENTS/ORGANISATIONS AND VICE VERSA

As per guidelines issued by Govt.of India, Ministry of Finance, Deptt. Of Economic Affairs vide letter dated 23/27.1.1987, no lien should be retained in the public sector banks when a person is selected for job in a Govt., Department / other Organisations etc. and vice versa. The selected person should resign from his job in the public sector banks before taking up the job with Govt.Department or other Organisations and vice versa

6. SCHEME FOR ORIGINAL WRITING OF BOOKS IN HINDI ON BANKING SUBJECTS

Head office Official Language Implementation Committee has a scheme for original writing of books in Hindi on Banking subjects as under:

- All Officers / workmen including retired employees of the Bank can participate in this scheme.
- Under this scheme, books can be written on the subjects related to Banking, Innovative Banking, Computerisation in Banking Industry, Mechanisation, financial subjects etc.
- A committee constituted will decide the subject of the book, approval of its outline and review and approval of the book. The committee will comprise of a General Manager, an Asstt. Gen.Manager, a Chief and the Chief of Official Language Deptt.
- Detailed outline and the entire book duly completed within a year of deciding the subject will have to be submitted to the Committee for its approval.
- Writer of the book will have to use same banking and technical terms in the book, which are approved by Reserve Bank of India and Government of India.
- Writer of the book would be solely responsible for the material used in the book.

- The entire book should originally be written in Hindi and the writer would be required to furnish a certificate to the effect that the book has been originally written by him in Hindi.
- The writer of the book will get the entire material of the book neatly typed out in double space with margin, and arrange to submit the same in triplicate without any corrections by hand.
- The writer would be given reimbursement of the actual expenditure incurred on typing of the manuscript of the proposed book on receipt basis.

OR

Bank would provide stationery items, dictionaries, typing machines / word processor (Hindi package), Hindi typists stenographers, etc. to the writer of the book for preparation of manuscript. However, if it is noticed that facilities given by the bank to the employee are creating problem in the working of the office, then bank will have the right to withdraw all such facilities.

- The book would be got published by the writer but he will have to make a mention in the foreword that the book has been written under the Bank's Scheme for original writing of books in Hindi on the banking subjects.
- On approval of the book, the writer would be rewarded with a prize / grant of Rs.11000/-.
- Bank may consider purchasing 500 copies of the publication for its use. For any clarifications / details, Official Language Deptt., HO may be contacted. The synopsis of the book may be sent directly to Chief, Official Language Deptt, for further action in terms of the scheme.

7. Diploma Examination by Indian Institute of Bankers

The Indian Institute of Bankers in its endeavor to keep pace with the changes taking place in the banking sector and to provide necessary educational support to bank employees conducts the following diploma examinations:

- a) Diploma in Treasury, Investment and Risk Management
- b) Diploma in Advanced Rural Banking
- c) Diploma in Banking Technology
- d) Diploma in International Banking & Finance
- e) Diploma in Capital Markets and Merchant Banking

These diploma examinations provide advanced and specialized knowledge and skill to the bankers to enhance their professional competence in the existing competitive environment. These examinations target a particular group, which is keen to make a niche for itself in these specialized areas.

These examinations are open to the members of the Institute and are normally held once in a year on two Sundays at Metropolitan Centers, State Capitals, certain Districts and other places in India as may be decided by the Institute.

A candidate can apply for one Diploma at a time. The one time fee for the diploma is Rs. 5000/- inclusive of cost of study material.

The candidates appearing for Diploma Examination in banking Technology will be required to do a Project Work and the additional fee for the same is Rs.500/-.

The one time fee for Diploma will entitle the candidate to make maximum three attempts in five years period from the date of the commencement of the time limit.

The following incentives will be available to officers passing one Diploma course conducted by Indian Institute of Bankers.

- Reimbursement of fee and other incidental expenses on submission of Pass Certificates.
- Priority while posting officers for overseas branches / offices.

Zonal Manager may reimburse the fees and other expenses on submission of Pass Certificate.

8. FACILITIES TO CIVILIANS/EX –SERVICE OFFICERS WHO JOIN TERRITORIAL ARMY

During any kind of National emergency, the employees who wish to join Territorial Army or Reserve force are allowed certain facilities. The employees who join the Territorial Army will be treated on duty for the purpose of increments, gratuity and contribution to Provident fund when they are called for training or for active duty in support of civil power or the regular forces.

The Bank will make good the short fall between their salary, dearness allowance and local allowance payable by the bank and the salary and any allowances received by them from the Army.

For this purpose the employees should request the Military Authorities to remit their pay to the branches from which they have been relieved. The bank shall contribute the shortfall, if any, to the amount received from the Military Authorities. The contribution to the PF shall be deducted and the balance shall be credited to the account with the branch.

The employees should also leave standing instructions with the branch for any remittances to their family etc. to the debit of their account.

They will continue to have lien on their jobs and will be taken back when they are dis-embodied without suffering in any way financially by their service in the Armed Forces.

During the period of military training or service, the Territorial Army personnel besides pay, allowances and financial concessions, are entitled to the following concessions:

- a) Leave Travel concession to the extent admissible to regular army personnel.
- b) Free medical and dental treatment.
- c) Gratuity; and
- d) Disability pensionary awards.

Since as per bank rules, employees are entitled to medical facilities during their embodiment for service with the Territorial Army as such employees after release from Territorial Army should not be granted LTC, medical aid and gratuity for the period spent in Territorial Army.

Those who are called up for duty should be relieved immediately to enable them to join in time. The names, designations and emoluments of staff members who join Territorial Army during any national emergencies should be intimated to HRD Division.

9. FORWARDING OF APPLICATIONS OF BANK EMPLOYEES SEEKING EMPLOYMENT OUTSIDE BANK IN INDIA OR ABROAD.

Officers should not negotiate for any employment with any other employer, whether in India or abroad while in service of the Bank without prior permission from the competent authority. All applications for employment outside the bank should be made only through proper channel. Any lapse in this regard will be viewed seriously.

In terms of delegation of powers, following officers are competent for forwarding applications for outside employment:

Upto JMG Scale –I	-	RM
MMG Scale – II & III	-	Chief (HRD)
Full Powers	-	Chairman & Managing Director

10. PROVISION FOR NOTICE BOARDS AT EACH OFFICE FOR USE BY THE MAJORITY WORKMEN UNION AND MAJORITY OFFICERS' ASSOCIATION

The posters and hand bills printed by the workmen and officers union should not be pasted on the walls and doors of bank premises thereby giving it a shabby appearance. A separate notice board should be provided in each office for use by the majority officers' organization as well as majority workmen union. The notice boards may be provided whenever there is a demand from the eligible union/association for display of their messages and bulletins. The size of the Board should not exceed 3 feet by 2.5 feet.

Posters / Handbills etc. should be displayed/ pasted at board specially meant for this purpose. Any person violating these instructions should be dealt with strictly.

The underlying objective behind grant of this facility is that no union / association can be allowed to disfigure/deface any property of the Bank.

11. DEDUCTION OF MEMBERSHIP TOWARDS UNION SUBSCRIPTION IN FAVOUR OF WORKMEN/OFFICERS UNION AND ALL INDIA PNB SC/ST EMPLOYEES WELFARE ASSOCIATION

The workmen/officers, who so desire may give necessary letter of authority to incumbents incharge for deduction of union subscription from their salary. They will be entitled to pass on a letter to the branches/offices to the effect that monthly subscription to the union be debited to their salary and credited to the account of the union, to which they are affiliated. The amount so collected should be remitted to the union concerned in terms of their instructions.

Similarly, towards subscription for All India PNB SC/ST Employees Welfare Association, those workmen/officers who wish to subscribe may give necessary letter of authority to the Incumbent Incharge for deduction of subscription as per Annexure 'F'. The amount so collected should be remitted to the account of All India PNB SC/ST Employee Association SF A/C No. 15725 at BO: New Rajinder Nagar, New Delhi. This facility of deduction of membership fee is in addition to the deduction of fee being union subscription for Registered Trade Unions.

12. PERMISSION FOR LEAVING STATION BY THE EMPLOYEES

Some employees including Special Assistants/Head Cashiers who are holding charge of documents/bank's cash keys etc. leave station without permission of the Incumbent Incharge either daily or occasionally. If such an employee having bank's keys with him, does not report for duty due to some unavoidable circumstances and is unable to send the keys, the Bank's work suffers.

As such it is reiterated that no employee should leave the station without previous permission of the Manager/Officer Incharge. Permission is necessary even for leaving the station on Sundays and other holidays and failure to observe these instructions will render the person concerned liable to disciplinary action.

Incumbents Incharge are therefore advised to ensure that no employee leaves the station without prior permission. A deliberate breach would amount to disobedience of lawful and reasonable orders of superiors and also an act subversive of discipline and the employee concerned shall expose himself to disciplinary action as per rules.

PNB Officer Employees (Conduct) Regulations 1977 (Regulation 13.1) also provide that no officer shall leave the station without having first obtained the permission of the competent authority and breach of the same constitutes misconduct.

Officers posted in rural areas having population of less than 10,000 are allowed to keep their families at a place other than the place of posting, the officers, however, have to reside at the place of posting only. The purpose of providing this facility is to ensure that officers stay at the place of posting to establish rapport with the public for the purpose of development of business and to facilitate meetings with customers thus providing scope for better contacts and augmenting recovery efforts. If the members of the staff do not stay at the place of their posting and commute daily between their place of posting and place of stay the very purpose behind the rules/facilities shall be defeated.

All the employees, including incumbent incharge and officers are advised to stay at the place of posting and not to leave the place of station without first having obtained the permission of the competent authority. As mentioned above, any deviation will be viewed seriously and conduct of employees will be dealt in accordance with the service rules/regulations.

13. INVESTMENT BY BANK EMPLOYEES IN THE SHARES OUT OF THE QUOTA RESERVED FOR FRIENDS AND ASSOCIATES OF THE PROMOTERS OF THE COMPANY OR THE EMPLOYEES OF THE COMPANY

Investment by bank employees in the shares out of the quota reserved for friends and associates of the promoters of the company or the employees of the company is not allowed, as these are likely to embarrass or influence the Bank employees in the discharge of their duties and may also result in acts prejudicial to the interests of the Bank. Accordingly, the employees (officers & workmen) are prohibited to make investments in the acquisition of shares/debentures, etc. in their names or in the name of the spouse or of their close relatives including children/ brothers/ sisters/ father/ mother/ step mother/step children wholly dependent on the employee out of the quota reserved for friends and associates of the Directors of the company.

If any employee desires to acquire shares/securities out of the promoters quota of a company under some exceptional circumstances (e.g. when a close relative of the applicant is a chief promoter /director of the issuer company) he/she shall seek prior permission of the bank for such acquisition.

No officer / employee of the bank can legitimately apply for or accept allotment of shares / securities out of the employees' quota of any company. Acceptance of such allotments by the employees of the Bank will be deemed to be an act of misconduct under the relevant conduct regulations and the employee shall be liable to disciplinary action for such acts. These instructions will apply, mutatis mutandis, to acquisition of shares/securities out of the employees' quotas in the names of members of families of the Bank's employees except in cases where the family member is a bonafide employee of the issuing company.

Such acts of investments in shares/debentures etc. out of the quota reserved for friends and associates of the promoters as also out of the employees' quota and quotas meant for relatives, if applied and accepted without permission, would be deemed as violative of provisions of Regulation 18 of the Officer Employees' (Conduct) Regulations applicable to Bank and clause 19.5(j) of the First Bipartite Settlement, as applicable to officers and workmen employees, respectively. Such misconduct on the part of Officer employees/workmen employees would be viewed seriously and would entail disciplinary action.

14. BRINGING POLITICAL PRESSURE OR OTHER OUTSIDE INFLUENCE IN SERVICE MATTER – REPRESENTATION OF BANK EMPLOYEES TO GOVT.

Members of staff (officers as well as workmen) are put on notice that in the event any employee brings in political or any other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the bank, the same will constitute mis-conduct and the employee concerned, shall be liable for disciplinary action in accordance with the provisions of the regulation/bipartite settlement.

No employee should make any representation to the Govt. regarding their individual grievances in service matters, etc. without first exhausting the possibilities of redressal of those grievances by the appropriate authorities of the bank. The Banking Division (Ministry of Finance) does not enter into direct correspondence with bank employees on their individual grievances in service matters.

Representation of employees to the Head Office in any matter should be routed through proper channel. In the absence of report of the Zonal/Regional authorities, HRD Division will not be able to look into the matter for want of factual details. Serious view shall be taken of any violation made by the employee from the above procedure.

.15. EMPLOYEES PARTICIPATING IN POLITICS/SEEKING ELECTION TO MUNICIPAL LEGISLATIVE AND OTHER BODIES, ETC.

Members of staff of the bank are prohibited from participating in politics in any shape or form and also from contesting elections to any legislative or local bodies.

The following activities on the part of bank employees are strictly prohibited;

1. To be an office bearer of political party or an organization which takes part in politics;
2. To take part in or assist in any manner in any movement/agitation or demonstration of a political nature;
3. To take part in an election to any legislature or local authority; and
4. To canvass in any election to any legislative or local authority.
5. Engaging in part-time employment in any other institution, organization, etc. (not applicable in case of part-time employees).

Members of staff should not, therefore, contest elections, participate in politics in any shape or any form contrary to the above rules. Any employee found violating the above instructions would be liable for disciplinary action in terms of bank's rules

16. REQUISITION OF BANK STAFF FOR ELECTION DUTY

The Election Commission of India has laid down the following guidelines for drafting bank employees for election work.

1. Bank employees may be drafted to the minimum extent possible only in contingency where sufficient number of Govt. employees are not available and/or in emergent circumstances such as, strikes, etc., by the Govt. employees.
2. Care should be taken to see that normal functioning of the banks are not interrupted; and
3. Bank employees drafted on election duty may, whenever possible, be kept on the reserved list and only in unavoidable circumstances should be put on duty. If practicable, their posting to any polling station outside their normal place of duty may be avoided.

The Bank employees requisitioned for election duty will not be entitled to any overtime or compensatory off during the period they work in connection with the election.

17. COLLECTION OF FUND, DONATIONS FOR ANY PURPOSE OR ADVERTISEMENTS FOR SOUVENIRS.

Raising of any funds or other collections in cash or in kind from the public/bank's customer for souvenirs published by association, union, clubs etc. or in pursuance of any objectives by the employees is prejudicial to the interests of the bank and constitutes misconduct.

Such acts on the part of the staff members also tarnish the image of the bank. All the members of the staff are, therefore, prohibited from collecting funds from the public/bank's customers for any purpose whatsoever including for trade union purpose. It is the contribution by the members, that too optional, that may form funds for trade union purposes. The contention that acceptance of donations is a legitimate trade union right is not tenable. The breach of these directions would be dealt with in accordance with the provisions of Officers Service Regulations and Bipartite Settlement as the case may be.

18. POSTING OF EMPLOYEES RELATIVES

The following conventions are intended to be followed in the matters of posting of employees.

- a. Every employee shall disclose if any other employee is related to him. Relationship shall mean (i) husband, wife, son, daughter, son-in-law, daughter-in-law, brother-in-law of the employee and (ii) brother, sister, father, mother, uncle, aunt, first cousin, nephew or niece of the employee or his/her spouse.
- b. No employee shall be posted directly under any of his relative.
- c. No two relatives shall be posted in the same office or in case of a big branch or office in the same section.
- d. An employee related to a Regional Manager or a Zonal Manager shall not be posted in the region/zone under them.
- e. No officer shall deal with the case of any of his relatives regarding his employment, promotion, confirmation, transfer, reward or punishment. He shall disclose the nature of his relationship and pass on the file to his next superior officer for his order or recommendation as the case may be.
- f. Exceptions to the above may be granted by the General Manager.

All declarations of disclosure of relationship should be sent to the Regional Manager and Heads of Deptt. concerned who will report all present postings contrary to the above conventions to the General Manager – HRD through the Zonal Manager and Head of the Deptt.

19. CHANGE IN NAME

For the purpose of changing his/her name, the employee should publish a notice in the local gazette and also in the local newspaper and give intimation of such change to the Home Deptt of the concerned State Govt.. Once such notice has been given and a period of one month has expired there would appear to be no need of receiving any permission from the State Govt. or any other authority and it would be in order for the bank to accept a change in name.

20. ADMISSION OF DATE OF BIRTH OF EMPLOYEES IN BANK RECORD

Instructions regarding admission of date of birth of an employee are as under :-

- (i) In case of employees who have passed matriculation examination, the date of birth as per matriculation certificate shall be taken as conclusive proof of age.;
- (ii) In case of an employee who has not passed matriculation examination, his age should be admitted on the basis of a certificate from the municipal record or Police Station of the place where such an employee was born or school leaving certificate of a recognized school;
- (iii) In exceptional cases of such non-matriculate employees, who can not produce any of the aforesaid proofs, the date of birth may be admitted on the basis of declaration of their age given by the employees at the time of their appointment and in case they are unable to state their exact date of birth, but can state the year or year and the month of birth, 1st July or 16th of the month respectively may be treated as the date of their birth. The employees may also be required to submit the certificate of age from civil surgeon of the place or area in which they reside.
- (iv) In case of subordinate staff who are ex-police/ex-military personnel, the date of birth as given in their discharge certificate, shall be admitted as the date of birth in the bank record.

In order to ensure that no employee is allowed to continue beyond the prescribed age of retirement, each Regional Office/HO Division must keep proper record of date of birth of each employee and draw up a list of members of the staff every year, who are due for retirement in the next three years. It should be ensured that date of birth is properly verified and recorded as per bank rules, after proper verification under full signatures of the authorized officer.

21. DEFINITION OF FAMILY – LIMIT ON INCOME FOR DETERMINING 'WHOLLY DEPENDENT' FAMILY MEMBERS OF OFFICERS/EMPLOYEES.

"Family" of an officer, for the purpose of medical aid, consists of spouse, wholly dependent children and wholly dependent parents only and for the purpose of transfer, traveling allowance; etc is limited to the spouse as also children, parents, brothers and sisters residing with and wholly dependent on the officer employee.

On and from 1st April, 1997, 'Wholly dependent' child/parent/brother/sister as the case may be shall mean such relative having a monthly income not exceeding Rs. 1500/- p.m. If the income of one of the parents exceeds Rs. 1500/- p.m. or the aggregate income of both the parents exceeds Rs. 1500/- p.m., both the parents shall not be considered as wholly dependent on the officer.

22. EMPLOYEES OF NATIONALISED BANKS – 'PUBLIC SERVANTS'

The Director, Central Vigilance Commission, Govt. of India, New Delhi vide letter no. 4/33/72- R dt. 15.02.73 has clarified the position of officers and employees of nationalized banks as public servants;

"The question whether officers and employees of the nationalized banks are 'Public servants' for the purpose of Indian Penal Code and the prevention of corruption act, 1947 has been considered in consultation with the Deptt. of Banking and the Ministry of Law.

For purposes of offences under Chapter IX of the Indian Penal Code, employees of the nationalized banks are clearly 'Public Servants' under section-46-A of the Banking Companies Act, 1949 (added by amended act no. 95 of 1966). Even after nationalization, the nationalized banks continue to operate under the 1949 Act and the officers/employees of nationalized banks are therefore, 'Public Servants' for the purpose of Chapter IX of the IPC.

The Ministry of Law has advised that each of the nationalized banks set up under the Banking Companies (Acquisition and transfer of undertakings) Act, 1970 being a body corporate is a corporation established by a central act and that the employees of these banks are therefore, ' Public servants' within the meaning of Section-21, clause-12(b) of IPC read with Section-2 of the Prevention of Corruption Act, 1947.

23. LEAVE TAKEN ON FALSE GROUNDS FOR PARTICIPATION IN DHARNA, DEMONSTRATION, AGITATION ETC.

Where an employee had applied for leave giving a particular reason and later on it was found that leave so sanctioned was used for participating in Dharna/Demonstration, agitation etc. the leave sanctioned in such cases should be cancelled and no wages be paid for the period of leave on the ground that leave was obtained on false pretext, without prejudice to the banks right to take disciplinary action.

A specimen of the letter to be issued to the employees is given in Annexure 'G'.

PART B

1. OPTION TO JOIN THE MAINSTREAM OF BANKING

A Technical / Specialist Officer is one who is recruited in a category / discipline other than the mainstream banking line, for utilization of his services in areas requiring certain skills or specialized experience. All Specialist / Technical Officers will be eligible to join the mainstream of Banking on completion of 5 years of service reckoned from the date of their initial appointment as a specialist / technical officers. On their becoming so eligible, the specialist officers may apply to the bank for joining the mainstream. Having regard to the needs and exigencies, the Bank may permit these officers to join the mainstream banking line or retain them in their own discipline.

The Specialist / technical Officer, who have completed 4 years of service reckoned from the date of their initial appointment may forward their application for joining the Mainstream to HRD Division, HO New Delhi through proper channel. The Technical / Specialist Officers, shall however, be eligible to join the mainstream of

banking only after completion of 5 years of service from their date of appointment as Technical / Specialist Officers.

The Branch Managers are advised to send the information in respect of willing Technical Officers as per Annexure 'H' to their Regional Managers along with their recommendations. In turn, the Regional Managers will forward to the Zonal Managers for onward submission and consideration to HRD Division, HO New Delhi. Those officers who decide to join mainstream banking may be accorded 12

weeks on the job training preferably in a rural/semi urban area. The schedule of 12 weeks training is as under:

S.No.	Topic	Duration
1.	Cash Book, Draft Issue/Payable TPO Issue/Receipt & Cash Order Issue/Payable, Dak Despatch/Receipt, Traveller / Gift Cheque Issue/Payable	1 week
2.	Current, S.F., F.D., R.D., A/cs. Teller system/Inoperative A/c.	2 weeks
3.	Inward/Outward Bills (Includes Foreign Bills)	2 weeks
4.	Day Book including weekly & other related statements (Half yearly returns may also be included)	2 weeks
5.	Establishment & related statements Inward/outward clearing, SFF	1 week
6.	Loans, Documentation, Control measures and statements, including New Information systems under Priority sector lending	3 weeks
7.	Supervisory	1 week

It should be ensured that those officers whose request for joining mainstream has been acceded to should be relieved immediately for on-the-job Training in the field before deployment on their regular/permanent place of posting.

2. INFORMATION FLOW FROM ZONAL / REGIONAL OFFICES TO OUR DIVISION: PERSONAL INFORMATION SYSTEM

In order to streamline the flow of information in respect of JMG Scale – I officers from Zonal / Regional offices, a monthly statement in two parts is being compiled. Part – I contains information relating to transfers/ postings, increments and details of officers joining or leaving the Bank. Part – II contains information regarding performance ratings awarded to the officers.

For this purpose, a control register with columns as per the statement should be maintained at Zonal Office level for recording the information called for, on day-to-day basis, facilitating compilation of this statement at the end of the month. The

statement sent by the Regional Office should contain the information relating to officers in their Region (including ELBs/VLBs). The statement from Zonal office should give information about the staff posted in the Zonal Office in its various

sections and in the offices directly under their control viz., ZTCs,ZSCs etc. All the entries in the statement should be properly initialed by the Officer / Manager posted in staff section and the statement must bear the full signatures of Officer and Manager Personnel as well as permanent RMs / ZMs (including Dy.Zonal Manager / Chief Managers). In case permanent RM / ZM is on leave, officiating RM / ZM may sign the statement.

The correspondence relating to Technical officers and MMG Scale – II onwards should be sent to HRD Division. The administrative offices should correspond with HRD Division on all matters, which are within the vested powers of HRD division like Inter zonal transfers etc.

3. LIMITS FOR PURCHASE OF BRIEFCASE BY THE OFFICERS

The bank has extended the facility of providing the briefcase to the officers. The limit for purchase of briefcase for different categories of officers is mentioned below. These limits are inclusive of all taxes.

CATEGORY	LIMIT IN RS.
AM / OIC in JMG Scale – I	Rs. 650/-
Officers in MMG Scale – II & III	Rs. 900/-
Officers in SMG Scale IV & V	Rs. 1250/-
Officers in TEG VI & VII	Rs. 1600/-

The Incumbent Incharge / Division Head may permit purchase of briefcase to the officers working under him. Incumbents Incharge may seek permission from their controlling authority and Division heads at Head Office may seek permission from HRD Division, Head Office for purchasing briefcase for self. Bills relating to supply of Briefcase to the Zonal Manager, may be passed by DZM / AGM / Chief who is incharge of Establishment section.

Lady officers are permitted to purchase office bag within their entitlement and the authority empowered to sanction expenditure for Briefcase shall grant such permission.

The old briefcase can be replaced after a gap of 3 years. Proper record of purchase by each officer should be maintained in the office and the relevant particulars be mentioned in the LPC whenever an officer is transferred.

4. FACILITY OF NEWSPAPER AT THE RESIDENCE OF OFFICERS

Officers in JMG – I, MMG Scale – II & III have been provided the facility of newspaper (financial or non financial) at their residence, the cost of which will be

reimbursed by the Bank on production of bill / cash memo on monthly basis. The officers may purchase following newspapers to claim reimbursement:

- Economic Times
- Financial Express
- Business Standard
- Business Line

The extent of reimbursement shall be restricted as under:

- MMG Scale – II&III - Rs. 150 per month.
- JMG Scale – I - Rs. 75 per month

The proforma for claiming reimbursement of newspaper expenses is placed at Annexure 'I'.

5. CASH AWARD FOR PROMOTEE OFFICERS AND MANAGEMENT TRAINEES IN JMG SCALE-I

Promotee officers and Management Trainees are being given cash Awards as a token for recognition of their meritorious achievement. The cash awards are as under:

a) Promotee Officers:

First Prize	Rs. 1000/-
Second Prize	Rs. 750/-
Third Prize	Rs. 500/-

The selection of the candidates for the award is on the basis of the aggregate marks obtained in Written test in the selectivity track promotion from clerical to officer cadre.

b) Management Trainee:

First Prize	Rs. 1000/-
Second prize	Rs. 500/-

The selection of the Management Trainee for this award is on the basis of marks obtained by them in the confirmation test during their first attempt.

6. Reimbursement of fee relating to Certified Information Systems audit examination (CISA)

CISA examination is conducted by the Information System Audit & Control Association (ISACA), Inc., a body established in the USA. It is dedicated to

the development of EDP audit (Information system Audit) manpower, establishment of a code of conduct and ethics for EDP auditors and to establish a measurable level of competence among the members.

The officers working in ITD/CSD Cells/Computerised branches/Offices will be eligible for reimbursement of Registration and Examination fees subject to the recommendations of the DGM of ITD, New Delhi in respect of the reimbursement of fees and proper post qualification utilization of services of the concerned officer.

The officials qualifying CISA examination will be eligible for following incentives:

- Reimbursement of Examination Fee/Registration fee-One time (US\$295.00)
- Reimbursement of annual membership fee (US\$ 110.00 at present)
- Reimbursement of Annual Certification Maintenance Fee (US \$ 35.00) at present
- Payment of one time honorarium (Rs.10, 000/-)

The reimbursement is to be made in Indian rupee equivalent, on the basis of request along with proof of remittances like Certificate from the remitting Bank, Credit Card transaction statement / receipt from ISACA etc.

The procedure for claiming reimbursement of the Examination fee/Registration fee is as under: -

- a) The concerned Officers are required to submit their applications for reimbursement of fee to Information Technology Division (ITD), Head Office, New Delhi through proper channel. IT Division shall forward the case to Human Resources Division (HRDD). Head Office along with their recommendations.
- b) The reimbursement of fee actually paid by the employees will be a one-time measure subject to the employee passing the CISA examination.
- c) An attested copy of the marks sheet along with a copy of qualifying certificate issued by ISACA should be submitted with the application.
- d) A certificate from the branch wherefrom the Demand draft was got issued giving the INR equivalent of the DD issued is also to be submitted along with the above.

- e) The amount will be sanctioned by General Manager (HRD) and will be paid by the concerned office to the debit of 'Miscellaneous Expenditure – HO sanction'.

7. HONORARIUM TO GUEST FACULTY

The rates of honorarium payable to PNB Guest Faculty and outside guest Faculty have been revised recently and the same are as under:

CATEGORY	RATES OF HONORARIUM
PNB Guest faculty	Rs.150/- per session (max. 2 sessions per programme) without any restriction on per month basis. Honorarium may be paid to all PNB Guest Faculty irrespective of the scale.
OUTSIDE GUEST FACULTY	
Category - I Senior government officials / RBI officials/ Academicians/ reputed consultants / administrators etc.	Rs. 500/- per session plus conveyance charges
Category – II (other than mentioned in Category – I)	Rs. 300/- per session plus conveyance charges

The rates mentioned above are the upper limits and depending upon the status of the visiting faculty, the amount can be decided by the Principals/Training Managers within the overall cap.

The Principals of CSC, IT Centre and RSCs are authorized to approve the list of Category – I Guest Faculties and the ZTCs may get the said list approved from ZM/DZM of the concerned zone.

8. ACCEPTANCE OF SITTING FEE FOR ATTENDING BOARD MEETINGS OF FINANCIAL INSTITUTIONS / COMPANIES

As per RBI guidelines the officers nominated by the Bank on the Boards / Committees of Directors as Directors can now draw sitting fees for attending such meetings, if sitting fees are payable by the concerned Undertakings / Company / Institution in respect of its Board / Committee meetings.

Accordingly, sitting fees wherever payable may be claimed. The concerned companies / undertakings may be advised to issue cheques in favour of the Bank and not in favour of the officer nominated. The officers may, however, draw their TA/DA from the Bank as per rules for attending such meetings.

9. REPORT OF ARREST/DETENTION TO SUPERIORS BY OFFICER EMPLOYEES.

In terms of Regulation-12 of PNB Officer Employees' (Discipline & Appeal) Regulations, 1977, an officer employee shall be deemed to have been placed under suspension by an order of the competent authority w.e.f. from the date of his detention, if he is detained in custody whether on criminal charge or otherwise for a period exceeding 48 hours and also in the event of conviction to a term of imprisonment exceeding 48 hours. Instances have come to our notice that whenever officer employees are arrested by Police, they remain absent from duties and upon release, they rejoin duty and submit leave application without disclosing the fact of their arrest.

It has been decided that it shall be the duty of an officer employee who may be arrested/detained for any reasons, to intimate the fact of his arrest/detention and the circumstances connected therewith to his immediate superior or the Head of Deptt./Branch promptly even though he might have been subsequently released on bail/or otherwise. Failure on the part of the officer employee to so inform his superiors will be regarded as suppressions of material information and may render him liable to disciplinary action on this ground alone, apart from the action that may be called for on the outcome of the police case, if any, against him.

10. PROCEDURE FOR GRANT OF GENERAL BRANCH POWER OF ATTORNEY (GBPA)

Branches are advised to cheque the records and ensure that GBPA is granted to all the existing officers and in case there are some officers/Special Assistants who are yet to be granted GBPA, the proposal on PNB 444 should be sent to HRD Division expeditiously through respective Regional Offices.

In the case of newly promoted officers proposals for grant of GBPA should be forwarded immediately as these officers are posted in rural and semi-urban branches where the number of supervisory staff is less. In urban areas also, shortage of GBPA holders affects branch business since remittances is a major source of income.

The following is the procedure for sanction of GBPA in favour of employees:

1. For promotee officers GBPA may be granted immediately on their promotion to officers grade. Regional Offices will prepare the consolidated proposal for grant of GBPA in favour of promotee officers as per proforma placed in Annexure-'J'. The proforma should be prepared in duplicate as soon as these officers report for their further duties. One copy of the proforma along with recommendations of Regional Manager should be sent to HRD Division Head Office, New Delhi and the second copy should be retained at the concerned Regional offices for the record purposes. The consolidated list shall also accompany copy of the duly authenticated history sheet of each employee.

2. For Management Trainees, consolidated proposal for grant of GBPA may be prepared on their confirmation by respective Regional Managers as per proforma at Annexure-'J' in duplicate. One copy will be forwarded to HRD Division, HO: New Delhi and the second copy should be retained at Regional Office for their record purposes.
3. For Technical Officers GBPA may be granted on the recommendations of the Zonal Managers. In case the Regional Managers feel that Technical Officers may be granted GBPA, he may forward the consolidated proposal on the proforma as per Annexure-'J' in duplicate along with his recommendations to Zonal Manager retaining one copy for his record. The Zonal Manager will forward one copy of the consolidated proposal for grant of GBPA in favour of employees with his recommendations to HRD Division, HO: New Delhi and retain the other copy for record purposes.
4. Technical Officers on joining the mainstream of banking may immediately be granted GBPA and proposal for grant of GBPA may be forwarded to HRD Division, HO: New Delhi by the Regional Manager on the proforma at Annexure-J alongwith his recommendations.

The prescribed specimen signature slip signed by the concerned employee in dark black ink and duly signed by the Incumbent Incharge must invariably accompany the consolidated proposal form for sanction of fresh GBPA. Separate specimen signature slip should be used for each employee. In absence of the same the proposal shall not be considered.

In case the employee/officer recommended for sanction of GBPA already holds any distinctive numbers it must invariably be advised in the forwarding letter.

After grant of GBPA, the officer/employee shall be allotted a distinctive number and the same shall be circulated in the subsequent staff bulletin under item'C'.

The officer/employee shall start using his distinctive number so allotted after receipt of printed signatures containing his signature from Printing & Stationary Deptt. HO, New Delhi.

In terms of existing practice if an employee holding power of attorney/specific power to sign any branch advise/draft etc. and/or to operate accounts with RBI/SBI, is placed under suspension, such powers vested in him shall also be simultaneously cancelled and the cancellation of such powers is circulated through staff bulletin.

In the event of reinstatement/revocation of suspension of such employees, the powers vested in them by virtue of the GBPAs held by them prior to their suspension, shall not restore automatically and they should not use their cancelled distinctive numbers. The Regional Manager shall have to move for

issuing of fresh General Branch Power of Attorney in favour of such employees, which shall be issued in usual course with a new distinctive number.

In case of those employees who proceed on sabbatical leave, the GBPA ceases to be operative and stands cancelled. In the event the employee rejoins duty after sabbatical leave, fresh proposal for sanction of GBPA should be submitted to Head office.

It should be ensured that the proposals submitted are complete in all respects so that GBPA may be granted expeditiously.

All are advised to note the contents and ensure strict meticulous compliance. For any further clarifications in these areas, matter may be referred to HRD Division.

DY.GENERAL MANAGER (HRD)

Annexure 'B'

PERMISSION FOR PURSUING HIGHER STUDIES

Please grant me permission to join _____ nature of classes) in the local college which will be held from _____ hours _____ hours to which effect a certificate from the Principal/Head of the college/Institution is attached and do not conflict with my working hours in the bank. I further undertake that this permission, if allowed, will not bind the bank to

keep me in _____ (station) for the period of my studies nor will I claim any special consideration for leave. The bank will have absolute discretion to transfer me at any time out of station and will also deal with my leave application according to the existing rules. I also undertake that I shall neither come late nor leave the bank before the scheduled office hours on any day without permission and if required to put in overtime to complete my work, I shall have no objection.

Signature of employee:

Name:

Place of Posting:

Date:

ANNEXURE 'C'

Date_____

The Manager,
BO:

Sir,

Please issue me "No Objection Certificate" enabling me to apply for the passport for going abroad as a tourist.

In the event of the bank's agreeing to give the same, I undertake that I shall not go abroad without prior approval of the competent authority and absence from duty will be debited to my Privilege Leave account, subject to admissibility and the bank shall have no liability whatsoever towards my passage, maintenance abroad, incidental expenses including repatriation. Further, I will not seek extension of my leave beyond what is sanctioned at the time of my departure. In the event of my not returning to join duties after the sanctioned leave, I shall be deemed to have voluntarily abandoned employment with the bank and the bank shall be at liberty to strike off my name from the rolls of the bank without any further reference to me. Any communication addressed to me by the bank may be sent to me under certificate of posting at the residential address given by me and such sending of letters shall be deemed to be sufficient service on me unless I furnish a fresh address in writing which is duly acknowledged by the bank. In the later event, any communication sent to me under certificate of posting at the address would be deemed to be sufficient service on me.

SIGNATURE

NAME

ADDRESS

Annexure 'D'

Date:

NO OBJECTION CERTIFICATE

Certified that Shri/Ms _____ is a permanent employee of this bank from _____ and is at present holding the post of _____. This organization has no objection to his acquiring Indian passport. The undersigned is duly authorized to sign this No Objection Certificate.

Name:
Designation:
Place:
Tel.No:

OPTION TO JOIN THE MAIN STREAM OF BANKING

(For specialist / technical officers who have completed 4 yrs service)

Name : _____ Post Held : _____

Present place of posting _____ Region : _____

Joined the Bank on : _____

1. I have completed 4 years of service as a Specialist / Technical Officer, reckoned from the date of my initial appointment.
2. I am willing to exercise my option to join the mainstream of banking. However, my option for the mainstream shall be considered by the Bank only on completion of 5 years as Technical / Specialist officer.
3. I have also noted that I am exercising this one time option during my entire career with the Bank.

Date : _____ Signature: _____

(To be filled in by the Branch Manager / Estt. Manager)

Recommended that Shri. _____, has completed _____ years of service as a Specialist / Technical officer and may be considered for joining the mainstream after completion of 5 years.

Date : _____ Signature: _____

(To be filled in by the Regional Manager / Chief)

Recommended that Shri. _____, has completed _____ years of service as a Specilaist / Technical Officer and may be considered for joining the mainstream of banking after completion of 5 years.

Date : _____ Signature: _____

(To be filled in by the Chief Manager at Zonal Office)

Recommended that Shri. _____, has completed _____ years of service as a Specialist / Technical Officer and may be considered for joining the mainstream of banking after completion of 5 years.

Date : _____

Signature: _____

PUNJAB NATIONAL BANK
BRANCH/OFFICE

CLAIM FOR REIMBURSEMENT OF NEWSPAPER EXPENSES

NAME OF THE OFFICER :

DESIGNATION/SCALE :

MONTH FOR WHICH REIMBURSEMENT :
IS MADE

NAME OF NEWSPAPER PURCHASED :

AMOUNT PAID :

Certified that the above expenses have been actually incurred by me; the relative bill/cash memo received from the Newspaper supplier is enclosed.

Please reimburse.

(Signature of Officer)

LIST OF PD/HRD/STAFF CIRCULARS & CIRCULAR LETTERS FROM WHERE THE RELEVANT PORTIONS HAVE BEEN EXTRACTED

PD/HRD/Staff Cir No.	Date	PD/HRD / Staff Cir No.	Date	PDCL No.	Date
384	30.7.1949	466	21.9.1979	33/82	18.5.1982
510	16.11.1962	531	12.7.1980	49/82	16.7.1982
774	22.12.1969	721	8.9.1983	48/82	9.7.1982
246	3.6.1976	1254	2.1.1991	7/83	29.1.1983
303	21.2.1977	1256	12.1.1991	38/84	30.4.1984
382	3.5.1978	1391	16.9.1993	71/84	24.9.1984
362	10.1.1978	1486	7.4.1995	53/88	28.11.1988
597	2.7.1981	1618	15.5.1998	47/90	27.9.1990
703	25.5.1983	1658	15.2.1999	27/93	24.9.1993
845	17.4.1985	1732	10.6.2000	38/94	5.10.1994
857	28.5.1985	36	31.8.2001	34/94	9.9.1994
881	31.8.1985			9/98	15.5.1998
1022	25.5.1987			3/2002	4.3.2002
1031	25.6.1987			14/2002	11.7.2002
1056	8.10.1987				
1056	8.10.1987				
997	12.2.1987				
1109	30.9.1988				
1095	12.5.1988				
1095	12.5.1988				
1131	13.2.1989				
1218	28.5.1990				
1222	25.6.1990				
1274	22.4.1991				
1376	26.4.1993				
1424	19.4.1994				
1438	29.7.1994				
1418	10.3.1994				

1471	24.1.1995				
1562	19.12.1996				
1585	06.6.1997				
1629	20.7.1998				
1672	01.7.1999				
1658	14.2.1999				
1675	17.7.1999				
1611	27.7.1999				
1678	27.7.1999				
1681	26.8.1999				
1687	22.10.1999				
95	13.7.2002				
96	18.7.2002				
384	30.7.1949				

510	16.11.1962
774	22.12.1969
246	3.6.1976
303	21.2.1977
382	3.5.1978
362	10.1.1978
597	2.7.1981
703	25.5.1983
845	17.4.1985
857	28.5.1985
881	31.8.1985
1022	25.5.1987
1031	25.6.1987
1056	8.10.1987
1056	8.10.1987
997	12.2.1987
1109	30.9.1988
1095	12.5.1988
1095	12.5.1988
1131	13.2.1989
1218	28.5.1990
1222	25.6.1990
1274	22.4.1991
1376	26.4.1993
1424	19.4.1994
1438	29.7.1994
1418	10.3.1994
1471	24.1.1995
1562	19.12.1996
1585	6.6.1997

1629	20.7.1998
1672	1.7.1999
1658	14.2.1999
1675	17.7.1999
1611	27.7.1999
1678	27.7.1999
1681	26.8.1999
1687	22.10.1999
95	13.7.2002
96	18.7.2002

33/82	18.5.1982
49/82	16.7.1982
48/82	9.7.1982
7/83	29.1.1983

HRD DIVISION
HO NEW DELHI

DATE: 28.12.2002

TO ALL SECTION INCHARGES OF HRD DIVISION

REG: Consolidation of HRD Division Operative circulars/circular letters

An attempt has been made to compile certain guidelines/facilities/award schemes applicable to staff members and circulated by the bank from time to time. A draft of this compiled circular along with the list of circulars/circular letters incorporated in the said circular is enclosed for your perusal. You are advised to go through the circular and in case you feel any additional circulars/circular letters or any suggestions need to be incorporated for the convenience of the staff members and administrative offices, then the same may be submitted on floppy (MS-word) to the undersigned by Monday evening positively.

CHIEF (HRD)

AUTHORITY LETTER

The Manager

Date:

Dear Sir,

Sub: Authorisation for deduction of Membership Subscription for All India PNB SC/ST Employees Welfare Association

I request you to deduct from my salary, every month, a sum of Rs. _____ (Rupees _____ only) and remit the same to All India PNB SC/ST Employees Welfare Association SF A/C No. 15725 at BO: New Rajinder Nagar, New Delhi.

Thanking You

Yours faithfully

PUNJAB NATIONAL BANK

BO: _____

Date

Sh./Ms.

You had applied for leave on _____ stating the reason as _____. You were found staging Dharna/Demonstration on _____ at _____. Leave can not be sanctioned for the aforesaid purpose.

Leave already sanctioned to you is cancelled as you obtained it under false pretext. You are further advised that your absence will be treated as unauthorized and no wages will be paid for _____ without prejudice to the right of the bank to take disciplinary action.

MANAGER

Proforma for Issuance of I-cards

FOR RETIRED EMPLOYEES

PUNJAB NATIONAL BANK

Identity Card No.

Name & Designation

Residential Address

Date of Birth

Date of Retirement

I confirm that I have read the instructions overleaf and shall abide by the same.

Signature of the retired employee

Date of Issue

Duly verified by

Branch Manager /
Estt. Incharge of RO/ZO/Divisional Office

ANNEXURE-J

PUNJAB NATIONAL BANK _____ OFFICE

PROPOSAL FOR GRANT OF GENERAL BRANCH POWER OF ATTORNEY

S.No.	Name S/Shri	Father's/Husband's name	Permanent Residential Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Recommendations of R.M. _____ Region

Regional Manager

Recommendations of Zonal Manager _____ Zone

Zonal Manager

Recommendations of Chief-HRD

CHIEF:HR

Approval of Board of Directors

DIRECTOR

*Information should be filled in Capital letters.

1.1.2003

General Manager

Dy.Gen.Manager

Reg: Pursuing higher studies by staff members

The extant guidelines contained in PD Cir No. 1222 dated 25.6.1990 provide for pursuing higher studies by those employees who wish to improve their academic qualifications. As per guidelines, staff members are required to take prior permission for pursuing higher studies. The permission is generally granted to only confirmed employees (except probationers) to pursue higher studies. The detailed guidelines and the procedure as mentioned in the above circular is placed at Flag 'A'.

However due to the stipulation of permitting only confirmed employees, many officers on probation are unable to go in for higher studies though a few probationers have been permitted as a special case to go in for higher studies. Moreover due to the fast changing Banking scenario, where specialization is required in many areas of Banking and to keep pace with the stiff competition from new private banks, it is felt that the clause of permitting only confirmed employees is restrictive to the growth of an employee and growth of the organization. This is more crucial when we are recruiting young & specialized officers in the field of Marketing, IT etc. These directly recruited young officers are already pursuing some educational courses or would like to improve upon their academic and intellectual pursuits, which should be encouraged.

Accordingly, we may also permit all desiring employees on probation to pursue higher studies subject to following stipulations:

- a) The studies will not conflict with the working hours of the Bank.
- b) The permission will not bind the bank to keep the employee in the same station for the period of studies nor any extraordinary leave shall be granted during the probation period for pursuing higher studies.
- c) If any employee pursues higher studies without prior permission, he/she will not be entitled for any benefit in lieu of having passed the said examination and will also be liable for disciplinary action in terms of bank guidelines.

Submitted for approval please.

Chief (HRD)

For the purpose of changing his/her name, the employee should publish a notice in the local gazette and also in the local newspaper and give the State Govt. in the Home Deptt., intimation of such change. Once such notice has been given and a period of one month has expired there would appear to be no need of receiving any permission from the State Govt. or any other authority and it would be in order for the bank to accept a change in name.