

## **Out of Pocket Expenses to Staff Members for Working in Shift Duties/During Extended Working Hours**

Payment of out of pocket expenses is provided to the staff members for working in shift duties or during extended working hours.

### **A) PURPOSE:**

The staff members including officers (upto scale-III) and workmen employees working in shifts/extended working hours need to be compensated for discomfort of working outside the normal working hours and for coming to office in early and/or leaving in late and odd hours. Working in shift duties means such offices which have round the clock working and employees are required to work in shifts of 12 hours each. Likewise, working in the office where the staff members have to commence the work before 8.00 a.m. or the work continues after 8.00 p.m. will be treated as working during extended working hours.

### **B) SCOPE:**

Such offices where employees are required to work in shifts/during extended working hours may include service branches such as MICR Centres, RCCs, SWIFT Branches, Extension Counter at IGIA and HO Divisions like IOAD, Data Centre (IT Division). Further, officers from IT Divisions/ZOs/COs/ branches constituting the CBS migration teams for rollover of branches may be required to work during extended working hours for specified number of days as stipulated by IT Division for pre-migration and post-migration period. Similarly, other offices where the criterion of extended working hours/shift duties applies may be considered for extension of the benefits under the policy.

### **C) FACILITIES AVAILABLE:**

Staff Members who are posted at such offices which have round the clock shift duties and actually work in such shift such as Data Centre (IT Division), Exchange Counter (IGIA) will be entitled to the benefit of rest for 36 hours after working each shift of 12 hours. The rest period will also include the rest on account of weekly off. Such officers will not be entitled to weekly off/any leave of Sundays.

The facility will not be available at such offices where work is not performed in round the clock shifts. Also those staff members who are not assigned duties in day & night shift of 12 hours each will not be entitled to 36 hours off.

SCALE/CADRE		AMOUNT TO BE PAID
<b>Clerical:</b>		Rs.90/- Per Day
<b>Sub-Staff :</b>		Rs.60/- Per Day
<b>Officers upto Scale III:</b>		
<b>Morning Shift</b>	6.00 A.M. to 1.00 P.M. or 7.00 A.M. to 3.00 P.M	Rs.160/- Per Day subject to maximum limit of Rs.4800 P.M.
<b>Evening Shift</b>	2.00 P.M. to 9.00 P.M. or 3.00 P.M. to 11.00 P.M.	Rs.160/- Per Day subject to maximum limit of Rs.4800 P.M.
<b>Night Shift</b>	11.00 P.M. to 7.00 A.M.	Rs.380/- Per Day subject to maximum limit of Rs.8500 P.M.

### **D. OTHER CONDITIONS:**

- i) It will be the discretion of the bank to assign duties in shifts/extended working hours. However, in case of award staff the maximum numbers of hours of work fixed by Bipartite Settlement must be observed meticulously so that the question of payment of overtime does not arise in any eventuality.
  - ii) The General Manager/Circle Head under whose jurisdiction a particular office falls; is the competent authority to permit working in shift duties/during extended working hours. Reimbursement of out of pocket expenses to the staff at the specified offices and for specific number of staff against written orders of the authority may be made at above rates.
  - iii) The list of offices given above for payment of out-of-pocket expenses is only illustrative. With the change in work profile or working hours of some office under the policy of bank, such office may be considered for reimbursement of out of pocket expenses by the competent authority.
  - iv) Payment of out of pocket expenses should be permitted only at such offices where work is undertaken in shifts or during extended working hours as specified above round the year on continuous basis. It may not be permitted at such offices where bank work has to be performed during early or late hours for limited period in a year or is related to adhoc performance of some specific assignment except for CBS migration and implementation of Clean Note Policy or such exigencies.
  - v) The reimbursement should be confined to officers/workman employees whose presence is necessary for smooth functioning of the office and who actually work against written orders of the authority. It has to be ensured that staff members are rotated in the shift duties/extended working hours.
  - iv) No other benefit/reimbursement on any account would be extended to the staff members except those which are otherwise available in terms of bank rules/guidelines.
- However, it is advised that working in shift duties be to the minimum & in exigencies only.