

Payment of Officiating Pay/Allowance - Automated Process

Officiating Allowance is being paid to officers in terms of Regulation 23(6) of Punjab National Bank (Officers') Service Regulations, 1979 & to workmen staff in terms of Bipartite Settlements as amended from time to time. Latest guidelines in this regard were circulated vide HRMD Circular No.594 dated 22.09.2021.

To reduce TAT in payment of officiating allowance and to minimize the manual intervention, it has been decided to link User Profile Maintenance (UPM) in CBS with HRMS for its real time updation, proper recording & monitoring.

The new process will start with the modification of 'work class' of an employee through UPM in CBS (except officiating within subordinate cadre, for e.g. Peon officiating as Daftary).

A. Officiating through UPM:

While doing modification of 'work class' of an employee in CBS, the following drop-down options will be available for recording reason of modification along with the Employee ID of the official who is not available in the branch due to following reasons:

- (i) On Duty
- (ii) On Leave
- (iii) On Officiating
- (iv) Under Suspension
- (v) On Training or
- (vi) Vacant Post (Employee yet to be posted against sanctioned post - in this case no Employee ID is required).

B. Officiating within subordinate cadre without modification of 'work class' through UPM:

For payment of officiating within subordinate cadre, the recording is to be done in HRMS as and when an employee officiates in higher Special Pay post within subordinate cadre. The system will not allow any back dated entry. The HRMS navigation for the same is as under:

Manager Self Service → Officiating → Sub-staff officiating

Data of modification of 'work class' in CBS will flow in HRMS on daily basis which will be automatically cross checked with HRMS data. Thereafter, the data will flow for payroll processing in the upcoming salary process after the end of the officiating month. Similarly, the officiating entry within subordinate cadre will also be automatically cross checked by HRMS.

Please note that officiating will be paid only if the 'work class' of the concerned employee has been modified through UPM in CBS (except for officiating within subordinate cadre).

There will be no need for any approval for payment of officiating in HRMS and the payment will be done automatically on the basis of the data captured in the system.

(Ref.: HRMD Circular No. 739/2023 dated 07.12.2023)