

**Reimbursement of TA/DA to Serving Employees/Ex-Employees (including Retired, Dismissed) of the Bank for Attending the Following Cases**

S. No.	Circumstances	Award Staff		Officer		
		In Service	Retired	In Service	Retired	
<b>1.</b>	<b>Attending Departmental Enquiry as</b>					
a	Defence Representative	Yes	No*	Yes	No*	
b	Charge Sheeted Employee including Suspended Employee	Yes	Yes	Yes	Yes	
c	Defence Witness	Yes\$	Yes\$	Yes\$	Yes\$	
d	Witness on behalf of Management	Yes	Yes@	Yes	Yes@	
<b>2.</b>	<b>Attending CBI/Court Cases</b>	Yes	Yes	Yes	Yes	
a	Cases filed by Police/ CBI against employee for official acts	As accused**	No	No	No	No
		As witness on behalf of the Bank	Yes	Yes	Yes	Yes
		As witness on behalf of employee	No	No	No	No
b	Cases filed by employee against the Bank	As a petitioner	No	No	No	No
		As witness on behalf of the Bank	Yes	Yes	Yes	Yes
		As witness on behalf of employee	No	No	No	No
c	Cases filed by outsiders / customers etc. pertaining to official acts	As accused	Yes	Yes	Yes	Yes
		As witness on behalf of the Bank	Yes	Yes	Yes	Yes
		As witness on behalf of others	No	No	No	No

@ At the current rate admissible to the cadre/grade which he was holding at the time of his retirement or leaving bank's service.

\* However, if the enquiry is held at place other than the place where the incident occurred at the behest of the Management, TA/DA will be paid to the Defence Representative as per rules.

\*\* However, if the employee is acquitted honourably, the TA/DA will be reimbursed, as per rules.

\$ Subject to following guidelines:

- (i) Every bank employee/officer who is called to give evidence in a departmental inquiry either by the bank or the employee against whom the inquiry is being held will be entitled to payment of TA/DA.
- (ii) The officer or authority holding the inquiry shall furnish a certificate, as per format enclosed to every person appearing before him to give evidence. The number of witnesses to be called may be left to the judgment of the enquiry officer.
- (iii) Where a prosecution witness is an employee of the bank, he shall be entitled to receive, in respect of the attendance before the authority holding the departmental inquiry, payment of a travelling allowance, halting allowance as if he was on tour. If such witness is an officer then he shall be considered reimbursement of hotel expenses in lieu of halting allowance, as per his eligibility.
- (iv) The defence witnesses whether workmen employee or officer may be paid TA/DA as per entitlement. Reimbursement of lodging and boarding expenses in lieu of halting allowance should not be considered.
- (v) Where a bank official is called to the departmental inquiry to give evidence as to the facts which came to his knowledge in the discharge of his duties, the minimum time required to be spent by him on the journey to and from the place where the inquiry is held and the days on which he is required to remain present before the authority holding the inquiry, shall be treated as duty. However, if the bank official is on leave, the entire time spent by him shall be treated as a part of the leave and he shall not be deemed to have been recalled on duty.
- (vi) Where a bank official is called by an authority holding the departmental inquiry to give evidence as to the facts which have come to his knowledge, at a time when he was not in the bank's service, he may be paid travelling allowance as provided in Para(1).

**P.S.** For attending Personal Hearing, TA/DA may be paid, if the Appellate Authority grants a personal hearing, as part of the process of disciplinary proceedings.

**(Human Resource Management Division Circular No. 290 dated 20.01.2016)**