



**CONFIDENTIAL**  
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### **PAYMENT OF OFFICIATING ALLOWANCE**

**(As per provisions of Bipartite Settlement 19.10.1966, 08.11.1973, 02.06.2005)**

1. As per Chapter IX on Other Allowances contained in first Bipartite Settlement dated 19.10.1966 under Clause ix on officiating and later revised in the subsequent Settlements under Para III(f) of Bipartite Settlement dated 08.11.1973 and Clause 29 of 8th Bipartite Settlement dated 02.06.2005 and reiterated vide HRDD:IR:BS-7 dated 05.05.2005, it is stipulated as under:

1.1 Whenever a bank requires a workman to officiate in a post in a higher cadre, it will do so by an order in writing.

1.2 (a) If a workman other than subordinate staff officiates in a post in a higher cadre either for a continuous period of 07 days or more or an aggregate of 07 days in a calendar month (including intervening Sundays/Holidays), he will be paid an officiating allowance for the period for which he officiates, on the following basis:

- (i) Where the basic pay of the permanent incumbent incharge exceeds the basic pay of the person officiating, the officiating allowance will be 15% of the basic pay of the person officiating or the difference between the two basic pays whichever is less, provided that in no case will the officiating allowance be less than 7.50% of the basic pay of the person officiating;
- (ii) Where the basic pay of the permanent incumbent is equal to or less than that of the person officiating, the officiating allowance will be 7.50% of the basic pay of the person officiating.

(b) If a member of the subordinate staff officiates in the clerical cadre he will be paid officiating allowance at the rates mentioned in sub-clause (a) above or the difference between his basic pay and starting basic pay of the clerical cadre in that area whichever is higher. Such officiating allowance will be payable pro-rata for each day of work in the clerical cadre without any limitation as to the number of days for which he officiates.

2. As per Chapter V Regulation 23(6) on Other Allowances contained in PNB(Officers') Service Regulations, 1979 (amended up to 31.03.2017) on officiating and reiterated vide Personnel Division Circular No. 1437 dated 28.07.1994, HRD Division Circular No. 75 dated 03.05.2002 and HRD Division Circular No. 160 dated 06.09.2003, it is stated as under:

