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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:





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If an officer is required to officiate in a post in a higher scale for a continuous period of not less than seven days at a time or an aggregate of seven days during a calendar month, he will receive an officiating allowance equal to 6% of his pay, prorata for the period for which he officiates and officiating allowance will rank as pay for purposes of Provident Fund and Pension only.

Provided that where an officer comes to officiate in a higher scale, as a consequence solely of the review of the categorization of posts under regulation 6, he will not be eligible for the officiating allowance for a period of one year from the date on which the review of the categorization takes effect.

Provided further that ceiling on officiating allowance has been removed and this allowance will be calculated on the basis of revised Basic Pay only.

**3.** As per Loans & Advances Circular No. 122 dated 30.12.2017 on Loaning Powers & Guidelines for exercising such powers at various levels on Authority on Leave or on Tour, it is stated as under:

Persons working in officiating arrangements will be vested powers of the officers' one grade above than the person who is officiating and that such higher power may also be exercised during the casual leave arrangements of the permanent Branch Head. However, Clerical Staff while officiating as Spl. Asstt./Officer are not allowed to sanction any loan proposal.

**4.** In case of vacancy due to leave etc. of the Incharge of Currency Chest, only an officer be deputed to work as Incharge of the Currency Chest and in the resultant vacancy, officiating be allowed at the branch to the employees in the clerical cadre subject to rules in this behalf and that no officiating be allowed to workmen staff in place of Incharge of Currency Chest.

**5.** Under no circumstances, any officiating is to be allowed in any cadre in the administrative offices, meaning thereby, no subordinate staff is to be allowed to officiate in the clerical cadre and similarly, no clerical cadre should also officiate in a higher cadre i.e. in place of an officer. These instructions are also applicable to officers and they should not be allowed to officiate in higher scales in stop gap arrangement in administrative offices. In the event of absence of an employee in the administrative offices, his work may be redistributed amongst the employees of the same cadre posted in the office for its smooth functioning.





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6. A workmen other than Subordinate staff will be allowed to officiate in higher cadre i.e. Officer cadre up to JMG Scale-I only.
7. Any Officer staff will be allowed to officiate in the immediately higher scale only eg. an officer in JMG Scale-I can officiate to work as MMG Scale-II only.
8. Officiating allowance will be paid against leave arrangement as per sanctioned strength of the branch and proper arrangement register will be maintained by the Branches.
9. Claim for payment of officiating allowance will be entered by the concerned branch in HRMS.
10. The concerned Circle Office will check and submit these claims in HRMS after obtaining approval from Circle Head. Final approval will be done by concerned Zonal Office. All Circle Offices/Zonal Offices are to ensure that the Officiating Allowance is being paid strictly in terms of Bank guidelines and ensure that there is no pendency in submission/approval of Officiating Allowance claims.

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