

Reimbursement of Uniform (Summer and Winter) Bills, Shoes & Liveries

The purchase of Uniform (Winter/Summer), Shoes & Liveries and claim from the respective offices, is allowed on the basis of Production of Bill including GST. The limit of amount for purchasing Summer/Winter uniform, Shoes & Liveries as under:-

Particulars		Amount (in Rs.) per set	Nos. of Sets	Frequency
Summer Uniform	Armed Guard	1502.00	3	Once in two years
	Other than Armed Guard	1113.65	3	Once in two years
Winter Uniform	Armed Guard	3157.00	1	Once in three years
	Other than Armed Guard	3001.35	1	Once in three years
Winter Uniform for Hill Stations	Armed Guard	3157.00	1	Once in a year
	Other than Armed Guard	3001.35	1	Once in a year
Shoes		1000.00	1	Once in two years
Turban		The Cloth amount of Rs.300/-		Once in two years
Socks (Woollen & Cotton)		Rs.75/-		Once in two years
Caps		Rs.50/-		Once in two years
Leather Belt		Rs.120/-		Once in two years
Leather Pouch for ammunition to Armed Guard		Rs.50/-		Once in two years

CONDITION FOR SUMMER UNIFORM

1. In terms of the Bipartite Settlement all permanent full time members of subordinate staff as well as permanent part time workmen of subordinate cadre working for not less than six hours per week, are to be supplied with three sets of Terry Khadi uniform once in two years.
2. At hill stations, one set of woollen uniform every year and one set of Terry Khadi uniform once in three years is to be supplied in lieu of the uniforms stated in 1 above.
3. If the majority of the subordinate staff of all the offices of a bank in a place request the management sufficiently in advance, one additional set of Terry Khadi uniform is to be supplied every 18 months to the entire subordinate staff in lieu of the set of woollen uniform to be supplied once in three years.
4. Watchmen, Armed Guards, Electricians, Air-conditioning plant helpers and drivers are also to be supplied with one pair of shoes once in two years.
5. Turbans are to be supplied to Sikh members of the subordinate staff or such other members of the staff who have been getting these in the past and wear the same while on duty.
6. The cost of one set of summer uniform other than security guards does not exceed **Rs.613.65** (excluding stitching charges).
7. The cost of one set of summer uniform of security guards does not exceed **Rs.952.00** (excluding stitching charges).
8. Lady members of staff will be provided with uniform as per specifications within the overall cost limit i.e. **Rs. 613.65** per uniform.
9. A set of uniform for male members of the staff consists of one pant and one full sleeves tie collar bush-shirt with two pockets.
10. Lady members of the staff are to be provided with Terry Cotton consisting of Kameez, Salwar and Dupatta or alternatively, Saree, Blouse and one Petticoat.
11. For **Armed Guards**, the uniform will be **collard safari suit** hence forth the shirt will have two pockets on top and two at the bottom on shirt.
12. The uniform should be of white colour for male members of the eligible sub-staff and white or grey for the eligible lady members of the staff.

The stitching charges of summer uniform mentioned as under:

Particulars	Amount in Rs.
Stitching charges for Armed guards	550/-
Stitching charges for other than Armed guards	500/-

CONDITION FOR WINTER UNIFORM

1. All permanent subordinate staff posted at the places, other than hill station may be provided with one set of winter uniform once in three years.
2. The employees posted at hill station (as decided by central/state Government) and at places situated at a height of and over 1500 meters and those transferred from and to Hill stations one set of winter uniform may allow as per the provision of Bipartite settlement dated 05.01.1987.
3. Under the directions of the Government of India, for the purpose of uniform, woolen cloth manufacture by Khadi Gramodoyog has to be purchased. In case branches find any difficulty in procuring cloth in the prescribed colour within the permissible range manufactured Khadi Gramodyog, they may purchase Terry wool cloth of any standard mill within overall limit.
4. The cloth of colour should be blue for the drivers and grey for other subordinate staff.
5. All the drivers will be provided a captain's cap of blue colour as a part of their Uniform within overall cost of his eligibility.
6. For female employees of subordinate staff, Uniform will consist of a ladies coat, a plain saree and Blouse of Grey colour. In alternative, in addition to the coat, a kameez, salwar and dupatta of the prescribed colour of the uniform may be provided.

THE STITCHING CHARGES OF WINTER UNIFORM MENTIONED AS UNDER

Particulars	Amount in Rs.
Stitching charges for all subordinate staff	1650/-

It is reiterated that the managers should ensure that members of subordinate staff attend the office in proper uniform provided to them and not in a dress of their own choice. In case anyone is found without proper uniform, he/she should not ordinarily be allowed to join the duty for that day and he/she should be marked as absent. The subordinate staff who provided uniform but are found not wearing such uniform while on duty will be deemed to have committed a minor misconduct and attracts the disciplinary action.

(Human Resource Management Division Circular No. 495/2020 dated 26.03.2020)