

## Payment of Officiating Pay

Wherever the Bank requires a workman to officiate in a post in a higher cadre, it will do so by an order in writing.  
In supersession of paragraph 6.56 of the Desai Award:-

(a) If a workman other than Subordinate Staff officiates in a post in a higher cadre for a period of 7 days or more, he shall be paid Officiating Pay for the period for which he officiates, on the following basis:

(i) Where the Basic Pay of the person in whose place officiating arrangement is made exceeds the Basic Pay of the person officiating, the Officiating Pay shall 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 7.5% of the Basic Pay of the person officiating;

(ii) Where the Basic Pay of the person in whose place officiating arrangement is made is equal to or less than that of the person officiating, the officiating allowance shall be 7.5% of the Basic Pay of the person officiating.

(b) If a member of the Subordinate Staff officiates in the Clerical Cadre he shall be paid Officiating Pay at the rates mentioned in sub-clause (a) above or the difference between his Basic Pay and starting Basic Pay of the Clerical Scale whichever is higher.

Such Officiating Pay 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.



**PUNJAN NATIONAL BANK  
HUMAN RESOURCES DEVELOPMENT DIVISION  
CORPORATE OFFICE, SECTOR 10, DWARKA, NEW DELHI**

**FORMAT**

**Branch Name:**

**Month:**

Details of Employees Who is Officiating						Details of Employees against whom Officiating			
S. No.	Employee ID	Name	Designation	Date	No. of Days	Employee ID	Name	Designation	Reason for Absence (On Leave/On Duty/ On Officiating)

All the officiating claims have been checked, entered in HRMS and found to be correct in the term of bank guidelines.

**{Branch Head Signature/Branch Seal}**

**Enclosure: Arrangement Register**