

Scheme for Grant of Silver Jubilee Award to the Employees

In terms of the scheme approved by the Government for grant of Silver Jubilee Awards to honour employees on completion of 25 years of service in Bank, they will be granted an award as under:

ELIGIBILITY:

- The honour should be bestowed on an employee on completion of 25 years of service, provided no penalty /punishment (other than censure / warning) has been imposed upon him during immediately preceding three years or the rigour of penalty was in operation, whichever was longer. The award could be released after the debarment period was over. Debarment in the above context will mean the period for which the rigour of penalty will remain in the operation or a period of 3 years succeeding the date of imposition of the punishment, whichever is longer. It is clarified that if any disciplinary proceeding is pending against any employee as on date of attaining 25 years of service, his case for giving Silver Jubilee Award may be kept in abeyance and his eligibility or otherwise for the same may be considered on conclusion of the disciplinary proceeding having regard to the punishment awarded therein.
- The leave record of the employee should be non assailable in the sense that all leave availed by him should be duly sanctioned by the concerned authorities, it is, however, clarified that the employee's absence without sanction by the competent authority will be excluded while determining 25 years of unblemished service for the purpose of above award.

TERMS:

- The award may be in the form of an article like wrist watch, silver salver or any other article of employee's choice.
- The cost of the award should not exceed **Rs. 10,000/.**
- The award should be given uniformly irrespective of the status of the recipient i.e. whether he is an officer, clerk or subordinate staff.
- The Bank may release the amount of award to the employees who have completed 25 years of unblemished service without waiting for receipt of any request from concerned employee subject to his eligibility
- Contribution of the expenses by the bank towards organizing function for bestowing the Award will be **Rs.60/- per employee posted in that branch/office**

PRESENTATION:

The presentation of the award may be made by the Branch Manager or Head of the Department/Office, if the employee is attached to an Administrative Office. A simple function may be arranged for the purpose in which other employees may participate and light refreshment may be served. A joint function may be held if there is more than one employee eligible for the Silver Jubilee Award and the expenses to organize the function, as mentioned above, may be debited to **"Miscellaneous Expenditure HO Power- (Silver Jubilee Award)"**.

Incumbent In-charge will be the competent authority for sanctioning the Silver Jubilee Awards for employees of their respective branches/ offices. The cases of employees posted in a Circle/ELBs/VLBs, administrative offices and HO Divisions including Incumbent In-charge will be decided by the Circle Heads/Chief Managers. Zonal Manager/DGM of HO Divisions will be the competent authority in respect of Scale-IV and above officers working within Zone/HO Divisions. Cases of CGMs/GMs/Zonal Managers/DGMs and above (in HO Divisions) are to be referred to HO, HRMD.

Further, the Competent Authority should ensure conferring this Award to the concerned employees, whenever they become eligible, suo-moto and all efforts be made to present the Award on the date the employee become eligible. Further, it should be ensured that detail of the Silver Jubilee Award is entered in HRMS invariably.

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