



Syndicate Bank

Head Office: Manipal - 576 119 (Karnataka)

Organisation & Methods Division

Circular No.113-2003-BC-IRD

Date: 28-07-2003

PERMANENT UTILITY

PAYMENT OF 'OFFICIATING PAY' TO CLERKS.

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Attention is invited to Circular No.104/81/BC dated 29-4-1981 and 0009/SPC/IRS/86 dated 26-3-1986, wherein it was stipulated that only a Special Assistant alone can officiate as Manager.

Consequent to the termination of Settlement for entrustment of Special Assistant duties both on Regular and temporary basis and subsequent promotion of majority of Special Assistants to Officer's cadre, Special Assistants are not available in many branches. In the circumstances, mostly in Single Officer branches, it has become necessary to make alternative arrangements during the absence of Branch Manager/Officer for smooth functioning of branches.

Considering various aspects and provisions of Bipartite Settlement, it has been decided to entrust officiating duties to senior most clerk in the branch during the absence of Branch Manager and to pay '**Officiating Pay**' as mentioned in Bipartite Settlement, in order to ensure smooth functioning of the branches and for uninterrupted customer service.

The rules and procedure to be followed in this regard are as under:

I. OFFICIATING PAY:

In terms of Clause No.9.11 of Bipartite Settlement dated 19-10-1966 the amount of '**Officiating Pay**' is to be calculated as under:

If a workman other than subordinate staff officiates in a post in a higher cadre for a continuous period of 7 days or more, he shall be paid an **officiating pay** for the period for which he officiates, on the following basis:

- (i) *Where the basic pay of the permanent incumbent 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 pay be less than 7½ 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 pay shall be 7½ of the basic pay of the person officiating.*

II. Officiating for a period less than 7 days also, the Officiating Pay is to be calculated and paid as explained in **I** above, whenever such entrustment is made.

III. Officiating duties shall be entrusted to senior most clerk. The Seniority of the clerk is to be reckoned only on the basis of the physical service as a clerk in the Bank and there shall be no weightage to educational qualifications.

IV. Such an entrustment must be by an order in writing and the period during which he is required to officiate, invariably be mentioned therein.

V. The other rules are as under:

(1) SINGLE OFFICER BRANCHES:

- (a) Whenever the Branch Manager proceeds on leave/ outstation duties and if there is a Special Assistant in the Branch, he may be entrusted with 'officiating duties' to hold the charge of the Branch. In other cases the concerned Regional Office shall explore the possibility of deputing of an Officer to hold the charge of the Branch preferably from among the Officers available in Administrative Office.
- (b) If no officer can be spared from RO/Administrative Office, Officers from nearby branches may be deputed.
- (c) When no officer is available from RO/Administrative Offices/nearby branches, RO may permit handing over of the charge of the Branch to senior most clerk of the Branch.
- (d) However, if the absence of the Branch Manager is beyond 7 days and there is no special assistant in the branch, RO should invariably arrange for deputation of an Officer as mentioned herein above for holding the charge of the Branch.
- (e) In no circumstances Branch should be allowed to be headed by a Clerk for a period beyond 7 days.
- (f) Whenever the period of absence of Branch Manager is for 7 days or less, subject to the above, the RO may permit handing over of the charge of the Branch to senior most clerk.

(2) BRANCHES WITH MORE THAN ONE OFFICER:

- (a) Whenever the Branch Manager proceeds on leave/outstation duty, the second Officer shall officiate as Branch Manager as per the extant provisions.
- (b) There shall be no entrustment of officiating duties to clerk in the branches with more than one officer **except when all the officers are on leave/outstation duties as the case may be.**

In terms of Clause 6(ii) of Bipartite Settlement dated 27.03.2000, officiating pay is to be treated as pay for the purpose of Dearness Allowance, House Rent Allowance and Superannuation Benefits.

OFFICIATING BY A CLERK AS ENVISAGED HEREIN IS NOT CONSTRUED AS PROMOTION. ANY PAYMENT IN VIOLATION OF THE ABOVE RULES WILL BE TREATED AS UNAUTHORISED AND DEALT WITH ACCORDINGLY.

THERE SHALL BE NO TEMPORARY ENTRUSTMENT OF SPECIAL ASSISTANT DUTIES TO CLERKS UNDER ANY CIRCUMSTANCES.

Officiating Allowance, if any, payable to Officers is to be paid as laid down in Cir.No.230/2002/BC/IRD dated 18-12-2002 and as per other administrative guidelines issued from time to time.

This Circular may be circulated amongst the staff members of the Branch/office. Clarifications required, if any, to this circular be sought from **PERSONNEL DEPARTMENT - Industrial Relations Division** at Head Office, Manipal, through their respective RO/ZO, as per extant guidelines.

Y M Pai

General Manager
(Personnel & Services Wing)