

Circular No.414-2015-BC-PD-51-IRD

Date: 29-09-2015

PERMANENT UTILITY

REVISION IN RATES OF UNIFORM CLOTH / LIVERIES AND STITCHING CHARGES

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The ceiling on cost of uniform materials was enhanced last in the year 2010 vide Cir No. 032/2010/CYC/0089/HO: PD: IRD dated 08.04.2010.

Considering increase in the cost of uniform materials and stitching charges over the years, it is decided to revise upwards the existing rates in respect of both as under:

A.	(i) Woollen Uniform (Winter):	Existing provisions	Revised
	<p>Particulars</p> <p>a) <u>PLACES WHERE TEMPERATURE FALLS LESS THAN 10°C AND WHERE HILL & FUEL ALLOWANCE IS PAYABLE:</u></p> <p><u>Gents:</u> Cost of materials – For 2.75 mtrs. (max.)</p> <p><u>Ladies:</u> Woollen Uniform i.e., one Nylon/Synthetic material Sari and a matching Blouse + 1 Woollen Jersey with full sleeves OR 1 Woollen Shawl</p>	<p>Ceiling of ₹500/- per mtr. (Max. ₹1375/-for 2.75 mtrs.)</p> <p>₹1300/-(excluding stitching charges)</p>	<p>Ceiling of ₹600/-per mtr. (Max. ₹1650/- for 2.75 mtrs.)</p> <p>₹1600/-(excluding stitching charges) Stitching charges not applicable for Sari, Jersey OR Shawl</p>
	<p>(b) <u>ALL OTHER PLACES:</u></p> <p><u>Gents:</u> Raymond Trovine materials.</p> <p><u>Ladies:</u> Woollen Uniform i.e.,1 Nylon/ Synthetic material Sari and a matching Blouse+1 Woollen Jersey with full sleeves OR 1 Woollen Shawl.</p>	<p>Ceiling of ₹ 400/- per mtr. (Max. ₹1100/- for 2.75 mtres.)</p> <p>₹1300/- (excluding stitching charges. Stitching charges not applicable for Sari. Jersey OR Shawl</p>	<p>Ceiling of ₹450/- per mtr. (Max. ₹1350/- for 2.75 mtres.)</p> <p>₹1600/- (excluding stitching charges) Stitching charges not applicable for Sari, Jersey OR Shawl</p>

	Particulars	Existing provisions	Revised
	<u>Stitching Charges:</u>	For ROs coming under the jurisdiction of Nodal IR Cell, RO, New Delhi and Meerut (As per letter No. 254/0089/PD:IRD(W) & 254/0089/PD:IRD(W) dated 12.03.2011): Rural and Semi urban: ₹ 1100/- Urban Branches: ₹ 1200/- Metro Branches: ₹ 1300/- <u>All other places:</u> Pant: ₹ 250/- Shirt: ₹ 175/- Blouse: ₹ 100/-	For ROs coming under the jurisdiction of Nodal IR Cell, RO, New Delhi and Meerut: Rural and Semi urban: ₹ 1200/- Urban Branches: ₹ 1300/- Metro Branches: ₹ 1400/- <u>All other places:</u> Pant: ₹ 300/- Shirt: ₹ 200/- Blouse: ₹ 150/-
	(ii) Terry Khadi/Terry Cotton Uniform:		
	Cost of Materials		
	<u>Gents:</u> Terry Khadi/Cotton material of any kind for Pant & Shirt:	₹ 500/-per set (excluding stitching charges)	₹ 800/-per set (excluding stitching charges)
	<u>Ladies:</u> One plain Sari of specified colour with OR without border & one matching Blouse.	₹ 600/- (excluding stitching charges)	₹ 800/- (excluding stitching charges)
	<u>Stitching Charges:</u>	Pant: ₹ 200/- Shirt: ₹ 120/- Blouse: ₹ 75/-	Pant: ₹ 300/- Shirt: ₹ 200/- Blouse: ₹ 100/-
B.	In respect of Watchmen, Armed Guards Electricians, Air Conditioning Plant Helpers & Drivers:		
	i) Black shoes per pair of any make (once in 2 years)	₹ 650/-	₹ 800/-
	ii) Cotton Socks per pair of any make (once in 2 Years)	₹ 75/-	₹ 80/-

C.	Special Items for Armed Guards only:			
	i. Black Leather Belt (with buckle) – One	Once in 3 years	₹275/-	₹300/-
	ii. Khaki Lanyard with whistle – One	Once in 2 years	₹70/-	₹90/-
	iii. Khaki Barret Cap (other than Sikhs) – One	Once in a years	₹85/-	₹100/-
	iv. Turban/Pagri (Sikhs) – 2 sets	Once in 2 years	₹200/-	₹250/-
	v. Leather Shoulder Ammunition Belt with Pouches– One	Once in 2 years	₹70/-	₹100/-
	vi. Woollen Jersey – One	Once in 3 years	₹500/-	₹600/-
	vii) Name Plate- One	Once in 2 years	₹70/-	₹100/-

The above revision / enhancement will be applicable for uniforms & liveries and stitching charges falling due from **01.10.2015**.

General:

1. The existing guidelines detailed in **Para No. 5.3.49 of Volume-V** of Latest Manual of Instructions pertaining to eligibility, time of supply, colour, pattern, rates applicable to umbrella etc. shall remain unchanged.
2. Cash should not be paid to the subordinate staff / permanent Part-Time workmen either for purchase of cloth etc. or for meeting stitching charges. Release / Payment should be made specifically and end use ensured.
3. All the staff members who are supplied with uniform shall wear them while on duty in clean condition. Not wearing uniform while on duty amounts to misconduct and in such cases, the concerned employee will be liable for disciplinary action.
4. Branches/Offices should maintain a Register of Uniforms as hitherto and necessary entries are to be made and the employee's signature be obtained therein as soon as Uniforms are supplied.
5. Once Uniforms are supplied, Branches/Offices shall report to the respective ROs in the prescribed format as hitherto, and Departments in HO/CO are required to send the same to HO: IRD.
6. Employees may be permitted to keep their uniform within the branch premises if they so request. However, there is no obligation on the part of the Bank to provide cabinets/almirah etc. for that purpose or to provide place for changing into uniform.
7. When a member of the subordinate staff is transferred from one Branch/Office to another Branch/Office, the details of uniform last supplied have to be furnished to the Branch/Office to which the concerned employee is transferred, besides the respective transferee RO.
8. As hitherto, Washing Allowance as provided under BPS shall be paid from the date of supplying the uniform.
9. Branch Heads/Heads of Offices/Departments including the Departments at HO/CO are responsible for supplying uniforms to eligible sub staff in the respective Branch/Office and for ensuring that uniform is worn regularly in clean and neat condition.

Branches/Offices are advised to take note of the contents of this Circular and act accordingly.

Clarifications required, if any, on this circular may be sought from **PERSONNEL DEPARTMENT - INDUSTRIAL RELATIONS DIVISION** at Head Office, Manipal through respective Regional Office, as per extant guidelines.

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(K SANTHOSH KAMATH)
GENERAL MANAGER (P)