



ALL INDIA STATE BANK OFFICERS' FEDERATION

(Registered under the Trade Unions Act 1926, Registration No: 727/MDS)

Central Office: State Bank Buildings, St. Mark's Road, Bangalore-560 001

Registered Office: 22, Rajaji Salai, Chennai- 600 001



**CIRCULAR NO. 07
TO ALL OUR AFFILIATES**

DATE: 25.01.2023

STAFF OFFICERS
REIMBURSEMENT OF OUT-OF-POCKET EXPENSES
FOR JOURNEY COMPLETED ON THE SAME DAY

We have sent a communication to the Dy. Managing Director (HR) & Corporate Development Officer, State Bank of India, on the captioned subject.

A copy is enclosed for your information.

Yours comradely,

(Deepak Kumar Sharma)

General Secretary

At the Service of Members for more than 5 Decades

General Secretary: +91-9501653388, Chandigarh – +91-172-4567135

Sub Office – O/o SBI Officers' Association (Chandigarh Circle), SBI LHO Chandigarh, Sec 17 A Chandigarh - 160017

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No.6523/06/23

Date: 24.01.2023

The Dy. Managing Director (HR) &
Corporate Development Officer
State Bank Bhavan
Nariman Point
Mumbai-400 021

Dear Sir,

STAFF OFFICERS
REIMBURSEMENT OF OUT-OF-POCKET EXPENSES
FOR JOURNEY COMPLETED ON THE SAME DAY

We have the reference of Bank Circular No.CDO/P&HRD-PM/29/2022-23 dated 04th August, 2022 finding modification in terms of eligibility for claiming of Halting Allowances and revision of Out-of-Pocket Expenses to the officers drawing reference from the revised rates as agreed upon in the 8th Joint Note dated 11th November, 2020, and advised vide CircularNo.CDO/P&HRD-IR/67/2020-21 dated 21st December, 2020.

2. We however, find certain anomalies in terms of eligibility drawn in the circular dated 4th August 2022 and believe it as an aberration to leave aside a section of officers outside the ambit of the existing criteria for being eligible for claiming halting allowances. The referred circular permits an officer to claim reimbursement of Out-of-Pocket expenses up to a ceiling of half of the Halting Allowance payable, or Rs.975/- per day, whichever is lower, provided he/she travels the specified distance and remains away for at least 4 hours including journey period for official purposes.

3. The condition implied along with the claim that the out-of-pocket expenses is payable only when the officer is deputed for official purpose to other offices of the Bank/organization at the same center and remains away from the office for at least 4 hours and he/she travels 15km/5km from office/residence as the case may be.

4. The Circular further states that the officials identified for specific purpose, viz; - marketing, survey etc. may not be eligible for 'Out of Pocket' expenses. Sir, here the word 'may not be' has a loop and gives rise to confusion as to whether it is discretionary in manner or it makes one ineligible for the benefit hitherto had been earning.

5. The 8th joint note as we understand, does not provide for any stipulation as to the eligibility of an officer to draw half day halting subject to fulfilment of the laid down criteria. As such withdrawal of such benefit for a section of officers goes against the spirit with which it was introduced at the first place.

6. The stipulation rendering exclusion of those officials identified for specific purpose viz; - marketing, survey etc. from claiming the 'Out of Pocket' expenses contravenes the condition of official purpose. Since the officer on deputation as well as the official identified for specific purpose viz; - marketing, survey/site inspection, recovery etc. are performing their respective duties in the official capacity and are to accomplish the task entrusted upon them by the bank. Further the official identified for specific purpose like, marketing or survey/site inspection, recovery etc. has to travel long distances and different places as per the necessity. The out-of-pocket expenses shall help him/her to sustain the sudden expenses if any incurred during the course of the duty and avoid the incidence of being out of pocket. These officials are also away from the comfort of the offices and are on streets for days during scorching heat, extreme winters and rains as per the job profile assigned to them.

7. Sir, you will also appreciate that incidental expenses imposed on an employee while discharging the duties assigned by his/ her organisation is demotivating and had never been practised in our Bank. Further, the job entrusted to them is not as per their given option but as per the necessity of the Bank and any discrimination made in terms of their eligibility will surely ruin their morale and zeal to give their best shot.

8. These officials being the brand ambassadors of the Bank and their wellbeing the priority of the Bank, it is expected that they are made eligible for the Out-of-Pocket Expenses at par with the other officers which shall not only provide the monetary support, but also shall bring the uniformity in terms of entitlements.

In view of the above, we request your good office to revisit the circular instructions and allow all the officers including those who are assigned with the job of marketing, survey/site inspection duty, recovery etc. to avail the facility uniformly with in order to maintain parity and uniformity sans discrimination.

Thanking you.

Yours sincerely,

Sd/-

(Deepak Kumar Sharma)

General Secretary

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