

CHO/PMG/56 /2023-24

Date: 27.03.2024

**ALL BRANCHES AND OFFICES**

**Sub: Implementation of salary revision and modified service conditions of Officers and Workmen staff as per the 9<sup>th</sup> Joint Note dated 08/03/2024 and 12<sup>th</sup> Bi-Partite dated 08/03/2024.**

Indian Banks' Association (IBA) vide their letter no. CIR/HR&IR/2023-24/XIIBPS/0903 dated 13/03/2024 has informed that the Government of India, DFS has conveyed No Objection to Public Sector Banks to pay adhoc amount/ on ad-hoc basis, as per agreed provision of 12<sup>th</sup> Bi-partite Settlement/9<sup>th</sup> Joint Note, pending amendments to the relevant regulations, of:-

- (i) Arrears, revised salary and allowances to serving officers with effect from 01/11/2022;
- (ii) Revised pension and arrears to existing pension optees, retired with effect from 01/11/2022; and
- (iii) Monthly ex-gratia (not attracting any other allowance) w.e.f. 01/11/2022, to pensioners and family pensioners (who became eligible to draw pension on or before 31/10/2022), as a one-time measure, for the current bipartite period.

IBA has also advised that Banks may implement the Joint Note/Bi-partite at their end. Board of Directors of our Bank have since conveyed their approval for implementation of the 9<sup>th</sup> Joint Note dated 08/03/2024 and 12<sup>th</sup> Bi-partite Settlement dated 08/03/2024 in our Bank.

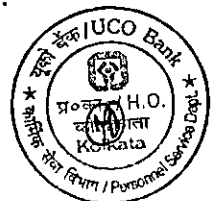
A copy of each of 9<sup>th</sup> Joint Note dated 08/03/2024 signed between IBA and Officers' Associations (Enclosed I) and 12<sup>th</sup> Bi-partite Settlement dated 08/03/2024 signed between IBA and Workmen Unions (Enclosed II) are enclosed herewith.

**Some of the salient features of the 9<sup>th</sup> Joint Note dated 08/03/2024 are as under:**

**1. Scale of Pay (In Rs):** Clause 1 (i) of 9<sup>th</sup> Joint note dated 08.03.2024

<b>Scale I</b>	48480	2000	62480	2340	67160	2680	85920
		7				2	
<b>Scale II</b>	64820	2340	67160	2680	93960		
				1			10
<b>Scale III</b>	85920	2680	99320	2980	105280		
				5			2

प्रधान कार्यालय Head Office कार्मिक सेवा विभाग Personnel Services Department  
2<sup>nd</sup> Floor, 10 बीटीएम सरणी, 10 BTM Sarani, कोलकाता Kolkata-700001.  
दूरभाष Phone :033-44557876 फैक्स Fax: 033-44559444 ई-मेल E-mail: [ho.esw@ucobank.co.in](mailto:ho.esw@ucobank.co.in)



<b>Scale IV</b>	102300	2980	114220	3360	120940	
		4		2		
<b>Scale V</b>	120940	3360	127660	3680	135020	
		2		2		
<b>Scale VI</b>	140500	4000	156500			
		4				
<b>Scale VII</b>	156500	4340	173860			
		4				

A table regarding Salary Scales of Officers from Scale I to Scale VII has been given in Clause no 1 of the 9<sup>th</sup> Joint Note dated 08/03/2024.

Fitment shall be stage-to-stage, i.e. on corresponding stages from 1st stage onwards and the increment shall fall on the anniversary date as usual.

**Stagnation Increments:** Clause 1 (iii) of 9<sup>th</sup> Joint note dated 08.03.2024

- (i) Officers in JM Grade I : 7 (Seven) Stagnation Increments
- (ii) Officers in JM Grade II : 7 (Seven) Stagnation Increments
- (iii) Officers in JM Grade III : 8 (Eight) Stagnation Increments
- (iv) Officers in JM Grade IV : 5 (Five) Stagnation Increments
- (v) Officers in JM Grade V : 4 (Four) Stagnation Increments
- (vi) Officers in JM Grade VI : 3 (Three) Stagnation Increments
- (vii) Officers in JM Grade VII : 3 (Three) Stagnation Increments

Further details in the matter has been elaborated in Clause no 1 (iii) of the 9<sup>th</sup> Joint Note dated 08/03/2024.

**Professional Qualification Pay (PQP):** Clause 1 (vi) of 9<sup>th</sup> Joint note dated 08.03.2024

Officers shall be eligible for Professional Qualification Pay as under:

Those who have passed only JAIIB (CAIIB-I)	PQP-I - Rs.1370/-p.m., one year after reaching the top / maximum of the scale
Those who have passed CAIIB (CAIIB II)	PQP-I - Rs. 1370/-p.m., one year after reaching the top / maximum of the scale.  PQP-II - Rs. 3425/-p.m., two years after reaching the top / maximum of the scale.

PQP-III - Rs. 5480/-p.m., three years after reaching the top / maximum of the scale.

**2. Allowances:**

**(i) Dearness Allowance :** Clause 2 (i) of 9<sup>th</sup> Joint note dated 08.03.2024

In substitution of Clause 3 of Joint Note dated 11th November, 2020, with effect from 1st November 2022, the Dearness Allowance shall be payable as per the following rates:-

1.00 % of 'pay' per percentage point of Index.

**Note:**

Dearness Allowance in the above manner shall be paid for every variation of rise or fall over 123.03 points in the quarterly average of the All India Consumer Price Index for Industrial Workers Base 2016=100. 0.01% change in DA on 'pay' for change in every second decimal place of CPI 2016 over 123.03 points.

The change in the Dearness Allowance rate will be released on a quarterly basis on 1st May, 1st August, 1st November and 1st February based on the following:

D.A release date	Quarterly average of CPI points of the months	Applicable for the month
1 <sup>st</sup> May	January, February and March	May, June and July
1 <sup>st</sup> August	April, May and June	August, September and October
1 <sup>st</sup> November	July, August and September	November, December and January
1 <sup>st</sup> February	October, November and December	February, March and April

**(ii) House Rent Allowance:** Clause 2 (ii) of 9<sup>th</sup> Joint note dated 08.03.2024

Existing provisions in this regard will continue with change in rates as under:

S. No	Area	Rate
-------	------	------

1	Major "A" Class Cities and Project Area Centres in Group A	10% of Pay
2	Other places in Area I, and Project Area Centres in Group B and State of Goa	9% of Pay
3	Other places	8% of Pay

Provided that if an officer produces a rent receipt, the House Rent Allowance payable to him/her shall be the actual rent paid by him/her for the residential accommodation in excess over 0.35% of Pay in the first stage of the Scale of Pay in which he/she is placed with a maximum of 150 % of the House Rent Allowance payable as per aforesaid rates mentioned in Column III above.

Note: The claims of officer employees for the House Rent Allowance linked to the cost of their ownership accommodation shall also be restricted to 150% of House Rent Allowance, as hitherto.

(iii) **City Compensatory Allowance:** Clause 2 (iii) of 9<sup>th</sup> Joint note dated 08.03.2024

Sl.No	Area	Rate
i)	Places in Area 1 and above; and in the State of Goa	Rs.2300/- p.m.
ii)	Places with population of five lakhs and over and State Capitals and Chandigarh, Puducherry and Port Blair	Rs.1900/-p.m.

(iv) **Location Allowance (Non-CCA Centres):** Clause 2 (iv) of 9<sup>th</sup> Joint note dated 08.03.2024

Effective 01.11.2022 a fixed allowance of Rs.1200 /- p.m. is payable to all Officers posted in areas other than the areas that are eligible for CCA. This fixed allowance shall not be reckoned for payment of DA, superannuation benefits, viz, pension including DCPS (NPS), PF and Gratuity.

- (v) **Learning Allowances** {Clause 2 (v) of the 9th Joint Note dated 08/03/2024}

On and from 1<sup>st</sup> November, 2022, officers shall be paid Learning Allowance of Rs. 850/- together with applicable Dearness Allowance thereon.

- (vi) **Special Allowance:** Clause 2 (vi) of 9<sup>th</sup> Joint note dated 08.03.2024

With effect from 01.11.2022, officers shall be paid Special Allowance as percentage of basic pay with applicable D.A thereon, as under:

Scale I	<b>26.50%</b>
Scale II & III	<b>28.30%</b>
Scale IV, V	<b>30.50%</b>
Scale VI, VII	<b>31.50%</b>

**Note:** The Special allowance with applicable DA thereon shall not be reckoned for superannuation benefits, viz, Pension including DCPS (NPS), PF and Gratuity.

- (vii) **Deputation Allowance:** Clause 2 (vii) of 9<sup>th</sup> Joint note dated 08.03.2024

Deputation Allowance shall be at the following rates with effect from the date of this Settlement:

An Officer deputed to serve outside the bank to an organization in a different place other than the present place of posting	7.75% of Pay with a maximum of Rs. 7500/- per month
An Officer deputed to another organization at the same place or to the training establishment not owned by the Bank	4% of Pay with a maximum of Rs.3750/- per month

Upon deputation of an Officer to another office / branch within the same municipal limits / urban agglomeration, in Metro / Major 'A' Class cities where the distance of such deputation is 20 km and more from the parent branch / office, halting allowance as provided under (xiii) below shall be payable.

**(viii) Special Area Allowance:** Clause 2 (viii) of 9<sup>th</sup> Joint note dated 08.03.2024

At places where special area allowance is payable in terms of Regulation 23(ii) of Officers' Service Regulations, 1979/1982, the said allowance shall be payable at rates as in Annexure- V enclosed in 9<sup>th</sup> Joint note dated 08/03/2023. Further, if Hill and Fuel Allowance is payable in terms of this Joint Note, then at such places only higher of the two allowances shall be payable.

**(ix) Hill and Fuel Allowance:** Clause 2 (ix) of 9<sup>th</sup> Joint note dated 08.03.2024

	Place	Rate
(a)	Places with an altitude of 1000 meters and above but less than 1500 meters and Mercara Town	2% of Pay subject to a maximum of Rs. 1450 per month
(b)	Places with an altitude of 1500 meters and above but less than 3000 meters	2.5% of Pay subject to a maximum of Rs. 1900/- per month
(c)	Places with an altitude of 3000 meters and above	5% of Pay subject to a maximum of Rs. 3750/- per month

Note: All other existing provisions shall remain unchanged.

**(x) Officiating Pay:** Clause 2 (x) of 9<sup>th</sup> Joint note dated 08.03.2024

On and from 1st April, 2024, an officer who required to officiate in a post in a higher scale for a continuous period of not less than 4 days at a time OR an aggregate of 4 days during a calendar month, shall receive an officiating pay equal to 15% of the Basic pay of the person officiating and the same shall be payable pro-rata for the period for which he officiates.

**(xi) Mid Academic Year Transfer Allowance:** Clause 2 (xi) of 9<sup>th</sup> Joint note dated 08.03.2024

On and from 1<sup>st</sup> April, 2024, Mid Academic Year Transfer Allowance shall be paid at a rate of Rs. 2500/- per quarter to officers.

**(xii) Closing Allowances:** Clause 2 (xii) of 9<sup>th</sup> Joint note dated 08.03.2024

On and from 1<sup>st</sup> April, 2024, Closing Allowance shall be paid at a rate of Rs. 1500/- per quarter to officers.

**(xiii) Halting Allowance: Existing provisions to continue with change in rates as**

प्रधान कार्यालय Head Office कर्मिक सेवा विभाग Personnel Services Department  
2<sup>nd</sup> Floor, 10 बीटीएम सरणी, 10 BTM Sarani, कोलकाता Kolkata-700001.  
दूरभाष Phone :033-44557876 फैक्स Fax: 033-44559444 ई-मेल E-mail: [ho.esw@ucobank.co.in](mailto:ho.esw@ucobank.co.in)



under: Clause 2 (xiii) of 9<sup>th</sup> Joint note dated 08.03.2024

Grade/Scales of Officers	Metro (Rs.)	Major 'A' Class Cities (Rs.)	Area I (Rs.)	Other Places (Rs.)
Officers in Scale VI & above	4050	2925	2475	2150
Officers in Scale IV&V	3375	2925	2475	2150
Officers in Scale I/II/III	2925	2475	2150	1800

(xiv) **Compensation on Transfer:** Clause 2 (xiv) of 9<sup>th</sup> Joint note dated 08.03.2024

An officer on transfer will be eligible to draw a lump sum amount as indicated below for expenses connected with packaging, local transportation, insuring the baggage etc.

Officers	Amount (Rs.)
Up to scale 3	40000
4 and above	50000

Apart from the above, either (a) 15 days lodging & boarding charges or (b) 15 days Halting Allowance shall be paid from the date of joining at new place.

(xv) **Medical Aid :** Clause 2 (xv) of 9<sup>th</sup> Joint note dated 08.03.2024

On and from 1st November, 2022, reimbursement of medical expenses shall be as under:

Officers in JMG & MMG Scales – Rs. 13000/- p.a  
Officers in SMG & TEG Scales – Rs. 15400/- p.a

**Note:**

For the calendar year 2022, the reimbursement of medical expenses under the medical aid scheme shall be enhanced proportionately for two months i.e. November and December 2022.

All the Banks to evolve and implement a scheme for periodical health check up of all employees wherever it is not available.

All employees shall be allowed reimbursement of Rs. 500 per year towards annual eye check-up

(xvi) **Recovery of House Rent / Furniture Rent:** Clause 2 (xvi) of 9<sup>th</sup> Joint note

प्रधान कार्यालय Head Office कार्मिक सेवा विभाग Personnel Services Department  
2<sup>nd</sup> Floor, 10 बीटीएम सरणी, 10 BTM Sarani, कोलकाता Kolkata-700001.  
दूरभाष Phone :033-44557876 फैक्स Fax: 033-44559444 ई-मेल E-mail: [ho.esw@ucobank.co.in](mailto:ho.esw@ucobank.co.in)



dated 08.03.2024

House rent recovery shall be @ 0.35% of the first stage of the scale of pay in which the officer is placed or the standard rent for the accommodation, whichever is less.

Furniture rent recovery shall be @ 0.075% of the first stage of the scale of pay in which the officer is placed.

**3. Superannuation Benefits:** Clause 3 of 9<sup>th</sup> Joint note dated 08.03.2024

**(i) Pension:**

With effect from 1st November 2022, the Pay as defined under Clause 1 (ii) (i) of this Settlement and drawn by the employees who are members of the Pension Fund shall be taken into consideration for the purpose of calculation of pension as per the Pension Fund Rules/Regulations in force.

Note: Officers in service of the Banks as on 1st November 2022 and who have retired thereafter but before the date of this Settlement and who had opted for commutation of pension will have an option not to claim incremental commutation on revised basic pension.

In view of the above, all staff pensioners (who have retired between 01.11.2022 to 29.02.2024) who are not willing to obtain the incremental commutation in terms of 09<sup>th</sup> Joint Note dated 08.03.2024 are hereby informed to submit the enclosed Annexure-A Option Form for receiving Revised Basic Pension without Incremental Commutation (Copy enclosed).

Staff pensioners who are not willing to obtain the incremental commutation, as above, should submit the completely filled Annexure-A and submit the same to the branch within 12.04.2024, without fail. It shall be the responsibility of the Branch to send a scanned copy of the same to [ucohopension@ucobank.co.in](mailto:ucohopension@ucobank.co.in) immediately on receipts of the same from staff pensioners.

In case of all other Staff pensioners who do not submit the Annexure-A within the prescribed time limit (12.04.2024), it shall be assumed that such staff pensioners are willing to obtain the Revised Basic Pension with Incremental commutation as per 9<sup>th</sup> Joint Note dated 08.03.2024 and needful processing shall be done accordingly.

**(ii) Ex-gratia for Pensioners:**

It has been agreed that as a one-time measure applicable for the current bipartite settlement / Joint Note period commencing from November, 2022 to October 2027, monthly ex-gratia amount shall be paid in addition to the pension/family pension paid to pensioners and family pensioners, who became eligible to draw pension on



or before 31st October, 2022 including those who retired on 31.10.2022. The said ex-gratia amount shall not attract any other allowance including dearness allowance/dearness relief.

The ex-gratia shall be paid as per the following matrix based on the Factor given hereunder for the different settlement periods. Such fixed monthly ex-gratia shall be payable for the month of November, 2022 and onwards during the period 01-11-2022 to 31-10-2027.

	Retired during the period						
	1 <sup>st</sup> / 2 <sup>nd</sup> Joint note	3 <sup>rd</sup> Joint note	4 <sup>th</sup> Joint note	5 <sup>th</sup> Joint note	6 <sup>th</sup> Joint note	7 <sup>th</sup> Joint note	8 <sup>th</sup> Joint note
For Officers	1 <sup>st</sup> Jan 1986 to 30 <sup>th</sup> Jun 1993	1 <sup>st</sup> Jul 1993 to 31 <sup>st</sup> Mar 1998	1 <sup>st</sup> Apr 199 8 to 31 <sup>st</sup> Oct 2002	1 <sup>st</sup> Nov 20 02 to 31 <sup>st</sup> Oct 2007	1 <sup>st</sup> Nov 20 07 to 31 <sup>st</sup> Oct 2012	1 <sup>st</sup> Nov 20 12 to 31 <sup>st</sup> Oct 2017	1 <sup>st</sup> Nov 20 17 to 31 <sup>st</sup> Oct 2022
	0.17	0.15	0.12	0.07	0.05	0.03	0.02

Note:

- Ex gratia amount payable shall be the Basic pension attracting DA/DR + DA/DR paid for October, 2022 multiplied by the Factor as provided in the above Table after round up/down. To round up / down to the nearest 100, (i.e. 49 and below shall be round down to lower hundred and 50 and above shall round up to higher hundred)
- Basic Pension would mean the full basic pension as on 31st October, 2022 (not the reduced basic pension after commutation).

**(iii) Provident Fund** {Clause 3 (iii) of the 9<sup>th</sup> Joint Note dated 08/03/2024}

The employees who are presently covered under the Pension Scheme shall continue to contribute 10% of the pay towards Provident Fund, but there shall be no matching contribution

Employees who are presently covered under Contributory Provident Fund Scheme and have not opted for the Pension Scheme under the Joint Note dated 27<sup>th</sup> April 2010 shall continue under the Contributory Provident Fund Scheme as hitherto.

4. **Definition of Family** : (Clause 4 of the 9<sup>th</sup> Joint Note dated 08/03/2024)

The term wholly dependent family member shall mean such member of the family having a monthly income not exceeding Rs. 18,000/-. If the monthly income of one of the parents exceeds Rs. 18,000/- or the aggregate of the monthly income of both the parents exceeds Rs.18,000/- , both the parents shall not be considered as wholly dependent on the officer. Further details in the matter have been elaborated in Clause 4 of the 9<sup>th</sup> Joint Note dated 08/03/2024.

The various provisions of the 9<sup>th</sup> Joint Note dated 08/03/2024 shall take effect from the dates specified hereunder:

Sl. No.	Subject	Clause No.	Date of effect
1	Scales of Pay	1 (i)	1-11-2022
2	Definition of Pay	1 (ii)	1-11-2022
3	Stagnation increment	1 (iii)	1-11-2022
4	Increments for completion of JAIIB / CAIIB	1 (iv)	1-11-2022
5	Fixed Personal Pay	1 (v)	1-11-2022
6	Professional Qualification Pay	1 (vi)	1-11-2022
7	Dearness Allowance	2 (i)	1-11-2022
8	House Rent Allowance	2 (ii)	1-11-2022
9	City Compensatory Allowance	2 (iii)	1-11-2022
10	Location Allowance	2 (iv)	1-11-2022
11	Learning Allowance	2 (v)	1-11-2022
12	Special Allowance	2 (vi)	1-11-2022
13	Special Area Allowance	2 (viii)	1-11-2022
14	Hill & Fuel Allowance	2 (ix)	1-11-2022
15	Medical Aid	2 (xv)	1-11-2022
16	Recovery of House Rent / Furniture Rent	2 (xvi)	1-11-2022
17	Deputation Allowance	2 (vii)	1-4-2024
18	Officiating pay	2 (x)	1-4-2024

19	Mid Academic year Transfer Allowance	2 (xi)	1-4-2024
20	Closing Allowance	2 (xii)	1-4-2024
21	Halting Allowance	2 (xiii)	1-4-2024
22	Compensation on Transfer	2 (xiv)	1-4-2024
23	Pension – Pay calculation, Commutation	3 (i)	1-11-2022
24	Defined Contributory Pension Scheme (NPS)	3 (ii)	1-11-2022
25	Provident Fund	3 (iii)	1-11-2022
26 a	Definition of family	4	1-4-2024
26 b	Definition of Family (Only for Officers covered under Medical Insurance Scheme [Other than SBI])	4	1-10-2024
27	Mode of Travel and Expenses on Travel	5	1-4-2024
28	Leave Fare Concession	6	1-4-2024
29	Leave Rules	9	1-04-2024
30	100% DA for pre-Nov. 2002 pensioners	12	1-10-2023
31	Ex gratia for Pensioners	13	1-11-2022
32	Dearness Relief on Pension		1-11-2022

**Date of effect and operation:** For payment of arrears, the benefits under various provisions as above shall be from 1<sup>st</sup> November, 2022 unless otherwise specified against the relevant provisions. The Joint Note shall remain in force for five years from 1<sup>st</sup> November, 2022

All concerned are advised to take careful note of the 9<sup>th</sup> Joint Note dated 08/03/2024 (Enclosure I) for detailed information and guidance. All provisions, clauses, information, guidelines etc. contained therein shall be implemented as per its applicability and eligibility of the employees.

**Some of the salient features of the 12<sup>th</sup> Bi-parite Settlement dated 08/03/2024 are as under:**

1. **Scale of Pay:** (Clause 5 of the 12<sup>th</sup> BPS dated 08/03/2024)

Clerical Staff							
24050	1340 3	28070	1650 3	33020	2000 4	41020	2340 7
57400	4400 1	61800	2680 1	64480	(20 years)		
Subordinate Staff							
19500	665 4	22160	830 5	26310	990 4	30270	1170 3
33780	1345 3	37815	(20 years)				

A table regarding Scales of pay for clerical and subordinate staff has been given in Clause no 5 of the 12th Bi-partite Settlement dated 08/03/2024.

Fitment shall be on a stage-to-stage basis. There shall be no change in the dates of annual increments because of the fitment.

Further details in the matter have been elaborated in Clause no 5 of the 12th Bi-partite Settlement dated 08/03/2024.

## 2. Stagnation Increments (Clause 6 of the 12<sup>th</sup> BPS dated 08/03/2024)

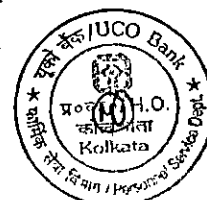
The clerical and subordinate staff including part-time employees on scale wages on reaching the maximum in their respective scale of pay, shall draw eleven stagnation increment at the rate of Rs. 2680/- and Rs. 1345/- respectively (pro rata in respect of permanent part-time employees) each due under this settlement, and at frequencies of 2 years, from the dates reaching the maximum of their scales as aforesaid.

Further details in the matter have been elaborated in Clause no 6 of the 12th Bi-partite Settlement dated 08/03/2024.

## 3. Change in designations: (Clause 8 of the 12<sup>th</sup> BPS dated 08/03/2024)

With effect from 1st April, 2024, the following designations/nomenclatures will be in vogue:

.....  
 प्रधान कार्यालय Head Office कर्मिक सेवा विभाग Personnel Services Department  
 2<sup>nd</sup> Floor, 10 बीटीएम सरणी, 10 BTM Sarani, कोलकाता Kolkata-700001.  
 दूरभाष Phone :033-44557876 फैक्स Fax: 033-44559444 ई-मेल E-mail: [ho.esw@ucobank.co.in](mailto:ho.esw@ucobank.co.in)



Existing	Changed as
Clerk / SWO A and SWO B	Customer Service Associate (CSA)
Head Cashier	Senior Customer Service Associate (Cash)
Special Assistant	Special Customer Service Associate
Sub staff/ Peon	Office Assistant
Bill Collector / Daftary	Senior Office Assistant
Head Peon	Special Office Assistant
Armed Guard	Armed Guard/Security Guard
Driver	Driver
Electrician/AC Plant helper	Office Assistant (Tech)
Head Messenger in IOB	Head Messenger in IOB
Sweeper/Safai karmachari	Housekeeper (HK)
Part time sweeper	Part time Housekeeper / PTHK

**4. House Rent Allowance:** (Clause 14 of the 12<sup>th</sup> BPS dated 08/03/2024)

In continuation / partial modification of Clause 8 of the Bipartite Settlement dated 11th November, 2020, with effect from 1st November 2022, the House Rent Allowance payable to subordinate and clerical staff shall be as under:

Area	Rate as percentage of 'Pay' [No Minimum/ No Maximum]
At all centres	10.25 %

Note:

- (1) 'Pay' means as defined in Clause 7 of the Settlement hereinabove.
- (2) Where quarters are provided, HRA shall not be payable and the rent to be recovered shall be 0.15 % of the first stage of the Scales of Pay.

- (3) All other existing provisions relating to House Rent Allowance shall remain unchanged.

Provided further that when a workman employee is transferred out of the station other than on account of request, he/she may, in lieu of HRA as above, claim reimbursement of house rent upto 150% of HRA otherwise payable and subject to submission of self-declaration for having incurred the said amount.

**5. Officiating Pay :**(Clause 12 of the 12<sup>th</sup> BPS dated 08/03/2024)

On and from 1<sup>st</sup> April, 2024, In modification of Clause 9.11 (a) (i) and (ii) of 1<sup>st</sup> Bipartite dated 19/10/1966 and Clause 29 of 8<sup>th</sup> Bi-partite Settlement dated 02/06/2005, a workman employee officiating in the post of Clerk/Officer in Junior Management Grade Scale I, either for a continuous period of 4 days or more OR an aggregate of 4 days during a calendar month, shall be paid an officiating pay equal to 15% of the Basic pay of the person officiating and the same shall be payable pro-rata for each day of such officiating plus applicable allowances.

**6. Special Allowance :**(Clause 15 of the 12<sup>th</sup> BPS dated 08/03/2024)

With effect from 01/11/2022, workmen employees shall be paid Special Allowance as under:

- 26.50% of the Basic pay with applicable DA thereon.

Further details in the matter have been elaborated in Clause no 15 of the 12<sup>th</sup> Bi-partite Settlement dated 08/03/2024.

**7. Washing Allowance :**(Clause 19 of the 12<sup>th</sup> BPS dated 08/03/2024)

In supersession of Clause 27 of Bipartite Settlement dated 11<sup>th</sup> November, 2020, with effect from 1<sup>st</sup> April, 2024, washing allowance shall be payable at Rs.200/- p.m., where the washing of livery is not arranged by the bank.

**8. Medical Aid :**(Clause 25 of the 12<sup>th</sup> BPS dated 08/03/2024)

With effect from 01/11/2022, the reimbursement of medical expenses under medical aid scheme shall be restricted to an amount of Rs. 2830/- per annum.

For the calendar year 2022, the reimbursement of medical expenses under the medical aid scheme shall be enhanced proportionately for two months, i.e. November and December 2022.

**9. Transport Allowance :**(Clause 16 of the 12<sup>th</sup> BPS dated 08/03/2024)

In partial modification of Clause 10 of the Bipartite Settlement dated 11<sup>th</sup> November, 2020, with effect from 1<sup>st</sup> November, 2022, Transport Allowance shall be paid as under;

All Clerical and  
Subordinate Staff

Rs. 850 per month  
with applicable DA thereon

**Note:**

- (i) The Transport Allowance with applicable DA thereon shall not be reckoned for superannuation benefits viz., pension including contribution to DCPS (NPS), PF & Gratuity.
- (ii) This provision by itself will not preclude the payment of any existing allowance of this nature paid as a result of Government guidelines/bank level settlements.
- (iii) Conveyance Allowance payable to employees who are persons with benchmark disability (PwBD) shall be over and above the Transport Allowance payable as above.

**10. Halting Allowance:** (Clause 18 of the 12<sup>th</sup> BPS dated 08/03/2024)

In modification of Clause 26 of the Settlement dated 11<sup>th</sup> November, 2020, with effect from the date of this settlement, halting allowance shall be payable at the following rates for the days spent on duty outside the headquarters and where Lodging expenses are not claimed / reimbursed:

	(A)	(B)	(C)
	Places with population of 12 lakhs and above and States of Goa	Places with population of 5 lakhs and above, State Capitals/ Capitals of Union Territories not covered in column (A)	Other Places
Clerical Staff	Rs. 1500/- per diem	Rs. 1350/-per diem	Rs. 1000/-per diem
Subordinate Staff	Rs. 1100/- per diem	Rs.900/- per diem	Rs.600/- per diem

Provided that an employee can also claim lodging expenses reimbursement by production of hotel rent receipt subject to ceilings prescribed hereunder:

	(A)	(B)	(C)
	Places with population of 12 lakhs and above and	Places with population of 5 lakhs and above, State Capitals/ Capitals of Union Territories not	Other Places

	States of Goa	covered in column (A)	
<b>Clerical Staff</b>	Rs.3000/- per day	Rs.2500/- per day	Rs.2000/- per day
<b>Subordinate Staff</b>	Rs.1500/- per day	Rs.1250/- per day	Rs.1000/- per day

Provided further that in such cases of reimbursement of hotel rent, boarding charges at 35% of the halting allowance shall be payable.

In centres / stations with population of 12 lacs and above, halting allowance as provided under (a) above shall be payable to an employee upon deputation to another office / branch, within the same municipal limits / urban agglomeration, if the distance of such deputation is 20 km and more from the parent branch / office.

**11. Deputation Allowance:** (Clause 21 of the 12<sup>th</sup> BPS dated 08/03/2024)

Deputation Allowance shall be at the following rates with effect from the date of this Settlement:

A workman employee deputed to serve outside the bank to an organization in a different place other than the present place of posting	7.75% of Pay with a maximum of Rs. 3750/- per month
A workman employee deputed to another organization at the same place or to the training establishment not owned by the bank	4% of Pay with a maximum of Rs.1875/- per month

**12. Hill and Fuel Allowance:** (Clause 22 of the 12<sup>th</sup> BPS dated 08/03/2024)

In partial modification of Clause 12 of the Bipartite Settlement dated 11<sup>th</sup> November, 2020, the Hill and Fuel Allowance shall be payable at the following rates with effect from 1st November 2022:

a. At places situated at a height of 3000 meters and above	8% of pay (Max. Rs. 2850/-p.m.)
b. At places situated at a height of and over 1500 meters but below 3000 meters	4% of pay (Max. Rs.1150/-p.m.)
c. At places situated at a height of over 1000 meters but less than 1500 meters and Mercara Town	3 % of pay (Max. Rs. 950/-p.m.)



**Note:** All other existing provisions shall remain unchanged.

**13. Special Area Allowance :**(Clause 23 of the 12<sup>th</sup> BPS dated 08/03/2024)

In supersession of all earlier provisions relating to Special Area Allowance, w.e.f. 1st November 2022, Special Area Allowance shall be payable at places specified in column 2 of the Schedule IV hereto, as per the quantum indicated in column 3 thereof against each such place, subject to the condition that if at any of the places mentioned in column 2 of Schedule IV hereto, Hill and Fuel Allowance is payable in terms of this Settlement, then at such places only higher of the two allowances shall be payable.

**14. Definition of Family :**(Clause 29 of the 12<sup>th</sup> BPS dated 08/03/2024)

The term wholly dependent family member shall mean such member of the family having a monthly income not exceeding Rs.18,000/-. If the monthly income of one of the parents exceeds Rs. 18,000/- or the aggregate of the monthly income of both the parents exceeds Rs.18,000/- , both the parents shall not be considered as wholly dependent on the employee. Further details in the matter have been elaborated in Clause 29 of the 12<sup>th</sup> Bi-partite Settlement dated 08/03/2024.

**15. Provident Fund :**(Clause 39 of the 12<sup>th</sup> BPS dated 08/03/2024)

The employees who are presently covered under the Pension Scheme shall continue to contribute 10% of the pay towards Provident Fund, but there shall be no matching contribution.

Employees who are presently covered under the Contributory Provident Fund Scheme and have not opted for the Pension Scheme under the settlement dated 27/04/2010 shall continue under the Contributory Provident Fund Scheme as hitherto.

**16. Pension :**(Clause 33 of the 12<sup>th</sup> BPS dated 08/03/2024)

With effect from 1st November 2022, the Pay as defined under Clause 7 of this Settlement and drawn by the employees who are members of the Pension Fund shall be taken into consideration for the purpose of calculation of pension as per the Pension Fund Rules/Regulations in force.

Note: Employees in service of the Banks as on 1st November 2022 and who have retired thereafter but before the date of this Settlement and who had opted for commutation of pension will have an option not to claim incremental commutation on revised basic pension.

In view of the above, all staff pensioners (who have retired between 01.11.2022 to 29.02.2024) who are not willing to obtain the incremental commutation in terms of 12<sup>th</sup> Bipartite dated 08.03.2024 are hereby informed to submit the enclosed Annexure-A Option Form for receiving Revised Basic Pension without Incremental Commutation (Copy enclosed).

Staff pensioners who are not willing to obtain the incremental commutation, as above, should submit the completely filled Annexure-A and submit the same to the branch within 12.04.2024, without fail. It shall be the responsibility of the Branch to send a scanned copy of the same to [ucohopension@ucobank.co.in](mailto:ucohopension@ucobank.co.in) immediately on receipts of the same from staff pensioners.

In case of all other Staff pensioners who do not submit the Annexure-A within the prescribed time limit (12.04.2024), it shall be assumed that such staff pensioners are willing to obtain the Revised Basic Pension with Incremental commutation as per 12<sup>th</sup> Bipartite dated 08.03.2024 and needful processing shall be done accordingly.

### 17. Ex-gratia for Pensioners

It has been agreed that as a one-time measure applicable for the current bipartite settlement / Joint Note period commencing from November, 2022 to October 2027, monthly ex-gratia amount shall be paid in addition to the pension/family pension paid to pensioners and family pensioners, who became eligible to draw pension on or before 31<sup>st</sup> October, 2022 including those who retired on 31.10.2022. The said ex-gratia amount shall not attract any other allowance including dearness allowance/dearness relief.

The ex-gratia shall be paid as per the following matrix based on the Factor given hereunder for the different settlement periods. Such fixed monthly ex-gratia shall be payable for the month of November, 2022 and onwards during the period 01-11-2022 to 31-10-2027.

	Retired during the period						
	4/5 <sup>th</sup> BPS	6 <sup>th</sup> BPS	7 <sup>th</sup> BPS	8 <sup>th</sup> BPS	9 <sup>th</sup> BPS	10 <sup>th</sup> BPS	11 <sup>th</sup> BPS
For workmen	1 <sup>st</sup> Jan 1986 to 31 <sup>st</sup> Oct 1992	1 <sup>st</sup> Nov. 1992 to 31 <sup>st</sup> Mar. 1998	1 <sup>st</sup> Apr 1998 to 31 <sup>st</sup> Oct 2002	1 <sup>st</sup> Nov 2002 to 31 <sup>st</sup> Oct 2007	1 <sup>st</sup> Nov 2007 to 31 <sup>st</sup> Oct 2012	1 <sup>st</sup> Nov 2012 to 31 <sup>st</sup> Oct 2017	1 <sup>st</sup> Nov 2017 to 31 <sup>st</sup> Oct 2022
	0.17	0.15	0.12	0.07	0.05	0.03	0.02

Note:

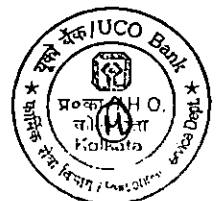
- iii. Ex gratia amount payable shall be the Basic pension attracting DA/DR + DA/DR paid for October, 2022 multiplied by the Factor as provided in the above Table after round up/down. To round up / down to the nearest 100,(i.e. 49 and below shall be round down to lower hundred and 50 and above shall round up to higher hundred)
- iv. Basic Pension would mean the full basic pension as on 31st October, 2022 (not the reduced basic pension after commutation).

The various provisions of the 12<sup>th</sup> Bi-partite Settlement dated 08/03/2024 shall take effect from the dates specified hereunder:

Sl. No.	Subject	Clause No.	Date of effect
1	Scales of Pay	5	1-11-2022
2	Stagnation increment	6	1-11-2022
3	Definition of Pay	7	1-11-2022
4	Graduation Pay/ PQP	10	1-11-2022
5	Fixed Personal Pay	11	1-11-2022
6	Dearness Allowance	13	1-11-2022
7	House Rent Allowance	14	1-11-2022
8	Special Allowance	15	1-11-2022
9	Transport Allowance	16	1-11-2022
10	Hill & Fuel Allowance	22	1-11-2022
11	Special Area Allowance	23	1-11-2022
12	Medical Aid	25	1-11-2022
13	Pension – Pay calculation, Commutation	33	1-11-2022
14	Ex gratia for Pensioners	36	1-11-2022
15	Defined Contributory Pension Scheme	38	1-11-2022
16	Provident Fund	39	1-11-2022

17	Special Pay	9	1-11-2022/1-4-2024
18	Dearness Relief on Pension	35	1-11-2022
19	100% DA for pre-Nov. 2002 pensioners	34	1-10-2023
20	Medical Insurance Scheme– Retirees/employees	31	1-11-2023/ 1-10-2024
21	Change in designation	8	1-4-2024
22	Officiating pay	12	1-4-2024
23	Breakage allowance	17	1-4-2024
24	Washing allowance	19	1-4-2024
25	Cycle / Two wheeler allowance	20	1-4-2024
26	Overtime	24	1-4-2024
27	Leave Rules	26	1-4-2024
28	Definition of family	29	1-4-2024/1-10-2024
29	Expenses on road travel/ road mileage rate	30	1-4-2024
30	Halting Allowance	18	1-4-2024
31	Deputation Allowance	21	1-4-2024
32	Leave Fare Concession	28	1-4-2024
	Schedule II		
33	Part A – I - Duties of CSA		1-4-2024
34	Part A – II – Duties of Sr. CSA (Cash)		1-4-2024
35	Part A - III – Duties of Special CSA		1-4-2024
36	Part A - IV - Duties of Office Assistant		1-4-2024
37	Part A - V – Duties of Special Pay posts in subordinate cadre		1-4-2024
38	Part B – Revised Special Pay		1-11-2022/1-4-2024
39	Part C - Revised powers of Special Pay		1-4-2024

प्रधान कार्यालय Head Office कार्मिक सेवा विभाग Personnel Services Department  
2<sup>nd</sup> Floor, 10 बीटीएम सरणी, 10 BTM Sarani, कोलकाता Kolkata-700001.  
दूरभाष Phone :033-44557876 फैक्स Fax: 033-44559444 ई-मेल E-mail: [ho.esw@ucobank.co.in](mailto:ho.esw@ucobank.co.in)



	posts		
40	Part D – Graduation Pay /PQP		1-11-2022
41	Schedule III – Fitment in New pay scale		1-11-2022
42	Schedule IV – Special Area Allowance		1-11-2022

Please Note: All concerned are advised to take careful note of the 12<sup>th</sup> Bi-partite Settlement dated 08/03/2024 (Enclosure II) for detailed information and guidance. All provisions, clauses, information, guidelines etc. contained therein shall be implemented as per its applicability and eligibility of the employees.

All Branches and Offices are advised to take careful note of the above and the enclosed copies of 9<sup>th</sup> Joint Note dated 08/03/2024 (Enclosure I) and 12<sup>th</sup> Bi-partite Settlement dated 08/03/2024 (Enclosure II). Heads of Branches and offices are also advised to bring the contents of this Circular in the notice of all staff members under their jurisdiction.

*[Handwritten Signature]*  
**General Manager**  
**HRM, PSD, Training & OL**

*[Handwritten Initials]*



Encl: 9<sup>th</sup> Joint Note dated 08/03/2024  
12<sup>th</sup> Bipartite Settlement dated 08/03/2024

**Annexure-A**

**(Enclosure to Circular No. CHO/PMG/56/2023-24 dated**

**OPTION FORM FOR RECEIVING REVISED BASIC PENSION WITHOUT INCREMENTAL COMMUTATION DUE TO WAGE REVISION AS PER 12<sup>TH</sup> BIPARTITE SETTLEMENT/9<sup>TH</sup> JOINT NOTE Dated 08.03.2024**

(To be submitted within 12.04.2024)

THROUGH UCO BANK

\_\_\_\_\_ Branch (Sol Id. \_\_\_\_\_)

To  
The Chief Manager  
Staff Pension Cell  
Personnel Services Department (2<sup>nd</sup> Floor)  
Head Office, 10 BTM Sarani,  
Brabourne road,  
Kolkata- 700 001.  
Email id: - [ucohopension@ucobank.co.in](mailto:ucohopension@ucobank.co.in)

I retired from Bank's service with effect from \_\_\_\_\_ and am drawing Pension through \_\_\_\_\_ Branch. I request you to disburse revised pension and I do not desire to claim Incremental Commutation on Revised pension as per 12<sup>th</sup> Bipartite Settlement/9<sup>th</sup> Joint Note dated 08.03.2024 in accordance with UCO Bank (Employees') Pension Regulations, 1995. The necessary particulars are furnished below:

1. Name in Full (in Block letters) Shri/Smt.: \_\_\_\_\_
2. EMP No. And PDO No. : \_\_\_\_\_ / \_\_\_\_\_
3. Scale/Cadre at the time of retirement : \_\_\_\_\_
4. Date of Birth as per Bank's service record : \_\_\_\_\_
5. Date of retirement : \_\_\_\_\_
6. Class of pension (Superannuation/Voluntary/  
Premature/Compulsory/Invalid) : \_\_\_\_\_
7. Address with Dist./State/PIN : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Contact No. /Mobile No. : \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Pensioner)

Attestation by the Branch Head with EMP No. Date & Seal \_\_\_\_\_

प्रधान कार्यालय Head Office कार्मिक सेवा विभाग Personnel Services Department  
2<sup>nd</sup> Floor, 10 बीटीएम सरणी, 10 BTM Sarani, कोलकाता Kolkata-700001.  
दूरभाष Phone :033-44557876 फैक्स Fax: 033-44559444 ई-मेल E-mail: [ho.esw@ucobank.co.in](mailto:ho.esw@ucobank.co.in)

