

## **CHAPTER 2**

# **ALLOWANCES**

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### ALLOWANCES

#### 1. DEARNESS ALLOWANCE (DA) - (w.e.f. 01.11.2012 )

*(HRD Circular No. 694 dt. 20.06.2015)*

**Note :** Pay for the purpose of DA shall mean Basic Pay including stagnation increments and Professional Allowance Pay (PQP)

DA shall be payable for every rise or fall of 4 points over \* points in the quarterly average of all India Average Working Class Consumers Price Index (General) Basic 1960 = 100 at the rate as stated hereunder :-

#### DEARNESS ALLOWANCE FOR DIFFERENT PERIOD :

Period	* For every rise or fall of 4 points over
1/11/1992 to 31/10/1997	1148 Points
1/11/1997 to 30/10/2002	1684 Points
1/11/2002 to 31/10/2007	2288 Points
1/11/2007 to 31/10/2012	2836 Points
1/11/2012 to 31/10/2017	4440 Points

PERIOD	Quarterly average point for every rise or fall of 4 points over	% of pay
1/11/1992 to 31/10/1997	1148	Upto -4800 - 0.35% 4801-7700 - 0.29% 7701-8200 - 0.17% 8201-aobve - 0.09%
1/11/1997 to 30/10/2002	1684	Upto 7100 0.24% 7100-11300 0.20% 11301-12025 0.21% 12026 & above 0.06%
11/11/2002 to 3 1/01/2005	2288	Upto 9650 0.18% 9651-15350 0.15% 15351-16350 0.09% 16351 & above 0.04%
01/2/2005 to 30/10/2007	2288	Any pay 0.18%
1/11/2007 to 31/10/2012	2836	Any pay 0.15%
1/11/2012 to 31/10/2017	4440	Any pay 0.10%

## 2. HOUSE RENT ALLOWANCE (H.R.A.) - (w.e.f. 01.11.2012)

(Ref. HRD Circular No. 694 dt. 20.06.2015)

	I	II
i)	Major "A" Class Cities and Project Area Centres in Group A	9% of Pay
ii)	Other places in Area I (population more than 12 lacs) and Project Area Centres in Group B	8% of Pay
iii)	Other places (population of 12 lacs and less)	7% 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 **0.75 % 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 II above.

### **Note:**

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

### **'pay' means Basic Pay, Stagnation Increment and PQP**

Method of calculation in case officer resides in his own house.

- (i) Municipal Taxes + 12% of Capital Cost of the house, including the cost of the land and if the accommodation is part of a building the proportionate share of the capital cost of the land attributable to the accommodation excluding the cost of special fixtures, - divided by 12

OR

- (ii) Annual Rental Value for purpose of Municipal Assessment - divided by 12  
Whichever is more with a maximum of 150% of rate as mentioned above.

It is clarified vide HRD Cir No. 1588 dt 11/8/1997 that relevant date for the purpose of allowing HRA on enhanced capital cost basis will be the date on which details of additional capital cost was furnished by the officer to the bank through returns of assets and liabilities or availment of additional housing loan are 1/11/92 whichever is later.

### **PAYMENT OF HOUSE RENT ALLOWANCE (HRA) AND CITY COMPENSATORY ALLOWANCE (CCA) TO EMPLOYEES AS PER CENSUS 2011.**

(Ref. PAD Circular No. 279 dt. August 12, 2015)

In term of the official census 2011 figures, places have been upgraded from a lower area to a higher area, a detailed list of such places is enclosed marked Annexure – I of the above circular.

In view of the fact that HRA of both Officers and Workmen and CCA for officers in banks are paid on the basis of classification of areas according to population, employees working in branches situated in places which are upgraded per Census 2011 are eligible to be paid higher rate of HRA and/or higher/lower CCA. This shall be effective from 1st March 2011.

In Annexure – II of this Circular, a detailed list of places falling under the following categories is furnished:

1. Major "A" class cities/places with population of more than 45 lacs.
2. Places with population of over 12 lacs and below 45 lacs.

3. Places with population of over 5 lacs and below 12 lacs.

4. Places with population below 5 lacs.

## 2. FIXED PERSONAL PAY

(Ref. : HRD Circular No. 694 dt. 20.06.2015)

Officers who are granted an advance increment w.e.f 1.11.93 shall draw the fixed personal allowance one year after reaching the maximum which shall be equivalent to an amount of last increment + DA thereon + HRA. In respect of officer employees who are not provided with bank's accommodation, the house rent allowance component of fixed personal allowance shall be the increase in quantum of house rent allowance drawn by the concerned officer employees when the last increment of the relevant scale of pay as specified in (1) above is earned.

Fixed personal pay given here under with House Rent Allowance, if any shall remain frozen for the entire period of service.

Effective Date	Increment Component (Rs.)	DA from Effective date (Rs.)	Total FPP Payable where Bank's accommodation is provided (Rs.)
	<b>A</b>	<b>B</b>	<b>C</b>
1/11/1993	230	6	236
	250	7	257
	300	8	308
	400	11	411
1/11/1999	340	5	345
	380	5	385
	420	6	426
	600	8	608
1/11/2002	560	23	583
	620	25	645
	680	28	708
	1000	41	1041
1/11/2007	800	58	858
	900	65	965
	1000	72	1072
	1100	79	1179
	1200	86	1286
	1300	94	1394
1/11/2012	1310	143	1453
	1460	159	1619
	1650	180	1830
	1800	196	1996
	1960	214	2174
	2120	231	2351

**Note:**

- (i) F.P.P. as indicated in "C" above shall be payable to those officer employees who are provided with bank's accommodation.
- (i) F.P.P. for officers eligible for House Rent Allowance shall be "A" + "B" plus House Rent Allowance payable on the last increment of the relevant scale of pay)
- (ii) The increment component of F.P.P. shall rank for superannuation benefits
- (iii) Only officers who were in the service of the bank on or before 01-11-1993 will be eligible for F.P.P on year after reaching the maximum scale of pay they are placed.
- (iv) Professional Qualification Pay, if any payable in the year of receipt of F P A shall stand shifted to next year.

**3. CITY COMPENSATORY ALLOWANCE (CCA) - (w.e.f. 01.11.2012)**

*(Ref. HRD Cir. No. 694 dt. 20.06.2015)*

	<b>Area</b>	<b>Rate</b>	<b>Maximum</b>
i)	Places in Area 1 and in the State of Goa	4% of Basic Pay	Rs.870/- p.m.
ii)	Places with population of five lakhs and over and State Capitals and Chandigarh, Puducherry and Port Blair	3% of Basic Pay	Rs.600/- p.m.

**Clarification:** if in a place where CCA is payable, Project Area Compensatory Allowance is also payable; the officer shall be entitled to draw only higher of the two allowances and not both.

**PAYMENT OF HOUSE RENT ALLOWANCE (HRA) AND CITY COMPENSATORY ALLOWANCE (CCA) TO EMPLOYEES AS PER CENSUS 2011.**

*(Ref. PAD Circular No. 279 DTD. 12.08. 2015)*

In term of the official census 2011 figures, places have been upgraded from a lower area to a higher area, a detailed list of such places is enclosed marked Annexure – I of the above circular.

In view of the fact that HRA of both Officers and Workmen and CCA for officers in banks are paid on the basis of classification of areas according to population, employees working in branches situated in places which are upgraded per Census 2011 are eligible to be paid higher rate of HRA and/or higher/lower CCA. This shall be effective from 1st March 2011.

In Annexure – II of this Circular, a detailed list of places falling under the following categories is furnished:

1. Major "A" class cities/places with population of more than 45 lacs.
2. Places with population of over 12 lacs and below 45 lacs.
3. Places with population of over 5 lacs and below 12 lacs.
4. Places with population below 5 lacs.

**4. PROJECT AREA ALLOWANCE**

*(Ref. HRD Cir. No. 694 dt. 20.06.2015)*

On and from 1st November 2012, Project Area Compensatory Allowance shall be payable at the following rates :

Project Areas falling in Group A - Rs. 400/- pm .

Project Areas falling in Group B - Rs. 350/- pm.

**Clarification:** If at a centre both the CCA and Project Area Allowance are payable to officers, only higher of the two shall be payable.

## 5. DEPUTATION ALLOWANCE

(Ref. HRD Cir. No. 694 dt. 20.06.2015)

On and from 01.06.2005, if an officer is deputed to serve outside the Bank, he may opt to receive the emoluments attached to the post to which he is deputed. Alternatively, he may in addition to his pay, draw a deputation allowance which, on and from **1<sup>st</sup> June 2015**, shall be at the following rates :

- a) An officer deputed to serve outside the bank – **7.75%** of Pay with a maximum of **Rs.4,000/- p.m.** and such other allowances as he would have drawn if he had been posted in the bank's service at that place.
- b) An officer deputed to an organization at the same place or to the training establishment of the bank – **4%** of Pay with a maximum of **Rs.2,000/- p.m.**

## 7. HILL & FUEL ALLOWANCE (w.e.f. 01.11.2012)

(Ref. HRD Cir. No. 694 dt. 20.06.2015)

	Place	Rate
a)	Places with an altitude of 1000 metres and above but less than 1500 metres and Mercara Town	2% of Pay subject to a maximum of Rs.750/-p.m.
b)	Places with an altitude of 1500 metres and above but less than 3000 metres.	2.5% of Pay subject to a maximum of Rs.1000/- p.m.
c)	Places with an altitude of 3000 metres and above	5% of Pay subject to a maximum of Rs.2000/- p.m.

Officers posted in places with an altitude of not less than 750 meters and which are surrounded by hills with higher altitude which cannot be reached without crossing an altitude of 1000 meters or more, will be paid hill and fuel allowance of the same rate as is payable at centres with an altitude of 1000 meters and above.

## 8. SPECIAL AREA ALLOWANCE

(Ref. HRD Cir. No. 694 dt. 20.06.2015)

With effect from **01.11.2012** Special Area Allowance may be paid to the Officer Employees at places indicated in the **Annexure I** till such time they are withdrawn or modified either wholly or partially.

Provided that if at any of the places indicated in the Circular, Hill and Fuel Allowance as provided under Regulation 23 (X) is also payable, then the officer shall be eligible to draw only higher of the two allowance and not both. Provided further that if such higher of the two allowance is less than the aggregate of Special Area Allowance and Hill and Fuel Allowance drawn by the officer on 31.10.1999 then such difference shall be protected as personal allowance till such time the officer remains at that place.

Further, officers who are eligible to draw the adhoc and temporary incentives are not entitled to the Special Area Allowance payable in North East Region,

#### **9. MID ACADEMIC YEAR TRANSFER ALLOWANCE**

*(Ref. HRD Cir. No. 694 dt. 20.06.2015)*

If an officer is transferred from one place to another in the midst of an academic year and if he has one or more children studying in school or college, in the former place, a mid academic year transfer allowance of **Rs. 1100 /- p.m. (w.e.f. 01.06.2015)** is payable from the date he reports to the latter place upto the end of the academic year in respect of all the children provided that such allowance shall cease if all the children cease studying at the former place.

*Clarification: Such officers who are transferred from one place to another in the midst of an academic year and are also provided with the facility of residence at both the places for a limited period are not entitled to Mid Academic Year Transfer Allowance .*

#### **10. SPLIT DUTY ALLOWANCE**

*(Ref. HRD Cir. No. 694 dt. 20.06.2015)*

On and from 1st November 2012, Split Duty Allowance shall be payable at Rs. 200/- p.m.

#### **11. CLOSING ALLOWANCE**

*(Ref. PAD Consolidated Cir. No. 11/2014 dt. 27.02.2014)*

On and from financial year 1989-90, if the officer is posted at the branch where books are closed on **31st March** and **30th September**, closing allowance of **Rs. 250/-** for each of the closings will be payable.

**Clarification:** This allowance is payable to all officers posted in the branches, irrespective of their grade/scale.

The payment of Closing Allowance is made through HRMS in the month of April and October along with salary.

#### **12. WORKING AS CUSTODIAN OF VAULT/LOCKER ON HOLIDAY**

A Diem Allowance at the rate to which he is entitled.

*(Ref. PAD Consolidated Cir. No. 11/2014 dt. 27.02.2014)*

#### **13. OFFICIATING ALLOWANCE**

*(Ref. PAD Consolidated Cir. No. 11/2014 dt. 27.02.2014)*

On and from 01.11.99, if an officer is required to officiate in a post in a higher scale for a continuous period of **not less than 7 days** at a time or an **aggregate of 7 days** during a calendar month, he shall receive an officiating allowance equal to **6% of pay**, pro-rata for the period for which he officiates. Officiating allowance will rank as pay for purposes of Provident Fund /Pension and not for other purposes.

Provided, that where an officer comes to officiate in a higher scale as a consequence solely of the review of the categorization of posts under Regulation 6, he shall not be eligible for the officiating allowance **for a period of one year** from the date on which the review of the categorization takes effect.

- ◆ For the purpose of calculating officiating period, the day on which the officer takes over full charge and intervening Sundays and Holidays may be taken into account and the day on which the charge is handed over should be excluded..
- ◆ In all administrative offices, normally officiating arrangements should not be made and the work should be carried on by sharing it amongst remaining officers.
- ◆ In all branches, officiating arrangements may normally be made only in case of Temporary or Leave vacancies of Branch Incharge and in all other cases, particularly where reasonable number of other officers are posted, the work should be carried on by redistribution of the same amongst other officers present.
- ◆ This allowance should not be taken into account for calculation of gratuity under Payment of Gratuity Act.
- ◆ This allowance will be computed on the basis of revised Basic Pay only w.e.f. 01.04.1998

**NOTE:** In the vacancy due to leave etc. of the Incharge of Currency Chest, only an officer be deputed to work as Incharge of the Currency Chest and in the resultant vacancy, officiating may be allowed at the branch to the employees in the Clerical cadre, subject to rules in this behalf. **No officiating to be allowed to Workmen staff in place of Incharge of Currency Chest.**

- ◆ The payment of officiating allowance is made through HRMS along with the salary.

#### **14. SPECIAL ALLOWANCE - (w.e.f. 01.11.2012)**

*(Ref. HRD Circular No. 694 dt. 20.06.2015)*

With effect from 01.11.2012, officers shall be paid Special Allowance as under :-

Scale I – III - 7.75% of Basic Pay + applicable Dearness Allowance thereon.

Scale IV – V - 10 % of Basic Pay + applicable Dearness Allowance thereon.

Scale VI – VII - 11 % of Basic Pay + applicable Dearness Allowance thereon.

**Note: The Special Allowance with applicable DA thereon shall not be reckoned for superannuation benefits, viz, pension including NPS, PF and Gratuity.**



## ANNEXURE-1

## OFFICERS' SPECIAL AREA ALLOWANCE

Sl.No.	Area	Allowances (Rs.)	
		Pay below Rs.24000/-	Pay above Rs.24000/-
1.	<b>Mizoram</b> a. Chimgtuipui District and areas beyond 25 Kms. From Lungiei town in Lunglei District. b. Entire Lunglei District excluding areas beyond 25 Kms. From Lungiei town c. Entire Aizwal District	2000 1600 1200	2600 2100 1500
2.	<b>Nagaland</b>	1600	2100
3.	<b>ANDAMAN &amp; NICOBAR ISLANDS</b> a) North & Middle Andaman. Little Andaman Nicobar & Narcondum Islands b) South Andaman (including Port Blair)	2000 1600	2600 2100
4.	<b>SIKKIM</b>	2000	2600
5.	<b>LAKSHADWEEP ISLANDS</b>	2000	2600
6.	<b>ASSAM</b>	320	400
7.	<b>MEGHALAYA</b>	320	400
8.	<b>TRIPURA</b> a) Difficult areas of Tripura b) Throughout Tripura except difficult areas	1600 1200	2100 1500
9.	<b>MANIPUR</b>	1200	1500
10.	<b>ARUNACHAL PRADESH</b> a) Difficult areas of Arunachal Pradesh b) Throughout Arunachal Pradesh other than difficult areas.	2000 1600	2600 2100
11.	<b>JAMMU &amp; KASHMIR</b> 1) KATHUA DISTRICT Niabat Bani , Lohi , Mafhar, Machhodi 2) UDHAMPUR DISTRICT a. Dudu Basantgarh , Lander bhamag Ilaqa, other than those included in Part 2 (b) b. Areas upto Goel from Kamban Side and areas upto Arnas from Keasi Side in Tehsil Mohre. 3) DODA DISTRICT Illaquas of Padder and Niabat Nowgam in Kishtwar Tehsil 4.) LEH DISTRICT All places in the District 5) BARMULLA DISTRICT a) Entire Gurez Nirabat, Tangdar Sub-Division and Keran illaqua b) Matchill	2000 2000 1600 2000 2000 2000 1600	2600 2600 2100 2600 2600 2600 2100

Sl.No.	Area	Allowances (Rs.)	
		Pay below Rs.24000/-	Pay above Rs.24000/-
	6) PONCH AND RAJOURI DISTRICT Areas in Poonch and Rajouri District excluding the towns of Poonch and Rajouri and Sunderbani and other Urban areas in the two districts.	1200	1500
	7) Areas not included in (1) to (6) above, but which are within the distance of 8 Kms. from the line of Actual Control or at places which may be declared as qualifying for border allowance from time-to time by the State Government for their own staff.	1200	1500
12.	<p><b>HIMACHAL PRADESH</b></p> <p><b>(1) CHAMBA DISTRICT.</b></p> <p>a. Pangi Tehsil, Bharmour Tehsil Panchayats: Badgaun, Bajol, Deol Kugti, Nayagam and Tundah, Villages: Ghatu of Gram Panchayat Jagat Kanarsi of Gram Panchayat Chauhata</p> <p>b. Bharmour Tehsil, excluding Panchayats and Villages included in part (a) above</p> <p>c. Jhandru Panchayat in Bhatiyat Tehsil, Churah Tehsil, Dalhousie Town (including Banikhet proper)</p> <p><b>(2) KINNAUR DISTRICT</b></p> <p>a) Asrang, Chitkul and Hango Kuno/Charang Panchayats, 15/20 Area comprising the Gram Panchayats of Chhota Khamba Nathpa and Rupi, Pooch Sub-Division, excluding the Panchayat Areas specified above.</p> <p>b) Entire District other than Areas included in (a) above</p> <p><b>(3.) KULLU DISTRICT</b></p> <p>a. 15/20 Area of Ntrmand Tehsil comprising the Gram Panchayats of Kharga, Kushwar and Sarga.</p> <p>b. Outer-Saraj (excluding villages of Jakat-Kana and Burrow in Ninmand Tehsil) and entire District (excluding outer Seraj-area and pargana of Pandrabis but including villages Jagat Khana and Burrow of Tehsil Nirmand)</p> <p><b>(4.) LAHAUL AND SPITI DISTRICT</b> Entire area of Lahaul and Spiti.</p> <p><b>(5.) SHIMLA DISTRICT</b></p> <p>a) 15/20 area of Rampur Tehsil comprising of Panchayats of Koot Labana-Sacana, Sarpara and Chad-Branca</p> <p>B) Dora-Kawar Tehsil. Gram Panchayat of Darkali in Rampur, Kasapath Tehsil and Munish, Ghorai Chaibis of Pargana Sarahan.</p>	<p>2000</p> <p>1600</p> <p>1200</p> <p>2000</p> <p>1600</p> <p>2000</p> <p>1200</p> <p>2000</p> <p>2000</p> <p>1600</p>	<p>2600</p> <p>2100</p> <p>1500</p> <p>2600</p> <p>2100</p> <p>2600</p> <p>1500</p> <p>2600</p> <p>2600</p> <p>2100</p>

Sl.No.	Area	Allowances (Rs.)	
		Pay below Rs.24000/-	Pay above Rs.24000/-
	c) Chopal Tehsil and Ghoris anjgaon,Patsnau, Naubis and Teen Koti of Pargana Sarahan, Deothi Gram Panchayat of Taklesh Area. Pargana Barabis. Kasba Rampur and Ghori Nog of Pargana Rampur of Rampur Tehsil, Simla Town and its Suburbs (Dhalli, Jatog, Kasumpti, Mashobra, Taradevi and Tutu)	1200	1500
	<b>(6) KANGRA DISTRICT</b>		
	a) Areas of Bara Bhangal and Chhota Bhangal	1600	2100
	b) Dharamshala Town of Kangra District and the following offices located outside the Municipal limits but included in Dharamshala Town-Women's ITI, Dar, Mechanical Workshop, Ramnagar, Child Welfare and Town and Country Planning Offices. Sakoh, CRSF Office at lower Sakoh, Kangra Milk Supply Scheme, Dugiari, HRTC Workshop, Sadher, Zonal Malaria Office, Dari, Forest Corporation Office Shamnagar,Tea Factory, Dari, IP.H/ Sub-Division, Dan, Settlement Office, Shamnagar Hinwa Project, Shamnaga, Palampur Town of Kangra District including HPKW Campus at Palampur and the following offices located outside its municipal limits but included in Palampur Town-H.P. Kr ishi Vishwavidyalaya Campus, Cattle Development Office/Jersey Farm, Banuri, sericulture Office/ Indo-German Agriculture Workshop/HPPWD Division, Bundla, Electrical Sub-Division, Lohna, D.P.O. Corporation, Bundla,Electrical HESEE Division, Ghuggar.	1200	1500
	<b>(7) MANDI DISTRICT:</b>		
	Chhuhar Valley of Jogindemagar Tehsil,Panchayats in thunag Tehsil - of Bagraa, Chatri, Chhotdhar, Garagushain, Gatoo, Garyas, Janjehli, Jaryar, Johar, Kathani,Katwan,Kholanal, Loth, Silibagi, Somachan, Thachdhar, Tachi, Thana, Panchayats of Dharampur Block-Bmga, Kamlah, Saklana, Tanyar and Tarakhotah Panchayats of Karsog Tehsil -Balidhar.Bagra, Gopalpur, Khajol, Mahog, Mehudi, Manj, Pekhi.Sainj. Sarahan and Teban, Pancayats of Sundemaga Tehsil-Bohi, Batwara, Dhanyara, Paurakothi, Sen and Shoja.	1200	1500
	<b>(8.) SIRMAUR DISTRICT</b>		
	Panchayats of Bani, Bakhali (Pachha Tehsil), Bharog Bheneri (Paonta Tehsil), Birla (Nihan Tehsil},Dibber (Pachhad Tehsil) and Thana Kasoga (Nahan Tehsil) and Thansgin Tract.	1200	1500

SI.No.	Area	Allowances (Rs.)	
		Pay below Rs.24000/-	Pay above Rs.24000/-
	<b>(9.) SOLAN DISTRICT.</b> Mangal Panchayat	1200	1500
	<b>(10) REMAINING AREAS OF HIMACHAL PRADESH</b> not included in (1) to (9) above	320	400
13.	<b>UTTAR PRADESH</b> Areas under Chamoli, Pithoragarh and Uttar Khashi Districts	2000	2600
14.	<b>UTTARANCAL (UTTARAKHAND):</b> Areas under Rudraprayag and Champavat Districts.	1600	2100

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