



Canara Bank Officers' Union[Regd.]

[AFFILIATED TO ALL INDIA BANK OFFICERS' ASSOCIATION]

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To

**THE MANAGING DIRECTOR & CEO
CANARA BANK, HR WING
HEAD OFFICE
112 J C ROAD
BANGALORE 560 001**

Dear Sir

Sub: Eligibility for various facilities/other benefits on promotion

A Very good morning sir. It is understood that the promotee officers/Managers/Senior Managers are being denied of various facilities/other benefits eligible on promotion, for the past 2 months. It is also understood that HRM Sections of some circles have confirmed the above vide email to branches, informing that the promotee officers/Managers/Senior Manager are eligible for all the facilities/other benefits, except salary, only on their reporting to transferee branch/office.

In this regard, we wish to place the following details for your favourable consideration ;

1. That the final results of all the promotions were published on 31st of March 2020 & 1st April 2020, with note that the promotions are being effected from 01.04.2020
2. That in the HRMS package the designation of all such promotees have been updated.
3. That the Basic pay and Related emoluments have been updated to all such promotees
4. That such officers, especially promoted from Clerical cadre to JMG Officer Sc I, are being assigned the task of Officers, and they are working as full fledged officers.
5. That the eligible HRA has been removed from the Pay component from such SWINOP promoted as Scale 1, from the salary payable to the employee for the same month of promotion. The reason being that on promotion, the probationary officer will be eligible for Normal applicable HRA/150% of normal HRA on own house occupation/Quarters facility and on submission of the relevant papers and approval of the same by HRM section, the applicable HRA or quarters facility is made eligible to the promotee officer. Hence processing and sanctioning of this facility/benefit is not linked to reporting of the promotee officer at the transferee branch.
6. That, Out of such benefits/ facilities for which the promotees are eligible, either afresh or as enhanced quantum on promotion, some of the reimbursement benefits have to be claimed within 7 days of the succeeding month and sanctioned before the end of the month, as advised through HO Circular 186/2020 dtd 30.03.2020.
7. That the employee cannot claim in HRMS-Straight through process, after expiry of the stipulated period, due to the embedded programme. Hence restricting the eligibility for the claim to reporting at the transferee branch will result in denial of such benefits as the allowances under Straight through Process are not handled manually.

Considering the above mentioned facts, Union requests your good office to kindly permit such promotees to avail the differential eligible Benefits and oblige.

Sir, it is also understood that some of the HRM Sections are not sanctioning the lump sum amount of Rs.15000 towards packing expenses eligible during transfers, against submission of declaration in the TA Bill window, in HRMS package, by ticking in the box column provided as per guidelines. The reason quoted by the concerned

HRM Sections for not sanctioning of the lump sum amount on declaration is that the transferred officers have not separately submitted a declaration containing **from and to** addresses of the locations of the transportation of belongings. Such an additional declaration is not stipulated anywhere in the extant guidelines covering the TA bill claim of the employee on transfer and sanction thereon. Before introduction of TA bill submission in HRMS, when the TA bills were submitted manually, the officers were supposed to submit declaration in lieu of bills towards the expenses incurred by them for purchase of packing materials. The same declaration has been enabled in TA bill format in HRMS package with a tick box facility which itself is a declaration as per the extant guidelines.

Hence we request your good office to issue necessary advisory to the circles to sanction the claim of packing expenses on declaration basis submitted/ to be submitted in HRMS only by the transferred employees, without insisting for additional declaration of any nature.

We hope our above requests will be considered positively and necessary instructions will be issued to the concerned at the earliest.

Thanking you

Yours faithfully

A handwritten signature in black ink, appearing to be 'H Vinod Kumar', written over a light blue grid background.

H VINOD KUMAR
GENERAL SECRETARY