

e-Circular

P&HRD.
Sl. No. : 195/2009 - 10
Circular No. : CDO/P&HRD-PM/25/2009 - 10
Monday, June 29, 2009.
8 Ashar., 1931 (S).

To all,
State Bank of India
LHOs and Corporate Centre Establishments

Madam/Dear Sir,

STAFF: SUPERVISING **REIMBURSEMENT OF ENTERTAINMENT EXPENSES**

Please refer to our Circular No. CDO/P&HRD-PM/38/2006-07 dated the 7th October, 2006 on the above subject.

2. In this connection, we advise that officers in the Bank, depending upon their Grades/Scales and positions, are being reimbursed with entertainment expenses incurred on entertaining customers up to the prescribed ceilings. Further, they are also reimbursed expenses incurred on tea, coffee, cold-drink, snacks, etc. up to the ceiling as per the scheme. The existing ceiling stipulated vide our above referred circular was stated to be applicable for 3 years.

3. In the meantime, we have been receiving representations from the SBI Officers' Federation to revise the ceiling in view of intense marketing competition in the present scenario. Accordingly, the Executive Committee of the Central Board in its meeting held on 19.06.2009 have revised the existing ceilings of reimbursement of entertainment expenses and expenses incurred on tea/coffee/cold drinks/snacks as from the financial year 2008-09, as under:

(A) Entertainment Expenses

(i) TEGSS II/DMDs

Category of officers	Existing(Rs)p.a.	Revised (Rs)p.a.
TEGSS II	27,000	38,000

(ii) Officials having **budgetary assignments**, irrespective of their positions:

Category of officers	Existing(Rs)p.a.	Revised (Rs)p.a.
TEGSS- I	Earlier they were not identified under 'Budgetary' assignment and were kept under 'Other' category.	37,000
TEGS VII		35,500
TEGS VI	24,700	34,600
SMGS V	16,200	21,900
SMGS IV	14,300	19,300
MMGS III	11,700	15,800
MMGS II	10,100	13,150
JMGS I	8,500	11,050

- (iii) Officers of all scales in Operational assignments like, Field Officers, Accountants, Cash officers, Lead Bank Officers, District Co-ordinators, Credit Officer (Rural CPC), Inspection Officer (Rural CPC), Customer Support Officer (Support Officer to RM-ME), Relationship Manager (Personal Banking branches- New business deptt. outfit), Sr. Marketing Executives (HLST), Team Leader (MPST), City Case Officer (SARC), CPC Team Leaders, Credit Analyst, COO in MCG/CAG and at other DGM headed branches, Case Lead Officers, Recovery & Rehabilitation officers at SAMBs, Customer Relation Officer (in redesigned branches), Relationship Manager (NRI), other similar BPR Role Holders etc. :-

Category of officers	Existing (Rs)p.a.	Revised (Rs)p.a.
SMGS V	15,000	20,250
SMGS IV	13,200	17,850
MMGS III	10,800	14,600
MMGS II	9,400	12,250
JMGS I	7,800	10,150

- (iv) Other officers i.e. other than those mentioned above in para 5 (ii) and (iii): -

Category of officers	Existing(Rs)p.a.	Revised (Rs)p.a.
TEGSS- I	26,000	36,400
TEGS VII	17,500	24,500
TEGS VI	14,000	19,600
SMGS V	7,200	9,750
SMGS IV	6,200	8,400
MMGS III	5,200	7,050

MMGS II	5,200	6,750
JMGS I (Confirmed)	4,100	5,350

(B) Reimbursement of expenses incurred on tea/ coffee/ cold drink/ snacks etc.

- (i) It has also been decided to revise the ceiling on reimbursement of expenses incurred on tea, coffee, cold-drinks, snacks, etc., as under: -

Grade of officers	Managers of Divisions at branches, Lead Bank Officers, District Co-ordinators and Rural Development Managers, Relationship Managers (Rs.)		Branch Managers (Rs.)	
	I		II	
	Existing	Revised- Rs. pa	Existing	Revised- Rs. pa
TEGS-VI	No grade wise ceiling was there. Circles were authorised to fix the ceiling between 1200/- to 3000/-.	Not applicable	No grade wise ceiling was fixed. Circles were authorised to fix the ceiling between 1300/- to 3250/-.	4,550
SMGS- V		3,500		4,000
SMGS- IV		3,000		3,500
MMGS- III		2,500		3,000
MMGS- II		2,000		2,500
JMGS- I		1,500		1,600

- (ii) The discretion provided to CGMs of Circles, CGMs of MCG, RABG, SAMG, MCG and CAG to permit reimbursement of expenses incurred on tea, coffee, snacks, cold drinks etc. by officials in BPR initiatives etc. as under: -

Existing- (Rs.) pa	Revised- (Rs.) pa
3000	4,000

- (iii) Further, the ceilings to incur expenditure for the purpose for Officers in JMGS I to TEGS VII at Central Office, LHOs, ZO's and other establishments may also be revised as under: -

Grade	Existing- (Rs.) pa	Revised- (Rs.) pa
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TEGS VII	4,800/- p.a.	6,000/-p.a.
TEGS VI	3,600/- p.a.	4,500/-p.a.
SMGS V	3,000/- p.a.	3,700/-p.a.
SMGS IV	2,400/- p.a.	3,000/-p.a.
MMGS-III	NIL	2,400/- p.a.
MMGS-II	NIL	1,800/- p.a.
JMGS-I	NIL	1,200/- p.a.

4. Those Officers who have claimed reimbursement of entertainment expenses as well as expenses on tea/coffee/cod drinks/snacks etc. in FY 2008-09 at the then prevailing rates, will be entitled to claim the differential amount within FY 2009-10.

5. Overall annual eligibility of an officer will be considered pro-rata based on their period of assignments other than officers retiring on superannuation where ceiling for the whole year will be payable irrespective of date of retirement.

6. The CGM (HR) will be authorised to issue clarifications on queries relating to entertainment.

7. All other terms and conditions will remain unchanged.

Yours faithfully,

**DY. MANAGING DIRECTOR &
CORPORATE DEVELOPMENT OFFICER**

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