



Entertainment & Club Membership Expense

AIUCBOF Empowerment Series Chapter 9

Reimbursement of Entertainment Expenses & Club Membership Fees to Officers

The Bank introduced the scheme for reimbursement of Entertainment Expenses to specific category of officers in terms of Circular No.SCL 9/81 dated 29-01-1981 under Regulation 29 of OSR1979.

Due to intervention of the Federation, the Entertainment expenses are now reimbursable to all officers including officers on probation period, irrespective of scale, place of posting and designation. However, officers who are on contractual basis are not eligible under the said scheme. The present position is as under (Circular No.CHO/POS/ 28 /2011-12 dated 08-02-2012)

Scale/Post of the officer	Annual Limit	Monthly limit excluding the month of January	Limits for the month of January
Scale VII	Rs.24000.00	Rs.2000.00	Rs.2000.00
Scale VI (BH/ZH)	Rs.20000.00	Rs.1660.00	Rs.1740.00
Scale VI(other than BH/ZH)	Rs.12000.00	Rs.1000.00	Rs.1000.00
Scale V(BH/ZH)	Rs.15000.00	Rs.1250.00	Rs.1250.00
Scale V(others)	Rs.7500.00	Rs.625.00	Rs.625.00
Scale IV (BH)	Rs.12000.00	Rs.1000.00	Rs.1000.00
Scale IV(others)	Rs.6000.00	Rs.500.00	Rs.500.00
Scale III(BH)	Rs.8000.00	Rs.660.00	Rs.740.00
Scale III(others)	Rs.4000.00	Rs.330.00	Rs.370.00
Scale II(BH)	Rs.6000.00	Rs.500.00	Rs.500.00
Scale II(others)	Rs.3000.00	Rs.250.00	Rs.250.00
Scale I(BH)	Rs.5000.00	Rs.415.00	Rs.435.00
Scale I(others)	Rs.2500.00	Rs.205.00	Rs.245.00

- 50% of the limits for each month on production of actual receipt and 50% on the basis of Certificate/declaration by the officer OR 100% on certificate/declaration basis.
- Monthly limits shall not be overdrawn. But unavailed limit for a month may be carried over to the next month. Unavailed limit at the end of a calendar year shall lapse.
- Monthly limits shall be reduced pro-rata when an officer is away on leave or on Bank's duty for continuous period of 3 months which does not require incurring of such expenses.

Sanctioning Authority:

Reimbursement to the officers posted in branches, Zonal Offices, Staff Training Colleges and Head Office will be made by the Branch Head, Zonal Head , AGH/DGM of concerned Department of HO and the Principal of Staff Training College

Eligibility of Club Membership Fees & Subscriptions to such Clubs/ Associations

The Bank introduced this scheme wef May1981 in terms of SCL 27/82 dated 27-3-1982.for specific category/post of officers. The present position is as under

Post/Scale	Admission fee once	Annual subscription
Manager of Small Branch Scale-I	Rs.1000/	Rs.600/
Manager of Medium Branch Scale-II	Rs.1000/	Rs.750/
Managers of Large Branch Scale-III	Rs.1000/	Rs.900/
Chief Managers of EL Branch Scale-IV	Rs.1000/	Rs.1000/
Zonal Heads-Scale-IV & V	Rs.1000/	Rs.1000/
Any other officer in Senior Management Grade with permission of ED/CMD	Rs.1000/	Rs.1000/
Development Mangers in Scale-II & III (where such posts are sanctioned by HO)	Rs.1000/	Rs.750/
Officers of Publicity & Public Relations Deptt. At Head Office:		
Scale-III	Rs.1000/	Rs.900/
Scale-II	Rs.1000/-	Rs 750/
Scale-I	Rs.1000/	Rs.600/

Membership of any one of the service club viz. Rotary Club, Lions Club or Round Table and any two of the following professional institutions is allowed.

- The Indian Institute of Bankers
- Institute of Bankers , London
- Institute of Chartered Accountants
- Institute of Cost and Work Accountants

- Any other Institute Approved by the Bank. For membership of the above professional institutes, the officer shall be a Fellow or a Diploma holder of the Institution. Admission fees and membership subscription to Banker's club (permitted by the Bank) shall be outside the above limits. Where the rules of a service club permit institutional membership, such institutional membership only shall be available instead of individual membership so that the successor in office automatically gets admission to the club. The officer shall cease to be eligible for reimbursement for membership of the Club/Association on his ceasing to hold the posts above. Fees for life membership shall not be reimbursed. These guidelines do not apply to officers taken on contract or deputation from other institution or the officer deputed to outside agencies.

Sanctioning Authorities:

For Branch Heads Sanctioning Authority is the Zonal Head and for officers/ Executives posted at HO the sanctioning Authority is HRM Department, HO.