

TRANSFER / TRAVELLING/ HALTING ALLOWANCE ETC. ON PERMANENT TRANSFER

HALTING ALLOWANCE ON PERMANENT TRANSFER

i) An officer transferred from one station to another station shall be eligible to claim halting allowance at the same rate as in the case of travel on tour, for the period spent on journey and for the joining time and period of taking over charge of his post, as specified by the Competent Authority.

However, if residential accommodation is provided by the Bank at the new place of posting, halting allowance will not be payable from the date such accommodation is provided by the Bank. Halting allowance in respect of joining time on transfer will be paid only for 7days irrespective of the prefixing, intervening and/or suffixing public holidays/Sundays (SBI OSR 42[4].

ii) An officer who has not been provided by the Bank with residential accommodation at his new place of posting shall be entitled to claim allowance for the period he is actually engaged in taking over charge of the new post as specified by the Competent Authority (SBI OSR 42[4] and PER 28/82).

HALTING ALLOWANCE IN CASE OF EMERGENT TRANSFERS

In emergent situation an officer may be instructed to proceed on permanent transfer to another station immediately without availing of the joining time (SBI OSR 49[i]). Thereafter, the officer concerned may have to return to his earlier place of posting in order to wind up his establishment and take his family to the new place of posting, for which purpose he may also avail of the joining time which could not be allowed to him earlier. In such situation:

- a) The officer concerned should be reimbursed his own fare to and fro for the journey to his earlier place of posting.
- b) The officer should be paid halting allowance for the joining time (excluding journey period) sanctioned to him, even though he may be in occupation of an official residence at the new place of his posting.

TRANSPORT CHARGES

Expenses for transporting baggage by goods train upto following limits will be reimbursed w.e.f. 1.7.2011 (e-Circular No. CDO/P&HRD-PM/73/2011-12 dated 8th October 2011).

HILLY TERRAIN

The officer may be reimbursed @ Rs. 5.50 per km. per tonne for transfers into and out of hilly terrains. Here, it is to be noted if the transfer is from hilly terrain to non hilly terrain or vice versa, then the rates for hilly terrain would be Rs. 5.50 per km. per tonne and for the rest distance the rates mentioned for "other than hilly terrain" will be followed.

OTHER THAN HILLY TERRAIN

a) The officers transferred to shorter distance below 300 kms in places other than hilly terrain may be reimbursed @ Rs. 3.70 per km per tonne for minimum 300 kms.

b) The officers transferred to shorter distances in places other than hilly terrain i.e. upto 600 kms. may be reimbursed @ Rs. 3.70 per km per tonne.

c) The officers transferred to distances beyond 600 kms other than hilly terrains may be reimbursed @ Rs. 1.85 per km. per tonne beyond 600 kms taken as incremental.

REVISED RATES FROM 1.7.2012

Rate @ Rs. Per km per tonne

Revised rates	Hill terrain	Other than hilly terrain	
		Upto 600 km	Beyond 600 km (incremental)
From 1.7.2012	Rs.5.80	Rs.3.90	Rs.1.95
From 1.7.2013	Rs.6.10	Rs.4.10	Rs.2.05
From 1.7.2014	Rs.6.40	Rs.4.30	Rs.2.15
On or after 1.7.2015	Rs.6.70	Rs.4.50	Rs.2.25

LOADING AND UNLOADING CHARGES

The officers may be reimbursed actual expenses incurred on loading and unloading of their belongings, subject to production of receipt, upto the monetary ceiling mentioned as under:

Amount in Rs.

	Metro	Urban	Semi Urban	Rural
Senior Management	10000	8000	6000	4000
Middle and Junior Management	7000	6000	5000	3000

In case of movement from one category of Centre to another, the officer will be reimbursed an amount as per the destination to which he is moving.

CAR/VEHICLE TRANSPORTATION CHARGES

Where the officer owns a car, he/she is eligible to claim the cost of transport of the same at goods train rate and if the vehicle is transported by lorry, the actual lorry charges upto 40%/35%/30% of his/her entitlement for shifting of household goods by road, as mentioned below, subject to production of money receipt :

Distance	% of his/her entitlement for shifting of household goods by road as in para 3.A above
Upto 600 kms	40%
More than 600 kms but less than 1000 kms	35%
More than 1000 kms	30%

However, the transport of scooter and other two wheelers will not be covered under this, and they will be transported alongwith other household goods.

LUMP SUM EXPENSES IN CONNECTION WITH TRANSFER

(i) Lumpsum expenses in connection with packing, local transportation, insuring baggage, etc. are proposed under :

- a. Senior Management Rs.25,000/-
- b. Middle Management & Junior Management Rs.20,000/-

Further, in the case of administrative transfer (i.e. other than request transfer) outside the Circle, the officer will be eligible for additional amount of Rs.10,000/- towards lumpsum expenses.

(ii) Onetime lump sum expenses towards **admission fee**:

The officer on transfer from one centre to another centre may be reimbursed onetime lump sum expenses towards admission fee of their ward(s), subject to following condition:

- a. The officer has got his/her ward(s) transferred to a different school/college/institute etc. at any centre, other than the place where from he/she is transferred.
- b. The officer certifies of above admission.
- c. Reimbursement of above expenses will be restricted to two wards only.

The amount of onetime lump sum expenses per ward (but restricted to maximum of two wards) towards admission fee in school/college/institute etc. is as under :

Officers	Amount Rs.
Top Executive & Sr. Management	Rs.15,000/-
Middle & Junior Management	Rs.10,000/-

TRANSPORT CHARGES AT THE TIME OF RETIREMENT

On retirement an officer may be allowed to claim baggage transport charges upto 20% higher rates than the rates proposed in Para above, for movement from the last station he/she is posted to the place where he/she proposes to settle down on retirement. However, the officer will be eligible to claim traveling allowance for himself/herself and his/her family from the last station at which he/she was posted to the place where he/she proposes to settle down on retirement, subject to his/her entitlement.

MID-ACADEMIC YEAR TRANSFER ALLOWANCE

Mid-academic year transfer allowance shall be payable at Rs.700/- per month irrespective of number of children from the date the officer reports at the later place upto the end of the academic year in respect of all the children provided that they are studying at the former place.

BOARDING AND LODGING EXPENSES/HALTING ALLOWANCE

Reimbursement of actual Hotel Tariffs restricting to single accommodation charged in ITDC hotels and boarding expenses at rates given below:

Grade / Scale	Eligibility in ITDC	Major 'A'	Area 1	Others
TEGS I & II	4 Star AC	8,500/-	4,250/-	3,750/-
TEGS VI & VII	4 Star AC	6,800/-	3,400/-	3,000/-
SMG IV & V	3 Star AC	4,000/-	2,400/-	2,000/-
MMG II & III	2 Star Non AC	2,400/-	1,600/-	1,200/-
JMG I	1 Star Non AC	1,600/-	1,200/-	800/-

Boarding expenses are reimbursed on the same scale as halting allowance.

Major 'A' Centres : Mumbai, Delhi, Kolkata, Chennai, Ahmedabad, Bangalore & Hyderabad.

Area-1 Centres : Jaipur, Surat, Lucknow, Kanpur, Pune, Ngpur, Coimbatore, Madurai, Vishakapatnam, Patna, Kochi, Indore, Bhopal, Vadodara, Ludhiana, Varanasi and Agra.

Reimbursement of Hotel tariffs for stay in non-ITDC Hotels is permitted if accommodation in ITDC Hotels is not available, subject to the above ceilings, inclusive of taxes and service charges w.e.f. 20.10.1997. Officers, while on official visit to the places where Bank's Transit Houses are established, must necessarily stay in the Bank's Transit House unless accommodation is not available and the concerned Circle establishment, maintaining the Transit Houses advises them so.

JOURNEY PERIOD

Irrespective of the mode of transport, an officer should be permitted to avail of only the actual journey period and he should attend office on the same day in case he reaches at station in the morning/forenoon or say upto 2.00 p.m.

AIR TRAVEL CONCESSIONARY BILLING

Officers on official duty / LFC are permitted to travel by air with Indian Airlines to avail concessionary billing. The Bank has now extended the facility to include travel by Jet Airlines, Sahara Airways and Kingfisher Airways also. Officers who avail the facility should note to purchase ticket incorporating the codes as under below:

Indian Airlines	:	B 028
Jet Airlines	:	SBI
Sahara Airways	:	SBI 002
Kingfisher Airways Ltd.	:	1043001

JOINING TIME ON TRANSFER

An officer shall be eligible for joining time not exceeding seven days, exclusive of the number of days spent on travel between the two stations. The joining time must be availed within the period of 3 months from transfer.

- Note:
- a) During joining time, an officer will be eligible to draw the emoluments at the place of the old or new posting, whichever is less.
 - b) No joining time will be admissible to an officer when the transfer is within the same centre.

TRAVELLING EXPENSES BILL

1. The bill should be submitted within 15 days from the date of completion of the journey.
2. Since the railways do not issue cash receipts, the following particulars should be provided on the bill :
 - a) Serial Number of the ticket.
 - b) Date of purchase
 - c) Date of Journey
 - d) Issuing station
 - e) Amount

f) Destination

MODE OF TRAVEL [SBI OSR 41(I)(i)]

- JMGS I - By Rail – 1st Class/AC II Sleeper
 - By Air – Economy class, if permitted by competent Authority.
- MMGS II & III - By Rail 1st Class/AC II Sleeper
 - By Air – Economy class, if the Distance is beyond 1000 Kms.
For short distances if permitted by Competent authority not below the rank of AGM.
- SMG & TEGS - By Rail – AC 1st Class
 - By Air – Economy Class

SERVICE CHARGES FOR BOOKING TICKETS

Nominal service charges for booking tickets can be reimbursed within the overall entitlement.

RETENTION OF BANK'S FLAT ON TRANSFER

At Mumbai: Since a leased residential flat may not be available due to prevalent rents, an officer who, on transfer, requests for retention of flat in Mumbai, he may be allotted a flat in Belapur only (subject to availability) and asked to shift his family there immediately. This will involve certain dislocation but considering all factors, no representation in this regard shall be entertained. Such proposals will continue to be processed by the Premises Department at Central Office at present.

At Metro Centres other than Mumbai: At Metro centres other than Mumbai, an officer on transfer may be permitted to retain Bank's flat for a period not exceeding two months. Where the Competent Authority permits an officer to retain family at the place of previous posting on account of mid-academic session or other compelling reason(s), the officer should be asked to shift to a leased residential house/flat and shift his family. This should be stipulated in the sanction itself and retention of Bank's flat should not be allowed beyond two months.

Retention of Leased Accommodation on Inter-Circle Transfer: On promotion of officers SMGS-IV & V who are transferred out of their Circle and retained a residential accommodation at their previous place of posting or at a place of their choice are eligible only for being provided with free furnished single accommodation modestly furnished appropriate to their status.