CIRCULAR No.28/253/2020/91    15-11-2020

TO ALL UNITS AND MEMBERS:

Dear Comrades,

Improvements in the provisions on Disciplinary Action and procedure thereof

1. Clause 5 (j) under Major Misconduct:

<table>
<thead>
<tr>
<th>Old clause 5 (j)</th>
<th>Doing any act prejudicial to the interest of the bank or gross negligence or negligence involving or likely to involve the bank in serious loss;</th>
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<tbody>
<tr>
<td>New Clause 5 (j)</td>
<td>Doing any act of gross negligence or negligence involving or likely to involve the bank in serious loss. (‘Doing any act prejudicial to the interest of the bank’ is deleted from Gross Misconduct)</td>
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2. Addition of new Clause 7 (q) under Minor Misconduct

| New Clause 7 (q) | Doing any act prejudicial to the interest of the bank. (This provision is changed from major misconduct to minor misconduct) |

3. Clause 12 (d) – the following shall be added:

If the representative defending the employee is an employee of the same bank at an outstation branch situated outside the State, on a case to case basis as may be decided by the Bank, he shall be relieved on special leave (on full pay and allowances ) to represent the employee and shall be paid one return fare

4. Clause 6(e) shall read as under:

Be brought down to a lower stage in the scale of pay upto a maximum of 2 stages and for a maximum period of two years.

Note: This punishment shall be non-cumulative and annual increment(s) / Stagnation Increment(s) falling during the period of punishment shall be released on the respective due date(s)

5. Clause 6 (i) DELETED

Clause 6 (i) i.e. the punishment of ‘be fined’ shall be deleted.
6. Clause 6 (f) shall read as under:

Have his increment/s stopped with or without cumulative effect.

**Note:** Specific period of rigour shall be mentioned.
(This Note is added now)

7. The following shall be added as Clause 7 (r):

**New Clause 7 (r)**

Misconducts covered under Clause 7 (a) to (q) **shall not be made out** as ‘gross misconduct’ under Clause 5.

8. **Representation against suspension:**

An employee placed under suspension pending disciplinary action shall be given an opportunity to represent to the management to reconsider the order of suspension.

(This is a new additional provision)

9. **Reconsideration of order of Appellate Authority:**

An employee who has been awarded the punishment of dismissal, compulsory retirement or removal from service by the Disciplinary Authority and subsequently where the punishment is confirmed by the Appellate Authority, shall be given an opportunity to seek reconsideration by an authority higher than the Appellate Authority.

(This is a new additional provision)

10. **Punishment on multiple charges:**

If multiple charges as per procedural lapses are made out, then the punishment given in such cases shall be one.

11. **Effect of punishment on superannuation benefits:**

Disciplinary authority shall have the discretion to decide whether the punishment will affect the superannuation benefits of the employee or not in case where the punishment is affecting the superannuation benefits.

Units will appreciate that all these changes are very significant and important. These provisions are effective from 1st November, 2020. All units to take note accordingly.

With greetings,

Yours comradely,

C.H. VENKATACHALAM
GENERAL SECRETARY