

	<b>Bank of India Head Office</b>	<b>Human Resources Department, Industrial Relations Division.</b>
Branch Circular No. : <b>102/ 136</b>		Sub : <b>Human Resources / 2008-09/14</b>
Sub-subject : General/9		
Ref : HO:HR:IR:VGK:12		Date: <b>03.11.2008</b>

**CIRCULAR TO ALL BRANCHES / OFFICES**

**Reimbursement of local travelling expenses to those employees whose office / working hours extend beyond the normal working hours meant for regular employees posted at say Data Centre / DR Site / Service / Treasury / 8.00 a.m. to 8.00 p.m. Branches**

**Increase in the ceiling limit of the amount to be reimbursed.**

-----

Please refer to Branch Circular No.100/194, Sub:Personnel/2006-07/16 dated 05.03.2007 in the captioned matter.

2. The matter was reviewed by the Bank's Board and it has been considered by the Board of Directors, during the Board Meeting dated 22.10.2008 wherein the following decision has been taken :-

- (i) The Officers, Clerical staff members and the Subordinate staff members whose Office/working hours are starting between 7.00 a.m. and 8.00 a.m., or getting over between 8.00 p.m. and 9.30 p.m. may be allowed reimbursement of local travelling expenses, on declaration basis, upto a maximum of Rs.90/-, Rs.60/- and Rs.30/- respectively, per working day, as already being allowed to the staff members working in shift duty in 8.00 a.m. to 8.00 p.m. Branches.
- (ii) The Officers, Clerical staff members and the Subordinate staff members whose Office/working hours are starting before 7.00 a.m., or getting over after 9.30 p.m. may be allowed reimbursement of local travelling expenses, on declaration basis, upto a maximum of Rs.150/-, Rs.100/- and Rs.75/- respectively, per working day.

...2/-

: 2 :

3. While requesting you to implement the aforesaid decision of the Board, w.e.f. 01.11.2008, we also wish to advise that the aforesaid reimbursement should necessarily be allowed only to those staff members who are actually required to report for duties before 7.00 a.m. / 8.00 a.m. or whose duty hours end between 8.00 p.m. and 9.30 p.m. or after 9.30 p.m., as the case may be, for actual number of days for which he / she is required to work.
4. Please bring the contents of this Circular to the notice of all staff members working in your Branch / Office.

(JAGDISH PAI K. L.)  
GENERAL MANAGER  
(HUMAN RESOURCES)

---

*Unless you try to do something beyond what you have already mastered,  
you will never grow.*

SR173364 29-JUN-2026 11:39:35