

	बैंक ऑफ इंडिया प्रधान कार्यालय	मानव संसाधन विभाग, औद्योगिक संबंध प्रभाग
शाखा परिपत्र सं. : 119/187		विषय: मानव संसाधन/ 2025-26
उप-विषय: स्टाफ जनरल		
संदर्भ : एचओ:एचआर:आईआर:एमकेबी:22		दिनांक : 16.12.2025

## सभी शाखाओं/कार्यालयों को परिपत्र

### बैंक ऑफ इंडिया कर्मचारी माइलस्टोन अवार्ड योजना


बैंक ऑफ इंडिया कर्मचारी माइलस्टोन अवार्ड योजना-1990 जिसे बैंक के बोर्ड द्वारा 26 मई 1990 को बैंक के कर्मचारियों को अविवादित अवकाश रिकॉर्ड के साथ 25 साल की निरंतर बेदाग सेवा पूरी करने पर सम्मानित करने हेतु अनुमोदित किया गया था, जो कि 10 जनवरी 1990 से प्रभावी है। इस योजना में पिछले कुछ वर्षों में कई आशोधन किए गए और समय-समय पर योजना पर जारी किए गए दिशानिर्देश/स्पष्टीकरण निम्नानुसार विस्तृत रूप से दिए गए हैं:

- शाखा परिपत्र संख्या 84/151 दिनांक 04.10.1990
- शाखा परिपत्र सं. 86/131 दिनांक 29.09.1992
- अंतर-कार्यालय ज्ञापन संख्या पी: आईआर: एवीडी: 1654 दिनांक 23.02.1996
- शाखा परिपत्र सं. 94/145 दिनांक 11.07.2001
- अंतर-कार्यालय ज्ञापन संख्या पी: आईआर: सीएमआर:1-44:1968 दिनांक 20.03.2002


2. मौजूदा योजना के अनुसार, यह पुरस्कार रजत पदक है जिसकी लागत 2000/- रुपये से अधिक नहीं है। हमें यह सूचित करते हुए खुशी हो रही है कि बैंक के बोर्ड ने दिनांक 28.11.2025 की अपनी बैठक में बैंक ऑफ इंडिया कर्मचारी माइलस्टोन अवार्ड योजना की समीक्षा इस आशोधन के साथ की है कि सिल्वर की लागत के निरपेक्ष रजत पदक का वजन 25 ग्राम तय किया गया।

3. संशोधित बैंक ऑफ इंडिया कर्मचारी माइलस्टोन अवार्ड योजना अनुलग्नक-ए के रूप में संलग्न है। 25 वर्ष पूर्ण होने की स्थिति में जारी किए जाने वाले प्रमाण पत्र का प्रारूप अनुलग्नक -बी के रूप में संलग्न है। यह योजना 01.04.2026 से प्रभावी होगी।

4. कृपया इस परिपत्र की विषय-वस्तु को अपने अधिकार क्षेत्र के अंतर्गत आने वाली शाखाओं/कार्यालयों में कार्यरत सभी स्टाफ सदस्यों के ध्यान में लाएं।

  
(कुलदीप जिंदल)  
महाप्रबंधक - मानव संसाधन



	<b>Bank of India Head Office</b>	<b>Human Resources Department, Industrial Relations Division.</b>
Branch Circular No. : <b>119/187</b>		Sub: <b>Human Resources / 2025-26</b>
Sub-subject: <b>Staff General</b>		
Ref : <b>HO:HR:IR:MKB:22</b>		Date : <b>16.12.2025</b>

**CIRCULAR TO ALL BRANCHES / OFFICES**

**Bank of India Employees' Milestone Award Scheme**

The Bank of India Employees' Milestone Award Scheme-1990 approved by Bank's Board on 26<sup>th</sup> May 1990, to honour the employees of the Bank on their completion of 25 years of continuous unblemished service with unassailable leave record, is effective from 10<sup>th</sup> January 1990. The Scheme underwent various modifications over the years and the guidelines/ clarifications issued on the Scheme over the period of time are as detailed hereunder:

- i) Branch Circular No. 84/151 dated 04.10.1990.
- ii) Branch Circular No. 86/131 dated 29.09.1992.
- iii) Inter-Office Memorandum No. P:IR:AVD:1654 dated 23.02.1996.
- iv) Branch Circular No. 94/145 dated 11.07.2001.
- v) Inter-Office Memorandum No. P:IR:CMR:1-44:1968 dated 20.03.2002.

2. As per the existing Scheme, the Award is Silver Medallion costing not more than Rs. 2000/-. We are pleased to advise that Bank's Board in its meeting dated 28.11.2025 has reviewed the Bank of India Employees' Milestone Award Scheme, with the modification that the weight of the Silver Medallion has been fixed at **25 grams irrespective of the cost of Silver.**

3. The revised Bank of India Employees' Milestone Award Scheme is enclosed herewith as **Annexure-A**. The format of Certificate to be issued in case of completion of 25 Years is enclosed herewith as **Annexure-B**. The Scheme will be effective from **01.04.2026**.

4. Please bring the contents of this Circular to the notice of all the Staff members working in the Branches/ Offices under your jurisdiction.

  
(Kuldeep Jindal)  
General Manager - HR



**BANK OF INDIA EMPLOYEES' MILESTONE AWARD SCHEME**

1. **Title :**

The Scheme will be called "Bank of India Employees' Milestone Award Scheme". The Scheme shall come into force w.e.f. **01.04.2026**.

2. **Object :**

To honour the employees of the Bank on their completion of 25 years of continuous unblemished service with unassailable leave record.

3. **Scope of the scheme :**

The Scheme shall cover all Permanent employees of the Bank in Officer Cadre/ Clerical cadre / Sub-Staff Cadre serving in Branches/ Offices in India/ Abroad or deputed to other organizations within India and outside India.

4. **Eligibility of employees for Award :**

The employees shall have completed 25 years of continuous unblemished service with non-assailable leave record.

5. **For the purpose of the scheme the words 'unblemished service', 'non-assailable leave record & Award will have the following meaning:**

- a) **Unblemished Service:** It means service rendered by the employee without any penalty/ punishment other than "Censure" or "Warning" during the entire service of 25 years. The honour should be bestowed on an employee on completion of 25 years of service, provided no penalty/ punishment (other than "Censure" or "Warning") during the immediately preceding three years or the rigour of penalty was in operation, whichever is longer. The Award could be released after the debarment period is over.

**Note:** Eligible employees who have been issued charge-sheets for gross-misconduct or have been informed about initiation of major penalty proceedings against them shall not be given the Milestone Award. On conclusion of the enquiry and imposition of Penalty/ Punishment (other than those leading to Termination from Service), the Award could be released after 3 years from date of Penalty or after the debarment period is over, whichever is later.

- b) **Non-assailable Leave Record:** The leave record of the employees should be non-assailable in the sense that all leave availed by him/her should be duly sanctioned by the concerned authorities.

c) **Award:**

- i) Award means presentation of 'Silver Medallion' of **25 grams** irrespective of the cost of the Silver Medallion with the superscription of words '*In honour of 25 years of meritorious service in Bank of India*'.



- ii) It shall be given uniformly irrespective of the category of employee i.e. whether he is an Officer, Clerk or Sub-Staff.

**6. Provision in case of Ex-Servicemen**

The cases of Ex-Servicemen, who have completed 25 years of combined Service in Armed Forces and Bank with unblemished service record and non-assailable leave record will be considered only at the time of retirement from Bank's Service and such cases may be referred to Head Office- Industrial Relations Division through the concerned Controlling Office alongwith the particulars and necessary information for consideration. To enable Head Office to procure Silver Medallions in time, Zonal offices shall submit such list of Ex-Servicemen, one year before retirement of the Employee preferably by 01<sup>st</sup> of January every year.

**7. Presentation of the award- procedure:**

- i) Head Office Staff Administration Division will prepare year-wise list of employees who will be eligible for receipt of the 'Milestone Award' and shall procure appropriate number of Silver Medallion with superscription of words '*In honour of 25 years of meritorious service in Bank of India*'.
- ii) The Silver Medallions will be sent to the concerned Controlling Offices well in time for being presented to the eligible employee.
- iii) The cost of Silver Medallion shall be debited to P&L A/c. Misc. Charges.
- iv) The presentation of award will be made as soon as possible after the employee has completed 25 years at a simple function arranged at the Branch/ Office where the employee is working and the Branch Manager/ Administrative Head of the Office shall present the Award.

**8. General :**

In case of any doubt as to the interpretation of the provisions under the Scheme, the decision of the Chief General Manager-HR or in his absence, the General Manager-HR shall be final and binding on all concerned.

**9. Amendment/ modifications to the scheme:**

The right to amend/modify any of the provisions of the scheme shall vest with the Board of Directors.

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**बैंक ऑफ इंडिया**  
**Bank of India** **BOI** 

*रिश्तों की जगहपूर्वी Relationship beyond banking*

कॉरपोरेट ऑफिस : स्टार हाउस, सी-5, "जी" ब्लॉक, बान्द्रा-कुर्ला संकुल, बान्द्रा (पूर्व), मुंबई-400 051.  
Corporate Office : Star House, C-5, "G" Block, Bandra-Kurta Complex, Bandra (East), Mumbai-400 051.

**माईलस्टोन प्रमाणपत्र**  
**Milestone Certificate**

यह प्रमाणपत्र  
*This Certificate is conferred upon*

श्री/श्रीमती \_\_\_\_\_ को  
*Shri/Smt. \_\_\_\_\_*

बैंक ऑफ इंडिया में 25 वर्षों की सेवा पूर्ण करने के उपलक्ष्य में  
*in honour of completion of 25 years of service in*  
सम्मान स्वरूप प्रदान किया जाता है।  
*Bank of India.*

दिनांक : \_\_\_\_\_  
**Date :** \_\_\_\_\_

स्थान : \_\_\_\_\_  
**Place :** \_\_\_\_\_

मुख्य महाप्रबंधक  
**Chief General Manager**



बैंक ऑफ इंडिया  
Bank of India **BOI**



रिश्तों की जगपूर्जी *Relationship beyond banking*

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दिनांक :  
Date :  
स्थान :  
Place :

महाप्रबंधक  
General Manager



बैंक ऑफ़ इंडिया  
Bank of India **BOI**



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*Bank of India.*

दिनांक :  
Date :  
स्थान :  
Place :

आंचतिक प्रबंधक  
Zonal Manager



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