

WORKING HOURS AND OVERTIME

Working Hour: In partial modification of Clause 14.2 of 1st Bipartite Settlement dt 19.10.1966, Clause 29 of 11th Bipartite Settlement dt 11.11.2020, working hour of the award staff on all working days exclusive of recess shall be as under:-

<i>SNo</i>	<i>Category of Employees</i>	<i>Hours of Work</i>	<i>Remarks</i>
a)	Employees other than members of subordinate staff	6 ½ Hours	
b)	Member of the subordinate staff other than watch & ward staff and drivers	7 Hours	
c)	Watch and ward staff	8 Hours	
d)	Drivers	7 ½ Hours	

Overtime Work: Clause 14.6 of 1st Bipartite Settlement stipulates that the banks can require a workman, without his consent, to work beyond the aforesaid hours of work, prescribed for him (called overtime work for the purpose of this settlement) subject, however, to that such overtime work shall not exceed 175 hours in a calendar year. As far as possible, prior intimation for overtime work will be given to the workman concerned, before overtime work is to begin. Clause 14.14 of 1st Bipartite Settlement entitles payment of overtime wages as under:-

Clerical Cadre			Subordinate Staff		
Period of Overtime Work	Working Days	Holiday/ Sunday	Period of Overtime Work	Working Days	Holiday/ Sunday
First Two Quarters	100%	200%	First Four Quarters	150%	200%
Next 4 Quarters	170%	200%	Next 4 Quarters	170%	200%
Next 4 Quarters	200%	200%	Next 4 Quarters	200%	200%
Rest of the hours	200%	200%	Rest of the hours	200%	200%

Note: With effect from 12th BPS, for calculating overtime wages, "emoluments" includes Basic Pay including Stagnation Increments, PQP, FPP, Special Pay, Special Allowance, HRA, Transport Allowance and DA thereon.

RBI MASTER CIRCULAR ON CUSTOMER SERVICE MODIFIED FROM TIME TO TIME:

Working Hour : 10.00 AM to 5.00 PM (Including 30 Minutes Recess)

Business Hour : 10.00 AM to 4.00 PM (Cash & Non Cash Transactions)

Extended Business Hour: 4.00 PM to 5.00 PM (Non Cash Transaction)

→Any changes in the timing and working hour of the bank shall be at the discretion of the bank management.

→Employees are expected to be available at the counter at the commencement of the business hour.

Para.7.2: Further, the provisions, if any, in regard to the banks' obligations, to the staff under the Industrial Awards / Settlements, should be complied with.
