

BANK OF INDIA
SOUTHERN ZONE

INTER OFFICE MEMORANDUM

To
The Chief Regional Manager/
The Regional Manager
All Regions in Southern Zone
The Asst. Gen. Manager/
The Chief Manager/Manager
All Branches in Southern Zone

Dated July 31, 1995.

Payment of Actual Travelling Expenses to
the Sweepers for collecting branch/office
keys from the residence of the Managers/
Officers

At present there is the practice of the
sweepers collecting branch/office keys from the residence
of the Managers/Officers in some of the branches/offices.
Such sweepers are reimbursed travelling expenses subject
to a maximum of Rs.75/- p.m.

It has been decided that henceforth they
should be reimbursed actual travelling expenses by public
mode of transport for collecting branch/office keys from
the residence of the Managers/Officers, without any
ceiling. But it should be importantly noted that no
monthly allowance should be fixed for this purpose and
there should not be an element of profit in it.

The following points are to be importantly
noted:

- i) Wherever the practice is not there,
it should not be introduced without
prior approval from the R.O.(Z.O. in
respect of branches reporting
directly to Z.O.)
- ✓ ii) One set of branch keys should be kept
with the Officer who stays nearest
to the branch
- iii) The Manager's/Officer's residence
should be at the same centre as
where the branch is situated
- iv) The amount payable is the actual
amount of expenses incurred by the
staff member minus the amount of
expenses if any, he would have otherwise
incurred for travel from his
residence to the branch/office.

[Signature]
ZONAL MANAGER