



STATE BANK OF SIKKIM

No: SBS/GTK(HO)/50/2018/470

November 28, 2018

NOTIFICATION

In exercise of the powers conferred by the Section 47(2)(k) of the State Bank of Sikkim Proclamation 1968, the Board of Directors of the State Bank of Sikkim, in its 171st meeting held on 21.11.2018, have decided to revise the pay and allowances of the employees of the Bank as under;

- 1. Drawal of pay in the revised pay structure:** An employee of the Bank shall draw pay in the level in the revised pay structure applicable to the post to which he is appointed/promoted:
Provided that an employee may elect to continue to draw pay in the existing pay structure until the date on which he earns his next increment or any subsequent increment in the existing pay structure or until he vacates his post or ceases to draw pay in the existing pay structure.
Provided further that in cases where an employee has been placed in a higher grade pay between 1st January 2016 and the date of this notification on account of promotion or upgradation, the employee may elect to switch over to the revised pay structure from the date of such promotion or upgradation, as the case may be.
Provided further that an employee appointed on or after 1st January 2016 shall be allowed pay only in the revised pay structure.
- 2. Exercise of option:** The option under the proviso of Para 1 above shall be exercised in writing in the prescribed forms(Appendix “A” to “C”) within one month of this notification. In cases of employees who have died on or after 1st January 2016 and/or in other cases, if the option is not received within the prescribed time, the employee is deemed to have opted to be governed by the revised pay system.
- 3. Subsistence Allowance:** An employee under suspension shall continue to draw subsistence allowance based on the existing pay structure and his pay in the revised structure shall be subject to the final order on the pending disciplinary or criminal proceeding as the case may be.
- 4. Pay Scales:**
 - 4.1 Pay Matrix:** “Pay Matrix” as recommended by the 5thState Pay Committee and implemented by the Government of Sikkim for their employees shall be adopted for the employees of the Bank also.

4.2 Replacement of existing pay structures: Existing pay scales shall be replaced with a Pay Matrix with two dimensions of the pay, viz horizontal range and vertical range. Horizontal range corresponds to a functional role in the hierarchy as Pay Level and the vertical range in the Pay Cell denotes 'Pay Progression' within that level indicating the annual financial progression of three percent within each level. The new Pay Matrix applicable to the employees of the Bank is given in tabular form in **Annexure-I**.

4.3 Level of Posts: The level of posts shall be determined in accordance with the various Levels as assigned to the corresponding existing Pay Band and Grade Pay as specified in the [Pay matrix](#).

4.4 Minimum Pay: Minimum Pay corresponding to the existing PB 1 GP Rs.2200/- is retained at Rs.18000/-.

4.5 Upgradation of Pay: Following grades of posts are upgraded;

Sl	Name of the Post	Group	Pay structure		Grade Pay Upgraded w.e.f 01.01.2016
			Pay Band	Grade Pay as on 31.12.2015	
1	Stenographer Grade III	C	PB-1 5200-20200	3400	3800
2	Senior Accounts Assistant/ Senior Cash Assistant	C	PB-1 5200-20200	3400	3800
3	Senior System Assistant	C	PB-1 5200-20200	3400	3800
4	Assistant Manager	C	PB-2 9300-34800	4200	4600
5	Asst.Manager(IT)	C	PB-2 9300-34800	4200	4600
6	Asst. Manager (Legal)	C	PB-2 9300-34800	4200	4600

4.6 Banking Pay: Banking Pay shall be paid at the following rates.

Sl	Pay Level	Banking Pay
1	17 & Above	2200
2	15-16	2000
3	8-14	1800
4	7	1400
5	Upto 6	1200

Banking Pay shall not qualify for any allowances.

5. Pay Fixation and fitment:

5.1 Fitment factor of 2.57 shall be applied at all levels. Fixation of the pay to be done in the following manner;

(i) In normal cases:

(a) The pay in the applicable Level of Pay matrix shall be the pay obtained by multiplying the existing pay by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at will be located in that Level in the Pay Matrix and if such an identical figure corresponds to any cell in the applicable Level of the Pay Matrix, the same shall be the pay, and if no such Cell is available in the applicable Level, the pay shall be fixed at the immediate next higher Cell in that applicable Level of the Pay Matrix.

(b) If the minimum pay or the first Cell in the applicable Level is more than the amount arrived at as per sub-para (a) above, the pay shall be fixed at the minimum pay or the first Cell of that applicable Level.

(ii) Where a post has been upgraded as indicated at Para 4.5 above, the existing basic pay will be arrived at by adding the Pay drawn by the concerned employee in the existing Pay Band plus the Grade Pay corresponding to the Level to which the post has been upgraded and, the fixation of pay shall be done in the manner prescribed in accordance with Sub-Para (i) of the Para 5.1 above.

(iii) In cases of promotions on or after 1st January 2016:

On promotion an employee has an option to get his pay fixed in the higher level either from the date of his promotion or from the date of next increment. In case of promotion from one level to another level under revised pay structure, the pay shall be fixed in the following manner;

a) One increment shall be given in the level from which the employee is promoted and he/she shall be placed at a cell equal to the figure so arrived at in the Level of the post to which promoted and if no such cell is available in the Level to which promoted, he/she shall be placed at the next higher Cell in that level.

b) In cases the employee opts to get his pay fixed from the date next increment, then, on the date of promotion, he shall be placed at a Cell equal to the existing pay at the

higher Level to which promoted, without adding any increment, and if no such Cell is available in the Level to which promoted, he/she shall be placed at the next higher Cell in that Level.

Further re-fixation will be done on the date of his next increment. On that day he/she shall be granted two increments by granting him/her with two increments calculated separately; one increment for annual increment and second increment on account of promotion in the and thereafter his pay in the Level shall be fixed in the higher Level equal to the figure so arrived at and if no such cell is available in the Level, he shall be placed at the next higher Cell in that Level.

5.2 Fixation of pay of employees recruited on regular roll on or after 1st January 2016: The pay of the employee appointed/regularised on regular roll of the Bank on or after 1st January 2016, shall be fixed at the minimum pay or first cell in the Level applicable to the post to which he/she is appointed/regularised.

Provided that where existing pay of such employee has already been fixed in the existing pay structure before this notification and if his existing emoluments happens to exceed the minimum pay or the first Cell in the Level, as applicable to the post to which he/she is appointed on or after 1st day of January, 2016, such difference shall be paid as personal pay to be absorbed in future increments in pay.

5.3 Annual Increment: Annual increment @ 3% of the Basic Pay rounded off to nearest Rs.100/- shall be paid in the revised pay structure. The increment shall be as specified in the vertical Cells of the applicable Level in the Pay Matrix.

5.4 Date of next increment in revised pay structure:

- (i) There shall be two dates for grant of increments namely: 1st January and 1st July of every year, instead of existing date of 1st July:

Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of his/her appointment, promotion or grant of financial upgradation.

- (ii) The increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under Assured Career Progression Scheme (ACPS) during the period 2nd day of January to 1st day of July (both days inclusive), shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under Assured Career Progression Scheme (ACPS) during the period 2nd day of July to 1st day of January (both days inclusive) shall be granted on 1st day of July.

6. Allowances:

6.1 Dearness Allowance: The Dearness Allowances shall be paid at par with the State Government as notified by the Government of Sikkim from time to time.

6.2 House Rent Allowance: House Rent Allowance shall be paid @ 12% of the revised Basic Pay subject to a minimum of Rs.3500/- per month.

6.3 Sikkim Border Compensatory Allowance: SBCA shall be paid @ 8 % p.m of the pay to the employees posted within the state of Sikkim.

6.4 Conveyance Allowance: Conveyance Allowance @ Rs.12000/- p.m shall be paid to the officers of Level 19 & above in lieu of official conveyance facility. Officers using official vehicle shall not be eligible for such allowance. Official vehicle shall be issued only to officers of General Manager and above. Issuance of vehicle for other officers shall be at the discretion of the MD only as per necessity.

6.5 Transport Allowance: Transport Allowance shall be paid at the following rates;

1	Level 15 to 18	@ Rs.1000/- p.m
2	Level 14 and below	@ Rs.500/- p.m

6.6 Cash Handling Allowance: Cash Handling Allowance shall be paid to following category of employees in the following rates.

1	Sr.Accounts /Sr.Cash Asst	@ Rs.1200/- p.m
2	Accounts Asst	@ Rs.1100/- p.m
3	Jr.A.A	@ Rs.1000/- p.m

(Cash Handling allowance shall be admissible only for the period of their engagement in cash handling duties on pro rata basis.)

6.7 Assured Career Progression Scheme (ACPS): Existing Assured Career Progression Scheme (ACPS) shall continue in the new Pay Matrix as under.

		1 st ACP (10 Years)		2 nd ACP(20 Years)		3 rd ACP(30 years)	
Pre revised GP	New Pay Matrix level	Pre revised GP	New Pay Matrix level	Pre revised GP	New Pay Matrix level	Pre revised GP	New Pay Matrix level
2200/-	4	2300/-	5	2600/-	7	3000/-	9
2400/-	6	3000/-	9	3400/-	10	4200/-	12
2600/-	7	3000/-	9	3400/-	10	4200/-	12

6.8 Contributory Provident Fund: Contributory Provident Fund (CPF) @ 10% of Basic Pay shall be contributed by the employees and equal amount shall be contributed by the bank w.e.f 01.09.2018.

6.9 Special Duty Allowance: On and from 01.09.2018, Special Duty Allowance to the employees posted at 24 hours counters at HO, Check Posts and Bank's Data Centre and other units requiring 24 x 7 manning shall be paid @ 16% of Basic Pay plus admissible DA. No HRA, SBCA, CPF, Gratuity and other allowance shall be admissible on the Special Duty Allowance. In cases of engagement in such units for less than a month, allowance shall be calculated on pro-rata basis.

Note: Payment of Special Duty Allowance is to compensate for the loss of admissible holidays including Sundays. As such, the allowance shall not be admissible for the period of leaves or absence from the duty.

6.10 High Altitude Allowances: On and from 01.09.2018 High Altitude Allowance shall be paid at the following rate.

Sl	Areas	Rate of Allowance
1	Lachen & Lachung and other areas above 8000 ft. upto 12000 ft.	Rs.2400/- per month
2	Areas above 12000 ft from sea level	Rs.3000/- per month

6.11 Monthly Medical Allowance: Monthly Medical Allowance @ Rs.1500/- shall be paid uniformly w.e.f 01.09.2018 onwards.

6.12 Leave Travel Concession (LTC): Officers of level 15 and above can avail Leave Travel Concession (LTC) in a Block of four (4) years. Bank shall follow the date of implementation of the facility and rules for reimbursement as may be notified and implemented by the State Government for the officers of the State Government from time to time,

6.13 Leave Encashment: Existing practice of leave encashment shall continue for employees of level 14 and below.

6.14 Death-cum-Retirement Gratuity: The upper maximum limit of Death-cum-Retirement Gratuity for employees under regular roll shall remain unchanged at Rs.10.00 Lakh for the time being.

6.15 Terminal and Death Gratuity for employees under temporary roll:

Terminal and Death Gratuity for employees under temporary roll shall be paid as follows;

(a) Terminal Gratuity: ½ Month pay for each completed years of service subject to maximum of Rs. 13,000/-

(b) Death Gratuity: Rs. 2,250/- for each completed years of service in addition to Terminal Gratuity as above subject to maximum of Rs. 13,000/-.

Both the above benefit shall effective from the date of this notification.

6.16 Superannuation Age: Age of superannuation shall remain unchanged at 58 Years of age.

6.17 Effective Date of Pay and Allowances: Revised Pay and Allowances shall be admissible as follows;

Sl	Component	Effective Date
1	Basic Pay	01.01.2016
2	Dearness Allowance	01.01.2016
3	House Rent Allowance	01.09.2018
4	Sikkim Border Compensatory Allowance	01.09.2018
5	Medical Allowance	01.09.2018
6	Transport Allowance	01.09.2018
7	Conveyance Allowance	01.09.2018
8	Banking Pay	01.09.2018
9	Contributory Prov.Fund	01.09.2018
10	Cash Allowance	01.09.2018
11	Special Duty Allowance	01.09.2018
12	High Altitude Allowance	01.09.2018
13	Terminal and Death Gratuity for Temporary Employee.	From the date of notification of pay revision rule

7. Personal Pay: Instances may arise during the process of revision of pay that in few cases, that the existing pay and allowance may exceed the amount of pay in revised pay structure. Such amount exceeding revised pay shall be paid as personal pay and shall be adjusted in future increments in pay.

8. Mode of payment of arrears: The arrear shall be paid in three equal instalments in subsequent financial years.

Explanation: - For the purpose of this para, “arrears of pay” in relation to an employee means the difference between the pre-revised pay & Dearness Allowance and revised pay and Dearness Allowance.

a) Arrear Calculation:

Arrear on account of revision of pay shall be prepared on the basis of Due and Drawn statement in two parts.

(i) First part shall be for the period 01.01.2016 to 31.03.2018 and shall be divided into three equal instalments.

(ii) The Second part shall be for the period 01.04.2018 till the time of revision of pay prepared separately.

9. Payment of Arrear Advance:

Considering the likelihood of time taken for calculation of arrear bill and also considering the festive holiday of Losoong, Bank shall make payment of Advance payment towards arrear in the following manner before losoong holiday.

(a) For serving employees as on the date of revision.

Level in the Pay Matrix	Appointed prior to 1.1.2016 and in service upto 31.3.2018 and beyond	Appointed on regular time scale of pay between 1.1.2016 to 31.12.2017	Appointed on regular time scale pay between 1.1.2018 to 31.3.2018
17 and above	1,05,000/-	90,000/-	25,000/-
15 and 16	95,000/-	80,000/-	20,000/-
3 and 5 to 14	50,000/-	45,000/-	15,000/-
1, 2, and 4	40,000/-	35,000/-	10,000/-

(b) For employees retired after 31.12.2015.

Level in the Pay Matrix	Retired between 01.08.2017 to 31.08.2018	Retired between 31.7.2016 to 31.01.2017	Retired 31.3.2016 to 30.07.2016
17 and above	1,05,000/-	70,000/-	15,000/-
15 and 16	95,000/-	65,000/-	13,000/-
3 and 5 to 14	50,000/-	35,000/-	6,000/-
1, 2, and 4	40,000/-	10,000/-	5,000/-

10.Adjustment of Advance Arrear: 25 % of the advance drawn by the employee shall be adjusted out of the arrear payable for the period 01.04.2018 till revision (computed as per Para 8(a)(ii)). **For release of arrears for the period 01.01.2016 to 31.03.2018 (computed as per Para 8(a)(i)) and adjustment of balance of advance, bank shall issue separate guidelines in due course.**

11. Recovery of Staff Loans in default: Before making payment of the arrears and advances arrears, clearance must be obtained from the General Manager(L)/Asst.General Manager(L) to the effect that all loans obtained by the employees from the Bank is regular in payment of instalment as per terms of sanction. In the event of any default in repayment of loans by the employees, arrears and advance arrears payable to him/her should be credited in the concern loan account to the extent of default amount and only the balance should be paid into the employee's other account.
This should be followed in strict compliance. Non-compliance shall be treated as negligence on the part of the paying officials and necessary action shall be initiated by the Bank.

12.Dealing Office for Pay revision and arrears:

Revision of Pay and computation of arrears and advance in respect of all employees including retired employees shall be dealt by the Pay Cell (Administration Section) at HO only and no branches should resort to dealing in the matter. Branches should provide all data of pay and other information of the employees to the Pay cell without delay.

13.Classification of posts: Classification of posts in the revised pay structure shall be as follows:

- Group D : All posts in Level 1,2 and 4
- Group C : All posts in Level 3 and 5 to 14
- Group B : All posts in Level 15 and 16
- Group A : All posts in Level 17 and above

14.Refund of excess pay drawn: Every employee whose pay is fixed in the revised pay scale under the new pay structure shall give an undertaking in the prescribed form to the effect that excess payments, if any, made on account of incorrect fixation of pay will be refunded by hi/her to the Bank.

Drawing and Disbursing Officer and all officials in the Pay Cell/Administration Section should exercise extra caution while preparing and passing bills on account of arrears of revised pay so that no inadmissible or over payment takes place.

All concerns are advised to go through the notification meticulously and act accordingly.

Sd/-
(P.Wangdi Bhutia)
Chief General Manager

[Click to Download SBS Pay Matrix](#)

FORM OF OPTION

(See Para 2)

*1. I, _____ hereby elect the revised pay structure with effect from 1st January 2016.

*2. I, _____ hereby elect to continue on Pay Band and Grade Pay of my substantive/officiating post mentioned below until:

- i) *the date of my next increment.
- ii) * the date of my subsequent increment.
- iii)* I vacate or cease to draw pay in the existing pay structure
- iv) * the date of my promotion/upgradation.

Existing Pay Band and the Grade Pay _____

Signature : _____

Name : _____

Designation : _____

Branch/Office/Section: _____

UNDERTAKING
(See Para 9)

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in the notification issued by the Bank for pay revision, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature : _____

Name : _____

Designation : _____

Branch/Office/Section: _____

STATE BANK OF SIKKIM

APPENDIX "C"

Statement of fixation of pay as per notification of the Bank, 2018.

1	Name of the employee		
2	Designation of the post in which pay is to be fixed as on January 1, 2016		
3	Status (Substantive/Officiating)		
4	Pay Band		
5	Grade Pay		
6	Upgraded Pay Band, if applicable to the post at Sl.2	NA	
7	Upgraded Grade Pay, if applicable to the post at Sl.2		
8	Existing Emoluments		
	a) Basic Pay (Pay in the Pay Band plus applicable Grade Pay or upgraded Grade Pay) in the pre-revised pay structure as on 01.01.2016.	Rs.	
	b) Dearness Allowance applicable as on 01.01.2016.	Rs.	
	c) Existing Emoluments (a + b)	Rs.	
9	Applicable Level in Pay Matrix corresponding to Pay band and Grade Pay as shown at Sl.5 or 7 as applicable	Level: _____	
10	Amount arrived at by multiplying Sl.8(a) by 2.57	Rs.	
11	Applicable cell in the Level either equal to or just above the amount at Sl.10	Cell No._____	
12	Revised Basic Pay (as to Sl.No.11)	Rs.	
13	a) Date of Promotion after 01.01.2016 b) Promoted Designation c) Promoted Level		
14	Date of Increments and Basic Pay after increments		
	Date of increment	Annual Increment/ Promotional Increment	Level
	Basic Pay fixed as on 01.01.2016		Rs.
			Rs.
			Rs.
			Rs.

15. Any other relevant information.

Signature of Competent Authority

Date: _____