



इंडिया पोस्ट  
पेमेन्ट्स बैंक

India Post  
Payments Bank

(A Government of India Undertaking)

Corporate Office, Speed Post Centre Building, Bhai Veer Sing Marg, New Delhi -  
110001

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### **Terms & Conditions of Deputation**

#### **A. Period of Deputation**

- The period of deputation of officers would be for a period of up to 3 years, further extendable to 02 years on mutual agreement between IPPB and concerned parent Bank.
- In case the deputationist retires/ superannuates in his/ her Parent Bank while on deputation, the period of deputation shall stand expired on the date of his/ her retirement/superannuation.
- The deputation would be for a period of up to 3 years, however:
  - a) Where the Bank is satisfied that the performance of an officer is unsatisfactory or inadequate or there is a bonafide suspicion about his integrity or his retention in the Bank's service would be prejudicial to the interests of the Bank, the Bank may repatriate the officer.
  - b) Order of repatriation shall not be made unless such officer has been given a reasonable opportunity of making a representation to the Bank against the proposed order.
  - c) The decision to repatriate the service of an officer shall be taken by the Managing Director / Chief Executive Officer.
  - d) The option to repatriate the services of an officer shall be exercised by the Bank only where:
    - (i) Decisions taken by the officer employee in his capacity as an officer employee has put the Bank to monetary loss though no misconduct as such can be proved against the officer.
    - (ii) The officer employee for any reasons has not been attending to his/ her duties in the Bank for a period of 30 days (either continuously or in aggregate) after exhausting all leave due to him or after his/ her request for extension of leave has been refused in writing.
    - (iii) The officer employed on the basis of a particular expertise or skill or qualification, ceases to possess such an expertise or skill or qualification, for any reason whatsoever.
    - (iv) The officer employee has been advised in writing of his/ her perfunctory work or less than average performance at least on two previous occasions and despite having been communicated to him, there has been no improvement in his/ her performance.
    - (v) The officer employee exhibits general indiscipline, insubordination, unruly/ violent behaviour for which he/she has been advised in writing in the past.
    - (vi) There is such other cause as would reasonably lead the Bank to believe that the retentions of the officer would be prejudicial to the interest of the bank.

- e) An officer on deputation shall not leave or discontinue his/ her service in the Bank on deputation without first giving a notice of 2 months in writing to the Competent Authority of his/ her intention for repatriation/ to leave or discontinue his/ her service on deputation. Further, specific reasons for repatriation should invariably be mentioned in the notice. The Bank may consider requests of very compelling nature such as serious ailments of self-etc. based on its administrative needs at its sole discretion.
- f) Such notice shall be addressed to the Managing Director/ Chief Executive Officer and should be sent through the Reporting Authority.
- g) Provided further that the Competent Authority may, at its discretion, reduce the period of such notice of 2 months, or remit the requirement of notice.
- h) Merely applying for repatriation would not qualify the case of the deputed officer for repatriation. The Bank will only consider such requests based on its administrative needs at its sole discretion.
- i) In the event the request of an officer for repatriation to his/ her Parent Bank is favourably considered, the Bank may advise the officer to continue for such time as it may deem necessary but in no case such retention shall exceed more than 6 months, all inclusive.
- j) Till such time as the request for repatriation is accepted, the officer shall continue to perform his/ her job role.

## **B. Salary Administration**

### **• Grade/ Pay Scale**

- a) The officer would be at next higher scale than the existing scale of the officer except in the case of Scale VII officers who shall be on deputation to the Bank in Scale VII only.
- b) The fitment of salary in the deputed pay-scale shall be done in terms of the fitment formula prescribed by the Indian Banks Association for promotion, taking the date of joining in India Post Payments Bank etc.
- c) The official on repatriation to the lending Bank will revert back to the grade/ scale of pay in which he/ she was placed prior to his/ her deputation unless and otherwise, he/ she were promoted during the period of deputation. The concerned officers will however, continue to draw notional increments at their parent organization.

### **• Deductions from Salary**

- a) During the period of deputation, employer's contribution towards Contributory Provident Fund will be borne by India Post Payments Bank Limited and remitted to the PF account of the Parent Bank of the deputed officer along with his/ her contribution to be deducted from his/ her salary.
- b) In case of employees covered under New Pension Scheme (NPS), the Bank shall make matching contribution to the NPS account of the employee which will be remitted to the NPS Account of the Parent Bank of the deputed officer along with the employee's contribution.
- c) Any other contribution towards terminal benefits such as gratuity, parent bank's pension policy etc.

### **C. Perks & Allowances**

- An officer on deputation will be entitled to draw allowances and perks as per the bouquet of allowances applicable at India Post Payments Bank Ltd.
- Officers on deputation will be paid Travelling Allowance/ Diem Allowance for journey on duty by the Bank in terms of the rules framed by India Post Payments Bank Ltd.

### **D. Residential Accommodation**

- The deputed officers will be entitled for residential accommodation (or company leased accommodation) as may be available/ applicable rules in India Post Payments Bank Ltd.

### **E. Medical Facilities**

- The medical facilities to the deputed officers will be governed in accordance with the India Post Payments Bank Ltd. guidelines.

### **F. Leave**

- The leave balances of the deputed officers will be carried forward during their period of deputation from their parent organizations.
- Leave rules of the deputed officers will be governed by leave provisions in their Parent Bank and as such deputed officers are required to seek sanction for leaves from their reporting authority/ designated officials of India Post Payments Bank Ltd.
- The Bank would transmit the leave balance availed details to the lending Bank for management of leave at the time of their repatriation to their Parent Bank.

### **G. Promotions during the period of deputation**

- The deputationists are entitled to appear for promotion process, if any, held during the period of deputation in their parent organizations, provided they are in the zone of consideration and are eligible for promotions as per the eligibility criteria laid down by their parent organization.
- However, in the event of promotion of the deputationist, the bank would provide an option to the deputed officer to either continue with India Post Payments Bank Ltd or go back to their parent bank. In the case of deputationist opting to continue with India Post Payments Bank, he/ she shall continue to be deployed at the scale on which he/ she was appointed on deputation with a deputation allowance as defined in the service rules of IPPB. In the event of the deputationists opting to go back to their parent bank, India Post Payments Bank Ltd. may detain them at least for a period of 6 months or till such time alternate arrangement are made, whichever is earlier.

### **H. Performance Assessment**

- The appraisal of the deputed officer will be carried at the end of each Financial Year and will be done by the Reviewing/ Reporting/ Accepting Authorities as decided by the Managing Director/ CEO of India Post Payments Bank Ltd. provided the deputed officers have completed a minimum 3 months' tenure in a financial year at the India Post Payments Bank Ltd.

- The format of appraisal will be the same as used by the parent organization of the deputed officer.
- The Appraisal Scores will be communicated to the parent organizations for their record which may be used by them in promotion exercises and other selection exercise as per their rules.

**I. Regularization/ Absorption of deputed officers after the completion of the deputation period**

- The Board may, at its sole discretion consider regularization/ absorption of the deputationist at such grade/ scale and terms/ conditions as it may deem fit based on the performance & on the recommendation of a committee to be constituted by the Managing Director of the Bank after taking the consent of the same from the individual deputationist.

In the event of the Bank wishes to retain an officer beyond the prescribed tenure on account of his/ his performance at India Post Payments Bank Ltd. it shall initiate action for seeking concurrence of lending organisation, individual concerned etc., at least six months before the date of expiry of his/her tenure.

**Sd/-**  
**Chief HR Officer**  
**Speed Post Centre, Bhai Veer Singh Marg, New Delhi – 110 001**