

भारतीय रिज़र्व बैंक

RESERVE BANK OF INDIA

www.rbi.org.in

ADMINISTRATION CIRCULAR No. 2

**FOR INTERNAL CIRCULATION
ONLY**

December 3, 2021
Agrahayana 12, 1943 (saka)

The Principal Chief General Manager
The Regional Director /Chief General Manager- in-Charge /
Chief General Manager /
General Manager (Officer-in-Charge) /
Principal, Training Establishments
Reserve Bank of India

Revision of Pay and Allowances of Officers of the Bank

It has been decided to revise the existing pay and allowances of officers of the Bank as under:

2. Scales of Pay

Sr No.	Grade	Existing Scale (₹)	Revised Scale (₹)
i)	Officers in Grade 'A'	28150 - 1550(4) - 34350 - 1750(7) - 46600 - EB - 1750(4) - 53600 -2000(1) - 55600 (17 years)	44500 - 2500 (4) - 54500 - 2850 (7) - 74450 - EB - 2850 (4) - 85850 - 3300 (1)-89150 (17 years)
ii)	Officers in Grade 'B'	35150 - 1750(9) - 50900 - EB - 1750(2) - 54400 - 2000(4) - 62400 (16 years)	55200 - 2850 (9) - 80850 - EB - 2850 (2) - 86550 - 3300 (4) - 99750 (16 years)
iii)	Officers in Grade 'C'	49000 - 1750(3) - 54250 - 1900(2) - 58050 - 2000(4) - 66050 - EB -2000(2) - 70050 - 2150(1) - 72200 (13 years)	77950 - 2850 (3) - 86500 - 3100 (2) - 92700 - 3300 (4) - 105900 - EB - 3300 (2) - 112500 - 3550 (1) - 116050 (13 years)
iv)	Officers in Grade 'D'	68500 - 2150(2) - 72800 - 2250(6) - 86300 (9 years)	110050 - 3550 (2) - 117150 - 3700 (5) - 135650 - 3900 (1) - 139550 (9 years)
v)	Officers in Grade 'E'	72800 - 2250(1) - 75050 - 2400(2) -79850 - 2500(3) - 87350 - 3000(5) -102350 (12 years)	117150 - 3700 (1) - 120850 - 3900 (2) - 128650 - 4100 (3) - 140950 - 5000 (5) - 165950 (12 years)
vi)	Officers in Grade 'F'	101900 - 3000(4) - 113900 (5 years)	165900 - 5000 (4) - 185900 (5 years)

मानव संसाधन प्रबंध विभाग, केन्द्रीय कार्यालय, 20वीं मंजिल, केन्द्रीय कार्यालय भवन, शहीद भगतसिंह मार्ग, मुंबई-400 001.भारत

फोन: 022-2260 1000, फैक्स : 022-2267 1415 ई मेल: cgminchmd@rbi.org.in

Human Resource Management Department, Central Office, 20th floor, C.O. Building, Shahid Bhagat Singh Marg, Mumbai-400 001. India

Tel.: 022-2260 1000 Fax:022-2267 1415 E-mail: cgminchmd@rbi.org.in

हिंदी आसान है, इसका प्रयोग बढ़ाइए।





3. Special Pay

Continuing with the prevalent practice, an amount equivalent to the last increment of the scale of pay will be paid as 'Special Pay' on completion of one year after reaching the maximum of the respective scale. This will be counted for Dearness Allowance and superannuation benefits and will also be taken into account for fixation of pay on promotion.

4. Stagnation Increment/s

- (i) Officers in Grade 'A' shall draw the fourth stagnation increment, equivalent to the last increment in the respective scale of pay, on completion of two years of service after earning the third stagnation increment. Provided that an officer in Grade A who is already in receipt of three stagnation increments on or before November 01, 2017, shall be eligible for the fourth stagnation increment on November 01, 2017, or on completion of two years after earning the third stagnation increment, whichever is later.
- (ii) Officers in Grade 'B' and 'C' shall draw fifth stagnation increment, equivalent to the last increment in the respective scale of pay, on completion of two years of service after earning the fourth stagnation increment. Provided that an officer in Grade 'B' and 'C' who is already in receipt of four stagnation increments on or before November 01, 2017, shall be eligible for the fifth stagnation increment on November 01, 2017, or on completion of two years after earning the fourth stagnation increment, whichever is later.
- (iii) Drawal of upto three Stagnation Increments for Grade 'A' officers and upto four Stagnation Increments for Grade 'B' & 'C' officers, shall continue to be governed by the extant instructions.

5. Special Functional Allowance

Special Functional Allowance payable in terms of clause 5 of the Administration Circular No. 7 dated April 11, 2016, shall stand revised with effect from November 01, 2017, as under, for the following categories of officers-

Grade	Amount (₹) per month
Private Secretary/Pharmacist in Grade 'A'	4,000/-
Private Secretary in Grade 'B'	5,000/-
Private Secretary in Grade 'C'	6,000/-

6. JAIIB/CAIIB Allowance

There is no change in the existing instructions as contained in Clause 6 of Administration Circular No. 7 dated April 11, 2016.





7. Dearness Allowance

- i) With effect from November 1, 2017, the rate of Dearness Allowance for every rise or fall of 4 points over 6352 points of the All India Working Class Consumer Price Index (Base 1960 = 100) shall be at 0.07% of pay.
- ii) A Chart showing Dearness Allowance payable to officers on revised basis from November 2017 to January 2022 is enclosed.

8. House Allowance (HA)

Extant instructions contained in Clause 8 of Administration Circular No.7 dated April 11, 2016, remain unchanged.

9. Local Compensatory Allowance

(a) Local Allowance

Local Allowance will be paid @ 5% of pay to officers from Grade 'A' to 'E', subject to the maximum limits mentioned below:

Sr. No.	Grade	Maximum Limit (₹)
1.	A, B & C	3,450/-
2.	D	6,750/-
3.	E	8,100/-

(b) Family Allowance

Family Allowance will be paid @ 4% of pay to officers from Grade 'A' to 'E', subject to the maximum limits, as mentioned below:

Sr. No.	Grade	Maximum Limit (₹)
1.	A, B & C	2,850/-
2.	D	5,400/-
3.	E	6,450/-

(c) Special Compensatory Allowance

The quantum of Special Compensatory Allowance (SCA), granted in terms of the circular CO. DAPM. No. G 47 / 1054 / 17.31.00 / 2003-2004 dated June 2, 2004, will remain unchanged and will continue to be payable to all officers. The rates of SCA in the revised scales of pay shall be as under:

	Pay	Amount of SCA (₹)
a)	Upto ₹1,20,850/-	500/- p.m.
b)	Above ₹1,20,850/-*	625/- p.m.

*Officers in Grade 'F' will continue to be granted Special Compensatory Allowance at the rate of ₹1,000/- p.m.





10. Grade Allowance

With effect from November 1, 2017, Grade Allowance will be paid to all officers as under:

Grade	% of Basic Pay (rounded to the nearest rupee)
A	14% of Basic Pay, subject to a minimum of ₹10,400/-
B	14% of Basic Pay, subject to a minimum of ₹11,500/-
C	16.5% of Basic Pay, subject to a minimum of ₹14,500/-
D	18% of Basic Pay
E	22% of Basic Pay
F	24% of Basic Pay

11. Special Grade Allowance

- i) With effect from April 01, 2021, an allowance equivalent to 2.5% of specified salary slip components (listed below), as applicable to officers, as of March of a year will be paid from April to March of the succeeding accounting year, i.e., amount equivalent to 2.5% of specified salary slip components (listed below) of March 2021 shall be paid from April 2021 to March 2022, and so on.

Sl. No	Applicable salary slip components
1	Basic Pay
2	Special Pay
3	Stagnation Increment
4	JAIB / CAIB Allowance
5	Special Allowance
6	Grade Allowance
7	Personal Fixed Allowance
8	Local Compensatory Allowance / Special Compensatory Allowance for Grade F officers
9	Learning Allowance
10	Dearness Allowance
11	Ph.D Allowance

- ii) All employees in the Bank's service as on 31st March of a year will be eligible for the allowance from April to March/upto the month they continue to be in Bank's service, of the succeeding year, e.g. an employee joining the Bank in August 2021, will not be eligible for Special Grade Allowance for the accounting year 2021-22.
- iii) The allowance shall not be reckoned for Dearness Allowance and superannuation benefits.





12. Special Allowance (SA)

- i) With effect from November 1, 2017, the amount payable as Special Allowance stands revised as under:

Grade	% of Basic pay (Rounded off to the nearest rupee)
A	16.4% of Basic Pay, subject to a minimum of ₹11,000/-
B	16.4% of Basic Pay, subject to a minimum of ₹13,000/-
C	19% of Basic Pay, subject to a minimum of ₹16,000/-
D	20% of Basic Pay
E	24% of Basic Pay
F	25% of Basic Pay

- ii) Direct recruit officers in Grade 'A' and 'B' will be granted 75% of applicable Special Allowance/ minimum Special Allowance, whichever is higher, from the date of joining. These officers will be granted 100% of applicable Special Allowance on completion of one year after confirmation.
- iii) This shall be reckoned for Dearness Allowance and superannuation benefits.

13. Learning Allowance

With effect from November 01, 2017, officers shall be paid Learning Allowance as under:

Grade	Learning Allowance (per month)
A, B & C	₹ 2500/-
D & E	₹ 2600/-
F	₹ 2800/-

It shall be reckoned for Dearness Allowance but not for superannuation benefits.

14. Ph.D Allowance

With effect from November 1, 2017, it has been decided to revise Ph.D Allowance as under-

- i) The current Ph.D allowance of ₹4,000 granted to officers may be replaced with an allowance equivalent to two increments in their respective scales.
- ii) Officers who have already been granted advance increments for Ph.D (i.e. officers who are recruited with special qualifications) may be granted Ph.D allowance equivalent to two increments, one year after they reach the maximum in their respective scales. They will not be eligible for Ph.D allowance as at (i) above.
- iii) This shall be reckoned for DA and Superannuation benefits.
- iv) The eligibility criteria for grant of Ph.D allowance will continue to be governed by the extant instructions in this regard.





15. Fitment in the revised scales

The officers who were in service of the Bank on or after November 1, 2017 upto the date of this circular will be fitted in the revised pay-scales on stage-to-stage basis. Officers joining the Bank thereafter shall be fitted in the revised scales of pay.

16. Personal Fixed Allowance

With effect from November 1, 2017, Personal Fixed Allowance (PFA) stands revised as under:

Grade	Amount of PFA (per month)
A & B	₹ 3,850/-
C	₹4,100/-
D	₹ 4,450/-
E & F	₹ 5,550

- i) PFA once drawn will continue on non-adjustable basis even on promotion from one grade to another. The quantum of PFA will stand revised to that applicable in the existing grade, on completion of one year after reaching the maximum of the incremental scale of pay in the respective grade. CAIIB/JAIIB Allowance, if any, will be payable on completion of one year after drawal of PFA applicable to the same grade.
- ii) With effect from November 01, 2017, Personal Fixed Allowance shall be reckoned for Dearness Allowance and superannuation benefits.

17. Date of effect and applicability of the revised scales of pay and allowances

- i) Except to the extent indicated specifically in the foregoing paragraphs, the revised scales of pay and allowances as above will be deemed to have come into effect from November 1, 2017.
- ii) The revised scales of pay and allowances will apply to all full-time officers of the Bank. The benefit of revision of pay and allowances will also be admissible to the officers who were in service of the Bank as on November 1, 2017, and also to those who were on leave preparatory to retirement as on November 1, 2017, and ceased to be in service thereafter.

18. Payment of revised salaries and arrears

The work of refixation of pay of officers and payment of arrears would be carried out by Samadhan and operational instructions (including instructions pertaining to apportionment of arrears for Income Tax purpose) will be issued by Samadhan.





19. Additional subscription to Provident Fund

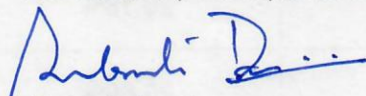
Officers who were / are making additional subscription to the Provident Fund under Regulation 3 of the Reserve Bank of India Employees' Provident Fund (Additional Subscription) Regulations, 1950, may be given option to adjust the amount of additional subscription already made by them as per their pre-revised pay in the officers grade or revised pay in the substantive / lower grade in Class III from November 1, 2017 onwards, subject to the condition that such modification should not result in overall debit to their Fund Accounts (i.e. it should not result in any refund of additional subscription already made with reference to their pre-revised pay). Operational instructions in this regard will be issued by Samadhan.

20. Difference payable on account of encashed Ordinary Leave/Gratuity

- i) Consequent upon revision of scales of pay and allowances with effect from November 1, 2017, additional amount, if any, admissible to officers for Ordinary Leave encashed by them on or after that date may be paid to them.
- ii) In respect of an officer, who died while in service during the period November 1, 2017 to December 2, 2021, the difference in leave salary in respect of the officer's ordinary leave balance, computed on the basis of pre-revised and revised pay, may be paid to the nominee/legal heir of the officer concerned.
- iii) The difference in gratuity admissible, if any, on account of revision of pay scales and allowances may also be paid in respect of all officers who were in service of the Bank as on November 1, 2017 (including those who were on leave preparatory to retirement as on that date) and ceased to be in service thereafter. The amount of difference of gratuity should be released within a period of 3 months from the date of the circular.

21. The re-fixation chart and other instructions for implementation of the circular are being issued separately.

22. Contents of this circular may please be brought to the notice of all officers at your office/department. Also, copies may be given to the local units of Reserve Bank of India Officers Association (RBIOA) and All India Reserve Bank Staff Officers Association (AIRBSOA).


(Subrata Das)

Chief General Manager-in-Charge





Rates of Dearness Allowance payable to Officers
from November 1, 2017 to January 2022

Period	Revised DA rate
NOVEMBER 2017-JANUARY 2018	2.66%
FEBRUARY 2018-APRIL 2018	3.43%
MAY 2018-JULY 2018	3.57%
AUGUST 2018- OCTOBER 2018	4.41%
NOVEMBER 2018- JANUARY 2019	9.03%
FEBRUARY 2019 – APRIL 2019	9.31%
MAY 2019- JULY 2019	11.69%
AUGUST 2019- OCTOBER 2019	14.21%
NOVEMBER 2019-JANUARY 2020	16.73%
FEBRUARY 2020-APRIL 2020	19.67%
MAY 2020- JULY 2020	19.81%
AUGUST 2020- OCTOBER 2020	20.79%
NOVEMBER 2020- JANUARY 2021	23.87%
FEBRUARY 2021 -APRIL 2021	26.18%
MAY 2021- JULY 2021	25.69%
AUGUST 2021- OCTOBER 2021	27.79%
NOVEMBER 2021- JANUARY 2022	30.38%

