

	<b>Bank of India Head Office</b>	<b>Human Resources Department, Industrial Relations Division.</b>
<b>Branch Circular No. : 104/ 103</b>		<b>Sub : Human Resources / 2010-11/ 9</b>
<b>Sub-subject : Staff matters (Award Staff) /18</b>		
<b>Ref : HR:IR:KVVSP:011</b>		<b>Date: 02.12.2010</b>

**CIRCULAR TO ALL BRANCHES / OFFICES**

**Provision of rubber hand gloves, apron  
and mask to Safai Karmacharis to protect  
them from unhygienic conditions**

**Review of monetary ceiling on the cost**

We are pleased to advise you that the Board of Directors, during the meeting held on 16.11.2010, has accorded approval for upward revision in the monetary ceiling for rubber hand gloves, apron and washing allowance for apron provided to Safai Karmachari employees of the Bank including those who are on consolidated wages, as there has been increase in the cost of hand gloves, aprons etc.. It has also been decided to provide mask to the sweepers to enable them to perform their job more effectively.

02. The revised ceilings vis-à-vis the existing ceilings are as under :-

Sr. No.	Particulars	Periodicity	Existing ceiling	Revised ceiling
1.	Rubber Hand Gloves	Monthly	Rs.40/- per pair	Rs.60/- per pair
2.	Apron	Yearly	Rs.100/-	Rs.160/-
3.	Washing allowance for Apron	Monthly	Rs.10/-	Rs.10/- (No change)
4.	Mask	Monthly	N.A.	Rs.60/- (Rs.15/- per mask and four masks per month)

03. The aforesaid amounts will be paid on declaration basis. In respect of rubber hand gloves, washing allowance and mask, the payment will be on monthly basis and in respect of apron, the payment will be on yearly basis.

04. The above revision will be effective from 01.12.2010.

05. Please bring the contents of this Branch Circular to the notice of all staff members working in your Branch / Office.



**(R.K. Goyal)  
General Manager (HR)**