	बैंक ऑफ़ इंडिया प्रधान कार्यालय	मानव संसाधन विभाग, औद्योगिक संबंध प्रभाग
शाखा परिपत्र संख्या: 118/139	विषय : मानव संसाधन/2024-25	
उप-विषय : स्टाफ ऋण/स्टाफ वाहन ऋण		
संदर्भ: प्रका:एचआर:आईआर:एसएम:13	दिनांक : 20.09.2024	

सभी शाखाओं/कार्यालयों को परिपत्र

बैंक ऑफ़ इंडिया स्टाफ वाहन ऋण योजना

बैंक के प्रचलित दिशा-निर्देशों के अनुसार, स्टाफ अधिकारियों और अवाई स्टाफ सदस्यों को दो/चार पहिया वाहन खरीदने के लिए रियायती ब्याज दर पर स्टाफ वाहन ऋण (एसवीएल) की अनुमति है, जिसे पहले वाहन ऋण के रूप में संदर्भित किया जाता था तथा जो बोर्ड के अनुमोदन से समय-समय पर निर्धारित और संशोधित/आशोधित विभिन्न नियमों और शर्तों के अधीन है।

2. एस.वी.एल. योजना को अंतिम बार दिनांक 28.01.2022 को बोर्ड द्वारा संशोधित किया गया था तथा प्रका शाखा परिपत्र संख्या 115/291 दिनांक 24.02.2022 के माध्यम से सूचित किया गया था। अब हमें यह सूचित करते हुए प्रसन्नता हो रही हैं कि बोर्ड ने दिनांक 30.08.2024 को आयोजित अपनी बैठक में स्टाफ वाहन ऋण योजना में संशोधन के लिए अपनी मंजूरी दे दी है। संशोधित बैंक ऑफ़ इंडिया स्टाफ वाहन ऋण योजना संलग्न है। यह योजना बोर्ड की अनुमोदन की तिथि अर्थात् 30.08.2024 से प्रभावी होगी।


3. आपको सूचित किया जाता है कि स्टाफ वाहन ऋण प्राप्त करने के लिए स्टाफ कर्मचारियों से प्राप्त अनुरोधों पर विचार करते समय संलग्न संशोधित योजना के प्रावधानों का अनुपालन सुनिश्चित करें।

4. कृपया इस परिपत्र की विषय-वस्तु को अपने क्षेत्राधिकार में कार्यरत सभी स्टाफ सदस्यों के ध्यान में लाएं।


(शम्पा विश्वास)

महाप्रबंधक - मानव संसाधन



	Bank of India Head Office	Human Resources Department, Industrial Relations Division
Branch Circular No. : 118 /139		Sub : Human Resources / 2024-25
Sub-Subject : Staff Loans / Staff Vehicle Loan		
Ref : HO:HR:IR:SM:13		Date: 20.09.2024

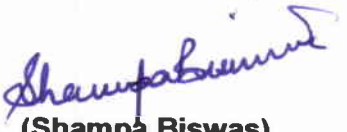
CIRCULAR TO ALL BRANCHES / OFFICES

Bank of India Staff Vehicle Loan Scheme

In terms of prevailing guidelines of the Bank, Staff Officers and Award Staff members are permitted Staff Vehicle Loan (SVL) previously referred to as Conveyance Loan, at concessional rate of interest for purchasing two/ four wheelers, subject to various terms and conditions as laid down and revised/ modified from time to time with the approval of the Board.

2. The SVL Scheme was last revised by the Board on 28.01.2022 and conveyed vide HO Branch Circular No. 115/291 dated 24.02.2022. We are now pleased to advise that the Board, in its meeting held on 30.08.2024, has accorded its approval for revision in the Staff Vehicle Loan Scheme. The revised Bank of India Staff Vehicle Loan Scheme is enclosed. This Scheme will be effective from the date of Board approval i.e. 30.08.2024.
3. You are advised to ensure compliance with the provisions of the enclosed revised scheme while considering requests received from the staff employees for availing Staff Vehicle Loan.
4. Please bring the contents of this circular to the notice of all staff members working under your jurisdiction.




(Shampa Biswas)
General Manager - HR

Bank of India Staff Vehicle Loan Scheme



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1. INTRODUCTION:

- 1.1 Staff Vehicle Loan (SVL) is granted by the Bank, at its sole discretion, to the eligible staff employees of the Bank for purchase of two – wheeler and four – wheeler vehicles on such terms and conditions as the Board may approve having regard to the guidelines issued by the Government of India from time to time.
- 1.2 The SVL Scheme was last revised by the Board on 28.01.2022, which was conveyed vide Branch Circular No.115/291 dated 24.02.2022. Since then, many clarifications on several aspects of the subject have been issued from time to time.
- 1.3 With a view to consolidate and update the framework of rules/ regulations and all the current instructions on the subject in one place, we put forth the rules of the SVL for staff employees.
- 1.4 The benefit of this revised SVL Scheme will be applicable from the date of approval by the Board.

2. PURPOSE OF SVL:

- 2.1 SVL will be granted to employees of the Bank individually for purchasing Two/ Four-Wheeler vehicles for the bonafide use of the employee and his/her family. SVL can be availed of by an employee for the following purposes:
- 2.1.1 For purchase of new two- wheeler/ four-wheeler vehicles.
- 2.1.2 For purchase of used/ second hand two-wheeler/ four-wheeler vehicles (Age of the proposed vehicle not to exceed 5 years).
- 2.1.3 For purchase of light personal vehicles not requiring heavy duty driving license viz; Jeeps, Vans etc.
- 2.1.4 Vehicles (Two and Four-wheeler) powered by non-conventional sources of energy, such as Battery operated Electric Vehicle/ Conventional Hybrid Electric Vehicle and Plug in Hybrid Electric Vehicle.
- 2.1.5 Reimbursement of **cost of vehicle (as per Para 4)** purchased from own sources, subject to:
- Purchase of New Vehicle.**
 - Purchased Vehicle should not be more than 3 months old;
 - Purchase should be through Cheque/ Card/ Electronic mode only;
 - Obtention of original receipts, invoice, vehicle details and original RC Book (RC Book may be returned after due verification and retaining self-attested copy for Bank's records);
 - It shall be ensured that the vehicle has not met with any accident during the interim period.
 - Verification of payment from the account of the proponent and verification with the dealer about receipt of payment and confirmation that the transaction is not cancelled to be obtained from the dealer and kept on Bank's records.



3. ELIGIBILITY AND QUANTUM OF LOAN:

3.1

	Officer Staff	Award Staff
Eligibility Criteria	Confirmed employees with 2 years of continuous service. Whole-Time Directors (WTDs) and Chief Vigilance Officer (CVO) from the date of their joining. WTDs / CVO shall report to the Central Government about the loan availed and vehicle purchased within one month from the date of purchase of the vehicle by them and loans sanctioned to WTDs / CVO should be reported to the Board.	
NTHP	Total deductions including proposed SVL should not exceed 65% of monthly gross salary.	
Quantum of Loan	1. For purchase of new/ used 2/ 4 wheeler running on conventional source of energy, Conventional Hybrid Electric Vehicle and Plug in Hybrid Electric Vehicle:	
	Upto Scale IV - 90% of cost of vehicle or Rs.20 lakhs , whichever is less Scale V & above - 90% of cost of vehicle or Rs.22 lakhs , whichever is less	Clerks - 90% of cost of vehicle or Rs.13 lakhs , whichever is less Sub Staff - 90% of cost of vehicle or Rs.12 lakhs , whichever is less
	2. For purchase of vehicles which are Battery operated Electric Vehicle:	
	Upto Scale IV - 95% of cost of vehicle or Rs.22 lakhs ; whichever is less Scale V & above - 95% of cost of vehicle or Rs.25 lakhs ; whichever is less	95% of cost of vehicle or Rs.15 lakhs ; whichever is less
Note: In cases, where second or subsequent vehicle purchased by the staff is Electric Vehicle, the quantum of loan as applicable for Electric Vehicles may be considered.		

3.2 SVL shall be extended to such probationers who have completed 2 years of continuous service but whose services have not been confirmed due to reasons such as non-receipt of Police Verification Report/ Caste Certificate or any other requisite document from concerned Government authority(ies), as per their entitlement and if otherwise found eligible.

3.3 **Staff members are eligible to purchase vehicles (Three numbers of Two wheeler vehicles and Three numbers of Four wheeler vehicles) without any individual ceiling for 2 wheeler / 4 wheeler, within the above mentioned fixed quantum of loan under para 3.1.**

3.4 Employees are allowed to avail loans for both Four - wheeler and Two -wheeler simultaneously/ separately to the extent of the overall limit.

Period of **5 years should lapse from disbursement** should lapse for availment of second / subsequent loan for same type / category of vehicle i.e. one two-



wheeler to next two-wheeler loan and one four wheeler to next Four wheeler loan separately. In exceptional cases (accidents, natural calamities, etc.), where Staff Vehicle Loan is requested before the lapse of 5 years, permission from FGM of the concerned FGMO (FGMO of the Zone where loan is proposed to be sanctioned) is required to be obtained and only after the permission is granted, the sanction should be accorded in such cases by the sanctioning authority.

- 3.6 An employee who has already availed an SVL shall be eligible for availing a second / subsequent SVL without the existing vehicle being disposed of/ sold. However, if the vehicle is already disposed of/ sold, it should be ensured that the SVL for the concerned vehicle has been fully repaid. If the vehicle is not disposed of/ sold, it is not necessary to repay the existing SVL in full before availing the second/ subsequent loan. The quantum of SVL in such cases shall be restricted to the difference between his/her loan entitlement and the principal amount outstanding in existing SVL accounts.
- 3.7 Husband and wife working in our Bank are permitted to avail SVL facility either individually or together for purchasing vehicle by clubbing their entitlements. In case of clubbing of entitlements, the vehicle will be counted under the entitlement of both the employees (both the employees would be considered of having availed one vehicle loan under the scheme, refer point 3.3 also).
- 3.8 If eligible limit of an employee is exhausted, the employee may avail composite loan, i.e. additional limit may be financed under the Star Vehicle Loan scheme on the vehicle proposed to be purchased subject to compliance of terms and conditions under both the schemes.

4. MARGIN:

- 4.1 In case of New Vehicle: Minimum 10% on 'On Road Price' uniformly for all limits. On Road Price includes Showroom cost of the vehicle, Road Tax, Registrations, Vehicle Insurance, and Credit Life Insurance excluding cost of accessories.
- 4.2 In case of Second hand vehicles: Minimum 10% margin on depreciated value or value as assessed by a Government authorised valuer or sale consideration whichever is lower. Credit Life Insurance be allowed to be considered under the cost.
- 4.3 In case of Battery Operated Electric Vehicles: Minimum 5% on 'On Road Price' uniformly for all limits. On Road Price includes Showroom cost of the vehicle (inclusive of any Central/ State Government Subsidy), Road Tax, Registrations, Vehicle Insurance and Credit Life Insurance but excluding cost of accessories.
- 4.4 In cases, where staff employees, exchanges the old vehicle during the purchase of a new vehicle, the exchange value as per the quotation given by the dealer may be treated as margin for the new vehicle.



5. RATE OF INTEREST:

- 5.1 5.50% (Simple) for all Limits
- 5.2 Additional 0.10% concession to be given for purchase of Electric Vehicles.

6. DISBURSEMENT:

- 6.1 **Disbursement of SVL shall be made directly to the supplier/ dealer/ vendor of the vehicle. A moratorium of maximum upto 3 months may be granted on request of the staff in case of delayed delivery of vehicle after first / token disbursement of the loan (if any). However, staff should acquire the vehicle maximum within one month from the full disbursement of the loan. Staff applicant(s) should ensure that disbursement is done as per vehicle delivery schedule. Vehicles purchased by the employees should be from the authorized dealers only.**
- 6.2 Before disbursement of the loan, it should be ensured that there is no disciplinary action / legal proceedings initiated/ pending against the applicant employee (in case of minor misconduct, the sanctioning authority may, at its discretion, waive this condition for disbursement of loan).
- 6.3 In case of reimbursement, disbursement shall be made directly to OD/ Salary account of the employee against valid proofs of payment to the dealer.

7. INSURANCE:

It is obligatory on the part of the staff member to take full comprehensive insurance cover of the vehicle every year with Bank Clause during the tenure of the loan. The charges towards the said insurance cover will have to be borne by the concerned staff member.

8. REPAYMENT:

- 8.1 Loan together with interest thereon, shall be repayable in not more than 200 monthly instalments in case of a four wheeler and in not more than 84 monthly instalments in case of loan for the purchase of a two- wheeler and second-hand vehicle. The recovery of the loan will be effected in the following manner:
- 8.1.1 The principal and interest amount of loan for purchase of four - wheeler shall be repayable in 200 monthly instalments to be recovered in the proportion of 3:2. In other words, the principal loan amount will be first recovered in 120 months and interest accrued thereon will be recovered thereafter in the next 80 months.
- 8.1.2 The principal and interest amount of loan for purchase of two - wheeler shall be repayable in 84 monthly instalments to be recovered in the proportion of 5:1. In other words, the principal loan amount will be first recovered in 70 months and interest accrued thereon will be recovered thereafter in the next 14 months.



- 8.1.3 The principal and interest amount of loan for purchase of second-hand vehicle is repayable in 84 monthly instalments to be recovered in the proportion of 5:1. In other words, the principal loan amount will be first recovered in 70 months and interest accrued thereon will be recovered thereafter in the next 14 months.
- 8.2 Instalments towards the recovery of loan shall be adjusted first for recovery of principal amount. Upon repayment of full principal amount, the account should be rephased for deduction of the interest amount.
- 8.3 Interest is to be charged from the date of first disbursement. The amount of interest will be calculated on the balance outstanding on the last day of each month and shall be charged/ debited on a monthly basis.
- 8.4 The facility of repayment upto the age of 65 years WILL NOT be available to an employee who opts for Resignation/ VRS from Bank's services or are dismissed/ compulsorily retired/ removed from service before attaining the age of superannuation and they have to liquidate the entire SVL outstanding at the time of their resignation/ VRS/ removal/ dismissal/ compulsory retirement, failing which the outstanding amount of the loan together with interest thereon shall be charged interest as applicable to general public as decided by the Bank from time to time from the date he/ she has ceased to be in the service of the Bank till its repayment in full. However, the outstanding SVL in case of employees who resign/ opt for VRS from the Bank may be considered for being taken over into Star Vehicle Loan by the competent authority, on a case to case basis as per the eligibility and terms & conditions of Star Vehicle Loan Scheme.
- 8.5 Voluntary Retirement under clause 30 of Chapter V of Bank of India Pension Regulations, 1995, arising out of incapacitation as certified by Bank's panel Doctor, will, however, be permitted to continue SVL upto 65 years of age as per the terms of review sanction in such case.

9. **SECURITY:**

- 9.1 Principal Security - Hypothecation of assets purchased out of Banks finance & charge to be registered with RTO and registered as Personal vehicles.
- 9.2 Comprehensive Insurance of the vehicle with Bank Clause.

10. **PERMISSION FOR SALE OF VEHICLE AVAILED FROM SVL:**

- 10.1 The staff members are allowed to sell the vehicle purchased by availing Staff Vehicle Loan during the repayment period of the said Vehicle Loan only with prior written permission of the sanctioning/competent authority.



11. **SANCTIONING AUTHORITY:**

11.1 Sanctioning Authority under the Scheme shall be as per the General Delegation of Powers for Domestic & Foreign Branches (Credit Matters) & Investments (Domestic & Foreign)" as presently approved by the Board in its meeting dated 27.03.2024, Circulated vide HOBC 118/026 dated 10-04-2024, Annexure I C on Page No. 15 or as amended from time to time.

11.2 In case of WTDs & CVO, MCOM will be the Sanctioning Authority and loan application will be processed by Head Office.

12. **TRANSFER OF VEHICLE LOAN ACCOUNT:**

Vehicle Loan Account shall not be permitted to be transferred from one Branch to another.

13. **LOAN FOR REPAIRS:**

No staff vehicle loan shall be granted for the purpose of repair of vehicle. However, existing staff vehicle loans for repairs shall continue as per the terms of sanction.

14. **LOAN TO PROBATIONARY STAFF EMPLOYEES:**

14.1 Employees on probation shall be eligible to avail SVL for the purchase of a two - wheeler from the date of their joining subject to the following conditions:

14.1.1 Quantum of Loan shall be linked with the Security deposit of the probationer kept with the Bank. For e.g. Staff Clerk has deposited Security deposit of Rs.30,000/- on the day of joining the Bank, accordingly, he/ she shall be eligible to avail SVL for the purchase of two-wheeler to the extent of Rs.30,000/-. Any amount in excess may be availed under Star Vehicle Loan.

14.1.2 Security for Vehicle Loan extended to probationary staff shall be hypothecation of vehicle in favour of the Bank along with pledge of Security Deposit. **Pledge over the Security Deposit may be removed after confirmation of the employee in the Bank.**

15. **REPAYMENT TENURE IN CASE STAFF VEHICLE LOAN IS EXTENDED BEYOND RETIREMENT DATE:**

15.1 Employees are permitted to avail SVL with repayment period beyond the age of retirement. An employee has to avail this loan before the date of his/ her superannuation with repayment period upto the age of 65 years or the repayment period as stipulated for the respective two wheeler/ four wheeler loan, whichever is earlier. Retiring staff should submit their Vehicle Loan applications preferably 30 days prior to their retirement. No request for granting SVL shall be entertained after the date of retirement.



- 15.2 Sanctioning authority while sanctioning the loans with repayment beyond the age of retirement, should be satisfied with regard to the income (pension, regular income from other sources etc.) of the concerned staff employee.
- 15.3 The modalities of repayment of balance outstanding amount, if any, in SVL, upon completion of 65 years of age of an employee who continues their SVL after superannuation, will be as under:
- 15.3.1 The excess amount, if any, be recovered at the time of superannuation itself; or
- 15.3.2 The staff member may offer FDR/ liquid securities acceptable to the Bank towards liquidating the balance amount at the end of 65 years of age; or
- 15.3.3 In case after review of SVL till 65 years of age of the retiree applicant, there is an excess amount (keeping in mind that the total deductions should not exceed the limit of 60%) such excess amount should be paid off by the retiree from his/ her terminal benefits immediately upon retirement.
- 15.4 If the employee ceases to be in Bank's services, after availing the SVL with repayment tenure beyond the superannuation age, due to resignation or due to removal/ CRS/ Dismissal or any other reason, he/ she will not be allowed to continue the SVL and will have to adjust the entire loan.

16. GENERAL GUIDELINES:

- 16.1 The vehicle purchased out of SVL will be hypothecated to the Bank and will be registered with Regional Transport Office to that effect, till the loan amount is repaid in full with interest.
- 16.2 In case of Battery operated Electric Vehicle, Green colored License Plate with white letters for Individual use purpose is mandatory.**
- 16.3 Within the overall limit extended for purchase of Battery operated Electric Vehicle, infrastructure cost for setting-up of a D.C. charging port required for a Battery operated Electric Vehicle may be considered by the Sanctioning authority.
- 16.4 Employees may convert loans availed under the Star Vehicle Loan scheme of our Bank to loan under Staff Vehicle Loan subject to compliance of terms and conditions under both the schemes. Loans availed from other Banks / Financial Institutes cannot be converted to Staff Vehicle Loan.**
- 16.5 **Nominee of the employee for Provident Fund / Gratuity / DCPS shall join as guarantor for executing the document.**
- 16.6 **The application should be submitted by the applicant(s) to the Zone of his/ her current posting.**
- 16.7 In case of a staff member intending to avail Staff Vehicle Loan (additional or new) on the same vehicle on which loan under Star Vehicle Loan scheme has been availed previously, the application should be submitted to the Zone where his / her existing Vehicle Loan (s) are maintained.**

16.8

In case of superannuation, demise, resignation of an employee or any other



case where the account needs to be reviewed or converted to Star Vehicle Loan, the application should be submitted to the Zone of current posting of the employee.

- 16.9 Staff at various Offices like FGMOs, LCBs, ZAOs etc. which are not under the administrative control of the Zones and also in case of various Head Office verticals which are located at different geographical areas (like FEBO Gift City at Gandhinagar, Government Business Department at New Delhi, Transaction Monitoring Department, Lucknow, Data Centre at Navi Mumbai, etc.) should submit the application to the Zone under whose geographical jurisdiction the concerned offices are located. However, sanctioning authority should ensure that the Disciplinary Action Clearance is obtained from the concerned parent Office of the Staff prior to sanction of loan and also it should be ensured that the intimation for deduction of monthly instalments through salary / HRMS should be made to the concerned Salary processing office.
- 16.10 If Husband and wife, both are working in our Bank (posted in different Zones) and the loan is proposed to be sanctioned by clubbing their incomes, in those cases, application may be submitted to the Zone where either of the applicants are posted.
- 16.11 Where an employee sells his vehicle purchased with Bank's loan and applies for a fresh loan for purchase of another vehicle of the same type/ category, apart from fully liquidating the old loan, the surplus sale proceeds must be applied towards purchase of the new vehicle.
- 16.12 If an employee repays the conveyance loan granted to him in the normal course and then applies for a fresh loan for another vehicle of the same type/ category, it will not be necessary for him to utilize sale proceeds of the earlier vehicle.
- 16.13 The amount of fresh loan will be restricted to ceiling provided for in the scheme for grant of loan for vehicle or the estimated cost of the vehicle, whichever is lower, subject to further adjustment of sale proceeds of the earlier vehicle, wherever applicable. However, requisite margin is to be ensured.
- 16.14 No employee of the Bank will be allowed any concessional loan if the total deductions, of any nature from the salary exceeds or is likely to exceed 65% (excluding instalment towards Loan availed under 'Scheme for extending financial assistance to the staff members who have suffered loss on account of natural calamities') and resultant take-home pay is reduced to less than 35% of the total emoluments including the loan proposed to be sanctioned under this scheme in case of serving staff and 40% after retirement at the time of review of SHL, till the currency of the loan.
- 16.15 Promotee officers shall be entitled for SVL as applicable to Officers' cadre upon their confirmation in Officers' cadre.
- 16.16 Award staff members who joined the Bank prior to 18.09.1989 shall continue to be entitled to interest-free Vehicle Loan upto an amount of Rs.25,000/-, as until now.



- 16.17 Sale/ Purchase of second-hand vehicles between relatives of staff members are not allowed. The scope of the term 'relative' shall be as defined under Section 6 of Companies Act, 2013.
- 16.18 If the loan amount is misutilized or if it is found that the amount of sale proceeds of the vehicle is misrepresented/ misappropriated or not deposited with the Bank within the prescribed time as determined by the Sanctioning Authority or any rule regarding grant of such loan is violated, the employee concerned shall be liable for appropriate disciplinary action. Besides this, the Bank shall have right to charge commercial rate of interest on the amount outstanding in the loan account.
- 16.19 Branch/ Office/ Zone where the SVL account is being maintained should ensure that the EMIs are being serviced regularly and the account is in order. It will be the responsibility of the staff to ensure that the account does not slip to SMA/ NPA category during the currency of SVL.
- 16.20 The General Manager (HR) shall issue necessary clarification, explanation or administrative guidelines for implementation of this Scheme.

