

Terms and Conditions of Empanelment:

- a) The ex-officers will be empanelled initially for a period of 2 years. If their performance is satisfactory and depending on their suitability and requirement of the Bank, the period of empanelment will be extended/ renewed for a further period of 12 months or attaining the age of 65 years whichever is earlier keeping in view his/her good health appropriate for the work and level of expertise.
- b) The Bank may cancel/terminate the contract of the empanelment at any time without assigning any reason whatsoever. However, following indicative performance parameters may be used for termination of empanelment:
 - i) The ex-officer is unable to address the assigned works as expected by the Bank.
 - ii) Quality of the assigned work is not up to the satisfaction of the Bank.
 - iii) The Investigating Officer fails in timely completion of Investigation as finally decided by the Bank.
 - iv) The Investigating Officer is found lacking in honesty and integrity.

The Ethics & Business Conduct Department at Corporate Centre, with the recommendations of Circle/ Vertical, shall be competent to de-list and terminate the contract of empanelled officers.

- c) Service Level Agreement (SLA), duly stamped, will be taken from the officials selected for empanelment, as given in Annexure-IB.
- d) Allotment of Investigation assignment:
Controller of the concerned branch/Unit/establishments of Circles / Verticals (CAG/CCG/SARG etc.), can engage an official from the pool of empanelled ex-officers for the purpose under advice to AGM (BCDM) of the Circle. The list of empanelled ex-Officials may be obtained from the Circle / E&BC department at Corporate Centre. The pool of officers should be utilized in such a way that the work of investigation is given to all empanelled officials in an equitable manner and preferably to the locally available ex-officers. In the event of non-availability of requisite skill/specialized officials for a particular case, officers from outside centre may be assigned the Investigation task."

Every investigating official (IO) will be furnished with a suitable letter of introduction which should clearly indicate the authority of the investigating official. He will also be advised the terms of reference of Investigation to the Investigating Officer in writing/email with a copy to the concerned branches/offices. The Investigation Report will be submitted as per the standard format mentioned herein above. While assigning the task, it may be ensured that the ex-officer should not have handled the account(s) during his tenure in the Bank

or headed the Branch/Region in the capacity as Branch Manager/Regional Manager in the past.

After the investigation is completed, the investigating officer should prepare a self-contained report and obtain a receipt. This should be forwarded to the controlling authority. Further processing of the report shall be done by the Bank's regular officers in usual manner.

- e) Maximum number of days allotted for Investigation and submission of report and remuneration to be paid per investigation are as detailed below:

Scale/Grade at the time of retirement	Quantum of Loan & Advance Case	Max. no. of working days	Lump-sum amount per day Without prejudice to pension *
1. For cases related to Advances			Rs.
TEGS-VI	Above Rs 50.00 Crores	As decided by the SAE Ordering Authority	6000
TEGS-VII			7000

*Amount is inclusive of local conveyance.

- f) Conveyance & transportation are payable for outstation investigation work, at the rate as applicable to the grade of the IO at the time of retirement from the Bank's service.
- g) Lodging/Halting Allowances: The Bank will arrange to provide accommodation in Bank's Guest house/Transit house for outstation Investigation work. However, if the same is not available, expenses for accommodation may be reimbursed as per their eligibility in the grade at the time of retirement. Halting/Travelling Allowance will be paid as per their grade at the time of retirement.
- h) Monitoring of Performance: If an IO repeatedly fails to submit the report in time or if the quality of report is found to be below the expected level, Circle/ Vertical will not allot cases to him and seek approval from Corporate Centre for de-listing him.
- i) Training: Suitable training programme is to be organized by STU Department of the circle for retirees to equip them with the latest changing banking scenario, business process and knowledge of the Bank's new business models etc. STU will design a One-Day Workshop Programme, in consultation with the Ethics & Business Conduct Department, for this purpose.
- j) The IO shall disclose during course of investigation process the information relating to any close relatives as defined by the Bank, if found among the accused/persons suspected to be involved.

- k) The IO shall submit the bill for claiming the fee for Investigation, to the SAE ordering authority.
- l) The bill will be credited to the account of ex-officer by debiting to Charges (Sundry Account) after deducting the income tax at source as per the rates mentioned in the Income Tax Rules, as applicable to Advisor/ Consultant/ Facilitator. No advance will be sanctioned against such bill.
- m) No other payment will be made to them in the form of salary/ allowance/ outof-pocket expenses/ conveyance etc.
- n) The Investigating Officers should not use the Bank's name or logo on their signboards, nameplates, visiting cards, stationery etc.
- o) They shall not be have any financial/ administrative powers.
- p) They shall not be given access to Core Banking platform/ intranet etc. However, they can verify the relevant details pertaining to their investigation with the help of the Branch/Business Outfit head or any other authorized officers by the Branch/Business Head.
- q) No medical facilities from the Bank for the retired employee under this category will be provided during the contract period.
