AX-1/ST/HRM/BM/Cir.165/2021-22   **Date: 16.12.2021**

All Branches / Offices of the Bank

Madam / Dear Sir,

Reg: Code of Discipline for Staff Pensioners - Appointment of Disciplinary Authorities (DA) to review cases of staff pensioners as per provision of clause (42) of Bank of Maharashtra (Employees) pension Regulations, 1995

Bank has its Social Media Policy which delineates various guidelines for employees as well retired employees should adhere to. The policy aims at maintaining decorum / discipline and circumvents any attempts of criticism in public. It is not meant to infringe the employee's free speech / expression. The Employees have internal forum available for offering suggestions / making constructive criticism.

However, in case an employee including retired employee, who publishes any official information / memorandum / internal documents etc. & the document involves any derogatory remark against Bank and deteriorate bank's image and involved in disruptive activities in smooth conduct of Business, shall be viewed as a kind of indiscipline towards the organization and appropriate disciplinary action shall be initiated.

Bank has already circulated the schedule of disciplinary Authorities, Appellate authorities and Reviewing Authorities for officer employees as well as award staff employee in terms of Bank of Maharashtra Employees (Discipline and Appeal) Regulations, 1976 & clause 14 of Bipartite settlement dtd. 10.04.2002. However, the regulations doesn't prescribe to appoint disciplinary authorities against the retired staff pensioners.

Board of Directors in its meeting dtd. 25.11.2021 has accorded approval for appointment of various Disciplinary Authorities (DA) as per Clause (42) of Bank of Maharashtra Employee Pension regulation 1995, which denotes -

Pension is subject to future good conduct – "Future Good conduct shall be an implied condition of every grant of pension ".

The schedule of Disciplinary Authorities / Appellate Authorities / Reviewing Authorities details are as under,

STAFF PENSIONERS - AWARD STAFF	
Disciplinary Authority for minor and gross misconducts in respect of workmen staff in both cadre	**Appellate Authority for minor and gross misconducts in respect of workmen staff in both cadre**
(i) Assistant General Manager (HRM), Head Office.	(i) If the case is decided as a Disciplinary Authority by Assistant General Manager (HRM) Head Office, the Appellate Authority in that case shall be Deputy General Manager, HRM, Head Office.
(ii) In absence of Assistant General Manager (HRM) , Deputy General Manager, HRM, Head Office	(ii) If the case is decided as a Disciplinary Authority by Deputy General Manager, HRM, Head Office, the Appellate Authority in that case shall be General Manager, HRM, Head Office.

STAFF PENSIONERS - OFFICERS			
Cadre of officials involved	**Disciplinary Authority**	**Appellate Authority**	**Reviewing Authority**
For officers upto scale III & Executives in scale IV & V)	General Manager, HRM, Head Office	Executive Director holding HR portfolio or in his absence, MD&CEO	Managing Director & CEO or in case he is functioning as appellate authority, the Committee of Board*
Executives in Scale VI	Executive Director holding HR portfolio or in his absence, MD&CEO	Managing Director & CEO or in case he is functioning as disciplinary authority, the Committee of Board *	The Committee of the Board* / Board
Executives in Scale VII	Managing Director & CEO or in his absence, Executive Director holding HR portfolio	The Committee of the Board*	Board

 *Committee of Board will consist of 3 Directors

The contents of the communication shall be circulated among all pensioners and copy of the guidelines should be placed on the notice board of the branch / office for the information of all employees concerned.

Yours faithfully,

(Radhey Shyam Bansal)
General Manager
HRM