

Department : Human Resources

Sub: Enhancement in the limit and modification in the service eligibility for sanction of 4 Wheeler Loans to Clerical Staff and modification in the service eligibility criteria for sanction of 2 Wheeler Loans to Clerical and Sub-staff.

- Ref : 1. H.O.Cir.no.087, Ref. No. 3/19, dt.24.06.1997  
2.H.O.Cir.no.353, Ref. No.20/75, dt. 22.01.2003  
3. H.O.Cir.no.317, Ref.No.3/52, dt. 29.12.2009

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We are pleased to inform that the Board of Directors of the Bank in its meeting held on 06.08.2012 approved the changes in the guidelines with regard to I) Enhancement in the limit and modification in the service eligibility for 4 Wheeler Loans to Clerical Staff and II) Modification in the service eligibility criteria for sanction of 2 Wheeler Loans to Clerical and Sub-staff as mentioned hereunder :

**1. Enhancement in the limit for 4 Wheeler Loans to Clerical staff :**

Existing limit (Rs )	Revised limit (Rs )
3.00 lakhs	4.00 lakhs


**2. Revision in the service eligibility criteria for sanction of 2 Wheeler Loans to Clerical and Sub staff and 4 Wheeler Loans to Clerical staff**

Sl. No	Nature of Loan	Existing eligibility	Revised eligibility suggested
1	Vehicle Loan - 2 wheeler (For Sub staff & Clerks)	Linked to Basic Pay	<b>For Sub staff</b> - On completion of 5 years service as Sub staff <b>For clerks</b> - On completion of 3 years service as Clerk
2	Car Loan (For clerks only)	Confirmed Clerk with 10 years continuous service	Confirmed Clerk with 8 years continuous service

All other existing terms and conditions shall remain unaltered.

The above revision shall come into force with effect from 06.08.2012.

This is one of the items in the agenda of the 87<sup>th</sup> Industrial relations Committee Meeting held with the representatives of the All India Andhra Bank Award Employees Union on 19.06.2012.

  
(R.PADMANABHAN)  
General Manager (HR)