

The scheme guidelines for Empanelment of Banks retired officers in the rank of Scale II/III/IV as Roving officers for monitoring Gold loan portfolio in the Bank as envisaged below:

1. **NAME OF THE POSITION:** Retired officers as Roving Officers for monitoring Gold loan portfolio on contract basis.

2. **JOB PROFILE:**

- The empanelled roving officers will report to Gold loan vertical. They have to conduct surprise verification of branches allotted to them.
- Empanelled officer to verify proper compliance by branches is followed along with procedures, guidelines and regulations as stipulated by Bank from time to time while appraising, sanctioning, disbursing gold loans.

**Empanelled roving officer shall ensure to verify: -**

- records and documentation are maintained as per guidelines.
- Infrastructure /Storage availability of the gold ornaments in place as prescribed
- CCTV coverage at the appraiser area of branch is available.
- Function/recording facility of CCTV with 180 days backup.
- Physical verification of number of gold packets held vis-à-vis gold loans outstanding as on date of inspection.
- Random verification/reappraisal of purity of Gold ornaments pledged with the assistance of the appraiser other than the appraiser who appraised the ornaments at the time of sanction. List of accounts to be reappraised will be given by ZO.
- The empanelled roving officers should complete the assignment as per schedule given by the vertical and to submit the report (Annexure I) to respective Zonal Office immediately after completion of the inspection.

3. **ELIGIBILITY CRITERIA:**

- I. Retired on regular superannuation from our Bank (i.e., Union Bank of India/e-CB/ e-AB) as Scale II/III/IV
- II. No major penalty has been imposed by the bank during last 5 years of their service in the bank and no case is pending against him/her in the bank under officer's service regulations.
- III. No case of CBI/any other law enforcement agency should be pending against the officer.
- IV. Option of only 1 region to be given to retired officer, participating the appointment process.
- V. The retired officers should be stationed at the command area/centre/ cluster or near to the cluster areas where our Bank gold loan portfolio of the branch/es are located.

4. **AGE:** The maximum age limit for empanelment at the time of application will be up to 68 years.

5. **REMUNERATION:**

- Based on the requirement and necessity, empanelled officers will be allotted maximum 10 branches per month. However, the quantum of remuneration will be as per number of the branches inspected and reports submitted thereof.

**Remuneration per Branch:**

1. Branches having up to 2000 loan a/cs	₹2000 per branch
2. Branches having more than 2000 loan a/cs and up to 4000 loan a/cs	₹2500 per branch
3. Branches where gold loan accounts are more than 4000	₹3000 per branch

- Empanelled roving officers are not eligible for TA & DA other than the remuneration mentioned above.
6. **ACCOUNTABILITY:** If the Retired officers appointed as Roving officers, any serious acts of omission or commission are noticed in their working, their appointments may be cancelled by giving them reasonable opportunity to be heard and GM of Gold Loan vertical is competent authority to deal with.
  7. **TENURE:** Empanelment will be for a period of one year initially. The Empanelment will be renewed/reviewed on an annual basis and can be further continued based on the satisfactory performance. Such annual renewal of empanelment can be considered up to a maximum age of 68 years. Maximum age of Roving Officer shall not exceed 68 years.
  8. **SELECTION PROCESS:**
    - I. Retired officers will have to submit the applications online only. (Web portal)
    - II. The applications will be scrutinized based on the stipulated eligibility criteria by the screening committee and selections will be done by selection committee. \* In case of tie between the candidates on the marks obtained, rank will be decided based on date of birth, number of years of services.
    - III. The list of empanelled officers will be shared with Gold loan vertical. The Gold Loan vertical will allot the assignment of monthly/ quarterly surprise verification to the empanelled officers through Zonal Office. Empanelled officer should not have worked in those branches for the last 5 years from the date of empanelment.
  9. **TERMS & CONDITIONS:**
    1. The engagement of retired officers in the Bank shall not be considered as a case of re-employment in the Bank.
    2. The bank may cancel / terminate the contract of engagement at any time without assigning any reasons whatsoever with an option of 30 days' notice period or payment /surrender of remuneration in lieu thereof.
    3. The Retired Officer so empanelled shall be working at the assigned branch/es and other units under the supervision of the Regional Head within the overall control of Zonal Head.
    4. The Retired officer shall not accept any assignment with any other organization during the period of their engagement in the Bank.
    5. The engagement shall be on the contract basis without prejudice to the pension of the Retired Officer.
    6. The tenure of the Empanelment will be for a period of one year initially. The Performance will be reviewed on an annual basis and empanelment can be further renewed based on the satisfactory performance. Such annual renewal of empanelment can be considered up to a maximum age of 68 years.
    7. The Retired officers empanelled based on the requirement and necessity, empanelled officers will be allotted maximum 10 branches per month.
    8. The Retired official will undertake that he/she will not sub-contract/sub-assign the given assignment.
    9. Incomplete application or application without requisite enclosures will not be entertained.
    10. Only those applications which are submitted on-line will be considered (online application as Annexure II). Hard copies received through post/courier/by hand or through email will not be entertained.

11. The submission of application or receiving order for empanelment does not confer any right to applicant to claim for entrusting of work mandatorily by Bank.
12. The Retired Official selected for the assignment as roving officer should maintain good health.
13. The Retired Official empanelled for the assignment as roving officer shall not be eligible for claiming reimbursement of medical or any other benefits during the engagement period.
14. The retired officer shall not be assigned branches where he/she worked in those branches for the last 5 years from the date of empanelment.
15. The retired officers shall not exercise any administrative / financial powers during the period of engagement.
16. The empanelled Retired Officers shall be paid remuneration as specified above without prejudice to the pension.
17. No Conveyance Allowance/ Travel allowance will be paid.
18. No halting allowance will be paid.
19. The assignment period will not be reckoned as service for the purpose of superannuation benefits / PF / Bonus etc.
20. Income-tax or any other tax liabilities on remuneration will be deducted as per prevailing rates in the relevant Tax Rules.
21. The empanelled retired officials are required to follow the time norms for completing the Monthly/quarterly assignment in submission of the reports. In case of undue delay in submission of monthly/quarterly surprise report, 10% remuneration will be deducted without any further reference.
22. The assignment will be subject to review on quarterly basis for the quarters March, June, Sept and December by the Zonal Heads concerned. In case of unsatisfactory performance for two consecutive quarters, the assignment will be cancelled even before the completion of the period of assignment. The General Manager, Gold loan vertical will be the competent authority for such cancellation.
23. Name of the empanelled retired official may also be struck off from the Bank's panel in case he/she expresses inability to continue on the panel due to genuine personal grounds or upon his/her resignation, General Manager, Gold loan vertical will be competent authority for such delisting from the empanelment.
24. The empanelment for the assignment as roving officer can be terminated by either party to the contract by giving one month's notice in writing by duly acknowledged by the other party.
25. The ensuing process of Empanelment of Retired Officers for the assignment as Roving Officer is the sole discretion of selection committee at Central Office, Mumbai and no correspondence / e-mail in this regard shall be entertained.
26. Any modifications in the selection process if required, may be introduced/implemented with the permission/approval of The Executive Director, who is in-charge of the portfolio of A&I Vertical/Gold Loan Vertical.
27. Administrative guidelines if any to be issued, clarifications to be given, for resolutions of any grievances on the scheme provisions, the General Manager, Gold loan vertical will be the Competent Authority.

