



পূবালী ব্যাংক পিএলসি
PUBALI BANK PLC.

Human Resources Division

Head Office

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PBPLC/HO/HRD/INSTRUCTION CIRCULAR NO. 2324

Date: 26 September, 2024

All Branch Incumbents, All Regional Managers,
All Division Heads of Head Office, Head of Islamic Banking Wing,
The General Manager, Principal Office, Chattogram/Sylhet,
The Managing Director, Pubali Bank Securities Ltd.,
The Principal, Pubali Bank Training Institute,
Pubali Bank PLC., Bangladesh.

Sub: PAY SCALE - 2024

Dear Sir,

We are pleased to inform that the Board of Directors in its 1446th Meeting held on 25 September 2024 approved the Pay Scale - 2024 for regular employees of the Bank as under:

SL	Post	Pay Scale (In Taka)
1.	General Manager	1,54,000 – 7,700 – 2,69,500
2.	Deputy General Manager	1,13,000 – 5,500 – 1,95,500
3.	Asst. General Manager	78,000 – 4,000 – 1,38,000
4.	Sr. Principal Officer/ Sr. Principal Officer (Computer)	60,000 – 3,400 – 1,11,000
5.	Principal Officer/ Principal Officer (Computer)	49,500 – 2,800 – 91,500
6.	Sr. Officer/ Sr. Officer (Cash/ Computer/ Engineering)	36,500 – 2,200 – 69,500
7.	Officer/ Officer (Cash/ Engineering/ Security/ Computer)	29,750 – 1,750 – 56,000
8.	Jr. Officer/ Jr. Officer (Cash/ Computer/ Security)	23,500 – 1,400 – 44,500
9.	Dy. Junior Officer (Cash) & Equivalent	19,500 – 950 -
10.	Asst. Junior Officer (Cash) & Equivalent	18,500 – 900 -
11.	After completion of 15 years of satisfactory service Driver/ Sr. Armed Guard/ Caretaker/ Technician	24,250 – 850 -
12.	Driver/Sr. Armed Guard/ Caretaker/ Technician	13,750 – 800 -
13.	Armed Guard/ Sr. Messenger-Cum-Guard	13,000 – 750 -
14.	Messenger-Cum-Guard/ Helper	12,250 – 700 -

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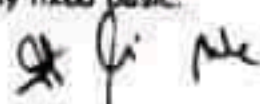


ANCILLARY BENEFITS OF PAY SCALE - 2024

Sl.	Designation	House Rent Allowance (% on basic)	House Maintenance Allowance	Medical Allowance	Lunch Subsidy	Leave Fair Assistance	Conveyance Allowances	Washing	Provident Fund Bank's Cont. (% on basic)
1	GM	60	16,000	15,500		15,000			10
2	DGM	60	13,000	12,500		10,000			10
3	AGM	60	10,000	9,500		7,500			10
4	SPO	60	8,000	7,000		3,500	3,000		10
5	PO	60	6,500	5,500		3,500	3,000		10
6	Sr. Officer	60	5,500	4,900		3,500	3,000		10
7	Officer	65	2,500	4,800		3,500	3,000		10
8	Jr. Officer	65	2,500	4,200		3,500	3,000		10
9	Dy. Junior Officer	65	2,500	4,000		3,500	3,000		10
10	Asst. Junior Officer	65	2,500	4,000		3,500	3,000		10
11	<u>After completion of 15 years of Satisfactory Service</u> Driver/ Sr. Armed Guard/ Caretaker/ Technician	65	2,500	2,800	3,000		3,000	1,000	10
12	Driver/Sr. Armed Guard/ Caretaker/ Technician	65	2,000	2,300	3,000		3,000	1,000	10
13	Armed Guard/ Sr. Messenger-Cum-Guard	65	2,000	2,300	2,700		3,000	1,000	10
14	Messenger-Cum-Guard/ Helper	65	2,000	2,300	2,700		3,000	1,000	10

Implementation of Pay in the New Scale - 2024:

1. The new pay scale - 2024 shall come into effect from **01 October 2024** for the regular employees of the Bank.
2. Income Tax of the employees shall be borne by employees themselves.
3. Special allowance, technical allowance, if any, sanctioned by the Board to any Executive/ Officer of the bank shall continue as usual.
4. Other existing benefits/facilities i.e., transport with fuel, newspaper telephone, mobile bill as applicable, shall continue as usual.
5. Provident Fund will be deducted as per Bank's rule.
6. **Adjustment of pay in the Pay scale-2024:** Initially the new basic will be fixed as per service rule by adding increment(s) as slab benefit, if required. To achieve at least **16%** increase in old gross salary as of 30 September 2024, required number of increment(s) will be added to the newly fixed basic.





7. Employees under suspension and those who have submitted resignation, which is under process for finalization on or before 30 September 2024, shall not come under the purview of the new pay scale. In case of suspension, they may be bought under the purview of the new scale if reinstated subsequently.
8. Those who are in PRL on 01 October 2024, their salary and allowances will be disbursed under new Pay Scale after fixation of the basic as usual and their service benefits will also be calculated as per new scale.
9. Entertainment facility, exclusive of VAT, for the rank of General Manager, Deputy General Manager and Assistant General Manager @ Tk. 10,000/-, Tk. 6,500/- and Tk. 5,000/- respectively per month will be paid through reimbursement against expenditure. This facility is not part of pay and will be utilized for business promotion.
10. Monthly Charge Allowance is to be paid as below:

Role	Amount
Regional Managers	Tk. 3,500/-
Corporate Branch Managers	Tk. 3,500/-
Operation Managers (Corporate branch)	Tk. 2,500/-
Branch Managers (other than Corporate)	Tk. 2,500/-
Sub-Branch / IBW Managers	Tk. 2,000/-
Operation Manager (other than Corporate)	Tk. 1,500/-
Cash in Charges (Corporate Branch)	Tk. 2,000/-
Cash in Charges (other than Corporate)	Tk. 1,500/-

11. Salary & Wages for 89 days basis Messenger & Helper and daily basis Helper will be paid as below:

Designation	Salary (Tk.)	Festival Bonus
89 days Messenger (above 5 Yrs.) (Consolidated)	25,500	12,750 x 2
89 days Messenger (below 5 Yrs.) (Consolidated)	25,000	12,500 x 2
89 days Helper (above 5 Yrs) (Consolidated)	25,500	12,750 x 2
89 days Helper (below 5 Yrs) (Consolidated)	25,000	12,500 x 2
Daily basis Helper-Divisional City, Gazipur & N.Gonj	1,050/day	12,000 x 2
Daily basis Helper-District City	950 /day	10,500 x 2
Daily basis Helper-Others	850 /day	9,000 x 2

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12. The consolidated monthly salary for drivers hired by the entitled executives will be equivalent to the gross of Bank regular drivers initial pay (without PF) i.e. Tk. 33,988/- 2 (two) festival bonuses will be equivalent to one month's gross salary (i.e. 16,994 + 16,994). Their salary and bonuses must be disbursed through their personal accounts.

Instructions:

- 1) Branch Managers and Regional Managers are advised to disburse the salary & allowances to all categories of employees, excepting those who are under suspension and submitted resignation, duly fixing up the basic as per above guidelines of pay scale-2024. Pay fixation Template is enclosed in EXCEL form.
- 2) Regional Managers will collect the fixation sheets from their respective branches and send it in a lot along with the sheets of their own offices as per enclosed pro-forma for each employee duly filled in and signed to Human Resources Division, Head Office, Dhaka as early as possible.
- 3) The heads of Principal Office, Chattogram & Sylhet and the Incumbents in-charge of Corporate Branches will follow the above guidelines and send all fixation sheets of their respective office/branches after disbursing salary & allowances direct to Human Resources Division, Head Office, Dhaka as early as possible.
- 4) Central Accounts Division will disburse the salary & allowances to all categories of employees working at Head Office under New Pay Scale-2024 as per above guidelines.
- 5) The Division Heads will send fixation sheets under their jurisdictions in duplicate duly filled in and signed to Human Resources Division, Head Office, Dhaka immediately.
- 6) This Circular supersedes previous circular No. PBLHO/HRD/INSTRUCTION CIRCULAR NO. 2122 dated 29.06.2022.

Management expects that implementation of the new pay scale will be motivational for the employees. It is more likely that they should work harder with enthusiasm and commitment to increase and expand the business and profitability of the Bank to a new height.


(Mohammad Ali)
Managing Director
