

ANNEXURE 2 (A)**TERMS AND CONDITIONS FOR RECRUITMENT OF RETIRED PERSONNEL AS BUSINESS CORRESPONDENT FACILITATOR (BCF) AT DSH**

S.No.	Particulars	Remarks
i)	Proposal for engagement	Engagement of retired officials for CSP visit/Coordination at DSH/FI DSH. 75 CSPs to be allotted to each BCF.
ii)	Engagement type	Engagement for full time works.
iii)	Eligibility	Retired Officers from Scale I to V of SBI & e-Abs and Retired Offices of other PSBs on Contract Basis.
iv)	Process of engagement	a. Obtention of in principle approval from MD (R & DB) b. Approval from CHRC (through Personnel Mgmt. Deptt-PMD). c. After getting necessary approval, the user department will arrange for selection as per the laid down process outlined in the approved policy.
v)	Period of engagement	Two-years subject to annual review
vi)	Income Tax	Income tax and any other tax liabilities on remuneration will be deducted as per prevailing rate (s) mentioned in the IT Rule.
vii)	Identification of role / responsibilities / Job profile BCF FOR CSP Visits at DSH	1. Inspect and monitor the activities at CSPs/BCs at regular intervals i.e. at fortnightly intervals (Proposed monthly). BCF are supposed to do one financial/ non-financial transactions through AEPS or Micro ATM and will submit the report through online portal. 2. To ensure issuance of printed receipts to the customers and oversee the fund handling at CSP outlets. 3. Ensure maintenance of registers. 4. Provide guidance and training to the CSPs on banking

		<p>practices and improve compliance report of BCs / CSPs on various Bank's instructions.</p> <ol style="list-style-type: none"> 5. Escalate operative issues of CSPs to higher authority. 6. Ensure resolution of CSP issues quickly. 7. Provide feedback to DSH team to improve efficiency of BC channel. 8. Send alerts to CM (FI Channel) at DSH on critical issues. 9. Improve financial literacy training to BCs / CSPs in handling of new products. 10. Conduct due diligence on new BCs / CSPs. 11. Activating inactive BCs / CSPs. 12. Report instances of CSPs marketing products that compete with our Bank products. 13. Accelerate linking of Aadhar, Mobile seeding in FI account. 14. Monitor activation of Micro ATMs supplied to BCs for issuance of Green PIN and activation of RuPay Cards. 15. Persuasion of CSPs for acquisition of the Debt Recovery Agent (DRA) qualifications to supplement the Bank's recovery efforts.
viii)	Remuneration Matrix -BCF	<ol style="list-style-type: none"> i) For retired staff (Scale I to Scale III) including officers of other PSBs.), appointed as Business Correspondent Facilitator (BCF), for CSP visits Rs 30000/- plus Rs 6000/- as travel expenses per month. ii) For retired staff (Scale IV to Scale V) including officers of other PSBs.), appointed as Business Correspondent Facilitator (BCF), for CSP visits Rs 35000/- plus Rs 6000/- as travel expenses per month.

Criteria	% of CSPs Visits	Remuneration details
Each CSP is to be visited by the BCF every month. CSPs not visited in the previous month need to be necessarily visited in the current month else only 50% remuneration will be paid.	90% and more visits at allotted CSPs	Full remuneration
	80% and upto 90% visits	80% of the remuneration
	70% and upto 80% visits	70% of the remuneration
	Below 70% visits	50% of the remuneration

Remuneration to BCFs to be paid in the first week of the following month. BCF will be required to provide certificate detailing the CSP visits done by him during the month and submit it on the last date of the month.

Further, if CSP visits by BCF is less than 70% for 2 months, letter to be issued giving notice of 1 month and thereafter the services of BCF will be terminated.