

GOVERNMENT OF MEGHALAYA
FINANCE (ESTABLISHMENT) DEPARTMENT, SHILLONG.

No.FEG.29/2002/223

Dated Shillong, the 27th November, 2012

ORDER BY THE GOVERNOR
NOTIFICATION

The State Government has executed an Memorandum of Understanding (MoU) with the State Bank of India on the 16th November, 2012 for extension of the SBI's State Government Salary Package scheme to the State Government employees banking with SBI in the State. The period of the MoU is initially 3 (three) years which may be extended for a further period of 3 (three) years or as mutually agreed by both the parties.

The essential features of the Memorandum of Understanding is as below :

1. The salary of State Government employees opting for SGSP scheme shall be credited to their respective SGSP accounts through the Treasuries of the State. Treasuries shall issue treasury advices at least 3 (three) days in advance of the due date. The Advices shall be in hard copy as well as soft copy as per format to be mutually decided by both parties.
2. SBI shall credit the salary of State Government employees having SGSP account in various branches SBI by the first working day of the month or on dates to be notified by Finance Department.
3. All other sundry Government payments during the month shall likewise be credited to the employee's account as authorized by the pay and account offices of Government of Meghalaya. In case of a failed transaction, the respective pay and accounts offices shall be informed likewise within 2 (two) working days.
4. SBI shall run a check band on Name and Account No. in respect of such employees and shall ensure that the salary is promptly credited to respective accounts and available for withdrawal at the commencement of the normal banking hours on the scheduled date of disbursement of salary.

In cases where a particular transaction do not go through due to one reason or the other, SBI shall inform the pay and accounts offices and forward a list of the employee(s) included in such transaction along with the reason thereof within 48 hours/2 (two) working days after the scheduled date of disbursement SBI shall endeavour to ensure that cases are not returned for frivolous reasons.

5. SBI shall not charge any commission or service charge from either the individual or the State Government for the services.

6. Features and facilities of SGSP scheme for SBI salary account holders

- ✓ Zero Balance account
- ✓ Lifetime unique account number.
- ✓ Usage of the SBI ATM network free of charge.
- ✓ Usage of other banks ATMs free of cost subject to RBI regulations as applicable from time to time.
- ✓ Preferential allotment of safe deposit lockers, subject to availability.
- ✓ **Personal Accidental Insurance (Death) cover, as per Bank's scheme at Bank's cost valid up to 31.12.2012, as detailed below.**

7. Additional facilities - The following additional facilities will also be provided by SBI to the SGSP account holders, depending upon the category of account.

A. Category of SGSP Account holder	Class-4	Class-3	Class-2	Class 1
	For Group IV Employees drawing basic pay of Rs.12700/- and below.	For Group III employees drawing basic pay above ,Rs.12700/- but below Rs.14700/-	For Group II employees drawing basic pay above Rs.14700/- but below Rs.26700/-	For Executives, Senior Officers and Grade I employees drawing basic pay above Rs.26700/-.
B. ATM cum Debit Card facility, including Supplementary Card for Joint Account holder	Silver <ul style="list-style-type: none"> • Domestic Card. Maestro • Free of charge • No annual maintenance charges. 	Gold <ul style="list-style-type: none"> • International Gold Debit Card. (Master Card or Visa) • Free of charge • No annual maintenance charges. 	Diamond <ul style="list-style-type: none"> • International Gold Debit Card. (Master Card or Visa) • Free of charge • No annual maintenance charges. 	Platinum <ul style="list-style-type: none"> • International Platinum Debit Card. (Master Card or Visa) • Free of charge • No annual maintenance charges.
C. Transaction at ATM	Any number of transactions subject to a maximum limit of Rs.40000/- per day.	Any number of transactions subject to a max. of \$ 1,000 per day (Rs.50000/- in India) for International Card	Any number of transactions subject to a max of \$ 1,000 per day (Rs.50000/- in India) for International Card.	Any number of transactions subject to a max of \$ 2,000 per day (Rs.100000/- in India) for Platinum International Card

D. Transfer of funds between SBI branches.	<ul style="list-style-type: none"> • Free for SGSP account holder • Charges to beneficiary account holder for transaction above Rs.20,000/- as applicable. 	<ul style="list-style-type: none"> • Free for SGSP account holder • Charges to beneficiary account holder for transaction above Rs.20000/- as applicable. 	<ul style="list-style-type: none"> • Free for SGSP account holder • Charges to beneficiary account holder for transaction above Rs. 20,000/- as applicable. 	<ul style="list-style-type: none"> • Free for SGSP account holder • Charges to beneficiary account holder for transaction above Rs. 20,000/- as applicable.
E. Multi City Cheque facility payable at par at all Branches with a Cap of Rs 2 lac per cheque)	Available Charges : NIL Transactional Charges : NIL	Available Charges : NIL Transactional Charges : NIL	Available Charges : NIL Transactional Charges : NIL	Available Charges : NIL Transactional Charges : NIL
F. Cheque Book	Unlimited & free (Except for bulk requirement for EMIs payable to other banks/ FIs/NBFCs)	Unlimited & free (Except for bulk requirement for EMIs payable to other banks/ FIs/NBFCs)	Unlimited & free (Except for bulk requirement for EMIs payable to other banks/ FIs/NBFCs)	Unlimited & free (Except for bulk requirement for EMIs payable to other banks/ FIs/NBFCs)
G. Passbook	Yes Free updating at Non Home Branches	Yes Free updating at Non Home Branches	Yes Free updating at Non Home Branches	Yes Free updating at Non Home Branches
H. <u>Saving Plus</u> Auto Sweep Facility	Threshold amount: Rs.15000/-. TDRs/STDRs to be created for a minimum amount of Rs.10,000 and in multiple of Rs.1,000 in any one instance.	Threshold amount : Rs15000/-. TDRs/STDRs to be created for a minimum amount of Rs.10,000 and in multiple of Rs.1,000 in any one instance.	Threshold amount : Rs.15000/-. TDRs/STDRs to be created for a minimum amount of Rs.10,000 and in multiple of Rs.1,000 in any one instance.	Threshold amount : Rs15000/-. TDRs/STDRs to be created for a minimum amount of Rs.10,000 and in multiple of Rs.1,000 in any one instance.
I. Utility Bill Payments through Internet	Free of Cost (as per the present scheme)	Free of Cost (as per the present scheme)	Free of Cost (as per the present scheme)	Free of Cost (as per the present scheme)
J. Concession in locker charges	Nil	Nil	Nil	25% as applicable for SBI Vishesh
K. Interest concession on personal segment loans	Express Credit – 0.50% less than the card rate.	Express Credit – 0.50% less than the card rate	Express Credit – 0.50% less than the card rate	Express Credit – 0.50% less than the card rate

L. Concession in margin requirement	5% on Home Loan (upto Rs. 50 lakh only) and Car Loan (for new Cars only)	5% on Home Loan (upto Rs. 50 lakh only) and Car Loan (for new Cars only)	5% on Home Loan (upto Rs. 50 lakh only) and Car Loan (for new Cars only)	5% on Home Loan (upto Rs. 50 lakh only) and Car Loan (for new Cars only)
M. Processing charges on Personal segment loans	Housing- 50% of the applicable Card rates Car Loan – Rs 500/- per application Xpress Credit - 50% of the applicable Card rate	Housing- 50% of the applicable Card rates Car Loan – Rs 500/- per application Xpress Credit – 50% of the applicable Card rate	Housing- 50% of the applicable Card rates Car Loan – Rs 500/- per application Xpress Credit – 50% of the applicable Card rate	Housing- 50% of the applicable Card rates Car Loan – Rs 500/- per application Xpress Credit – 50% of the applicable Card rate
N. Mode of Repayment	Check- off facility/Standing Instructions on Salary Account with 6 Post dated cheques .			
O. Security	Waiver of interim security in case of delayed mortgage where check off is available	Waiver of interim security in case of delayed mortgage where check off is available	Waiver of interim security in case of delayed mortgage where check off is available	Waiver of interim security in case of delayed mortgage where check off is available
<ul style="list-style-type: none"> Loan shall be sanctioned to SGSP account holder subject to fulfillment of eligibility criteria and the terms and conditions prescribed by SBI. The Loan amount shall be based on the Equated Monthly Installment / Net Monthly Income (EMI / NMI) percentage and shall not exceed the prescribed norms stipulated by the Bank. Concessional rates apply to Card rates only and shall not apply to the rates during the campaign period. The concession on Express credit Loan will be available up to 31.12.2012 and will be continued thereafter subject to review. Margins after concession should not be less than 10%. The margin on Housing Loan will be in line with risk based premium/discounted interest rates 				
P. EZ trade (3-in-one account) : demat, share trading and Saving Account	1 st year Demat account opening Charges @ Rs 400/- waived	1 st year Demat account opening Charges @ Rs 400/- waived.	1 st year Demat account opening Charges @ Rs 400/- waived	1 st year Demat account opening Charges @ Rs 400/- waived
Q. Gold Coin	1% concession on card rate for purchase of 2,4,5,8,10,20 and 50 gm denominations. An additional concession of 0.5% on card rate will be available during festivals/Campaigns. Total concession not to be exceeds 1.5% on card Rates.			

R. Personal Accidental Insurance (Death) cover	Rs. 1 lac personal accident insurance cover	Rs.5 lacs personal accident insurance cover	Rs. 5 lacs personal accident insurance cover	Rs.5 lacs personal accident insurance cover
The Personal Accidental Insurance (Death) cover is valid up to 31.12.2012 and will be reviewed thereafter.				

S. Personal Accident Cover and Purchase Protection coverage

- i) The PAI Cover will be available only to SGSP ATM card holder.
- ii) Only Debit cards issued to the Primary Account Holders are covered.
- iii) In case of multiple cards issued to a single account number, only one card will be taken in to consideration.
- iv) In case of (iii) above, if the account holder has been issued more than one ATM Card and such cards are different categories e.g. Domestic Card, International; Gold ATM Cards, International Platinum Cards etc, then only the highest card variant shall be covered.
- v) In case of multiple account related to a single CIF, only one account will be taken into consideration.

T. Lost/Theft/damage

(a) Card Liability. International Platinum Card holder will enjoy Lost Card Liability Coverage up to Rs 50,000/-

(b) Purchase Protection up to Rs. 5000/- per card – In case of theft/damage of the goods purchased on the Debit Card, insurance up to a maximum of Rs. 5000/- is available to domestic and Gold International ATM cards holders up to 60 days from the date of purchase or expiry date of the policy, whichever is earlier. Claim is to be submitted to and settled by the Insurer Company providing cover and Bank shall have no liability towards any claim/dispute.

8. **Employees of the State Government** drawing salary through account payee system and **banking with SBI** may avail the SGSP scheme by submission of an option in prescribed format at *Annexure I* to convert their salary account to SGSP accounts.
9. **Employees of the State Government** drawing salary through account payee system and **banking with non-SBI banks** may also avail the scheme after opening account with SBI subject to condition in para 10 below.

10. No Objection Certificate for opening SBI account/ SGSP account

For employees banking with Non-SBI Banks, SBI and Controlling Officers/Drawing and Disbursing Officers shall ensure that employees shall have to obtain an No Objection Certificate from respective banks (to which their salary is being credited presently) before entertaining application for opening new account for SBI account/SGSP account.

11. In case of an employee desiring to opt out from the SGSP scheme or to switch to another Bank in respect of credit of salary, such employees shall have to obtain No Objection Certificate (NOC) from SBI as per Annexure II.

12. The Drawing and Disbursing Officers shall inform the Treasuries for each and every case under paras 8 and 9. In respect of cases under para 9, the Drawing and Disbursing Officers shall also have to enclose a certificate that the condition under para 10 has been complied.

13. State Government employees desiring to avail Person Accidental Insurance Cover under para 7.R of the Scheme shall have to exercise action as under paras 8 or 9 within the 15th December 2012..

14. This order comes into effect from the 16th November 2012.

D. Mukhim
(D. Mukhim)

Under Secretary to the Govt. of Meghalaya,
Finance Department.

Memo No.FEG.29/2002/223-A

Dated Shillong, the 27th November, 2012

Copy to:-

1. The PS to the Hon'ble Chief Minister of Meghalaya, for the information of the Chief Minister.
2. PS to the Chief Secretary, Government of Meghalaya for the information of the Chief Secretary.
3. PS to the Additional Chief Secretaries to Government of Meghalaya, Finance Department, for the information of the Additional Chief Secretary.
4. All Administrative Departments.
5. All Heads of Departments. They are requested to circulate copy of the Notification to all Subordinate/Controlling/Drawing & Disbursing Officers.
6. All commissioners of Divisions.
7. All Deputy Commissioners.
8. The Director of Accounts and Treasuries, Meghalaya.
9. All Treasury Officers, for information and necessary action.

By Order, etc.,

D. Mukhim
(D. Mukhim)

Under Secretary to the Govt. of Meghalaya,
Finance Department.

**CARE: APPLICATION TO BE TAKEN FROM ALL ACCOUNT HOLDERS,
WHETHER NEW OR CONVERTED**

The Branch Manager
State Bank of India
_____ Branch

Dear Sir,

**REQUEST FOR CONVERSION OF SB ACCOUNT TO SGSP – ACCOUNT
AND AUTO SWEEP FACILITY**

I maintain a Saving Bank account with your branch and the account number is _____.
I am presently employed as _____ with _____.
_____ and my employee/ personal Number is _____.
My present address is appended below which may please be incorporated in your records for
which I am enclosing a certificate/ letter issued by my employer.

In addition I am enclosing a copy of _____ (*any one of Passport, driving
licence, PAN Card, Voter's Identity Card, etc. or utility bills such as telephone bill, Bank
account statement, Electricity bill etc.*) satisfying the KYC norms as prescribed by your Bank/
RBI.

2. In this connection I request that my existing account be converted into a State Government
Salary Package account with all its special features.

3. As regards converting my account to Savings Plus account: (Please tick in the appropriate
box)

a. I do not wish to avail of this facility **OR**

b. I request you to convert my savings account into a Savings Plus account.

In case the response is b:

I request you to allow me auto-sweep facility in the said account, should the balance in
my account exceed Rs. _____ (please indicate an amount of Rs.15, 000/- or
above) as at the end of the day of **(please tick)** on a weekly basis, each _____
day (e.g. Monday or Tuesday oretc), every week **OR** On monthly basis
_____ (e.g. 1st or 2nd or 3rd or etc) of every month beginning from
_____ (dd/mm/yy)

I authorize you to transfer the excess amount to a Multi Option Deposit (TD/STD) **(please tick)**
for a period of _____ month/ year(s). I understand that this auto sweep will be done for a
minimum amount of Rs.10, 000/- and in the multiples of Rs.1, 000/- at any one instance. Further,
under the reverse sweep facility for breaking of Multi Option Deposit, I authorize you to break
the Multi Option Deposit by following the principle of **(please tick)** "Last in First Out" **OR**
"First in First Out". .

I confirm that I have read and understood the Terms and Conditions of Savings Plus Account.
Payment of proceeds, as well as nomination for the term deposits so made would be as per my/
our Savings Plus Account with you, by debit to which the Multi Deposits would be created.

4. Since I am presently posted at / is being posted to _____ I request that my account
should be transferred to _____ Branch of SBI for ease of operation. (Strike out if not
applicable).

Yours faithfully,

The Branch Manager
State Bank of India

_____ Branch

Acknowledged Receipt

.....
(Signature of Branch Manager with
Signature Number and Branch Stamp)

Date of Receipt
.....

Dear Sir,

**STATE GOVERNMENT SALARY PACKAGE - REQUEST FOR ISSUANCE OF
NOC TO TRANSFER SALARY FROM SGSP ACCOUNT WITH SBI TO
ANOTHER BANK**

1. I maintain a SGSP SB account with your branch and the account number is
_____. I am presently employed as _____ with Govt. of
Meghalaya in Department as _____. My present address is

2. I request you to issue me a No Objection Certificate as I desire to change my salary bank
from where I draw my monthly salary i.e. SBI _____ Br to
_____ Bank for the following reason:

3. I further declare that I have no loan(s) outstanding with SBI.

Yours faithfully,

Date:

Place:

Name:
(with Designation and Department)

Address: