

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF FINANCIAL SERVICES  
**RAJYA SABHA**  
**UNSTARRED QUESTION NO.2465**

TO BE ANSWERED ON 8<sup>TH</sup> AUGUST, 2017/ SRAVANA 17, 1939(SAKA)

**Launch of work from home facility by SBI**

**2465. SHRI SANJAY RAUT:**

Will the Minister of FINANCE be pleased to state:

(a) whether State Bank of India has adopted a new policy to enable its employees to work from home by using mobile computing technologies/ devices to increase the employee productivity, if so, the details thereof and Government's response thereto; and

(b) whether Government is considering to implement this policy in its other financial departments/ institutions, if so, the details thereof?

**ANSWER**

**The Minister of State in the Ministry of Finance  
(Shri Santosh Kumar Gangwar)**

(a): Yes Sir, State Bank of India (SBI) has informed that it has introduced 'Work from Home Policy' for permanent Officers in the Bank. The details of the Policy are **annexed**.

(b): At present, no such proposal is under consideration of this Department.

\*\*\*\*\*

**Work from Home Policy in SBI**

- (i)** The facility can be availed occasionally up to 5 days a month or for a longer duration, subject to approval by the Competent Authority not less than officers in the grade of TEGS-VI i.e. Deputy General Manager/TEGSS-I i.e. Chief General Manager.
- (ii)** Job profiles covered have clear defined deliverables, which can be remotely measured and which requires minimal dependency of the job- on physical presence, on data/documents/system/infrastructure of the Bank, on vendor interaction, on daily co-ordination with team members, daily face to face meetings and regular face to face customer interactions.
- (iii)** Specific metrics are put in place for measurement of productivity of the officials along with addressing the security concerns on the Banks' confidential data and information.
- (iv)** Job profile requiring access to the Core Banking Solution or facing customer on regular basis are not be covered under the policy.
- (v)** The employee is required to submit a work report based on the tasks/deliverables assigned and the respective completion status at the end of the Work from Home duration. The approver reviews the work of the employee before providing the confirmation on the work of the employee.
- (vi)** Employees are not be entitled for any allowance/benefits/compensation on account of Work from Home.

\*\*\*\*\*