

નવસારી કૃષિ યુનિવર્સિટી,  
નવસારી

પરિપત્ર

આથી યુનિટ /સબ યુનિટ અધિકારીશ્રીઓને જણાવવાનું કે, આપના તાબા હેઠળ ફરજ બજાવતા સર્વે કર્મચારી ભાઈ/બહેનો કે જેઓ સ્ટેટ બેન્ક ઓફ ઈન્ડિયા ની શાખાઓમાં સેલેરી ખાતા ધરાવે છે. જેઓ માટે હાલમાં કાર્યરત ખાતાઓને યુનિવર્સિટીના કર્મચારીઓ ગણી તેઓશ્રીના કાર્યરત સેલેરી ખાતાઓને કોર્પોરેટ સેલરી પેકેજ હેઠળ આવરી લેવા માટે વિચારણા હેઠળ છે. જેથી કોર્પોરેટ સેલરી પેકેજ હેઠળના લાભો આપણા કર્મચારીઓને મળી રહે.

ઉપરોક્ત બાબતે જણાવવાનું કે અત્રેની યુનિવર્સિટીમાં ફરજ બજાવતા દરેક કર્મચારીઓ કે જેઓનો પગારબીલમાં તેમણે જણાવેલ સેલેરી ખાતાઓ ઉપરોક્ત પેકેજ હેઠળ આવરી લેવામાં આવનાર હોવાથી જો કોઈ કર્મચારીને વાંધો/વિરોધ હોય તો તેવા કર્મચારીએ દિન-૪માં કચેરી મારફત રજુઆત મોલી આપવી. અન્યથા દરેક કર્મચારીઓના સેલરી ખાતા, સદરહું પેકેજમાં આવરી લેવામાં આવશે જે જાણ સારૂ.

વધુમાં જણાવવાનું કે, કોર્પોરેટ સેલરી પેકેજમાં આ સાથે સામેલ રાખેલ બેન્ક દ્વારા પ્રકાશીત લાભાલાભની માહિતી આ સાથે સામેલ રાખેલ છે. જે દરેક કર્મચારીને ધ્યાને લાવવા આથી જણાવવામાં આવે છે.

સામેલ : ઉપર મુજબ

હિસાબી અધિકારી-વ-હિસાબ નિયામક

જા.નં.નકૃયુ/કોમ્પટ/કંટ્રોલ/ ૮૩૦-૮૦/૨૦૧૪

નવસારી તારીખ : ૨૧/૦૧/૨૦૧૪

**નકલ સવિનય રવાના :**

અત્રેની યુનિવર્સિટીના યુનિટ/સબ યુનિટ તરફ જાણ તેમજ તેઓશ્રીના તાબા હેઠળના કર્મચારીઓને ધ્યાને લાવવા સારૂ.

## CORPORATE SALARY PACKAGE (CSP)

<b>1</b>	<b>What is Corporate Salary Package (CSP)?</b>	<p>This is a package which offers <b>Unique Life Time Account Number</b>, Zero Balance facility with many concessions in service charges, waiver of cheque book issue charges, concessions in interest rates on loans, etc. to employees of Corporates and Institutions including service organizations such as hospitals, hotels, Universities, transport corporations etc.. The Corporate/ Institution should have minimum 25 Employees and minimum monthly salary payout of Rs.1,25,000/-.</p> <p>Customised packages designed for large groups / institutions, include</p> <ol style="list-style-type: none"> <li>(a) Defence Salary Package (DSP) for personnel and pensioners of Army, Navy and Air force</li> <li>(b) Paramilitary Salary Package (PMSP) for personnel and pensioners of 6 Central Para Military Forces i.e. BSF, CISF, CRPF, ITBP, NSG and SSB;</li> <li>(c) Defence Salary Package (Assam Rifles) for personnel of Assam Rifles</li> <li>(d) Central Government Salary Package (CGSP) for employees of Ministries and Departments of Central Government</li> <li>(e) Police Salary Package (PSP) for personnel of State Government, Union Territories, Railway Protection Force and Jawans of Home Guards.</li> <li>(f) Railway Salary Package (RSP) for employees of Indian Railways, Kolkata Metro, Mumbai Metro, Bangalore Metro, Delhi Metro and Rail Corporation Ltd. and Konkan Railway Corporation</li> <li>(g) State Government Salary Package (SGSP) for employees of State Government, Union Territories, Corporations, Boards, etc.</li> </ol>								
<b>2</b>	<b>Type of account/Variants</b>  <b>(* for DSP, PMSP, SGSP, CGSP, RSP the variants are on the basis of rank/ designation of the personnel/ employee of the Organisation/ Institution)</b>	<p>4 variants depending upon the monthly income of Employee</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Silver</b></td> <td>Employees with Gross monthly salary between Rs. 5,000 and Rs. 20,000</td> </tr> <tr> <td><b>Gold</b></td> <td>Employees with Gross monthly salary between Rs. 20,000 and Rs.50,000</td> </tr> <tr> <td><b>Diamond</b></td> <td>Employees with Gross monthly salary between Rs. 50,000 and Rs. 1,00,000</td> </tr> <tr> <td><b>Platinum</b></td> <td>Employees with monthly salary above Rs.1,00,000</td> </tr> </table> <p>For employees/ Personnel of Defence, Para Military, Central and State Government, Railways the variants are determined by ranks rather than salary.</p>	<b>Silver</b>	Employees with Gross monthly salary between Rs. 5,000 and Rs. 20,000	<b>Gold</b>	Employees with Gross monthly salary between Rs. 20,000 and Rs.50,000	<b>Diamond</b>	Employees with Gross monthly salary between Rs. 50,000 and Rs. 1,00,000	<b>Platinum</b>	Employees with monthly salary above Rs.1,00,000
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<b>Platinum</b>	Employees with monthly salary above Rs.1,00,000									
<b>3</b>	<b>FACILITIES OFFERED</b>									
	<b>Minimum Balance Required</b>	<b>NIL.</b> No service charges for non-maintenance of minimum balance.								
	<b>Cheque Books</b>	Free for all variants (Except for bulk requirement for EMIs payable to other Banks/ FI/ NBFCs)								
	<b>Multi City Cheques (payable AT par cheques)</b>	Unlimited Free Maximum amount per cheque Rs.10 Lakhs								
	<b>Internet Banking (For all variants)</b>	Free internet banking which permits utility bill payments/fund transfer etc (Charges applicable to third party sites like Railways etc payable.)								
	<b>Restrictions in Transaction at the Branch</b>	NIL								
	<b>Free Demand Drafts</b>	Depending on Salary Package variants , free Drafts with a ceiling of								

	Rs.50,000/- on each drafts, available for DSP/ PMSP/ ICG, subject to draft issue through Salary Package account.  <i>(Please contact your nearest branch for more details).</i>		
<b>RTGS/NEFT For CSP customers</b>	Available at standard rates ( Free for DSP, PMSP, CGSP, RSP)		
<b>RTGS/NEFT For Corporates</b>	The NEFT/ RTGS charges waived for Corporates/ Institutions while uploading through CINB		
<b>ATM cum Debit Card</b>	<ul style="list-style-type: none"> <li>No issue charges and also No annual Maintenance Charges for Domestic, Gold International and Platinum International Debit Cards</li> <li>For silver variant State Bank Silver International ATM cum Debit Card issued and 1 extra card for Joint account holder <i>(For DSP one extra ATM Card issued to Single Silver variant account holder at the applicants request)</i></li> <li>For Gold and Diamond category accounts, State Bank International Gold ATM Cards.</li> <li>For Platinum category accounts Platinum International Debit Card issued</li> </ul>		
<b>Maximum Withdrawal at SBI ATMs</b>	Rs.40,000/- for Silver International ATM cards Rs.50,000/- for Gold International ATM Cards Rs.1,00,000/- Platinum International ATM Cards		
<b>Maximum daily transaction at Point of Sales (PoS)</b>	Rs .75,000/- for International Silver Int. ATM cards Rs 2,00,000/- for Gold International ATM Cards Rs 2,00,000/- Platinum International ATM Cards		
<b>Free Personal Accident Insurance (Death) Cover</b>	Free Complimentary Personal Accidental Insurance (PAI) cover for Primary Salary Package account holder, ranging from Rs.1 Lacs to Rs.10 lacs on accidental death.		
	<b>Salary Package Account</b>	<b>Variant</b>	<b>PAI Death Cover</b>
	CSP,SGSP,CGSP,RSP, Jawans of PSP	Silver	Rs.1 lac
	DSP,PMSP,ICGSP	Silver	Rs 3 lac
	All Salary Package	Gold and Diamond	Rs. 5 lac
	All Salary Package	Platinum	Rs.10 lac
<b>Transactions at ATMs other than that of SBI Group</b>	Free transaction (financial and/or Non Financial) in Savings Account 5 times in a month with a maximum cash withdrawal of Rs.10,000/- at one time.(charges as per RBI regulations)		
<b>Internet Banking</b>	Available Free facility offered from SBI. Charges applicable to third party sites like Railways etc payable		
<b>Mobile Banking</b>	No charges including for funds transfer up to Rs.50,000/-		
<b>AUTO SWEEP</b>	Free auto sweep facility to transfer amount to Fixed deposits		
<b>Reimbursement Current account</b>	Available (For crediting of amounts other than monthly salary by employer)		
<b>SMS</b>	Available		

	<b>alert/Statement in Email</b>	
	<b>Pass book</b>	Available. There are no service charges for Passbook updation even at Non Home branches.
	<b>Transactions at other branches (Anywhere banking)</b>	Inter Core Transactions free, including Passbook printing at Non Home Branches.
	<b>Preferential allotment of Lockers</b>	Available for all variants. 25 % concession in locker rentals available for Platinum Variant Customer
	<b>Purchase of Gold Coin by CSP Account holders</b>	1% concession on card rate for purchase of 2, 4, 5, 8, 10, 20 and 50 gm denominations.
<b>4</b>	<b><u>CONCESSIONS ON "PERSONAL SEGMENT LOANS" i.e. HOME LOAN, PERSONAL LOAN, XPRESS CREDIT LOAN.</u></b>	
	<b>Concessions in Interest rates on Floating interest Rates for Xpress Credit loan.</b>	Available on card rates on Floating Interest Rates on Xpress Credit loans to DSP, PMSP, ICGSP, RSP,SGSP,CGSP, PSP , Select Corporates like Raymond Group, Tata Group, Reliance Ind. Group, etc. at the Discretion of the Circles.  <i>(For more information, please contact branch)</i>
	<b>Overdraft Facility</b>	Up to 2 months net salary repayable in 6 months, subject to minimum residual service of 6 months. The OD can be converted into a Xpress Credit Loan on application.

### **1. How can one open a salary account with SBI under the Salary Package (CSP)?**

The person who is eligible for Corporate Salary Package is required to approach his employer to have a formal arrangement with Bank for remitting the salary to the concerned branch(es) provided the organization has at least 25 employees with gross monthly salary above Rs.5,000/- p.m. CSP account can be opened at all SBI Branches in India. Existing Accounts can also be converted to CSP accounts.

### **2. What if the organization has a lesser number of employees than the prescribed 25 Employees?**

The Minimum salary payout of the Corporate/ Institution should be Rs.1.25 lacs p.m. Where the accounts to be opened are less than 25 numbers the facility will be decided based on business consideration.

### **3. Can gross monthly salary below Rs. 5,000/- be considered for Corporate Salary Package**

Yes. If such employees are not more than 20% of the total employees of an organization and all the salary accounts are maintained with the Bank. If such employees are more than 20 % opening of such salary accounts under CSP will be decided on business consideration.

### **4. How can I open a Salary Package account?**

For opening a Salary Account, your organization should have a formal arrangement with SBI for remitting the salary to the concerned branch. You can approach us in any of the following ways:

- You can just walk into the nearest State Bank of India, Branch.
- Our Sales team / Branch Staff will visit your office premises at a time and date of your convenience for making a presentation of the Salary Package.
- Existing Accounts can also be converted to CSP accounts.

## **5. What are the product features of Salary Package?**

The main features of the CSP are zero balance, free ATM-cum-Debit Card, Additional ATM Card for joint account holder, Free Internet Banking, Free Core Power (under which we offer banking at any of our 14800 branches across India), Free Multicity cheques, Savings Plus (Auto Sweep Facility) etc.

*(Salary Package account is a special account offered to customers with regular salary credits to the account. In case, the monthly salary is not credited to the salary package account for more than 3 consecutive months, the special features under the Salary Package account stand withdrawn. The account shall then be treated as a regular Savings account, and all charges shall be levied thereafter as applicable to such accounts)*

## **6. What are the types of accounts available to the customer?**

Four variants, namely Silver, Gold, Diamond and Platinum are available, depending on the level of the employee's gross monthly salary or Rank/ Designation of the employee. These variants have different facilities on offer.

## **7. Is up gradation from one variant to another variant possible?**

A. Yes. On production of proof of gross salary per month which makes him eligible for higher variant of the account, the branch will upgrade the account to the eligible variant e.g. from Silver to Gold or from Gold to Diamond, etc.

## **8. As a Salary Package Account holder, can I open a joint account and with whom?**

You can open a Joint Account with your Spouse/ parent/ etc.  
(Please contact your nearest branch for more details.)

## **9. Is there any insurance coverage for customers having corporate salary package with you?**

Primary Salary Package account of SILVER, GOLD, DIAMOND and PLATINUM variants carries a Personal Accident Insurance (PAI) cover. In unfortunate event of loss of life in a mishap/accident the customer's nominee will receive the benefits of insurance cover ranging from Rs.1 Lacs to Rs.10 Lacs depending on the Salary Package variant.

*(To keep the personal accident insurance activated, the Salary Package account should have received salary credits in at least three months preceding the date of the incident. The intimation of death should be made to the Insurance Provider i.e. New India Insurance Co Ltd (w.e.f 04.01.2013 to 03.01.2014) within 90 days of death of Salary Package Account Holder. The Claim form complete in all respects should be submitted within 90 days thereafter)*

*(Please contact nearest SBI branch for details)*

## **10. How much can I withdraw from ATM per day?**

- The State Bank Classic Debit Card issued to Silver variant customer permits you withdrawal up to Rs.40,000 /- per day without any restriction on the number of withdrawals.
- The State Bank Gold International Debit Card issued to Gold, Diamond variant customer permits withdrawal up to Rs. 50,000 /- or equivalent of USD 1000/- in foreign currency.

- The State Bank Platinum International Debit Card issued to Platinum variant customer permits withdrawal up to Rs. 1,00,000 /- or equivalent of USD 2000/- in foreign currency.

### **11. Is there a daily transaction limit for transaction at Point of Sales (PoS)?**

The daily transaction limit at Point of Sales (PoS) will be Maximum Rs.50,000 for State Bank Classic Debit Card and Rs.2,00,000 for Gold and Platinum ATM Card, subject to adequate balance in the account. However certain Merchant establishments (MEs) may have their own minimum and maximum level of transaction for acceptance of the card

### **12. Can a customer get a welcome kit containing ATM card, cheque book, and internet password at the time of opening the account?**

Yes. The Welcome Kit contains non personalised ATM Card and also a Non Personalised Cheque Book. The customer can also collect an Internet Kit comprising of User ID password.

### **13. Are withdrawals at ATMs of banks other than State Bank Group free?**

Yes, upto 5 transactions (financial and/or Non Financial) in Savings Account per month with a maximum cash withdrawal of Rs.10,000/- at one time.(charges as per RBI regulations)

### **14. How is the salary credited in these accounts?**

A. Once the salary accounts are opened, the account numbers will be given by the employee to the employer, who will arrange for salary credit. The salary can be credited by the employer by using Corporate Internet Banking (CNIB) without the intervention of the branch. The employee can open account in any of our 14800 plus branches in India and employer can remit from a single point. Salaries can also be credited by the employer through NEFT, RTGS, ECS etc.

### **15. What is Employee Reimbursement Account?**

Employee Reimbursement accounts are offered to employees of Corporates already having a Salary Package Account relationship with State Bank. Various Reimbursements other than salaries paid by the employees can be routed through this account. The account is a Current Account with Zero Balance feature and no annual maintenance charges. It is linked to the primary Salary Account. It provides a very hassle free and convenient way of reconciliation both for the corporate and the employee. The same ATM cum Debit Card issued to the Salary Account can be linked to Employee Reimbursement Account.

### **16. What are the Internet Banking Facilities that are offered with my Salary Account?**

SBI Offers Internet Banking facility with a "VeriSign" certified enhanced security feature. Apart from that, the following features have been provided:

- Balance Enquiry
- Fund Transfer
- Transaction Enquiry
  - Statement of Account
- Transfer of Funds to any other account in any SBI Branch across the country.
- Transfer of Funds to Non SBI Bank Account through NEFT.\* -  
(for more details contact your nearest SBI Bank branch.)
- Service Requests. - DD request / Online Fixed Deposit / Cheque book request/ Recurring Deposit/ Setting up of Standing Instructions.
- Utility Bills Payment.
- SBI Credit Card Online Payment.
- Application supported by Blocked Amount (ASBA) – to apply for IPOs whilst blocking fund in your account - please contact your nearest branch for more details.
- Demat Accounts: View Holdings.
- TDS on your investments / deposits/ Salary during the year

## **17. What is the Mobile Banking Facility that is offered with my Salary Account?**

Following features are available with SBI Freedom:

- Balance Enquiry
- Funds Transfer to any other account in any SBI Branch across the country.
- Transfer of Funds to Non SBI Bank Account through NEFT.\* - for more details contact your nearest SBI Bank branch.
- Service Requests. – Cheque Book request/ stop payment instructions.
- Utility Bill Payment.
- SBI Credit Card / SBI Life Insurance Premia Payment.
- Demat Accounts.

## **18. How do I get my account transferred from one State Bank branch to another?**

Our Core Banking facility allows you to continue with the same account at all our Branches. However for transfer of an account, you would need to submit an application/ request letter for Transfer of account, to your home branch.

*Please contact your nearest branch for further details.*

## **19. Can I continue to enjoy the Salary Account benefits if I change my job?**

You may continue to draw your salary through the Salary Package Account even in the case of change in employment. You would need to intimate your employer about your existing Bank details, so that the monthly salary credits are routed through the same account. You would also need to intimate your Bank branch for the required change in records with the Bank.

## **20. What happens to my existing Salary Package Account if the Company with which I am working deposes me Overseas. Can I open another NRE account?**

Your existing Salary Package account can get converted to Non-Resident Ordinary Accounts where you can continue to receive local credits for all sources including your salary. In case you also draw salary overseas, you can open a Non Resident External Account wherein you can remit your monthly salary from abroad in local currency.

## **21. What happens to my existing Salary Package Account if there are no salary Credits to the Account?**

Salary Account is a special account offered to customers with regular direct salary credits coming into this account. In case, the monthly salary is not credited into the account for more than 3 consecutive months, the special features offered under Salary Package stand withdrawn and the account shall be treated as Normal Savings Account under our standard charge structure, and all charges shall be levied and applied as applicable to normal savings accounts.

## **22. What are the concessions offered to 'P' segment (retail) loans under CSP?**

As part of a comprehensive package, a concession on interest Rates and Processing charges are available for those opting for CSP for Home Loan, Auto Loan for permanent employees. These concessions are at the Discretion of the Bank.

## **23. What is Auto Sweep?**

This is a facility to transfer amount over and above the threshold balance to a fixed deposit account to earn higher interest. If the balance in the account is not sufficient to honour a cheque/ ATM withdrawals, the automatically pre closes the fixed deposit/ or part of it and credits the same to your SB account without manual intervention.

## **24. What is CORE POWER?**

This is an ANYWHERE BANKING SERVICE offered to the customers.

### **25. What all can I do under Core Power or Anywhere Banking facility offered to me with my Salary Account?**

Anywhere banking facility would allow you to operate your account from any branch of SBI at the same center or other location, other than the Home branch where you have opened your account.

#### **Services Available are:**

- Inter core Fund Transfer
- Cash Deposit & Withdrawals \*
- Local Cheque Deposits and Issuance of Payable AT Par Cheque as per specified limits towards local payments.
- Issuance of Demand Drafts
- Other Service Requests.\*

\*Subject to terms and conditions.

### **26. What are the features and benefits of the overdraft facility?**

- up to 2 times Net Monthly Salary, Overdraft limit set up on the existing CSP account, Overdraft amount repayable in 6 EMIs
- Minimum documentation
- No processing fees
- No pre-closure charges
- Easy-to-use and easy-to-pay facility
- Freedom to use limit through Cheque book, ATM, online transfer, etc.,
- Interest payable only on the utilized amount, Monthly Salary and other Credits in the account help save interest

*Terms & Conditions Apply. Overdraft at the sole discretion of SBI. For more details contact your branch*

### **27. Am I eligible for Overdraft?**

Yes. If you have minimum 6 months of residual services, your salary account with us has regular salary credits.

### **28. How many salary credits are required in my existing account to qualify for overdraft?**

Minimum 3 salary credits are required.

### **29. The overdraft facility offered is limited to 2 months net salary only?**

Yes. Depending on your eligibility, the maximum amount you can avail as an overdraft up to 2 times the Net Monthly salary. The facility operates in the form of a short term loan for use during short-term exigencies. The overdraft is repayable in 6 months. However the customer can apply to the Branch to convert this overdraft to a Personal Loan account with higher limit, based on his Net Monthly income at the discretion of the Bank.

### **30. How do I utilise this amount?**

This amount is made available in your Salary Account. It can be withdrawn through the regular modes i.e. ATM, Cheques, online transfers.

### **31. What are the concessions for purchase of Gold Coins to CSP account holders?**

The CSP account holders are offered 1% concession on card rate for purchase of 2, 4, 5, 8, 10, 20 and 50 gm denomination only if made by debit to the Salary account.



## 32. What are the documents required for opening a salary account?

The following documents are needed:

Passport size photographs (2 nos.)

For proof of identity:

- Identity Cards issued by the employer with duly authenticated Photographs

For proof of Address:

- Employer's letter for opening Salary Accounts
- Employer's letter for proof of residence or other proof of residence
- Salary slips for last three months
- For new recruits, a copy of the letter of offer along with salary details

**In addition to** the above at least one of the documents of provided in Prevention of Money Laundering Rules or utility bills to be submitted for KYC purpose for opening Savings Bank account.

a) Proof of Identity (any of the following, with authenticated photographs thereon)

- Passport
- Voter ID card
- PAN Card
- Govt./Defence ID card
- Driving License
- Voter ID Card
- Photo identity card issued to bonafide students by a University, approved by University Grant Commission (UGC) and/or an Institute approved by All India Council for Technical Education (AICTE).
- Government / Defence services / Public Sector undertaking / Photo-identity Card
- Letter issued by United Identification Authority of India (UIDAI) containing details of name, address, and Aadhar Number.

b) Proof of Address (Any one document)

- Passport
- Credit Card Statement- not more than 3 months old
- Telephone –not more than 6 months old
- Electricity Bill- not more than 3 months old.
- Ration Card
- Gas connection registration letter
- Income tax / Wealth tax assessment order
- Registered lease / leave and licence agreement with a utility bill in the name of the landlord.
- Income/ Wealth Tax Assessment Order
- Letter from any recognized public authority
- Voter ID Card (only if it contains the current address)
- Bank account statement
- Letter from reputed employer
- Letter from any recognized public authority having proper and verifiable record of issuance of such certificates.

Joint Accounts

For joint accounts the above documents are required for both, the applicant as well as the joint applicant(s).