



Syndicate Bank

Head Office: Manipal - 576 104 (Karnataka)

Organisation & Methods Division

Circular No.004 -2010-BC-PD-02-SWD

Date: 06-01-2010

PERMANENT UTILITY

INTRODUCTION OF NEW SCHEMES UNDER STAFF WELFARE AND ENHANCEMENT IN MONETARY CEILING OF SELECT SCHEMES

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The Board of Directors in its meeting held on 18.12.2009 has accorded approval for introduction of two new schemes and for enhancing monetary ceiling under some of the existing schemes under Staff Welfare.

A) The details of the new schemes introduced are as under:

1. REIMBURSING EYE CHECKUP EXPENSES AND COST OF SPECTACLES:

- i) Under this scheme, all Executives and Branch Heads irrespective of the age and all employees of the age of 45 years and above are eligible to seek reimbursement of eye checkup expenses and cost of spectacles upto a maximum limit of Rs.1000/- against bills/receipts.
- ii) This is a one time measure during the entire service of an employee.
- iii) The Regional Office is the sanctioning authority for the employees working in branches/offices under their jurisdiction and department/division is the sanctioning authority for the employees working in the administrative offices under the scheme.
- iv) The employee shall submit the bill to the Branch Head within a month from the date of checkup for onward transmission to Regional Office for sanction.
- v) On sanction of the bill, the same shall be recorded in the staff card of the employee at Branch/Regional Office.
- vi) Regional Office shall maintain the data in Excel Format containing the details namely Sl.No., Date of Sanction, Employee Number, Name of the Employee, Branch, Amount sanctioned .The amount under this head shall be debited to SWD' HO at quarterly intervals. The Dr.IBA should accompany the above details both in hard and soft copy.

2. PAYMENT OF FUNERAL EXPENSES TO THE DEPENDENTS OF THE EMPLOYEES DYING IN HARNES:

Branches are permitted to pay funeral expenses of Rs.10,000/- to the dependents of the deceased employee dying in harness immediately on receipt of the information regarding death of the employee by raising Dr.IBA on HO:Staff Welfare Division. The Dr.IBA shall contain the details of the deceased employee namely employee number, name of the employee and date of death. The stamped receipt obtained from the spouse/dependent family member of the deceased employee shall be forwarded along with the Dr.IBA.

B) The monetary ceiling in respect of the following existing schemes has been enhanced. All other terms and conditions of the scheme shall remain unchanged.

1. FREE EDUCATION BENEFIT SCHEME:

The present monetary ceiling for reimbursement of tuition fee of Rs.100/- has been enhanced to Rs.200/- per month per child upto XII standard. In the same way, the cost of books in lieu of tuition fee shall stand revised to Rs.2400/- per annum per child.

2. SCHEME FOR REIMBURSEMENT OF EDUCATIONAL EXPENSES TO THE CHILDREN OF THE DECEASED EMPLOYEES:

The monetary ceilings stand revised as under:

| Name of the course | Revised reimbursement per child |
|--------------------|---|
| Upto XII Standard | Rs.200/- per month per child |
| Graduation | Full Tuition fee or Rs.3000/- per academic year whichever is less. |
| Engineering | 50% of tuition fee or .Rs.50,000/- (Rs.12,500/- per academic year) whichever is less. |
| Medicine | 25% of tuition fees or Rs.80,000/- (Rs.20,000/- per academic year) whichever is less. |

3. REIMBURSEMENT OF LUNCH EXPENSES:

The present monetary ceiling in reimbursement of Lunch expenses has been increased to Rs.250/- from Rs.200/- per month with effect from 01.01.2010 onwards.

4. PRESENTING MEMENTOS TO SUPERANNUATED EMPLOYEES:

The monetary ceilings on the cost of memento to be presented to the superannuating employees stand revised as under:

| | | |
|-----------------------|---|-------------|
| Executives | : | Rs.10,000/- |
| Officers | : | Rs. 7,500/- |
| Non-Subordinate Staff | : | Rs. 5,000/- |
| Sub-ordinate staff | : | Rs. 3,500/- |

5. FINANCIAL AID FOR PURCHASE OF EQUIPMENTS/PROSTHESIS TO THE PHYSICALLY HANDICAPPED EMPLOYEES:

The monetary ceiling on the financial aid for purchase of equipment/prosthesis has been revised as under based on the replacement period. (Refer circular No.24/2006/CYC/0012/HO./SWD dated March 14, 2006)

| Type of disability | Revised ceiling |
|-------------------------------|-----------------|
| Orthopedic | 2,000 – 4,500 |
| Hearing impairment (H1 or DD) | 7,500 – 10,000 |
| Visual Impairment (VI) | 6,000 – 12,000 |

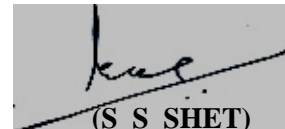
The total reimbursement for more than one prosthesis, if necessitated, shall be restricted to Rs.12,000/= in a year.

C) Widening the coverage of **Special Scheme to reimburse medical expenses incurred for complicated and expensive treatment/surgeries** (Circular No.308-2008-BC-PD-58.SWD dated 18.12.2008).

Stem/Plasma cell treatment and major accidents shall also be covered under the above special scheme.

Head of the branch/office is advised to circulate this circular among the staff members in the branch/office.

Clarifications required, if any, on this circular may be sought from **PERSONNEL DEPARTMENT – STAFF WELFARE DIVISION** at Head Office, Manipal, through respective RO as per extant guidelines.



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GENERAL MANAGER