



सिंडिकेटबैंक SyndicateBank

भारत सरकार का उपक्रम A Govt. of India Undertaking

प्रधान कार्यालय: मणिपाल (कर्नाटक)/Head Office: Manipal - 576 104 (Karnataka)

संघटन एवं पद्धति प्रभाग / ORGANISATION & METHODS

eCircular

Circular No.062-2011-BC-PD-12-SWD

Date: 28-02-2011

PERMANENT UTILITY

ENHANCEMENT IN MONETARY CEILING/CHANGES IN ELIGIBILITY CRITERIA OF SELECT EXISTING STAFF WELFARE SCHEMES AND INTRODUCTION OF NEW STAFF WELFARE SCHEMES.

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The Board of Directors in its meeting held on 19.2.2011 has accorded approval for enhancing the monetary ceiling/changing the eligibility criteria of select existing staff welfare schemes and also introduction of new Staff Welfare Schemes as detailed below:

A. NEW SCHMES INTRODUCED:

1. It is decided to provide medical aid of ₹3000/- per annum to all superannuated employees/spouse of deceased superannuated employees on calendar year basis against declaration.
2. Medical equipments will be provided to physically handicapped dependents of the employees upto a maximum cost of ₹5000/- per dependent, as a one time measure.

B. INCREASE IN THE MONETARY CEILING/CHANGES IN ELIGIBILITY CRITERIA OF THE EXISTING SCHEMES:

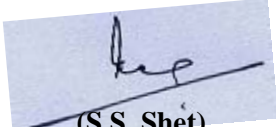
1. Reimbursement of Lunch Expenses: The monetary ceiling for reimbursement of Lunch expenses is increased to ₹350/- per month.
2. Writing off of the liabilities of employees dying in harness: The limit for write off of liabilities is increased to ₹ 4.00 lakh for Officers and ₹3.00 lakh for workmen employees.
3. Extending Holiday Home facility: It is decided to provide Holiday Home facility at Bangalore, Tirupathi and Shirdi.
4. The facility of reimbursement of medical expenses of ₹3000/- p.a. (for financial year) will be extended to all pre 1.1.1986 superannuated employees/spouse of deceased pre 1.1.1986 superannuated employees **irrespective of whether they are in receipt of ex-gratia or not.**
5. Extending Silver Jubilee Award to ex-servicemen employees: For the purpose of awarding Silver Jubilee Award to ex-servicemen employees, their defence service will also be taken into account provided they complete a minimum of 10 years of unblemished service in the Bank and total of 25 years of service including defence service.
6. Mementos to superannuating employees: The monetary ceiling on the cost of memento to be presented to superannuated employees is revised as ₹ 12,500/- for Executives, ₹10,000/- for Officers, ₹7,000/- for non-subordinate staff and ₹ 5000/- for sub ordinate staff.
7. Reimbursing eye check up expenses and cost of spectacles: The eligibility criteria under the scheme is changed to include all those employees who have completed three years of service.

8. Annual Health Checkup: Thyroid Test may also be included with other tests and the employees have the option to undergo any test of his/her choice within the overall limit.
9. Free Education Benefit Scheme: It is decided to extend the benefit of Free Education Benefit Scheme upto degree level. Accordingly, reimbursement of tuition fees or cost of books at ₹1,500/- p.a. for UGC recognised degree courses (upto a maximum of four years) will be done from the academic year 2010-2011.

Unless otherwise specified, all the above changes are effective from **01.03.2011**. Further guidelines are furnished in the annexure.

Clarifications required, if any, to 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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(S.S. Shet)
GENERAL MANAGER (P)

ANNEXURE**1. Reimbursement of medical expenses to superannuated/spouse of deceased superannuated employees:**

- a) Under the scheme a maximum amount of ₹3000/- can be reimbursed against declaration of medical expenses incurred during the calendar year.
- b) Employees superannuating/spouse of the deceased superannuated employees during the year will be eligible to lodge the claim from the next calendar year of retirement. For example, employees superannuating between 31.1.2011 to 31.12.2011 are eligible to claim the benefit from the year 2012 onwards.
- c) The claim should be lodged with the Branch from where they are drawing pension. In the case of those who are not pensioners, the claim may be submitted to the Branch where they are having the operative a/c and once the option of the Branch is given, it should not be changed and every year the claim has to be submitted to the same branch.
- d) Since the facility is available only to the superannuated employees, Branches/Offices should get themselves confirmed that the claimant is a superannuated employee/spouse of deceased superannuated employee. In case of doubt in the absence of any proof, the same may be referred to HO:SWD for confirmation.
- e) Branches/offices should verify the claim submitted and if found in order, should consolidate the same and submit the total claim for Branch/Office on a quarterly basis to their RO on 10th of March/June/September/December in the format as detailed below:

Claim statement for reimbursement of medical expenses to superannuated employees/spouse of deceased superannuated employees as on 10th of March/June/September/December 20.....**Name of the Branch****BIC:**

Sl. No.	Emp. No.	Name	Pension No.	Date of			Amount claimed	A/c no.
				Birth	Joining	Retirement		
TOTAL								

We confirm that we have verified the information furnished above and they are eligible for the amount claimed. Claim/declaration submitted is held with us.

Place**Date:****Signature of the Branch Head**

- f) The claim form /declaration submitted shall be retained at the Branch and this should be certified in the quarterly claim statement submitted to RO as above.
- g) On receipt of the claim statement from the Branches, ROs shall consolidate the information and after verifying the same on the basis of the information given there under, sanction the eligible claim and raise a single Dr.IBA on HO:SWD on 20th March/June/September/December. Any belated claim shall be included in the claim for the next quarter and ROs shall raise only one Dr.IBA on HO:SWD during the quarter. The Dr.IBA along with the consolidated claim statement (after making suitable changes) should be sent to HO:SWD immediately by ROs so that the Dr.IBA can be responded before the respective quarter end.

2. Medical equipment to physically handicapped dependants of the employees:

- a) The claim form along with the certificate for persons with disability (as per Annexure G of circular no. 329/2010/BC/CAD/22 dated 11th December, 2010) issued by the medical authority, quotation for the equipment etc. is to be submitted to the Branch/Office where the employee is working which shall be forwarded to the concerned Regional Office with Branch remarks/ recommendation.
- b) RO shall scrutinize the same and after confirming that claim is for the dependent of the employee as already noted in the Staff record, forward the claim to HO:SWD for sanction.
- c) HO:SWD will convey the sanction to RO who in turn will advice the Branch to make payment by raising Dr.IBA on RO.
- d) RO on receipt of Dr.IBA from the Branch along with the receipt for payment will respond the Dr.IBA by raising Dr.IBA on HO:SWD.

3. Enhanced limit for reimbursement of Lunch Expenses is applicable for the claim to be made for the month of March 2011 .

4. Holiday Homes:

- a) Bank is already having Holiday Home facility at Munnar, Kodaikanal and Mumbai.
- b) Due to poor occupancy/high cost, Holiday Home facility at Haridwar is discontinued w.e.f. 1.2.2011.
- c) Detailed circular will be issued once the Holiday Home at Shirdi, Bangalore and Tirupathi are finalised.

- 5. Reimbursement of medical expenses to pre 1.1.1986 retirees:** As per the existing guidelines (conveyed vide circular no. 150/2010/BC dated 23.06.2010), pre 01.01.1986 superannuated employees/spouse of deceased superannuated employees who are in receipt of ex-gratia, are eligible for reimbursement of medical expenses of ₹3000/- p a on financial year basis. This eligibility criteria is now changed to include all pre 01.01.1986 superannuated employees/spouse of deceased superannuated employees **irrespective of whether they are receiving ex-gratia or not.**

6. Silver Jubilee Award Scheme:

- a) For the purpose of awarding Silver Jubilee Award to ex-servicemen employee's service in defence forces will also be reckoned.
- b) To be eligible for the award, they should complete total service of 25 years including defence service, out of which, minimum 10 years shall be in the Bank.
- c) All other terms and conditions of circular no.152/2008/BC/PD/35/SWD dated 11.7.2008 will continue.

7. Reimbursement of eye checkup expenses and cost of spectacles:

- a) As per the existing guidelines on reimbursement of eye checkup expenses and cost of spectacles, all Executives and Branch Heads irrespective of the age and all employees of the age of 45 years and above are eligible for the benefit under the scheme. This eligibility criteria is changed to include all employees who have completed three years of service.
- b) It may be noted that reimbursement of eye checkup expenses and cost of spectacles is a one time measure during the entire service of an employee and the above modification in eligibility criteria is applicable only to those employees who have not claimed the benefit so far.
- c) All other terms and conditions of circular no.004/2010/BC/PD/02/SWD dated 6th January, 2010 remains the same.

8. Free Education Benefit Scheme:

- a) As per the extant guidelines Free Education Benefit Scheme is available upto XII Std. only at the rate of ₹200/- per month per child for two children.
- b) This facility is now extended upto graduation level for UGC recognised degree courses upto a maximum of four years course at the rate of ₹1500/- per annum from the academic year 2010-2011 onwards. Detailed guidelines in this regard will be issued separately in due course.