



Circular No.096-2017-BC-PD-21-IRD

Date: 02-03-2017

PERMANENT UTILITY

REIMBURSEMENT OF COST OF PETROL / CONVEYANCE EXPENSES TO WORKMEN EMPLOYEES

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The scheme for Reimbursement of cost of petrol / conveyance expenses to workmen employees at Bank level was introduced from November 2011 with a view to motivate the workmen employees for business development, recovery and other business developmental activities. Considering the increase in cost of travelling expenses and the request of SyndicateBank Employees' Union, the Board of Directors in its meeting held on 02.03.2017 has permitted to revise the reimbursement limit in petrol/conveyance expenses to confirmed workmen employees.

The revised limits of reimbursement shall come into effect from 01.04.2017 i.e. the revised limits shall be effective for claims of the conveyance expenses incurred from the month of April 2017 onwards.

Category of employees	Existing limits		Revised limits	
	Owning vehicle	Not owning vehicle	Owning vehicle	Not owning vehicle
Confirmed Non subordinate staff (i.e. Spl. Assistants/ Clerks)	8 litres p.m.	400/- p.m.	10 ltrs p.m	450/- p.m
Confirmed Subordinate staff	5 litres p.m.	200/- p.m.	6 ltrs p.m	225/- p.m

Note: The existing limits shall continue for non-confirmed non-subordinate and subordinate staff.

The employee availing conveyance reimbursement, either on ownership of vehicle with cost of petrol or others with lumpsum amount will not be eligible for any other allowance for conveyance / travel within the city / place of work, except for cash remittances or where security aspects prohibit travel on personal vehicles.

All other terms and conditions mentioned in the circular no.227/2013/BC dated 07.09.2013 remain unchanged.

A copy of this circular may be circulated among the employees working in the branch/office, besides displaying a copy thereof on the Notice Board meant for staff.

Clarifications required, if any, to this circular may be sought from **PERSONNEL DEPARTMENT - INDUSTRIAL RELATIONS DIVISION** at Head Office, Manipal, through respective RO, as per extant guidelines.

HYWME: YRPUO: YRUDE
Check Word

(GOPINATH T IYER)
GENERAL MANAGER