

Circular No.097-2017-BC-PD-22-IRD

Date: 02-03-2017

PERMANENT UTILITY

**CONVEYANCE EXPENSES REIMBURSEMENT FACILITY TO OFFICERS –
REVISION IN LIMITS**

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Reference is invited to the Circular No.251/2013/BC/PD/42/IRD dated 26.09.2013 on the Scheme for monthly reimbursement of Conveyance expenses incurred by Officers for official work within headquarters and within a radius of 8 kms.

In order to provide greater mobility to the Branch Heads and Executives/Officers for intensifying business development activities and considering the prevailing cost of travel since the last revision in reimbursement of conveyance expenses and also in view of the request from SyndicateBank Officers' Association for enhancement, the Board of Directors in the Meeting held on 02.03.2017 has permitted the revision / enhancement in monetary & petrol / fuel limits **w.e.f. 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.**

The revised limits are as under:

SCHEME –“A” – OFFICERS NOT OWNING A VEHICLE:

Monetary limits – Existing & Revised

(in ₹)

Scales	Major 'A' class cities		Area-I		Area-II		Area-III	
	Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised
Scale IV & above	1150	1300	1000	1150	950	1050	950	1050
Scale III	1000	1150	850	1000	800	900	800	900
Scale II	900	1000	750	850	700	800	700	800
Scale-I	750	850	700	800	650	750	650	750
Probationary Officers	750	750	700	700	650	650	650	650

SCHEME- B


Petrol limits -Existing (in brackets) & Revised

For Cars (4 Wheelers)	(in litres)			
	Metro	Area-I	Area-II	Area-III
1(a) Branch Heads in Scale-IV	80 (70)	75 (65)	70 (60)	65 (55)
1(b) Other Executives in Scale-IV	70 (65)	65 (60)	60 (55)	55 (50)
2 (a) Branch Heads in Scale-III.	80 (70)	75 (65)	70(60)	65 (55)
2 (b) Other Officers in Scale III	70 (65)	65 (60)	60 (55)	55 (50)
3 (a) Branch Heads in Scale II & I	60 (50)	55 (45)	50 (40)	50 (40)
3 (b) Other officers in Scale II & I	50 (45)	45 (40)	40 (35)	40 (35)
3(c) Probationary Officers in all Scales	45	40	35	35
Owners of 2 Wheelers:				
4 a) Branch Heads IV to I	55 (45)	50 (40)	45 (35)	45 (35)
b) Other officers in the above categories	50 (45)	45 (40)	40 (35)	40 (35)
Probationary Officers in all Scales.	45	40	35	35

*Figures in brackets represent existing limits.

All other terms and conditions under the Scheme and the Procedure related to claim and periodicity of claim will continue as in Cir.No.31/2006/BC dt 21.02.2006.

Clarification 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.



(GOPINATH T IYER)
GENERAL MANAGER (P)

IBEBR : YRPUO : YRUDE
Check word

DECLARATION FOR REIMBURSEMENT OF CONVEYANCE EXPENDITURE

I, Smt/Sri.....working as.....
(Designation) at.....(Branch/Office) do hereby declare that I have incurred
Conveyance Expenses for the month offor using my private vehicle for official purpose.
Please reimburse the eligible amount as per the Scheme.

Vehicle Make / Model :
Registration No. :
Mileage per litre :

Date of purchase	Quantity of Petrol	Rate per litre	Total amount
Grand Total			

Amount eligible for reimbursement : `.

I declare that I have not drawn any amount towards Conveyance Expenses incurred by me from the General Charges a/c or by debit to Bank’s Client’s a/c and the expenditure was actually incurred by me for journey undertaken in connection with Bank’s / official work. I declare that the above expenditure was incurred by me during the period excluding the days I was on leave / deputation. Please reimburse the eligible amount as per the scheme by crediting to my SB / OD a/c No..... at Branch.

I further declare that I am solely responsible for the demand if any raised by IT Authorities towards Income Tax, Interest, Penalty etc. at a later date by disallowing the expenditure claimed by me towards reimbursement on declaration basis.

Date:
Place:

Signature

*The Sanctioning Authority shall ensure that the rate per litre for the type of petrol / fuel claimed by the Officer is the rate prevailing at the authorized petrol / fuel outlets of that place.