



Circular No.107-2017-BC-PD-23-HRDD

Date: 14-03-2017

PERMANENT UTILITY

HRMS - OPTION TO UPDATE DIFFERENTLY ABLED STATUS AND ADDITIONAL EPF

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Vide Circular No. 384-2016-BC-PD-57-HRDD dated 29-09-2016 and 050-2017-BC-PD-09-HRDD dated 02-02-2017 Branches / Offices were informed about updating Customer ID, SB Account, Mobile Numbers, Email ID, Addresses and education qualifications in Employee Record Management Module in Human Resource Management System (HRMS). Data updated in HRMS is being used for generation of salary in Payroll Module and also for generation of required MIS relating to staff members.

1. Updation of differently abled status in HRMS:

Information pertaining to differently abled staff members is one of the very important data which should be available in HRMS for various MIS purposes and for allowing claiming of Additional Conveyance Allowance applicable to differently abled staff members.

Option is made available in HRMS to update the differently abled status with type of disability, percentage of disability, details of the medical certificate etc. Branch /Office heads are required to ensure that the information about the status of differently abled employee is updated either by the concerned employee or using apply on behalf option. The required option is available under HRMS Login, ESS->Employee Record Management (ERM)->Differently Abled Status (Enter Employee Number and click on New for new entry). Data on differently abled status of staff members as available at HO: PD has been uploaded in HRMS. Staff members are informed to verify the correctness of the data and update the fields not available and also the changes if any.

It may be noted that unless the information is updated by any maker and authorised by any checker, system will not allow submission of claims for Additional Conveyance Allowance available to employees with differently abled status. It is also to be ensured that the scanned copy of the medical certificate in the specified format is uploaded without fail. The data entered is to be forwarded by the Branch/Office head and the same is to be authorised by the concerned Regional Office after due verification of the records.

Type of differently abled status and the percentage should match to the details in the certificate issued by the Competent Authority. System will permit claiming eligible additional conveyance allowance provided, the percentage of differently abled status is more than 40% or 50% as the case may be as communicated vide Circular No. 29-86-BC-PER-9-SAS dated 22.01.1986 and subsequent circulars issued by HO: PD from time to time (Contents of Circular No. 29-86-BC and other two important communications are reproduced in **Annexure - I**).

Handout on updating and authorizing the information is available in HRMS Login, Welcome-ERM-ERM Handouts-Differently-Abled-Status-Handout.pdf.

2. Voluntary contribution to EPF (Additional EPF):

Staff members joined before 01.04.2010 are contributing for the Employee Provident Fund (EPF) of the Bank and staff members joined on or after 01.04.2010 are contributing to National Pension Fund (NPS). Upper limit for contribution towards additional EPF has been removed by amending Rule No. 10(b) of SyndicateBank Employees' Provident Fund as communicated by HO: SWD

vide Circular No. 014/0012/CYC/2014/HO/SWD dated 17.03.2014. The amount of additional EPF will be calculated on the "Pay" (Basic pay ranking for EPF).

Employees who are the members of Employees' Provident Fund can contribute to Additional EPF. This provision is not available to the members of NPS.

Hitherto option to contribute to additional EPF was to be exercised during the month of March in any given financial year by submitting the manual request through concerned Regional Office. The deduction was effective from the salary of the April month of next financial year till the revocation of such mandate. The option to update the percentage of additional contribution to EPF (Additional EPF) **is released in HRMS** with maker checker concept and will be available throughout the financial year. Updates done up to 10th of April month of the financial year will be considered for effecting the deduction towards contribution to additional EPF. The updates done on or after 11th of April of the financial year will be considered for deduction from salary for the month of April of the next financial year.

Option for updating the contribution to Additional EPF is available in HRMS Login, ESS->Payroll->Addnl. EPF. Details of employees already contributing to the Additional EPF is uploaded in HRMS. Employees are informed to verify the correctness of data and complete the modifications if any. In case any staff member is willing to contribute to additional EPF to be effective from Salary of April 2017 are informed to update the same and get it authorised in HRMS by 10.04.2017. **Those staff members who have submitted the request for addition/modification/deletion of the contribution to additional EPF for the current financial year to RO/HO: SWD are informed to update the same in HRMS invariably. Manual requests sent earlier or in future will not be taken into account.**

Please note that only the entries authorised will be considered for effecting the additional deduction. As on 11th April of every financial year entries pending for authorisation will be cancelled by the system and will not be taken cognisance of. If need be, such entry is to be made afresh for effecting the deduction applicable from the month of April of next financial year.

Handout on updating and authorizing the information is available in HRMS Login, Welcome-ERM-ERM Handouts-Additional EPF Contribution.pdf.

As the deduction towards Additional EPF, which will be effective from Salary of April 2017, are to be entered by 10.04.2017, Branch/Office heads and salary disbursing authorities are informed to bring the contents of this circular to all the staff members.

Clarifications required, if any, on this Circular related to functional issues may be sought from **PERSONNEL DEPARTMENT** and on technical issues from **PD: HRDD: HRMS** section at Head Office, Manipal, through respective RO/FGMO, as per extant guidelines.



(GOPINATH T IYER)
GENERAL MANAGER (P)

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ANNEXURE - I**(Contents of Circular No. 29/86/BC/PER/9/SAS dated 22.01.1986)**

**Syndicate Bank
Personnel Department
Salary Administration Section
Head Office: Manipal**

Circular No. 29/86/BC/PER/9/SAS**Date: 22.01.1986****GRANT OF CONVEYANCE ALLOWANCE TO HANDICAPPED EMPLOYEES OF THE BANK**

Reference is invited to our circular NO.118/80/BC:PD/31/IRD/14-4-1980, 221/81/BC/PD/82/5-9-1981 and 165/82/BC-PER/21-7-1982 on grant of conveyance allowance to handicapped employees in terms of Government of India guidelines.

With a view to making available the contents of all the guidelines received from the Government from time to time in one circular, for the benefit of all concerned, the present circular is issued in cancellation of all the past circulars on this subject. The eligible employee and sanctioning authorities may go by the criteria laid down herein while applying for sanctioning the conveyance allowance.

I. ELIGIBILITY

- a. In the case of orthopaedically handicapped employee, he/she should have a minimum of 40% permanent partial disability of either upper or lower limbs or 50% permanent partial disability of both upper and lower limbs together.
- b. Employees suffering from visual handicap should satisfy any of the following conditions:
 - i. Total absence of sight in both the eyes.
 - ii. Visual acuity not exceeding 6/60 or 20/200 snellen in the better eye with correcting lenses.
 - iii. Limitation of the field of vision subtending an angle of 20 degree or worse.

Employees whose handicap fits into the above description only need apply for the benefit of conveyance allowance.

II. QUANTUM: - 10% of basic pay subject to a maximum limit of ₹75/- per month.**III. AUTHORITY TO ISSUE ELIGIBILITY CERTIFICATE –**

1. With regard to orthopaedically handicapped employees certificate has to be issued by Head of the Orthopaedic Department of a Government Civil Hospital only.
2. In the case of visually handicapped employee, certificate has to be issued by Head of Ophthalmological Department of a Government Civil Hospital only.

IV. GENERAL:

1. The estimation of disability for issuing the certificate must be made on the basis of the standards contained in the Manual of Orthopaedic Surgeons in evaluating permanent physical impairment brought-out by the American Academy of Orthopaedic Surgeons U.S.A and published on their behalf by the Artificial Limbs Manufacturing Corporation of India, G.T Road, Kanpur.

2. The certificate must be obtained and submitted in the format Annexure-I in the case of orthopaedically handicapped and Annexure-II in the case of visually handicapped employees.
3. The allowance will be admissible from 3-12-1979 in the case of those who were in service and fulfilled the prescribed conditions as on that date. In the case of others the allowance is admissible from the date on which the recommendations of the concerned medical authorities are received by our Branch/Office concerned. The allowance will not be admissible during leave period (Except Casual Leave), joining time or suspension.
4. In cases where handicapped employees are referred by the Bank to Government Civil Hospitals located at situations outside their Headquarters for getting recommendations for the grant of conveyance allowance, such employees who satisfy the prescribed conditions and are recommended conveyance allowance by competent authority only may be reimbursed the actual travelling expenses as per rules for a journey on tour without any daily allowance for the period of journey and for halts. The period spent on journey as also at the Hospital shall however be treated as on duty. The central Government/Union Territories Hospitals are directed by the Government not to collect fees from handicapped persons approaching them for the certificate, However, fee charges by State Government, Hospitals if any shall be reimbursed to the employee against receipt/certificate issued by the Hospital.
5. Sanction of Conveyance allowance/travelling allowance/reimbursement of fee paid etc, will be made by DGMs/AGMs of Zonal Offices / I.B.I.W / Dy. General Manager / AGM HO of concerned department regarding all the employees (both workmen and Officers) placed under them. The Branches/Offices on receiving sanctions from competent authority shall arrange to pay arrears subject to Para (3) above.
6. Past cases settled cannot be re-opened. In the case of applications pending for disposal the concerned authorities may call for the certificate in the prescribed form and dispose of the applications immediately in the light of this circular.
7. Except in the case of Orthopaedically handicapped persons having disability of both upper and lower extremities aggregating to 50%, the percentage of handicap of various other parts of the body are considered individually and not in aggregate i.e. A visually handicapped person should satisfy the description furnished under I (b) (i)(ii)(iii) and Orthopaedically handicapped person ought to satisfy the conditions in I(a) above separately.
8. The time limit of 31-8-1982 stipulated in circular no.165/82/BC:PER relating to employees in service when that circular was issued stands.

ANNEXURE - I**(of Circular No. 29/86/BC/PER/9/SAS Date: 22.01.1986)****GRANT OF CONVEYANCE ALLOWANCE TO ORTHOPAEDICALLY HANDICAPPED**

I hereby certify that I have this day examined Shri/Smt_____ who is said to be employed in SyndicateBank as _____ (Designation) and whose signature is attested by me.

After detailed examination I find that he/she has got the following permanent partial disability:

Particulars of Disability	Whether Permanent or temporary	Cause of disability	Percentage of disability as I ALIMCO Manual
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In conclusion I am of the opinion that the person mentioned herein suffers from: (please whichever is applicable)

- Not less than 40% permanent partial disability of upper/lower limbs.
- Not less than 50% permanent partial disability of both upper and lower limbs together.
- The person qualifies for grant of conveyance allowance as per Government orders

Signature of the Candidate

Signature of the Head of Department
Of Orthopaedics Government Civil
Hospital
Name:
Registration No:
Designation with Office Seal:
Date:

ANNEXURE – II**(of Circular No. 29/86/BC/PER/9/SAS Date: 22.01.1986)****GRANT OF CONVEYANCE ALLOWANCE TO BLIND**

I hereby certify that I have this day examined Shri/Smt _____ who is said to be employed in Syndicate Bank as _____ (Designation) and whose signature is attested by me.

After detailed examination I find that he/she has got the following ophthalmological disability:

Particulars	% of defective vision	Cause of disability	Whether temporary Or permanent
1.			
2.			
3.			

In conclusion, I am of the opinion that the person mentioned herein has permanent impairment of vision of the following category (please indicate the relevant category)

- Total absence of sight in both eyes.
- Visual acuity does not exceed 6/60 or 20/200 (Snellen) in the better eye with correcting lenses.
- Limitation of the field of vision subtending an angle of 20 degrees. He/She qualifies for conveyance allowance admissible to blind persons as per Government Orders.

Signature of the Candidate

Signature of the Head of Department
Of Ophthalmology, Government Civil
Hospital
Name:
Registration No:
Designation with Office Seal:
Date:

SyndicateBank
Personnel Department
Personnel Administration Division (AS)
Head Office: Manipal

Ref:No.PD:PAD:AS:0087:1257:2009

Date: 13.04.2009

**All Regional Offices,
All Departments in Head Office/Corporate Office,
SIBM, Manipal
T&IBD Mumbai**

Dear Sir,

Sub: Payment of Conveyance Allowance to Blind and Orthopaedically Handicapped Employees.

Please refer to our Cir letter No.HO:PD:PAD:1:PQ dated 25.01.2002 stipulating the rate of Conveyance Allowance payable to Blind and Orthopaedically Handicapped Employees who satisfy the eligibility criteria as laid down in circular No.29/86/BC dated 22.01.1986.

In partial modification of the earlier guidelines, Government of India has approved the upward revision of the rate of Conveyance Allowance for disabled employees (Blind and Orthopaedically Handicapped Employees in Public Sector Banks/Financial Institutions) with effect from 18.02.2009.

We are pleased to inform that our Board of Directors have accordingly permitted payment of Conveyance Allowance to Blind and Orthopaedically Handicapped Employees at 5% of the Basic Pay subject to a maximum of ₹400/- per month effective from 18.02.2009, in addition to regular transport allowance of ₹ 105/- being paid to the award staff. All other terms and conditions remain unchanged.

All the Sanctioning Authorities are requested to take note of the above and implement the same

Yours faithfully,

Sd/-

General Manager (P)

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SyndicateBank
Personnel Department
Personnel Administration Division (AS)
Head Office: Manipal

Ref.No.PD:PAD:AS:0087:1955:2014

08.08.2014

Sub: Payment of Conveyance Allowance to Deaf & Dumb employees on par with Blind and Orthopaedically Handicapped employees of our Bank.

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Please refer to our Cir letter No.PD:PAD:AS:0087:1257:2009 dated 13.04.2009 stipulating the rate of Conveyance Allowance payable to Blind and Orthopaedically Handicapped Employees who satisfy the eligibility criteria as laid down in Circular No.29-1986-BC dated 22-01-1986.

We are pleased to inform that in tune with Govt. guidelines, Board of Directors have permitted payment of conveyance allowance to Deaf & Dumb employees on par with Orthopaedically Handicapped employees at 5% of the Basic Pay subject to a maximum of ₹400/- per month w.e.f.01.08.2014, in addition to regular transport allowance being paid to award staff as per Bipartite Settlement.

Please be guided by the above.

Sd/-

DY.GENERAL MANAGER (P)

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