



Syndicate Bank

Head Office: Manipal - 576 104 (Karnataka)

Organisation & Methods Division

Circular No.152-2008-BC-PD-35.SWD

Date: 11-07-2008

PERMANENT UTILITY

SILVER JUBILEE AWARD SCHEME TO HONOUR EMPLOYEES ON COMPLETION OF 25 YEARS OF SERVICE IN THE BANK

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The Silver Jubilee Award Scheme to honour employees on completion of 25 years of unblemished service is in vogue with effect from 31.08.1998. The salient features of the scheme were communicated to the branches vide circular No.219-1998-BC dated 28.10.1998. As per the existing scheme, a pair of wristwatches is being presented to the eligible employees.

The Bank has reviewed the scheme in the light of the revised guidelines received from Indian Bank's Association. The Board of Directors in its meeting held on 15.03.2008 has accorded approval for revising the ceiling limit for the Award to Rs.5000/- per employee. Such of those eligible employees who are yet to be presented with the Award need to be honoured under the revised ceiling limit. The guidelines on eligibility criteria, presenting the award etc. communicated earlier vide the above circular shall continue. On account of the representations received from the staff members, the Competent Authority has accorded approval to permit the branches to purchase the article of employee's choice within the financial limit of Rs.5000/-. The presentation of the article may be done by organising a small function as usual.

In view of the above, the revised procedure for presenting the Silver Jubilee Award is as under.

1. Regional Offices will identify at monthly intervals such of the employees who will be eligible for Silver Jubilee Award and intimate the same to the respective branches.
2. Branches will cross check the records and present him/her a Pay Order for Rs.5000/- to purchase the article of his choice by organizing a small function.
3. The Award may be presented to the employee on the due date or thereafter and a note to that effect has to be made in the staff card of the employee.
4. Branches shall raise Dr. IBA on Regional Office, furnishing the details of the employee to whom the Award is presented.
5. Regional Offices shall respond the Dr. IBAs received from branches/offices by debiting "**Silver Jubilee Award Scheme**" account.
6. The outstanding balances under that head of account shall be transferred to SWD, HO, Manipal at quarterly intervals furnishing the details like name of the employee, employee number and date of presentation of the Award etc.

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

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GENERAL MANAGER