



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 & METHOD

eCircular

Circular No.288-2010-BC-PD-64-IRD

Date: 04-11-2010

PERMANENT UTILITY

1. REIMBURSEMENT OF COST OF PETROL / CONVEYANCE EXPENSES AND
2. OUT OF POCKET EXPENSES TO WORKMEN EMPLOYEES.

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Syndicate Bank Employees' Union during the Joint Meeting held on 11.10.2010 requested for reimbursement of cost of petrol and increase in reimbursement of out of pocket expenses to workmen employees.

Having regard to the need to involve workmen employees for business development, to gear up recovery process and to compensate the cost of travel in meeting the customers for varied business developmental activities; increase in the cost in all fronts over the last 3 – 4 years and as a gesture, the Board of Directors in the Meeting held on 29.10.2010, considering the request of SBEU have approved introducing Bank Level Scheme for reimbursement of cost of Petrol/Conveyance expenses and increase in reimbursement of out of pocket expenses to workmen employees.

1. Reimbursement of cost of Petrol / Conveyance Expenses:

The limits for reimbursement of cost of petrol / conveyance expenses are as under:

Category of employees	Employees owning vehicle (reimbursement of petrol/fuel)	Employees not owning vehicle (lumpsum amount)
Non-subordinate staff (i. e., Special Assistants/ Clerks)	5 litres per month	₹ 200/- p.m.
Subordinate staff	3 litres per month	₹ 100/- p.m.

For submission of the claim, declaration in Form No.MS.1542 may only be used. All other particulars/details required therein be furnished except Bill Number. The relevant bills need not be enclosed. However, date of purchase of petrol/fuel should be mentioned under the relevant column therein. The Sanctioning Authority i. e., the Head of the branch/office shall ensure that the rate per litre claimed by the workmen is the rate prevailing at the authorized petrol/fuel outlets of that place on the relevant date.

Workmen employees, who do not own a vehicle, are eligible to claim reimbursement of lumpsum amount on declaration basis.

The limits are not cumulative and are to be claimed by the end of succeeding month. The reimbursement will be the expenses incurred by the employee for the month excluding the days he / she was on leave / deputation.

The eligible workmen may opt either for lump sum or petrol limit and the option can be exercised only once and will not be allowed to be changed unless there is a change in the status of his /her owning a vehicle. The Sanctioning Authority has to ensure that the employee claiming reimbursement of cost of petrol owns a vehicle.

The reimbursement of the amount may be made to the employee by crediting his/her individual account taking into account the declaration submitted by him / her as per entitlement to monthly petrol/fuel limit or lump sum as the case may be.

2. Reimbursement of Out of Pocket Expenses:

Further to circular No.126-2007-BC dated 05-06-2007, it is decided to increase reimbursement of out-of-pocket expenses by ₹10/-. The revised limits will be as under:

Metro Centres - - - ₹60/- per day
(Greater Mumbai, Delhi, Kolkata, Chennai, Ahmedabad, Bangalore & Hyderabad)

All other Centres - - - ₹40/- per day

All other terms and conditions mentioned in the above circular remain unchanged.

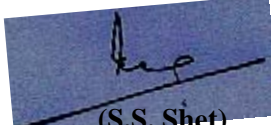
The limits under reimbursement of cost of petrol/conveyance expenses and out of pocket expenses come into effect from **01.11.2010**.

It is expected that the support extended by introducing the Scheme and increase in the allowances would motivate the workmen employees in intensifying the business development activities, increasing staff productivity etc.

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

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.

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(S.S. Shet)

GENERAL MANAGER (P)