



Syndicate Bank

Head Office: Manipal - 576 104 (Karnataka)

Organisation & Methods Division

Circular No. 308-2008-BC-PD-58.SWD

Date: 18-12-2008

PERMANENT UTILITY

SPECIAL SCHEME FOR REIMBURSEMENT OF EXPENSES INCURRED BY THE EMPLOYEES IN CONNECTION WITH CERTAIN COMPLICATED AND EXPENSIVE MEDICAL TREATMENT

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At present, Bank is reimbursing additional medical expenses incurred by the employees for major ailments like Cancer, Heart problem and transplantation of organs like Kidney, Liver and treatment in connection with major accidents, beyond the entitlement, subject to a maximum ceiling of Rs. 50,000/- for self and Rs. 37,500/- for dependents, or the actual expenses incurred, whichever is less, out of the staff welfare fund.

The Bank has been receiving requests from the employees to consider higher reimbursement of expenses incurred in connection with certain complicated surgeries/ailments beyond the over and above eligibility limits.

The Board of Directors in its meeting held on 12.12.2008 has accorded approval for introducing the Special Scheme for higher reimbursement of expenses incurred by the employees in connection with certain complicated and expensive medical treatment.

The salient features of the Special Scheme are as under:

- a) **Ailments to be covered:** The scheme shall cover serious ailments like cancer, complicated surgeries such as brain surgery and transplantation of organs such as kidney and liver.
- b) Reimbursement under the scheme shall be available for one time hospitalization expenditure exceeding Rs.5.00 lakh for Executives, Rs.4.00 lakh for Officers and Rs.3.00 lakh for Award staff or 20 months gross monthly income of the employee and his/her family, whichever is lower. The gross monthly income shall include the salaries of the employee, spouse, and unmarried children and also their income from other sources.
- c) The assistance under the scheme shall be considered as a one time measure for the patient.
- d) Hospitalization in recognized hospitals only [viz. Government/Municipal hospitals, hospitals run by charitable trusts/religious mission or hospitals recognized by the Chief Commissioner of Income Tax under Section 17-2[B] of Income Tax Act 1961] will be eligible for assistance under the scheme.
- e) Mode of reimbursement: The claim of an employee will be first reimbursed under the normal schemes of the Bank. Thereafter, if the employee is eligible for assistance under the special scheme, his/her claim will be considered subject to the ceiling limit.
- f) The monetary ceiling for reimbursement under the special scheme shall be the actual amount incurred over and above the entitlement or Rs.8 lakh for Executives, Rs.6 lakh for officers and Rs.4 lakh for award staff, whichever is less.
- g) The reimbursement of hospitalization expenditure under the said scheme shall be up to 100% of the expenditure or the ceiling limit, whichever is less, for self, and in respect of a dependant family member, it shall be 75% of the expenditure or 75% of the ceiling limit, whichever is less.

- h) The claims for reimbursement under the scheme shall be restricted up to the limit specified by the Board of Directors out of the allocation available for staff welfare on an annual basis.
- i) The scheme is effective from 12.12.2008.

Head of the Branch/Office is advised to circulate this circular among the Staff members in the branch/office.

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