

यूको बैंक



UCO BANK

प्रधान कार्यालय Head Office
 कार्मिक सेवा विभाग Personnel Services Department
 3&4 डीडी ब्लॉक/DD Block, सेक्टर/Sector-I, साल्ट लेक सिटी / Salt Lake City
 कोलकाता / Kolkata-700 064

Circular No. CHO/PMG/17/2022-23

Date: 10.08.2022

ALL BRANCHES/OFFICES IN INDIAN UNION**Sub: Bank's Staff Welfare Schemes for the year 2022-23 Improvement/Amendment thereof.**

Attention is drawn to the various Circulars issued from time to time by the Personnel Services Department, Head Office, regarding Bank's Staff Welfare Schemes. The Staff Welfare Committee in its meeting held on 29.07.2022 has approved some **improvement/amendment** in Staff Welfare Schemes which are **enumerated below**.

A. On-going schemes for the year 2022-23 for In-service Employees:

SL NO.	SCHEMES	REVISION IN THE SCHEME
1(A)	UCO Diamond Jubilee Scholarship Scheme	No Changes.
1(B)	UCO Diamond Jubilee Prize Scheme	No Changes.
2	Payment of Funeral Expenses for staff dying in harness. (Paid to their family members)	No Changes.
3(A)	Health Check-up Scheme (every year)	Rs.3000/- for self and spouse each (once in a year) w.e.f.01.04.2022 All staff members and their spouse in the age group of 35 years and above . All other terms and conditions will remain same as advised earlier.
3(B)	Reimbursement of cost of eye check-up & cost of spectacles to employees.	Rs.5000/- (Max) once in five years for self (if age is 35 and above) or Rs.5000/- (Max) once in five years for spouse (if age is 35 and above) or Rs.10000/- to both of them clubbed together (if both self and spouse are 35 and above) Claim can be made only once in five years in any of the cases, w.e.f.01.04.2022. All staff members and their spouse in the age group of 35 years and above . All other terms and conditions will remain same as advised earlier. Note: Employees who have already availed the facility in last 4 years will not be able to claim under this scheme.



3(C)	Reimbursement of cost for COVID-19 test (RT-PCR) to in-service employees.	Actual cost of COVID-19 test (RT-PCR) or Rs.1000/- per employee, whichever is less, including charges such as home collection charge, etc. There will be no limit on the number of RT-PCR test conducted. All other terms and conditions will remain same as advised earlier.
3(D)	Financial relief to physically challenged and mentally retarded children of employees.	Extension of age from 25 year to 30 years has been allowed in respect of mentally retarded child employee only. All other terms and conditions will remain same as advised earlier.
4	Canteen Subsidy	An amount of Rs.225/- per employee per month to be given to Canteen Committee w.e.f. 01.04.2022 for the FY 2022-23. The scheme will be reviewed for further continuation thereof.
5	SWS-Holiday home	Existing: Puri, Shirdi & Tirupati. New: Committee has approved opening of 16 new holiday homes. The detailed operational guidelines in this regard, including the Name of the Hotel, location, landmark, management, charges, etc., will be communicated by separate Circular, after finalizing the modalities.

B. New scheme for the year 2022-23 for In-service Employees:

SL NO.	SCHEME	BRIEF DETAILS OF THE SCHEME												
6	Reimbursement of expenses of Cleansing material	<table border="1"> <thead> <tr> <th>SNo</th> <th>Cadre</th> <th>Amount (half yearly)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Executive</td> <td>750/-</td> </tr> <tr> <td>2</td> <td>Officers</td> <td>650/-</td> </tr> <tr> <td>3</td> <td>Award Staff</td> <td>525/-</td> </tr> </tbody> </table> <p>Reimbursement to be made for expenses of cleansing material at their residence on a half yearly basis in the month of September and March.</p>	SNo	Cadre	Amount (half yearly)	1	Executive	750/-	2	Officers	650/-	3	Award Staff	525/-
SNo	Cadre	Amount (half yearly)												
1	Executive	750/-												
2	Officers	650/-												
3	Award Staff	525/-												

C. On-going schemes for the year 2022-23 for Retirees:

SL No.	SCHEMES	REVISION IN THE SCHEME
7	Group Mediclaim Insurance for retired employees - Insurance Premium subsidy.	Discontinued w.e.f. 01.04.2022.
8	SWS-Funeral Expenses in respect of Retiree - (Paid to their family members)	Quantum of Assistance increased to Rs.20,000/- (Max) w.e.f.01.04.2022.

D. New scheme for the year 2022-23 for Retirees:

SL No.	SCHEME	BRIEF DETAILS OF THE SCHEME
9	Health Assistance to Retirees	An amount of Rs.1000/- per annum to be credited to retirees' account for health assistance. (Payment to be made in the month of March on the basis of data as on 28.02.2023).



No other schemes except those described above are in vogue in Bank's Staff Welfare Schemes at present. Scheme wise details is enclosed as Annexure to this Circular for ready reference (Annexure-A)

It is reiterated that due procedure should be followed for release of amount from different schemes with the approval of competent authorities as per extant guidelines of the Bank. Any violation shall invite suitable action against the errant staff member concerned.

Copy of this Circular should be brought to the notice of all staff members of branches/Offices and also be prominently displayed on the Notice Board for information of all concerned.

Manish Kumar

मनीष कुमार **Manish Kumar**
महाप्रबंधक **General Manager**
HRM, PSD, Training & OL



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UCO BANK, HEAD OFFICE, PSD, KOLKATA
STAFF WELFARE SCHEMES OF OUR BANK FOR FY 2022-23

1.(A) UCO Diamond Jubilee Scholarship Scheme:

Objective	Scholarships for pursuing Degree Courses in India
Target Group	The children of permanent Subordinate staff.
Quantum of Assistance	Rs.1500/- per month to the ward who stays in Hostel. Rs.1000/- per month to the ward who does not stay in hostel Rs.1500/- per annum for purchase of books
Number of Scholarship	2 from each Zone on merit basis + top 5 candidates from CBSE + top 5 candidates from ICSE.
Accounting Code	GL account Code: xxx1074100048; BS Code:3709A
Sanctioning Authority	Personnel Services Department, Head Office
Circular Reference	CHO/PMG/17/2002 dated 12.07.2002; CHO/PMG/012/2018-19 dated 11.07.2018 Detailed circular in this regard will be issued separately.

1.(B) UCO Diamond Jubilee Prize Scheme:

Objective	Prizes in recognition of merits in 12 th Standard Board examination and Degree University Examination.
Target Group	The children of permanent members of staff (Officers, Clerks & Sub-ordinate staff including PT Sweepers in scale wages)
Quantum of Assistance	5000/- each
Number of Prizes	Total No. of Prize – 30 (5 each to the wards of clerks, officers and Sub-Staffs for 12 th Standard exam and 5 prizes each for Degree Examination.
Accounting Code	GL account Code: xxx1074100047; BS Code: 3709
Sanctioning Authority	Personnel Services Department, Head Office
Circular Reference	CHO/PMG/17/2002 dt.12.07.2002 ; CHO/PMG/43/2011-12 dt.26.12.2011 Detailed circular in this regard will be issued separately.

2.Payment of Funeral expenses - Staff:

Objective	Assistance on account of funeral expenses to the family of an employee who dies while in service.
Target Group	Family of the deceased staff member
Quantum of Assistance	Rs.20,000/-
Accounting Code	GL account Code: xxx1074100040; BS Code: 3709
Sanctioning Authority	Zonal Office / Personnel Services Department, Head Office
Circular Reference	CHO/PMG/08/2004 dt.17.02.2004; CHO/PMG/15/2008-09 dt.10.09.2008



3.(A) Health Check-up Scheme for Employees:

Objective	Assistance by way of reimbursement of expenses on account of health Check up every year.
Target Group	All staff members and their spouse in the age group of 35 years and above.
Quantum of Assistance	Rs.3,000/- every year for self Rs.3,000/- every year for spouse.
Accounting Code	GL account Code xxx1074100043; BS Code: 3709
Sanctioning Authority	Zonal Office / Personnel Services Department, Head Office
Circular Reference	CHO/PMG/34/2006 dt.02.01.2006 & CHO/PMG/29/2012-13 dt. 20.11.2012; CHO/PMG/12/2017-18 dtd. 25.07.2017; CHO/PMG/012/2018-19 dated 11.07.2018; CHO/PMG/32/2019-20 dated 07.12.2019

3.(B) Scheme for reimbursement of cost of spectacles to employees:

Objective	Financial assistance for eye check-up including procuring Spectacles.
Target Group	All staff members and their spouse in the age group of 35 years and above. Employees who have already availed the facility in last 4 years will not be able to claim under this scheme.
Quantum of Assistance	Rs.5000/- (Max) once in five years for self (if age is 35 and above) or Rs.5000/- (Max) once in five years for spouse (if age is 35 and above) or Rs.10000/- to both of them clubbed together (If both self and spouse are 35 and above) Claim can be made only once in five years in any of the cases, w.e.f.01.04.2022.
Accounting Code	GL account Code: xxx1074100045; BS Code: 3709
Sanctioning Authority	Zonal Office / Personnel Services Department, Head Office
Circular Reference	CHO/PMG/22/2006-07 dt.29.12.2006 & CHO/PMG/43/2011-12 dated 26.12.2011; CHO/PMG/12/2017-18 dated 25.07.2017; CHO/PMG/34/2020-21 dated 09.10.2020

3.(C) Financial relief to physically challenged and mentally retarded children of employee:

Objective	Financial relief towards School Fee for education in special Institutions and treatment in Rehabilitation Schools up to the age of 21 years for physically challenged child and 30 years in respect of mentally retarded child of an employee.
Target Group	All Staff Members



Quantum of Assistance	Rs.3,000/- (Max.) p.a. for a physically challenged child – up to age of 21 years. Rs.5,000/- (Max.)p.a. for a mentally retarded child up to age of 30 years. Rs.2500/- (one time) for purchase of certain artificial aid/accessories such as Calliper Shoes/ Crutches/ Wheel Chair/Artificial Leg/ Special hearing aid etc.
Accounting Code	GL account Code: xxxx1074100044; BS Code: 3709
Sanctioning Authority	Zonal Office / Personnel Services Department, Head Office
Circular Reference	CHO/PMG/17/2006-07 dated 11.11.2006; CHO/PMG/43/2011-12 dated 26.12.2011

3.(D) Scheme for reimbursement of cost of COVID-19 test (RT-PCR):

Objective	Financial assistance for COVID-19 test (RT-PCR).
Target Group	All Staff Members
Quantum of Assistance	Rs.1000/- (Max) including all charges such as home collection charge, etc. w.e.f.01.04.2022. There is no limit on the number of RT-PCR test conducted.
Accounting Code	New GL account Code will be informed separately.
Sanctioning Authority	Zonal Office / Personnel Services Department, Head Office
Circular Reference	CHO/PMG/34/2020-21 dated 09.10.2020

4. Canteen Subsidy for All In-Service Employees:

Objective	To provide financial support to the canteens providing refreshment/tiffin to employees at their respective branch/offices.
Target Group	All Staff Members
Quantum of Assistance	An amount of Rs.225/- per employee per month to be given to Canteen Committee. The scheme is effective from 01.04.2022 and is being reviewed yearly.
Accounting Code	GL account Code: xxxx1074100057 (BS Code: 3709)
Sanctioning Authority	Zonal Office / Personnel Services Department, Head Office
Circular Reference	CHO/PMG/ 35 /2012-13 dated 04.02.2013 CHO/PMG/12/2017-18 dated 25.07.2017 CHO/PMG/34/2020-21 dated 09.10.2020

5. Bank's Holiday Homes:

Objective	Provide Comfortable Stay at Pilgrimage/Tourist places.
Target Group	All employees along with their dependents & retired employees along with their spouse.
Modalities	Existing: Puri, Shirdi & Tirupati. New: Committee has approved opening of 16 new holiday homes. The detailed operational guidelines in this regard, including the Name of the Hotel, location, landmark, management, charges, etc., will be communicated by separate Circular, after finalizing the modalities.
Accounting Code	GL account Code: xxxx1074100052; (BS Code: 3709)
Sanctioning Authority	Personnel Services Department, Head Office



Circular Reference	CHO/PMG/17/2012-13 dt. 29.08.2012 CHO/PMG/ 41/2012-13 dt. 30.03.2013 CHO/PMG/23/2017-18 dtd.19.08.2017
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6. Reimbursement of Cleansing Material: *

Objective	All staff members to be allowed reimbursement of expenses of cleansing material at their residence.		
Target Group	All Staff Members		
Modalities	SNo	Cadre	Amount (half yearly)
	1	Executive	750/-
	2	Officers	650/-
	3	Award Staff	525/-
Reimbursement to be made for expenses of cleansing material at their residence on a half yearly basis in the month of September and March.			

7. Health Assistance to Retirees: *

Objective	Providing assistance for amount spent for medical purpose.
Target Group	All normal/VRS retired employees/officers.
Modalities	An amount of Rs.1000/- per annum to be credited to retirees' account for health assistance. (Payment to be made in the month of March on the basis of data as on 28.02.2023).

8. Payment of funeral expenses to the family of retired staff members:

Objective	Providing financial assistance for funeral expenses to the family of retired employees in the event of death of normal/VR retired employees/officers.
Target Group	All normal/VRS retired employees/officers.
Quantum of Assistance	Rs.20,000/- (Max) .
Accounting Code	GL account Code: xxx1074100053 ;BS Code: 3709
Sanctioning Authority	Branch Head of the concerned Pension paying Branch/Personnel Services Department, Head Office
Circular Reference	CHO/PMG/43/2011-12 dt.26.12.2011

* For scheme 6 & 7, detailed operational guidelines in this regard viz. accounting code, Sanctioning authority, etc. will be communicated by separate Circular, after finalizing the modalities.

