



यूको बैंक UCO BANK

प्रधान कार्यालय Head Office

कार्मिक सेवा विभाग Personnel Services Deptt. प्रधान कार्यालय-2 Head Office-2  
डीडी-3&4 DD 3&4, सेक्टर-1 Sector-I, साल्ट लेक Salt Lake कोलकाता Kolkata-700 064,  
फोन 033- 44559230/9220/9213

No. CHO/PAS/05/2019-20

Dated: 16/08/2019

To: All Branches / Offices in Indian Union

Sub: Revision in the cost of Summer/Winter uniform and liveries for Subordinate Staff.

Attention is invited to Head Office Circular No. CHO/PAS/05/2011-2012 dated 21/01/2012 in respect of revision in the cost of uniform and cost of shoes for the members of subordinate staff was last circulated. In the meantime, there has been change in cost of inputs. Hence, keeping in view the rise in price of cloth and stitching charges, the Competent Authority has approved revision in the cost of uniform and liveries for subordinate staff as under:

Category	Summer Uniform		Winter Uniform	
	Existing limit (per set)	Revised limit (per set)	Existing limit (per set)	Revised limit (per set)
Subordinate Staff (male)	Rs.565/-	Rs.1000/-	Rs.1560/-	Rs.2800/-
Subordinate Staff(Female)	Rs.480/-	Rs.915/-	Rs.1560/-	Rs.2800/-
Armed Guard, Driver & Watchman	Rs.600/-	Rs.1000/-	Rs.1560/-	Rs.2800/-

Further, the cost of **Dupatta, Turban** and **Shoes** applicable in specific under mentioned cases is also revised as given below;

Category	Existing limit	Revised limit
Dupatta for <b>female Sub-staff</b> , who wear Salwar and Kameez.	Rs.150/-	Rs.300/-
Turban for <b>Sikh Sub- staff</b> , who used to wear it in the past and continue to wear it.	Rs.300/-	Rs.500/-
Cost of one pair of Shoes for Watchmen, Armed Guards, Electrician, Air Conditioning Plant helpers, Drivers, Plumbers and Sanitary Fitters in maintenance Department who are supplied with <b>a pair of shoes once in two years.</b>	Rs.500/-	Rs.1000/-

The above limits are inclusive of all charges. Revised rates will be **effective from 13.06.2019.**



It may please noted that the cloth / design/ specifications for both summer and winter uniform and other terms & conditions shall remain the same as per earlier Head Office circulars No. CHO/PAS/10/1987 dated 18-04-1987, CHO/PAS/15/87 dated 09-12-1987, CHO/PAS/17/1988, dated 31-08-1988, CHO/PAS/01/1995 dated 07-03-1995.

Colour of uniform in the case of Male subordinate staff will remain same but for female subordinate cadre employees' uniform should be as follows:

- i) Cotton/polyester Sky blue Sarees with Navy blue boarder and navy blue cotton/polyester blouse; or
- ii) Sky Blue Kurta and navy Blue Salwar with Navy Blue Du-patta

Permanent full-time members of subordinate Staff, Permanent Part-time Workmen in Sub-ordinate cadre working not less than six hours per week, may be supplied with **3 (three) sets of Terry Cotton/Terry Khadi Uniform in two years and one set of Woolen Uniform in 3 years**

Permanent Watchmen, Armed Guards, Electrician, Air Conditioning Plant helpers, Drivers, Plumbers and Sanitary Fitters in maintenance Department may be supplied with **a pair of shoes once in two years**

It is to be ensured that the **members of subordinate staff who are supplied with uniform must wear the same in clean condition, while on duty.** The sub-staff members who are not found in uniform while on duty, should be marked "Absent" in terms of instruction contained in HO circular no. CHO/PMG/23/98 dated 28-11-1998.

**Details of block wise availment of both summer and winter uniform must be marked in HRMS by branches/offices.**

Branches / Offices are advised to note the above for proper compliance.



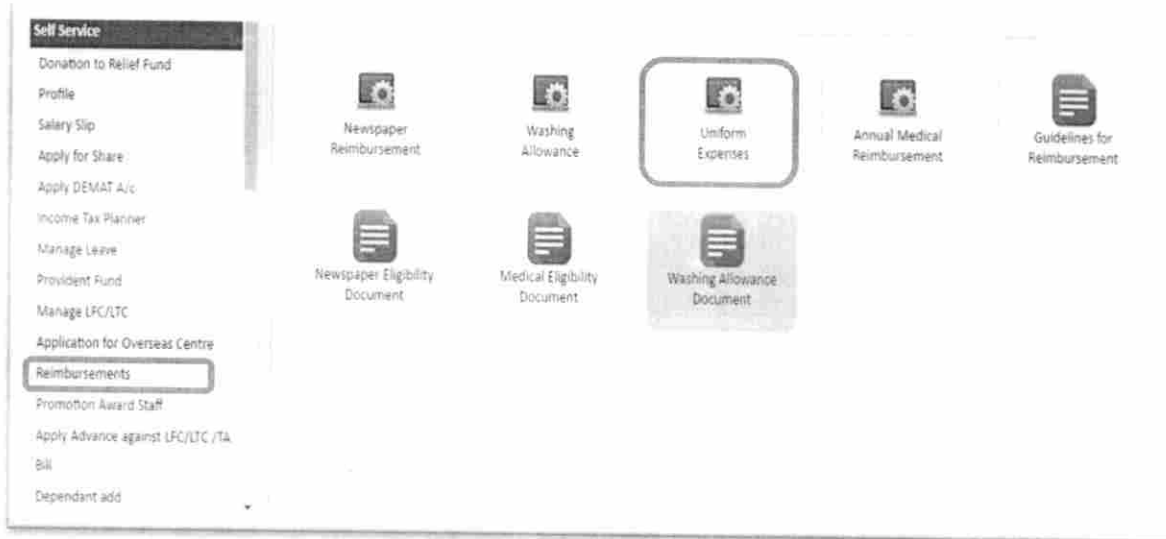
(Naresh Kumar)  
General Manager  
HRM, PSD, TRAINING & OL



## Uniform Expenses Reimbursement:

### I. APPLICATION CLAIM:

1. Claim for Uniform Expenses can be applied under Self Service> Reimbursement> Uniform Expenses Tab.



1. Click on **New Claim** Button.



2. Details are to be filled : **Claim Amount** to be entered ,**Claim Year** and **Uniform Type** to be selected, check box to be checked and **Apply Claim** to be clicked. Application will be Submitted.

The screenshot shows the 'New Claim - Uniform Expenses' form. It has fields for 'Claim Amount' (1000.00), 'Claim Year' (2019), and 'Uniform Type' (Summer Uniform). Below these fields, there are instructions: '\* Shoes: For Armed Guards, Electrician, Air conditioning Plant Helpers, Drivers, Plumbers and Sanitary Fitters only.', '\*\* Turban: For Sikh Employees Only', and '\*\*\* Dupatta: For Female Employees Only.'. There is a checked checkbox and the text 'do hereby certify that I have incurred the claim expense for the above mentioned purpose.'. At the bottom, there is an 'Apply Claim' button.

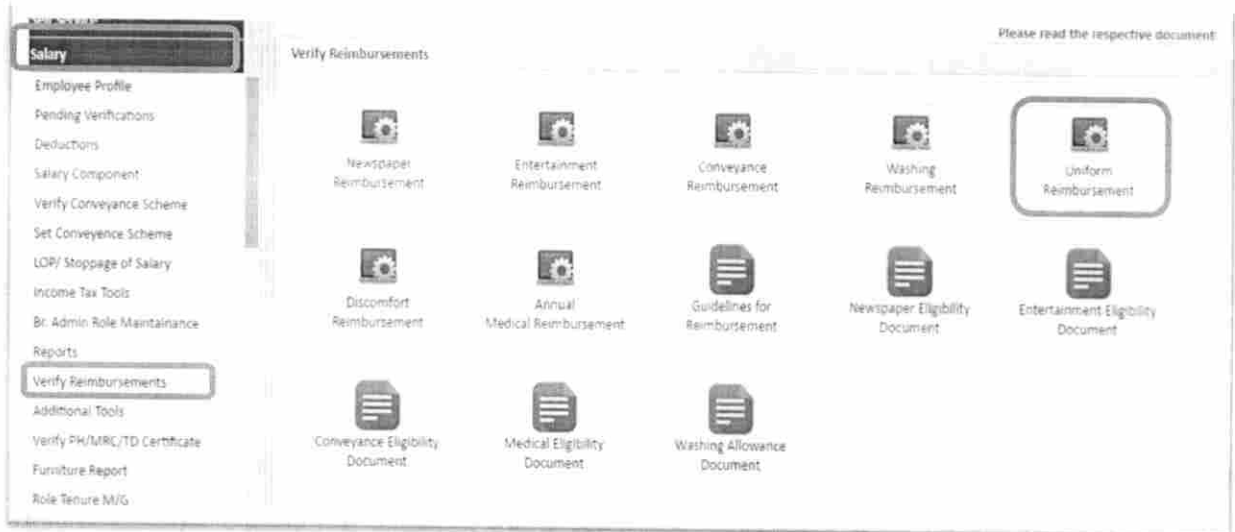
3. To delete a submitted Claim, select claim from the list and click on **Delete Claim** Button.

The screenshot shows the same table as before, but with the 'Delete Claim' button highlighted with a red box. The table contains two rows of data:

Claim No.	Emp No.	Name	Uniform_type	Claim Amt	Claim Date	Approved A	Approval Date	Pay Date	Status	Claim
1	SUM26081914493	50090 NIRDESH	SUMMER	1000	26-08-2019	915			PENDING	2019
2	WIN26081914493	50090 NIRDESH	WINTER	2800	26-08-2019	2800			PENDING	2019

## II. APPLICATION APPROVAL :

1. Approving Authority may Verify the claim under Salary>Verify Reimbursements>Uniform Reimbursement Tab:



2. Claim to be selected and **Approve** Button to be clicked.

Pending Approved Paid Rejected

Verify Uniform Expenses

Approve Select a row and click on Approve button.

Claim No	Emp No	Uniform Type	Name	SOL ID	Claim Amt	Claim Date	Eligible Amt	Claim Year	Status	
1	WIN2608191449332	50090	WINTER	NIRDESH	7043	2800	26-08-2019	2800	2019	PENDING
2	SUM2608191449331	50090	SUMMER	NIRDESH	7043	1000	26-08-2019	915	2019	PENDING
3	SUM2608191449315	60731	SUMMER	LAXMI	7043	99999	26-08-2019	915	2019	PENDING
4	SHO2608191449316	60731	SHOES	LAXMI	7043	78767	26-08-2019	1000	2019	PENDING
5	DUP2608191449317	60731	DUPATTA	LAXMI	7043	200	26-08-2019	200	2019	PENDING
6	DUP2608191449312	60731	DUPATTA	LAXMI	7043	56	26-08-2019	56	2019	PENDING
7	WIN2608191449313	60731	WINTER	LAXMI	7043	4555	26-08-2019	2800	2019	PENDING

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Displaying 1 to 7 of 7 items

3. Enter the Bill Details (as checked against Original Bill), check the checkbox and click on **Submit**.

Verify

Claim No: SUM2608191449315 Uniform Type: SUMMER Eligible Amount: 915

Enter Uniform Bill Details.

Bill Date	Bill No.	Amount	Remarks
01-08-2019	12-09-2034	1234.00	Bill checked against original

I do hereby certify that the above claim is within the stipulated quota of the employee and I have entered the details as per Original Bill submitted by employee.

Submit Cancel

4. To reject a claim, **Reject Button** to be clicked.

The screenshot shows a web application interface for managing claims. At the top, there are two buttons: 'Approve' and 'Reject'. The 'Reject' button is highlighted with a red box and has a tooltip that says 'Select a row and click on Reject button.' Below the buttons is a table with the following columns: Claim No, Emp No, Uniform Type, Name, SOL ID, Claim Amt, Claim Date, Eligible Amt, Claim Year, and Status. The table contains 7 rows of data. Row 2 is highlighted in grey. At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and a status indicator 'Displaying 1 to 7 of 7 items'.

Claim No	Emp No	Uniform Type	Name	SOL ID	Claim Amt	Claim Date	Eligible Amt	Claim Year	Status	
1	WIN2608191449332	50090	WINTER	NIRDESH	7043	2800	26-08-2019	2800	2019	PENDING
2	SUM2608191449331	50090	SUMMER	NIRDESH	7043	1000	26-08-2019	915	2019	PENDING
3	SUM2608191449315	60731	SUMMER	LAXMI	7043	99999	26-08-2019	915	2019	PENDING
4	SHO2608191449316	60731	SHDES	LAXMI	7043	76767	26-08-2019	1000	2019	PENDING
5	DUP2608191449317	60731	DUPATTA	LAXMI	7043	200	26-08-2019	200	2019	PENDING
6	DUP2608191449312	60731	DUPATTA	LAXMI	7043	56	26-08-2019	56	2019	PENDING
7	WIN2608191449313	60731	WINTER	LAXMI	7043	4555	26-08-2019	2800	2019	PENDING

5. Rejection Remarks to be entered and **Submit Button** to be clicked.

The screenshot shows a 'Reject Claim' dialog box. It has a title bar with 'Reject Claim' and a close button. Inside the dialog, there is a section labeled 'Rejection' and a text area for 'Remarks'. The text area contains the text 'Rejected .Have claimed earlier.' and a note '\*Max 500 Characters'. At the bottom of the dialog, there are two buttons: 'Submit' and 'Cancel'.

**Note:** For Eligibility and other criteria, please refer to Circular No. CHO/POS/05/2019-20 dated 16/08/2019. Original Bills of the Items purchased to be submitted to the Approving Authority.

Approving Authority for the same will be as follows:

Branch Staff	Branch Head
ZO, FI, RTC, LDM Office Staff	Admin Users of the ZO
CSC Staff	CSC Admin Users
HO Staff	Department Admin Users

After approval, payments will be processed centrally from Head Office. No manual payments should be done in this respect.

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