

**TO ALL BRANCHES/OFFICES IN INDIAN UNION****SUB: STAFF WELFARE SCHEMES –**

- I) UCO Diamond Jubilee Scholarship Scheme
- II) UCO Diamond Jubilee Prize Scheme.

Reference is invited to our Circular No. CHO/PMG/17/2002 dated 12.07.2002 informing the branches / offices about introduction of two staff welfare schemes for our award staff employees/officers to correspond with commemoration of Bank's Diamond Jubilee Celebration, namely, UCO Diamond Jubilee Scholarship Scheme and UCO Diamond Jubilee Prize Scheme. The aforesaid two Staff Welfare Schemes came into effect in the financial year 2002-2003.

The prime objective of the two staff welfare schemes is to encourage merit in academics amongst the children of our award staff employees/officers.

The first Scheme i.e. **UCO Diamond Jubilee Scholarship** is meant for **children of permanent subordinate staff** in the form of Scholarship in recognition of merit in **12<sup>th</sup> Standard examination** conducted by respective state board/central board, to enable the ward of sub-ordinate staff to pursue graduation course.

The amount of scholarship with effect from 01.04.2018 is reproduced below for ready reference.

<b>Amount of Scholarship</b>	a) <b>Rs.1500/-</b> per month in cases where wards stay in a Hostel.
	b) <b>Rs.1000/-</b> per month in cases where wards do not stay in a Hostel.
	c) Lump-sum amount of <b>Rs.1500/-</b> per annum for purchase of books in both (a) and (b) above.

It is pertinent to mention that the above amount of scholarship is also applicable (with effect from 01.04.2018) to the wards who were awarded the scholarships in the previous years and are still pursuing graduation courses within the normal academic term.

The second scheme namely **UCO Diamond Jubilee Prize Scheme** covers the **children of permanent clerical and officers staff** in the form of Prizes in recognition of merit in XII standard examination conducted by State/Central Boards and Degree examinations.



Further, as per our circular NO. CHO/PMG/43/2011-12 dated 26.12.2011, the UCO Diamond Jubilee Prize Scheme is extended to the meritorious wards of permanent subordinate staff members also (including PT Sweepers in scale wages) in recognition of their merit for securing high marks in 12<sup>th</sup> Standard and at Graduation level, with 10 prizes - 5 each for 12<sup>th</sup> Standard and Graduation. **However the wards shall be eligible for either Scholarship Scheme OR Prize Scheme at a time.** It is also reiterated that the amount of Prize under UCO Diamond Jubilee Prize Scheme is **Rs.5000/- each.**

Like previous years, applications for the current **financial year (2022-23) (Academic Year 2021-22)** are invited from desirous employees/officers through their respective branches/offices in the format given under **Annexure-I/Annexure-II**, as the case may be, so as to reach the respective Zonal Office **latest by 23.01.2023.**

Now, provision has been made in HRMS Portal for applying for Diamond Jubilee Prize Scheme / Diamond Jubilee Scholarship Scheme. Menu options for this have been activated, which is available under **Self Service -> Reimbursements -> Apply for Diamond Jubilee Prize Scheme / Diamond Jubilee Scholarship Scheme.**

**While forwarding the applications to the Zonal Office, copies of relevant mark-sheet and certificate pertaining to the dependent children of staff-members are to be enclosed duly authenticated/verified by the Branch Head with the original mark-sheet and certificate.**

The desirous employees/officers in Zonal/Field Inspectorates/Regional Training Centres/Central Staff Colleges/Departments at Head Office should submit their applications to the respective Heads latest by **23.01.2023.** In such cases, copies of relevant mark sheets and certificates may be authenticated by an officer in Scale-III or above.

The respective Zonal Offices/Departments at Head Office in turn will forward all the applications received by them in one lot in an envelope addressed to **The Asst. General Manager, UCO Bank, Head Office, 2nd Floor, Personnel Services Department, 3 & 4, DD Block, Sector-I, Salt Lake, Kolkata -700 064.**

All applications must reach our office **latest by 06.02.2023.**

A copy of this circular should be displayed in the Notice Board for information of all concerned.



**(Manish Kumar)**

**General Manager (HRM, PSD, Training & OL)**

**Encl: Annexure- I & II**



**Annexure - I**

**Application for UCO Diamond Jubilee Scholarship Scheme – 2022-23:  
Academic Year-2021-2022**

1	Name of employee	
2	EMP Number	
3	Cadre/Designation	
4	Present Place of Posting	
5	Zone	
6	Name of Ward	
7	Date of Birth of ward	
8	Name of examination passed	
9	Year of Passing	
10	Division/Class/Grade	
11	Marks Scored in percentage	
12	Rank if any in the Board/University	
13	Name of School/College from where passed	
14	Name of Board / University	

**Date:**

**Signature of Employee**

Copies of mark sheets/testimonials are enclosed after due verification & attestation at our end.

The above mentioned details furnished by Mr./Ms. \_\_\_\_\_ are checked and found correct. Mr./Ms. \_\_\_\_\_, ward of Mr./Ms. \_\_\_\_\_ has secured \_\_\_\_\_% marks and completed his/her **plus 2 level Course** in the **academic year 2021-2022** and is pursuing graduation course namely, \_\_\_\_\_ in \_\_\_\_\_ College.

**Signature with seal**  
**Head of Branch/Zone/Dept. of Head Office/Field Inspectorate/CSC/RTC**



**Annexure-II**

**Application for UCO Diamond Jubilee Prize Scheme – 2022-23:**

**Academic Year 2021-2022**

1	Name of employee	
2	EMP Number	
3	Cadre/Designation	
4	Present Place of Posting	
5	Zone	
6	Name of Ward	
7	Date of Birth of ward	
8	Name of examination passed	
9	Year of Passing	
10	Division/Class/Grade	
11	Marks Scored in percentage	
12	Rank if any in the Board/University	
13	Name of School/College from where passed	
14	Name of Board / University	

**Date:**

**Signature of Employee**

Copies of mark sheets/testimonials are enclosed after due verification & attestation at our end.

The above mentioned details furnished by Mr./Ms. \_\_\_\_\_ are checked and found correct. Mr./Ms. \_\_\_\_\_, ward of Mr./Ms. \_\_\_\_\_ has secured \_\_\_\_\_% marks and completed his/her **plus 2 level/graduation level Course** in the **academic year 2021-2022**.

**Signature with seal**  
**Head of Branch/Zone/Dept. of Head Office/Field Inspectorate/CSC/RTC**

