

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

CHO/PMG/SW/ 19 /2022-23

Date: 01.09.2022

ALL BRANCHES/OFFICES IN INDIAN UNION

Sub: Introduction of New Staff Welfare Scheme- Reimbursement for expenses of cleansing material at their residence.

We are pleased to advise that the Competent Authority has approved introduction of new Staff Welfare Scheme-Reimbursement for expenses of Cleansing material at their residence on half yearly basis. Details of the scheme are:

Purpose:	To promote habit of cleanliness among the employees.														
Coverage:	All in-service employees.														
Eligible items:	All materials used for cleaning at the residence of the employee.														
Quantum of assistance:	<table border="1"> <thead> <tr> <th>SNo</th> <th>Cadre</th> <th>Reimbursement Amount (payable 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>			SNo	Cadre	Reimbursement Amount (payable half yearly)	1	Executive	750/-	2	Officers	650/-	3	Award Staff	525/-
SNo	Cadre	Reimbursement Amount (payable half yearly)													
1	Executive	750/-													
2	Officers	650/-													
3	Award Staff	525/-													
Date of effect:	The scheme will be effective from 01.04.2022.														
Reimbursement modalities:	<p>a) Reimbursement of expenses shall be made on the submission of an application on declaration basis, in HRMS under Self Service > Reimbursement > Cleansing material.</p> <p>b) Reimbursement shall be limited to eligibility as per cadre or the amount actually spent, whichever is lower.</p> <p>c) Cadre eligibility for reimbursement will be as on date of application for reimbursement.</p> <p>d) Bills/receipt against amount spent on cleansing materials for the period from 1st April to 30th September will be paid in the month of September, whereas for the period from 1st October to 31st March will be paid in the month of March.</p> <p>e) Window for application and Sanction will be made available from 1st September to 30th September and 1st March to 31st March for the Bill Period 1st April to 30th April and 1st October to 31st March respectively.</p> <p>f) Bills/vouchers should be stored for the purpose of record and audit.</p> <p>g) Payment will be done by Head Office centrally.</p>														



Flow for Reimbursement:

Application raised by the employee in HRMS.




Credit of reimbursement amount in the salary account.

Timeline for Reimbursement:

Bill Period	Window for application & Sanction	Payment Date
1 st April to 30 th September	1 st September to 30 th September	September
1 st October to 31 st March	1 st March to 31 st March	March

Branches/Offices are directed to bring the contents of this Circular to the notice of all **in-service employees**, enabling them to avail this facility. A copy of this Circular should conspicuously be displayed on the Bank's Notice Board for information of all concerned.


Manish Kumar
General Manager
HRM, PSD, Training & OL
