



यूको बैंक UCO BANK

प्रधान कार्यालय, कार्मिक सेवा विभाग

Head Office, Personnel Services Department

Circular No. CHO/PMG/43/2022-23

Date: 03/01/2023

**ALL BRANCHES / OFFICES IN INDIAN UNION**

**Sub: Provision of Newspaper and Magazine for Officers/Executives/Award Staff members and reimbursement on declaration basis through HRMS – Enhancement of the ceiling of reimbursement**

News paper allowance is being paid to all the executives and officers in terms of the bank circular No. CHO/POS/09/2010-11 dated 06.08.2010 and earlier guidelines issued from time to time towards reimbursement of the cost of news paper and business magazine.

Bank has shown continuous business growth during last few quarters. As a gesture of benevolence towards our Staff, the department proposed revision in limit of Bank's facility of News Paper/Magazine for all employees.

A note was placed before the Board of Directors for enhancement of limit towards cost of news paper/magazine which got approved at its meeting held on 03.01.2023.

Accordingly, the new eligibility for reimbursement of newspaper allowances will be as below:

<u>Sl No</u>	<u>Scale</u>	<u>Monthly Reimbursement Ceiling in HRMS for cost of Newspaper (physical /digital) and Magazine (physical /digital) (in Rs.)</u>
<u>1</u>	Scale –VII	1000
<u>2</u>	Scale -VI	800
<u>3</u>	Scale – V	600
<u>4</u>	Scale – IV	500
<u>5</u>	Scale – III	300
<u>6</u>	Scale-II	200
<u>7</u>	Scale-I	200
<u>8</u>	Award Staff	150
<u>9</u>	Sub Staff	100



The above provision of reimbursement for news paper with enhanced ceiling is effective from the month of January, 2023 with following terms & conditions:

1. Reimbursement of (new provision) expenditure towards news paper and magazine will be on declaration basis through HRMS only.
2. Reimbursement of (new provision) claim up to last 1 year will be available in HRMS considering annual subscriptions and thereafter it will be lapsed automatically.
3. Reimbursement claim shall be available up to 1 month after retirement, thereafter Employee will not be eligible for claim for any past month.

The contents of this circular is to be brought to the notice of all staff members by displaying a copy of it in the staff notice board for information of all concerned.



(मनीष कुमार / Manish Kumar)  
महाप्रबंधक General Manager  
HRM, PSD, Training & OL

