



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/ 07 /2023-24

Date: 26.06.2023

ALL BRANCHES/OFFICES IN INDIAN UNION

Sub: Bank's Staff Welfare Schemes for the year 2023-24 Improvement/Amendment thereof.

Attention is drawn towards 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 22.06.2023 has approved some **improvement/amendment** in Staff Welfare Schemes which are **enumerated as below**.

A. Ongoing schemes for the year 2023-24 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 | Addition of 10 th Standard Board examination in recognition of merits of the children of permanent members of staff (Officers, Clerks & Sub-ordinate staff). |
| 2 | Payment of Funeral Expenses for staff dying in harness. | No Changes. |
| 3 | Health Check-up Scheme (every year) | <ul style="list-style-type: none"> ➤ Rs.3000/- for self and spouse each for staff members and their spouse in the age group of 35 years to 50 years. ➤ Rs.4000/- for self and spouse each for staff members and their spouse in the age group of 51 years to 60 years. |
| 4 | Reimbursement of cost of eye check-up & cost of spectacles to employees. | <ul style="list-style-type: none"> ➤ Rs.4000/- (Max) once in five years for self (if age is 35 and above) <li style="text-align: center;">or ➤ Rs.4000/- (Max) once in five years for spouse (if age is 35 and above) <li style="text-align: center;">or ➤ Rs.8000/- to both of them clubbed together (If both self and spouse are 35 and above) ➤ All staff members and their spouse in the age group of 35 years and above. <p>Note: Employees who have already availed the facility in last 4 years will not be able to claim under this scheme.</p> |



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| 5 | Financial relief to physically challenged and mentally retarded children of employees. | No changes. |
| 6 | Canteen Subsidy | No changes. |
| 7 | SWS-Holiday home Existing: Gangtok, Goa, Katra, Manali, Mumbai, Mussoorie, Nainital, Ooty, Port Blair, Pondicherry, Puri, Rameshwaram, Shillong, Shimla, Shirdi, Tirupati and Varanasi. | New: Committee has approved opening of new holiday homes at different locations. 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. |
| 8 | Reimbursement of expenses of Cleansing material | No changes. |

B. Ongoing schemes for the year 2023-24 for Retirees:

| Sl No. | SCHEMES | REVISION IN THE SCHEME |
|--------|--|---|
| 9 | Health Assistance to Retirees | An amount of Rs.1500/- per annum to be credited to retirees' account and an amount of Rs. 500/- per annum to be credited to family pensioners' account for health assistance. (Payment to be made in the month of March on the basis of data as on 29.02.2024). |
| 10 | SWS-Funeral Expenses in respect of Retiree | No changes. |

No other schemes except those described above are in vogue under 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 claiming the amount under different schemes 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

UCO BANK, HEAD OFFICE, PSD, KOLKATA
STAFF WELFARE SCHEMES OF OUR BANK FOR FY 2023-24

1.(A) UCO Diamond Jubilee Scholarship Scheme:

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| 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. |
| Sanctioning Authority | Personnel Services Department, Head Office |
| Circular Reference | Detailed circular in this regard will be issued separately. |

1.(B) UCO Diamond Jubilee Prize Scheme:

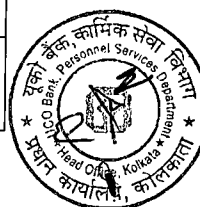
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|-----------------------|--|
| Objective | Prizes in recognition of merits in 10 th and 12 th Standard Board examination and Degree University Examination. |
| Target Group | The children of permanent members of staff (Officers, Clerks & Sub-ordinate staff) |
| Quantum of Assistance | 5000/- each |
| Number of Prizes | Total No. of Prize – 45 (5 each to the wards of clerks, officers and Sub-Staffs for 10 th Standard board exam, 12 th Standard board exam and 5 prizes each for Degree Examination. |
| Sanctioning Authority | Personnel Services Department, Head Office |
| Circular Reference | Detailed circular in this regard will be issued separately. |

2. Payment of Funeral expenses - Staff:

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| 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/- |
| Sanctioning Authority | Zonal Office / Personnel Services Department, Head Office |
| Circular Reference | Detailed circular in this regard will be issued separately. |

3. Health Check-up Scheme for Employees:

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| 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. |



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| Quantum of Assistance | Rs.3,000/- every year for self. (Age 35-50 years) Rs.3,000/- every year for spouse. (Age 35-50 years) Rs.4,000/- every year for self. (Age 51-60 years) Rs.4,000/- every year for spouse. (Age 51-60 years) |
| Sanctioning Authority | Zonal Office / Personnel Services Department, Head Office |
| Circular Reference | Detailed circular in this regard will be issued separately. |

4. Scheme for reimbursement of cost of spectacles to employees:

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| 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.4000/- (Max) once in five years for self (if age is 35 and above) or Rs.4000/- (Max) once in five years for spouse (if age is 35 and above) or Rs.8000/- to both of them clubbed together (If both self and spouse are 35 and above) |
| Sanctioning Authority | Zonal Office / Personnel Services Department, Head Office |
| Circular Reference | Detailed circular in this regard will be issued separately. |

5. Financial relief to physically challenged and mentally retarded children of employee:

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| 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 |

6. Canteen Subsidy for All In-Service Employees:

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| Objective | To provide financial support to the canteens providing refreshment/tiffin to employees at their respective |
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| | 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 01.04.2023. |
| Sanctioning Authority | Personnel Services Department, Head Office |
| Circular Reference | Detailed circular in this regard will be issued separately. |

7. Bank's Holiday Homes:

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| Objective | Provide Comfortable Stay at Pilgrimage/Tourist places. |
| Target Group | All employees along with their dependents & retired employees along with their spouse. |
| Modalities | <p>Existing: Gangtok, Goa, Katra, Mandali, Mumbai, Mussoorie, Nanital, Ooty, Port Blair, Pondicherry, Puri, Rameshwaram, Shillong, Shimla, Shirdi, Tirupati and Varanasi.</p> <p>New: Committee has approved opening of some new holiday homes at different locations. 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.</p> |
| Sanctioning Authority | Personnel Services Department, Head Office |
| Circular Reference | Detailed circular in this regard will be issued separately. |

8. 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 | <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.</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/- | | | | | | | | | | | |
| Sanctioning Authority | Personnel Services Department, Head Office | | | | | | | | | | | | |
| Circular Reference | CHO/PMG/SW/19/2022-23 dated 01/09/2022 | | | | | | | | | | | | |

9. Health Assistance to Retirees:

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| Objective | Providing assistance for amount spent for medical purpose. |
| Target Group | All normal/VRS retired employees/officers, family pensioners. |
| Modalities | An amount of Rs.1500/- per annum to be credited to retirees' account and an amount of Rs. 500/- per annum to be credited to family pensioners' account for health assistance. (Payment to be made in the month of March |



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|-----------------------|---|
| | on the basis of data as on 29.02.2024). |
| Sanctioning Authority | Personnel Services Department, Head Office |
| Circular Reference | Detailed circular in this regard will be issued separately. |

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

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| 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: xxxx1074100053 ;BS Code: 3709 |
| Sanctioning Authority | Branch Head of the concerned Pension paying Branch/Personnel Services Department, Head Office |
| Circular Reference | Detailed circular in this regard will be issued separately. |

