विजया बैंक VIJAYA BANK प्र.का.-बेंगलूर HO – BANGALORE	
CIRCULAR NO.	**16024**
DATE	**28.01.2016**
DEPARTMENT	**PERSONNEL DEPARTMENT (PA&PD)**
SUBJECT	**FAREWELL FUNCTION**
SUMMARY	**FAREWELL FUNCTION TO EMPLOYEES ON RESIGNATION/VOLUNTARY RETIREMENT.**
EARLIER REFERENCE	**HO-CIRCULAR NO.14126 DATED 02.06.2014**

In terms of HOC No: 14126 dated 02.06.2014, branches/offices have been permitted to incur the expenditure at the rate of Rs. 60/- per staff of the branch/office towards refreshments for arranging farewell function to the employees retiring on superannuation/silver jubilee award function to employees.

It has been now decided to permit the branches/offices to incur the above expenditure for organizing farewell function while relieving the staff members on resignation/voluntary retirement who have rendered twenty years of service in the Bank.

The above facility will come into force with immediate effect. All other terms, conditions & guidelines stipulated vide HOC 14126 dated 02.06.2014 shall remain unchanged.

All concerned are advised to take note of the above.

A C SWAIN
GENERAL MANAGER - PERSONNEL