

विजया बैंक VIJAYA BANK प्र.का.-बेंगलूर HO – BANGALORE	
<b>CIRCULAR NO.</b>	<b>19067</b>
<b>DATE</b>	<b>26.03.2019</b>
<b>DEPARTMENT</b>	<b>PERSONNEL DEPARTMENT (PA &amp; PD)</b>
<b>SUBJECT</b>	<b>VIJAYA BANK STAFF WELFARE FUND TRUST</b>
<b>SUMMARY</b>	<b>i. MODIFICATION TO THE STAFF BENEFITS UNDER VBSWFT.</b> <b>ii. MODALITIES OF ADMINISTRATION OF PROPOSED MODIFIED STAFF BENEFITS.</b>
<b>EARLIER REFERENCE</b>	<b>NIL</b>

The Vijaya Bank Staff Welfare Fund Trust (VBSWFT) was formed w.e.f. 21.09.2002 for implementing certain staff welfare schemes out of interest earned from the trust's fund constituting Bank's contribution and annual subscriptions by the members (existing employees including whole time directors) of the Trust.

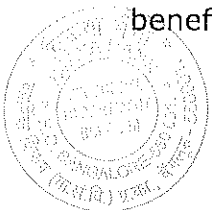
We are pleased to inform that the trustees of the VBSWFT, as a one-time measure, have approved the cash benefit for the following permissible schemes:

- i. Cash benefit in the event of illness of a member or their spouse or dependent children.
- ii. Cash benefit to meet the cost of education of any dependent children of member (employee).
- iii. Cash benefit to meet the cost of annual medical tests or medical checkups of member (employee), spouse and dependent children.

Please note that the above facility is extended to all the serving employees and those employees who have ceased to be in the services of the Bank on following grounds (hereinafter collectively called as beneficiaries):

- i. Deemed dead
- ii. Elevation as Executive Directors to other Banks
- iii. Death
- iv. Retired on medical grounds
- v. Retired on VRS / VRS-2000
- vi. Retired on attaining the age of superannuation

The employees who have resigned from the services of the Bank are not the beneficiaries of the above scheme and hence they are not eligible.





The maximum ceiling stipulated for claiming benefits under the above schemes, is based on the number of years of service rendered in the Bank and irrespective of Scale/Cadre. The same is detailed below:

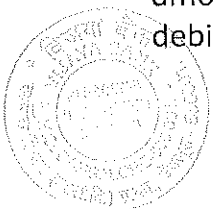
Employees	0-5 Yrs	>5-20 Yrs	>20-30 Yrs	>30 Yrs
In-Service	₹ 7000	₹ 17000	₹ 20000	₹ 25000
Exited	₹ 20000			

TERMS & CONDITIONS:

The claims under the said category subject to the ceiling prescribed above shall be compliant to the following:

- i. The expenditure with regard to the claim should have been incurred during/for the Financial Year 2018-19.
- ii. The reimbursement under the aforementioned scheme shall be made as per the declaration from the beneficiaries **(Annexure-1)**.
- iii. The expenditure incurred by beneficiaries which is claimed under the above mentioned categories should not have been claimed earlier or shall not be claimed in future under any other scheme.
- iv. The expenditure incurred by beneficiaries which is claimed under the above mentioned categories shall not be claimed for any benefits / relief / rebate under Income tax act.
- v. Necessary, valid and verifiable documentary proof in original, related to the expenditure incurred by the beneficiaries claimed under the above mentioned categories, shall be preserved/maintained by the beneficiaries for producing before the Bank/Trust/Income Tax Department/any other statutory authorities whenever demanded at any point in time in future.
- vi. The beneficiaries have to submit declaration related to the expenditure incurred by the beneficiaries claimed under the above mentioned categories, to the effect that they shall be liable to be tried and punished as per extant laws and guidelines in the event of incorrect/false claims.
- vii. Income tax liability, if any, or other statutory liability, if any, arising out of this scheme, in proportionate to the amount claimed under this scheme, shall be borne by the beneficiary, who shall authorize the Bank to appropriate all such liabilities from beneficiary's salary account/pension account/any other operative account/from their terminal benefits such as provident fund, gratuity, leave encashment/any other benefits they are entitled for.

Declaration to be obtained by the beneficiaries that any tax liability arising out in the future shall be borne by the members to the extent of proportionate tax on the amount he/she is entitled out of the fund in this exercise. Such tax amount shall be debited to his salary / pension / any other account.





**MODALITIES OF CLAIMING:**

The cutoff date for reckoning the ceiling and eligibility shall be **31.12.2018**. The following modalities is adopted for extending the proposed scheme:

**AT EMPLOYEE LEVEL:**

- i. All employees have to submit an online application by logging in into the Web Portal designed for this purpose with UPM User Name and Password.

**URL: <http://172.16.241.8:8888/STAFFW/login.aspx>**

- ii. Employee has to ensure correctness of the personal details mentioned therein including his/her SB/SOD to which amount will be credited.
- iii. Enter the details of claims with all the particulars including the amount spent for each claim.
- iv. Upload the scanned copy of the declaration-cum-application form after it is duly attested by the reporting authority.
- v. Retired employees/dependents of deceased employees, have to submit the duly filled declaration-cum-application form (Annexure-1) to the nearest branch.
- vi. Branch head has to attest the form and upload on the portal, after ensuring the correctness of the personal details of the retiree including their pension account / SB account to be credited. Branch head has to confirm the same on the portal for each employee.
- vii. The last date for submitting online application shall be 28.03.2019

**AT REGIONAL OFFICE / HEAD OFFICE LEVEL:**

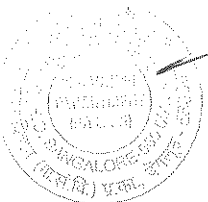
- i. The Officer in-charge of Personnel department at RO shall individually approve all the claims.
- ii. For staff members at HO, Personnel Dept. shall be the nodal dept.
- iii. The last date for approving all the applications shall be 29.03.2019.

It may please be noted that all the existing schemes extended under VBSWFT shall **cease to exist w.e.f. 01.04.2019**.

We hope that the above scheme will motivate all the staff members to get more involved in achieving the corporate goals. All concerned are advised to take note of the above for guidance & compliance. A copy of this circular may be circulated among all the staff members.

*Nirmala*

**NIRMALA SRIDHAR  
GENERAL MANAGER (PERSONNEL)**





**DECLARATION-CUM-APPLICATION FORM**

(To be submitted by the serving and retired employees)

To,  
The Trustees  
Vijaya Bank Staff Welfare Fund Trust

**SUB: Declaration-cum-application form for reimbursement of expenditure under schemes of VBSWFT as per HOC 19067 dated 26/03/2019**

## DETAILS OF APPLICANT:

Name:		Code No.:	
Designation:		Place of work:	
Mobile No.		e-mail:	
SB/SOD A/c No.		Serving / Retired / Dependent of Deceased employee	
Date of Joining		Date of Retirement	

## DECLARATION:

I hereby declare that I have incurred the following expenditure under the heads mentioned in the table below:

SN	TYPE OF EXPENDITURE INCURRED/CLAIMED DURING/FOR F.Y. 2018-19	AMOUNT IN '₹'
1	Expenditure incurred with regard to illness of self or spouse or dependent children	
2	Expenditure incurred to meet the cost of education of any dependent children	
3	Expenditure incurred to meet the cost of annual medical tests or medical checkups of member (employee), spouse and dependent children	
<b>A. TOTAL EXPENDITURE INCURRED/CLAIMED</b>		
<b>B. MAXIMUM CEILING AS PER HOC 19067 DATED 26/03/2019</b>		
<b>C. AMOUNT ACTUALLY CLAIMED (LEAST OF 'A' &amp; 'B' ABOVE)</b>		

I further declare/undertake with regard to the sanction amount against aforementioned expenditure that:

1. It is incurred during/for the Financial Year 2018-19.
2. It is neither claimed earlier nor shall be claimed in future under any other scheme.
3. It is neither claimed earlier nor shall be claimed in future for any benefits / relief / rebate under Income tax act.
4. I shall preserve/maintain all the necessary, valid and verifiable documentary proof in original, related to the aforementioned expenditure incurred by me under the above mentioned categories, for producing before the Bank/Trust/Income Tax Department/any other statutory authorities whenever demanded at any point in time in future.
5. I am aware that I shall be liable to be tried and punished as per extant laws and guidelines in the event the aforementioned expenditure is proved to be incorrect/false/spurious claims.
6. Income tax liability, if any, or other statutory liability, if any, arising out of this scheme, in proportionate to the amount claimed by me under this scheme, shall be borne by me. I hereby authorize the Bank to appropriate all such liabilities from my salary account/pension account/any other operative account/from my terminal benefits such as provident fund, gratuity, leave encashment/any other benefits I am entitled for.

I request you to please credit a sum of ₹...../- (INR.....) as claimed above (as per point 'C') to my SB/SOD account no.....

Date:

Place:

(Signature of applicant)

**RECOMMENDATION OF BRANCH / OFFICE**

The above claim of ₹...../- may be sanctioned to Sri/Smt. ....  
Code No..... and the same may be credited to SB/SOD A/c No. ....

**BRANCH/DEPARTMENTAL HEAD**