

विजया बैंक VIJAYA BANK
प्रधान कार्यालय HEAD OFFICE बेंगलूर BANGALORE-1
PERSONNEL DEPARTMENT (PA&PD)

DATE: 22.04.2009

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Staff Matters
Miscellaneous - Staff Welfare Measures

CIRCULAR NO.78/2009

TO:

All Branches and all other Offices

Dear Sir,

Sub : Modification to the existing Staff Welfare measures and to introduce new Staff Welfare measures -

We are glad to inform that the Board has approved the introduction of new staff welfare measures for the financial year 2009-10. The details are as under:

- A. Modification to the existing staff welfare measures under Vijaya Bank Staff Welfare Fund Trust.**
- B. Introduction of new staff welfare measures under Vijaya Bank Staff Welfare Fund Trust.**
- C. Modification to existing staff welfare measures under Staff Welfare Scheme.**

A. Modification to the existing staff welfare schemes under VBSWFT:

Existing scheme	Modified scheme
<p>1. <u>Reimbursement of Hospitalization Expenses –</u></p> <p>Over and above the permissible medical expenses sanctioned by the Bank under staff hospitalization scheme for major diseases such as cancer, TB, cardiac ailment, leukemia paralysis and kidney ailment, employee is eligible for further reimbursement up to the extent of Rs.5,000/- per year to self, spouse and dependents.</p>	<p>Reimbursement of hospitalization expenses to the extent of 50% of the residual amount with a maximum amount of Rs.25,000/- for all cases per employee per year. In other words 50% of the residual amount or Rs.25,000/- whichever is less after reimbursement of hospitalization expenses as per bank's rules will be Eligible.</p>

2. Relief upon the death of the employees while in service - Reimbursement of Rs.10,000/- to the family of the deceased employee for immediate relief.	Enhancement in death relief from the existing Rs.10,000/- to Rs.15,000/- for all category of staff.
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B. Introduction of new staff welfare measures under VBSWFT:

1. EYE CHECK-UP TO THE EMPLOYEES

Reimbursement of expenses incurred towards Eye check-up and cost of spectacles to all employees once up to the age of 40 years and , once in every 5 years thereafter. The eligible amount for various category of employees are as under:

Scale	Amount eligible (in Rs.)
Scale – VII	1,500/-
Scale VI, V and IV	1,300/-
Scale III, II and I	1,200/-
Clerical	1,100/-
Sub-staff	1,000/-

2. Cash incentives to the employees retiring on superannuation:

Awarding cash incentives to the employees retiring on attaining the age of superannuation with a maximum cap as mentioned below:

Scale	Amount eligible (in Rs.)
Scale – VII	8,000/-
Scale – VI, V and IV	7,000/-
Scale III, II and I	6,000/-
Clerical	5,000/-
Sub-staff	4,000/-

C. Modification to existing staff welfare measures under Staff Welfare Scheme.

1. SILVER JUBILEE AWARDS:

Enhancement in the existing Silver Jubilee Awards to the employees who have rendered 25 years of unblemished service in the Bank as under:

Scale	Eligible Amt. (in Rs.)
Scale – VII	4,000
Scale – VI, V and I V	3,500

Scale – III, II and I	3,000
Clerical & Sub-staff	2,500

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2. MEDICAL AID TO RETIRED EMPLOYEES:

In addition to Rs.1,500/- p.a., to the employees retired on attaining the age of superannuation, additional lumpsum amount as mentioned below shall be reimbursed on attaining the age of 70th year and 80th year i.e., only on 70th year and 80th year.

Scale	Eligible Amt. (in Rs.)
Scale – VII	5,000
Scale – VI, V and IV	4,000
Scale – III, II and I	3,000
Clerical	2,500
Sub-staff	2,000

Procedure for claiming reimbursement:

A (1) Reimbursement of Hospitalization Expenses

The claim may be submitted by the members to the Trust through their Controlling Authorities by furnishing the following details.

- i. Name & Code Number of the employee & place of working
- ii. Hospitalisation claim for Self/spouse/dependent children
- iii. If claim is for spouse/dependent children, their name
- iv. Total Amount claimed
- v. Total amount sanctioned by the bank under hospitalization scheme
- vi. Balance of eligible amount of the claim

A (2) Relief upon the death of the employee while in service

The controlling office should inform the Personnel Dept (PA & PD) with the following information:

- i. Name of the employee & place of working at the time of death
- ii. Date of death
- iii. Name & address of the beneficiary to whom the relief amount to be sent.

B (1) Eye check up to the employees

The claim may be submitted by the members to the Trust through their Controlling Authorities by furnishing the following details:

- i. Name & code number of the employee with designation

- ii. Branch/Office working
- iii. Name of the hospital and date of Eye check up
- vi. Original Bills with receipt

The Regional Office should send the claim applications received to Personnel Dept (PA & PD) in one bunch on monthly basis.

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B (2) Cash incentives to the employees retiring on superannuation

Branches/offices should award cash incentives to the employees who are retiring on attaining the age of superannuation by debiting Staff Welfare Account. The date of payment and amount paid to be informed to Personnel Dept., (PA& PD) through their Controlling Authorities.

The modification to the existing scheme and the new scheme as detailed in item A & B above under VBSWFT is subject to the clearance from Income-tax Department. However, the claims under the existing scheme shall be accounted under Trust and the enhanced amount shall be accounted under the revenue expenditure till the clearance from Income-tax Department is received.

C (1) Silver Jubilee Awards

The existing procedure for awarding Silver Jubilee awards to the employees who have rendered 25 years of unblemished service in the bank may be paid with the revised amount to the debit of **Staff Expenses – Mementos, Rewards, etc., (BYR-A CODE – 131114-0)**.

C (2) Medical aid to retired employees

The existing procedure as per HOC No.188/2007 for claiming the reimbursement shall continue. However, Branches/offices should have the records with the following particulars:

- i. Name, Code number & address of the retired employee
- ii. Date of last avilment
- iii. Age of the retired employee
- iv. Date of present claim

The expenditure should be accounted under **Staff Welfare Expenses – (BYR-A CODE – 131108 – 5)**

The welfare measures now introduced will be reviewed by the Bank every year.

This may be circulated among all the staff members of the Branches/Offices for the information of all concerned.

Yours faithfully,

(K SHAMASUNDARA SHETTY)
GENERAL MANAGER (PERSONNEL)