

GIST OF MASTER CIRCULAR ON STAFF WELFARE & BENEFITS

[Ref: HRMD CIR NO. 495 DATED 26.03.2020]

[COMPILED BY R C JHA, CM, CO: PUNE]

SR	BENEFITS & PERQUISITES	DESCRIPTION																																																
1	Medical Aid	<ul style="list-style-type: none"> - To each officer including his or her family, - @ 50% of December month's Basic Pay of previous year, - For <u>Officers in JMG & MMG Scales (I, II & III)</u> -- Minimum Rs. 8000/- P.A., - For <u>Officers in SMG & TEG Scales (IV & above)</u> -- Minimum Rs. 9050/- P.A. - On declaration basis. - Medical Aid can be carried forward for next 03 years. - For Award staff – Maximum Rs. 2200/- P.A. 																																																
2	Health Check-up facility for Officers & Employees	<p>A) Eligibility:</p> <ul style="list-style-type: none"> i) All full time employees of the Bank and their Spouses with the age of 35 years & above. ii) Once in a Calendar Year. iii) At the hospitals approved by respective Circle Office/Head Office. iv) <u>Documents to be submitted to controlling offices for Reimbursement:</u> Original bill/receipt along with certificate from hospital, containing a list of tests conducted, (no film/ reports need to be submitted). <p>B) Maximum Permissible Limit: (once in a calendar year for self and spouse)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">Sr</th> <th style="width: 40%;">Cadre Of Employee</th> <th style="width: 55%;">Limit Of Reimbursement (Per Person Per Year)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Officers in Scale VIII</td> <td style="text-align: right; color: red;">Rs 8000/-</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Officers in Scale VI & VII</td> <td style="text-align: right; color: red;">Rs 6000/-</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Officers in Scale IV & V</td> <td style="text-align: right; color: red;">Rs 4500/-</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Officers upto Scale III</td> <td style="text-align: right; color: red;">Rs 3500/-</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Award Staff</td> <td style="text-align: right; color: red;">Rs 3000/-</td> </tr> </tbody> </table>	Sr	Cadre Of Employee	Limit Of Reimbursement (Per Person Per Year)	1.	Officers in Scale VIII	Rs 8000/-	2.	Officers in Scale VI & VII	Rs 6000/-	3.	Officers in Scale IV & V	Rs 4500/-	4.	Officers upto Scale III	Rs 3500/-	5.	Award Staff	Rs 3000/-																														
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3	Purchase of Stationery Items like Fountain pen, Ball pen, refills etc.	<ul style="list-style-type: none"> - Eligible: All staff members, - Maximum Amount to be Reimbursed on undertaking basis through HRMS, (only once during the calendar year) : Rs. 350/- (inclusive of all taxes) 																																																
4	Facility of Newspaper/ Magazine at the Residence of Employees	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 5%;">Sr</th> <th style="width: 40%;">Scale/Cadre</th> <th style="width: 55%;">Limit of Expenses (in Rupees per month)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Scale VI & above</td> <td style="text-align: right; color: red;">Rs. 600/-</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Scale IV & V</td> <td style="text-align: right; color: red;">Rs. 450/-</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Scale II & III</td> <td style="text-align: right; color: red;">Rs. 300/-</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Scale-I</td> <td style="text-align: right; color: red;">Rs. 200/-</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Clerical Staff</td> <td style="text-align: right; color: red;">Rs. 175/-</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>Subordinate Staff (including PTS)</td> <td style="text-align: right; color: red;">Rs. 150/-</td> </tr> </tbody> </table> <ul style="list-style-type: none"> - Reimbursement on the basis of undertaking submitted in HRMS. - Undertaking in HRMS on quarterly basis in June, September, December & March. - <u>Undertaking</u> to be submitted by employees from 22nd to 28th of the quarter ending month and to be <u>approved</u> by concerned Establishment In-charge up to 29th of the month and <u>Final reimbursement</u> will be made centrally by HRMD on the last working day of the month. 	Sr	Scale/Cadre	Limit of Expenses (in Rupees per month)	1.	Scale VI & above	Rs. 600/-	2.	Scale IV & V	Rs. 450/-	3.	Scale II & III	Rs. 300/-	4.	Scale-I	Rs. 200/-	5.	Clerical Staff	Rs. 175/-	6.	Subordinate Staff (including PTS)	Rs. 150/-																											
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5	Reimbursement of Entertainment Expenses and Club Membership	<p>A. Entertainment Expenses To Officers: The expenses have to be utilized for Business development purposes only during the meetings with customers.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 5%;">Sr</th> <th style="width: 40%;">Scale</th> <th style="width: 55%;">Annual (FY) Expenditure Limit (In Rs.)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>MD & CEO</td> <td style="text-align: right; color: red;">Rs. 100000/-</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>ED</td> <td style="text-align: right; color: red;">Rs. 75000/-</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>CGM</td> <td style="text-align: right; color: red;">Rs. 50000/-</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>GM</td> <td style="text-align: right; color: red;">Rs. 37500/-</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>DGM</td> <td style="text-align: right; color: red;">Rs. 19500/-</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>AGM</td> <td style="text-align: right; color: red;">Rs. 12900/-</td> </tr> <tr> <td style="text-align: center;">7.</td> <td>S-IV</td> <td style="text-align: right; color: red;">Rs. 12900/-</td> </tr> <tr> <td style="text-align: center;">8.</td> <td>S-III</td> <td style="text-align: right; color: red;">Rs. 12200/-</td> </tr> <tr> <td style="text-align: center;">9.</td> <td>S-II</td> <td style="text-align: right; color: red;">Rs. 11500/-</td> </tr> <tr> <td style="text-align: center;">10.</td> <td>S-I (more than 7 Yr service in the scale)</td> <td style="text-align: right; color: red;">Rs. 10800/-</td> </tr> <tr> <td style="text-align: center;">11.</td> <td>S-I (upto 7 yr service in the Scale)</td> <td style="text-align: right; color: red;">Rs. 8600/-</td> </tr> </tbody> </table> <p>B. Entertainment Expenses To Workmen Employees: (Reimbursement on monthly basis):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sr</th> <th style="width: 40%;">Scale</th> <th style="width: 55%;">Amount (per month)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Clerical Staff (including SA)</td> <td style="text-align: right; color: red;">Rs. 650/-</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Subordinate Staff (including FTS)</td> <td style="text-align: right; color: red;">Rs. 650/-</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Part Time Sweeper</td> <td style="text-align: right; color: red;">On pro-rata basis</td> </tr> </tbody> </table>	Sr	Scale	Annual (FY) Expenditure Limit (In Rs.)	1.	MD & CEO	Rs. 100000/-	2.	ED	Rs. 75000/-	3.	CGM	Rs. 50000/-	4.	GM	Rs. 37500/-	5.	DGM	Rs. 19500/-	6.	AGM	Rs. 12900/-	7.	S-IV	Rs. 12900/-	8.	S-III	Rs. 12200/-	9.	S-II	Rs. 11500/-	10.	S-I (more than 7 Yr service in the scale)	Rs. 10800/-	11.	S-I (upto 7 yr service in the Scale)	Rs. 8600/-	Sr	Scale	Amount (per month)	1.	Clerical Staff (including SA)	Rs. 650/-	2.	Subordinate Staff (including FTS)	Rs. 650/-	3.	Part Time Sweeper	On pro-rata basis
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