

## **HEALTH CHECK UP FACILITY FOR EMPLOYEES**

As a measure of staff welfare for timely detection of any serious ailment and for helping the employees to take proper care of self and their spouse's health well in time, facility of Annual Health Check-up is provided to all full time employees (including their spouse) of the Bank.

### **1. Eligibility:**

All full time employees of the Bank and their Spouses with the age of 35 years and above. Once in a Calendar Year.

Employees/spouses of employees who fulfill the eligibility criteria can get the prescribed tests (Annexure-A) done at the hospital approved by respective Circle Office/ Head Office at their own cost at the approved rates.

In addition to above, the employees are henceforth allowed to get the annual health checkup done from any renowned Hospital or Pathological lab.

Employees can get different tests done from different hospital or pathological lab. However, they will be reimbursed as per their extant eligibility.

In case any employee opts to undergo annual health checkups from any renowned Hospital or Pathological lab (Other than hospitals/Pathological labs approved by Circle Office/ Head Office), all the tests mentioned in Annexure-B shall be required to be compulsorily done, for being eligible for reimbursement.

All the tests mentioned in Annexure-A or B, as the case may be, are required to be compulsorily done within 10 days, for being eligible for reimbursement.

### **2. Maximum Permissible Limit:**

The limit for reimbursement of expenditure for such checkup once in a year for self and spouse is as under:

<b>S. No.</b>	<b>Cadre of Employee</b>	<b>Limit of Reimbursement (Per Person Per Year)</b>
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/-

Individual tests are not eligible for reimbursement as the reimbursement is meant for complete Medical check-up.

Employees are not eligible for any special leave/travelling allowance for undergoing these tests and they have to avail appropriate category of leave, if necessary.

No separate reimbursement towards bed charges will be permitted and such charges, if any are also to be covered under the maximum limit fixed.

### **3. Procedure:**

Request, with original bill/ receipt in respect of the medical is to be submitted in HRMS (no film/ reports need to be submitted) for seeking reimbursement.

The sanction for reimbursement of such expenses is allowed by the competent authority against submission of requisite bills through HRMS.

Reimbursement of the cost incurred by the employee shall be done centrally by Staff Welfare Centralization Cell (SWCC).