

## **Payment of Conveyance Allowance and Special Casual Leave to Blind & Orthopaedically Challenged Employees and Deaf & Dumb Employees**

Guidelines regarding payment of Conveyance Allowance to Blind & Orthopedically Challenged employees Deaf & dumb employees and special casual leave are as under:

- Blind & Orthopedically Challenged and Deaf & Dumb employees would be eligible for conveyance allowance only if he has a minimum of 40% permanent partial disability of either upper or lower limbs or 50% of permanent partial disability of both upper and lower limbs together.
- Conveyance Allowance to Blind & Orthopedically challenged and Deaf & Dumb employees at 5% of the Basic Pay subject to maximum of Rs.400/- per month.
- In case of award staff, the conveyance allowance is in addition to the transport allowance payable to all workmen employees as per Bipartite Settlement.
- Recommendations of the Head of concerned Deptt. of a Govt. Civil Hospital will be submitted by the Blind & Orthopedically Challenged and Deaf & Dumb employees in support of his claim.
- This allowance will not be admissible during leave (except Casual Leave), joining time or suspension.
- The Conveyance Allowance would not be admissible to those Blind and Orthopedically Challenged and Deaf & Dumb employees who are receiving any kind of separate Conveyance Allowance for travel between residence and place of work under bank level scheme/arrangement (other than the transport allowance under Bipartite Settlement), which is higher than the Conveyance Allowance payable to them under this scheme.
- The eligible employees who are provided with bank's vehicle for use of the same for travel between office and residence will not be eligible for Conveyance Allowance under this scheme. Eligible employees who are allotted residential accommodation in the same campus where the branch/office is located, will not be eligible for this allowance.
- The requests from employees for grant of such allowance should be referred to the Circle Head/Divisional Head for sanction, provided they conform to the stipulations laid down above.

### **SPECIAL CASUAL LEAVE:**

- Special Casual leave may be provided to PWD employees for 4 days in calendar year for specific requirements relating to their disabilities with prior approval of Competent Authority- Circle Head/ Divisional Head.
- In addition to the above, 10 days Special Casual leave may be provided to PWD employees in a calendar year subject to exigencies/specific requirement relating to their disabilities with prior approval of Competent Authority- CGM/GM-HRMD
- No carry-over of special casual leave is allowed.

**(Human Resource Management Division Circular No. 495/2020 dated 26.03.2020)**