



HUMAN RESOURCES WING INDUSTRIAL RELATIONS SECTION HEAD OFFICE, BENGALURU	Internal Communication No. : ICOM/323/2024 Date : 25/10/2024 Index: Sub Index : IR
---	---

SUB: STAFF WELFARE MEASURES – 2024-25

SYNOPSIS																			
<p>1. The claims of Serving Employees' related Schemes i.e., Scheme Nos.1, 2, 3, 4, 5, 6, 8A, 8B, 8C, 8D, 9 & 15 shall invariably be submitted by the employees through HRMS Package - ESS Page and approved by the Competent Authority in HRMS Package. Once the claim is approved in the HRMS Package the eligible amount will be credited to the account of employee by debiting the amount to General Charges - Staff Welfare Measures through Straight Through Process (STP).</p> <p>2. The reimbursement under Scheme No.6 is restricted only towards total medical checkup for the spouse of the employee as per the revised scheme.</p> <p>3. The Competent Authority for permitting reimbursement under the various schemes are as under:</p>																			
	<table border="1"><thead><tr><th></th><th>Competent Authority</th><th>Scheme No.</th></tr></thead><tbody><tr><td>(a)</td><td>Branch / Section in-charge</td><td>1, 2, 4 & 5</td></tr><tr><td>(b)</td><td>Regional Office</td><td>6, 8A, 8B, 8C, 8D & 9</td></tr><tr><td>(c)</td><td>Circle Office</td><td>3, 7, 10, 11, 12B & 14</td></tr><tr><td>(d)</td><td>Leave Sanctioning Authority</td><td>15</td></tr><tr><td>(e)</td><td>Head Office</td><td>12A & 13</td></tr></tbody></table>		Competent Authority	Scheme No.	(a)	Branch / Section in-charge	1, 2, 4 & 5	(b)	Regional Office	6, 8A, 8B, 8C, 8D & 9	(c)	Circle Office	3, 7, 10, 11, 12B & 14	(d)	Leave Sanctioning Authority	15	(e)	Head Office	12A & 13
	Competent Authority	Scheme No.																	
(a)	Branch / Section in-charge	1, 2, 4 & 5																	
(b)	Regional Office	6, 8A, 8B, 8C, 8D & 9																	
(c)	Circle Office	3, 7, 10, 11, 12B & 14																	
(d)	Leave Sanctioning Authority	15																	
(e)	Head Office	12A & 13																	
<p>4. The last date for submission of claims under Scheme No.3 is 15.02.2025, for Scheme Nos. 4 & 5 is 31.03.2025 and for other schemes is 28.02.2025.</p> <p>5. Deepavali (Diwali) Gift: For claiming reimbursement under this Scheme (No.15), the page under HRMS package will be opened till 08.11.2024 only, for submission of claims.</p> <p>6. Employees who are under suspension are not eligible for the benefit of these schemes during the period of suspension.</p> <p>7. Once last date for submission of claim is over, the branches/ offices have to submit the statement as per Annexure-6 within next three working days to concerned HRM Section, Regional Office. The Regional Offices shall consolidate the expenditure and forward the same to concerned Circle Office as per Annexure-6A. The total of expenditure mentioned in the statement shall tally with expenditure shown under respective Head in the CBS system.</p> <p>8. Circle Office shall submit the statement as per Annexure-7 to I R Section, HR Wing, Head Office, Bengaluru. The total of expenditure mentioned in the statement shall tally with expenditure shown under respective Head in the CBS system.</p> <p>9. HRMS package is being developed for claims to be submitted under Scheme Nos. 2, 4, 5 & 6. Employees shall submit the claims once the package becomes operational.</p> <p>10. For Scheme No.12B, the web link for submission of claims by retirees on-line will be enabled in due course.</p>																			

We are pleased to inform that the Competent Authority has permitted the following schemes under Staff Welfare Measures for the year 2024-25. This is in supersession of all our earlier Memos/ ICOMs issued on the subject matter.

1. REIMBURSEMENT OF EDUCATIONAL EXPENSES:

The Scheme is intended to reimburse educational expenses incurred by the employee for educating his/her child for pursuing higher studies in India / abroad.

A. ELIGIBILITY:

THE NUMBER OF CLAIM AND REIMBURSEMENT IS RESTRICTED TO ONE CLAIM PER EMPLOYEE

B. QUANTUM OF REIMBURSEMENT:

- i) The limits for reimbursement of Educational Expenses are as under:

Up to X Std.	Rs.3000/-
XI Std. and above.	Rs.3500/-

The above amount is reimbursable for one child only according to the category.

Subject to conditions mentioned above, Employees having a child with disabilities (visually challenged, hearing impaired orthopedically challenged with not less than 40% of the disability as the case may be) pursuing higher studies (XI standard and above including vocational training) are eligible for double the quantum of the amount fixed subject to production of proof.

C. OTHER CONDITIONS:

- (i) The Scheme is applicable to the eligible employees whose child is studying during the academic year 2024-25 only.
- (ii) The employee shall submit the claim through HRMS Package –ESS Page. The employee has to submit to the branch/office a proof of study in the relevant academic course/ year for claiming reimbursement. The sanctioning authority will sanction the reimbursement of claim in HRMS package and after approval, the amount will be credited to the salary account of the staff through STP.
- (iii) The last date for submission of claims is **28.02.2025**.
- (iv) It is reported that in some of the branches, reimbursement of educational expenses is considered only to the extent of amount mentioned in the proof / fees receipt produced by the employee. Please note that the fees receipt / certificate is obtained as a proof of study as to the relevant academic course pursued and reimbursement shall be permitted to the extent of limit specified above.
- (v) Reimbursement is also permissible if the child is studying through correspondence course conducted by approved Universities/Board.
- (vi) In case, an employee is under suspension, he/she is not eligible for the benefit during the period of suspension.
- (vii) Reimbursement is not permissible if the child is studying through tutorial

college/vocational course/ICWA.

- (viii) The employee whose child pursuing Chartered Accountancy course (CA) shall be eligible for reimbursement of expenses as applicable to the category "XI Standard & above".
- (ix) If both husband and wife are employees of our Bank and are having 2 children, both can claim reimbursement for one child each in their individual capacity as per their eligibility (But, both cannot claim for the same child). If both husband and wife are employees of our Bank and are having only one child, any of the employee can claim reimbursement for the child under the scheme.

2. SCHEME FOR THOSE EMPLOYEES WHO ARE NOT CLAIMING UNDER THE "REIMBURSEMENT OF EDUCATIONAL EXPENSES" SCHEME.

- (i) Those employees who are not claiming under "Reimbursement of Education expenses" i.e. Scheme No.1 are only eligible to claim under this scheme.
- (ii) The reimbursement of expenses is permitted for purchasing the following items on production of Bills/receipts:
- Purchase of Books (magazine and newspaper not included).
 - For wellness of women employees going on maternity leave.
 - Purchase of Reading glasses & Spectacles, Hearing aid device. (VH/ HI employees are not eligible to claim these items under this head as a separate scheme is available for them).
 - Purchase of Sugar Monitoring Devices, Gluco strips, BP Monitoring Machine, Personal Weighing Machine and any other health monitoring devices.
- (iii) The limit for reimbursement of expenses under this scheme is **Rs.1,500/-** or the cost of items purchased whichever is lower.
- (iv) In case, an employee is under suspension, he/she is not eligible for the benefit during the period of suspension.
- (v) The last date for submission of claims is **28.02.2025**.
- (vi) The eligible employee has to submit claim through HRMS Package – ESS Page and furnish copy of proof of purchase. The sanctioning authority will sanction the reimbursement of claim in HRMS package and after approval, the amount will be credited to the salary account of the staff through STP.

3. APPRECIATION TO CHILDREN OF SUBORDINATE STAFF EMPLOYEES:

The Scheme is intended to reward the meritorious children of Subordinate staff (not dependent relatives) who have passed Matriculation / HSC / ISC in First Class during the academic year 2023-24.

A. ELIGIBILITY:

All Subordinate staff employees (including HKOAs & PTEs in time scale) whose child has passed Matriculation / HSC / ISC in First Class in the year 2024 (Academic year 2023-24) are eligible to apply under this scheme.

B. AMOUNT OF FINANCIAL ASSISTANCE:

A sum of **Rs.4500/-** will be released to the Subordinate staff employee as an Award.

C. NUMBER OF APPRECIATIONS:

The total number of Appreciations under the Scheme shall be 180. The number of awards in each Circle shall be communicated to Circles separately, duly taking into account the strength of subordinate staff (including HKOA & PTHK in time scale) in each Circle.

D. OTHER TERMS AND CONDITIONS:

- (i) The selection will be made purely on the basis of marks obtained in the relevant academic year.
- (ii) The benefit under this Scheme is available to only one child of the employee.
- (iii) Eligible Subordinate staff employees (including HKOA & PTHK in time scale) whose child is eligible under the Scheme may apply through HRMS Package – ESS Page and forward a proof of marks card/certificate on or before **15.02.2025**.
- (iv) Concerned HRM Section, Circle Office / HOSA Section / Staff Administration Section at Inspection Wing will process the claim applied through HRMS Package and rank them in the order of merit, i.e. as per the marks obtained in the eligible examination. Thereafter, based on the ranking list, financial assistance will be awarded to the eligible subordinate staff employee by **28.02.2025** by HRM Section, Circle Office/ HOSA Section / Staff Administration Section. The sanctioning authority will sanction the reimbursement of claim in HRMS package and after approval, the amount will be credited to the salary account of the staff through STP. The decision of the HRM Section /HOSA Section / Staff Administration Section in deciding the rank shall be final.

4. SCHEME FOR REIMBURSEMENT FOR PURCHASE OF GIFT ON BIRTHDAY TO THE EMPLOYEE.

Bank has introduced new scheme of reimbursement for purchase of Gift on Birthday of employees.

- (i) The reimbursement of expenses is permitted for purchasing the following items on production of Bills/receipts:
 - a. Purchase of Dress / Dress Material
 - b. Purchase of Cakes/Sweets/Chocolates
 - c. Purchase of gift articles
- (ii) The limit for reimbursement of expenses under this scheme is **Rs.750/- or the cost of items purchased whichever is lower**.
- (iii) In case, an employee is under suspension, he/she is not eligible for the benefit during the period of suspension.
- (iv) The last date for submission of claims is **31.03.2025**.
- (v) The eligible employee has to submit claim through HRMS Package – ESS Page and furnish copy of proof of purchase. The sanctioning authority will sanction the reimbursement of claim in HRMS package and after approval, the amount will be credited to the salary account of the staff through STP.
- (vi) This scheme is applicable from **01.04.2024** onwards.

5. SCHEME FOR REIMBURSEMENT FOR PURCHASE OF GIFT ON MARRIAGE OF THE EMPLOYEE (FIRST TIME).

Bank has introduced new scheme of reimbursement for purchase of Gift on marriage of

employee(First Time).

- (i) The reimbursement of expenses is permitted for purchasing the following items on production of Bills/receipts:
 - a. Purchase of Dress / Dress Material
 - b. Purchase of Jewellery
 - c. Purchase of gift items
 - d. Purchase of utility items.
- (ii) The limit for reimbursement of expenses under this scheme is **Rs.5000/- or the cost of items purchased whichever is lower.**
- (iii) In case, an employee is under suspension, he/she is not eligible for the benefit during the period of suspension.
- (iv) The last date for submission of claims is **31.03.2025.**
- (v) The eligible employee has to submit claim through HRMS Package – ESS Page and furnish copy of proof of purchase. The sanctioning authority will sanction the reimbursement of claim in HRMS package and after approval, the amount will be credited to the salary account of the staff through STP.
- (vi) The employee shall upload a copy of the Marriage Invitation Card/ Marriage Certificate as a proof of marriage.
- (vii) This scheme is applicable from **01.04.2024** onwards.

6. REIMBURSEMENT OF EXPENSES TOWARDS MEDICAL CHECK UP FOR SPOUSE OF EMPLOYEES WHO ARE AGED 40 YEARS & ABOVE

- (i) The spouse of employees who are aged 40 years (employee age to be 40 years and above) are covered under the scheme. The spouse of the employees have to necessarily undergo total medical checkup as per the scheme to claim the reimbursement under the scheme
- (ii) The reimbursement is permissible for spouse only.
- (iii) Reimbursement of claim shall be the **actual expenses or Rs.1500/- whichever is lower.**
- (iv) Reimbursement will be permitted only once during the year i.e. during period of this Scheme.
- (v) An employee claiming for reimbursement for spouse has to submit the bills and a copy of the reports of tests undergone by the spouse of the employee.
- (vi) Normally, a person undergoing total medical checkup, is required to undergo the following tests:

1	Hematology profile	19	Acid Phosphatase
2	ESR	20	Alkaline Phosphatase
3	Urine Routine	21	SGOT
4	Glucose F & PP	22	SGPT
5	Urea Nitrogen (BUN) or Blood Urea test	23	LDH
6	Creatinine	24	GGTP (Gamma GT)
7	Cholesterol	25	Uric Acid
8	HDL- Cholesterol	26	Proteins
9	Triglycerides	27	Albumin
10	ECG	28	Bilirubin Total
11	Stool Routine	29	Bilirubin Direct
12	X-Ray Chest	30	Tread Mill Test (also known as TMT)

13	Calcium	31	Pap Smear Test (for Women)
14	Phosphorus	32	Mammogram Test (for Women)
15	Sodium	33	TSH
16	Potassium	34	T3 & T4
17	Chlorides	35	Ultrasound Scanning
18	Bicarbonate		

Any employee claiming reimbursement, his/her spouse has to undergo at least a minimum 10 tests amongst various tests mentioned above. Employees have to necessarily submit original bills/vouchers and a copy of the reports of tests undergone by the spouse of the employee.

- (vii) Individual tests are not eligible for reimbursement as the reimbursement is meant for total medical checkup.
- (viii) No separate reimbursement towards bed charges will be permitted and such charges are also to be covered under the maximum limit fixed.
- (ix) The reimbursement under the scheme is admissible for the expenses incurred during the financial year 2024-25
- (x) The eligible employee shall submit the claim through HRMS Package – ESS Page and forward original bill/ receipt and a copy of the report to the HRM Section of the concerned Regional Office in support of the claim. The HRM Section, Regional Office shall be the sanctioning authority for approval. In case of staff of Circle Office/ Head Office, the concerned HRM Section / HOSA Section, HR Wing/ S A Section, Inspection Wing, HO shall be the sanctioning authority. On approval of the claim, the amount will be credited to salary account of the staff through STP.
- (xi) The last date for submission of claims is **28.02.2025**.

7. FINANCIAL ASSISTANCE TO EMPLOYEES WHO ARE ON LOSS OF PAY ON ACCOUNT OF HOSPITALISATION:

The Scheme is intended to provide financial assistance of **Rs. 6,000/- per month or the actual amount of loss of pay for the month whichever is lower** to the employee who avails leave on loss of pay on account of his/her illness/convalescence **for a maximum period of 6 months.**

- (i) The employee to become eligible under this Scheme should have been hospitalised for major/special operation/ ailments which are mentioned as ‘Critical Illness’ in terms of the provisions of the Bipartite Settlement/Joint Note dated 25.05.2015 and had to remain on loss of pay owing to treatment of such critical illness.
- (ii) A sum of Rs.6,000/- per month or the actual amount of loss of pay whichever is lower will be disbursed to the employee to compensate his leave on loss of pay on account of hospitalization / convalescence subject to a maximum of 6 months.
- (iii) Employees may send their application for this purpose to the concerned HRM Section, Circle Office/ HOSA Section, HR Wing, HO/ S A Section, Inspection Wing, HO as per **Annexure-1**. The HRM Section, Circle Office/ HOSA Section, HR Wing, HO/ S A Section, Inspection Wing, HO has to examine the application submitted by the employee and disburse the amount, in case the employee is eligible by debiting General Charges – **Staff Welfare Measures Heads of the respective cadre.**
- (iv) Further, the benefit under the scheme is also available to the employees who avail leave on loss of pay on medical grounds for certain major ailments undergoing

domiciliary treatment without hospitalisation, viz., cardiac ailments, cancer, TB, paralysis, kidney ailments, tumor and pleurisy. Such of those employees eligible under this relaxation may make an application to the concerned HRM Section as per **Annexure 1.**

8. RELIEF TO PHYSICALLY HANDICAPPED, VISUALLY IMPAIRED & DEAF EMPLOYEES FOR PURCHASE OF CRUTCHES AND OTHER ACCESSORIES/SPECTACLES/HEARING AID:

8A PHYSICALLY HANDICAPPED EMPLOYEES:

- (i) The benefit under the scheme is available only to physically handicapped employees who are in receipt of conveyance allowance as per Government guidelines.
- (ii) The employees covered above are eligible for reimbursement of crutches and other accessories and wheel chair purchased subject to a **maximum of Rs.7500/-**.
- (iii) Reimbursement of cost for purchase of crutches and other accessories shall be **once in a year**.
- (iv) The benefit under the scheme will be available only for the expenses incurred during the year i.e. on or after **01.04.2024**.
- (v) The eligible physically handicapped employees may submit their claim through HRMS Package - Employees Self Service page to HRM Section, Regional Office concerned enclosing the proof of expenditure. In case of staff of Circle Office/ Head Office, the concerned HRM Section / HOSA Section, HR Wing/ S A Section, Inspection Wing, HO shall be the sanctioning authority. On approval of the claim, the amount will be credited to salary account of the staff through STP.
- (vi) The last date for submission of claims is **28.02.2025**.

8B REIMBURSEMENT OF EXPENSES INCURRED TOWARDS PURCHASE OF HEARING AID:

The benefit under this Scheme is available to employees who have hearing impairment and are in receipt of Conveyance allowance as per Government Guidelines.

- (i) The employees covered under this scheme are eligible for reimbursement of expenses incurred for purchase of Hearing Aid subject to a **maximum of Rs.11,500/-**.
- (ii) Reimbursement of cost of hearing aid shall be **once in three years** i.e. there shall be a gap of three years between two claims under this head for an employee.
- (iii) The reimbursement shall be considered to the employees based on Doctor's advice/certificate and submission of bills towards procurement of the hearing aid.
- (iv) The benefit under the scheme is available only for the expenses incurred on or after **01.04.2024**.
- (v) The claim should be preferred on or before **28.02.2025**.
- (vi) The employees have to submit their claim through HRMS Package - Employees

Self Service page to HRM Section, Regional Office for reimbursement of expenses incurred by submitting necessary proof. In case of staff of Circle Office/ Head Office, the concerned HRM Section / HOSA Section, HR Wing, HO / S A Section, Inspection Wing, HO shall be the sanctioning authority. On approval of the claim, the amount will be credited to salary account of the staff through STP.

8C REIMBURSEMENT OF EXPENSES INCURRED TOWARDS PURCHASE OF SPECTACLES FOR VISUALLY IMPAIRED:

The benefit under this Scheme is available towards reimbursement of cost of spectacles to visually impaired employees who are in receipt of conveyance allowance as per Government guidelines.

- (i) The employees covered under this scheme are eligible for reimbursement of expenses incurred for purchase of spectacles subject to a **maximum of Rs.4500/-**
- (ii) Reimbursement of cost of spectacles shall be **once in a year**.
- (iii) The reimbursement shall be considered to the employees based on Doctor's advice/certificate and submission of bills towards procurement of the spectacles.
- (iv) The benefit under the scheme is available only for the expenses incurred on or after **01.04.2024**.
- (v) The claim should be preferred on or before **28.02.2025**.
- (vi) The employees have to submit their claim through HRMS Package - Employees Self Service page to HRM Section, Regional Office for reimbursement of expenses incurred by submitting necessary proof. In case of staff of Circle Office/ Head Office, the concerned HRM Section / HOSA Section, HR Wing, HO / S A Section, Inspection Wing, HO shall be the sanctioning authority. On approval of the claim, the amount will be credited to salary account of the staff through STP.

8D. REIMBURSEMENT OF BATTERIES FOR HEARING AID (ONCE IN A YEAR)

The benefit under this Scheme is available towards reimbursement of cost of batteries for hearing aid to hearing impaired employees who are eligible as per Scheme No.8C i.e., employee has purchased the Hearing Aid device either this year or previous year.

- i) The employees covered under this scheme are eligible for reimbursement of expenses incurred for purchase of batteries for hearing aid subject to a **maximum of Rs.2000/- once in a year**.
- ii) The benefit under the scheme is available only for the expenses incurred on or after **01.04.2024 for Hearing Aid device**.
- iii) The claim should be preferred on or before **28.02.2025**.
- iv) The employees have to submit their claim through HRMS Package - Employees Self Service page to HRM Section, Regional Office for reimbursement of expenses incurred by submitting necessary proof. In case of staff of Circle Office/ Head Office, the concerned HRM Section / HOSA Section, HR Wing, HO / S A Section,

Inspection Wing, HO shall be the sanctioning authority. On approval of the claim, the amount will be credited to salary account of the staff through STP.

Under scheme No.8 [A], [B] & [C] the “physically handicapped” “hearing impaired” & “visually impaired” category employees shall be permitted to purchase any of such gadgets specially designed, invented, created to overcome the disability, within the ceiling permitted above, besides the articles already specified above.

9. INCENTIVE FOR PROMOTION OF SMALL FAMILY NORMS:

At present, as per Government of India instructions, Bank is paying a sum of Rs.500/- as cash incentive to the employee if he/she or his/her spouse undergo family planning operation by debiting General Charges. To encourage adoption of small family norms, it has been decided to give an **additional cash incentive of Rs.1500/-** to such of those employees who/whose spouse undergo operation for the period from **01.04.2024 to 28.02.2025** under Staff Welfare Measures.

The eligible employee has to submit the claim through HRMS Package - Employees Self Service page and necessary proof needs to be submitted to HRM Section. This amount will be sanctioned by HRM Section of Regional Office. In case of staff of Circle Office/ Head Office, the concerned HRM Section / HOSA Section, HR Wing, HO / S A Section, Inspection Wing, HO shall be the sanctioning authority. On approval of the claim, the amount will be credited to salary account of the staff through STP.

10. FUNERAL EXPENSES - SERVING EMPLOYEES:

Bank has introduced the scheme for payment of **funeral expenses of Rs.25,000/-** in case of sad demise of an employee, while in service during the financial year 2024-25.

- (i) The scheme is intended to provide immediate relief to the family members of the deceased employee.
- (ii) The scheme is meant for all permanent employees.
- (iii) Under the Scheme, a sum of **Rs.25,000/-** (in case of permanent employees) will be given to the nominee of the SPF/NPS and in the absence of nomination in SPF/NPS to the nominee of Gratuity. If there is no nomination in SPF/NPS or in Gratuity the amount to be paid to immediate Legal heirs.
- (iv) The amount will be disbursed in the event of death of an employee while in service.
- (v) The Branch/Office may contact SPF&G Section, Head Office to enable them to advice the name of the nominee to the concerned Branch.
- (vi) The HRM Section, Circle Office/ HOSA Section, HR Wing, HO/ SA Section, Inspection Wing, HO is authorized to debit General Charges – Staff Welfare Measures Heads of the respective cadre and pay nominee of the SPF/ NPS/ Gratuity/ Legal Heirs under acknowledgement and forward receipt/ acknowledgement of the receipt of amount by the concerned to the HRM Section, Circle Office. The original receipt obtained from the nominee of the SPF/NPS/Gratuity/ Legal heirs should be filed separately by Circle Office and the same shall be made available to the Inspectors at the time of inspection of the branch/ office. The format for obtaining receipt is enclosed as **Annexure-2**.

11. FREE EDUCATION BENEFIT TO THE CHILDREN OF DECEASED EMPLOYEE:

Bank has introduced a scheme for Free Education Benefit Scheme to the children of deceased employees. The details of the scheme is as under:

- (i) This scheme is applicable to children of employee who died while in service.
- (ii) Only first two children are eligible for the free education benefit.
- (iii) Tuition Fees or cost of Books at **Rs.2000/- per month per child** is payable for education up to 12th standard.
- (iv) **Rs.4000/- per academic year** for graduation {UGC recognized Courses}
- (v) **50% of Tuition Fees or Rs.15,000/- per academic year whichever is less** for engineering course {Maximum Rs.50,000/- for the entire course}
- (vi) **25% of the Tuition Fees or Rs.25,000/- per academic year whichever is less** for Medical Course {Maximum Rs. 80,000/- for the entire Course}
- (vii) The claim format is enclosed as **Annexure-3**.
- (viii) The claim is to be submitted to pension paying branch where the spouse is maintaining family pension account. The pension paying branch shall collect the application form in the prescribed format along with the attested copy of the receipts duly verifying the originals and forward the same to the concerned HRM Section of the Circle/ HOSA Section, HR Wing/ S A Section, Inspection Wing, HO. Circle Office/ Head Office shall credit the amount to the family pension account by debiting General Charges Staff Welfare Scheme Expenses.
- (ix) Where the spouse is not a family pensioner or where the spouse is also not alive, the claim should be preferred to the HRM Section of the Circle Office/ Head Office within whose jurisdiction the employee last worked. Circle Office shall verify the claim and credit the amount to the account specified by the claimant by debiting General Charges Staff Welfare Scheme Expenses.
- (x) All claims under this category should be submitted on or before **15.02.2025** and the reimbursement should be made on or before **28.02.2025**.

12A. REIMBURSEMENT FOR IBA MEDICAL INSURANCE EXPENSES TO RETIRED EMPLOYEES/ SPOUSE OF DECEASED RETIRED EMPLOYEES (AGAINST PROOF):

- (i) All the retired employees of the Bank who have retired from the services of the Bank on or before **31.03.2024** on superannuation/VRS/SVRS 2001/spouse of such retired employees who have died and drawing family pension/ employees who have resigned and drawing pension or their spouse drawing family pension shall be eligible for the benefit under the scheme.
- (ii) The following persons are not eligible under the Scheme:
 - a. Employees who have been discharged / dismissed/ removed from the service / compulsorily retired/ terminated on the grounds of misconduct.
 - b. Employees who have resigned from the services of the Bank and are not drawing pension.
- (iii) The eligible ex-employees as above/ spouse of such ex-employees who have deceased, will be reimbursed premium amount towards renewal IBA Medical Insurance policy incurred by them for the year 2024-25.
- (iv) The reimbursement under this head is subject to **maximum of Rs.6000/-**.

- (v) The expenses for reimbursement under this head should have been incurred during the year 2024-25.
- (vi) The reimbursement will be directly credited to the account of retirees who have availed IBA Medical Insurance Policy for the year 2024-25.

OR

12B REIMBURSEMENT OF MEDICAL EXPENSES ON DECLARATION BASIS TO RETIRED EMPLOYEES / SPOUSE OF DECEASED RETIRED EMPLOYEES WHO ARE DRAWING FAMILY PENSION

- (i) All the retired employees/ spouse of the retired employees who have retired from the services of the Bank on or before **31.03.2024** on superannuation/VRS/SVRS 2001/spouse of such retired employees who have died and drawing family pension/ employees who have resigned and drawing pension or their spouse drawing family pension shall be eligible for the benefit under the scheme.
- (ii) The following persons are not eligible under the Scheme:
- a. Employees who have been discharged / dismissed/ removed from the service / compulsorily retired/ terminated on the grounds of misconduct.
 - b. Employees who have resigned from the services of the Bank and are not drawing pension.
- (iii) The reimbursement under this head is subject to **maximum of Rs. 4,000/-**
The reimbursement of expenses under this head shall be made on declaration basis as per **Annexure 4A or Annexure-4B** as the case may be.
- (iv) The eligible retired employees/ spouses of deceased employees have to submit their declaration/ claim to the concerned Circle Office to which their Pension Paying Branch is assigned, duly informing the details such as Pension Account Number to which the amount is to be credited. The claim should be preferred on or before **15.02.2025**. The Circle Office shall process the claim and disburse the same to the spouse of ex-employee who is drawing family pension by way of credit to their Pension Account specified by debit General Charges – Staff Welfare Schemes Expenses before **28.02.2025**.
- (v) Those who are reimbursed under scheme 12A are not eligible to claim under scheme 12B.

The eligible pensioners/ family pensioners can also submit the claim through on-line mode which will be made available on Canara Bank website under the path www.canarabank.com >> **Ex-employees >> Medical Expenses claim under Staff Welfare Measures 2024-25** for Retired Pensioners/Family Pensioners

13. SPECIAL SCHEME FOR PRE-1986 RETIREES OR SPOUSE OF SUCH DECEASED RETIREES WHO ARE PAID EX-GRATIA AMOUNT BY THE BANK.

All surviving Pre-1986 retirees or spouses of such deceased retirees, who are being paid ex-gratia amount from our Bank every month, will be paid **Rs. 3,000/- per month** respectively under Staff Welfare Measures for the year 2024-25. The amount will be paid every month along with the ex-gratia amount through Employees' Pension Fund, without the beneficiary claiming the same as done hitherto.

14. FUNERAL EXPENSES - RETIRED EMPLOYEES

Bank has introduced the scheme for payment of **funeral expenses of Rs.10,000/-** in case of sad demise of retired employee.

- (i) The scheme is meant for all retired employees who have retired on superannuation/VRS/SVRS 2001/employees who have resigned and are eligible for pension.
- (ii) The following persons are not eligible under the Scheme:
 - a. Employees who have been discharged / dismissed/ removed from the service/ compulsorily retired/ terminated on the grounds of misconduct.
 - b. Employees who have resigned from the services of the Bank and are not drawing pension.
- (iii) The eligible amount under the scheme is Rs.10,000/- .
- (iv) The amount shall be handed over in cash to immediate Legal heirs against acknowledgement and on obtention of ID proof.
- (v) The Pension Payee Branch is authorised for making the payment to immediate legal heir and provide intimation to Pension Fund for their records. Further, if the retiree demise at a place far off from Pension Payee Branch, in such case, the nearest branch is authorised to pay the amount to immediate legal heirs of retiree and intimate the same to Pension fund for their records.
- (vi) The claim will be submitted by the branch in HRMS package which will be approved by the HRM Section, Circle Office/HOSA, HR Wing, HO/SA Section, Inspection Wing, HO. On approval, the claim amount will be credited to the Parking GL of the branch through STP.
- (vii) Receipt as per **Annexure-5** to be obtained by the branch and copy to be forwarded to HRM Section, Circle Office.

15. DEEPAVALI (DIWALI) GIFT FOR EMPLOYEES

- (i) The scheme is meant for all serving employees (as on the day of issue of this ICOM) for purchase of new clothes, gadgets, ornaments, sweets, crackers etc., for Deepavali (Diwali) festival.
- (ii) The limit for reimbursement of expenses under this scheme is **Rs.2500/-** or the cost of items purchased whichever is lower.
- (iii) In case an employee is under suspension, he/she is not eligible for the benefit during the period of suspension.
- (iv) The eligible employee has to submit claim through HRMS Package – ESS Page and furnish copy of proof of purchase. The **leave sanctioning authority** will sanction the reimbursement of claim in HRMS package and after approval, the amount will be credited to the salary account of the staff through STP.
- (v) The page in HRMS package for claiming reimbursement under this scheme will be opened till **08.11.2024**.
- (vi) The eligible employees shall submit claim on the dates mentioned above duly uploading the proof of purchase. The date of the bill shall not be prior to 15.10.2024. In other words, the bill shall bear the date between 15.10.2024 to 08.11.2024.
- (vii) There shall not be any provision for employee to claim reimbursement beyond 08.11.2024.



General Guidelines:

- a. The reimbursement under Scheme Nos.1, 2, 3, 4, 5, 6, 8A, 8B, 8C, 8D, 9 & 15 has to be claimed by submitting request through HRMS Package ESS Page and for Scheme Nos. 7, 10, 11, 12A, 12B & 14 by submitting relevant Annexures. The reimbursement made by HRM Section, Circle Office in respect of claims under Scheme Nos.7, 10, 11 and 12B shall be debited to General Charges – Staff Welfare Measures, cadre wise.
- b. Branches / Offices have to keep proper records / vouchers in respect of reimbursements permitted under the Schemes and the same shall be made available to the Inspecting Officers for verification during the Regular Inspection.
- c. Claims received after the dates mentioned under each Scheme shall not be entertained.
- d. Employees who are under suspension are not eligible for the benefit of these schemes during the period of suspension.
- e. Family member of employees who is appointed in the Bank on compassionate grounds will be eligible for schemes, as applicable to serving employees only.
- f. For scheme Nos. Nos.1, 2, 3, 4, 5, 6, 8A, 8B, 8C, 8D, 9 & 15, under no circumstances, the same shall be payable to employees without the same is being submitted & approval in the HRMS Package.
- g. Such of those employees who are on the rolls of the Bank as on **01.04.2024** and superannuated/ voluntarily retired subsequently, are eligible to claim the reimbursement of expenses under Staff Welfare Measures 2024-25 for eligible schemes by submitting the claim in writing. Since those employees superannuated/ voluntarily retired on or after 01.04.2024 do not have access to HRMS package, such eligible ex-employees shall submit their claim manually as per the format enclosed as an **Annexure 8, 9, 10, 11 & 12** to this ICOM.
- h. Once last date for submission of claim is over, the branches/offices have to submit the statement as per **Annexure-6 & 6A**.
- i. Circle Office shall submit the statement as per **Annexure-7**.

All the above schemes will be in force for the financial year 2024-25.

This may be circulated amongst all the employees of the Bank.

D SURENDRAN
CHIEF GENERAL MANAGER

TO: ALL BRANCHES / OFFICES OF THE BANK



ANNEXURE - 1

**CANARA BANK
HEAD OFFICE: BENGALURU**

FROM:

.....
Canara Bank

To:

The Senior Manager/Manager
Canara Bank
HRM Section
Circle Office

.....

**APPLICATION FOR FINANCIAL ASSISTANCE FOR LEAVE ON LOSS OF PAY ON
ACCOUNT OF ILLNESS**

1. Name of the Employee and Staff No ::
2. Present place of working ::
3. Period of Loss of Pay ::
4. Leave Proceedings Nos. and Date ::
5. Nature of illness and details of medical bill sanctioned ::
6. Amount of Financial Assistance claimed ::

I hereby declare that the above information is true and correct. Please disburse me the amount as per ICOM NO. / 2024 dated .10.2024.

Place :

Date :

SIGNATURE OF THE EMPLOYEE



ANNEXURE 2

**CANARA BANK
HEAD OFFICE : BENGALURU**

RECEIPT

I,S/O/D/O/W/O..... being the nominee to SPF/ nominee to NPS/Gratuity/legal heir/s of Late Sri/Smt residing at hereby acknowledge that I have received from Canara Bank Rs.25000/- (Rupees Twenty-Five Thousand Only) cash towards Funeral expenses on account of death of Sri/Smt.....employee of Canara Bank.Branch/Office while in service.

DATE:

PLACE:

SIGNATURE

(To be obtained by branch and copy to be forwarded to HRM Section, Circle Office)



ANNEXURE 3

**CANARA BANK
HEAD OFFICE: BENGALURU**

**APPLICATION FOR RELEASE OF FREE EDUCATION BENEFIT TO CHILDREN OF DECEASED
EMPLOYEE WHILE IN SERVICE**

1. Name of the deceased employee ::
2. Staff Number ::
3. Branch/ Office where he / she last worked ::
4. Name of the child:
Date of Birth:
5. Name of the guardian [If the child is minor]
6. Date of Death (enclose proof)
7. Relation [Son/daughter]
8. Study /Course pursued [enclose proof of course of study] ::
9. Amount claimed ::
10. Amount already claimed [In case of Engineering or Medical course]
11. Full Address for correspondence ::
Mobile No.
Email ID
12. Account No. & IFSC Code * ::
13. Name of the Branch ::

I/ We hereby declare that the above information furnished is true and correct. I/ We request you to disburse me a sum of Rs ._____/- as per the Bank's scheme (ICOM NO. _____ /2024 dated .10.2024) at an early date.

Place :

Date :

SIGNATURE OF THE APPLICANT/GUARDIAN



ANNEXURE - 4A

**CANARA BANK
HEAD OFFICE: BENGALURU**

APPLICATION FORM FOR CLAIMING MEDICAL EXPENSES BY RETIRED EMPLOYEES.

FROM: (Present Address)

TO:

Name & Staff No.....

The Senior Manager/Manager

Canara Bank

Desgn.....

HRM Section

.....

.....

Mobile No.: -----

Sir,

I have incurred a sum of Rs..... (Rupees.....only) as medical expenses. I confirm that I am drawing pension from Branch which falls under your Circle Office.

Date of joining the Bank ::

Mode of exit ::

Date of Cessation ::

Date of birth & age as on 01.04.2024 ::

Name of the Branch/Office where last worked ::

I request you to sanction me a sum of Rs,_____/ - and credit the same to the below mentioned account in terms of ICOM NO. /2024 dated .10.2024.

Account No. (SB/OD)	IFSC Code	Branch	DP Code No.

I am Pensioner/Non-pensioner (Tick whichever is applicable).

(If Pensioner, also inform the Pension Account Number and the name of the Branch through which the pension is drawn).

Yours faithfully,

DATE :

SIGNATURE



ANNEXURE - 4B

**CANARA BANK
HEAD OFFICE: BENGALURU**

**APPLICATION FORM FOR CLAIMING MEDICAL EXPENSES BY ELIGIBLE SPOUSES OF DECEASED
RETIRED EMPLOYEES**

FROM: (Present Address)

TO:

Name.....

The Senior Manager/Manager

Address.....

Canara Bank

HRM Section/ Pension Paying Branch

.....

Mobile No. : -----

Sir,

I have incurred a sum of Rs..... (Rupees.....only) as medical expenses. I confirm that I am drawing family pension from Branch which falls under your Circle Office.

Name of the spouse of the ex-employee

Name of the Ex-employee with staff No ::

PPO No. and Date

Date of death of ex-employee (in case claimed by spouse) ::

I request you to sanction me a sum of Rs.-----/- and credit the same to the below mentioned account in terms of ICOM/ /2024 dated .10.2024.

Pension Account No. (SB/OD)	IFSC Code	Branch	DP Code No.

Yours faithfully,

DATE :

SIGNATURE



ANNEXURE - 5

**CANARA BANK
HEAD OFFICE: BENGALURU**

FUNERAL EXPENSES FOR RETIRED EMPLOYEES

RECEIPT

I, Shri/Smt./Ms. ----- , S/O/D/O/W/O Shri/Smt./Ms.

(Name and Staff No.) residing at _____

hereby acknowledge that I have received from Canara Bank, _____ Branch

Rs.10,000/- (Rupees Ten Thousands only) in cash towards Funeral expenses on account of death of

Shri/Smt./Ms. _____ .

DATE:

PLACE:

SIGNATURE

(To be obtained by the branch and copy to be forwarded to HRM Section, Circle Office)

ANNEXURE 6

From _____ Branch/ Office	To Senior Manager/ Manager HRM Section Regional Office, _____
--	---

Sl. No.	PARTICULARS	NO. OF CLAIMS	AMOUNT SANCTIONED (Rs.)
1	REIMBURSEMENT OF EDUCATIONAL EXPENSES:		
	a) UPTO X STD.		
	b) XI STD. & ABOVE		
2	SCHEME FOR THOSE EMPLOYEES WHO ARE NOT CLAIMING UNDER THE SCHEME OF REIMBURSEMENT OF EDUCATIONAL EXPENSES		
3	PURCHASE OF GIFT FOR BIRTHDAY		
4	PURCHASE OF GIFT FOR MARRIAGE		
5	FUNERAL EXPESNES FOR RETIRED EMPLOYEES		
6	DEEPAVALI (DIWALI) GIFT		
	TOTAL		

MANAGER/SENIOR MANAGER

ANNEXURE 6A

From		To	
HRM Section Regional Office, _____		Senior Manager/ Manager HRM Section Circle Office, _____	
Sl. No.	PARTICULARS	NO. OF CLAIMS	AMOUNT SANCTIONED (Rs.)
1	REIMBURSEMENT OF EDUCATIONAL EXPENSES:		
	a) UPTO X STD.		
	b) XI STD. & ABOVE		
2	SCHEME FOR THOSE EMPLOYEES WHO ARE NOT CLAIMING UNDER THE SCHEME OF REIMBURSEMENT OF EDUCATIONAL EXPENSES		
3	PURCHASE OF GIFT FOR BIRTHDAY		
4	PURCHASE OF GIFT FOR MARRIAGE		
5	REIMBURSEMENT OF EXPENSES TOWARDS MEDICAL CHECK UP FOR SPOUSE OF EMPLOYEES WHO ARE AGED 40 YEARS & ABOVE		
6	RELIEF TO PHYSICALLY HANDICAPPED / VISUALLY IMPAIRED & DEAF EMPLOYEES.		
	(A) PURCHASE OF CRUTCHES AND OTHER ACCESSORIES.		
	(B) PURCHASE OF HEARING AID FOR DEAF EMPLOYEES.		
	(C) PURCHASE OF SPECTACLES FOR VISUALLY IMPAIRED.		
	(D) PURCHASE OF BATTERIES FOR HEARING AID		
7	INCENTIVE FOR PROMOTION OF SMALL FAMILY NORMS		
8	DEEPAVALI (DIWALI) GIFT		
	TOTAL		

***Regional Office to ensure that the total shall tally with the expenditure shown under respective head of Staff Welfare Measure in the CBS system.**

REGIONAL OFFICE HEAD

ANNEXURE 7

From: Circle Head HRM Section Circle Office ::		To: The Chief General Manager I R Section, HR Wing Head Office :: Bengaluru		
SCHEME NO	PARTICULARS	MAXIMUM AMOUNT TO BE REIMBURSED (Rs.)	NO. OF CLAIMS	AMOUNT SANCTIONED (Rs.)
1	REIMBURSEMENT OF EDUCATIONAL EXPENSES:			
	1A) UPTO X STD.	3000		
	1B) XI STD. & ABOVE	3500		
2	REIMBURSEMENT FOR THOSE EMPLOYEES WHO ARE NOT CLAIMING UNDER 1A & 1B ABOVE	1500		
3	APPRECIATION TO CHILDREN OF SUB-STAFF EMPLOYEES	4500		
4	REIMBURSEMENT FOR PURCHASE OF GIFT ON BIRTHDAY OF THE EMPLOYEE	750		
5	REIMBURSEMENT FOR PURCHASE OF GIFT ON MARRIAGE OF THE EMPLOYEE	5000		
6	REIMBURSEMENT OF EXPENSES TOWARDS MEDICAL CHECK-UP FOR SPOUSE OF EMPLOYEES (WHO ARE AGED 40 YEARS & ABOVE)	1500		
7	FINANCIAL ASSISTANCE TO EMPLOYEES WHO ARE ON LOSS OF PAY	6000 FOR SIX MONTHS		
8	RELIEF TO PHYSICALLY HANDICAPPED / VISUALLY IMPAIRED & DEAF EMPLOYEES.			
	(A) PURCHASE OF CRUTCHES AND OTHER ACCESSORIES.	7500		
	(B) PURCHASE OF HEARING AID FOR DEAF EMPLOYEES.	11,500		
	(C) PURCHASE OF SPECTACLES FOR VISUALLY IMPAIRED.	4500		
	(D) PURCHASE OF BATTERIES FOR HEARING AID	2000		
9	INCENTIVE FOR PROMOTION OF SMALL FAMILY NORMS	1500		
10	FUNERAL EXPENSES	25,000		
11	FREE EDUCATION BENEFIT TO THE CHILDREN OF DECEASED EMPLOYEE			
	(A) UPTO 12 TH STANDARD	2000 P.M.		
	(B) GRADUATION	4000 P.A.		

	(C)	ENGINEERING COURSE	15,000 P.A. (MAX. 50,000)		
	(D)	MEDICAL COURSE	25,000/- (MAX. 80,000)		
12A		REIMBURSEMENT OF IBA MEDICAL INSURANCE EXPENSES TO RETIRED EMPLOYEES/ SPOUSE OF THE RETIRED EMPLOYEES/ SPOUSE OF THE DECEASED EMPLOYEES (SUBMISSIN OF PROOF)	6000		
12B		HEALTH CHECK UP EXPENSES TO RETIRED EMPLOYEES/ SPOUSE OF DECEASED RETIRED EMPLOYEES/ SPOUSE OF THE DECEASED EMPLOYEES (ON DECLARATION BASIS)	4000		
14		FUNERAL EXPENSES TO RETIRED EMPLOYEES	10,000		
15		DEEPAVALI (DIWALI) GIFT	2500		
16	DISPENSARY	DOCTORS' REMUNERATION PAID			
		EXPENSES INCURRED TOWARDS PURCHASE OF MEDICINES			
		Total*			

***Circle to ensure that the total shall tally with the Staff Welfare Measure scheme expenditure of the Circle as per CBS system.**

ASST. GENERAL MANAGER

CIRCLE HEAD (CGM/GM)



ANNEXURE 8

**CANARA BANK
HEAD OFFICE, BENGALURU**

FROM:

TO:

.....
Canara Bank

The Senior Manager/Manager
Canara Bank

.....

.....

.....

.....Branch /Office

**APPLICATION FOR REIMBURSEMENT OF EDUCATIONAL EXPENSES OF CHILDREN UNDER STAFF
WELFARE MEASURES – 2024-25**

**(Applicable to those ex-employees who are on the rolls of the Bank as on 01.04.2024 and
superannuated/voluntarily retired subsequently)**

1. Name of the ex-employee & Staff No. ::
2. Designation ::
3. Last place of working ::
4. Name of the son/ daughter for whom ::
Educational Expenses reimbursement
is claimed
5. Class/ course in which the above son/ ::
daughter of the ex-employee is
studying and the name of the school/
college
6. Amount of Educational expenses ::
reimbursement claimed for the
academic year 2024-25 (enclose proof
of study)

I hereby declare that the above information is true and correct. I request you to reimburse the amount of Rs.....(Rupees.....only) in terms of ICOM / / 2024 .10.2024 * {I also declare that my spouse working in the Bank in Branch/Office has not claimed the above benefit for the same child.}

Yours faithfully,

DATE:

Signature of the Ex-Employee

*** Strike-off if not applicable.**



ANNEXURE 9

**CANARA BANK
HEAD OFFICE : BENGALURU**

From :

To:

Canara Bank

The Senior Manager/Manager
Canara Bank
HRM Section, Circle Office

FINANCIAL ASSISTANCE TO THE CHILDREN OF EX-SUB-STAFF EMPLOYEES

[As per ICOM/ /2024 dated .10.2024]

(Applicable to those ex-employees who are on the rolls of the Bank as on 01.04.2024 and superannuated/voluntarily retired subsequently)

1. Name of the Ex-Subordinate cadre employee :
2. Staff No. :
3. Last Place of working :
4. Name of the son/daughter for whom the Financial Assistance is claimed :
5. Course to which the employee's son/ daughter was admitted [i.e., Matriculation/HSC/ISC during academic year 2023-24] :
 - i) Name of the institution in which the ex-employee's son/daughter was studying :
 - ii) Duration of the course :
 - iii) Whether any merit scholarship is already received (If yes, furnish full particulars) :
6. Marks secured and class obtained by the above ex-employee's son/daughter in the Matriculation/HSC/ISC [Proof to be enclosed. Branch Managers / Section Heads are required to verify the original and certify the copy] :

I hereby declare that the above information are true and correct. I have also read the contents of ICOM/ / 2024 dated .10.2024 and agree to abide by the contents of the same.

Forwarded to HRM Section,
Circle Office.....

Yours faithfully

**SENIOR MANAGER/MANAGER
DATE:**

SIGNATURE OF THE EX- EMPLOYEE



ANNEXURE 10

**CANARA BANK
HEAD OFFICE : BENGALURU**

FROM :

.....
Canara Bank

TO:

The Senior Manager/Manager
Canara Bank
HRM Section
Circle Office

Dear Sir,

**Sub: Request for reimbursement of expenses incurred for total medical check-up ICOM/ /
2024 dated .10.2024**

**(Applicable to those ex-employees who are on the rolls of the Bank as on 01.04.2024 and
superannuated/voluntarily retired subsequently)**

I request you to consider reimbursement of the expenses incurred by me/and my spouse towards total medical checkup which me/my spouse have undergone under Staff Welfare Measures. I hereby furnish the required details:

1. Name of the ex-employee & Staff No. ::
2. Name of spouse of ex-employee ::
3. Place of last posting
4. Total amount claimed ::
5. Number of original bills enclosed ::
6. Number of copies of reports enclosed ::
7. Number of tests conducted ::

Yours faithfully,

DATE:

SIGNATURE OF THE EX-EMPLOYEE



ANNEXURE 11

**CANARA BANK
HEAD OFFICE, BENGALURU**

FROM:

TO:

.....
Canara Bank

The Senior Manager/Manager
Canara Bank

.....

.....

.....

.....Branch /Office

**APPLICATION FOR REIMBURSEMENT FOR PURCHASE OF GIFT ON BIRTHDAY – 2024-25
(Applicable to those ex-employees who were on the rolls of the Bank as on 01.04.2024 and
superannuated/voluntarily retired subsequently)**

1. Name of the ex-employee & Staff No. ::
2. Designation ::
3. Place of last posting ::
4. Amount of reimbursement claimed for ::
 - a. Purchase of Dress / Dress Material
 - b. Purchase of Cakes/Sweets/
Chocolates
 - c. Purchase of gift articles
(enclose proof of purchase i.e., bill)

I hereby declare that the above information is true and correct. I request you to reimburse the amount of Rs.....(Rupees.....only) in terms of ICOM / / 2024 .10.2024.

Yours faithfully,

DATE:

Signature of the Ex-Employee

* **Strike-off if not applicable.**



ANNEXURE 12

CANARA BANK
HEAD OFFICE, BENGALURU

FROM:

TO:

Canara Bank

The Senior Manager/Manager
Canara Bank

Branch /Office

APPLICATION FOR "SCHEME FOR THOSE EX-EMPLOYEES WHO ARE NOT CLAIMING UNDER THE - REIMBURSEMENT OF EDUCATIONAL EXPENSES"

(Applicable to those ex-employees who are on the rolls of the Bank as on 01.04.2024 and superannuated/voluntarily retired subsequently)

- 1. Name of the ex-employee & Staff No.
2. Designation
3. Place of last posting
4. Amount claimed and details

Table with 4 columns: Sl No., Name of Article, Bill No. and Date, Amount in Rs. Rows include Purchase of Books, Reading glasses & Spectacles, Hearing aid device, and Sugar Monitoring Devices.

I hereby declare that the above information is true and correct. I request you to reimburse the amount of Rs..... (Rupees.....only) in terms of ICOM/ /2024 dated .10.2024. I declare that I have not made any claim/ received reimbursement under the Head "REIMBURSEMENT OF EDUCATIONAL EXPENSES" as per the above said ICOM.

Yours faithfully,

DATE:

Signature of the Ex-employee

