

सम्मान आपके विश्वास का HONOURS YOUR TRUST

CHO/PMG/15/2024-25

Date: 19.06.2024

**ALL BRANCHES/OFFICES IN INDIAN UNION**

**Sub: Bank's Staff Welfare Schemes for the year 2024-25 Improvement/Amendment thereof.**

The Staff Welfare Committee in its meeting held on 07.06.2024 has approved some **improvement/amendment** in Staff Welfare Schemes which are **enumerated as below.**

**A. Ongoing schemes for the year 2024-25 for In-service Employees:**

| S. No. | SCHEMES                                                                                | REVISION IN THE SCHEME                                                   |
|--------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 1(A)   | UCO Diamond Jubilee Scholarship Scheme                                                 | No Changes.                                                              |
| 1(B)   | UCO Diamond Jubilee Prize Scheme                                                       | No Changes                                                               |
| 2      | Payment of Funeral Expenses for staff dying in harness.                                | No Changes.                                                              |
| 3      | Health Check-up Scheme (every year )                                                   | No Changes                                                               |
| 4      | Reimbursement of cost of eye check-up & cost of spectacles to employees.               | Separate block for both self and spouse                                  |
| 5      | Financial relief to physically challenged and mentally retarded children of employees. | No changes.                                                              |
| 6      | Canteen Subsidy                                                                        | No changes.                                                              |
| 7      | SWS-Holiday home                                                                       | No Changes                                                               |
| 8      | Reimbursement of expenses of Cleansing material                                        | Reimbursement amount of Rs. 610/- for all cadres, to be paid half yearly |

**B. Ongoing schemes for the year 2024-25 for Retirees:**

| S. No. | SCHEMES                                    | REVISION IN THE SCHEME |
|--------|--------------------------------------------|------------------------|
| 9      | Health Assistance to Retirees              | No Changes             |
| 10     | SWS-Funeral Expenses in respect of Retiree | No Changes.            |

No other schemes except those described above are in vogue under Bank's Staff Welfare Schemes at present. Scheme wise details is enclosed as Annexure to this Circular for ready reference (Annexure-A)

Copy of this Circular should be brought to the notice of all staff members of branches/Offices and also be prominently displayed on the Notice Board for information of all concerned.

**Rajesh Nagar**  
General Manager  
HRM, PSD, Training & OL



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Annexure-A

**UCO BANK, HEAD OFFICE, PSD, KOLKATA**  
**STAFF WELFARE SCHEMES OF OUR BANK FOR FY 2024-25**

**1.(A) UCO Diamond Jubilee Scholarship Scheme:**

|                       |                                                                                                                                                                                       |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective             | Scholarships for pursuing Degree Courses in India                                                                                                                                     |
| Target Group          | The children of permanent Subordinate staff.                                                                                                                                          |
| Quantum of Assistance | <b>Rs.1500/-</b> per month to the ward who stays in Hostel.<br><b>Rs.1000/-</b> per month to the ward who does not stay in hostel<br><b>Rs.1500/-</b> per annum for purchase of books |
| Number of Scholarship | 2 from each Zone on merit basis + Top 5 candidates from CBSE + Top 5 candidates from ICSE.                                                                                            |
| Sanctioning Authority | Personnel Services Department, Head Office                                                                                                                                            |
| Circular Reference    | Detailed circular in this regard will be issued separately.                                                                                                                           |

**1.(B) UCO Diamond Jubilee Prize Scheme:**

|                       |                                                                                                                                                                                                          |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective             | Prizes in recognition of merits in 10 <sup>th</sup> and 12 <sup>th</sup> Standard Board examination and Degree University Examination.                                                                   |
| Target Group          | The children of permanent members of staff (Officers, Clerks & Sub-ordinate staff)                                                                                                                       |
| Quantum of Assistance | <b>5000/-</b> each                                                                                                                                                                                       |
| Number of Prizes      | Total No. of Prize – 45 (5 each to the wards of clerks, officers and Sub-Staffs for 10 <sup>th</sup> Standard board exam, 12 <sup>th</sup> Standard board exam and 5 prizes each for Degree Examination. |
| Sanctioning Authority | Personnel Services Department, Head Office                                                                                                                                                               |
| Circular Reference    | Detailed circular in this regard will be issued separately.                                                                                                                                              |

**2. Payment of Funeral expenses - Staff:**

|                       |                                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------|
| Objective             | Assistance on account of funeral expenses to the family of an employee who dies while in service. |
| Target Group          | Family of the deceased staff member                                                               |
| Quantum of Assistance | Rs.20,000/-                                                                                       |
| Sanctioning Authority | Zonal Office / Personnel Services Department, Head Office                                         |
| Circular Reference    | Detailed circular in this regard will be issued separately.                                       |

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**3. Health Check-up Scheme for Employees:**

|                       |                                                                                                                                                                                                                                                  |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective             | Assistance by way of reimbursement of expenses on account of Health Check up every year.                                                                                                                                                         |
| Target Group          | All staff members and their spouse in the age group of 35 years and above.                                                                                                                                                                       |
| Quantum of Assistance | <b>Rs.3,000/-</b> every year for self. (Age 35-50 years)<br><b>Rs.3,000/-</b> every year for spouse. (Age 35-50 years)<br><b>Rs.4,000/-</b> every year for self. (Age 51-60 years)<br><b>Rs.4,000/-</b> every year for spouse. (Age 51-60 years) |
| Sanctioning Authority | Zonal Office / Personnel Services Department, Head Office                                                                                                                                                                                        |
| Circular Reference    | Detailed circular in this regard will be issued separately.                                                                                                                                                                                      |

**4. Scheme for reimbursement of cost of spectacles to employees:**

|                       |                                                                                                                                                                                                                                                                          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective             | Financial assistance for eye check-up including procuring Spectacles.                                                                                                                                                                                                    |
| Target Group          | All staff members and their spouse in the age group of 35 years and above.<br>Employees who have already availed the facility in last 4 years will not be able to claim under this scheme.                                                                               |
| Quantum of Assistance | <b>Rs.4000/- (Max) once in five years for self (if age is 35 and above)</b><br>or<br><b>Rs.4000/- (Max) once in five years for spouse (if age is 35 and above)</b><br>or<br><b>Rs.8000/- to both of them clubbed together (If both self and spouse are 35 and above)</b> |
| Sanctioning Authority | Zonal Office / Personnel Services Department, Head Office                                                                                                                                                                                                                |
| Circular Reference    | Detailed circular in this regard will be issued separately.                                                                                                                                                                                                              |

**5. Financial relief to physically challenged and mentally retarded children of employee:**

|              |                                                                                                                                                                                                                                                                            |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective    | Financial relief towards School Fee for education in special Institutions and treatment in Rehabilitation Schools up to the age of <b>21</b> years for <b>physically challenged child</b> and <b>30</b> years in respect of <b>mentally retarded child</b> of an employee. |
| Target Group | All Staff Members                                                                                                                                                                                                                                                          |

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|                       |                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quantum of Assistance | <b>Rs.3,000/-</b> (Max.) p.a. for a physically challenged child – up to age of 21 years.<br><b>Rs.5,000/-</b> (Max.)p.a. for a mentally retarded child up to age of 30 years.<br><b>Rs.2500/-</b> (one time) for purchase of certain artificial aid/accessories such as Calliper Shoes/ Crutches/ Wheel Chair/Artificial Leg/ Special hearing aid etc. |
| Accounting Code       | GL account Code: xxxx1074100044; BS Code: 3709                                                                                                                                                                                                                                                                                                         |
| Sanctioning Authority | Zonal Office / Personnel Services Department, Head Office                                                                                                                                                                                                                                                                                              |
| Circular Reference    | CHO/PMG/17/2006-07 dated 11.11.2006;<br>CHO/PMG/43/2011-12 dated 26.12.2011                                                                                                                                                                                                                                                                            |

**6. Canteen Subsidy for All In-Service Employees:**

|                       |                                                                                                                                |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Objective             | To provide financial support to the canteens providing refreshment/tiffin to employees at their respective branch/offices.     |
| Target Group          | All Staff Members                                                                                                              |
| Quantum of Assistance | An amount of <b>Rs.225/-</b> per employee per month to be given to Canteen Committee. The scheme is effective from 01.04.2024. |
| Sanctioning Authority | Personnel Services Department, Head Office                                                                                     |
| Circular Reference    | Detailed circular in this regard will be issued separately.                                                                    |

**7. Bank's Holiday Homes:**

|                       |                                                                                                                                                                                                                             |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective             | Provide Comfortable Stay at Pilgrimage/Tourist places.                                                                                                                                                                      |
| Target Group          | All employees along with their dependents & retired employees along with their spouse.                                                                                                                                      |
| Modalities            | <b>Existing:</b> Ayodhya, Darjeeling, Gangtok, Goa, Jaipur, Katra, Manali, Mumbai, Mussoorie, Nanital, Ooty, Port Blair, Pondicherry, Puri, Rameshwaram, Shillong, Shimla, Shirdi, Tirupati, Udaipur, Varanasi and Vellore. |
| Sanctioning Authority | Personnel Services Department, Head Office                                                                                                                                                                                  |
| Circular Reference    | Detailed circular in this regard will be issued separately.                                                                                                                                                                 |

**8. Reimbursement of Cleansing Material:**

|              |                                                                                                     |              |                             |
|--------------|-----------------------------------------------------------------------------------------------------|--------------|-----------------------------|
| Objective    | All staff members to be allowed reimbursement of expenses of cleansing material at their residence. |              |                             |
| Target Group | All Staff Members                                                                                   |              |                             |
| Modalities   | <b>SNo</b>                                                                                          | <b>Cadre</b> | <b>Amount (half yearly)</b> |
|              | 1                                                                                                   | All cadres   | Rs. 610/-                   |

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|                       |                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------|
|                       | Reimbursement to be made for expenses of cleansing material at their residence on a half yearly basis. |
| Sanctioning Authority | Personnel Services Department, Head Office                                                             |
| Circular Reference    | Detailed circular in this regard will be issued separately.                                            |

**9. Health Assistance to Retirees:**

|                       |                                                                                                                                                                                                                                                                               |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective             | Providing assistance for amount spent for medical purpose.                                                                                                                                                                                                                    |
| Target Group          | All normal/VRS retired employees/officers, family pensioners.                                                                                                                                                                                                                 |
| Modalities            | An amount of <b>Rs.1500/- per annum</b> to be credited to retirees' account and an amount of <b>Rs. 500/- per annum</b> to be credited to family pensioners' account for health assistance. (Payment to be made in the month of March on the basis of data as on 28.02.2025). |
| Sanctioning Authority | Personnel Services Department, Head Office                                                                                                                                                                                                                                    |
| Circular Reference    | Detailed circular in this regard will be issued separately.                                                                                                                                                                                                                   |

**10. Payment of funeral expenses to the family of retired staff members:**

|                       |                                                                                                                                                       |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Objective             | Providing financial assistance for funeral expenses to the family of retired employees in the event of death of normal/VR retired employees/officers. |
| Target Group          | All normal/VRS retired employees/officers.                                                                                                            |
| Quantum of Assistance | <b>Rs.20,000/- (Max) .</b>                                                                                                                            |
| Sanctioning Authority | Branch Head of the concerned Pension paying Branch/Personnel Services Department, Head Office                                                         |
| Circular Reference    | Detailed circular in this regard will be issued separately.                                                                                           |

