# PERSONNEL SERVICES DEPARTMENT



e-Booklet on

# STAFF WELFARE SCHEME

&

Reimbursement/Allowance facility for UCO Bank Employee











**UCO BANK** 

(A Govt. of India Undertaking)





# PART - A Staff Welfare Schemes for FY 2025-26

#### **HEALTH CHECK-UP SCHEME FOR EMPLOYEES**

Objective	Assistance by way of reimbursement of expenses on account of Health Check of in-service employee	
Target Group	All in-service employeein the age group of 30 yrs and above.	
Quantum of Assistance	₹3,000/- for self. (Age 30-35 years) ₹3,000/- each for self & spouse. (Age 36-50 years) ₹4,000/-each for self & spouse. (Age 51-60 years)	
Periodicity	Annually	
Sanctioning Authority	Zonal Office (for employee posted under jurisdiction of Zone) HO - PSD (for employee posted at Head Office)	
Circular Reference	CHO/PMG/10/2025-26 dated 23.07.2025	
Path in HRMS	Self Service $ ightarrow$ Staff Welfare Schemes $ ightarrow$ Health Checkup Expenses Reimbursement	
Sanction Path in HRMS	Self Service $ o$ Verify Reimbursement $ o$ Health Checkup Reimbursement	

## **SPECTACLES EXPENSES REIMBURSEMENT**

Objective	Assistance by way of Reimbursement of cost of Spectacles for in-service employees	
Target Group	All in service employeein the age group of 25years and above.	
Quantum of Assistance	₹ 1000/- (Max) every year for self (if age is 25 and less than 35)  ₹ 4000/- (Max) once in five years for self (if age is 35 and above)  or  ₹ 4000/- (Max) once in five years for spouse (if age is 35 and above)  or  ₹ 8000/- to both of them clubbed together (If both self and spouse are 35 and above)	
Periodicity	Annually - If age is 25 and less than 35 Once in five years - If age is 35 and above	
Sanctioning Authority	Zonal Office (for employee posted under jurisdiction of Zone) HO - PSD (for employee posted at Head Office)	
Circular Reference	CHO/PMG/11/2025-26 dated 23.07.2025	
Path in HRMS	Self Service $ o$ Staff Welfare Schemes $ o$ Spectacle Reimbursement	
Sanction Path in HRMS	Self Service $ o$ Verify Reimbursement $ o$ Spectacle Reimbursement	



#### **UCO TRIBUTE:**

# (A) SCHEME FOR SUPPORT AND FINANCIAL ASSISTANCE TO THE BEREAVED FAMILY OF THE DECEASED IN-SERVICE EMPLOYEE

Objective	To provide immediate support and Financial Assistance to the bereaved family of an employee who dies while in service.	
Target Group	Family of the deceased in-service staff	
Quantum of Assistance	₹ 20,000/-	
Periodicity	One time lumpsum amount	
Sanctioning Authority	Zonal Office (for employee posted under jurisdiction of Zone) HO - PSD (for employee posted at Head Office)	
Circular Reference	CHO/PMG/08/2025-26 dated 23.07.2025	
Role of Branch	To provide support and guidance to the bereaved family in getting the benefit/entitlement available as per applicable rules	
Application Path in HRMS(Only by BH/ABH)	Self Service $ ightarrow$ Verify Reimbursement $ ightarrow$ UCO Tribute $ ightarrow$ Apply UCO Tribute Claim	
Recommend/Sanction Path in HRMS	Self Service $\Rightarrow$ Verify Reimbursement $\Rightarrow$ UCO Tribute $\Rightarrow$ Verify UCO Tribute Claim	

#### REIMBURSEMENT OF CLEANSING MATERIAL

Objective	To promote habit of cleanliness among the employees.	
Target Group	All in-service employees.	
Quantum of Assistance	Cadre	Amount (half yearly)
	All Cadres	₹800/-
Periodicity	Half Yearly	
Sanctioning Authority	Personnel Services Department, Head Office	
Circular Reference	CHO/PMG/12/2025-26 dated 23.07.2025	
Path in HRMS	Self Service $ o$ Staff Welfare Schemes $ o$ Cleansing Expenses Reimbursement	



# **BANK'S HOLIDAY HOMES**

Objective	Provide Comfortable Stay at Pilgrimage/Tourist places.	
Target Group	All in-service staff along with their dependents     Retired staff along with their spouse	
Locations	Ayodhya, Darjeeling, Gangtok, Goa, Jaipur, Katra, Manali, Mumbai, Mussooriee, Nanital, Ooty, Pondicherry, Puri, Rameshwaram, Shillong, Shimla, Shirdi, Tirupati, Udaipur, Varanasi, Vrindavan, Haridwar and Ujjain.	
Periodicity	For Puri Location: Six month after previous booking For Other Locations: Three month after previous booking	
Sanctioning Authority	Personnel Services Department, Head Office	
Circular Reference	CHO/PMG/13/2025-26 dated 23.07.2025	
Path in HRMS	Self Service $ o$ Staff Welfare Schemes $ o$ Holiday Home	

# **CANTEEN SUBSIDY FOR ALL IN-SERVICE EMPLOYEES**

Objective	To provide financial support to the employee availing canteens/refreshment/tiffin to employees at their respective branch/offices.	
Target Group	All Staff Members	
Quantum of Assistance	An amount of ₹ 250/- per employee per month	
Periodicity	Monthly	
Sanctioning Authority	Personnel Services Department, Head Office	
Circular Reference	Detailed circular in this regard will be issued separately.	
Path in HRMS	Payment done centrally at HO, PSD	



# **UCO DIAMOND JUBILEE SCHOLARSHIP SCHEME**

Objective	Scholarships for pursuing Degree Courses in India	
Target Group	The children of permanent Subordinate staff.	
Quantum of Assistance	₹ 1500/- per month to the ward who stays in Hostel. ₹ 1000/- per month to the ward who does not stay in hostel ₹ 1500/- per annum for purchase of books	
Periodicity	Once for each year on the basis of application and on production of relevant marksheet of last academic year	
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.	
Application Path in HRMS	Self Service $ o$ Staff Welfare Schemes $ o$ Diamond Jubilee Scholarship Scheme	
Recommend/Sanction Path in HRMS	Self Service → Staff Welfare Schemes → Recommend / Approve Diamond Jubilee Scholarship Scheme	
Circular Reference Application Path in HRMS Recommend/Sanction Path	Detailed circular in this regard will be issued separately.  Self Service → Staff Welfare Schemes → Diamond Jubilee Scholarship Scheme  Self Service → Staff Welfare Schemes → Recommend / Approve Diamond	

# **UCO DIAMOND JUBILEE PRIZE SCHEME**

Objective	Prizes in recognition of merits in 10thand 12thStandard Board examination and Degree University Examination.	
Target Group	The children of permanent members of staff (Officers, Clerks & Sub-ordinate staff)	
Quantum of Assistance	₹ 5000/- each	
Periodicity	Once for each examination	
Number of Prizes	Total No. of Prize – 45 (5 each to the wards of clerks, officers and Sub-Staffs for 10th Standard board exam, 12th 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.	
Application Path in HRMS	Self Service $ o$ Staff Welfare Schemes $ o$ Diamond Jubilee Prize Scheme	
Recommend/Sanction Path in HRMS	Self Service $\Rightarrow$ Staff Welfare Schemes $\Rightarrow$ Recommend / Approve Diamond Jubilee Prize Scheme	



# 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 21 years for physically challenged child and 30 years in respect of mentally retarded child of an employee.
Target Group	All Staff Members
Quantum of Assistance	<ul> <li>₹3,000/- (Max.) p.a. for a physically challenged child – up to age of 21 years.</li> <li>₹5,000/- (Max.) p.a. for a mentally retarded child up to age of 30 years.</li> <li>₹2,500/- (one time) for purchase of certain artificial aid/accessories such as Caliper Shoes/ Crutches/ Wheel Chair/Artificial Leg/ Special hearing aid etc.</li> </ul>
Periodicity	Annually – For fee reimbursement Once – For purchase of certain artificial aid/accessories
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 doted 11.11.2006; CHO/PMG/43/2011-12 doted 26.12.2011

#### **HEALTH ASSISTANCE TO RETIREES**

Objective	Providing assistance for amount spent for medical purpose.	
Target Group	All normal/VRS retired employees/officers, family pensioners.	
Quantum of Assistance	For Retirees' – ₹ 1900/- per annum For Family Pensioners' – ₹ 700/- per annum	
Periodicity	Yearly	
Sanctioning Authority	Personnel Services Department, Head Office	
Circular Reference	Detailed circular in this regard will be issued separately.	



#### **UCO TRIBUTE:**

# (B) SCHEME FOR SUPPORT AND FINANCIAL ASSISTANCE TO THE BEREAVED FAMILY OF THE DECEASED RETIRED EMPLOYEE

Objective	To provide immediate support and Financial Assistance to the bereaved family of an employee who dies while in service.
Target Group	All normal/VRS retired employees/officers.
Quantum of Assistance	₹ 20,000/- (Max)
Periodicity	One Time
Sanctioning Authority	Branch Office of Pension Paying Branch
Circular Reference	CHO/PMG/09/2025-26 dated 23.07.2025
Role of Branch	<ul> <li>To provide support and guidance to the bereaved family in getting the benefit/entitlement available as per applicable rules</li> <li>To ensure that financial assistance amount is credited to the beneficiary account of the family member/claimant preferably within 72 hours from the intimation of death to the branch.</li> </ul>
Application Path in HRMS(Only by BH/ABH)	Self Service $\Rightarrow$ Verify Reimbursement $\Rightarrow$ UCO Tribute $\Rightarrow$ Apply UCO Tribute Claim
Recommend/Sanction Path in HRMS	Self Service $\Rightarrow$ Verify Reimbursement $\Rightarrow$ UCO Tribute $\Rightarrow$ Verify UCO Tribute Claim



# PART - B Allowances/Reimbursement Facility for Officer Employee

# **NEWSPAPER AND MAGAZINE**

Objective	Reimbursement of expenses on newspaper and magazine	
Target Group	All in-service officers	
	Cadre	Amount (in ₹)
	I	200
Quantum of Reimbursement	II	200
	III	300
	IV	500
	V	600
	VI	800
	VII	1000
	VIII	1500
Periodicity	Monthly	
Sanctioning Authority	Auto approved in HRMS (as per self-declaration)	
Circular Reference	CHO/PMG/43/2022-23 dt.03.01.2023	
Path in HRMS	Self Service $ o$ Reimbursement $ o$ Newspaper Reimbursement	

# **ENTERTAINMENT EXPENSES**

Objective	Reimbursement of expenses incurred on meetings/office expenses/ refreshments				
Target Group	All in-service	All in-service officers.			
	(Amt in ₹)				
	Scale	Executive/Officer working as Branch Head/ Hub Head/Zonal Head	Other Officer		
	I	500	300		
Quantum of Assistance	II	700	400		
	III	1500	700		
	IV	1700	1000		
	٧	2500	1500		
	VI	3500	2500		
	VII	5000	5000		
	VIII	6000	6000		
Periodicity	Monthly				
Sanctioning Authority	Auto approved in HRMS (as per self-declaration)				
Circular Reference	CHO/PMG/33/2022-23 dt.10.11.2022				
Path in HRMS	Self Service $ ightarrow$ Reimbursement $ ightarrow$ Entertainment Reimbursement				



# **CONVEYANCE EXPENSES - SCHEME 'A'**

Objective	Reimbursement on monthly lumpsum basis for officers who do not own vehicles				
Target Group	All in-service employees.				
	Scale	Monthly Ceiling limit (₹)			
	scale	Metro	Area I	Area II	Area III
	I	1100	900	800	700
Quantum of Assistance	II	1200	1000	900	800
	III	1500	1300	1100	900
	IV	1800	1600	1400	1200
	V*	12000			
Modalities	<ul> <li>Monthly monetary ceiling for branch heads and officers holding number one position in offices will be 15% extra</li> <li>Entitlement for officers under probation will be 50% of eligibility</li> </ul>				
Periodicity	Monthly				
Sanctioning Authority	Auto approved in HRMS (as per self-declaration)				
Circular Reference	CHO/POS/12/2014-15 dated15.07.2014 *CHO/PMG/2021-22/50 dated 01.12.2021				
Path in HRMS	Self Service → I	Reimbursement	ightarrow Conveyance	Reimbursement	(Scheme A)

# **CONVEYANCE EXPENSES - SCHEME 'B'**

Objective	Reimbursement of fuel expenses basis for officers who own vehicles (non electric)				
Target Group	All in-service co	All in-service confirmed officers.			
	Scale	Fuel ceiling limit (litres) for 4 wheelers			
	3cale	Metro	Area I	Area II	Area III
	I	46	40	35	35
	II	46	40	35	35
Quantum of Assistance	III	63	58	52	40
	IV	80	75	70	60
	V*	100	100	100	100
	Fuel ceiling limit (litres) for 2 wheelers				
	For all officers	29	23	17	17
Modalities	Monthly monetary ceiling for branch heads and officers holding no.one posts in offices will be 15% extra				
Periodicity	Monthly				
Sanctioning Authority	Auto approved in HRMS (as per self-declaration)				
Circular Reference	CHO/POS/12/2014-15 dt.15.07.2014 *CHO/PMG/2021-22/50 dated 01.12.2021				
Path in HRMS	Self Service $ ightarrow$ F	Reimbursement	→ Conveyance	Reimbursement(	(Scheme B)



# **CONVEYANCE EXPENSES - SCHEME 'C'**

Objective	Reimbursement on monthly lumpsum basis for officers who own electric vehicle				
Target Group	All in-service confirmed officers.				
	Scale	Monthly ceiling limit for 4 wheeler EV (in ₹)			(in ₹)
	scale	Metro	Area I	Area II	Area III
	I	3000	3000	2500	2500
Oughtum of Assistance	II	3000	3000	2500	2500
Quantum of Assistance	III	4500	4500	3500	3500
	IV	6000	6000	5000	5000
	Monthly ceiling limit for 2 wheeler EV (in ₹)				
	For all officers	2000	2000	1500	1500
Modalities	Monthly monetary ceiling for branch heads and officers holding number one position in offices will be 15% extra				
Periodicity	Monthly				
Sanctioning Authority	Auto approved in HRMS (as per self-declaration)				
Circular Reference	CHO/PMG/51/2022-23 dt.16.03.2023				
Path in HRMS	Self Service $ ightarrow$ F	Reimbursement	→ Conveyance	Reimbursement (	(Scheme B)

#### **TELEPHONE AND INTERNET EXPENSES**

Objective	Reimburs	Reimbursement of monthly telephone and internet expenses			
Target Group	All in-serv	All in-service officers.			
	(Amt in ₹)				
	Scale	Officers other than Branch Head/Zonal Head	Executive/Officer working as Branch Head/Zonal Head	Internet/ Data Card Expense	
	I	Nil	500/-	Nil	
	II	Nil	500/-	Nil	
Quantum of Assistance	III	500/-	1000/-	Nil	
	IV	500/-	1000/-	Nil	
	V	700/-	1500/-	500/-	
	VI	1600/-	1600/-	750/-	
	VII	1600/-	1600/-	750/-	
	VIII	200	00/-	2000/-	
Periodicity	Monthly				
Sanctioning Authority	Auto app	Auto approved in HRMS (as per self-declaration)			
Circular Reference	CHO/PMG/17/2020-21 dt. 28.05.2020				
Path in HRMS	Reimburs Internet E	Telephone Reimbursement: Self Service → Reimbursement → Telephone Bill Reimbursement Internet Expense: Self Service → Reimbursement → iPad Internet Expense Reimbursement			



## **FURNITURE PURCHASE ELIGIBILITY**

Objective	;	Reimburseme	ent of expenses on purchase of fu	rniture & fixture
Target Gr	oup	All confirmed in-service officers with remaining service period of 1 year or more		
	Scale	Executive/Officer working as Branch Head/Hub Head/Zonal Head (Amt in ₹)	Furniture Maintenance Reimbursement	
		Ī	125000	
		II	150000	
Quantum	Quantum of Assistance	III	175000	5% of eligible ceiling available
4		ΙV	250000	once in a year, and has to be
	V	300000	claimed within 1st quarter of	
		VI	400000	the FY.
		VII	500000	
		VIII	600000	
Periodicit <sup>1</sup>	У	As per the Qu	uota amount	
Sanctioni	ng Authority	Zonal Head (for officer posted in Zone) HO - GAD (for officers posted at HO)		
Circular R	eference	CHO/POS/16/2022-23 dt. 17.02.2023		
Path in HR	RMS	Furniture & Fixture Reimbursement: Self Service → Reimbursement → Furniture & Fixture Reimbursement Furniture & Fixture Maintenance: Self Service → Reimbursement → Furniture & Fixture Maintenance Reimbursement		

# MOBILE HANDSET REIMBURSEMENT

Objective	Reimbursement of cost of purchase of mobile handset		
Target Group	All executive in Scale-V and above / Branch Heads in Scale-IV/Marketing Officers & LDM in any Scale/Hub Heads		
	Category of Executive/ Officer	Ceiling Limit (Excl. GST) (in ₹)	
	Chief General Manager	75000/-	
Quantum of Assistance	General Manager	50000/-	
	Deputy General Manager	40000/-	
	Asst. General Manager	32000/-	
	Other Eligible Officers	24000/-	
Periodicity	3 years		
Sanctioning Authority	Zonal Head (for officer posted in Zone) HO - GAD (for officers posted at HO)		
Circular Reference	CHO/PMG/17/2020-21 dated 28.05.2020		



## **CLOSING ALLOWANCE**

Objective	Closing Allowance on account of closing related work of Bank
Target Group	All officers and executives
Quantum of Allowance	₹1500/-
Periodicity	Quarterly
Sanctioning Authority	Head/Deputy of respective SOL
Circular Reference	CHO/PMG/56/2023-24 dated 27.03.2024 (as per 9th joint note)
Path in HRMS	Self Service $ ightarrow$ Reimbursement $ ightarrow$ Closing Allowance

#### ANNUAL MEDICAL REIMBURSEMENT & ANNUAL EYE CHECK UP

Objective	Reimbursement of medical expenses / eye checkup incurred by an officer			
Target Group	All in service officers and e	All in service officers and executives		
		Officers in Scale I-III	Officers in Scale IV and above	
Quantum of Assistance	Medical Reimbursement 13000/-	13000/-	15400/-	
	Eye Check Up	500/-	500/-	
Periodicity	Annually			
Sanctioning Authority	HRM Admin of Respective SOL			
Circular Reference	CHO/PMG/56/2023-24 dated 27.03.2024 (as per 9th joint note)			
Path in HRMS	Self Service $\rightarrow$ Reimbursement $\rightarrow$ Annual Medical Reimbursement Self Service $\rightarrow$ Reimbursement $\rightarrow$ Eye Check Up Reimbursement			

## **ASSISTIVE DEVICE ALLOWANCE**

Objective	Reimbursement of expenses for assistive devices purchased by employee with disability
Target Group	Employees with disability
Quantum of Assistance	₹5000/- or actual cost of device whichever is less
Periodicity	Once in 3 years
Sanctioning Authority	Approved by Department/Branch/ZO admin in HRMS on submission of bills
Circular Reference	CHO/PMG/48/2023-24 dt. 06.01.2024
Path in HRMS	Self Service $ ightarrow$ Reimbursement $ ightarrow$ Assistive Device Allowance



# **CRECHE ALLOWANCE**

Objective	To provide financial assistance to women officers/single male parent in the form of Creche allowance for taking care of their children
Target Group	All women officers and single male parent having children (max 2) upto 5 years of age
Quantum of Assistance	₹2000/-
Periodicity	Monthly
Sanctioning Authority	Approved by dept./branch/zo admin in HRMS
Circular Reference	CHO/PMG/56/2024-25 dt. 29.03.2025 (as per women centric policy)
Path in HRMS	Self Service $ ightarrow$ Reimbursement $ ightarrow$ Creche Allowance

# **DISCOMFORT ALLOWANCE FOR PROS**

Objective	To provide financial assistance to Public Relation Officers and Liason Officers
Target Group	PRO at New Delhi, Mumbai and Kolkata
Quantum of Assistance	₹5000/-
Periodicity	Monthly
Sanctioning Authority	Approved by Dept./ZO admin in HRMS
Circular Reference	CHO/PMG/55/2023-24 dt.27.02.2024
Path in HRMS	Self Service $ ightarrow$ Reimbursement $ ightarrow$ PROs Discomfort Allowance



# LEASED RESIDENTIAL ACCOMMODATION SCHEME FOR OFFICERS

Objective	To provide leased residential accommodation to all eligible officers and executives					
Target Group	All in service eligible officers and executives					
	Scale	Mumbai, New Delhi (Including NCR)	Kolkata, Chennai and other Major A Class cities	A Class Cities & State Capitals/ capitals of UTs	Area-II	Area-III
	Scale-I	20000	18000	16000	10000	8000
	Scale-II	22000	19000	17000	11000	9000
Quantum of Assistance	Scale-III	25000	21000	18000	12000	10000
	Scale-IV	30000	27000	21000	14000	13000
	Scale-V	36000	32000	25000	20000	20000
	Scale-VI/ VII/VIII	50000	40000	35000	25000	25000
	Remarks:- Monthly rental ceiling of all Zonal Heads/FCC Branch Heads/ Treasury Branch Heads may be 10% higher than the rate applicable for other executives in the same scale in a particular location					
Periodicity	Monthly					
Sanctioning Authority	Zonal Office (for employee posted under jurisdiction of Zone) HO, GAD (for employee posted at Head Office)					
Circular Reference	CHO/PMG/07/2022-23 dt.13.05.2022 CHO/POS/24/2014-15 dt. 03.12.2014					
Path in HRMS	Self Service → Apply for Lease					



# PART - C Allowances/Reimbursement facility for Workmen Employee

#### **NEWSPAPER AND MAGAZINE**

Objective	Assistance by way of reimbursement of expenses on newspaper and magazine.		
Target Group	All in-service award staff.		
	Cadre	Amount (in ₹ )	
Quantum of reimbursement	Clerical	150	
	Substaff	100	
Periodicity	Monthly		
Sanctioning Authority	Auto approved in HRMS(as per self-declaration)		
Circular Reference	CHO/PMG/43/2022-23 dt.03.01.2023		
Path in HRMS	Self Service $ o$ Reimbursement $ o$ Newspaper Reimbursement		

#### **CONVEYANCE EXPENSES**

Objective	Reimbursement on monthly lumpsum basis for officers who do not own vehicles				
Target Group	All in-service award staff				
Quantum of Reimbursement	Cadre	Metro	Area I	Area II	Area III
	Clerical	600	500	400	400
	Substaff	400	300	250	250
Periodicity	Monthly				
Sanctioning Authority	Auto approved in HRMS (as per self-declaration)				
Circular Reference	CHO/PMG/2022-23/49 dt. 15.03.2023				
Path in HRMS	Self Service $ ightarrow$ Reimbursement $ ightarrow$ Conveyance Reimbursement				

# **COST OF UNIFORM AND LIVERIES & WASHING ALLOWANCE**

Objective	Reimbursement of expenses done on purchase of uniform and livery			
Target Group	All in-service sub-staff			
Quantum of Assistance	Cadre Summer Uniform Winter Uniform Washing Allowance			Washing Allowance
Quantum of Assistance	Sub-staff	1200	3200	300
Periodicity	Summer Uniform: 3 sets in 2 years Winter Uniform: 1 set in 3 years Washing Allowance: Monthly			
Sanctioning Authority	HRM Admin of Respective SOL			
Circular Reference	CHO/PAS/ 2/2022-23 dt. 15.03.2023 (for uniform & livery) CHO/PGM/56/2023-24 dt. 27.03.2024 (as per 12th BPS) (for washing allowance)			
Path in HRMS	Uniform Expenses: Self Service $\to$ Reimbursement $\to$ Sub Staff Uniform Expenses Washing Allowance: Self Service $\to$ Reimbursement $\to$ Washing Allowance			



## **CLOSING ALLOWANCE**

Objective	Closing Allowance on account of closing related work of Bank		
Target Group	All Award Staff		
	Cadre	Amount	
Quantum of Allowance	Clerk	200	
	SubStaff	150	
Periodicity	Half Yearly		
Sanctioning Authority	Head/Deputy of respective SOL		
Circular Reference	CHO/PAS/05/2008-09 dated 30.03.2009		
Path in HRMS	Self Service $ ightarrow$ Reimbursement $ ightarrow$ Closing Allowance		

# ANNUAL MEDICAL REIMBURSEMENT & ANNUAL EYE CHECK UP

Objective	Reimbursement of medical expenses		
Target Group	All Award Staff		
		Clerk	Sub Staff
Quantum of Assistance	Medical Reimbursement	2830	2830
	Eye Check Up	500	500
Periodicity	Annually		
Sanctioning Authority	HRM Admin of Respective SOL		
Circular Reference	CHO/PMG/56/2023-24 dated 27.03.2024 (as per 12th BPS)		
Path in HRMS	Self Service → Reimbursement → Annual Medical Reimbursement Self Service → Reimbursement → Eye Check Up Reimbursement		

# **ASSISTIVE DEVICE ALLOWANCE**

Objective	Reimbursement of expenses for assistive devices purchased by employees with disability
Target Group	All award staff with disability
Quantum of Assistance	₹5000/- or actual cost of device whichever is less
Periodicity	Once in 3 years
Sanctioning Authority	Approved by Branch/Zonal Office/Head Office
Circular Reference	CHO/PMG/48/2023-24 dt. 06.01.2024
Path in HRMS	Self Service $ o$ Reimbursement $ o$ Assistive Device Allowance



**Disclaimer:** This booklet has been prepared for the information and benefit of the employee. The book is not intended to be a substitute for Bank Circular/Guideline/Instructions. For any doubt, readers are advised to refer the Bank's circular for clarification. The contents in this write up are meant for information purposes only. This has been provided to serve as a reference guide for information only.





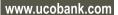




**Empowering Women, Empowering India** 

# CELEBRATING 83rd FOUNDATION DAY

UCO Bank Honors its Legacy with a Commitment to Empowering Women, Enriching Lives and Fostering Growth for a Brighter Tomorrow.



















(A Govt. of India Undertaking)