

**Employee Relations Division,
Human Resources Department, Central Office**

Union Bank Bhawan, 239, Vidhan Bhawan Marg, Nariman Point, Mumbai - 400021

Staff Circular No. 7335

Date: 1st January, 2021

To: All Branches /Offices

**Sub: CONVEYANCE REIMBURSEMENT EXPENSES FOR AWARD STAFF
IN THE AMALGAMATED ENTITY**

Consequent to the amalgamation of Andhra Bank and Corporation Bank into Union Bank of India, various benefits provided to Award Staff in all the three Banks have since been harmonized. After due deliberations, the Board has approved harmonization of below mentioned benefits to the Award Staff in the amalgamated entity.

Reimbursement of Petrol / Conveyance expenses to Award Staff

It has been decided to reimburse the conveyance expenses to the Award Staff employees of the Bank, upto the limits indicated below.

- Award staff employees (Sub-ordinate/ non-subordinate cadre) will be entitled for reimbursement of petrol/ conveyance charges as per the following monetary ceiling/ litres through Union Parivaar:

Cadre	Designation	Limits (per month) for employees who own vehicle in their name	Conveyance expenses for employees who do not own any vehicle (limit per month)
Non-Subordinate Staff	Special Assistant	24 Litres	Rs.800/-
	Clerks	19 Litres	Rs.600/-
Subordinate Staff	Full time Sub-staff (other than PTS)	15 Litres	Rs.525/-
	PTS ¾	Rs.400/- (per month)	
	PTS ½	Rs.300/- (per month)	
	PTS 1/3	Rs.225/- (per month)	

Other modalities :

- The Award staff as stated above shall be eligible for the facility of reimbursement of conveyance expenses from the date of their deemed confirmation in the services of the Bank.
- The average normal petrol price across the country shall be arrived at on the first day of every quarter taking into consideration the per litre normal petrol price of 4 mega cities viz. Mumbai, Delhi, Chennai and Kolkata; the average price calculated on the first day of every quarter will be valid for that particular quarter. This exercise will be done by HR Suvidha and maximum ceilings will be fed in the Union Parivaar.
- The reimbursement of Petrol expenses/conveyance expenses shall be on declaration basis in Union Parivaar, sanctioned by HR Suvidha. The employees shall submit their claim for reimbursement of petrol as per the normal actual petrol price prevailing in the area where they are working. The claims of the employees will be restricted to the average normal petrol price fixed by HR Suvidha on quarterly basis even though the normal actual petrol price in some areas where employee is working may be on higher side.
- The employee claiming reimbursement of petrol expenses for 2/4 wheeler must ensure that the vehicle is registered in his/her name and he / she is maintaining the vehicle at his/her place of posting.
- The monthly limits for reimbursement of petrol / conveyance charges are non-cumulative.
- If, on leave except Casual Leave or on Training / Deputation outside the station exceeding 10 days (at a stretch or on aggregate basis), the amount shall be paid on pro-rata basis for the period of active service at station. For calculation of 10 days, preceding and succeeding public holidays and weekly holidays shall be excluded. Employees necessarily have to mention the days of his / her absence in petrol reimbursement module while claiming reimbursement.
- The scheme relates to reimbursement of petrol and conveyance charges incurred by the Award Staff employees within radius of 8 kms.
- Employees under suspension or those who remain absent unauthorisedly for a complete month or more without sanction of leave will not be eligible for reimbursement of conveyance expenses.

- In cases where an employee in Award Staff cadre performs frequent / regular outside duties like attending clearing House, he may be reimbursed actual legitimate conveyance charges incurred by him by the cheapest available mode of conveyance, besides his monthly reimbursement of petrol expenses on declaration basis as per the scheme.
- Management expects that the Award Staff employees will continue to contribute for enhancing efficiency /customer service of the Bank to achieve enhanced productivity and profitability.
- The scheme will be effective from 01.01.2021 in the amalgamated entity.


(KALYAN KUMAR)

CHIEF GENERAL MANAGER (HR)



Employee Relations Division,
Human Resources Department, Central Office

Union Bank Bhawan, 239, Vidhan Bhawan Marg, Nariman Point, Mumbai - 400021

Staff Circular No. 7338

Date: 1st January, 2021

To: All Branches /Offices

Sub: PROVISION OF CLEANING MATERIAL /SWACHHATA SAMAGRI EXPENSES TO
AWARD STAFF IN THE AMALGAMATED ENTITY

Consequent to the amalgamation of Andhra Bank and Corporation Bank into Union Bank of India, various benefits provided to Award Staff in all the three Banks have since been harmonized. After due deliberations, the Board has approved harmonization of below mentioned benefits to the Award Staff in the amalgamated entity.

Cleaning Material/Swachhata Samagri to Award Staff:

It has been decided to reimburse the cleaning material/Swachhata Samagri expenses to the Award Staff employees of the Bank, upto the limits indicated below.

- All Award Staff employees, are eligible for Cleaning Material / Swachhata Samagri expenses on a monthly basis at monetary ceiling as mentioned as under:

(in Rs.)

Cadre	Designation	Limits per month	Quarterly limits Payable
Non-subordinate Staff	Special Assistant	Rs.125.00	Rs.125/-*3 = Rs.375.00
	Clerks		
Subordinate Staff	Full time Sub-staff (other than PTS)	Rs.100.00	Rs.100/-*3 = Rs.300.00
	PTS ¾	Rs.100.00	Rs.100/-*3 = Rs.300.00
	PTS ½		
	PTS 1/3		

- The expenses shall be payable quarterly on declaration basis and no accumulation or carry forward of expenses shall be permitted for the subsequent quarter.
- The Cleaning Material expenses will be reimbursed by HR Suvidha through Union Parivaar. Award Staff will have to apply for the same on quarterly basis (after the end of the quarter) through Cleaning Material Module in Union Parivaar.
- Employees under suspension or those who remain absent unauthorisedly for a complete month or more without sanction of leave will not be eligible for reimbursement of cleaning material expenses proportionately.
- The provision for cleaning material/swachhata samagri shall be payable to Award Staff from the quarter starting 01.01.2021 in the amalgamated entity.



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CHIEF GENERAL MANAGER (HR)



Employee Relations Division,
Human Resources Department, Central Office

Union Bank Bhawan, 239, Vidhan Bhawan Marg, Nariman Point, Mumbai - 400021

Staff Circular No. 7337

Date: 1st January, 2021

To: All Branches /Offices

Sub: PROVISION OF BRIEFCASE REIMBURSEMENT FOR AWARD STAFF
IN THE AMALGAMATED ENTITY

Consequent to the amalgamation of Andhra Bank and Corporation Bank into Union Bank of India, various benefits provided to Award Staff in all the three Banks have since been harmonized. After due deliberations, the Board has approved harmonization of below mentioned benefits to the Award Staff in the amalgamated entity.

Briefcase Reimbursement for Award Staff:

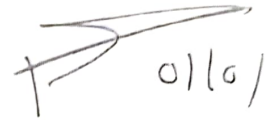
It has been decided to reimburse the expenses incurred on purchase of briefcase to the Non-Subordinate Staff and full time sub-staff employees of the Bank, upto the limits indicated below.

Cadre	Designation	Amount [#] payable once in every 3 years
Non-Subordinate Staff	Special Assistant	Rs. 1000/-
	Clerks	Rs.900/-
Subordinate Staff	Full time Sub-staff (other than PTS)	Rs.700/-

The above mentioned limits are exclusive of GST component

- The Award staff as stated above shall be eligible for the facility of reimbursement of expenses incurred on purchase of briefcase from the date of their deemed confirmation in the services of the Bank.
- Award Staff employees, as mentioned above, are eligible for one Briefcase once in 3 years from the date of last purchase. The expenses incurred over and above the limits indicated shall not be reimbursed.
- Female Award Staff employees who are eligible for briefcase may be allowed reimbursement against purchase of hand bag in place of briefcase.

- The Briefcase reimbursement shall be done by HR Suvidha through Union Parivaar against submission of scanned and uploaded bills.
- The Briefcase/handbag shall be of standard quality purchased from a standard shop/authorized dealer.
- The end use of this facility shall be ensured by the controlling Branch/ Office/ Department where the employee is posted.
- The scheme will be effective from 01.01.2021 in the amalgamated entity.



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**Employee Relations Division,
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Union Bank Bhawan, 239, Vidhan Bhawan Marg, Nariman Point, Mumbai - 400021

Staff Circular No. 7336

Date: 1st January, 2021

To: All Branches /Offices

**Sub: REIMBURSEMENT OF MOBILE BILL EXPENSES FOR AWARD STAFF
IN THE AMALGAMATED ENTITY**

Consequent to the amalgamation of Andhra Bank and Corporation Bank into Union Bank of India, various benefits provided to Award Staff in all the three Banks have since been harmonized. After due deliberations, the Board has approved harmonization of below mentioned benefits to the Award Staff in the amalgamated entity.

Reimbursement of Mobile Bill expenses to Award Staff

It has been decided to reimburse mobile bill expenses to the clerical cadre and full time sub-staff cadre employees of the Bank, upto the limits indicated below:

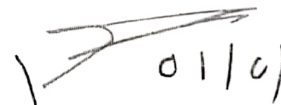
- The Award staff employees (Non-Subordinate cadre/ Full time Sub-ordinate cadre) as mentioned below will be entitled for reimbursement of mobile bill expenses as per the following monetary ceiling through Union Parivaar:

Cadre	Designation	Limit (per month)
Non-Subordinate Staff	Special Assistant	Rs.300/-
	Clerks	Rs.225/-
Subordinate Staff	Full time Sub-staff (other than PTS)	Rs.100/-

Other modalities

- The Award staff as stated above shall be eligible for the facility of reimbursement of mobile bill expenses from the date of their deemed confirmation in the services of the Bank.

- The reimbursement of mobile bill expenses shall be on declaration basis, through HR Suvidha in Union Parivaar.
- The monthly limits for reimbursement of Mobile expenses are non-cumulative.
- It must be kept in mind that there should not be any display of attitude of indifference to customers by indulging in conversation over mobile phone, leaving customers unattended during business hours. Branch Manager's/departmental Head's directions as to the use of mobile phones during office hours shall prevail.
- Employees at branches, performing cash duty shall not use mobile phone during business hour, lest it may distract their attention from work and cause avoidable errors. Such employees found indulging in conversation over mobile phones would be liable for disciplinary action apart from rendering themselves ineligible for reimbursement of mobile expenses.
- Employees under suspension or those who remain absent unauthorisedly for a complete month or more without sanction of leave will not be eligible for reimbursement of mobile bill expenses.
- The scheme will be effective from 01.01.2021 in the amalgamated entity.

 01/01

(KALYAN KUMAR)
CHIEF GENERAL MANAGER (HR)

