

Ref. No. CHO/PMG/ 48 /2023-24

Date: 06.01.2024

ALL BRANCHES/OFFICES IN INDIAN UNION,

Sub: Introduction of New Staff Welfare Scheme- Reimbursement for expenses of assistive devices to the employees with disability.

UCO Bank follows Government of India instructions from time to time, for empowerment of persons with disabilities (PWD). It has been the endeavour of the Bank to maintain conducive and harmonious work environment to ensure that the persons with Disabilities enjoy the right to equality, life with dignity and respect for his or her integrity equally with others.

Presently Conveyance Allowance of Rs.400/- is being paid to Blind, Orthopedically Handicapped, Deaf and Dumb employees of the Bank. JAWS (Job Access with Speech) software also provided to employees under Blind & Low Vision category depending on the requirement of the Bank.

A need is felt to provide certain additional facilities/amenities to the person with disabilities (PWD) to enable them to effectively discharge their duties. The person with disability could perform their duties efficiently if they are provided with aids and appliances which are suitable to their needs. Our Bank should assist the person with disabilities (PWD) by providing them high tech/latest technology led assistive devices (including low vision aids, hearing aids with battery), special furniture, wheel chairs (motorized if required by the employee), software scanners etc in accordance with their requirement, which would improve their efficiency.

Accordingly the competent authority in its meeting held on 18/12/2023 has approved a **New Staff Welfare Scheme- Reimbursement for expenses of assistive devices to the employees with disability** with following operational guidelines:

- An amount of Rs.5000/- or actual cost of assistive devices to the employees with disability whichever is lower will be reimburse to eligible employee.
- The payment under this scheme will be done by claiming reimbursement of expenses incurred on or after the date of issuance of circular.
- The block for the reimbursement shall be 3 years i.e. claim can be made only once in there years.
- Production of relevant original GST receipts/Bills is mandatory for reimbursement under the scheme.

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- e) The claim should be made in HRMS under Self Service>> Reimbursement>> assistive devices.
- f) The concerned Zonal Office shall be the Competent Authority for sanction of the expenses under the scheme for employees posted in the zone. Head Office, Personnel Services Department will be the Competent Authority in case of employees working at Head Office.
- g) General Manager, Human Resources Department shall be the Competent Authority to issue operational guidelines for the scheme from time to time considering operational difficulties, if any at field level.
- h) MD & CEO, and in his absence ED will be Competent Authority to approve any deviation to the guidelines and same will be placed by HO, PSD.
- i) A review exercise shall be carried out by the Department every three years to check the availability or need for introduction of enhanced/upgraded versions of such devices/software etc.

The above scheme shall come into force with effect from 06th January, 2024 i.e. on Foundation day of our Bank.

The contents of this Circular may be brought to the notice of all staff members by circulating/displaying a copy thereof in the Staff Notice Board for information of all concerned.



Manish Kumar
General Manager
PSD, HRM, OL& Training

