

STAFF BENEFITS/ SCHEMES

BENEFITS	OFFICER CADRE	LIMIT [RS.IN LACS]			STAFF CIRCULAR		
STAFF HOME LOAN	UPTO SCALE III	100.00			SC NO.08161 DT.04.01.2024		
	SCLAE IV	120.00					
	SCLAE V	140.00					
	SCALE VI TO VIII	160.00					
STAFF OD	ACTIVE SERVICE	UPTO SCALE V	SCLAE VI TO VIII		SC NO.7797 DT.01.10.2022		
	UPTO 2 YEARS	1.00	1.00				
	ABOVE 2 TO 4 YRS	8.00	15.00				
	ABOVE 4 YEARS	11.00					
		AMT IN RS.		IN RS.			
BRIEF CASE [Payable every 3 Years on Production of Bill]	SCALE I	1400/-	Scale V	3000/-	SC NO.7727 DT. 08.07.2022		
	SCALE II	1500/-	Scale VI	3500/-			
	SCALE III	1800/-	Scale VII	10000/-			
	Scale IV	2200/-					
		AMT IN RS.		IN RS.			
NEWSPAPER SUBSCRIPTION [Monthly]	UPTO SCALE III	450/-	SCALE VII	840/-	SC.NO.7150 DT.27.03.2020		
	SCALE IV TO V	600/-	SCALE VIII	900/-			
	SCALE VI	800/-					
<i>Monthly Reimbursement directly to Union Bank Digital Rupee Wallet</i>							
CLEANING MATERIAL [Quarterly]		AMT IN RS.			SC.NO.8021. DT.30.06.2023		
	UPTO SCALE III	3000/-					
	SCALE IV TO VI	6000/-					
	SCALE VII TO VIII	7500/-					
<i>payable quarterly on declaration basis, and accumulation/ carry forward of expenses shall be permitted for the next two quarters from the date the amount is due.</i>							
		AMT IN RS.					
MEDICAL AID [Annually]	UPTO SCALE III	13500/- p.a.			9 th Joint Note w.e.f. 1 st Nov, 2022		
	SCALE IV TO VIII	15400/- p.a.					
<i>All employees shall be allowed reimbursement of Rs. 500 per year towards annual eye check-up.</i>							
		AMT IN RS.		IN RS.			
MOBILE HANDSET [Once in 3 years from the date of last. Purchase on production of Bill]	SCALE I	10,000/-	SCALE V	20,000/-	SC No.7883 DT.02.01.2023		
	SCALE II	11,000/-	SCALE VI	40,000/-			
	SCALE III	12,000/-	SCALE VII	50,000/-			
	SCALE IV	15,000/-	SCALE VIII	70,000/-			
<i>Limits are exclusive of GST</i>							
		RS.IN LACS		RS.IN LACS			
FURNITURE [After Confirmation or 2 Years of service whichever is earlier]	SCALE I	1.20	SCALE V	2.75	SC.NO,7965 DT.06.04.2023		
	SCALE II	1.50	SCALE VI	3.50			
	SCALE III	1.80	SCALE VII	4.00			
	SCALE IV	2.25	SCALE VIII	5.00			
<i>Limits are exclusive of GST</i>							
PURCHASE OF SPECTACLES [Claimed once in 2 years from the date of its previous sanction]		AGE GROUP	ELIGIBLE AMT IN RS.				
		35 & UPTO 40	2000/-				
		ABOVE 40 & UPTO 50	2500/-				
		ABOVE 50 & UPTO 60	3000/-				
<i>For purchasing and replacement of spectacles/ glasses/frames/contact lens on production of bills and eye-card</i>							
		BH/RH/ZHs [In Rs.]	Other than BH/RH/ZH [In Rs.]	BH/RH/ZHs [In Rs.]	Other than BH/RH/ZH	STAFF CIRCULAR	
ENTERTAINMENT EXPENSES [PER ANNUM ON DECLARATION BASIS]	SCALE I	15,000/-	9,500/-	Scale V	24,000/-	20,000/-	SC.No.8021 DT.30.06. 2023
	SCALE II	17,000/-	11,500/-	Scale VI	35,000/-	30,000/-	
	SCALE III	19,000/-	12,500/-	Scale VII	45,000/-	40,000/-	
	Scale IV	21,000/-	16,500/-	Scale VIII	55,000/-	50,000/-	
LODGING/HOTEL EXPENSES ON OFFICIAL TRAVEL		Designation	Metro	Major 'A'	Area I	Others	SC.No.8250 DT.02.04.2024
		UPTO SCALE III	4000/-	4000/-	4000/-	3500/-	
		SCALE IV	5500/-	5500/-	4000/-	3500/-	
		SCALE V to VI	9000/-	8000/-	5000/-	4000/-	
		Scale VII to VIII	10,000/-	9000/-	6000/-	4500/-	
<i>Limits are exclusive of GST per day</i>							
HALTING/DIEM ALLOWANCE		Designation	Metro	Major 'A'	Area I	Others	SC.No.8429 DT.07.10.2024
		UPTO SCALE III	2925/-	2475/-	2150/-	1800/-	
		SCALE IV & V	3375/-	2925/-	2475/-	2150/-	
		SCALE VI & ABOVE	4050/-	2925/-	2475/-	2150/-	
COMPENSATION ON TRANSFER	1. Mid academic year transfer allowance @ Rs 2500/-p.m per child for a maximum upto 2 Children subject to other conditions.						SC No.8278 Dt.07.05.2024
	2. Lumpsum Amount for expenses like packaging, local transportation, insuring the baggage etc, will be paid as under:						
	Officers		Amt.in Rs.				
	UPTO SCALE III		40,000/-				
SCALE IV & ABOVE		50,000/-					
Apart from above a) either 15 days lodging & Boarding charges or b) 15 days halting allowance shall be paid from the date of joining at new place.							
ANNUAL HEALTH CHECK UP	<i>For AWARD STAFF & SCALE I to III</i>				ELIGIBLE AMT IN RS.		SC.7750 DT.18.08.2022 SC.No.8215 DT.14.03.2024
	AGE GROUP		Male		Female		
	35 & UPTO 40		2200/-		3000/-		
	ABOVE 40 & UPTO 50		3500/-		4500/-		
	ABOVE 50 & UPTO 60		4000/-		5000/-		
	<i>For Executives (Scale IV and above)</i>						
	35 & Above		4000/-		5000/-		
<i>Staff having undergone Annual Health Check-up upto 31st March of FY may claim the reimbursement of the same upto one month after the end of the FY i.e.till 30th April of Subsequent FY</i>							

CONVEYANCE/PETROL EXPENSES-2 WHEELER [MONTHLY ON DECLARATION BASIS]	MAJOR 'A' CLASS No of Lts.			AREA I CITIES No of Lts.		OTHER PLACES No of Lts.		SC.No.7884 DT.02.01.2023
		BH	Non BH	BH	Non BH	BH	Non BH	
	SCALE I	55	45	55	40	55	35	
	SCALE II	55	45	55	40	55	40	
	SCALE III	55	45	55	40	55	40	
Scale IV	55	45	55	45	55	45		
CONVEYANCE/PETROL EXPENSES- 4-WHEELER [MONTHLY ON DECLARATION BASIS]	MAJOR 'A' CLASS No of Lts.			AREA I CITIES No of Lts.		OTHER PLACES No of Lts.		SC.No.7884 DT.02.01.2023
		BH	Non BH	BH	Non BH	BH	Non BH	
	SCALE I	80	45	80	40	80	35	
	SCALE II	90	50	90	50	90	50	
	SCALE III	90	75	90	65	90	60	
Scale IV	130	80	112	75	92	75		
<i>Additional monthly conveyance reimbursement to PWD employees except who are provided with bank vehicle based on the distance [5km and above] between the place of residence and work shall be provided on declaration basis on submission of documentary proof of residence.</i>								SC NO.7808 DT.19.10.2022
STAFF CONVEYANCE LOAN	2 Wheeler	90% of the cost of the vehicle or Rs.2.00 lacs whichever is lower.						SC.NO.7799 DT.04.10.2022
	4 Wheeler	90% of the cost of the vehicle Rs.15.00 lacs, whichever is lower. Electric Vehicle: 90% of the cost of the vehicle Rs.18.00 lacs, whichever is lower.						
<i>Both 2-wheeler and 4-wheeler loans can also be availed simultaneously. However, 4 years should lapse for availment of second/ subsequent loan for same type/category of vehicle.</i>								
EDUCATION OF WARDS	Ward Studying in		Amt in RS.					Sc.No.8454 DT.05.11.2024
	Nursery to Vth		2500/-					
	VI to XII & Degree		5000/-					
UNION SAHYOG	<i>Financial Assistance on demise of officers including MD&CEO/EDS/CVO/additional CVO to the tune of 20 months' gross salary subject to minimum of Rs.20 lakhs based on last drawn Monthly Gross Salary</i>						SC.NO8163 -2024 SC No.08337 DT.01.08.2024	
VACCINATION FOR CERVICAL CANCER	<i>All permanent employees having girl children in the age group of 9 to 14 years are eligible to claim reimbursement towards vaccinating their girl children (in the age group of 9 to 14 years of age) as per vaccination schedule of the girl child.</i>						SC.No.8424 DT.04.10.2024	
BEREAVEMENT LEAVE	<i>Bereavement Leave can be availed on demise of the family members (spouse, children, parents and parent-in-law) - 7 days including intervening holidays and can be clubbed with any other leave except Casual Leave-Leave should be applied within Maximum period of 15 days from the demise of the family member</i>						SC No.8351 Dt.19.08.2024	

USEFUL PORTALS:

PORTAL NAME	USER ID	PASSWORD	PORTAL NAME	USER ID	PASSWORD
MY DIARY	DOMAIN	DOMAIN	UNION VIDYA	PF	OTP
CGMS PORTAL	DOMAIN	DOMAIN	TPA HERITAGE	PF	DOB
UNION PARIVAR	DOMAIN	DOMAIN	ETHIC	PF	SELF CREATION
CKYC	DOMAIN	DOMAIN	VIG AWARENESS	BR CODE	ubi@12345
EKYC	DOMAIN	DOMAIN	IT KONNECT	MAILID	MAILPW
UPI TRAN ENQ	DOMAIN	DOMAIN	CRMEDGE	MAILID	SELF CREATION
CMT	DOMAIN	DOMAIN	RAJBHASHA	BR CODE	ubi
OTMS	DOMAIN	DOMAIN	CCM	SOLID	ubi123
SAMADHAN	SOLID	SELF CREATION	TAXCPC	SOLID	SELF CREATION

EXPENDITURE & OTHERS HEADS:

SR.	EXP HEAD	NAME	SR.	EXP HEAD	NAME
1	88437000	ADVERTISEMENT CHARGES	27	88412000	FREIGHT /LABOUR/COOLIE
2	884129000	ADVOCATE FEES	28	884436000	LEGAL EXP HIGH/SUP COURT
3	884132000	ADVT. EXPS.SARFAESI/SUIT FILED	29	88115000	MAIN / REP TO PREM/PROP
4	88141000	AMC - COMPUTERS	30	88117000	MAINT CH AND REPAIR TO COM
5	88144000	AMC - OTHERS	31	88149000	MAINT REP ATM RELATED EQUI
6	88150000	AMC TO ATM AT ATM/VSAT	32	88116000	MAINT/REPAIR TO OFF/EQUIP
7	88425000	AMT PAID TO CASUAL WORKERS	33	88419000	MISCELLANEOUS EXPENSES
8	884151000	APY COMMISSION STF	34	88421000	OPENING/SHIFTING OF BRANCH
9	8845020000	ATM CASH OUT PENALTY IMPOS	35	884501000	OUTFIT ALLOWANCE FOR MARKE
10	88471000	BRANCH CONVEYANCE CHARGES	36	88110000	POSTAGE
11	88429000	CONCURRENT AUDIT FEES	37	88424000	PROF CHRGS (CONSULTANT/ARC
12	884130000	COURT FEES / SUIT FILING C	38	8262300	RENT DEPOSIT FOR BRANCH LEASED PRE
13	884117000	CUSTOMER SERVICE COMMITTEE	39	82680000	RENT DEPOSIT FOR OFFICER FOR LEASED
14	862230000	DIEM ALLOWANCE FOR OFFICERS	40	88125000	RENT PAID ON OFFICE PREMIS
15	88436000	DRINKING WATER EXPENSES	41	88128000	RENT PAID ON RESIDENTIAL Q
16	8813000	ELECT AND LIGHING	42	88431000	REVENUE AUDIT FEES
17	884451000	EXP A/C - LEGAL HL TAKEOVER	43	8845019000	STAFF RETIREMENT FUNCTION
18	884450000	EXP A/C - VALUATION HL TAKEOVER	44	88420000	STAMP CHARGES
19	8845011000	EXP A/C BC	45	88118000	STATIONERY EXPENSES
20	8845015000	EXP A/C -BC	46	2845000	SUN- PROFESSIONAL TAX
21	884496000	EXP A/C BUSINESS FACILITAT	47	88111000	TELEPHONE AT BR
22	8845016000	EXP A/C -LEGAL/VALUERS CONSORTIU	48	88452000	TRAVELLING EXPENSES (TRANS
23	88175000	EXP A/C -POSTAGE & COURIER	49	8842000	TRAVELLING EXPENSES OTHER
24	884413000	EXP A/C PROFESSIONAL CHARG	50	884131000	VALUATION FEES
25	884141000	EXP AC-REIMB OF MOB PHONE	51	88428000	XEROX CHARGES
26	88439000	FLOWER/BANNER EXPENSES			

IMPORTANT POINTS TO REMEMBER

- Be Aware, Be Vigilant, Continue Learning and update yourself.
- Ensure Branch Gun License Renewal.
- Ensure CCTV storage for 180 days.
- Ensure Compilation of Post Sanction Inspection report in LAS.
- Ensure timely Submission of M-27, F1, M6, MCMR & other Reports
- Ensure Maintenance and Updating of Various Registers viz.Key Movement, Safe In- Safe Out, Duplicate Keys, MOD/ Title Deed Register, Insurance Register, Gold Safe In/Out & Ornament Register Etc.,