

Human Resource Administration Division,  
Human Resource Department, Central Office, Mumbai

Staff Circular No. 7808

Date: 19.10.2022

Additional Monthly Conveyance Reimbursement to PwD Employees

HIGHLIGHTS OF CIRCULAR

- Introduction of Additional Monthly Conveyance Reimbursement to all PwD employees except who are provided with Bank's Vehicle.
- The additional monthly conveyance reimbursement shall be provided irrespective of type of the disability and over and above the existing conveyance limits.
- The Additional Monthly Reimbursement, which is based on the distance between the place of residence and work shall be provided on declaration basis on submission of documentary proof of residence.

Our Bank has been committed in providing equal opportunity for Persons with Disability Employees. In this direction, Bank has taken various measures in providing such facilities to PwD employees which caters their special needs and also increase their effectiveness at workplace.

We are pleased to inform that Board has approved, additional Monthly Conveyance Reimbursement to PwD Employees on declaration basis under Union Suraksha umbrella of Union Prerna Project. The details regarding 'Additional Conveyance Reimbursement to PwD employees' are as under:

S.N	Particulars	Details
1	Eligibility	All PwD employees in the Bank will be eligible for additional Conveyance reimbursement irrespective of their disability type.  If Bank Vehicle is provided to PwD employees, they will not be eligible for Additional Conveyance Reimbursement under the Scheme.
2	Objective of the Scheme	The purpose of the Scheme is to meet out the additional Conveyance expenditure incurred by PwD employees over & above the existing Conveyance Reimbursement facility while travelling & attending their workplace with ease, so that their efficiency & effectiveness at workplace gets improved.

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		Therefore, all PwD employees eligible under the Scheme should ensure that they incurred the additional expenditure in using better mode of conveyance like private vehicles/owned vehicles for travelling from their place of work to residence (to & fro).										
3	Maximum Amount provided under the Facility	<ul style="list-style-type: none"> <li>The additional monthly conveyance reimbursement shall be provided depending upon the distance between the place of residence and workplace. The maximum amount of additional monthly conveyance reimbursement under the Scheme is as under:</li> </ul> <table border="1"> <thead> <tr> <th>Distance between residence and workplace</th> <th>Monthly Conveyance Reimbursement</th> </tr> </thead> <tbody> <tr> <td>5 kms to 10 Kms</td> <td>Rs.1,500/-</td> </tr> <tr> <td>Above 10 Kms to 15 Kms</td> <td>Rs.4,000/-</td> </tr> <tr> <td>Above 15 Kms to 20 Kms</td> <td>Rs.7,000/-</td> </tr> <tr> <td>More than 20 Kms</td> <td>Rs.10,000/-</td> </tr> </tbody> </table> <p>All employees eligible under the Scheme should apply for the actual expenditure incurred by them or the aforesaid limits whichever is lower.</p> <ul style="list-style-type: none"> <li>Such PwD Employees having distance less than 5 kms between their place of residence and workplace shall not be eligible for the additional monthly conveyance reimbursement.</li> </ul>	Distance between residence and workplace	Monthly Conveyance Reimbursement	5 kms to 10 Kms	Rs.1,500/-	Above 10 Kms to 15 Kms	Rs.4,000/-	Above 15 Kms to 20 Kms	Rs.7,000/-	More than 20 Kms	Rs.10,000/-
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4	Operational Guidelines	<p>The applications in this regard to be applied in two parts as mentioned below:</p> <p>(a) Declaration Page - for declaring the distance between place of residence and place of work.</p> <p>(b) Application for monthly reimbursement - for submitting monthly additional conveyance reimbursement applications.</p> <p>The details regarding both the parts are enumerated as under:</p> <table border="1"> <thead> <tr> <th>Declaration Page &amp; its Approver</th> <th>The declaration to be submitted by the employee in Union Parivar along with documentary proof for residence, every year or in case of any change in place of posting/residence, whichever is earlier. This declaration shall be recommended and approved by respective Competent Authorities as mentioned below:</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Declaration Page & its Approver	The declaration to be submitted by the employee in Union Parivar along with documentary proof for residence, every year or in case of any change in place of posting/residence, whichever is earlier. This declaration shall be recommended and approved by respective Competent Authorities as mentioned below:								
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			<p>It is the responsibility of the Recommender/Approver to verify the distance between the place of residence and workplace while recommending/approving the declaration page submitted by the eligible employees.</p> <p><b><u>Documentary Proof to be Uploaded along with Declaration:</u></b></p> <ol style="list-style-type: none"> <li>1. Lease Agreement Or</li> <li>2. House Tax Receipt Or</li> <li>3. Water Tax/ Electricity Bill/ Maintenance bill/ Rent Receipt Or</li> <li>4. Other Officially Valid Documents in the name of employee or his/her spouse Or</li> <li>5. Any other residence proof upto the satisfaction of Sanctioning Authority</li> </ol> <p>Any one of the documents as mentioned above can be uploaded as a documentary proof for residence alongwith the application of declaration page.</p>													

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S.N	Particulars	Details
		<p><b>Application for Additional Monthly Conveyance Reimbursement</b></p> <p>Once the declaration page is approved, the eligible employees can submit their application for additional Conveyance Reimbursement every month.</p>
5	How to Apply	The applications to be applied in HRMS Package-Union Parivar. A new module in Union Parivar named as 'Additional Conveyance Reimbursement to PwD employees' is under development and the detailed navigations of the same will be informed in due course.
6	No. of occasions for applying in a month	The application can be submitted only once in a month.
7	Effective date of Scheme	The Scheme will be effective from 01.11.2022. Therefore, the employees can apply for the facility for the month of November 2022 onwards.
8	Sanctioning Authority for monthly reimbursement application	HR Suvidha. Once the monthly reimbursement application is sanctioned by HR-Suvidha, the sanctioned amount will be auto-credited in the respective salary account of employees.
9	Other condition	<ul style="list-style-type: none"> <li>• If on leave except Casual Leave, or on Training/Deputation exceeding 10 days (at a stretch or on aggregate basis), the additional monthly conveyance reimbursement amount shall be paid on pro rata basis only.</li> <li>• 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 the application while claiming the reimbursement.</li> <li>• Management reserves its right to verify the veracity of travelling mode of employee at any point of time and if the given declaration is found incorrect, action may be initiated against the employee.</li> </ul>

The contents of this Circular should be brought to the notice of all concerned.

  
General Manager (HR)

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