

Andhra Bank
(A Govt. of India Undertaking)
Head Office
HYDERABAD
Department : Human Resources - IR



Circular No : 329

Ref. No : 3/70

Date: 15.12.2015

**Sub: Staff Welfare Schemes – Modification / Improvements
in existing Schemes.**

Ref: Our Cir. No. 555, Ref. 20/100, dated 29.03.2006.

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We are pleased to inform that the Board of Directors in its meeting held on 27.11.2015 has approved the revival of the following Staff Welfare Schemes with certain modifications.

1. Scheme of sanction of incentive for excellence in education to the children of employees &
2. Scheme of Sanction of Merit Awards to the Children of Employees.

1. Incentives for Excellence in Education to the children of employees.

It has been approved to sanction incentive of **Rs. 2000-00** (Rupees Two thousand only) per child subject to maximum of two children of employees studying any class from 1st Standard to Intermediate or equivalent, during the academic year 2015-16.

Zonal Offices to call for applications with necessary proof from the eligible employees whose children are studying any class from 1st standard to Intermediate or equivalent during academic year 2015-16 and consider sanction of incentive as stated above. All sanctions are to be completed before 31.01.2016, and the consolidated position should be informed to Head Office on or before 15.02.2016.

2. Merit Awards to Children of employees

Board has approved the revival of Scheme of sanction of Merit Awards to the children of employees who have passed the Board examinations of 10th Class /SSC or equivalent and Intermediate or equivalent board examinations in Science & Commerce / Arts, held during March to June 2015. The prizes will be sanctioned separately for boys and girls based on the marks secured in the respective board examinations. The details of prize amounts are mentioned hereunder.

S.No.	Prize	Prize amount for HSC /SSLC/ SSC or Equivalent	Intermediate or Equivalent	
			Science Groups	Commerce / Arts
1	1 st Prize	Rs. 900-00	Rs. 1000-00	Rs. 1000-00
2	2 nd Prize	Rs. 800-00	Rs. 900-00	Rs. 900-00
3	3 rd Prize	Rs. 700-00	Rs. 800-00	Rs. 800-00
4	4 th Prize	Rs. 600-00	Rs. 700-00	Rs. 700-00



Zonal Offices to call for applications for the Merit Awards in the proforma from all the employees whose children have passed the Board examinations of specified classes i.e., SSC/SSLC/HSC or equivalent Board Examination, Intermediate/CBSE or equivalent Board Examination [Commerce/Arts & Science] conducted for the Academic year **2014-2015**. [i.e., examinations held during March to June 2015]. Applications should reach concerned Zonal Offices on or before before **31-01-2016**.

Zonal Manager is the Competent Authority to sanction the Awards.

All Zonal Offices should complete the process and send us a list of Merit Award winners and the expenditure incurred thereon on or before 15.02.2016.

The proforma of applications for the above schemes are herewith appended for ready reference. For details and eligibility employees may refer to the cited circular.

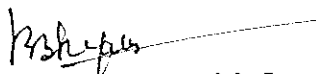
3. Contribution towards premium payable to UIICo by retirees under New Medical Insurance Scheme.

Consequent upon introduction of Medical Insurance Scheme as per joint note dated 25.05.2015 and extension of the scheme to retired employees also, subject to payment of insurance premium by them, Board has approved to contribute 25% of the basic premium amount to the retirees exercising option to join the Medical Insurance Scheme from the staff welfare fund.

General terms :

1. Any expenditure under Staff Welfare has to be claimed within the prescribed time only and cannot be carried forward to the next year. All such lapsed claims shall not be entertained at any level.
2. Continuation of any Staff Welfare Schemes is subject to availability of funds for the respective year and approval by the Board.

All branches and controlling offices are requested to bring the contents of the circular to the notice of all staff members.


[V B Bhagavathi]
General Manager- HR

Encl: Proforma of Applications

APPLICATION FOR INCENTIVES FOR EXCELLENCE IN EDUCATION TO THE CHILDREN OF EMPLOYEES UNDER STAFF WELFARE SCHEME

To
The Zonal Manager / General Manager (HR),
Zonal Office / Head Office, Hyderabad.

Dear Sir,

Reg: Application for 'Incentives for Excellence in Education to the children of employees' for the year 2015 - 2016 under Staff Welfare Scheme.

Ref: H.O. Circular No. 329 Ref 3/ 70 dated 15.12.2015
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In response to the above Circular, I submit here below the required information together with attested copies of Certificates for consideration of Sanction of "Incentives for Excellence in Education to my children" under the Staff Welfare Scheme for the academic year 2015 - 2016.

- 1) Full name of the employee :
- 2) Code no. / Designation / Grade :
- 3) Branch / Department / Code no :
- 4) Particulars of Ward :

Name of the Ward	Date of Birth	Class studying during the academic year 2015-2016
1.		
2.		

5) SB/SOD/COD Account No..... at Branch.

DECLARATION

I have gone through the contents of the Scheme "Incentive for Excellence in Education" Circulated through our Head Office Circular cited.

I hereby declare that the information furnished in this application is true and correct to the best of my knowledge and belief. I will refund the amount of Incentive to the Bank if it is proved afterwards that incorrect and false information was furnished by me, besides being liable for disciplinary action.

Place :

Date :

Signature of the Employee

Recommended for consideration.

Branch Manager / Head of the Department.

FOR OFFICE USE

The application is in conformity with the guidelines issued vide our Circular no. dt.

Hence recommended for sanction of Rs. _____ towards 'Incentive for Excellence in education' for one / two children.

Sanctioned Rs.

CADRE		
CLASS		
CATEGORY	BOY	GIRL

**APPLICATION FOR MERIT AWARDS TO THE CHILDREN OF EMPLOYEES
UNDER STAFF WELFARE SCHEME**

From: _____ To
Name: Zonal Manager/General Manager[HR]
Code No: Zonal Office / Head Office
Designation: _____
Branch:
Zone :

Dear Sir,

Sub: Application for Merit Award for the year 2014-2015 under Staff Welfare Scheme.

Ref: Our H.O. Circular No. 329 Ref 3/70 Dated 15.12.2015.

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In response to our H O Circular cited, I submit my application together with attested copies of certificates for considering sanction of Merit Award under Staff Welfare scheme to my son/daughter.

01	Name of the Employee	
02	Employee Code	
03	Grade/Designation	
04	Branch /Department	
05	Full Name of Son	Mr.
	Daughter	Ms.
06	Date of Birth of Son/Daughter	
07	Examination Passed Class X, SSC or its equivalent/Intermediate (Sciences) / Intermediate (Arts)	
08	Name of the School in which the ward studied	
09	Name of the Board through which the examination was conducted	
10	Month & Year of Passing	
11	Total Marks secured & percentage	

Signature of the employee
contd..

Declaration

I hereby declare that the information furnished in this application is true and correct to the best of my knowledge and belief and I will refund the amount of Award to the Bank if the information submitted by me or my ward is proved to be false or incorrect. I declare that my spouse has not claimed Merit Award for the above children from our Bank. I am aware that I will be liable for disciplinary action for submitting false/incorrect information.

Signature of the Employee.

CERTIFICATE

We have verified the original certificates and attested the copies of the certificates produced by the employee. We recommend for considering the application as per eligibility and norms in force.

Signature of the Branch Manager/Chief Manager

Name: _____

BRANCH SEAL