
Chapter - X

WELFARE SCHEMES

The chapter covers the following Welfare Schemes:

- (1) Welfare Schemes of the Bank.
- (2) Welfare Schemes by the Trust of the Bank.
- (3) Welfare schemes of our Employees' Welfare Society.
- (4) Welfare Schemes of our Association.
- (5) Welfare Schemes for the Retired Officers.
- (6) OBC Parivar Health Scheme.
- (7) Government guidelines for Staff Welfare Fund.
- (8) 'GMRA' (Housing Loan Insurance Scheme).

(1) Welfare Schemes of the Bank:

- a) **Annual Medical Health Checkup:** (HO Circular No. Per/55/71/98/157 dated 02/09/1998 & Est. Cir. No. HO/HRD/69/15/2011-2012/82 dt. 06/05/2011)

(i) **Scheme:** Under provisions of Annual Medical Check Up Scheme obtaining in the Bank as a measure of staff welfare, all full time employees of the Bank & their spouses with 40 years of age & above can avail of the facility of Health Check Up at any of the reputed hospitals including Government hospitals & hospitals managed by Charitable Trusts at a cost not exceeding Rs.2,000/- per person in one go once in 12 months. The health check up comprises of general check up by a physician & the relevant tests. The reimbursement of such expenditure is allowed by the Competent Authority against submission of proof of annual medical check up & the requisite bills thereof.

(ii) **Maximum Permissible Amount:** Maximum permissible amount for such check-up is Rs.2,000/ per annum each for self and spouse (Increased from Rs.1500/-) Any expenditure incurred over and above Rs. 2,000/- shall have to be borne by the employee. Eligibility from second year shall reckon from the date of last availment and as such no fixed date has been prescribed.

(iii) **Coverage available:** The health check-up should be undergone by the officer in one go and shall be available only for himself/herself and their Spouse once in a year. The Annual Medical Check-up may comprise of the following test: -

- i) General check-up by a Physician.
- ii) Lab Test-Urine, Stool, Blood Hemoglobin, Total Count, Differential Count, RBC Count, Blood Indices, Blood Morphology, ESR, Blood Group, Fasting Blood sugar, Post Glucose Blood Sugar, S. Creatinine, BUN, Blood Cholesterol, Triglycerides.
- iii) Gyne Test.
- iv) Pre ailment detective tests.

(iv) **Competent Authority:**

The Regional Head is the competent authority to permit/authorise reimbursement of such expenditure subject to submission of proof of having undergone such Annual Medical Check-up. The expenditure are charged to the debit of Charges General (Staff Welfare A/c).

a) Maintenance / Upkeep & House Keeping Expenses: (DISCONTINUED AFTER SEPT 2008 QUARTER)

Besides the schemes being administered through the Bank and the Trust, the Bank is allowing @ Rs. 750/- per employee on quarterly closing for the months of March, June, September & December every year for the Maintenance, Upkeep and House Keeping.

b) Expenses of Cleansing Material at Residence of Employees.

Head Office circular - HO/HRD/ 14/01/2009

Reimbursement of expenses of Cleansing Material at residence of employees has been revised to Rs.1000/- per quarter from Rs.750/- per quarter (@Rs.250/- per month) as per Establishment Circular No. HO/HRD/67/42/2010/ 698 dated 31st December, 2009 w.e.f quarter ending 31/12/2009.

Procedure of payment to be followed:

1. Under the above Scheme, the amount will be paid to all the permanent full time & part time employees of the Bank by the branches / offices to the debit of their Suspense Account.
2. The branches / offices will seek approval / sanction for reversal of Suspense entry from their respective Regional Offices.
3. The Regional Offices in turn will sanction the payment to the branches / offices under their jurisdiction & remit the amount through TPO to the debit of their Suspense Account.
4. In turn Regional office will consolidated the amount of suspense from all the branches / offices under their jurisdiction and shall claim from the Central Accounts Office, Head Office by sending the details of the expenses.
5. The Suspense Account at Regional Office shall be reversed on receipt of TPO from the Central Accounts Office, Head Office.
6. At HO level the Establishment Department will take the requisite steps for the payment to the employees posted at Head Office.

b) Group Personnel Accident Insurance Policy:

The Bank has taken an Insurance Policy for providing Personal Accident Insurance cover to all its employees against Accidental Death and Permanent Total Disability **during and after office hours**. The Coverage provided to the different categories of staff is given below:

The Bank is paying the premium for the said Policy.

Insurance Coverage

S. No.	Designation/ Scale/ Category	Cover Available (Rs in Lakh)
1	CMD/ED	10.00
2	Scale VII	7.50
3	Scale VI	7.50
4	Scale V	5.50
5	Scale IV	5.50
6	Scale III	3.50
7	Scale II	3.50
8	Scale I	3.00
9	Non- subordinate / Clerical	2.00
10	Sub-staff	2.00

In case of unfortunate death / permanent total disability of any employee due to accident, the following documents should be sent to the Chief Manager, Establishment Department,

Head Officer through the respective Regional Office in order to enable them to lodge claim with the Insurance Company:

- **Documents/Information required in case of claim for Accidental death of the Employee:**

- i. Date of appointment of the employee and the date of death.
- ii. Original Death Certificate
- iii. Duly attested copy of FIR, if any
- iv. Duly attested copy of Postmortem Report
- v. Claim Form (to be provided by the Establishment Department, HO on receipt of the intimation of death) duly completed in all respects.

- **Documents/Information required in case of claim for Permanent Total Disability:**

- i. Date of appointment of the employee
- ii. Duly attested copy of FIR, if any
- iii. Claim Form (to be provided by the Est. Depart., HO upon receipt of the intimation of disablement) duly filled and completed in all respects along with all the related medical records / certificates of disability.

c)Facility of Holiday Homes:

To provide clean and hygienic boarding and lodging facilities to the employees of the Bank at Hill Stations and other centres of tourist attraction, Holiday homes have been permitted to be taken on rent as per undernoted rules. The Holiday Homes are being managed by Union and Association in the Bank.

Rules Governing Holiday Homes: (As per Board decision dated 04.05.2001):

- i) The booking, control, etc. of the Holiday Homes shall be with the respective State Unions / Association.
- ii) The Bank shall bear 90% of the annual rent of the Holiday Homes and the balance 10% shall be contributed by the concerned State Unions / Association.
- iii) The lease agreement for the accommodation taken on rent for Holiday Home shall be entered into by the State Union / Association with the landlord and shall be responsible for booking, managing and control of the same.
- iv) The collection of daily rent for the accommodation paid by staff shall remain with the Unions / Association except for the Holiday Home at Shimla and Hardwar. The rent received where from shall be credited to Miscellaneous Income Accounts of the Bank.

Procedure for booking of Holiday Home facility:

1. Make payment to the respective State Union / Association through Direct Credit or TPO as given in the table below (Mode of Payment).
2. Send application to the respective State Union / Association.
3. The state union / association will send you the allotment letter as confirmation for the room booking.

Note:

1. The rooms will be provided by the hotels only on production of allotment letters, issued by respective Holiday Home Incharge.
2. Under no circumstances hotel management is to be directly contacted without allotment by respective Holiday Home Incharge.
3. Please remember that Holiday Home facility is exclusively for staff & their family members.
4. In case of **Patnitop Holiday Home**,
 - a. Maximum 2 rooms will be allotted to an employee at a time.
 - b. Booking will be done for a maximum of 4 days.

Before applying and crediting of the amount to the Holiday home account, employees are advised to confirm the availability of the room with the concerned Holiday home Incharge to avoid unnecessary delay.

The employees of Oriental Bank of Commerce can avail of this facility on a nominal rent of **Rs.25/- per day (Rs.100/- per day for Delhi, Nainital, Mussoorie, Gangtok and Patnitop)** per room.

List of Holiday Homes

Place	Apply to	Mode of Payment	Address
Darjeeling	Com. Sankar Bhattacharya		NA
Puri	C/O Oriental Bank of Commerce, B/O Brabourne Road, Kolkata Ph:033-22428515, 22428254 & 9830023790	TPO In Favour Of O.B.C.E.A (W.B. & Sikkim) A/C Holiday Home, Brabourne Rd., Kolkata.	NA
Shimla			Sheetal Kunj, Near Marina Hotel, Mall Road, Shimla Ph: 0177 2806063
Manali	Com. Vipin Kumar Goyal AIOBEF Union Office, C/O Oriental Bank of Commerce, B/O The Mall, Patiala Ph. 0175-2213203.	TPO In Favour of O.B.E.U (NR) A/C Holiday Home The Mall Patiala	Hotel Hollywood Nr Ambassador Resort Vashisht Road, Manali(H.P.) Ph: 01902-252164, 250520
Katra			Hotel Ambika Katra, J & K Ph: 01991-232062, 232400
New Delhi#	Com. Ashwani Kumar Vats, C/O Oriental Bank of Commerce, Head Office New Delhi. Mob: 9868801032 Ph: 011-47651143 Fax: 011-47651212	Credit to A/c no 00072010067440 - OBEU DELHI A/C HOLIDAY HOME	Hotel Golden Deluxe 12A/7, W.E.A. Saraswati Marg, Karol Bagh, New Delhi - 110005 Ph: 011 25760174 / 75
Nainital#			Hotel Prashant Talli Tal, Nainital Uttarakhand – 263002 Ph: 05942 235347
Haridwar	Com. R. K. Saxena, C/O Oriental Bank of Commerce, B/O Ranipur More Haridwar Ph:01334-227125, 265396 & 09319611333	Credit to A/c No 08282011002514 - O.B.S.A (U.A) HOLIDAY HOME	Chitra Talkies Lane Opp. Railway Station Near Julelal Dharamsala Haridwar
Mount Abu	Com. Sandeep Bhargava, C/O Oriental Bank of	Credit to A/c No 00822010044230 - OBEU (RAJ)	Hotel Vishram Near Petrol Pump,

Place	Apply to	Mode of Payment	Address
	Commerce, B/o M I Road, Jaipur Ph: 0141-2376925, 2376638	A/C HOLIDAY HOME	Mount Abu - 307501 Rajasthan Ph: 02974-237323, 238994
Mussoorie**	Com. Sanjeev Sachdeva, C/O Oriental Bank of Commerce, Vigilance Department Head Office, Harsha Bhavan, New Delhi Ph: 011 23416072	Credit to A/c No 06292010033630 - ALL INDIA O B OFFIC A/C	Hotel Ashiyana Continental Library Chowk Mussoorie-248179 (Uttaranchal) Ph: 0135 2632945
Goa	Com. Salim Sheikh, C/O Oriental Bank of Commerce, B/O Fort, Mumbai. Ph: 022-22659669	Credit to A/c No 00232010012360 - EMPLOYEES UNION HOLIDAY HOME OBC A/C	Hotel Ginger SGO Complex, EDC, Pato, Near Passport Office, Panjim, Goa - 403001. Ph: 0832 6643333 Fax: 0832 6656336
Gangtok**	Com. Abhijit Chowdhary, C/O Oriental Bank of Commerce, Regional Office, Kolkata Ph:033 23375834, 23379560	Credit to A/c No 02862010019690 - A I O B O A A/C HOLIDAY HOME	Hotel Lungta Nam Nang Gangtok Sikkim Ph: 03592 204970
Patnitop**	Com. Varinder Sharma, C/O Oriental Bank of Commerce, 10B/B 2nd Extension, Gandhi Nagar, Jammu Ph:9419138038 Fax: 0191 2436404	credit to A/c No 10172151007911 - All India Oriental Bank Officers' Association Patnitop Holiday Home A/c	Hotel Subhash Palace Pvt. Ltd. Near Taxi Stand, Main Road, Patnitop (J&K). Ph: 01992 287516, 287555
<p># - Room rent for New Delhi and Nainital Holiday homes are Rs.100/- per day for staff members and Rs.150/- per day for friends/relatives of staff members. Production of Photo ID Card (Bank's ID Card for Staff members, Other ID cards for friends/relatives) at the counter of Holiday home is mandatory.</p> <p>** - Room rent for Mussoorie, Gangtok and Patnitop Holiday Homes is Rs.100/- per day per room.</p>			
Shirdi *	Com. Salim Shaikh, C/O Oriental Bank of Commerce, B/O Fort, Mumbai. Ph: 022-22659669/ 9430/31/32/33	Credit to OBC EMPLOYEES UNION A/C HOLIDAY HOME	Hotel Sai Mahal Opp. Police Guest House Shirdi - Manmad Road, Shirdi - 423109.
Mahabaleshwar *	Com. Salim Shaikh, C/O Oriental Bank of Commerce, B/O Fort, Mumbai. Ph: 022-22659669/ 9430/31/32/33	Credit to OBC EMPLOYEES UNION A/C HOLIDAY HOME	
<p>* - The Holiday Home at Shirdi and Mahabaleshwar is being managed by AIOBEF. The room</p>			

Place	Apply to	Mode of Payment	Address
charges are Rs.50/- per day for staff member and Rs.200/- per day for Guests.			

d) Sports & Cultural Activities:

To encourage Sports & Cultural activities amongst the employees, the Bank grants a sum of Rs.75/- per annum per employee to the Sports Societies at Regional Office / Head Office level.

- i) As per Settlement with the Union on 01.08.1998 with effect from 01.10.1998 the amount of grant for Sports & Cultural activities would be Rs.75/- per employees per annum.
- ii) A committee will be constituted at the Regional Office level consisting of two representative each from the Workmen Union & Officers' Association who are stationed at the place / city where the Regional Office is located. The Regional Head shall be the Chairman of this committee. The committee shall forward the request for sanction of grant to the Head Office alongwith complete details of expenses incurred with related bills in original.
- iii) The reimbursement shall be permitted by Head Office subject to a maximum of Rs.75/- per employee per annum and will release the amount if found in order.

e) Honour on completion of 25 years of service (Silver Jubilee Award):

- i) Employees with 25 years of 'unblemished service' are eligible for this award. The term 'unblemished service' would mean that no penalty / punishment (other than censure / warning) has been imposed upon him/her during the immediately preceding 3 years or rigor of penalty was in operation, whichever was longer. The award could be released after the debarment period was over.
- ii) AWARD: The award may be in the form of an article like wrist watch, silver or any other article of employee's choice costing an amount not exceeding Rs.4000/- (Increased from Rs.2000/- to Rs.4000/- w.e.f 14/10/2009 as per Establishment Circular No. HO/HRD/67/42/2010/698 dated 31st December, 2009).
- iii) The Defence Services of the Ex-Servicemen employee will be counted for the purpose of Silver Jubilee Award subject to 5 years minimum service in the Bank. All other terms and conditions of this facility shall remain the same. (Establishment Circular No. HO/HRD/68/29/2010/226 dated 07/07/2010)

(2) From the Trust of the Bank:

Background: All India Oriental bank Employees' Welfare Trust was formed on 04.06.1996 with the objective of providing welfare measures to the employees and was registered with Registrar of Assurance. The object and purpose of the Trust is welfare, cultural, health and education of the children of the employees of the Bank.

Management of Trust: The trust is managed by 20 Trustees and the Settler of the trust is Chairman & Managing Director of the Bank. All the Trustees continue to be the trustees during their tenure of Service with the Bank unless they voluntarily resign.

Subscription & Accounting Procedure:

- i) Since the Bank is the major contributor to the Trust's funds, all employees of the Bank automatically become its member and are eligible the benefits emanating from it unless to the contrary they deny specifically to be the member of the Trust. However, as per Trust's rule they are required to pay their annual contribution of Rs.50/- regularly.
- ii) Every employee is required to make an annual contribution of Rs. 50/- towards the Trust's fund. Such deduction be effected from the salary of the employees. Each branch in the Region should make out a TPO for the amount deducted from the staff and send the list of the employees alongwith the TPO which should be payable at the main branch where the Regional Office is having its Imprest Account. The Regional Office should get all such TPOs encashed and make a consolidated TPO payable at E-Block, Connaught Place New Delhi Branch and shall be sent to Establishment

Department/ Office of the Trust alongwith the complete list/floppy of the employees for whom the deduction was made.

- iii) The branches should specifically point out names of those employees who do not contribute their share and do not wish to become member of the Trust. In such an event, their written request should be obtained and sent to Head Office after keeping photocopies thereof in the records of the Regional Offices/Branches. Those who do not send their contribution shall not be a member or ceased be a member and needless to mention non-members are not entitled to the benefits flowing from the Trust.
- iv) Accounting of Expenses: As per present system expenses related to Maintenance/upkeep & House keeping Expenses and the Welfare schemes administered by the Welfare Trust are debited to Staff Welfare Fund A/c at Accounts Department at Head Office, whereas the expenses pertaining to the Welfare Schemes being administered by the Bank are being booked under Charges General (Staff Welfare) A/c.
- v) As per RBI guidelines fresh accretion in Staff Welfare Account could be made only at the close of each Financial Year.
- vi) **Benefits / Facilities:** At Present the following benefits are being given to its members from the Trust funds:-

i)

a) Education Subsidy:

ii) (HO Establishment Circular No: Per/54/28/97/361 dated 17/03/1997)

iii) With a view to help the Staff to mitigate the ever-increasing burden of education of their children, the Trust provides subsidy to the employees up to two dependent children at the following rates:

(HO/63/37/06/226 dated 16.08.06)

S. No.	PARTICULARS	AMOUNT (Per Child Per Month)
1	Upto 12th class or Intermediate	Rs. 225/-
2	For Graduates and Post Graduates Courses like L.L.B., M.A., M. Com., M. Sc. etc.	Rs. 275/-
3	Professional Degree / Diploma in Medicine, Engineering. Computer, Management Studies, CAS / ICWAS.	Rs. 325/-

- iv) As regards requests for grant of Education Subsidy only those courses which are taught at a Government / Private Registered / Recognised Schools, Colleges and University Recognised by the University grants commission are covered for grant of Education Subsidy under the scheme of the Trust.
- v) Education Subsidy will also be available for pursuing correspondences courses from registered/Recognised Institutes.
- vi) All request whether for Education Subsidy or any type of grant from the Trust are to be sent through respective Regional Offices.
- vii) The Education Subsidy will be reimbursed to the employee once in a year from the branch/office where the employee is posted.
- viii) Subsidy will be granted on 30th September of each year subject to the condition that children keep pursuing studies.
- ix) In case of discontinuation of studies during any part of the year its intimation should be sent to the Branch office, Regional office and Head Office. For renewal of subsidy for the same child for the next year, the eligible employee has to send the renewal application along with proof of payment of school fee and continuity certificate from school.
- x) In case of cessation of service including retirement of an employee, subsidy will continue till the end of academic year of the child of the employee.

b) Reimbursement of Medical Expenses (Hospitalisation):

- i) **Scheme:** Under the scheme reimbursement is provided to the extent of 90% of expenses incurred on Hospitalisation (i.e. residual amount after passing the bill by the Bank) and not reimbursed under the Hospitalisation schemes of the Bank.
- ii) **Eligibility:** Grant towards Hospitalisation expenses will be extended for treatment of only major ailments / accidents requiring Hospitalisation. For the purpose of ascertaining major ailment / accident rules laid down in Bipartite Settlements / OSR shall prevail.
- iii) **Minimum Claim Amount:** The claims for Hospitalisation expenses for less than Rs. 2,500/- i.e. bills where 90% of the difference amount is less than Rs.2,500/-, will not be entertained by the Trust.
- iv) **Maximum Room Rent:** For treatment of major ailment / accidents requiring Hospitalisation, the reimbursement of expenses shall be allowed on the present basis. In all other cases, the reimbursement of room rent in the hospital shall be up to Rs.500/- per day or the actual amount whichever is lower. These restriction will not apply to the case of ICU /ICCU.
- v) **Transportation Charges:** Further reimbursement of Transportation charges will be confined to admission and discharge stage only. For the purpose of ascertaining major ailment / accidents rules laid down in Bipartite Settlements shall prevail.
- vi) **Procedure for claiming expenses:** Employees should submit their requests for grant towards Hospitalisation expenses as per prescribed format within 30 days' of passing of their bills by the Bank. Nature of ailment / decease, total expenses incurred on treatment and amount reimbursed under the Hospitalisation scheme by the Bank should invariably be mentioned by the employees in their request letters and the same should be verified at the Regional Office level while recommending the case to the Trust.
- vii) **Papers required:** Copies of the discharge card showing the nature of decease / ailment, hospital bills for medical expenses and the receipt thereof as scrutinized and sanctioned for payment by the Regional Office only should be sent to the Trust. Copies of such bills / papers should be duly attested by the Branch Incumbent or Departmental Head and the attestation should be done in such a manner that the same does not hide / cover the particulars and amount of the bills. Copies of the bills should be easily legible.

All employees should follow the procedure as informed in the Establishment Circular No. Per/54/100//97/225 dated 23.10.1997 and send their claims to the Chairman of the Trust C/O Establishment Department, Head Office, through their respective Regional Heads and as far as possible, should opt for economic room/bed to avoid unnecessary burden on the Trust.

c) Adhoc Grant on Death:

In case an employee dies in harness, a grant of Rs.1,50,000/- irrespective of the Cadre of the deceased employee is paid to his legal heirs to enable the dependants of the of the deceased employees to meet the immediate urgent financial needs.

Request for Adhoc Grant should be sent on the format alongwith the following papers / documents.

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- i) Request letter received from the legal heir of the deceased (in original)
 - ii) Duly attested copy of Death Certificate of the deceased employee.
 - iii) Duly attested copy of the Gratuity Nomination form 'F' of the deceased employee or a Statement of succession as per Bank's proforma on the stamp paper of the requisite value duly notarized or attested by a First Class Magistrate.

d) Canteen Subsidy:

To enable the Bank's employees to procure better quality of tea, Coffee, Snacks etc., at the place of their work, small space has been provided at Bank's premises, wherever possible and other places such items are provided from outside. A sum of Rs.440/- per month is reimbursed to the employees for this purpose. Presently this facility is provided only to Workmen Staff.

(3) From our Employees' Welfare Society:

All India Oriental Bank Employees Welfare Society was formed and registered on 27.12.1976 with the aims an objective of welfare of its members. The Society is run by an Executive Committee of 30 members. (15 members of AIOBOA and 15 from AIOBEF). The provisions/ rules have been amended from time to time. The changes / amendments that took place after July 1977 are given hereunder:

a) Subscription :

- | | | |
|----|--------------------------------|----------------|
| a. | July 1977 to June 1982 | Rs. 10/- p.m. |
| b. | July 1982 to January 1984 | Rs. 20/- p.m. |
| c. | February 1984 to December 1986 | Rs. 25/- p.m. |
| d. | January 1987 to June 2009 | Rs. 30/- p.m. |
| e. | July 2009 | Rs. 100/- p.m. |

b) July 1977 to June 1982 (Rs. 10/- p.m.)

On commencement of the society in case of death of a member, his/her nominee was to receive a sum of Rs. 500/- p.m. for a period of 15 years or till the notional date of retirement of the deceased. In case of retirement of the member, 50% of his contribution till his employment is refunded.

c) July 1982 to January 1984 (Rs. 20/- p.m.)

Introduction of retirement benefit scheme (mentioned hereunder) in addition to the existing scheme of granting Rs. 500/- p.m. to the nominees of the deceased for the prescribed period as from 01.07.1982. Refund clause in case of retirement was discontinued w.e.f. 01.07.1982.

d) Retirement Benefit Scheme :

Age Group No. 1

Employees who are of 50 years and above as on 01.07.1982 are entitled to the retirement benefit for half of the period of remaining services as from 01.07.1982 i.e. if a member of the Society in the above age group retires after rendering two years services as from 01.07.1982 and has opted for the pension scheme, he will get pension @ Rs. 500/- p.m. for one year after his retirement. However, in the event of death of an employee, in this age group, his / her nominee will get Rs. 500/- p.m. for the remaining period of services i.e. upto the national date of superannuation.

Age Group No. 2

Employees below 50 years of age as on 01.07.1982 shall be entitled to retirement benefit of Rs. 500/- p.m. for 15 years provided they contribute Rs. 20/- p.m. for a period of 25 years.

e) February 1984 To December 1986 (Rs. 25/-)

The additional benefit scheme was introduced.

- i. For Age Group No. I (Those who were of 50 years and above as on 01.07.1982)

Lump-sum-payment of Rs.1000/- to the members at the time of retirement.

ii. For Age group No. II (Those who are less than 50 years as on 01.07.1982)

Lump-sum payment of Rs.10000/- at the time of retirement.

iii. In case of death of any member while in service, lump-sum payment of Rs. 40000/- is to be made to his/her nominee irrespective of his/her age group. Besides lump-sum payment as above, monthly benefit scheme for the nominee or pension scheme to the member also run concurrently.

f) January 1987 to June 2009 (Rs. 30/- p.m.)

It is to continue with the above scheme without impugning upon the financial standing of the society. Hence, the contribution was raised to Rs. 30/- p.m. w.e.f. 01.01.1987.

g) Payment of Lump sum at Retirement:

Keeping in view the probable tax liability, the Executive Committee deliberated on various alternatives and it was decided that as an interim measures, the pension benefit of Rs. 500/- p.m. for the 15 years to the retiring employees should be withdrawn with immediate effect instead members retiring from bank services after 30.06.1992 should be granted lump-sum amount of Rs. 30000/- instead of Rs. 10000/-. This proposal would remain in force till such time the present income tax case is not finally decided. The said proposal was implemented w.e.f. 01.07.1992.

h) July 2009 onwards (Rs. 100/- p.m.)

The subscription has been increased to Rs. 100/- per month w.e.f 01/07/2009. Further, the following changes have been made.

i. **Relief on Death / Permanent Disability:** Effective from 01.07.2009 the nominee of a deceased member shall be entitled to receive a lump sum relief Rs.3,00,000/- (Rs.Three lacs only) in the event of the death of a member for any reason whatsoever. This benefit will also be extended to the nominee of the member who was under suspension at the time of death, provided the subscription is continued even during the suspension period. It is clarified that Death and permanent disability shall be treated at par for all purposes. The decision of ascertaining permanent & total disability for the purpose of the Society will be treated at par with the Bank's decision. The payment in this regard shall be made only after bank's decision in favour of the beneficiary.

ii. **On regular retirement i.e. on completion of age of 60 years:** From 01.07.2009 on retirement of a member, a lump sum payment of Rs.30,000/- (Rs. Thirty thousand only), or as may be decided upon from time to time by the Society will be paid. The decision of the Management Committee as taken from time to time shall be applicable.

iii. **All other instances (except a & b above):** In all other cases such as VRS, SVRS, resignation, termination, dismissal, CRS or removal from bank's service on or after 01.07.2009, for any reason, 50% of contribution made till his/her employment or maximum of Rs.10000/- (Rs. Ten thousand only) whichever is lower, will be paid. In case of any dispute the decision of the Management Committee will be final and binding on all concerned.

After this new benefit scheme i.e. w.e.f 01-07-2009, all other previous benefit/schemes will automatically deemed to be withdrawn w.e.f. 01.07.2009 except monthly pension of Rs.500/- payable only to existing beneficiaries till their eligibility period.

Scheme at a glance

Year	Monthly Subscription (Rs)	No. Annual Retirement	Amount on Retirement/ member (Rs.)	Amount on Death (Rs)
2009 - 10	100	215	30000	3.00 lacs
2010 - 11	100	284	31000	3.00 lacs
2011 - 12	100	284	32000	3.00 lacs
2012 - 13	100	325	33000	3.00 lacs

2013 - 14	100	420	34000	3.00 lacs
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(4) Death Relief from AIOBOA:

In most of the death cases the family of the deceased is left in a helpless position in the absence of requisite fund for mitigating the funeral rite and other process. In such a crucial situation, immediate financial help to the family of deceased member shall prove to be of great help.

In view of the aforesaid facts the Association has taken the following decision in this regard: -

"To extend immediate help to the family of deceased it was decided that Rs.10,000/- (Rs. Ten Thousand only) be provided instantly. Thus wherever such an unpleasant incidence occurs with any officer member the State General Secretary are required to help out the family providing Rs.10,000/- as instant relief. Further, General Secretary of the concerned State Committee shall claim refund of such money from the Central Office while confirming that the deceased was the member at the time of the death. This decision is effective from 8th September 2006."

Besides the above relief from the Central Office on behalf of the Association various State Committees are also extending death relief to members working under their jurisdictions.

(5) Welfare Schemes for Retired Officers:

Other than PF, Pension, Gratuity and Leave encashment, Retired Officer are provided with the following benefits/facilities:

- a) Travelling allowance on retirement,
- b) Repurchase of Furniture on retirement,
- c) Medical assistance to retired employees,
- d) Higher rate of interest including rate of interest to Retired Senior Citizen employees,
- e) Telephone & Residence on retirement,
- f) Appointment of retired executives as consultants.
- g) Hospitalisation expenses reimbursement after retirement.

The details of the above facilities are given in the Chapter 'Retirement & Retiral Benefits'

(6) OBC- Parivar Health Care Scheme:

(Est. Cir. No. HRD/64/06/2007/07/03/2007)

In order to ensure good health and carefree post retirement life of its employees, the Bank has entered into a Memorandum of Understanding with the United India Insurance Company Ltd. and taken an insurance policy effective from January 2007 under which post-retirement medical insurance cover is made available to all employees of Oriental Bank of Commerce.

The salient features of the Insurance Policy are as under :-

a) Insurance Cover:

This is a Hospitalization / Domiciliary Hospitalisation reimbursement policy for a Sum Insured for Rupees One Lac only over Balance life span after retirement of employee. Maximum reimbursement under the cover shall be upto 40 % of Sum Insured on any single Hospitalization / Domiciliary Hospitalization or balance amount available from Rs.1.00 lac.

b) Additional Increased Cover & Payment of Premium:

Enhancement of Sum Insured over & above Rs.1.00 lac (subject to maximum cover of Rs.5.00 lac) and coverage of spouse upto Rs.5.00 lac can be taken by the employee by paying extra premium in single installment on the pattern of schedule offered to the Bank as per Schedule No. – I. Premium can also be paid either in annual installments upto the age of 59 years as per Schedule No. - II. Risk of spouse shall also commence from the

retirement age of the employee. Sum Insured once opted cannot be changed. For the existing employees, these options are open upto 30.04.2007 only. The employees joining the Bank as officer and other cadres at later stage may opt for enhancement of the sum insured and inclusion of their spouse to be covered under the scheme by making payment of additional premium within 3 (three) months of their joining the services of the Bank.

c)Definitions:

Hospital / Nursing Home:

Shall be deemed to mean any institution in India established for indoor care and treatment of sickness and injuries and which has been registered either as a hospital or nursing home with the local authorities and is under the supervision of a registered and qualified Medical Practitioner.

The term "Hospital" shall not include an establishment which is a place of rest, a place for the aged, a place for drug addicts, a place of alcoholics, a hotel or a similar place. In case the Hospital / Nursing Home is not registered with the local authorities, the minimum requirements to be complied with will be as under:-

- It should have at least 10 beds for patients
- Fully equipped nursing staff in its employment round the clock
- Fully equipped Operation Theatre of its own.
- Fully qualified Medical Practitioner should be in charge round the clock

Domiciliary Hospitalisation Benefit:

Means Medical Treatment for a period exceeding three days for such illness / disease / injury which in the normal course should require care and treatment at a hospital/ nursing home but actually taken whilst confined at home in India under any of the following circumstances viz,

- a)The condition of the patient is such that he cannot be removed to the hospital/nursing home or ;
- b)Patient cannot be removed to the hospital/nursing home for lack of accommodation therein or ;
- c)The patient prefers to be confined at home for the treatment with the approval of the attending medical practitioner.

Domiciliary Hospitalisation benefits shall not cover expenses incurred for treatment for any of the following diseases: -

Cancer, Tuberculosis, Paralysis, Cardiac Ailment, Pleuresy, Leprosy, Kidney Ailment, Leukaemia, Thalassema, Epilepsy, Parkinson's Disease, Psychiatric Disorders and Diabetes.

Hepatitis-B, Haemophilia, Myaestheniagravis, Hepatitis-C, Wilson's Disease, Ulcerative Colitis, Epidermolysis Bullosa, Venous Thrombosis (not caused by smoking), Aplastic Anaemia, Psoriasis, Third Degree Burns, Rheumatoid Arthritis, Hypothyroidism and Hyperthyroidism.

NOTE :- When treatment such as Dialysis, Chemotherapy, Radiotherapy etc. is taken in the Hospital/ Nursing Home and the Insured is discharged on the same day, the treatment will be considered to be taken under Hospitalization benefit Section

Any One Illness:

Any one illness will be deemed to mean continuous period of illness and it Includes relapse within 105 days from the date of last consultation with the Medical Practitioner/ Hospital/ Nursing Home/Clinic. Occurrence of same illness after a lapse of 105 days as stated above will be considered as new illness.

Medical Practitioner:

Means a person who holds a degree/ diploma of a recognized Nursing institution and is registered by the Medical Council of the respective State in India.

Qualified Nurse / Nursing Staff:

Means a person who holds a certificate /diploma of a recognized Nursing Council and who is employed on the recommendation of the attending Medical Practitioner.

Policy Retirement Age:

Means the age of superannuation of the insured at the time of signing the proposal and specified in the schedule for the purpose of commencement of benefits in the policy. The retirement age under the policy cannot be advanced due to any cause during the pre- retirement period.

Advancement/ Postponement of retirement age is not permissible (Even in case VRS, Suspension/ termination the coverage under this policy shall commence on the day following the date of normal retirement age).

Pre-Retirement Period:

Means the period commencing from the date of acceptance of the proposal and ending with the policy retirement age specified in the schedule, during which the insured shall be paying installment / single premium deposit as applicable.

d) Withdrawals, Cancellation & Refunds:

There will be option for mid term cancellation of the Policy taken by the employee for the enhanced sum and insurance cover taken for the spouse. In such cases refund will be allowed to the extent of 75% premium paid, provided no claim is preferred.

In case of death of the Insured person before risk commencement date (retirement age), future premium installments shall not be payable and 95 % paid amount shall be refunded.

It is further clarified that after normal age of retirement policy cannot be cancelled.

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e) Issuance Of Policy:

For first Rupees One Lac insurance cover taken by Bank, a certificate of Insurance-Cum-Medical Identity Card shall be issued and for Insurance of Spouse and Enhancement of Sum Insured an Individual Policy shall be issued to the concerned employee/spouse.

f) Information to be Supplied by the Employee:

Every employee of the Bank is required to submit within 15 days of issue of this circular the Option Form (as per **Annexure – II**) duly completed & signed, alongwith 3 (three) passport size photographs, to his Regional Head / Departmental Head. In case, additional cover over & above Rs.1.00 lac and / or coverage of spouse is opted for, the draft of the requisite amount (as per the schedules) favouring United India Insurance Company Limited should also be enclosed with the Option Form. The Regional Head / Departmental Head concerned will send the duly verified forms to Chief Manager, Insurance Cell, Head Office, New Delhi.

g) Exclusions:

The company shall not be liable to make any payment under the policy in respect of any expenses whatsoever incurred by the insured in connection with or in respect of : -

- ◆ Injury or disease directly or indirectly caused by or arising from or attributable to War, Invasion, Act of Foreign Enemy Warlike Operations (whether war be declared or not).
- ◆ Routine eye examination and cost of glasses and Contact Lenses unless requiring hospitalization.
- ◆ Dental treatment and surgery of any kind unless requiring hospitalization.
- ◆ Convalescence, general debility, " Run- down" condition or rest cure, congenital external defects or anomalies, Sterility, Venereal disease, intentional self-injury, use of intoxicating drugs.
- ◆ Expense on Vitamins and tonics unless forming part of treatment for injury or disease as certified by the attending physician.

- ◆ Injury or disease directly or indirectly caused by or contributed to by nuclear weapons.
- ◆ Charges incurred at hospital or nursing home primarily for diagnostic X – ray / laboratory examinations/ other diagnostic tests not consistent with or incidental to the diagnosis and treatment of the ailment, sickness or injury for which confinement is required at hospital, nursing home or home for domiciliary hospitalization as defined.
- ◆ Naturopathy treatment.
- ◆ Since the insurance cover offered is only for Hospitalization / Domiciliary Hospitalization treatment; Pre & Post Hospitalization treatment expense are not payable.

h) Special Condition:

Every notice or communication to be given or made under the Policy shall be delivered in writing at the address of any Branch Office/ Divisional Office of the company. The address of the offices of the Insurance Company are also available on their web site : - www.uiic.co.in

i) Claim Procedure:

For reimbursement of expenses an employee has to fulfill following requisites: -

- i) Each employee covered under the policy shall be given a separate Certificate of Insurance-cum-Medical Identity Card by allotting him/ her a Unique Identification Number on the basis of which employee shall be entitled to lodge and enforce his claim directly with any Divisional office / Branch office of the company anywhere in India with in 15 days after completion of treatment under Hospitalization / Domiciliary Hospitalization.

Upon the happening of any event, which may rise to a claim under this policy after reaching Retirement age, notice with full particulars shall be sent to any of the offices of the company within 7 days from the date of hospitalization/ Domiciliary hospitalization and valid acknowledgement obtained.

- ii) For Domiciliary Hospitalization benefits the insured shall furnish to the company a certificate from medical practitioner certifying the necessity for Domiciliary Hospitalization treatment for the insured, giving reasons and allowing the Insured's confinement at home for necessary medical attention.
- iii) Expenses incurred on Pre and /or Post Hospitalization shall not be admissible.
- iv) Submission of prescribed claim form duly filled in & signed by the Employee / spouse (As per copy enclosed).
- v) Claim Bills giving details of amount of medicines & doctor's bill, Investigation bills.
- vi) Submission of photocopy of Certificate-cum-Medi Identity Card duly attested by the attending doctor.
- vii) Photo copy of Policy in case of claim for Spouse &/or for enhanced Sum Insured.
- viii) Admission and Discharge Certificate from the concerned Hospital mentioning that: -

"The person whose photograph appears on Medi-Identity Card No. _____ was hospitalized from _____ to _____ to take treatment. He was suffering from _____ (name of disease). Rs. _____ has been charged from him on this account."

- i) Hospital's payment receipt.

j) Examination of Insured by Insurance Company:

Company has the right to authorize any medical practitioner to examine the insured in case of any alleged injury or disease requiring hospitalization or domiciliary hospitalization.

i) Fraudulent Claim:

The Company shall not be liable to make any payment under this policy in respect of any claim, if such claim be in any manner fraudulent or supported by any fraudulent means or devices, whether by the insured or by any other person acting on his behalf.

ii) Claim Abandonment:

If the insurance company disclaims liability to the insured for any claim made under any policy and if the insured, within three years of receipt of the notice of such refusal of claim, fails to notify the insurance company that he / she does not accept such disclaimer and intends to recover the claim amount from the insurance company; the claim shall be deemed to have been abandoned and no amount under such claim shall be recoverable after the above period.

iii) Arbitration:

If any difference shall arise as to the quantum to be paid under this policy (liability being otherwise admitted) such difference shall independently of all other questions be referred to Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time and for the time being in force.

It is clearly agreed and understood that no difference or dispute shall be referable to arbitration as herein before provided, if the company has disputed or not accepted liability under / or in respect of this policy. It is hereby expressly stipulated and declared that it shall be a condition precedent to any Right of action or suit upon this policy that the award by such arbitrators of the amount of loss or damage shall be first obtained.

k) Payment in Indian Currency only:

All claims payable under this policy shall be payable in Indian currency.

i) Processing of Claim:

Claim shall be processed and paid by the same office of Insurance Company where employee has lodged the claim. The Claim Form duly filled-in alongwith following documents be submitted to the same office of Insurance Company for settlement of Claims.

- i) Bill, Receipt and Discharge certificate from Hospital / Surgeon / Attending Doctor.
- ii) Cash Memo from Hospital / Chemists supported by the proper prescription.
- iii) Receipt and Pathological test reports alongwith Prescription.
- iv) Certificate from the attending Medical Practitioners / Surgeon that the Patient is fully cured.

(7) GOVT. GUIDELINES – STAFF WELFARE FUND:

All PSBs (Except SBI) may prescribe a uniform contribution of 3% of the bank's net profit in the previous year with a maximum ceiling of Rs. 15 crores towards Staff Welfare Schemes.

- a) The amount should cover expenditure on all activities which are outside the purview of Industrial Level Settlements / Officers' Service Regulations.
- b) The facilities provided should be utilized in welfare schemes for employees and should not at any stage become a source of income for an employee.
- c) In the banks which are currently loss making or where profits are inadequate for the tie being the existing schemes should be reviewed and schemes, which are not in accordance with guidelines stated below, should be discontinued. Other schemes, which are not dispensable, may be frozen at the existing level for next 3 years or till the bank starts showing profits whichever is earlier, after which the bank will have to restrict expenditure on the welfare activities to 3% of the published net profits or Rs.15 crores per annum, which ever is less.
- d) Within the available funds the powers to decide / continue / discontinue / modify or introduce new schemes & freeze existing schemes shall vest with the Board of the bank.
- e) Each bank shall set up a committee approved by the Board for the purpose, which should draw up a scheme of welfare activities in the Bank. The Scheme should be transparent and well defined.

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- f) There should be a proper administrative set up for administering the Welfare Activities.
 - g) Allotment under various heads of Welfare Schemes should be made by the Apex Level Committee at the beginning of the year.
 - h) Welfare Schemes of any kind should not involve payment of cash to members of staff except by way of merit-based awards, prizes and scholarships.
 - i) Annual review report be submitted before Board of the Bank and a copy of the review along with Board's observations should also be sent to the Government.

(8) GMRA Scheme to cover Staff Housing & Other loans:

Introduction:

Our Bank has been offering housing loans to the staff members under Staff Housing Loan Scheme and also under General Public Scheme. It is our experience that in majority of the cases, the loans are repaid regularly. However, sudden death of the staff member, legal heirs are unable to repay the loans due to the fact that they may not have regular income after the death of their sole bread earner. In many cases, the family members are forced to sell the house constructed/purchased by the staff members to repay the loan raised for the purchase of house for which the entire family had some sentimental value attached to it. Moreover, in such distress sale they may; even realize less value than the prevalent market price. Accordingly a need is experienced to have some sort of insurance coverage to overcome such problems faced by the family of the staff members on their sad demise as the same will offer some respite to the family members in the absence of their sole bread earners.

Current Status:

The L.I.C. of India under corporate agency arrangement with our Bank is offering number of Life Insurance products. The Bank in arrangement with the Life Insurance Corporation of India, proposes to introduce " OBC Jeevan Griha Suraksha Scheme" in respect of housing loan under Staff Housing Loans as well as under General Public Scheme. Under the Scheme single premium is payable covering a decreasing life cover in which the insurance amount is equivalent to approximately the loan outstanding. Scheme is hassle-free low cost group insurance scheme, which envisages for adjustment of the outstanding loan amount by the proceeds of claim received from LIC.

Salient Features of "OBC Jeevan Griha Suraksha Scheme"

Eligibility:

All employees falling within the age group of 18-60 years and who have availed Staff Housing Loan, Supplementary Staff Housing Loan, Enhanced Staff Housing Loan, Enhanced Staff Housing Loan (New), Housing loan under General Public Scheme availed from our bank and have outstanding balance are eligible to be covered under the Scheme.

Option:

The scheme is optional and only employees desirous of joining the Scheme may submit their option.

Contribution Towards Premium:

One time premium for the insurance cover under the scheme shall be allowed by debiting the housing account of the staff to form the cost of the house. However, 10% amount of administrative expenses allowed by the LIC to the Bank will be passed on to the employee concerned by way of reduction in premium, and EMI will be suitably adjusted. For the

purpose of calculation of premium Sum Assured should be rounded off to nearest thousand rupees.

Medical Examination:

Medical Examination of the employees is required as under:

1. Age upto 45 years: No Medical examination upto Rs.10.00 lacs.
2. Age 46 to 50 years: No Medical Examination upto Rs.5.00 lacs.
3. Age 51 years and above: Medical Examination is compulsory for all cases.

Medical examination is compulsory for amount of more than Rs.10.00 lacs, irrespective of age.

Settlement of Claims:

1. In the event of death of the employee, the sum assured, i.e. balance outstanding including interest under Staff Housing Loan as on 31st March of the previous financial year shall be paid by the LIC of India to the Bank. Which in turn, shall either adjust the amount towards the outstanding balance in the Staff Housing Loan accounts of the employees or pay the amount to the Staff Provident Fund Nominee, in case it is decided to permit continuation of the Housing Loan accounts.
2. In case it is decided to permit continuation of the Staff Housing Loan accounts the terms and conditions as stipulated by the bank shall be binding on the Staff Provided Fund Nominee/Legal Heirs. It may be noted that in such cases, the risk cover in respect of the Staff Housing Loans of the deceased employee shall cease.
3. In case, however, a dependent has been appointed in the bank on compassionate grounds and bank has permitted transfer of the Staff Housing Loan accounts of the deceased employee to such dependent and permission is also given to continue the Staff Housing Loan accounts, such dependent employee shall have an option to join the subject scheme on payment of premium.
4. The scheme does not cover disability of the employee due to accident, etc. and as such only death claims will be entertained.

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Benefits Of The Scheme:

No prior medical examination of the employee is necessary for joining the Scheme, where the Sum Assured does not exceed an amount of Rs.10,00,000/- upto the age of 45 years.

Tax benefit is available to the employees for the premium remitted. Death claim proceeds are totally exempted from Income Tax as per prevailing tax rules

General :

1. The LIC of India will issue a Master Policy to the Bank incorporating the terms and conditions under which the benefits are assured.
2. There shall be no maturity value on the sum assured and the premium paid to LIC of India will be non – refundable.
3. In case of co-borrower only the first names of borrower is covered

Producers for Enrollment:

1. Employees interested to join the scheme are advised to send their application – cum – consent form (through the In charge of their present place of posting) to the branch from where they have availed the housing loan which retaining a copy of the application for office record
2. Revised chart of single premium payable under the scheme is enclosed wherein administration charges admissible to the Bank are already reduced from the premium payable by the employee. Please note that insurance premium payable is for full number of years (not in number of months) and insurance cover is for the employee, Ist named person only.
3. It may be clearly noted that the employee will have to give consent for covering all segments of his staff-housing loan (under staff housing loan and under General

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- Public housing loan scheme). In other words, he/she does not have the option to cover only a part of his total staff housing loan liabilities.
- 4.**In case repayment period differs, the employee may send two separate Application – cum – Consent forms under Staff Housing Loan and under General Public housing loan scheme). Premium may accordingly be calculated and debited to respective housing loan accounts.
 - 5.**Upon receiving the application, loan-disbursing branch will calculate the premium payable and debit to loan account (bearing higher interest) of the member employee on the basis of the consent letter and sent the TPO to its Regional Office along with request letter of member employees as per format.
 - 6.**This being insurance charges, no separate documentation is required.
 - 7.**Loan disbursing branch will also calculate the additional EMI on account of premium paid under the scheme and intimate the same to the Branch Incumbent of the present place of posting of the employee (under intimation to Salary Section at respective RO and Estt. Deptt. HO in case of HO employees) for deducting the same from his/her salary.
 - 8.**The Regional Offices are to submit the consolidated amount of premium along with the detail of member employees as per format to the concerned P&GS Office of LIC of India twice on 1st and 16th of every month.
 - 9.**LIC-P&GS offices, upon receiving the premium and details of the member applicants will issue membership acknowledgement certificates, which in turn RO has to send the same to the concerned employees.
 - 10.**In case of premature closure of the loan account by the member employee, either the proportionate premium may be refunded by LIC of India or the member may choose to continue the cover to the original period.
 - 11.**In case of unfortunate death of a member employee, the loan disbursing branch will submit Claim-cum-Discharge Form, through respective RO, to LIC-P&GS Office for adjustment of the outstanding loan as per their schedule.
 - 12.**On receipt of the claim from LIC, Excess amount, if any after adjustment of loan is to be paid to the legal heir of the employee member and shortfall, if any is to be recovered from the legal heir for final adjustment of the loan account.