



UCO BANK
HEAD OFFICE
HUMAN RESOURCE MANAGEMENT DEPARTMENT
3 & 4, DD BLOCK, SECTOR-1, SALT LAKE, KOLKATA – 700064

Cir. No. CHO/PAS/ 01 /2011-12

Date : 16.04.2011

Circular to all Branches/Offices in Indian Union

Sub: Provision of Newspapers for Workman staff – Enhancement of ceiling of reimbursement

We are pleased to advise that the Committee of the Board on HR related issues of the Bank, in its meeting held on 01.03.2011 has approved upward revision monthly reimbursement of cost of newspaper to workmen staff including part-time employees. The existing ceiling as advised vide Head Office Circular No CHO/PAS/05/2010-11 dated 06.08.2010 and the revised ceiling are appended hereunder.

Existing	Revised w.e.f. 01.04.2011
Clerical and Subordinate staff including part-time employees will be reimbursed every month cost of one daily newspaper and one magazine with overall ceiling of Rs. 90/-	Clerical and Subordinate staff including part-time employees will be reimbursed every month cost of one daily newspaper and one magazine with overall ceiling of Rs. 110/-

The aforesaid improvement will take effect from 01.04.2011.

The reimbursement of cost of newspaper will be permitted to workmen staff on the basis of declaration without production of money receipt, as already advised vide Head Office Circular No. CHO/PAS/05/2010-11 dated 06.08.2010.

Branches/offices are advised to take note of the above and act accordingly. A copy of this circular should be displayed on the Notice Board for information of all concerned.

**General Manager
(HRM)**