

CHO/PMG/10/2025-26

Date: 23.07.2025

All Branches/ Offices

Sub: Staff Welfare Scheme- Reimbursement of cost of Health Check-Up for In-service employees

As per the recommendations of the Staff Welfare Committee meeting held on 21.06.2025, the Competent Authority has approved the renewal of Staff Welfare Scheme - Reimbursement of cost of Health Check-Up for the Financial Year 2025-26.

Target Group: All in service employee in the age group of 30 years and above.

Eligibility:

1. Maximum of **Rs 3000/- for self in the age group of 30 years or more and less than 35 years.**
2. Maximum of **Rs.3000/- each for self and their spouse** in the age group of **35 years or more and less than 51 years.**
3. Maximum of **Rs.4000/- for each self and their spouse** in the age group of **51 years or more and less than 60 years.**

Modalities of the Scheme:

1. Eligibility age for reimbursement shall be calculated as on date of application.
2. The payment under this scheme will be done by claiming reimbursement of expenses already incurred.
3. Reimbursement shall be limited to the maximum eligibility mentioned above or the amount actually spent, whichever is lower.
4. Reimbursement should be claimed once in a Financial Year for both self and spouse.
5. Production of relevant original receipts/Bills along with Report is mandatory for reimbursement under the scheme.
6. The claim for self and spouse can be made separately in HRMS under:
Self Service → Staff Welfare Scheme → Health Checkup Expenses Reimbursement
7. Cut-off dates for the Financial Year are as under:

Invoice Date/Bill Date	1 st Apr, 2025 to 27 th Mar, 2026
Last date of submission of application in HRMS	27 th March 2026
Last date of submission of Original Bills to respective Sanctioning Authority	28 th March 2026
Sanctioning in HRMS	30 th March 2026

8. Applications pending in HRMS after the cut-off date for sanctioning by Zonal Office will be deleted centrally to complete the reimbursement by the end of Financial Year i.e. 31st March.
9. The Concerned Zonal Office shall be the Competent Authority for sanction of the expenses under the scheme for employees posted in the Zone. Head Office, Personnel Services Department will be the Competent Authority in case of employees working at Head Office.
10. Payment will be made centrally by Personnel Services Department, Head Office.

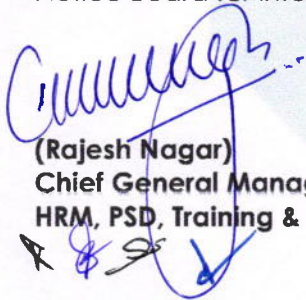
Role of Employee:

- Employee should apply for reimbursement in HRMS as per his/her eligibility criteria on or before last date allowed for such claim.
- Relevant Original Receipts/Bills along with reports should be submitted to Zonal Office/HO-PSD for sanctioning of reimbursement, within the prescribed time limit.

Role of Sanctioning Authority:

- Sanctioning authority should verify the details of application in HRMS with original physical receipts/ bills and report.
- Sanction as per the eligibility criteria and modalities mentioned above, on or before the last date mentioned above for such sanction.

Branches/ Offices are advised to bring the contents of this Circular to the notice of all employees. A copy of this Circular should be prominently displayed on the Bank's Notice Board for information to all concerned.


(Rajesh Nagar)
Chief General Manager
HRM, PSD, Training & OL

