

CHO/PMG/12/2025-26

Date: 23.07.2025

**ALL BRANCHES/OFFICES**

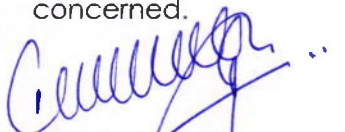
**Sub: Staff Welfare Scheme- Reimbursement for expenses of cleansing material**

We are pleased to inform that the Competent Authority has approved renewal of Staff Welfare Scheme-Reimbursement for expenses of cleansing material and modification of reimbursement amount for all cadres for the FY 2025-26.

The objective of the scheme is to provide reimbursement expenses incurred on buying cleansing material at the employee's residence on a half yearly basis. Details of the scheme are:

<b>Purpose:</b>	To promote habit of cleanliness among the employees.	
<b>Coverage:</b>	All in-service employees.	
<b>Eligible Items:</b>	All materials used for cleaning at the residence of the employee.	
<b>Quantum of assistance:</b>	Cadre	Reimbursement Amount (payable half yearly)
	All Cadres	800/-
<b>Date of effect:</b>	The scheme will be effective from 01.04.2025.	
<b>Reimbursement modalities:</b>	<p>a) Reimbursement of expenses shall be made on the submission of an application on declaration basis in HRMS under <b>Self Service → Staff Welfare Schemes → Cleansing Expenses</b></p> <p>b) Reimbursement shall be limited to eligibility or the amount actually spent, whichever is lower.</p> <p>c) Window for application will be made available for the Bill Period 1<sup>st</sup> April to 30<sup>th</sup> September and 1<sup>st</sup> October to 29<sup>th</sup> March.</p> <p>d) Payment will be done centrally by Head Office, Personnel Services Department.</p>	

Branches/Offices are directed to bring the contents of this Circular to the notice of all **in-service employees**, enabling them to avail this facility. A copy of this Circular should conspicuously be displayed on the Bank's Notice Board for information to all concerned.

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

