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मानव संसाधन विभाग / Human Resources Department
कर्मचारी कल्याण प्रभाग / Staff Welfare Division
प्रधान कार्यालय : मणिपाल / Corporate Office : Manipal Wing

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Notification No.005/2019/0012/SWD

Date: 31.07.2019

NOTIFICATION

FREE EDUCATION BENEFIT SCHEME FOR THE ACADEMIC YEAR 2018 -- 2019

Attention is drawn to Circular No.201-2005-BC-SWD dated 31st October, 2005 wherein the salient features of the Free Education Benefit Scheme had been communicated to the branches. It is decided for continuation of this scheme for the current year also. Employees are requested to note the following points and adhere to the time schedule while submitting the claims.

- All such employees who have superannuated during the period from 1st April of the previous financial year are eligible to be covered under the scheme provided the expenditure is incurred by them while they were in service. For example, an employee who has paid tuition fee of ₹5000/- during May 2018 and superannuated on 31.05.2018 will be eligible for ₹400/- (for two months in service). If he is superannuating any time after 31.03.2019, he will be eligible for full ₹2400/-. Such claims, if any, has to be submitted to the Branch/Office last worked.
- Employees eligible to claim the reimbursement shall submit their claims (Annexure - I) at the branch/office **on or before 25.08.2019**.
- Tuition fees (including computer fees) @ ₹ 200/- per month per child not exceeding ₹ 2,400/- p.a. or cost of books not exceeding ₹ 2,400/- p.a. per child is permitted to be reimbursed. The reimbursement is **restricted to first two children only**. Employees are eligible either to claim tuition fees or cost of books **but not both**.
- Employees are eligible to claim the expenses as above from pre-primary classes (for 2 years) to graduation level for UGC recognized degree courses.
- Claims for reimbursement of tuition fees for Diploma courses after 10th standard **are not eligible** under the scheme.
- Reimbursement as above will be made only if the children of the employees secure promotion to the next higher class.
- All the claims shall be supported by vouchers/bills. In respect of claims for reimbursement of cost of school books, there shall be a certificate from school/college authorities mentioning the books prescribed for the class to which the child is promoted during the relevant academic year.
- Claims for reimbursement of tuition fees/cost of school books for pre-primary class/KG class/nursery shall be accompanied by a certificate from concerned school authorities that they are preparatory classes equivalent to KG Class I and/ or II as the case may be.
- As regards the claims for reimbursement of education expenses of mentally challenged children of our employees, the existing guidelines will continue.

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- As regards the claims for reimbursement of education expenses of children of the deceased employees, the existing guidelines will continue.
- In case both the husband and wife were our staff members and one of them have expired, the surviving spouse can claim the benefit available to him/her under this scheme only. He/she is not eligible to claim the benefit available to the children of the deceased employees.

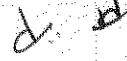
TIME SCHEDULE

1.	Last date for submission of claims by eligible employees to Branches/Offices	25.08.2019
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(R Ponraj Kumar)

उप महा प्रबंधक (मा.स.) / DY. GENERAL MANAGER (HR)



ANNEXURE – I
BILL FOR PAYMENT OF TUITION FEES/COST OF BOOKS
UNDER FREE EDUCATION BENEFIT SCHEME

1	Name of the Employee in full : Employee No.		
2	Office at which he/she is stationed & Designation		
3	Particulars of claim made	1 st Child	2 nd Child
	a) Name of the child		
	b) Date of birth		
	c) Class for which reimbursement is sought		
	d) Date of promotion to the class for which claim is made		
	e) Academic year		
	f) Amount claimed		
	i) Cost of school books		
	ii) Tuition Fees including computer education fees		
	Months for which reimbursement of tuition fees is sought and amount of monthly tuition fees.		
4	Class in which the child is studying now and date of promotion to the present class		
5	Details of reimbursement drawn in last academic year		
	a) Class		
	b) Academic year		
	c) Amount : i) Cost of school books		
	ii) Tuition fees		
6	Total amount claimed now		

I hereby declare: 1. That my spouse Sri/Smt is not employed / employed in as (give particulars) and he/she is /is not claiming the benefit from his/her employer in respect of these children.

That my spouse Sri/Smt. is employed in branch of our Bank and is/is not claiming the benefit from his /her branch/office :

That the child/children mentioned herein is/are amongst my first 2 children.

I confirm that claim for tuition fees in respect of my child/children in pre-primary/KG classes is for not more than 2 years of pre-primary/KG classes in all. I hereby declare that all the particulars given above are true and correct and in the event any of the particulars furnished above found incorrect/ false the bank will be at liberty to recover the reimbursement and also take such other action it may deem fit.

Date:

Encl:

Signature of the Employee

FOR OFFICE USE

Remarks of the forwarding authority (strike off whichever is not applicable).

We have verified the statements/particulars furnished by the employee and found them correct/ incorrect. The employee is eligible/not eligible to claim the reimbursement of tuition fees/cost of school books as per the scheme. Vouchers/Bills/Certificates from school authority are enclosed in support of the claim, as prescribed in the scheme. Following discrepancies are observed in respect of the claim.

Date:

SIGNATURE
 HEAD OF THE DEPARTMENT/DIVISION
 OFFICE SEAL

Passed for payment ₹

(Rupees

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