

## MEDICAL CLINIC

### Objective

As part of staff welfare measure and in commemoration of Bank's Platinum Jubilee Year in 1994, the medical clinics were established at all centers where Zonal/Regional Office was functioning. A minimum space of 400/500 sq ft is made available to these clinics. The working hours of this clinic will be as follows:

Monday to Friday : 3.30 p.m. to 5.00 p.m.

Saturday : 1.00 p.m. to 2.00 p.m.

### General Conditions

Employee who desires to avail the facility will seek prior permission of the Branch Manager/Departmental Head. While giving permission to attend the clinic, Branch Manager/Departmental Head will ensure that the employee's visit to the clinic does not interfere with his normal functions. Further, for visiting the clinic, no conveyance charges or any other allowance will be payable. The medical team will consist of a Cardiologist and General practitioner. The General Practitioner will attend the clinic on all days i.e. 1½ hour from Monday to Friday and 1 hour on Saturday. The Cardiologist will attend the clinic two days in a week for 1½ hour each day.

The remuneration payable to doctors/compounder and also the monthly limit for purchase of medicines will be on the following lines -

	Metropolitan Centers (Rs.)	Other Centers (Rs.)
General Practitioner	8000/-	7500/-
Cardiologist	10000/-	8500/-
Cardiologist who is also working as a General Practitioner	11000/-	9500/-
Compounder	3000/-	2500/-
Checking of Hospitalization Bills by doctors	1000/-	750/-
Monthly limit for purchase of medicines at medical clinic	12000/-	9500/-
Homoeopathy Doctor	6500/-	---

One of the doctors (mostly the general practitioner) will be designated as Chief Medical Consultant who will be responsible for overall administration / supervision of the clinic.

The expenses payable to the Chief Medical Consultant, other doctor, compounder as well as medicines, are debited to "Expenditure Account - Medical Clinic."

The Bank will not reimburse conveyance charges incurred by the medical practitioners. The contract will be for a period of one year and will be renewed,

from time to time. The medical practitioners will not be entitled for any leave during the period of contract. During the absence of a doctor, the Chief Medical Consultant will have to make arrangements for an alternative medical practitioner to be available at the clinic.

The Chief Medical Consultant will appoint a Compounder on his own and the remuneration payable to him will be made out of the lump sum amount to be paid by the Bank.

The Chief Medical Consultant will take care of furniture & fixtures, equipments etc. and will also ensure that the benefit of the clinic is not extended to outsiders. Medicines will be dispensed in the clinic for normal ailments like cough, cold, flu and fever, diseases of the respiratory system etc., minor dressings in case of injuries, abscess, sores etc. The clinic will not provide costly medicines. The clinic will also be equipped with Electro-Cardiogram, Blood Pressure Monitor, and Weighing Scale etc. The Regional/Zonal Heads may also make arrangements to tie-up with reputed Clinical Laboratories/X-Ray Institutes etc. for getting laboratory & pathological tests and X-Rays done and charges may be reimbursed by the Bank. Reference to Clinical Laboratories/X-Ray Institutes will be only on the advice of the Chief Medical Consultant.

The clinic will also be open to all the retired employees of the Bank, Zonal/Regional Offices have entered into tie-up arrangement with clinical laboratories/X-Ray Clinics and the updated details of such laboratories are available with the respective controlling offices.

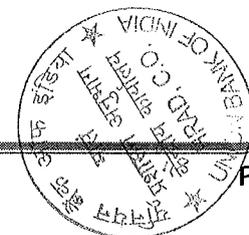
The facility of medical clinic is also open to retired employees. The term retired employees will include those staff members who retire on superannuation, under UBI OSR 1979 and those governed by UBI Employees' Pension Regulation 1995.

**Staff circulars for further reference**

Staff Circular 5901 dated 04.09.2012

Staff Circular 6002 dated 31.07.2013

Staff Circular 6162 dated 16.01.2015



## UNION BANK OF INDIA RETIRED EMPLOYEES' MEDICAL ASSISTANCE SCHEME

### Scheme at a glance

- UBIREMAS Scheme is a Staff Welfare Scheme launched by Staff Welfare Committee for the benefit of retired colleagues.
- Only retired employees of the bank and his/her spouse (not employed beneficially) are covered under this scheme.
- Employees who retired on superannuation will have to apply for membership within 6 months of their retirement.
- Employees who opt for VRS may apply for membership within 6 months after attaining the age of 60 years.
- For enrolment in UBIREMAS, retiree has to apply online in Union Parivar through nominated branch by paying his/her membership fees.
- The membership fees is Rs 5,000/- for Officers, Rs 3,000/- for Clerks and Rs 2,000/- for Sub Staffs.
- Under this scheme both hospitalization and annual health check up are covered.
- Maximum ceiling limit for reimbursement of hospitalization expenses is Rs 1,50,000/- (Rupees one lac fifty thousand only) w.e.f. 01/01/2017.
- The reimbursement of annual health check up fees is restricted to Rs 2,000/- (Rupees Two thousand only). The amount can be claimed maximum in two installments per financial year.
- For reimbursement, retiree has to submit the application to the nominated branch along with all original medical bills/ receipts/certificates in the prescribed format.
- Retired employees who have their personal Medical Insurance, upon exhaustion of their Sum Insured, may claim reimbursement of balance of hospitalization bills under this scheme, by submitting true copies of all related documents.
- The nominated branch will forward the application to the Regional Office under whose jurisdiction it falls, after duly verifying the same. RO HR Administrator will process the claim.

### Objective

In order to extend succor to the retired employees of the Bank, a new Welfare Scheme called Union Bank of India Retired Employees' Medical Assistance Scheme (UBIREMAS) has been introduced.

### Features of the Scheme

The salient features of the Scheme are enumerated here under:

- Retired employees of the Bank and his/her spouse will be eligible for the benefits under the scheme.
- The retired employee will be called "Primary Member" and the spouse will be called "Secondary Member".
- The Primary and Secondary members will together constitute a Family Unit.

- The scheme will cover existing retired employees, their spouses and the spouses of deceased retired employees who apply for membership within 6 months from the date of introduction of the said scheme.
- On the death of the retired employee, the spouse (Secondary Member) will continue to be covered under the scheme for reimbursement of hospitalization expenses.
- The retired employees and their spouses will be covered under the scheme only if they are not gainfully employed. Gainfully employed means those who are in employment and receiving a monthly salary/wages of Rs.3500/- or more.
- Employees who will be retiring from the services of the bank hereafter and their spouses shall also be eligible to become members, provided they apply within 6 months from the date of retirement.

### Membership

The membership will be restricted to the following:

- Those who have retired from the services of the Bank on superannuation and are not gainfully employed.
- Those who have been allowed to retire from the services of the Bank on medical grounds and are not gainfully employed.
- Those who have taken voluntary retirement from the service of the Bank in terms of provisions of "Union Bank of India Officers' Service Regulation 1979", "Union Bank of India Voluntary Retirement Scheme 2000-01" or under any other similar scheme and are not gainfully employed. However, they will be eligible to be covered under the scheme only after completion of 60 years of age.
- Those who have taken voluntary retirement from the service of the bank in terms of provisions of "Union Bank of India Employees' Pension Regulation 1995" after completion of 55 years of age or 30 years of service in the Bank and not gainfully employed. However, they will be eligible to be covered under the scheme only after completion of 60 years of age.
- Those who have ceased to be in the service of the Bank or who will cease to be in the service of the Bank for reasons other than those mentioned above will not be eligible for membership and benefits under the scheme.

### Membership Fees

One-time membership fee will be as follows:

Officers	-	Rs.5000/-
Clerks	-	Rs.3000/-
Sub staff	-	Rs.2000/-
Pre-1986 Retirees	-	Rs.1000/-

Membership will take effect only on receipt of membership fee along with the prescribed application and acceptance thereof by the Managing Committee.

### Benefits:

- Reimbursement of hospitalization expenses will be restricted to 100% of the total expenses incurred in case of Primary member and 75% in case of Secondary Member subject to limits prescribed under the Scheme for Reimbursement of Hospitalization Expenses for Officers/Award Staff now in



force in the Bank or Rs.10000/- per claim, whichever is less in case of minor ailments. In case of major ailments, the same rules will be followed subject to the condition that the reimbursement will be restricted to Rs.150000/- per claim or the limits prescribed under the scheme, whichever is less.

- For the purpose of determining the rate of reimbursement the cadre of the employee (Officer/Award Staff) at the time of superannuation/voluntary retirement etc. will be taken into account.
- The total reimbursement of hospitalization expenses will be permitted up to a maximum of Rs.150000/- (One lakh fifty thousand only) to the Family Unit during the entire currency of membership under the scheme.
- Major / minor ailments will be as defined in the scheme in vogue in Bank for Reimbursement of Hospitalization Expenses applicable to Officers / Award staff, as the case may be and the amount of reimbursement will also be calculated on the same lines.
- Submission of Original bills/receipts/certificates is necessary. However, if the members are holders of any Medi-Claim policy taken by them individually, then they can claim reimbursement under this scheme for the balance amount not settled by the Insurance Company, on the basis of the certificate/sanction letter of the Insurance Company. However, the reimbursement will be as per the rules existing in the Bank for such cases.

### Funds

- An account in the name and style of “Union Bank of India Retired Employees’ Medical Assistance Scheme” is already opened for this purpose. The membership fees collected from the members will be credited to this designated account.
- The Staff Welfare Committee, out of the approved budget for each financial year will allocate separate budget for meeting the claims under the scheme. Such allocations will be made in the yearly budget and will be approved by Staff Welfare Committee.
- Depending on the claims that may be received from Branches/offices, funds will be transferred from the Bank’s Welfare Fund to the designated account under the scheme for meeting the claims.
- The funds or any portion thereof will be invested by the Managing Committee either in deposit with the Bank or in such securities approved under the Income Tax Act 1961.
- The Managing Committee will administer the funds.
- The earnings on investments will be subject to tax or statutory provisions as may be applicable from time to time.
- Surplus amount available in the designated account will also be reinvested either in Bank deposits or in approved securities as stated above.

### Administration of the Scheme

The Managing Committee will administer the scheme with the following members:

- ❖ Managing Director & Chief Executive Officer / Executive Director.
- ❖ General Manager (HR).
- ❖ An Executive at Central Office to be nominated by the Managing Director & Chief Executive Officer and / or Executive Director.

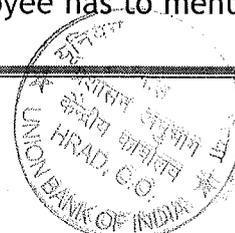
- ❖ A representative from the recognized majority Officer's Association.
  - ❖ A representative from the recognized majority Employees' Union.
  - ❖ Deputy General Manager / Assistant General Manager (HR) will be the Member Secretary.
- The Managing Committee will authorize any two or more of its members to operate/administer the bank account, investments of corpus money and carry out the day-to-day administration.
  - The Managing Committee will meet at least once in each quarter or more frequently, if required.
  - The Managing Committee will formulate the detailed procedure to be followed for the day-to-day administration of the scheme including membership and other forms and control records etc.
  - The surplus money available in the designated account will be invested in the Bank deposits, Govt. securities, Public Sector Bonds etc. as is permissible under the law in the name of "Union Bank of India Retired Employees' Medical Assistance Scheme".
  - The income generated out of investment or corpus of the fund will also be credited to this designated account and will be utilized for settlement of claims.
  - A Chartered Accountant, approved by the Managing Committee, will audit the accounts of the fund/scheme every year, cost of which will be borne by the Bank.

### Operational guidelines

#### Application for membership:

Retired employees who wish to become member of the scheme have to apply online through Union Parivar. They have to visit nearest branch/Office for the same. The membership screen will be available for retired employees, like holiday home application is available. Accountant/Branch Manager who is having the HR rights can also apply on behalf of the retired employee (Employee self service-REMAs membership application). When the retired employee applies directly, after logging in; all the relevant details will be automatically displayed. If any change in address/spouse details is required to be made, he/she can do so. If the Accountant/Branch Manager is applying, they have to key in the 'Employee Number. Then all the relevant details pertaining to the employee will be displayed.

Kindly note that spouse having income of Rs.3500/- pm or above from any source will not be eligible-for secondary membership. A staff member who applies on behalf of retired staff has to get confirmation from the retired staff and then fill up the information in relevant column. Staff members retiring on superannuation will have to apply within six months of retirement date. Those who are retiring on VRS, have to apply within 6 months after attaining the age of 60. System will not allow application after 6 months of retirement/attaining the age of 60. Membership fee has to be first remitted/deposited to the account No.378902050000188 maintained at MMO Branch. Employee has to mention his/her



name & Employee ID in the "Remarks" field while entering 'the transaction in Finacle. Tran-ID and date have to be noted down and to be mentioned in the application as proof of remittance. Once all details are filled-in, the employee has to click on the 'save' & 'submit' button. The employee has to take a printout of the page, sign it, and paste a joint/single photograph on the right side of the application and handover to the Branch/Office who in turn shall forward it to their respective RO. A duplicate copy of the same with photograph will be retained at the nominated branch.

The application will now be available in the work list of the RO HR administrator who would verify the personal payment details and recommend the same by clicking the 'recommended' button. RO HR admin shall file the hard copy of the application for records. The application will now be available at officer-in-charge, Central Office for approval. On approval, the membership number will be automatically assigned and a 'work list item' will appear in the ID of -the RO administrator who had recommended the application. On clicking the work list, the application will be displayed with membership number. RO HR administrator has to print the same and dispatch the same to the retired employee for his/her future reference. With the membership number, employee can apply for reimbursement subsequently. Details of existing members along with membership number are already updated in Union Parivar.

**Application for reimbursement of hospitalization expenses:**

The applicant shall submit the application for reimbursement to the Nominated Branch along with all the original bills/receipts/certificates in the prescribed format. Nominated branch will forward the application to the Regional office under whose jurisdiction it falls, after duly verifying the same. The papers will be submitted to the Bank's Medical officer for scrutiny, by RO HR admin. RO HR administrator shall enter the total amount of reimbursement already availed by the applicant through Workforce administration > Staff welfare > Health scheme > REMAS claim Register. This is a onetime job for each member but had to be carefully filled-in as it will be the base data for calculation of total reimbursement in future. If the employee applies for the first time / had not availed any reimbursement till date, 0.00 (zero amount) is to be filled in. Similarly, the HR admin has to verify the account number of the retired employee in the claim application. If it is not proper, HR admin has to enter the correct 15 digit account number. Then 'OK' button is to be clicked. After updating the register as above, RO HR administrator shall process the claim through Workforce administration > Staff welfare > Health scheme > REMAS > Reimbursement for hospitalization. If the register is not updated, system will not allow entry of claim details. Amount already reimbursed to the retiree, will be displayed on the right top of the next screen. After filling in the details, RO HR admin has to click on 'submit' button. System will not allow submission if the total amount claimed is more than the ceiling i.e. Rs.1.50 lakh. Now the application will be available in the work list of Regional Head who is the competent authority for sanction. Once sanctioned, the amount shall be **directly credited to retired employee's account by auto credit process.** There is no need for sending POB claim to Central Office.

Total amount reimbursed to the member will be automatically updated in the system on sanction. The application will then be in the ID of CO officer-in-charge who will validate the same.

Note : Reimbursement under UBIREMAS to Award staff @ applicable for Officers Scale-I to III.

**Application for reimbursement of annual check-up fees:**

The application will be submitted through nominated branch as per existing practice. Branch will forward it to RO. RO HR administrator will process the claim through Workforce administration > Staff welfare > Health scheme > REMAS annual health checkup. In case of existing members, amount already reimbursed during the current financial year has to be updated in Union Parivar Register by the HR administrator of RO, as is being done for hospitalization reimbursement. The reimbursement is restricted to Rs.2000/-per year w.e.f (01/04/2015). The amount can be claimed maximum in two installments per financial year.

**Guidelines for settlement of hospitalization bills under UBIREMAS**

This is regarding processing of bills under UBIREMAS for those retired employees who have opted for IBA Medical Insurance policy as per 10th BPS/Joint Note dated 25.05.2015. In other words, processing of medical bills in respect of retired employees who have membership under IBA Medical Insurance Scheme and also UBIREMAS.

It is to be noted that:

- Processing of hospitalization bills under UBIREMAS scheme to be done as per ceilings defined under various heads in the 9th Bipartite/Joint Note dated 27.04.2010.
- Admissible expenses (ailments and ceiling), as per 9th Bipartite/Joint Note, can be claimed under UBIREMAS. However, non admissible expenses should not be considered.

**To further clarify, a hypothetical case is given below:**

A Retired employee has undergone a surgery towards which an expenditure of Rs.70000/- has been incurred. The claim was first submitted to Insurance Company for reimbursement where an amount of Rs.30000/- has been settled. Retired employee has membership under UBIREMAS and he/she claims the rest amount of Rs.40000/-, i.e. amount not settled by Insurance Company, under UBIREMAS, then the eligibility under UBIREMAS is to be calculated as per the following table:

S no	Particulars	Amount in Rs.
A	Total amount incurred in Surgery	70000.00
B	Total eligibility under UBIREMAS considering this to be a fresh claim	40000.00
C	Total amount settled by TPA/ Insurance Company	30000.00
D	Total amount that can be sanctioned under UBIREMAS (B-C)	10000.00



**Staff circulars for further reference:**

- Staff Circular 4901 dated 04.10.2002
- Staff Circular 5601 dated 30.07.2009
- Staff Circular 5913 dated 11.10.2012
- Staff Circular 6006 dated 14.08.2013
- Staff Circular 6021 dated 10.10.2013
- Staff Circular 6163 dated 16.01.2015
- Staff Circular 6521 dated 31.12.2016
- Staff Circular 6889 dated 10.12.2018



## Ex-Gratia to pre-1986 employees

### Objective

The scheme provide for Ex-Gratia to the employees retired prior to 01.01.1986 and were surviving as on 01.11.1997.

### Features of the Scheme

- Ex-Gratia to retired employees, who have retired prior to 01.01.1986 and were surviving as on 01.11.1997, being paid from 01.11.1997.
- Employee should have worked for 20 years.
- Amount Rs. 300/- + DA.
- Ex-Gratia allowed to surviving widows vide Ministry of Finance letter dated 13/9/2006.
- Ex-gratia to widows was being paid@ Rs. 1000/- (one consolidated amount without any DA) from the rate they preferred the claim.
- Apart from the above ex-gratia w.e.f. January 2013 additional amount of ex-gratia per month paid as under.

Age	Amount (Rs.)
Upto 75 years	2000
76-80 Years	3000
81-85 Years	4000
Above 85 Years	5000
Age not ascertained	2000

- Based on IBA letter dated 6/1/2014 the ex-gratia has been revised per month from 17/12/2013 as under:
  - Surviving pre-1986 retirees : Rs. 350 + DA
  - Surviving Spouses : Rs. 175 + DA

### Staff circulars for further reference

Staff Circular 5944 dated 19/1/2013



## Bank's Holiday Homes

### Guidelines for allotment of Bank's Holiday Homes

- Bank's Holiday Home will be available for the use of employees of the Bank and their families only.
- Application for reservation should be made on line through UNION PARIVAR.
- The period of allotment/stay will not exceed four days. However, during the peak season the ceiling on the period of stay will be decided by the concerned Regional Office/Central Office, depending upon the demand position.
- Allotment letter will be issued online by the concerned Regional Office/Central Office specifically stating the period of allotment through UNION PARIVAR to the concerned employee sufficiently in advance to enable him to make other necessary arrangements. The employee concerned will carry with him the allotment letter and produce it before the caretaker. The employee may produce the Identity Card to him by the Bank, if necessary.
- Cancellations can be made through UNION PAIVAR. Any cancellation request made to be eligible for refund must be well in advance, at least 15 days prior to occupancy.
- The employee during the course of stay in the holiday home will be liable to pay for any damage to any item of property of the holiday home arising out of acts attributable to the employee.
- A nominal compensation will be recovered from staff members to be communicated from time to time through circulars and available in UNION PARIVAR.
- The occupants should maintain full decorum throughout their period of stay in the Holiday Home. Occupants staying in the Bank's Holiday Homes will do so, at their own risk and the Management does not take any responsibility for any events whatsoever during the course of such stay.
- Retired employees including those who have opted VRS under special scheme 2001 (SC 6162 dated 16/01/2015) will be eligible to avail the Holiday Home facility during March - April and September every year. Further, they can book the Holiday Homes one month in advance of their intended stay.
- All additions/deletions/modifications in status of Holiday Homes will be intimated through Staff Circulars from time to time.

### List of Holiday Homes

The list of Holiday Homes presently available to members of staff & their families are appended below.

#### Holiday Homes of Union Bank of India:

Sr. No.	Location	Address	Contact No.
1	Tithal	Tithal Road, Village Tithal, Near Sai Baba Temple, Dist Valsad- 396001	997889-0229
2	Tirupathi	Renigunta Road , Ramanujacircle, Tirupathi, Andhra Pradesh	0877 2237770-76

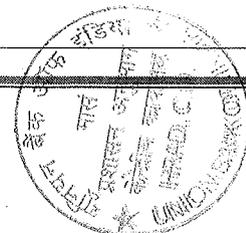
Sr. No.	Location	Address	Contact No.
3	Shirdi	Hotel Mandai Palace, J.T Shelke Patil Marg, Shirdi, District - Ahmednagar,	02423-255891, 255891
4	Puri	Shakuntala Beach Resorts (P) Ltd, Sea Beach Puri	06752 221347/230823
5	Ooty	Hotel Silver Oak, 183/B/11, Ettines Road, Ootacamund	0423-2447148/2451747
6	Mussorie	Devonshire Estate, Landour, Mussorie	0135 - 632895
7	Munnar	Cottage No 274 Bldg 283, Chinnakanal, Udubanchela Tulak	04868/249318
8	Mathern1	Best Eastern Hotels Limited Unit-Usha Ascot, Plot No85, M.G.Road, Opp. Municipality, P.O. Matheran, District Raigad, Maharashtra	Nearest Branch: Matheran 02148-230282 02148-230360 ,230522 Fax -230213 Email:Booking@Ushaascot.Com
9	Manali	Room No 301 To 304, Naggar Road,Manali	01902-252254/222955
10	Khandala	Plot No 24, N .J. Park, Next to Lokhandwala Complex, Village Kune	Mob No. (Care Taker) 08308001536
11	Katra1	Imperail Hotel (A Unit Of - One Guest House), Railway Road, Katra	09596237777, 09596257777
12	Haridwar	Bhimgoda- Road, Har-Ki-Pauri, Haridwar	01334)265553, 265554
13	Guruvayoor	Perumbilavli Road, North Nada, Guruvayoor, Dist. Trichur	0487-2552558, 09497254432
14	Goa (S)	Colva Beach, Opp: Goa Tourist Bungalows, Goa	2788047/048
15	Goa (N)	Silver Berryinn Guest House, Plot No.18 Caculo's A Scheme -Miramar, Panaji - Goa	0832-2465426
16	Bangalore	Flat No A - 3/ 507, Cauvery Block National Games Village, Koramangala	080-25715180
17	Amritsar	Queens Road, Amritsar, Fax:- 0183-5058614, Phone:- 0183-5098614	0183-2565157,2220886
18	Alibag	Rewas Road, Chondi, Khim, Alibag	02141 232801-803

**Holiday Homes of erstwhile Andhra Bank:**

Sr. No.	Location	Address	Contact No.
1	Tirupati	Hotel Kalyan Residency 177, TP Area, Tirupati-517501	0877-2259780
2	Tirumala	Sarvamangala Mahamandapam Sri Kanchi Kamakoto Peetham, Ring Road, Tirumala-517504	0877- 2277370
3	Chennai	Hotel Shri Devi Park Pvt. Ltd No.1 Hanumantha Road, North usman Road, T-Nagar Chennai-17.	044-28157077, 28157177
4	Bangalore	Hotel Maurya, #22/4, race Course Road, Near Anandh rao circle, Bengaluru-560009	080 22254111/116, 7090758427/25
5	Ooty	Tulips Elkhill Resorts (Beside Sterling Resorts) Ramakrishnapuram, OOTY-643001	0423-2455555, 2448080
6	Varanasi	Hotel OK International, D-47/188A, Rampura, Luxa Road, Varanasi-221001(U.P)	+91(542)2452591,2,3,4
7	Shirdi	Bhagalaxmi Hotels Pvt Ltd. Bhagalaxmi Road, Opp to Andhra Bank, Near Sai Baba Temple, Gate No-01, Talrahata, SHIRDI MAHARASHTRA-423109.	9096484870, 9730308900
8	Haridwar	Hotel Ganges Rivera, Delhi By Pass Road, Near Viswakarmka Ghat, PO Kankhal, Haridwar-249407	01334-240940, 9358189263
9	New Delhi	Hotel Sarthak Palace, 14A/34, W.E.A. Channa Market, Karol Bagh New Delhi-110005	011-25733344/55, 9810972946
10	Bhubaneswar	Hotel Pantha Nivas at Lewis Road Bhubaneswar, Khurda Dist, Odisha-751014	0674-2432515, 2432314

**Holiday Homes of erstwhile Corporation Bank:**

Sr. No.	Location	Address	Contact No.
1	Hyderabad	Hotel Quality Inn Residency Public Garden Road (Opp. Hyderabad Railway Station), Hyderabad 500001	040-30616161 9000111365



Sr. No.	Location	Address	Contact No.
2	Bangalore	Hotel Sovereign Grand No.19 & 20, 3rd Main, Gandhinagar, Bangalore-560009	080 - 22348880 - 85 974/201-3338
3	Chennai	Hotel M/S Udipi Home, Udupi Junction, 34, Police Commisioner Office Road, Egmore, Chennai-600008	044-64546555, 52147555
4	Kochi (Ernakulam)	M/S Hotel Presidency, Paramara Road, Ernakulam Town, Kochi -682018	91-484-2394300, 2394040
5	Kolkata	M/S Hotel Pan Asia Continental, 41/1f, Sarat Bose Road, Kolkata-700020	033 - 66122001-99/ 24851528/ 64570670
6	Delhi	M/S. Hotel Citi International Dlx. 8/22, W.E.A. (Left To Metro Pillar No.88), Karol Bagh, New Delhi 110 005	011-43700000 991/023-4320
7	Goa	M/S Angels Resort, Chogm Road, Alto De Porvorim, Bardez, Goa-403521	0832-2412403 Or 0832-2414784
8	Mysore	Hotel Siddharta, Guest House Road, Nazarbad, Mysore-570 010	08212522888
9	Shimla	Hotel Gulmarg Regency, Near The Mall, Shimla	0177 - 2653168/26555454 941/809-2252
10	Tirupati	Plr Grand By Tommaso Hotels Adjacent To Apsrtc Bus Stand Tirupati-517501	0877-2257115 779/999-1401

**Important Note:** Operational guidelines of the Scheme will be informed in due course.

**Staff circulars for further reference**

Staff Circular 6432 dated 23.08.2016

Staff Circular 6517 dated 31.12.2016

