

HO/BR/117/13

28-01-2025

**CIRCULAR TO ALL BRANCHES/OFFICES IN INDIA****ISSUED BY HRM Dept.**  
**HEAD OFFICE, BARODA**

Madam/ Dear Sir

**Re: Introduction of new schemes and Revision in existing schemes under Staff Welfare Fund.**

You are aware that the staff welfare fund is set up to promote welfare initiatives for employees & their family members with the objective to enhance their overall wellbeing. The various welfare schemes maintained under Staff Welfare Fund is detailed in Master Circular No. HO:BR:109:182 dated 09.10.2017.

We are pleased to share that revision of the existing schemes has been done, with introduction of two -02- new schemes, the details of which are given below:

**A REVISION IN THE FOLLOWING EXISTING SCHEMES:**

1. Providing special assistance to the employees having physically/mentally handicapped children/spastic children – **Annexure A**
2. Providing financial assistance for purchase of Artificial Limbs to physically handicapped staff members and/or their handicapped dependent children/spouse – **Annexure B**
3. Providing financial assistance for purchase of Hearing Aid to physically handicapped staff members and/or their handicapped dependent children/spouse – **Annexure C**
4. Providing incentive to employees for promoting Small Family Norms – **Annexure D**

**B INTRODUCTION OF NEW SCHEMES:**

1. Providing Nutrition Allowance to expecting permanent women employees – **Annexure E**
2. Providing assistance for vaccination to employees – **Annexure F**

Detailed information of the new schemes, including eligibility along with procedure to claim the eligible amount and revision/modifications in the existing schemes are provided in the annexures attached to this circular.

The above -02- new schemes and revision in the existing schemes shall come into effect from 23-01-2025. Apart from the above revision, the schemes running under the Staff Welfare Fund as detailed in the above referred Master Circular remain unchanged.

Please bring the contents of this circular to the notice of all employees of your Branch/Office.

Yours faithfully,

**Shailendra Singh**  
**Chief General Manager**  
**(HRM & Marketing)**

Encl. as above

**ANNEXURE - A**  
**SCHEME FOR PROVIDING SPECIAL ASSISTANCE TO THE EMPLOYEES HAVING**  
**PHYSICALLY/MENTALLY HANDICAPPED CHILDREN/SPASTIC CHILDREN**

At present, the scheme facilitates reimbursement of expenses incurred on the special education and therapy to the physically/mentally handicapped children/spastic children of our full-time confirmed permanent employees, with no fixed upper limit on the amount being reimbursed.

To rationalize and equate the expenses, the following modification in the scheme is approved by the Competent Authority:

Maximum Amount	₹ 35,000/- per quarter per child i.e. ₹ 1,40,000/- per year per child
Payment Mode	The expenses incurred on education / training / correctional therapy at the special school / college / institute / authorities should be made exclusively through online modes.

The other terms and conditions of the scheme shall remain unchanged.

The revision shall be effective from 23.01.2025 i.e. Q4 of FY 2024-25 onwards.

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**ANNEXURE - B**  
**SCHEME FOR PROVIDING FINANCIAL ASSISTANCE FOR PURCHASE OF**  
**ARTIFICIAL LIMBS TO STAFF MEMBERS/SPOUSE/DEPENDENT CHILDREN**

At present, the scheme facilitates purchase of artificial limb by physically handicapped staff members and/or their family members by extending financial assistance to defray a part of expenses incurred by them towards purchase of artificial limb.

It has now been decided to revise the quantum of financial assistance ceiling from ₹40,000 to ₹50,000, maintaining the same periodicity of once in -5- years.

<b>ELIGIBILITY</b>	<b>FOR ARTIFICIAL LIMB:</b> Staff Members/Spouse/Dependent Children
<b>MAXIMUM AMOUNT*</b>	₹ 50,000/- for providing Artificial Limbs
<b>PERIODICITY</b>	Once in -5- years

The other terms and conditions of the scheme shall remain unchanged.

The revision shall be effective from 23.01.2025.

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**ANNEXURE - C**  
**SCHEME FOR PROVIDING FINANCIAL ASSISTANCE FOR PURCHASE OF**  
**HEARING AID TO PHYSICALLY HANDICAPPED STAFF**  
**MEMBERS/SPOUSE/DEPENDENT CHILDREN**

At present, the scheme facilitates purchase of hearing aid by staff members and/or their family members by extending financial assistance to defray a part of expenses incurred by them towards purchase of hearing aid.

It has now been decided to revise the quantum of financial assistance ceiling from ₹40,000 to ₹50,000, maintaining the same periodicity of once in-5- years.

<b>ELIGIBILITY</b>	<b>FOR HEARING AID:</b> Staff Members/Spouse/Dependent Children
<b>MAXIMUM AMOUNT*</b>	₹ 50,000/- for providing Hearing Aid Apparatus
<b>PERIODICITY</b>	Once in -5- years

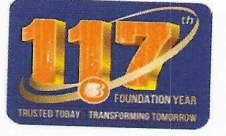
The other terms and conditions of the scheme shall remain unchanged.

The revision shall be effective from 23.01.2025.

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**ANNEXURE - D**  
**SCHEME FOR PROVIDING INCENTIVE TO EMPLOYEES FOR PROMOTING SMALL FAMILY NORMS**

At present, the scheme facilitates extension of incentive of ₹ 1500/- for promoting small family norms over and above the incentive of ₹ 500/- being given by the Government.

It has now been decided to revise the quantum of incentive ceiling from ₹ 1500/- to maximum amount of ₹ 2500/-

The other terms and conditions of the scheme shall remain unchanged.

The revision shall be effective from 23.01.2025.

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मानव संसाधन प्रशासन विभाग, प्रधान कार्यालय, छठा तल, "बड़ौदा भवन", अलकापुरी, बड़ौ (भारत) 390007-  
Human Resources Management Department, Head Office, 6<sup>th</sup> Floor, "Baroda Bhavan", Alkapuri, Baroda-390007 (India)

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**ANNEXURE-E**  
**SCHEME TO PROVIDE NUTRITION ALLOWANCE TO EXPECTING PERMANENT WOMEN EMPLOYEES**

Recognizing the critical importance of nutrition during pregnancy period for both mother and child, a new scheme has been introduced, aimed at providing financial assistance towards nutritional supplements to permanent women employees who are under family way/pregnant.

This initiative is designed to help cover the cost of essential supplements prescribed by healthcare professionals. The scheme encourages the women employees to have access to the necessary nutrients during this crucial period, promoting their overall well-being and contributing to a healthier workforce.

**ELIGIBILITY & LIMIT**

1. Those permanent women employees of the Bank who are under family way/pregnant are eligible under the scheme.
2. The Nutrition Allowance shall be available for -02- distinct pregnancy period during employee's entire career.
3. A maximum allowance of ₹5,000/- shall be sanctioned per pregnancy period.

**PROCEDURE**

1. Eligible employees should submit their application for Nutrition Allowance in HR Connect, the path for which is mentioned below:
  - Employee Self Service → Staff Welfare Scheme → Add a New Value → Select Scheme ID (Nutrition Allowance to Expecting Permanent Women Employees).
2. The application should be accompanied by a medical report/certificate confirming the pregnancy, duly signed (with seal) by a registered medical practitioner and should be submitted in HR Connect before Expected Delivery Date (EDD), to be eligible under the scheme.

Once the application is submitted by the applicant in HR Connect, Unit HR shall invariably verify the Expected Delivery Date (EDD) from the medical report/certificate uploaded confirming the pregnancy and shall approve or reject the same accordingly. Upon approval of the application in HR Connect by the Unit HR, the amount will be credited directly to the employee's account.

The scheme shall be effective from 23.01.2025.

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**ANNEXURE-F**  
**SCHEME FOR PROVIDING ASSISTANCE FOR VACCINATION TO EMPLOYEES**

As we all are aware that prevention is better than cure. Aligned with this vision and as part of our commitment to employees health and wellness, the bank has rolled out new scheme to provide financial assistance for vaccination to employees.

The aim of this scheme is to provide financial assistance of ₹500 to support permanent employees in getting vaccinated. This initiative is designed to encourage all staff members to prioritize their health by taking required vaccination as and when required.

**ELIGIBILITY & LIMIT**

1. All permanent employees of the Bank are covered under the scheme.
2. The maximum reimbursement amount is ₹ 500/-, or the actual cost of the vaccine, whichever is lower.
3. Claims can be made once per financial year.
4. Employees can claim reimbursement towards the cost of any essential vaccinations:
  - **Influenza (Flu) Vaccine** – For protection against seasonal flu.
  - **Tetanus, Diphtheria, and Pertussis (Tdap) Booster** –For protection against tetanus, diphtheria, and whooping cough.
  - **Pneumococcal Vaccine** - For protection against pneumonia, bloodstream infections, and meningitis.
  - **Shingles (Herpes Zoster) Vaccine** – For protection against shingles and its complications.
  - **Hepatitis A and B Vaccines** – For individuals at higher risk of exposure or with chronic liver disease.
  - **Human Papillomavirus (HPV) Vaccine** – For protection against HPV-related cancers and diseases.
  - **Measles, Mumps, and Rubella (MMR) Vaccine** – Booster doses as recommended.
  - **Meningococcal Vaccine** – Recommended for adults at risk, such as travellers to certain regions.
  - **COVID-19 Vaccine** – Including booster doses as per health guidelines.
  - **Any other vaccine** duly recommended by a doctor.

**PROCEDURE**

1. Eligible employees should submit their application for assistance for vaccination in HR Connect, the path for which is mentioned below:
  - Employee Self Service → Staff Welfare Scheme → Add a New Value → Select Scheme ID (Assistance for Vaccination To Employees).
2. The application should be accompanied with necessary supporting documents such as Proof of vaccination certificate and bills etc.
3. Reimbursement to be lodged within 90 days from the date of vaccination. No application will be entertained after 90 days for reimbursement.

Once the application is submitted by the applicant in HR Connect, Unit HR shall verify the authenticity of the documents uploaded and will approve or reject them accordingly. Upon approval of the application in HR Connect by the Unit-HR, the amount will be credited directly to the employee's account.

The scheme shall be effective from 23.01.2025.

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