	बैंक ऑफ़ इंडिया प्रधान कार्यालय	मानव संसाधन विभाग औद्योगिक संबंध प्रभाग
शाखा परिपत्र सं. : 117/ 89		विषय : मानव संसाधन / 2023-24/
उप-विषय: सामान्य		
संदर्भ: एचओ:एचआर:आईआर:एपी:08		दिनांक : 07.07.2023

समस्त शाखाओं/कार्यालयों के लिए परिपत्र

सेवानिवृत्त हो रहे कर्मचारियों के लिए बैंक ऑफ़ इंडिया विदाई (फेरवेल) योजना - आशोधन के साथ समीक्षा

हमारे बैंक में सेवानिवृत्त हो रहे कर्मचारियों के लिए वर्ष 2003 से एक सुनियोजित विदाई (फेरवेल) योजना परिचालन में है। योजना के अनुरूप, बैंक के सभी स्टाफ, चाहे वे किसी भी संवर्ग के हों, और पूर्णकालिक निदेशकों एवं सीवीओ को, उनकी अधिवार्षिता/स्वैच्छिक सेवानिवृत्ति पर शाखा/कार्यालय/विभाग स्तर पर एक समारोह आयोजित कर सम्मानित किया जाता है। वर्ष 2006 में इस योजना की बोर्ड द्वारा समीक्षा की गई थी और तत्पश्चात दिनांक 28.01.2022 को आयोजित बोर्ड की बैठक में कुछ आशोधनों/संवर्धनों के साथ इस योजना की समीक्षा की गई थी। संशोधित योजना को शाखा परिपत्र सं. 115/289 दिनांक 22.02.2022 द्वारा परिचालित किया गया था।

2. हम सहर्ष सूचित करते हैं कि दिनांक 30.05.2023 को आयोजित बोर्ड की बैठक में इस योजना की बोर्ड द्वारा समीक्षा की गई थी और बैंक की ईएसजी नीति के तहत हरित पहल के एक भाग के रूप में निम्नलिखित आशोधन किए गए हैं:-

i) स्टाफ जिस कार्यालय/विभाग/शाखा से सेवानिवृत्त हो रहा हो, वहाँ विदाई समारोह के आयोजन के दौरान **वायु शुद्ध करने वाले पौधे/ऑक्सीजन प्लांट** आदि की व्यवस्था पर रु.1000/- तक की राशि की अनुमति दी जा सकती है।

ii) वायु शुद्ध करने वाले पौधों/ऑक्सीजन प्लांट/चाय-पान की व्यवस्था पर किए गए व्यय का वहन बैंक द्वारा बैंक के लाभ-हानि खाते को नामे कर, किया जाना चाहिए।

3. उपर्युक्त आशोधनों को शामिल करते हुए विदाई (फेरवेल) योजना की मुख्य विशेषताओं को इस शाखा परिपत्र के अनुलग्नक-ए के रूप में संलग्न किया गया है। आशोधनों सहित कथित योजना बोर्ड के अनुमोदन की तारीख, अर्थात 30.05.2023 से लागू होगी।

4 कृपया इस परिपत्र की विषयवस्तु को अपने अधिकार क्षेत्र के अधीन शाखाओं/कार्यालयों में कार्यरत सभी स्टाफ सदस्यों के संज्ञान में लाएं।

बैंक ऑफ इंडिया BANK OF INDIA Mumbai O L. DEPT H.O. राजभाषा विभाग म. का.

शंपा विश्वास

(शंपा विश्वास)
मुख्य महाप्रबंधक (एचआर)

	Bank of India ***Head Office***	**Human Resources Department,** ***Industrial Relations Division.***
Branch Circular No. : **117/89**		Sub: **Human Resources / 2023-24**
Sub-subject : **General**		
Ref : **HO:HR:IR:AP:08**		Date : **07.07.2023**

CIRCULAR TO ALL BRANCHES / OFFICES

Bank of India Farewell Scheme for the Retiring Employees - Review with modification

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A structured Farewell Scheme for the retiring employees is in operation since 2003 in our Bank. In accordance with the Scheme, all staff employees of the Bank, irrespective of their cadre as well as the Whole-Time Directors and CVO, on their superannuation/ voluntary retirement, are felicitated by organising a function at Branch/ Office/ Department level. The said Scheme was reviewed by the Board in the year 2006 and further reviewed in its meeting held on 28.01.2022 with certain modifications/ enhancements. The revised Scheme was circulated vide Branch Circular No.115/289 dated 22.02.2022.

2. We are pleased to convey that recently the scheme has been reviewed by the Board, in its meeting held on 30.05.2023, with the following modifications as a part of green initiative under ESG Policy of the Bank:-

i) An amount upto Rs.1000/- may be permitted to be spent for arranging **air purifying plant(s)/ oxygen plant(s)** etc. during the farewell function in the Office/ Department/Branch from where the staff is retiring.

ii) Cost of arranging **air purifying plant(s)/ oxygen plant(s)** / Refreshments should be borne by the Bank by debiting Bank's Profit & Loss Account.

3. The salient features of the Farewell Scheme incorporating the above modifications is enclosed as **Annexure – A** to this Branch Circular. The said Scheme with modifications shall be applicable from the date of Board approval i.e.30.05.2023.

4. Please bring contents of this Circular to the notice of all staff members working in the Branches / Offices under your jurisdiction.

बैंक ऑफ इंडिया BANK OF INDIA औद्योगिक संबंध IND. RELTN. DIVN. H.O. बांद्रा कुर्ला संकुल B. K. COMPLEX

(Shampa Biswas)
General Manager – HR

Annexure - I

Bank of India Farewell Scheme for the Retiring Employees

1. OBJECTIVE

Employees retiring on superannuation or voluntary retirement deserve special recognition for their dedication and devotion to the Bank. Such special recognition would go a long way in building 'Brand Ambassadors' in our more than 40,000 retiree workforce.

Recognition in the form of Memento serves as an ongoing reminder to the retiring employee of the Bank's appreciation towards their hard work and dedication.

2. ELIGIBILITY

2.1 All Whole Time Directors (WTDs) and Chief Vigilance Officer (CVO) upon their repatriation/ elevation to higher post/ superannuation.

2.2 All permanent employees of the Bank, irrespective of Scale / Cadre, retiring on superannuation or voluntary retirement and not by way of penalty/ punishment/ resignation;

2.3 There would not be any criteria for minimum number of years of service;

2.4 Officers joining the Bank's service at senior level are also eligible for the Memento on their superannuation, provided their retirement is not by way of penalty or punishment;

2.5 Award Staff joining the Bank's service on compassionate grounds are also eligible for the Memento on their superannuation, provided their retirement is not by way of penalty or punishment;

2.6 An employee who has resigned from the Bank's service would not be eligible for the Memento.

2.7 Contractual staff shall not be covered under this scheme.

3. SCHEME

3.1 To felicitate the retiring employee, a small function should be organized by the concerned Office / Department / Branch on the day the retiree is being relieved from the Bank's service, after business hours.

3.2 If the employee so desires, his / her spouse / family members should also be invited for the said function.

3.3 Head of the Office / Department / Branch should grace the occasion.

3.4 An amount upto Rs. 100/- per staff member may be allowed to be spent for arranging tea/ coffee/ snacks during the farewell function in the Office/ Department/ Branch from where the staff is retiring.

3.5 An amount upto Rs. 1000/- may be permitted to be spent for arranging air purifying plant(s)/ oxygen plant(s) etc. during the farewell function in the Office/ Department/ Branch from where the staff is retiring.

Classification: Internal

3.6 Cost of arranging air purifying plant(s)/ oxygen plant(s) / Refreshments etc. should be borne by the Bank by debiting Bank's Profit & Loss Account.

3.6 Memento in the form of Silver Plaque / Plate, customized with Bank's name and logo embossed on it, is to be presented to the retiring employee, in recognition of his / her dedicated and loyal years of service to the Bank.

3.7 The weight of the Memento should not be more than 200 grams irrespective of the cost of the Silver Plaque / Plate and name of the retiring staff should preferably be engraved on the Plaque/ Plate.

3.8 'Service Certificate' duly signed by the head of the Office / Department / Branch and laminated at Bank's cost, commemorating the service of the employee to the Bank should be presented on the occasion, to the retiring employee. The said Certificate should be in accordance with the format as enclosed with this scheme **(Annexure - A)**.

3.9 After the function, the concerned Office / Department / Branch should make appropriate arrangements to drop the retiring staff member and his / her family members at his / her residence, preferably accompanied by a colleague of the Office / Department / Branch.

4. GENERAL GUIDELINES

4.1 In order to maintain uniformity and get economies of scale / metal purity, the gift articles would be centrally procured, as hitherto, through Head Office, Publicity Department.

4.2 Every year, by 15th February, Head Office, HR Department should provide the Zone-wise list of employees retiring during the ensuing financial year, to the Publicity Department, Head Office. Based on this data, Publicity Department would place orders and procure Mementos and the same would be forwarded to the concerned Zonal Offices well in time.

4.3. HR Departments of Zonal Offices should store the Mementos in safe custody. As and when requirement for Memento is received by ZOs from the Branches, the same should be forwarded by the concerned Zonal Office to the Branches under their jurisdiction. At Head Office level, as and when requirement for Memento is placed by the Departments situated at HO, the same should be forwarded by the Publicity Department, HO to the concerned Department.

4.4 The Memento should be presented to the retiring employee on the last day of his / her service during the farewell function.

4.5 The Farewell Scheme for Retiring Employees, shall be reviewed as and when required.

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Annexure A

(Format of Service Certificate)

बैंक ऑफ इंडिया
Bank of India **BOI**

प्रधान कार्यालय
HEAD OFFICE

प्रमाणपत्र
Certificate

एक शानदार सफ़र .....
Splendid Journey .....

श्री/श्रीमती _____

Shri/Smt. _____

दिनांक से बैंक की सेवा में थे।
was in employment of the bank from

वे के पद से सेवानिवर्तन पर
He/She retired on superannuation from the service

दिनांक को सेवानिवृत्त हुए।
of the bank as on

बैंक के सेवाकाल के दौरान उनके अच्छे व्यवहार एवं
We place on record our appreciation of his/her good conduct

कर्त्तव्यनिष्ठा की हम सराहना करते हैं।
and sincere services during his/her tenure with the Bank.

उनके सुखी सेवानिवृत्त जीवन के लिए हमारी शुभकामनाएँ।
We wish him/her a happy retired life.

दिनांक / *Date :*

बैंक ऑफ इंडिया BANK OF INDIA प्र. का. औद्योगिक संबंध IND. RELTN. DIVN. H.O. बांद्रा कुर्ला संकुल B.K. COMPLEX