

CIRCULAR TO ALL BRANCHES / OFFICES IN INDIA

Issued by
HRM Department, HO, Baroda

Madam / Dear Sir,

Re: Milestone Award – One time opportunity for submission of Claim by 31.01.2024.

Bank had introduced a scheme of Milestone Award w.e.f 01.04.2019 for employees who reach to certain service (10 years / 25 years)/Superannuation Milestones during their career. In terms of Circular No : HO:BR:111 /101 dated 25.04.2019, the reimbursement has to be claimed within -03 -months after reaching the milestone.

It has been felt that claim of Milestone award within a period of -03- months after achieving the service / superannuation milestone is not adequate and many of the staff members are unable to claim the same within such period. Accordingly, it has been decided to increase the claim period to -12- months for Milestone award after achieving the service/ superannuation milestone w.e.f. 01.01.2024.

Further, it has also been decided to extend one time opportunity to all such employees / ex-employees who had completed 10/25 years of active service / superannuated, but could not claim the reimbursement within -03 -months of their reaching the milestone due to various reasons in order to clear the pendency.

The window for submitting the claim will be available in Baroda HR Connect from 01.01.2024 till 31.01.2024, as per the below given details.

- Service Milestone Award may be claimed by an employee by producing payment receipt / bill which will be routed to UNIT HR for approval(UNIT HR can claim on behalf of sub staff)
- Superannuation Milestone Award may be claimed by Ex-Employee in HR Connect or by UNIT HR(on behalf of ex-employee) upon producing of payment/receipt of bill.

Kindly note that this facility is provided to the staff members as a onetime measure and thereafter no further extension will be provided beyond 31.01.2024. No representations in whatsoever manner, shall be entertained in this regard in future. All other terms and conditions of Circular No : HO:BR:111/101 dated 25.04.2019 will remain unchanged.

We request you to bring the content of the circular to the notice of all the employees posted at your branch/office and display a copy of the same on the notice board. Please also suitably inform the eligible ex-employees who are drawing pension from your branch.

Yours faithfully,



(Brajesh Kumar Singh)
Chief General Manager (HRM)

