



## Canara Bank Officers' Union[Regd.]

[AFFILIATED TO ALL INDIA BANK OFFICERS' ASSOCIATION]

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**REF: CBOU/17/2020**

**DATE : 29-04-2020**

To

**THE CHIEF GENERAL MANAGER  
CANARA BANK  
HUMAN RESOURCES WING, INDUSTRIAL RELATIONS SECTION  
HEAD OFFICE, 112 J C ROAD  
BANGALORE 560 001**

Dear Sir

**SUB :: SCHEME OF PRESENTING MEMENTOS AT THE TIME OF SUPERANNUATION**

The Scheme for presenting Mementos to retiring employee on superannuation is, introduced in recognition of their services to the Bank.

We thank the bank for issuing modified guidelines with excellent changes in various staff welfare scheme vide Circular 186/2020 dated 30.03.2020, especially under the scheme for presenting mementos to retiring employees on superannuation in recognition of their services to the Bank.

The modalities furnished in the circular are as under:

1. The HRM / HOSA / SAS as the case may be, after ensuring that an employee is eligible for memento under the scheme and that there is no pending/contemplated Disciplinary Action against him/her, permit the employee by addressing a letter, to purchase a gift article of his/her choice clearly indicating that Bank will be reimbursing the eligible amount against bill, on the day of his retirement. A copy of this letter shall be marked to Branch/ Office where the retiring employee is working. The Branch shall ensure that the letter so received from the HRM Section is served on the retiring employee against the acknowledgement.
2. On receipt of the said letter, the retiring employee shall purchase any gift article of his choice as Memento. He/she shall bring the memento to the Branch/Office along with the original bill for reimbursement on the day of superannuation. The Memento so procured shall be presented to him / her on the day of superannuation in recognition of his/ her services to the Bank.

Sir, we wish to draw your attention with regard to inability of Employees/Officers retiring on 30<sup>th</sup> April 2020, to purchase any momentoe of their choice or submit a bill for such purchase, on account of ongoing National LOCKDOWN in connection with COVID-19.

Considering the practical difficulties faced by the Employees/Officers retiring tomorrow, 30<sup>th</sup> April 2020, with regard to purchase of Momentoe and submission of Bill, we request your good office to kindly permit credit of such amount to the Account of the retiring employees/Officers against a self declaration that they shall utilise the amount for acquiring of Momentoes and submit the bill immediately upon such purchase after the National Lockdown is lifted.

Or the bank can open a Deposit in the name of the Employee/Officer for such amount and hand over a Deposit receipt as a parting gift to the Employee/Officer.

Let the gesture of goodwill continue in good faith.

*Hope you'll consider our request favourably.*

*Thanking you*

*Yours faithfully*

A handwritten signature in black ink, appearing to read 'H Vinod Kumar', is written over a faint rectangular stamp or watermark.

**H VINOD KUMAR  
GENERAL SECRETARY**