

**All Branches/ Offices**

**Sub: Introduction of "UCO Tribute" – Scheme for support and financial assistance to the bereaved family of the deceased in-service and retired employee**

The Bank has long been committed for the well-being of its employees, both during their service and post retirement. In continuation of this compassionate tradition, Staff Welfare Committee held on 21.06.2025 recommended for continuation of Staff Welfare Scheme for financial assistance to the family of deceased in-service and retired employee.

Accordingly, the Competent Authority has approved introduction of "UCO Tribute – Scheme under Staff Welfare Scheme 2025-26 for the immediate support and financial assistance to the bereaved family members of the in-service and retired employee upon their passing/death"

Details guidelines modalities of the scheme is enumerated below:

**A. In-Service Employee**

<b>I. UCO Tribute - Financial Assistance to the bereaved family of the deceased in-service staff</b>			
Objective	To provide immediate support and Financial Assistance to the bereaved family of an employee who dies while in service.		
Target Group	Family of the deceased in-service staff		
Quantum of Assistance	Rs.20,000/-		
Flow of the sanction	<b>Employee posted at</b>	<b>Entry By</b>	<b>Sanction By</b>
	Branch	ABH/ Branch Head	Dy. Zonal Head
	Zonal Office	HRM in-charge	Dy. Zonal Head
	RTC/STC/RSETI/LDM	Respective Admin	Dy. Zonal Head
	HO	Department Admin	HO, PSD
HRMS Path for Applying/Sanctioning	<b>Salary → Verify Reimbursements → UCO Tribute</b>		

Credit of Financial Assistance	The payment will be made centrally from HO, PSD to the Parking account of the SOL initiating the request. The branch/ office will then transfer/ remit the funds to the claimant's account.
Role of Branch	<ol style="list-style-type: none"> <li>1. Request / Application of financial assistance to the family of the deceased employee to be entered in HRMS portal by ABH/BH of Branch office.</li> <li>2. To ensure that financial assistance amount is credited to the beneficiary account of the family member/claimant preferably within 72 hours from the intimation of death to the branch.</li> <li>3. To provide support and guidance to the bereaved family in getting the benefits/entitlement available as per applicable rules.</li> <li>4. To provide all necessary support to the family members in order to alleviate the procedural burden/document submission if any.</li> </ol>


### B. Retired Employee

II. <u>UCO Tribute - Financial Assistance to the bereaved family of the deceased retired staff</u>			
Objective	To provide immediate support and Financial Assistance to the bereaved family of the deceased retired employee.		
Target Group	Family of the Superannuated/VRS/CRS retired staff		
Quantum of Assistance	Rs.20,000/-		
Flow of the sanction	<b>Application submitted at</b> Pension Paying Branch (In case of Pension Optee) Branch maintaining SB Account (In case of Non-Pension Optee/NPS)	<b>Entry By</b> Asst Branch Head Asst Branch Head	<b>Sanction By</b> Branch Head Branch Head
HRMS Path for Applying/Sanctioning	<b>Salary → Verify Reimbursements → UCO Tribute</b>		
Credit of Financial Assistance	The payment will be made centrally from HO, PSD to the Parking account of the SOL initiating the request. The branch/		

	office will then transfer/ remit the funds to the claimant's account.
Role of Branch	<ol style="list-style-type: none"> <li>1. Request / Application of financial assistance to the family of the deceased retired staff to be entered in HRMS portal by ABH/BH of Branch office.</li> <li>2. To ensure that financial assistance amount is credited to the beneficiary account of the family member/claimant preferably within 72 hours from the intimation of death to the branch.</li> <li>3. To provide support and guidance to the bereaved family in getting the benefits/entitlement available as per applicable rules.</li> <li>4. To provide all necessary support to the family members in order to alleviate the procedural burden/document submission if any.</li> </ol>

The above circular supersedes all the earlier circular issued on the captioned subject with regard to financial assistance to the bereaved family of the deceased in-service and retired employee.

Branches/ Offices are directed to bring the contents of this Circular to the notice of all employees. A copy of this Circular should be prominently displayed on the Bank's Notice Board for information to all concerned.

  
Rajesh Nagar  
Chief General Manager  
(HRM, PSD, Training & OL)

