



Indian Overseas Bank Officers' Association

(Regd. No. 321/MDS) (Recognised by the Management) (Affiliated to All India Bank Officers' Confederation)

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To
The General Manager (HR)
Indian Overseas Bank
Central Office
Chennai

Dear Sir,

REIMBURSEMENT OF MONTHLY EXPENSES-CONVEYANCE ALLOWANCE UNABLE TO APPLY IN CHRIS FOR JAN AND FEB 2024

We invite reference to the captioned subject and request you to consider opening the window in CHRIS for applying conveyance allowance for the months of Jan, Feb 2024 as one time measure.

As per the extant guidelines, window for applying conveyance allowance for the months of Jan and Feb closes by March of every year, so as to avoid provision to be made by GAD on account of claims not made by staff members but due for payment.

We have received representations from staff members that they could not apply/claim conveyance allowance during the months of Jan and Feb 2024 on account of following reasons.

1. Leave run was not completed in many regions in Jan and overlapped to Feb and March 2024.
2. Some members were unable to apply as they were grossly engrossed in annual closing and year end jobs.

Considering the aforementioned reasons, we request you to open a window for the submission of conveyance expenses for the months of January and February 2024 as a one-time measure.

We assure you of sensitizing members regarding importance of applying allowances well within stipulated timeframe.

Yours faithfully,

(S Premkumar)
General Secretary

