



Human Resources Department, Central Office

#239, Union Bank Bhavan, Vidhan Bhavan Marg, Nariman Point, Mumbai-400021

STAFF CIRCULAR NO. 7516

October 12, 2021

To: All Branches/ Offices,

Highlights of the Staff Circular

- Clarification on availability of Super Top-Up Policy in terms of the option chosen in Base Policy for officers.

Subject : CORRIGENDUM TO STAFF CIRCULAR 7506 DATED 30.09.2021

1. Attention is hereby drawn to Staff Circular 7506 dated 30.09.2021 on subject: 'Group Medical Insurance Policy' for retired employees/ family pensioners, policy period 01.11.2021 to 31.10.2022.

Clarification on availability of 'Super Top-Up policy' in terms of option chosen in Base Policy for officers:

2. As per fresh communication received from National Insurance Company vide e-mail dated 11.10.2021, the terms & conditions for availability of super top-up facility to officer cadre retired employees/ family pensioners [point no. 4 - Super Top-Up {Sub-point-3} (Page No. 3) of Staff Circular No. 7506 dated 30.09.2021], stands modified as under:

<i>Guideline provided in SC 7506 dated 30.09.2021</i>	<i>Modified as under:</i>
Retired Officer Cadre employees who opt for Base Policy with sum insured of Rs.3.00 lacs can opt for Super Top-Up Policy with a Sum Insured ranging from Rs.1.00 lac to Rs.4.00 lacs whereas, retired officer cadre employees who opt for Base Policy with sum insured of Rs.4.00 lacs can opt for Super Top-Up Policy with a Sum Insured ranging from Rs.1.00 lac to Rs.5.00 lacs	For Retired Officer cadre employees/ family pensioners, <u>super top-up is available only against Base Policy of Rs.4.00 lacs sum insured.</u> Retired officer cadre employees/ family pensioners who opt for Base Policy with sum insured of Rs.4.00 lacs can opt for Super Top-Up Policy with a Sum Insured ranging from Rs.1.00 lac to Rs.5.00 lacs.





3. It is evident from the latest communication received from National Insurance Company that, all such officer cadre retired employees/ family pensioners who may have opted for sum insured of Rs.3.00 lacs in Base Policy and were allowed to opt for Super Top-Up policy through the online portal (either for renewal of policy or for joining the policy, afresh), have been rendered ineligible to opt for Super Top-Up Policy, consequent to the receipt of the communication.

All such officer cadre retired employees/ family pensioners are required to submit fresh application through the online portal. This applies to all those officer cadre retired employees/ family pensioners who may have applied for renewal of the policy as well as to those who may have opted to join the policy, afresh.

The previous applications, made by the officer cadre retired employee/ family pensioner where the retired employee has opted for super top-up policy on the basic sum insured of Rs.3.00 lacs, the respective super top-up policy shall not be considered. Such officer cadre retired employees/ family pensioners, on non-submission of fresh application, in terms of the new guidelines, would only be extended benefit of base policy, as per the base policy option selected through online portal.

Officer cadre retired employees/ family pensioners who have opted Super Top Up against Basic Policy of Rs.3.00 lacs sum insured should specially note that, they are required to resubmit their option for availing super top-up coverage.

4. As per the data available with this office, a total of 4342 consents for renewal of policy and 76 consents for joining the policy, afresh have been registered through the 'online portal' till 11/10/2021; 3.00 PM. The said list pertaining to all such employees has been made available on Bank's corporate website - www.unionbankofindia.co.in.

All the retired employees/ family pensioners are requested to go through the list and in case, were not able to keep a copy of their acknowledgement receipts, shall be guided as per the details provided in the list.

Resubmission of option:

5. Attention is hereby drawn to Staff Circular 7511 dated 06.10.2021 vide which details on steps & procedure to be followed for both, 'renewal of the policy' and 'joining in the policy, afresh' have been circulated.

Officer cadre retired employees/ family pensioners, those who may have opted for base policy for Rs.3.00 lacs and have been allowed to opt for super top-up benefit, are hereby requested to go through the guidelines issued vide SC 7511 dated 06.10.2021 on 'Resubmission of option - Form B' and modify the option accordingly as super top-up is available only against Base Policy of Rs.4.00 lacs sum insured.

[Handwritten signatures]

6. Other than the 'correction'/ clarification elucidated in this staff circular on availability of super top up to officer cadre retired employees, rest all the other terms and conditions provided in SC 7506 dated 30.09.2021, SC 7511 dated 06.10.2021 & SC 7514 dated 06.10.2021, would remain same.

7. **Contact Details:** For any kind of query, regarding application/ registration for 'Group Medical Insurance Policy for Retired Employees' for the policy period 2021-22, team members may be contacted on the following numbers:

g) Union Bank of India, Central Office, Mumbai -
(Contact Person - Mr Pankaj Gupta, Manager)
Landline Nos :- 022 - 22896255/ 22896245/ 22896235
IP Nos: 116252/ 116253/ 116250/ 116254/ 116263/ 116264

h) Union Bank of India, HR Annex, Head Office, Hyderabad
(Contact Person - Ms. Durga Nagalakshmi, Manager)
Landline No :- 040 -23252148

i) Union Bank of India, HR Annex, Head Office, Mangalore -
(Contact Person - Ms. Prabha M D Sequeira, Senior Manager)
Landline No :- .0824 - 2861545

K. Ram
General Manager (HR)
Dr. J. S. S.