

Human Resources Department, Central Office

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

STAFF CIRCULAR NO. 7774

September 19, 2022

To: All Branches/ Offices

Subject : UBIREMAS - Union Bank of India Retired Employees Medical Assistance Scheme - Reopening of membership portal for retired employees

Attention is invited to staff circular no: 7749 dated 22-08-2022 on Staff Welfare Schemes and various staff circulars issued on UBIREMAS - Union Bank of India Retired Employees Medical Assistance Scheme i.e. staff circular no: 4901 dated 04-10-2002 and subsequent Staff circular no: 5601 dated 30-07-2009 and Staff circular no: 5913 dated 11-10-2012 and Staff circular no.6006 dated 14-08-2013. In view of the requests received from e-CB & e-AB employees who have retired prior to amalgamation and also UBI retirees who have not opted for this scheme earlier and on recommendation of staff welfare committee, Bank has approved for providing one more option to the above said retirees, to enroll themselves into UBIREMAS.

Accordingly, the scheme is hereby reopened from 20-09-2022 to 19-10-2022 for all such retirees, who could not opt for membership earlier.

The salient features of the revised procedure for application for membership and reimbursement are as under:

- For enrolment in UBIREMAS, retired employees/ spouses of deceased retired employees has to apply online in Union Parivar. **The membership fee shall be debited at Central Office level based on the debit instructions submitted in the application. Hence, applicant should not remit the amount in UBIREMAS account.** The non-refundable membership fees i.e. Rs. 5,000/- for Officers, Rs. 3,000/- for Clerks, Rs. 2,000/- for Sub Staffs and Rs. 1,000/- for Pre-1986 retirees are debited from the account mentioned in the application. **For details please refer Annexure - I.**

Note - There might be some specific cases where retiree is not able to apply for UBIREMAS in Union Parivar on account of non-availability of Bio data in Union Parivar. In such cases respective Branches/ROs to collect the application, KYC documents and documents to prove the employment with our Bank (including e-CB & e-AB) & such duly verified forms to be recommended and sent to the below address -

[Address - Medical Insurance Division, Human Resources Department, Central Office, #239, Union Bank Bhavan, Vidhan Bhavan Marg, Nariman Point, Mumbai-400021. Email - staffmedicclaim@unionbankofindia.bank]

- The scheme will cover existing retired employees, their spouses and the spouses of deceased retired employees. The retired employee will be called

“Primary member” and the spouse will be called “Secondary Member”. The Primary and Secondary members will together constitute a Family Unit.

- Under this scheme reimbursement of hospitalization expenses and annual health check-up fees are only covered. Processing of reimbursement for hospitalization expenses and annual health check-up is made online in Union Parivar. **For details please refer Annexure -II**
- The reimbursement of hospitalization expenses will be permitted up to a maximum of **Rs.1,50,000/-** (One lakh fifty thousand only) to the Family Unit, during the entire currency of membership under the scheme. Reimbursement of hospitalization expenses will be restricted to 100% of the total expenses incurred in case of Primary member and 75% in case of Secondary member subject to limits prescribed under the Scheme for reimbursement of hospitalization.
- The reimbursement of annual health check-up fees is restricted to **Rs. 2,000/-** (Rupees Two thousand only) per financial year. The amount can be claimed maximum in two installments per financial year.
- After sanctioning the reimbursement shall be directly credited to the account of the retired employee through auto credit process as is being done for other staff welfare schemes.
- **All concerned are informed that as the scheme is incorporated in Union Parivar, issuing of REMAS membership card is discontinued, now the membership number generated in Union Parivar will be sufficient for future reference.**
- Membership number once generated will be communicated to the applicant by respective RO HR administrator.

Kindly note that there shall not be any further extension in the time period for applying membership under the scheme. As this is a staff welfare - measure, it is our endeavor that all eligible retirees become members of the scheme and avail the benefit.

Contact Details: For any kind of query regarding applying membership on UBIREMAS, retirees may contact on the following numbers

Sr	Contact Person Name	IP Number	Landline
1	Mrs. A. C. Usha(AGM)	116203	022-22896204
2	Mr. Vinod Mathur (CM)	116254	022-22896383
3	Mr. Ram Panchal (Manager)	116263	022-22896383

All branches /offices are advised to display this circular on the notice board of the branch/office and propagate this information among retired employees.

Sd/-
General Manager (HR)

Application for membership:

- Retired employees/spouse of deceased retired employee who wish to become member of the scheme have to apply online through Union Parivar. They have to visit nearest branch / office for the same. The membership screen will be available for retired employees, like holiday home application is available. Accountant / Branch Manager who is having the HR rights can also apply on behalf of the retired employee. (**Employee Self Service → REMAS membership application**).
- When the retired employee applies directly, after logging in, all the relevant details will be automatically displayed. If any change in address/spouse details are required to be made, he/she can do so. If the Accountant / Branch Manager is applying, they have to key in the 'Employee Number'. Then all the relevant details pertaining to the employee will be displayed.
- The application will now be available in the work list of the RO HR administrator who would verify the personal details and recommend the same by clicking the 'Recommended' button.
- The application will be available at officer-in-charge, Central Office, for approval. On approval, the membership number will be automatically generated and same will be communicated to the retired employee for his future reference. With the membership number, employee can apply for reimbursement subsequently.
- Details of existing members along with membership number are already updated in Union Parivar.
- **Kindly note that spouse having income of Rs.12,000/- per month from any source will not be eligible for secondary membership.** A staff member who applies on behalf of retired staff has to get confirmation from the retired staff and then fill up the information in relevant column.

Application for reimbursement of hospitalization expenses:

- The applicant shall submit the application for reimbursement to the Nominated Branch along with all the original bills/receipts/certificates in the prescribed format as per Staff circular no 4901 dated 04.10.2002.
- Nominated branch will forward the application to the Regional office under whose jurisdiction it falls, after duly verifying the same.
- RO HR administrator will process the claim. Once sanctioned, the amount shall be directly credited to retired employee's account by auto credit process.

Application for reimbursement of annual health checkup fees:

- The application will be submitted through nominated branch as per existing practice. Branch will forward it to RO. RO HR administrator will process the claim.
- The reimbursement is restricted to Rs. 2,000/- per year. The amount can be claimed maximum in two installments per financial year