

Human Resources Department, Central Office

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

STAFF CIRCULAR NO. 7820

November 5, 2022

To: All Branches/Offices,

**Highlights of the Staff Circular**

- i) One Time Window for renewal of/ joining in the Group Medical Insurance Policy for Retired Employees/ Family Pensioners, for policy year 2022-23.
- ii) One Time window available for:
  - a) Left out retired employees/ family pensioners who were already covered under the retiree policy of 2021-22 but, failed to renew the policy through the window, made available in the month of October 2022 in terms of SC 7783, SC 7802 & SC 7811.
  - b) For Retired employees/ family pensioners (new joiners) who were not covered under the retiree policy 2021-22 and wish to join the policy, afresh in year 2022-23.
- iii) Retired employees/ family pensioners who had applied in first window in October 2022, however, the premium was not debited, shall apply afresh if they wish to become members of the policy.
- iv) Applicable Period of coverage under the policy: 01.12.2022 to 31.10.2023
- v) The window for online registration will be available from 07.11.2022 to 27.11.2022.
- vi) Deduction of premium amount would be carried out on 28.11.2022 and 29.11.2022; No deduction would be carried out beyond 29.11.2022.

**Subject : Group Medical Insurance Policy for Retired Employees/ Family Pensioners  
Policy Period 01.12.2022 to 31.10.2023**

**One Time Window for renewal of/ joining in Group Medical Insurance Policy:  
Policy Year 2022-23**

1. Attention is hereby invited to Staff Circular 7783 dated 26.09.2022, SC 7802 dated 10.10.2022 & SC 7811 dated 25.10.2022 vide which various details/ salient features on 'Group Medical Insurance Policy' pertaining to retired employees/ family pensioners, for the policy year 2022-23 along-with the

step-wise procedure to be adopted by the retired employees/ family pensioners for registration/ enrolment in the policy, were circulated.

2. As per communication received from National Insurance Company, a One Time Window is provided for the retired employees/ family pensioners who could not exercise their option through the first window, to renew the Group Medical Insurance Policy/ join in the Group Medical Insurance Policy, for the policy year 2022-23.
3. The conditions, as stipulated and informed by National Insurance Company, applicable for all the retired employees/ family pensioners, who opt to renew the group medical insurance policy or opt to join the group medical insurance policy, for the policy year 2022-23 through this 'One Time Window', are mentioned below:
  - This is a 'one time' exercise. No more extensions/ similar window will be allowed/ would be provided during the policy period.
  - The policy coverage period for retired employees/ family pensioners, those who would renew the policy/ join the policy, afresh, through 'One Time Window' will be from 01.12.2022 to 31.10.2023.
  - There would be no pro-rata reduction in premium rates. Annual (yearly) premium rates as informed by the Insurance Company would be applicable.
  - For all those retired employees/ family pensioners who would renew the policy or join the policy, afresh, through 'One Time Window', the period from 01.11.2022 to 30.11.2022 for such retired employees/ family pensioners would be considered as 'break period'. Any treatment availed/ claim made during the break period will be excluded from the cover.
4. For detailed information on applicable yearly premium rates, applicable modalities/ eligibility criteria please refer to SC 7783 dated 26.09.2022 and SC 7802 dated 10.10.2022.

#### 5. MODES OF REGISTRATION:ONLINE

- The 'online portal' will be available on Bank's corporate website - [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) from 7<sup>th</sup> November, 2022 till 23:59 hours of 27<sup>th</sup> November, 2022 only.
- The link shall be displayed at "www.unionbankofindia.co.in →ABOUT US → HR → Information for Retired Staff".

- Step-wise procedure for submission of consent/ application through 'online portal' has been circulated vide Staff Circular 7802 dated 10.10.2022.

**Special Note:**

- ❖ Retired employees/ family pensioners who had applied in first window in October 2022, however, the **premium was not debited**, shall apply afresh if they wish to become members of the policy.
- ❖ Hard copy or scanned copy of consent/ withdrawal will not be accepted for application/ registration for enrollment in Group Medical Insurance Policy, for the year 2022-23.
- ❖ In case, any consent/ withdrawal form has been submitted in hard copy or scanned copy (by e-mail), either at branch or Central Office, in reference to the Group Medical Insurance Scheme for the policy year 2022-23, the same stands null and void.
- ❖ All retirees/ family pensioners who have already applied/ renewed in IBA GM policy in October 2022 and the corresponding amount **has been successfully debited** from their account need not apply during this One Time Window.

6. **By Default Option on online portal:** It is mandatory for a retired employee/ family pensioner to provide his/ her consent in terms of his/ her eligibility criteria, through the 'online portal' and pay the requisite premium amount accordingly, to renew the Group Medical Insurance policy/ join the Group Medical Insurance policy, for the policy year 2022-23. **Non submission of consent by the retired employee/ family pensioner would mean EXIT from the policy, for the year 2022-23.**
7. The options exercised through 'online portal', till **27.11.2022**, will freeze invariably at **23.59 hours of 27.11.2022** and deductions will be carried out afterwards. **Request(s) for any further modifications, either in any of the details of the form or in the option chosen, will not be entertained after 27.11.2022, at any cost.**

**DEDUCTION OF PREMIUM AMOUNT:**

- Retired employees/ family pensioners who provide consent, as per their eligibility, through the 'online portal', are required to keep sufficient balance (as per corresponding premium amount) in their mandated account {account number provided in consent} **till 19.00 hours of 29<sup>th</sup> November, 2022,** without fail, so as to effect debit of the premium amount.
- **Debit of premium amount will be carried out on all days from 28.11.2022 to 29.11.2022, only.** No deduction/ debit will be effected beyond 29<sup>th</sup> November, 2022.

- Being a time bound exercise and to ensure Medical Insurance coverage to the retired employees/ family pensioners with effect from 00.00 hours of 01.12.2022, premium will be remitted to the Insurance Company on 30.11.2022, itself.
  - In case, the debit of premium amount fails due to shortage of funds in the mandated account or in event of the mandated account being frozen/ dormant/ closed/ in-active etc. or the debit in the mandated account has been disabled/ freezed due to any other reason, the Insurance coverage to such retired employee/ family pensioner will stand discontinued and the Bank will not be responsible for non-availability of benefits/ facilities under the ensuing Medical Insurance Policy for the year 2022-23.
8. The facilities of cashless hospitalization in all the tie-up hospitals and the facility of reimbursement, including domiciliary will continue uninterrupted upon renewal of policy/ joining in the policy and as per the option exercised by the concerned retired employee/ family pensioner, through 'online portal' for the period from 01.12.2022 to 31.10.2023.
9. Detailed information on 'special scheme formulated for pensioners of Union Bank of India for granting loan to pay medical insurance premium' along-with the 'application cum sanction note format' have been circulated vide SC 7807 dated 19.10.2022.
10. **Last Date to Avail Loan: The loan facility is to be availed on or before 31.12.2022.**
11. As informed vide SC 7818 dated 31.10.2022, the services of **Health Insurance TPA of India Ltd (HI TPA) as Third Party Administrator (TPA)** shall be continued for Policy year 2022-23 for Retired Employees/ Family Pensioners.
12. All the retired employees/ family pensioners are requested to co-operate with us and ensure completion of the exercise within the set timelines.

All concerned are hereby advised to take a careful note of the above.

Sd/-  
**GENERAL MANAGER (HR)**