

Human Resources Department, Central Office

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

STAFF CIRCULAR NO. 7523

October 22, 2021

To: All Branches/Offices,

**Subject- Special Scheme for Pensioners of Union Bank of India  
For Granting Loan to pay premium for Group Medical Insurance Policy;  
Policy Year 2021-22**

1. This has further reference to Staff Circular No. 7506 dated 30.09.2021 vide which information regarding the 'graded premium rates' in Base Policy and for Super Top-Up policy and other guidelines, received from National Insurance Company Ltd., for renewal of Group Medical Insurance Policy (Retirees), for the policy year 2021-22 were circulated. The 'portal for online registration', both for renewal of the policy and for joining the policy, afresh has been made available to the retired employees (pensioners)/ family pensioners vide Staff Circular 7511 dated 06.10.2021. The last date for 'online registration', for both renewal & new joining, is 24<sup>th</sup> October, 2021.
2. Attention is sought towards Staff Circular 7272 dated 19<sup>th</sup> October 2020 vide which the information on 'availability of loan facility for payment of Group Medical Insurance premium', for the policy year 2020-21 was circulated.
3. In order to provide financial assistance to the retired employees (pensioners)/ family pensioners of our Bank and to enable them to pay the Medical Insurance Premium, a special scheme under retail loans was formulated by the Bank last year viz. SPECIAL SCHEME FOR PENSIONERS OF UNION BANK OF INDIA FOR GRANTING LOAN TO PAY MEDICAL INSURANCE PREMIUM. This year, too, the management has consented to continue with the loan facilities to the retired employees (pensioners)/ family pensioners in order to mitigate the hardships of the pensioners to bear the burden of high premium amounts in one go. A copy of this Loan Scheme is enclosed as Annexure I. The application-cum-sanction note is also enclosed as Annexure III.
4. All branches are advised to display a copy of this Circular on the branch notice board for information of all the retired staff.

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5. The information about the above Scheme is also available on Bank's corporate website - [www.unionbankofindia.co.in](http://www.unionbankofindia.co.in) under the link About Us >> HR >> Training System >> 'Information for Retired Staff'.
6. Branches are hereby advised to maintain a copy of the account statement in the loan files/ loan documents, thereby establishing the utilization of the loan amount towards payment of premium for Group Medical Insurance Policy, for the year 2021-22.

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

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General Manager (HR)  
*Sham* *Sham*

Encl: Annexure I, II & III

## Annexure I to SC 7523

**SPECIAL SCHEME FOR PENSIONERS OF UNION BANK OF INDIA FOR PAYMENT OF PREMIUM FOR GROUP MEDICAL INSURANCE POLICY; POLICY YEAR 2021-22**

Particulars	Details
Purpose	Short term loan to retired employees of Union Bank of India towards payment of premium for Group Medical Insurance Policy.
Nature of facility	The facility to be sanctioned as term loan (TL).
Eligible Individuals	<p>All retired employees who are drawing pension from the Bank and availing Group Health Insurance (Retirees) of National Insurance Company Ltd. Retired employees are required to provide the copy of acknowledgment of submission of renewal option generated through the online portal of Bank.</p> <p>Also, names of the retired employees who are the members of above Medical Insurance Scheme are provided on Bank's website under the link "Information for Retired Staff".</p>
Quantum of loan	<p>The eligible quantum of loan will be minimum of Rs.9,911/-and maximum of Rs.97,643/-.</p> <p>Detailed structure of premium is attached as Annexure - II.</p>
Rate of Interest	<p>EBLR w.e.f. 01.06.2020 EBLR is 6.80 % (floating) at present</p> <p><b>Note:</b> EBLR prevailing on the date of disbursement will be applicable.</p>
Processing Charges-	NIL
Repayment Period	<p>The maximum repayment tenure: 12 months.</p> <ul style="list-style-type: none"> <li>No moratorium period is allowed. The repayment of the loan should commence from the succeeding month of the disbursement of loan.</li> <li>Loan to be repaid by way of Equated Monthly installments (EMIs).</li> <li>Branch to recover EMI directly from pension account of the borrower. Standing instruction to be obtained in this regard.</li> </ul>
Guarantee	NIL
Security	NIL



	<p>However, following Security documents (to be stamped as per local laws) to be obtained as per guidelines:</p> <ul style="list-style-type: none"> <li>• Demand Promissory (D.P.) note: SD-21</li> <li>• Request Letter by eligible retired employee and copy of acknowledgment of online registration of option.</li> </ul>
Application processing, Loan Disbursement and recovery of EMI	<ul style="list-style-type: none"> <li>• Loan should be processed by the branch where the retired employee is maintaining pension account. However to obviate inconvenience to employee, at his request the same can also be processed by any other branch. However, if loan is availed from branch other than pension disbursing branch then the sanctioning/ disbursing branch should inform to the pension disbursing branch to make note of it for recovery from pension. Suitable standing instruction should be obtained.</li> <li>• DIT to permit branch to open the account directly in Finacle under SCHEME code TLR01.</li> </ul>
Delegated Powers for Sanctioning Loans	All Branch heads irrespective of their scale are permitted to sanction the loan.

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## Annexure - II to SC 7523

Premium rates for Base Policy and inclusive of Super Top-Up Policy {including GST}

For Clerical/ Sub staff (Award Staff) cadre/ workmen retired employee

Options	Without Domiciliary		With Domiciliary	
	Family Floater (in Rs.)	Single Person (in Rs.)	Family Floater (in Rs.)	Single Person (in Rs.)
300000	33884/-	22024/-	65107/-	42319/-
200000	22025/-	14316/-	45213/-	29388/-
100000	15248/-	9911/-	27024/-	17566/-

For officers cadre retired employee

Options	Without Domiciliary		With Domiciliary	
	Family Floater (in Rs.)	Single Person (in Rs.)	Family Floater (in Rs.)	Single Person (in Rs.)
400000	43249/-	28112/-	86042/-	55927/-
300000	33884/-	22024/-	65107/-	42319/-
200000	22025/-	14316/-	45213/-	29388/-
100000	15248/-	9911/-	27024/-	17566/-

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Premiums with super top-up policy						
For Clerical/ Sub staff (Award Staff) cadre/ workmen retired employee						
Options			Without Domiciliary		With Domiciliary	
Base insurance	Top-up Insurance	Total Sum insured	Family Floater (in Rs.)	Single Person (in Rs.)	Family Floater (in Rs.)	Single Person (in Rs.)
300000	400000	700000	42701/-	27755/-	73924/-	48050/-
300000	300000	600000	41333/-	26866/-	72556/-	47161/-
300000	200000	500000	39816/-	25880/-	71039/-	46175/-
300000	100000	400000	37608/-	24445/-	68831/-	44740/-

Premiums with super top-up policy						
For officers cadre retired employee						
Options			Without Domiciliary		With Domiciliary	
Base insurance	Top-up Insurance	Total Sum insured	Family Floater (in Rs.)	Single Person (in Rs.)	Family Floater (in Rs.)	Single Person (in Rs.)
400000	500000	900000	54850/-	35652/-	97643/-	63467/-
400000	400000	800000	52066/-	33843/-	94859/-	61658/-
400000	300000	700000	50698/-	32954/-	93491/-	60769/-
400000	200000	600000	49181/-	31968/-	91974/-	59783/-
400000	100000	500000	46973/-	30533/-	89766/-	58348/-

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*[Handwritten signature]*

APPLICATION CUM SANCTION NOTE

TO,

THE BRANCH MANAGER  
UNION BANK OF INDIA  
\_\_\_\_\_ BRANCH

Dear Sir/Madam,

SPECIAL SCHEME FOR PENSIONERS OF UNION BANK OF INDIA  
FOR GRANTING LOAN TO PAY MEDICAL INSURANCE PREMIUM

I request you to sanction me loan of Rs. \_\_\_\_\_ under the subject Scheme. I submit that I am drawing monthly pension of Rs. \_\_\_\_\_ from Union Bank of India and the same is being regularly credited in account number \_\_\_\_\_ with \_\_\_\_\_ Branch of our Bank. I am covered under the Medical Insurance Policy for Retired employees of National India Insurance Company Ltd. for the period of 2021-22.

I have opted for Medical Insurance cover with domiciliary treatment (with top up/ without top up) and my yearly premium is Rs. \_\_\_\_\_. Acknowledgment copy of online registration of option attached.

OR

I have opted for Medical Insurance cover without domiciliary treatment (with top up/ without top up) and my yearly premium is Rs. \_\_\_\_\_. Acknowledgment copy of online registration of option attached.

I agree to repay the loan amount in 12 equated monthly installments which will be deducted from my Pension Account.

Yours Faithfully,

Date:

(Signature)

NAME \_\_\_\_\_

EMP No. \_\_\_\_\_

Designation \_\_\_\_\_

Date of birth \_\_\_\_\_

Mobile No. \_\_\_\_\_

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Process cum Sanction Note

We have verified that Mr. / Mrs. \_\_\_\_\_ is covered under Medical Insurance Policy for Retirees and is regularly drawing his/ her monthly pension from our Bank. As per given option he/ she is hereby sanctioned a loan of Rs. \_\_\_\_\_, which will be recovered in 12 monthly installments from his/ her pension account. Retired pensioner is required to execute DP Note (SD-21) for an amount of Rs. \_\_\_\_\_.

Date:

BRANCH MANAGER

