

**ALLAHABAD BANK**  
**HUMAN RELATIONS SECTION**  
Head Office : 2, Netaji Subhas Road, Kolkata – 700 001

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**Instruction Circular No.16107/HO/HR/2018-2019/24**

**Date: 05-12-2018**

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**To ALL OFFICES & BRANCHES**

**C I R C U L A R**

**Extension of Date for the Renewal of Medical Insurance Scheme  
for the Retired Officers/ Employees of the Bank for the insurance year 2018-2019**

Reference is invited to Head Office Instruction Circular No. 15985/HO/HR/2018-2019/16 dated 12-10-2018 and H.O.I.C. No 16019/HO/HR/2018-2019/19 dated 02-11-2018 regarding deposit of premium for renewal of the Medical Insurance Policy for retired officers/ employees of the Bank for the insurance year 2018-2019.

The United India Insurance Company Ltd, the lead insurer has informed that on request of many Banks/IBA, the date for renewal of IBA Medical Insurance Policy for retired employees has been extended once again up to **15<sup>th</sup> December, 2018** on the following terms and conditions.

- 1) **The period of coverage will be from 16/12/2018 till the end of the group policy i.e. 31/10/2019.**
- 2) **The premium payable is the full premium as mentioned in Head Office Instruction Circular No. 15985/HO/HR/2018-2019/16 dated 12-10-2018.**
- 3) **A declaration should be submitted by all the retirees opting to join the Medical Insurance Scheme as above for onward submission to the Insurance Company in original (given in Annexure-A).**
- 4) **Only existing retirees who are covered under Medical Insurance Policy for Retired employees for the insurance year 2017-18 and employees who have retired during 1st October, 2017 to 30th September, 2018 will be allowed to renew /join the Medical Insurance Policy for Retired employees for the insurance year 2018-19.**
- 5) **Retirees who are covered in Medical Insurance Policy for Retired employees for the insurance year 2017-18 but not opted for super Top-up Policy last year can join the Supper Top-up Policy on renewal.**
- 6) **Officers/ Award staff employees who retired during 1<sup>st</sup> October, 2017 to 30<sup>th</sup> September, 2018 will have the option to join the Medical Insurance scheme either with Domiciliary cover or without Domiciliary cover.**
- 7) **Existing Retirees who are covered under the scheme (2017-18) with OPD (Domiciliary) policy has option for switching over to without OPD (Domiciliary) Policy. But switch over option from without OPD (Domiciliary) Policy to with OPD (Domiciliary) policy is not available.**
- 8) **Once the premium is remitted for a retiree, no option for any change or refund of premium will be allowed.**

Accordingly, the eligible retirees who have not renewed / joined the Medical Insurance Scheme till 15<sup>th</sup> November 2018 for the insurance year 2018-19 and are willing to renew / join the Medical Insurance Scheme for retirees for the insurance year 2018-19 (from 16/12/2018 to 31/10/2019) are required to send their **Application form –cum- Debit authority-cum-Declaration** in the prescribed format (“Annexure-A”) to The Senior Manager, Human Relations Section, Personnel Administration Department, Head Office, 14, India Exchange Place, (4<sup>th</sup> Floor) Kolkata-700001 by Regd./ Speed post /courier in such a manner that the application should reach **by 13<sup>th</sup> December,2018**. Such section of retired officers/ employees are requested to ensure that the amount of premium is debited from their account with Allahabad Bank by 14<sup>th</sup> December, 2018 for inclusion in the Medical Insurance Scheme w.e.f. 16<sup>th</sup> December, 2018.

**Since “Declaration of the retirees” is required by the Insurance Company as hard copy in original, the willingness/ consent form –cum-Debit Authority-cum-Declaration (Annexure-A) should be submitted in hardcopy only.**

The Bank shall not be responsible for any delay in receipt of the “willingness/ consent form –cum-Debit Authority-cum-Declaration” (Annexure-A) for whatsoever reason including postal delay.

**Branches should not to pass any transaction regarding collection of premium for renewal of Medical Insurance Policy for Retired employees.**

For any clarifications/assistance, retired Officers/ Employees may contact HR Section, Personnel Administration Department, and Head Office over **Telephone No. 033-22307546**.

The contents of this circular should be brought to the notice of all concerned and a copy of the circular should also be displayed in the Bank’s Notice Board.

Hindi version of the circular will follow.

Encl: As above

(S K Suri)  
General Manager (HR)

To  
The Asstt. General Manager (HR)  
14, India Exchange Place, (4th Floor)  
Head Office, Kolkata- 700001

PF No.
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<b>Application for retired employees who have not renewed / joined Medical Insurance Scheme for Retirees till 15/11/2018</b>
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Application-cum- Debit Authority-cum-Declaration to join in the Medical Insurance Scheme  
for the Retirees Officers/Employees from 16<sup>th</sup> December, 2018 to 31<sup>st</sup> October, 2019.

I am a retired employee of the Bank or widow/widower of a deceased employee of the Bank I/ my spouse retired from Bank's service as a/an.....(Officer/Clerk/Sub-staff) on..... from..... Branch/Office. I want to renew my Medical Insurance Policy from 16<sup>th</sup> December, 2018 to 31<sup>st</sup> October, 2019 as per H.O.I.C. 16107/HO/HR/2018-19/24 dated 05/12/2018.

The detail information of my-self and dependent spouse is as under:

Sl. No	Full Name of Self/ Dependent Spouse.	Date of Birth (DD/MM/YYYY)	Relationship	Gender
	SELF			
	SPOUSE			

I also understand and accept that the Bank is in no way responsible for payment of any amount under the scheme except what is admissible /payable by the Insurance Company.

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(Signature of the Retired Officer/Employee or widow/widower of a deceased employee)  
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**“Debit Authority” for membership of the IBA Group Medical Insurance Scheme  
for Retired Officers/Employees from 16<sup>th</sup> December, 2018 to 31<sup>st</sup> October, 2019.**

I request you to kindly debit Rs...../- from my / our Savings Bank Account No.....towards the Insurance Premium for joining the Medical Insurance Scheme for Retired Officers/ Employees for **Option- I (Without Domiciliary) /Option - II (With Domiciliary) /Option- III (Without Domiciliary + Super Top-up) / Option - IV (With Domiciliary + Super Top-up )** and take necessary action for coverage under the Medical Insurance Scheme for Retired Officers/Employees from 16<sup>th</sup> December, 2018 to 31<sup>st</sup> October, 2019.

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(Signature of the Retired Officer/Employee or widow/widower of a deceased employee)  
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Cadre	Option- I (Without Domiciliary)	Option- II (With Domiciliary)	Option- III (Without Domiciliary + Super Top-up)	Option - IV (With Domiciliary + Super Top-up )
Officer	Rs.28,792/-	Rs.82,373/-	Rs.33,841/-	Rs.87,422/-
Award Staff	Rs.21,595/-	Rs.61,784/-	Rs.26,252/-	Rs.66,441/-

I, / widow/widower of deceased employee .....(Name of Retiree), Employee/PF no..... could not submit the option to renew/join the the IBA Group Health Insurance for Retirees for 2018-19 on or before 31/10/2018 due to some unavoidable reasons. I hereby opt to join/renew the IBA Group Health Insurance for Retirees for 2018-19 and remit the full premium. I further agree that the period of coverage shall be from 16/12/2018 to 31/10/2019.

a) Name of the retired /deceased Employee:.....b) PF No.....

c) Address for Correspondence : .....PIN Code.....

b) Mobile No./Ph No..... c) E-mail ID: .....

Date :.....

Place:.....

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(Signature of the Retired Officer/Employee or widow/widower of a deceased employee)  
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**Should be submitted in original hardcopy only to Head Office, HR Section by 13<sup>th</sup> December, 2018.**