

मानव संसाधन विभाग / HUMAN RESOURCES DEPARTMENT
कर्मचारी कल्याण प्रभाग / STAFF WELFARE DIVISION
प्रधान कार्यालय : मणिपाल / HEAD OFFICE: MANIPAL

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Circular No. 420-2017-BC-HRD-68SWD

दिनांक/Date: 09.10.2017

Sub: IBA HEALTH INSURANCE SCHEME-GROUP MEDICLAIM POLICY
(RETIREES) EXPIRING ON MIDNIGHT OF 31.10.2017.

Reference is invited to Bank's Circular No. 401/2017 dated 26.09.2017 and Notification No. 680-2017-BC-HRD-SWD dated 04.10.2017 about renewal of IBA Group Health Insurance Policy for Retirees and Family Pensioners for 2017-2018 wherein the details of the premium to be paid for renewal of the Policy and premium for opting Super Top Up Policy cover has been conveyed.

All the Retirees/Staff Family Pensioners who are already covered under the IBA Group Health Insurance Policy for Retirees and also those who wish to avail the Insurance cover during this renewal of the Policy i.e. from 01.11.2017 have to visit the Bank's website <https://www.syndicatebank.in> and navigate to -->For Ex-Employees-->Announcement -SyndicateBank-Ex Staff-->IBA Health Insurance --> Option for Renewal of IBA Health Insurance Scheme 2017-2018 Log in.

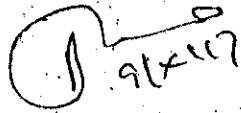
The detailed Work Flow of the Log In Utility is given in Annexure.

As informed in the Work Flow after confirming an OPTION to generate the annexure based on the renewal choice will be made available. This should be printed, signed and sent to the concerned Pension Paying Branch by all the Staff Pensioners/Family Pensioners and in respect of non-pensioners to be sent to HO: SWD for records.

The renewal premium amount payable will be debited to respective accounts centrally at HO: HRD: SWD on 01.11.2017. As such all the retirees/family pensioners are once again advised to keep sufficient balance in their SB account for availing the renewal cover. If for any reason the renewal premium is not remitted for insufficiency of funds, the policy cover will not be renewed.

To reiterate all the retirees including staff pensioners / staff-family pensioners have to exercise the option for renewing the existing IBA Health Insurance Group Policy by visiting our Bank's website from 09.10.2017 to 27.10.2017 for exercising their OPTION online and have to maintain sufficient balance to cover both the base policy premium and the Super Top up Policy premium (if opted) in their SB Account.

महा प्रबंधक / GENERAL MANAGER


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ANNEXURE

Retiree visits bank website <https://www.syndicatebank.in> and navigates to --> For Ex-Employees
Announcement > For syndicate Bank Ex-staff->IBA Health Insurance Scheme



User will click on the Link

Option for Renewal of IBA Health Insurance Scheme 2017-2018 Log in



Login page will appear asking to input the following fields:

Employee No (Retiree)

Date of Birth(DOB of the Retiree)

Any 4 consecutive letters in name(Example:Name:KUMAR JOHN then the four letters is KUMA)

Captcha Text (total of two numbers should be put in the field)

Mobile Number (and clicks on "Generate OTP" button OTP will come to entered Mobile no. Enter that OTP no. in screen and click login.



If the above fields are incorrectly entered 5 times, the ex-employee will have to contact HO: SWD for offline renewal process -0820-2572086-e-mail-hoswd@syndicatebank.co.in. If all the fields are correctly entered, details of employee will be displayed and a data entry screen will appear where user can update the following information if needed:

1. Misspelled name
- 2 Spouse Name
3. Correction of gender
3. Mobile No
5. Email ID
4. Pension Account No & IFSC



User will then select the Renewal Type from:

1. Renewal with domiciliary treatment
2. Renewal with-out domiciliary treatment
3. Whether Top-up policy is needed or not
4. Opt out of the scheme permanently

For domiciliary treatment opted ex-employees all the options above will be available. For non-domiciliary treatment opted ex-employees only options 2, 3 and 4 above will be available.



After scheme is selected, the following information will be displayed

1. Sum Insured
2. Top-up cover
3. Total Premium to be Debited

And asks for a confirmation. On confirming an option to generate the annexure based on the renewal choice will be made available. This should be printed, signed and sent to the concerned Pension Paying Branch by all the Staff Pensioners/Family Pensioners and in respect of non pensioners to be sent to HO: SWD for records. Further modifications will have to be taken up with HO: SWD offline. SMS Alerts will be sent to current and revised mobile numbers.