

**CIRCULAR TO ALL BRANCHES / OFFICES IN INDIA**

**ISSUED BY MEDICAL INSURANCE DEPT.  
HEAD OFFICE, BARODA**

**Re: Reimbursement of ₹ 3000 to Retired employees/ surviving spouse towards Medical Insurance premium .**

We refer to our Notice No. HO:HRM:MED:112:1:10043 dated 22<sup>nd</sup> December 2020 in the above matter, wherein it was communicated that ₹3,000/- shall be reimbursed from the banks Staff Welfare Fund towards medical insurance premium paid by such retired (superannuated) /Voluntary retired employees / spouse of deceased employee, who have opted for IBA Policy, without any request from the eligible retiree/ spouse of deceased employee.

It was also communicated that, other retirees who opt to take any medical insurance policy from any other insurance company may submit their claims for reimbursement directly to Head Office in prescribed proforma (Annexure A of the aforementioned Circular).

In this regard, we are pleased to inform that the process of applying for the said reimbursement by retirees/ spouse of deceased employee who have opted for medical insurance policy other than IBA Policy, has been simplified and moved to paperless digital form. Provision has been made under Ex-employee portal in this regard and the URL for the same is provided here below:

[https://easiest.bobinside.com:8443/ex\\_empModule/](https://easiest.bobinside.com:8443/ex_empModule/)

While submitting the application in Ex-employee portal, the eligible retiree / spouse of deceased employee shall ensure that:

- I. The commencement date of such Medical insurance lies between **1<sup>st</sup> November 2020 to 31<sup>st</sup> October 2021**. Insurance policies commencing outside the said time period shall not be eligible for reimbursement.
- II. **Primary holder/Proposer** of the policy is in the name of Ex-employee or in the name of spouse of deceased Ex-Employee. Medical insurance in name of any other person excluding the ones mentioned above will not be eligible for reimbursement.

It may please be noted that the process of manual reimbursement through hardcopy applications is discontinued with immediate effect. All the retired staffs who have sent their hard copy of application to Head Office, have to apply in Online portal only.

The said amount of ₹3000/- will also be reimbursed to eligible retiree / spouse of deceased employees mentioned above who have taken any other medical insurance policy from any other insurance company not limiting reimbursement of ₹3000/- only to those opting for IBA policy. However in any case the reimbursement would be restricted to ₹3000/- per eligible retirees/spouse of deceased employee.

The job card related to this module in Ex-employee portal is enclosed as Annexure-A. For any queries please feel free to contact HR department at Head Office by Email at [swel.ho@bankofbaroda.com](mailto:swel.ho@bankofbaroda.com).

A copy of the circular may be displayed on the notice board for information of all concerned. Branches are advised to guide retired Employees of their branch/office and offer all assistance.

Yours faithfully, /

  
(S Kannan)

Head – HRCPC & Terminal Benefits

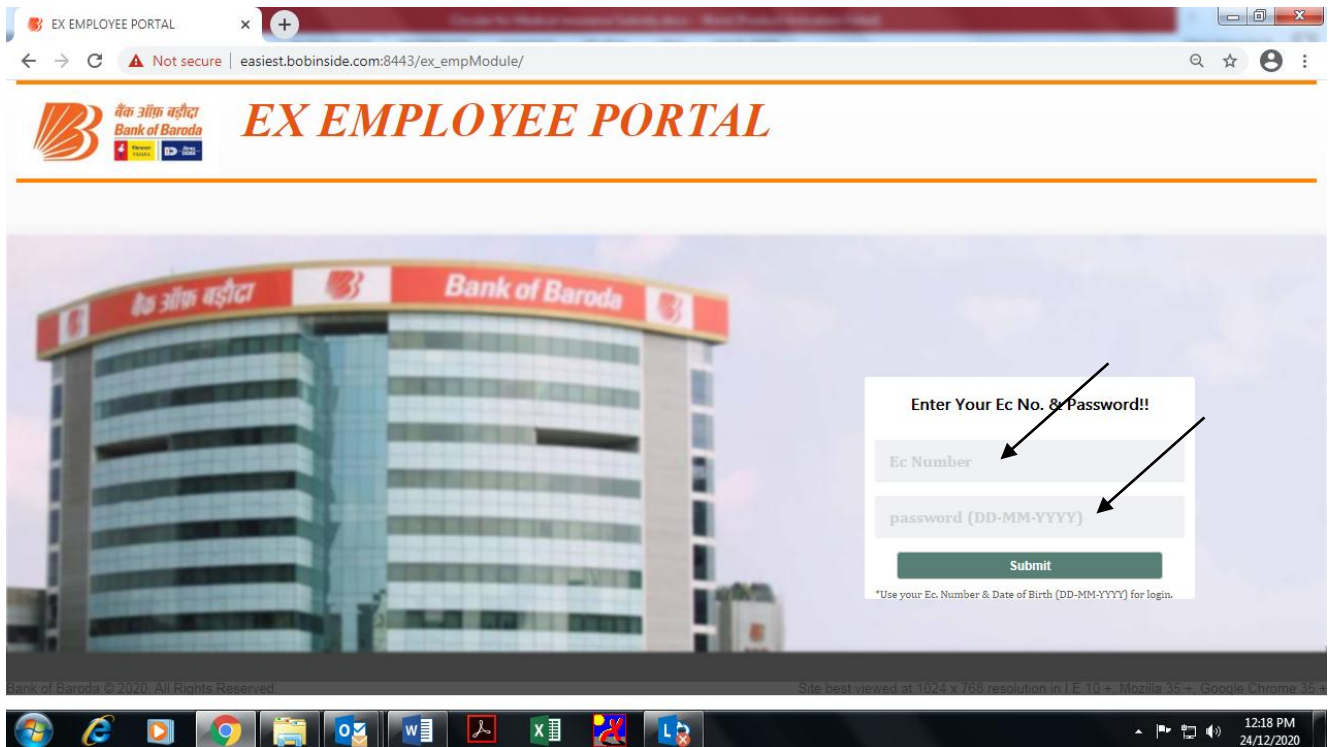
# ANNEXURE-A: JOB CARD OF MODULE FOR REIMBURSEMENT TOWARDS MEDICAL INSURANCE PREMIUM PAID

## 1. Login:

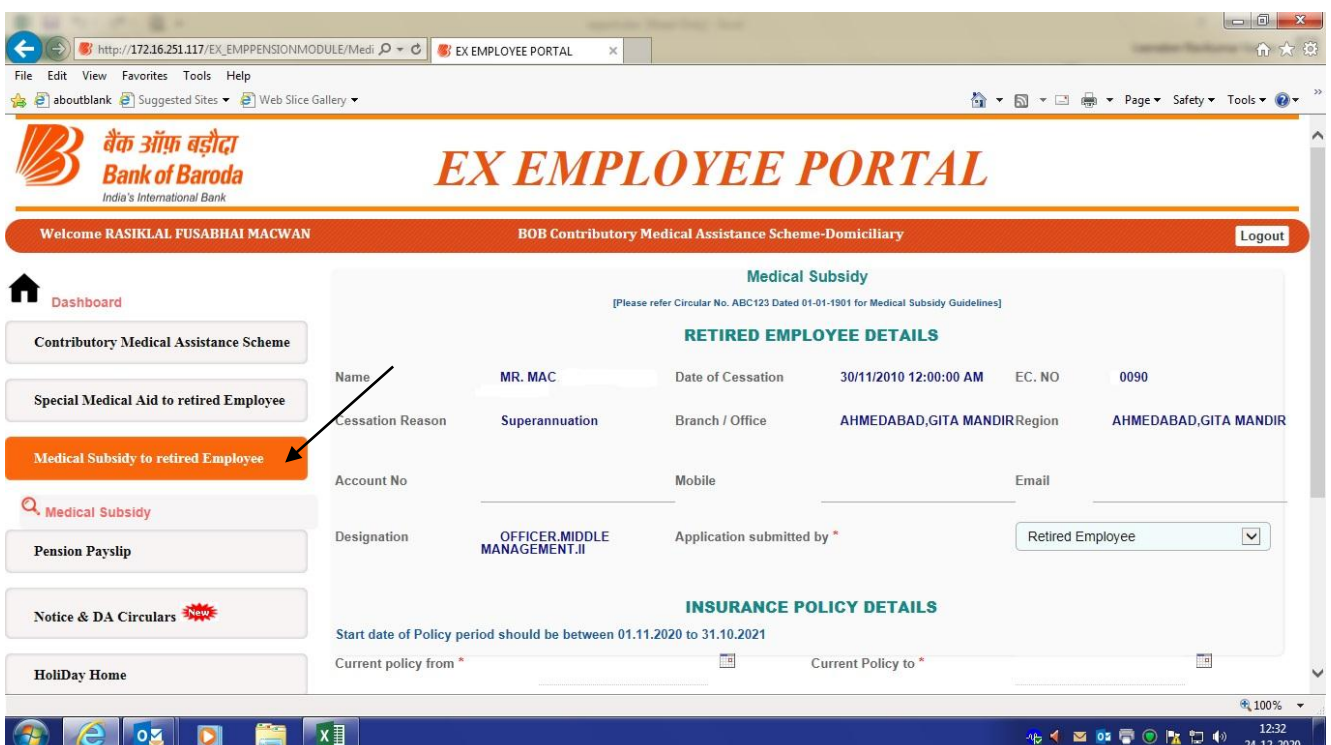
URL: [https://easiest.bobinside.com:8443/ex\\_empModule/](https://easiest.bobinside.com:8443/ex_empModule/)

USERNAME: EC NUMBER

PASSWORD: DATE OF BIRTH (DD-MM-YYYY FORMAT)



## 2. Click on 'MEDICAL SUBSIDY TO RETIRED EMPLOYEE':



### 3. Click on 'MEDICAL SUBSIDY':

The screenshot shows the Bank of Baroda EX EMPLOYEE PORTAL. The user is logged in as RASIKLAL FUSABHAI MACWAN. The page displays the 'Medical Subsidy' section for a retired employee. The 'Medical Subsidy' menu item in the left sidebar is highlighted with an arrow.

**Medical Subsidy**  
[Please refer Circular No. ABC123 Dated 01-01-1901 for Medical Subsidy Guidelines]

**RETIRED EMPLOYEE DETAILS**

Name	MR. MAC	Date of Cessation	30/11/2010 12:00:00 AM	EC. NO	0090
Cessation Reason	Superannuation	Branch / Office	AHMEDABAD,GITA MANDIR	Region	AHMEDABAD,GITA MANDIR
Account No		Mobile		Email	
Designation	OFFICER.MIDDLE MANAGEMENT.II	Application submitted by *	Retired Employee		

**INSURANCE POLICY DETAILS**

Start date of Policy period should be between 01.11.2020 to 31.10.2021

Current policy from \*  Current Policy to \*

### 4. Fill the details pertaining to 'ACCOUNT NO.', 'MOBILE NO.', 'E-MAIL':

The screenshot shows the Bank of Baroda EX EMPLOYEE PORTAL. The user is logged in as RASIKLAL FUSABHAI MACWAN. The page displays the 'Medical Subsidy' section for a retired employee. Arrows point to the 'ACCOUNT NO.', 'MOBILE NO.', and 'E-MAIL' fields, indicating where to enter details.

**Medical Subsidy**  
[Please refer Circular No. ABC123 Dated 01-01-1901 for Medical Subsidy Guidelines]

**RETIRED EMPLOYEE DETAILS**

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**INSURANCE POLICY DETAILS**

Start date of Policy period should be between 01.11.2020 to 31.10.2021

Current policy from \*  Current Policy to \*

5. Fill the following details
  - a. Application submitted by
  - b. Policy period details (From – To)
  - c. Primary holder and proposer details
  - d. Policy type (IBA Policy / Outside policy)
  - e. Name of the insurer
  - f. Policy no.
  - g. Premium amount

6. After filling all the required information, please upload the scanned copy of the insurance policy (PDF/JPG/JPEG file less than 2MB) and SUBMIT: