

CIRCULAR TO ALL BRANCHES/OFFICES IN INDIA

*Issued by
HRM Department*

Madam / Dear Sir,

Re: Enhancement of Reimbursement to Retired employees / surviving spouse towards Medical Insurance Premium- F.Y. 2023-24.

We refer to our circular no. BCC:BR:107:555 dated 10.11.2015 introducing the scheme for reimbursement of certain amount to the retirees from the Bank's staff welfare fund to partially offset the financial load of medical insurance premium being paid by them. Keeping in view the steep increase in the insurance premium the reimbursement amount was increased vide circular no. HO:BR:114:28 dated 11.02.2022.

We are pleased to inform that, Bank has considered to further enhance the amount of reimbursement to the retirees towards the Medical Insurance Premium for the current year i.e. **F.Y. 2023-24**, to ease the hardship caused to retirees on account of the consistent increase in the insurance premium.

Accordingly, the enhanced amount will be reimbursed based on the pension pay band advised vide circular no. HO:BR:114:28 dated 11.02.2022 as under:

Particulars	Amount Presently reimbursed	Enhanced reimbursement (for the current year)
Pension pay Up to ₹ 25000/-	₹ 8000	₹ 16000
Pension pay from ₹ 25001/- to ₹ 40000/-	₹ 6000	₹ 12000
Pension pay ₹ 40001/- & above	₹ 5000	₹ 10000
PF Optees / Spouse of deceased employees	₹ 6000	₹ 12000

For calculation of Pension pay, the components considered are Basic (Reduced Basic Pension after Commutation)+ DA+ Additional Pension as on 31st Oct'2023.

The amount of reimbursement shall be the amount of premium paid or the amount as per the table above, whichever is less.

Further, notice to all retired employees was issued vide letter no. HO:HRM:115:3093 dated 09.10.2023 regarding renewal of Group Health Insurance Policy 2023-24 for retired employees under IBA Medical Insurance Scheme. For those retirees who have opted for medical insurance under IBA medical insurance Policy the amount of reimbursement will be directly credited to the account of beneficiaries.

The eligible retirees who have taken medical insurance policy from any insurance company other than the insurance through IBA, shall submit the application for 2023-24 through Ex-employee module in HR-Connect.

While submitting the application in Ex-employee module in HR Connect, the eligible retiree / spouse of deceased employee shall ensure the following points:

1. Ex-employee or the spouse of the deceased ex-employee should be the primary holder and proposer of the policy. Medical insurance in name of any other person will not be eligible for reimbursement.
2. Policy period (start date of new policy for which the reimbursement is applied for) should be after the end date of previous policy to avoid overlapping in system.
3. While submitting the application online, the concerned ex-employee or the spouse of the deceased ex-employee shall ensure that the clear scan copy of all the relevant documents are uploaded and relevant information, viz. **policy no., policy period, policy premium amount and name of primary holder of policy** should be visible, where primary holder and proposer of the policy shall be the ex-employee or the spouse of the deceased ex-employee.
4. The ex-staff may check the status of their application by logging in to their account in HR Connect.

Branches and Offices are advised to suitably inform regarding this facility to the ex-employees who have earlier served in their Office/Branch/drawing pension from their Branch. A copy of this circular should be displayed on the notice boards for the benefit of the ex-employees.

The job card for claiming the above reimbursement on the 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

Yours faithfully,


(Brajesh Kumar Singh)
Chief General Manager (HRM)

Encl: As above.

As

JOB CARD FOR APPLYING MEDICAL SUBSIDY IN HR-CONNECT**LOG-IN**

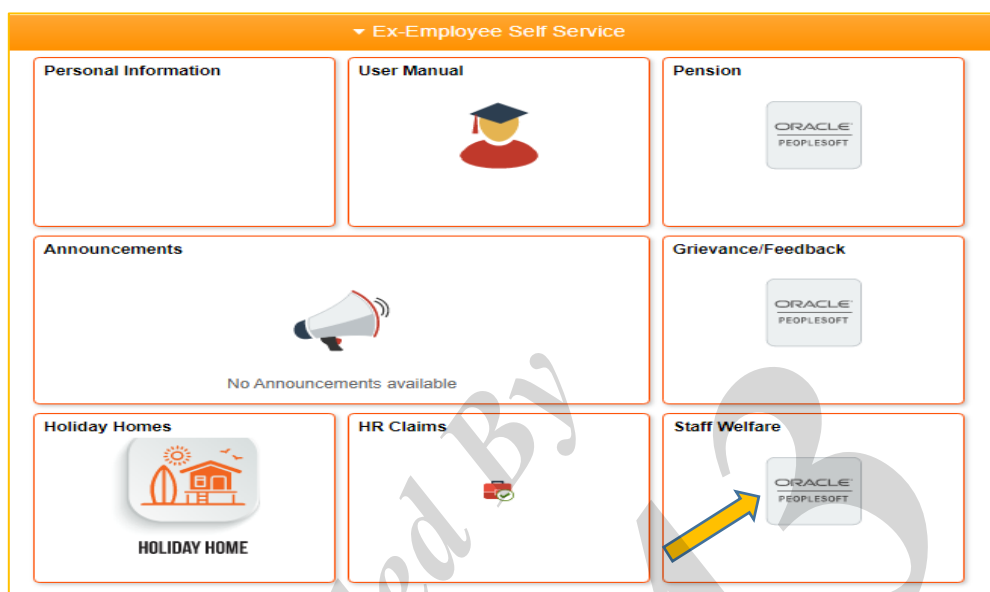
1. Access HR-Connect through the URL <https://hrconnect.bankofbaroda.co.in/> click to enter:



2. Key in USER ID and click on 'Continue'. Select E-mail/Phone to receive the OTP. Thereafter, key-in the OTP received on mobile/email and click on 'Sign In'.

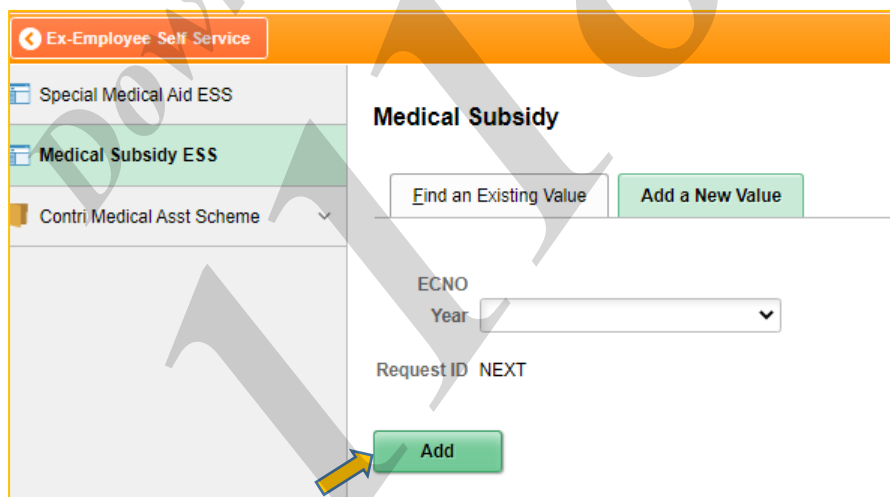


3. The dashboard as shown below will be displayed. Click on **Staff Welfare**



4. Medical Subsidy

Click on the **Medical Subsidy ESS** on the Menu panel and then click on **Add a New Value**. Select the Year from the dropdown and click on **Add**



5. Filling up the policy details:
- (i) Fill up the policy details as required.
 - (ii) To upload the documents, first select the type of document being uploaded from the drop down.
 - (iii) Click on the **tick box**.
 - (iv) Click on **Upload** tab. A pop up will be opened to upload the documents. Choose any file in **.pdf or .jpg** format.
 - (v) After uploading the documents, click on **Submit** button.

Employee Details

ECNO	Year
Request ID	Organization
Cessation Reason	Cessation Date
Account Number	Grade
Date of Death	Spouse Name
Phone	Email Address
Optee Pension Pension Amount	Grade Band
Application Status	

Policy Details

Policy Begin Date	Policy End Date
Policy Number	Premium Amount
Max Eligible Amount	Amount To Be Paid
Payment Date	Payment Status
Insurance Company Name	Covered Under Other Than IBA
<input type="checkbox"/> I Confirm that the Primary holder and Proposer are same.	
Submitted By	Retired Employee

File Type	Attached File	Created Date time	Created By	Upload	View
1				Upload	View

Submit



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