

HUMAN CAPITAL MANAGEMENT - INDUSTRIAL RELATIONS & POLICY DEPARTMENT

मानव संपदा प्रबंधन - औद्योगिक संबंध एवं नीति विभाग

Staff Circular No. : 1423  
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Deptt. Running No.: 505

**All Branches/Offices**

**GROUP MEDICAL INSURANCE SCHEME FOR RETIRED EMPLOYEES 2023-24:  
EXTENDED WINDOW FOR RETIREES WHO HAVE MISSED THE DEADLINE FOR  
2023-24**

Attention is invited to our Circular No 1405 dated 09.10.2023 conveying the premium rates provided by National Insurance Co. for renewal of Group Medical Insurance for Retired Employees for policy tenure 01.11.2023 to 31.10.2024.

We have received a communication from National Insurance Company vide its mail dated 02.11.2023, wherein they have agreed to provide an **extended window to the Retirees who have missed the deadline for 2023-24, subject to the following conditions:-**

- This is a One-time Exercise and no more extensions or similar windows will be allowed during the policy period.**
- Retirees who have missed out 31.10.2023 deadline and could not join the policy on time for obvious reasons are allowed to use this window for enrollment. However, this policy would not cover any disease/ symptom which the proposer would develop during non-coverage in the policy.**
- The coverage for the members enrolling during the extension period will commence w.e.f 01.12.2023.**
- Since it is an optional exercise offered to left-out retirees only to facilitate them, there will be no pro-rata reduction in premium & retirees will have to pay full Annual (Yearly) Premium. As such, premium rates shall be the same as enumerated vide our Staff circular No. 1405 dated 09.10.2023.**

**PROCEDURE FOR RENEWAL & TIME SCHEDULE FOR SUBMISSION:**

**BRANCH:**

Branches are advised to obtain the consent from the members (Format enclosed), who are willing to continue under the above medical scheme under **Option I (without Domiciliary) or Option II (With Domiciliary)** as the case may be and forward the same to Regional Office along with the list (Format enclosed).

Please note that **branches shall not debit retirees account (shall be debited by Regional Office)** but forward the details to Regional Offices. **We request you to kindly prepare the list with utmost care by including all without any omission since any further inclusion for coverage in the current retiree policies shall not be possible.**

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**REGIONAL OFFICE:**

Regional Offices after verifying the correctness, shall debit their respective account based on the data received from the branches.

The consolidated list (Format enclosed) along with the total premium amount will be remitted to Zonal Office in one lot through C2C. The data should be submitted in the enclosed format after verifying the correctness and ensure the amount tallies with the option wise list.

**ZONAL OFFICE:**

Similarly, Zonal Offices will amalgamate the data received from Regional Offices & remit the entire amount in one lot through C2C to our Nariman Point Branch (Branch Code-1067) with description as "Premium Extended Window- 2023-24" along with the name of the Zone. The remittance details along with data (Format enclosed), duly verified and tallied option wise, to be sent by e-mail to [smcoirp@centralbank.co.in](mailto:smcoirp@centralbank.co.in) & [managercoirp@centralbank.co.in](mailto:managercoirp@centralbank.co.in).

Branches, Regional Offices & Zonal Offices are strictly advised to observe the following schedule for submission of consent/data.

**Last date for submission for consent/willingness by the members is 18.11.2023.**

From	To	Date of Submission
Branches	Regional Office	18.11.2023
Regional Office	Zonal Office	21.11.2023
Zonal Office	Central Office	22.11.2023

**The Policy benefits will accrue to the Retirees w.e.f. 01.12.2023.**

Kindly bring the contents of this circular to the notice of all retirees / VRS optees/ Family Pensioners and a copy of this circular must be displayed on the Branch Notice Board for information.

(POPPY SHARMA)  
GENERAL MANAGER-HCM

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- Encl: 1) Consent Format  
2) Format (Excel) for submission of data of retirees