

**HUMAN RESOURCES DEPARTMENT  
EMPLOYEE BENEFITS DIVISION**

239, Vidhan Bhavan Marg, Nariman Point, Mumbai 400 021

STAFF CIRCULAR NO.6680

October 12, 2017

To: All Branches/Offices,

**Subject- Special Scheme for Pensioners of Union Bank of India  
For Granting Loan to Pay Medical Insurance Premium 2017-18**

1. This has further reference to Staff Circular 6674 dated 04<sup>th</sup> October 2017 in terms of which retirees were inter-alia informed about the revised premium rates received from United India Insurance Company Ltd. for renewal of Group Health Insurance Policy- (Retirees). The portal for online renewal of Medical Insurance Policy for Retirees is available online both at Union Bank Corporate Website as also on UBINET. The last date of online registration is 23.10.2017.
2. Attention is sought towards Staff Circular 6476 dated 21<sup>st</sup> October 2016 on the captioned subject. In order to provide financial assistance to the retired employees of our bank and to enable them to pay the enhanced Medical Insurance Premium, a special scheme under retail loans was formulated by the Bank last year viz. SPECIAL SCHEME FOR PENSIONERS OF UNION BANK OF INDIA FOR GRANTING LOAN TO PAY MEDICAL INSURANCE PREMIUM. This year too the management has consented to continue with the loan facilities to the retirees. In this regard this scheme will mitigate hardships of the pensioners to bear the burden of higher premium amount in one go. A copy of this Loan Scheme is enclosed as Annexure I. The application-cum-Sanction note is also enclosed as Annexure II.
3. All branches are advised to display a copy of this Circular on the branch notice Board for information of all the retired staff.
4. The information about the above Scheme is also available on Bank's website under the link 'Information to Retired Employees'.

Encl: Annexure I & II

  
GENERAL MANAGER (HR)

## Annexure I

**SPECIAL SCHEME FOR PENSIONERS OF UNION BANK OF INDIA FOR PAYMENT OF  
MEDICAL INSURANCE 2017-18**

<b>Particulars</b>	<b>Details</b>				
<b>Purpose</b>	Short term loan to retired employees of Union Bank of India for payment of Medical Insurance Premium.  Note: Facility to be granted only once for the said purpose in the current year only.				
<b>Nature of Facility</b>	The facility to be sanctioned as term loan (TL).				
<b>Eligible Individuals</b>	All retired employees who are drawing pension from our Bank and presently covered under Medical Insurance Policy for Retirees				
<b>Quantum of Loan</b>	The eligible quantum of loan will be as under:				
	<b>Cadre</b>	<b>Max. quantum of loan without Domiciliary</b>	<b>Max. quantum of loan with Domiciliary</b>	<b>Max. quantum of loan without Domiciliary + Top Up</b>	<b>Max. quantum of loan with Domiciliary + Top Up</b>
	Retired Officers irrespective of grade/scale	Rs.16443/-	Rs. 36,998/-	Rs. 20,249/-	Rs. 40,804/-
	Retired Clerical /Sub-Staff	Rs.12,333/-	Rs.27550/-	Rs. 15844/-	Rs. 31,261/-

Rate of Interest	1Y MCLR = 8.20 % at present.
Processing Charges-	NIL
Repayment Period	The maximum repayment tenure: 12 months.
Guarantee	NIL.
Security	<p>NIL.</p> <p>However, following Security documents (to be stamped as per local laws) to be obtained as per guidelines:</p> <ul style="list-style-type: none"> <li>• Demand Promissory (D.P.) note: SD-21</li> <li>• Request Letter by eligible retired employee, and copy of acknowledgment of online registration of option.</li> </ul>
Application processing	<ul style="list-style-type: none"> <li>• Loan will be processed by the branch where the retired employee is maintaining pension account. However to obviate inconvenience to retired employees, the same can be processed by any other branch also as requested by the retired pensioner.</li> <li>• DIT to permit branch to open the account directly in finacle under SCHEME code TLR01.</li> </ul>
Delegated Powers for Sanctioning Loans	All Branch heads irrespective of their scale are permitted to sanction the loan.
Terms and Conditions	<ul style="list-style-type: none"> <li>• No moratorium period is allowed. The repayment of the loan will commence from the succeeding month of the disbursement of loan.</li> <li>• Loan will be repaid by way of Equated Monthly installments (EMIs).</li> <li>• Branch to recover EMI directly from pension account of the borrower. Standing instruction to be obtained by the concerned branch in this regard from the retired pensioner.</li> <li>• Facility to be granted only once for the said purpose in the current year.</li> </ul>
Receipt Basis Reimbursement	Loan can be granted to a retired employee even as reimbursement to the pension account against already paid premium at a later date.
Last Date of Loan Scheme	The scheme will be available till 30.12.2017.

**APPLICATION CUM SANCTION NOTE**

TO  
THE BRANCH MANAGER  
UNION BANK OF INDIA

\_\_\_\_\_ BRANCH

Dear Sir/Madam,

**SPECIAL SCHEME FOR PENSIONERS OF UNION BANK OF INDIA  
FOR GRANTING LOAN TO PAY MEDICAL INSURANCE PREMIUM**

I request you to sanction me loan of Rs. \_\_\_\_\_ under the subject Scheme. I submit that I am drawing monthly pension of Rs. \_\_\_\_\_ from Union Bank of India and the same is being regularly credited in account number \_\_\_\_\_ with \_\_\_\_\_ Branch of our Bank. I am covered under the Medical Insurance Policy for Retired employees of United India Insurance Company Ltd. For the period of 2017-18

I have opted for Medical Insurance cover with domiciliary treatment (with top up/ without top up) and my yearly premium is Rs. \_\_\_\_\_. Acknowledgment copy of online registration of option attached.

OR

I have opted for Medical Insurance cover without domiciliary treatment (with top up/ without top up) and my yearly premium is Rs. \_\_\_\_\_. Acknowledgment copy of online registration of option attached.

I agree to repay the loan amount in 12 equated monthly installments which will be deducted from my Pension Account.

Yours Faithfully,

Date:

(Signature)

NAME \_\_\_\_\_

EMP NO. \_\_\_\_\_

Designation \_\_\_\_\_

Date of birth \_\_\_\_\_

Mobile No. \_\_\_\_\_

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**Process cum Sanction Note**

We have verified that Mr./Mrs \_\_\_\_\_ is covered under Medical Insurance Policy for Retirees and is regularly drawing his/her monthly pension from our Bank. As per given option he/she is hereby sanctioned a loan of Rs. \_\_\_\_\_, which will be recovered in 12 monthly installments from his/her pension account. Retired pensioner is required to execute DP Note (SD-21) for an amount of Rs. \_\_\_\_\_.

Date:

BRANCH MANAGER