



आंतर कार्यालयीन ज्ञापन
INTER-OFFICE MEMORANDUM

प्रेषक/From :	प्रति/To:
मुख्य महाप्रबंधक/ The Chief General Manager, प्रधान कार्यालय / Head Office, मानव संसाधन विभाग/Human Resources Dept., औद्योगिक संबंध प्रभाग/Industrial Relations Divn.	The Chief General Manager/ General Manager <u>All HO Departments</u> The Chief General Manager/ General Manager <u>All FGMOs.</u> The Zonal Manager All Zones <u>H.R. Department</u> The Dy. General Manager, <u>LCB/Zonal Audit Offices</u> The Principal Staff Training Colleges
Ref.No.: HO:HR:IR:MKB:I-98	Date : 27 th May, 2025
Ref. No. 2025-26:029	

**Health Check-up facility for Award Staff members
Clarification regarding Health Check-up from Hospitals with/ without tie-up
arrangement with the Bank**

We request reference to Branch Circular No. 108/183 dated 08.01.2015 and 115/09 dated 01.04.2021 regarding Health Checkup facility for Award Staff Members.

2. In terms of the said guidelines, the present criteria for health check-up facility to the Award Staff members is as under:

Sl. No.		EXISTING CAPS	
		METRO CENTRES	OTHER CENTRES
1	Limit of reimbursement of expenses of Health Check-up	3,500	3000
2	Age group vis-à-vis frequency of Health Check-up	i. Till 50 years - Biennially ii. 50 years & Above - Annually	

3. In this regard, we are in receipt of queries from various Zones regarding entitlement for Health Check-up at hospitals with whom Bank is having tie-up arrangement and otherwise. Accordingly, we reiterate the guidelines as per HO BC No. 108/183 dated 08.01.2015, wherein it has been clearly stated that *"In case of hospitals with which Bank is having tie-up arrangement, the staff member is not required to pay charges immediately for undergoing health check-up. The bills received from the hospital will be settled by the Bank as per entitlement of the concerned Staff member. In case the Bank is not having tie-up arrangement with the hospital where the staff is undergoing health check-up, he/ she will have to pay the charges upfront to the hospital / diagnostic centre and seek reimbursement from the Bank as per his/ her entitlement"*

4. Please bring this to the notice of all Employees working under your jurisdiction and impress upon them to undergo health check-up in their own interest.



(Signature)

(B.S.Fonia)
Deputy General Manager (HR)