



आंतर कार्यालयीन ज्ञापन
INTER-OFFICE MEMORANDUM

प्रेषक/From :	प्रति/To:
महाप्रबंधक/ The Chief General Manager, प्रधान कार्यालय / Head Office, मानव संसाधन विभाग/Human Resources Department औद्योगिक संबंध प्रभाग/Industrial Relations Division	The Chief General Manager/ General Manager <u>HO Departments</u> The Chief General Manager/ General Manager <u>Field General Manager's Office</u> The Zonal Manager All Zones <u>H.R. Department</u> The Dy. General Manager, <u>LCB/ Zonal Audit Offices</u> The Principal <u>Staff Training Colleges & MDI</u> <u>Branch Heads</u> All Branches
Ref.No.:HO:HR:IR:I-249	Date : 24.09.2025
IOM Ref. No. 2025-26/114	

**Group Medical Insurance Policy for Bank
Employees for the year 2025-26**

We have received communication from Indian Banks' Association (IBA) vide their letter No: HR&IR/MBR/MEDINS/2476 dated 02.09.2025 informing the Bank about the Group Medical Insurance Policy for the year 2025-26 for serving employees, covering the period from **01.11.2025 to 31.10.2026**.

2. IBA has informed that National Insurance Company Limited (NICL) will be the insurer for the policy period 2025-26 (01.11.2025 to 31.10.2026). The TPA for the policy year 2025-26 will be advised separately.

3. For the purpose of medical facilities, the expression of "family of an employee" shall be defined as per the 12th Bipartite Settlement and 9th Joint Note dated 08.03.2024.

4. Any changes or substitution in dependent/s should be carried out by employees latest by 25.10.2025 for consideration of same under policy period 01.11.2025 to 31.10.2026. No request after 25.10.2025 shall be entertained once the data is submitted to NICL. It is pertinent to mention that employees may update/ add the dependents only in cases of Birth, Marriage of employee and Death of dependent/s during the policy period and no other request will be entertained.



5. All staff members are required to verify the list of their dependents on the basis of above principles. If any discrepancy is found by the staff (including spelling mistake, DOB), the same needs to be corrected immediately with the help of respective Zonal HR/ HRMS Department. Addition of dependents in HRMS will be the responsibility of staff members. In case of Sub staff, the correctness of data need to be ensured by Branch In-charge/ Department In-charge under whose jurisdiction the Sub staff is working. If any discrepancy is found later, recovery will be effected and appropriate action may be initiated against the concerned staff member.

6. For active employees as on 01.11.2025, the premium for Group Medical Insurance Policy will be borne by the Bank on behalf of the employees for the policy year 2025-26.

Employees Base Policy

Cadre	Award Staff	Officers upto Scale V	Officers in Scale VI & above
Sum Insured	₹ 4.00 Lakhs	₹ 5.25 Lakhs	₹ 7.00 Lakhs

7. During past years, the option of Employees' Top Up Policy was not actively exercised by the employees. However, it has been noted that the corporate buffer allocated to the Bank is getting exhausted before the end of the policy period causing hardship to employees. To address this issue, it is **advised to the employees to opt for the Employees Top-up policy by exercising their option in HRMS before 10.10.2025**. It is also requested that employees who expect medical expenses during the next policy period (i.e. from 01.11.2025 to 31.10.2026) opt for the Top Up policy. The premium rates for the Employees Top-up policy (including GST) are as under:

Employees Top-Up Policy (including GST)

Sum Insured	(Amount in ₹)			
	1,00,000	2,00,000	3,00,000	4,00,000
Premium	8,261.18	12,981.18	15,341.18	17,701.18

(Note: Premium is to be borne by the employees (optional). The option is live under HRMS. Menu --> Self Service --> Insurance Top up)

8. We receive requests from Staff members for issuance of No Objection Certificate (NOC) for availing medical facility from their spouse's organization. After the payment of premium amount for all staff members to the Insurance Company, it is deemed that the staff member is availing medical facilities of the Bank and therefore, we are not in a position to issue NOC to such staff members. Hence, **the employees who wish to exercise the option of 'opting out' of the Group Medical Insurance Scheme are required to submit a written application to the respective Zonal HR head by 05.10.2025. Any request for 'Opting out' of the scheme after 05.10.2025 will not be entertained.**

9. Kindly note that, Bank will not pay the premium amount for these employees who are opting out of GMIS. These employees will also not be covered under any medical scheme of the Bank. Also, it may be noted that once an employee opts out of the scheme, he/ she will not have an option of 'opting in' during the Policy period of Medical Insurance in vogue i.e. from 01.11.2025 to 31.10.2026 and their medical claims (domiciliary & hospitalization claims) will not be reimbursed by the Bank. Please note that the employees are not entitled to claim the premium amount paid by the Bank on their behalf to the insurance company.



10. The H.O Departments / FGMOs / Zones / Offices are requested to collect the applications and retain the hard copy of the same at their end and submit the compiled list in an excel sheet **by 10.10.2025**.

11. To summarise, the following actions are required from the employees and Zones :

- a) **Change / update the dependents before 25.10.2025.**
- b) **Opt for the Employees Top-up policy before 10.10.2025.**
- c) **Exercise the option of 'opting out' of the Group Medical Insurance Scheme before 05.10.2025.**

12. All Heads of the Offices / Branches are advised to bring the contents of this IOM to the notice of all staff members under their jurisdiction.


(B. S. Fonia)
Dy. General Manager - HR



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