

मानव संसाधन प्रबंधन विभाग, केंद्रीय कार्यालय,

#239, यूनियन बैंक भवन, विधान भवन मार्ग, नरीमन पाइंट, मुंबई -400021

स्टाफ परिपत्र क्र:7582

दिनांक: 30-12-2021

प्रति: सभी शाखाएँ/ कार्यालय

कारपोरेट बफर (चिकित्सा सहायता) पर पालिसी	Policy on Corporate Buffer (Medical Assistance)
<p>1. स्टाफ परिपत्र क्र: 6446 दिनांक 20.09.2016 की ओर ध्यान आकर्षित करना चाहेंगे, जिसके द्वारा कारपोरेट बफर (चिकित्सा सहायता) पर प्रथम पालिसी परिचालित की गयी थी। दिनांक 15.12.2021 को आयोजित बोर्ड की बैठक द्वारा कारपोरेट बफर (मेडिकल एसिस्टेंस) पालिसी को वर्तमान पालिसीवर्ष 2021-22 हेतु रिन्यू किया गया है तथा यह दिनांक 01.10.2021 से लेकर दिनांक 30.09.2022 तक लागू होगी।</p> <p>2. वर्ष 2021-22में यूनियन बैंक ऑफ इंडिया को कारपोरेट बफर के अंतर्गत उपलब्ध कराई गयी राशि है रु: 13.05करोड़।</p> <p>3. सभी से अनुरोध किया जाता है कि उपर्युक्त को ध्यानपूर्वक नोट करें।</p>	<p>1. Attention is invited to Staff Circular 6446 dated 20.09.2016 vide which the 'maiden policy' on Corporate Buffer (Medical Assistance) was circulated. The Board in its meeting dated 15.12.2021 has approved renewal of the 'Policy on Corporate Buffer (Medical Assistance)', for the policy year 2021-22; period from 01.10.2021 to 30.09.2022. <b>Revised policy is attached as Annexure-I.</b></p> <p>2. The amount allotted to Union Bank of India under Corporate Buffer (Medical Assistance), for the policy year 2021-2022 is <b>Rs. 13.05crores.</b></p> <p>3. All are requested to take careful note of the same.</p>

Sd/-

General Manager (HR)



भारत सरकार का उपक्रम A Government of India Undertaking



## Policy on Corporate Buffer

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**POLICY ON CORPORATE BUFFER (MEDICAL ASSISTANCE)**

**Preamble**

The Medical Insurance Scheme for Officers/ Employees in lieu of Hospitalization Scheme was introduced in terms of the X Bipartite Settlement/ Joint Note dated 25.05.2015 and the subsequent approval provided by the Board in its meeting dated 25.06.2015. The salient features and other modalities on the implementation of the Medical Insurance Scheme were first circulated vide Staff Circular No. 6263 dated 29.10.2015.

The Group Medical Insurance policy for existing employees has been renewed for the policy year 2021-22; period from 01.10.2021 up to 30.09.2022. The Indian Banks’ Association, through a bidding process, have acquired the services of “National Insurance Company Ltd” to offer ‘Group Medical Insurance Policy’, for the policy year 2021-22, for both existing employees and retired employees.

National Insurance Company, as per the Group Medical Insurance policy for Policy year 2021-22, has made a provision of Rs.100.00 crores as Corporate Buffer (Medical Assistance), to be shared amongst the participating Banks, for providing financial assistance to serving employees and their dependents, whose eligible claims under the Medical Insurance Policy exceeds the medical cover.

Accordingly, the Bank has put in place the policy for utilization of Corporate Buffer (Medical Assistance). The salient features of the policy are mentioned below:-

<b>1.</b>	<b>Objectives of the Policy:</b>	
1.1.		As per the Group Medical Insurance Policy, the Basic Sum Insured for an officer cadre employee and his/ her dependent is Rs.4.00 lacs and in the case of clerical and sub staff (award staff cadre employee), the basic sum insured is Rs.3.00 lacs.
1.2		Due to serious ailments of self/ family, the sum insured falls short of actual expenditure while they are still hospitalized and the balance amount is borne by the employee. There may be cases where the sum insured is exhausted during the course of hospitalization itself and sufficient balance is not available for any future emergency.
1.3		To provide financial assistance for hospitalization cases where the sum insured has already been exhausted, a corpus of fund has been allocated to Union Bank of India which is known as

		Corporate Buffer (Medical Assistance). <b>The total fund allocated under Corporate Buffer (Medical Assistance) to Union Bank of India, for the policy year 2021-22, is Rs.13.05 crores.</b>
	1.4	The objective of the policy is to outline the modalities for extending financial assistance under Corporate Buffer (Medical Assistance) to the existing employees.
<b>2.</b>	<b>Eligibility:</b>	
	2.1	Utilization of Corporate Buffer (Medical Assistance) will be available to the serving employees and their eligible dependents only. As defined in the X Bipartite Settlement/ 8 <sup>th</sup> Joint Note dated 11.11.2020, the following persons will be treated as dependents for coverage in Group Medical Insurance Policy as well as for claiming financial assistance under Corporate Buffer:
	2.1.1	The employee's spouse, wholly dependent unmarried children (including step children and legally adopted children), wholly dependent physically and mentally challenged brother/ sister with 40% or more disability, widowed daughters and dependent divorced /separated daughters, sisters including unmarried/ divorced/ abandoned or separated from husband/ widowed sisters as also parents wholly dependent on the employee.
	2.1.2	The term wholly dependent family member shall mean such member of a family having a monthly income not exceeding Rs.12,000/-per month. If the income of one of the parents exceeds Rs.12,000/- per month or the aggregate income of both the parents exceeds Rs.12,000/- per month, both the parents shall not be considered as wholly dependent on the employee.
	2.1.3	Any two, but not both, of the dependent parents/ parents-in-law shall be covered.
	2.1.4	Physically challenged children of the employees to be defined as dependents irrespective of age or marital status, subject to income criteria.
	2.2	Employees, who retire during the course of Insurance policy and provide their consent to continue in the Group

			Medical Insurance policy, will be covered under the present policy for existing employees, till the end of policy (for the current policy year the last date of policy 30.09.2022). After the expiry of policy, they will be shifted and covered under Insurance Policy for retired employees.
	2.3		<b>Corporate Buffer (Medical Assistance) is available under Group Medical Insurance Policy, only for existing employees. Policy for retired employees does not have any provision for corporate buffer.</b> However, the employees as stated in para 2.2 will also be allowed to avail the benefit of Corporate Buffer (Medical Assistance) for the current policy year i.e. till the expiry of current policy for existing employees - 30.09.2022. Dependents of all these employees will also remain covered for Medical Insurance as well as be eligible for Corporate Buffer (Medical Assistance) as applicable for existing employees for its current policy year only i.e. till they are covered in the policy for existing employees. Once employee is shifted to Group Medical Insurance Policy for retired employees, the employee will not be entitled to claim amount under Corporate Buffer (Medical Assistance) Scheme.
	2.4		<b>Employees will be eligible for Buffer amount once the insurance cover amount (including Super Top-Up cover) is exhausted.</b> Officer cadre employee as well as award staff cadre employee would be eligible for a buffer amount without any ceiling on “First come, first serve” basis.
<b>Key Policy Clauses</b>			
3.	The Insurance Company has informed that, out of the Corporate Buffer Fund of Rs.100.00 crores, which is to be shared amongst the participating banks, for the policy year 2021-22, the share for Union Bank of India is Rs.13.05 crores. As per the guidelines of IBA/ Insurance Company, at the end of the policy year, the unutilized portion of the Corporate Buffer for Medical Assistance of the member Bank will be made available to the Bank/ Banks that have completely exhausted the buffer amount.		
4.	The Corporate Buffer (Medical Assistance) will be available/ payable only when a hospitalization claim otherwise falls within the scope of the policy.		

	It shall be administered on “First come First Serve” basis and will be subject to availability of corporate buffer allocated by the Insurance Company.
5.	The reimbursement under Corporate Buffer (Medical Assistance) will not be allowed in cases where (Officers & Award Staff) have stayed in rooms which are much above the eligibility limit e.g. Normal bed charges of Rs.5000/- per day & ICU charges Rs.7500/- per day as specified in the policy.
6.	Corporate Buffer (Medical Assistance) is not to be utilized for normal maternity cases and shall be considered only as per clause 3.5 of ‘Additional Coverage’ under the policy.
7.	No floor limit for claim amount under Corporate Buffer (Medical Assistance).
8.	Corporate Buffer (Medical Assistance) can only be utilized for consideration of hospitalization, pre-hospitalization (30 days prior to hospitalization) and post-hospitalization claims (90 days immediately after discharge).  <b><i>Domiciliary/ OPD claim expenses are not covered under Corporate Buffer (Medical Assistance).</i></b>
9.	If the staff member and his/ her spouse both are working in our Bank or in any other participating Bank, which is covered under Group Medical Insurance Scheme or Group Medical Insurance Policy, then Corporate Buffer (Medical Assistance) shall be available only over & above the aggregate sum insured of both the policies, including super top-up. For example, if our Bank employee has corporate Medical Insurance cover under Group Medical Insurance Policy of Rs.4.00 lacs + super top-up coverage of Rs.5.00 lacs and his/ her spouse has corporate Medical Insurance cover of Rs.3.00 lacs + super top-up coverage of Rs.4.00 lacs, then he/ she can claim from the Corporate Buffer (Medical Assistance) only, if their total medical expenses exceeds Rs.16.00 lacs i.e. on exhaustion of Rs.7.00 lacs of base medical cover and Rs.9.00 lacs of super top-up medical cover (if opted for).
	<b>Procedure for Claim under Corporate Buffer (Medical Assistance):</b>
10.	Employees seeking financial assistance under Corporate Buffer (Medical Assistance) will be required to submit their details in the Corporate Buffer (Medical Assistance) Claim Format given in Annexure II to Staff Circular

**POLICY ON CORPORATE BUFFER (MEDICAL ASSISTANCE)**

	<p>7315 dated 15.12.2020. The employee is required to submit the details of expenses incurred (with item wise breakup) and supported by original bills/ Xerox copies (if original bills are already submitted to TPA) along-with Doctor's certificate &amp; proof of having paid the amount to concerned Hospital.</p> <p>There will be a provision for <b>auto trigger</b> of Corporate Buffer (Medical Assistance) amount for employees of Union Bank of India, in case of cashless claims, without any ceiling limit.</p>
	<b>Nodal Officer for attending claims under Corporate Buffer (Medical Assistance):</b>
11.	The Assistant General Manager (HR), Central Office will be the Nodal Officer for attending the claims under Corporate Buffer (Medical Assistance).
	<b>Process Flow for Corporate Buffer Claims:</b>
12.	In case of cashless claims, buffer amount shall be paid directly to the hospital and in other cases/ reimbursement claims, the amount shall be paid directly to the concerned employee.
13.	After sanction of claims, the same will be informed to the Insurance Company, TPA and the concerned Regional Office, through an authorization note duly signed by Assistant General Manager (HR), the Nodal Officer for Corporate Buffer (Medical Assistance).
	<b>Policy period for Corporate Buffer (Medical Assistance); Policy year: 2021-2022</b>
14.	The modalities set in this Corporate Buffer (Medical Assistance) Policy will be valid till 30 <sup>th</sup> September 2022 and its continuity may be extended for a further period not exceeding 03 months with the specific approval of the Managing Director & CEO.
15.	The Bank reserves its right to amend, modify or rescind all or any of the clauses of this policy at any point of time without assigning any reason.



**TO**  
**THE GENERAL MANAGER**  
**HRD DEPT., CO, MUMBAI**

I request you to allocate an amount of Rs. \_\_\_\_\_ from Corporate Buffer (Medical Assistance), being medical & hospitalization expenses incurred/ to be incurred by me for \_\_\_\_\_ (self / dependent). Details are as under:

1	Name of the Employee	
2	Employee No.	
3	Designation	
4	Office of the Employee	BRANCH: REGION: ZONE:
5	Name of the Patient	
6	Relationship	
7	TPA ID Card Number	
8	Name & Address of the Hospital	
9	Date of Admission	
10	Nature of illness	
11	Reference number of communication from NIC/ TPA on the admission of claim (if any)	
12	Total Amount of Hospital Bill / Estimated expenses (With full Break-up / as per attachment )	
13	Whether reimbursement claim or cashless claim	
14	The amount settled / approved by NIC/TPA towards current claim (From admission)	
15	Claim settled under Super Top up Policy	
16	Eligibility under Medical Insurance Scheme Officer- Rs. 400000/- Award Staff- Rs. 300000/-	
17	Amount requested for release from Corporate Buffer IPD claim (Hospitalization claim)	
18	Any utilization of Corporate Buffer in past (in current policy period only)	
19	Spouse Details. Whether working. If yes, provide details	

DATE: \_\_\_\_\_

NAME & SIGNATURE OF CLAIMANT

**FOR RO PURPOSE**

WE HAVE VERIFIED THE CLAIM AMOUNT. RECOMMENDED FOR APPROVAL.

REGIONAL HEAD

DATE:

(REGION \_\_\_\_\_ )