

Beginning of the New Sunrise

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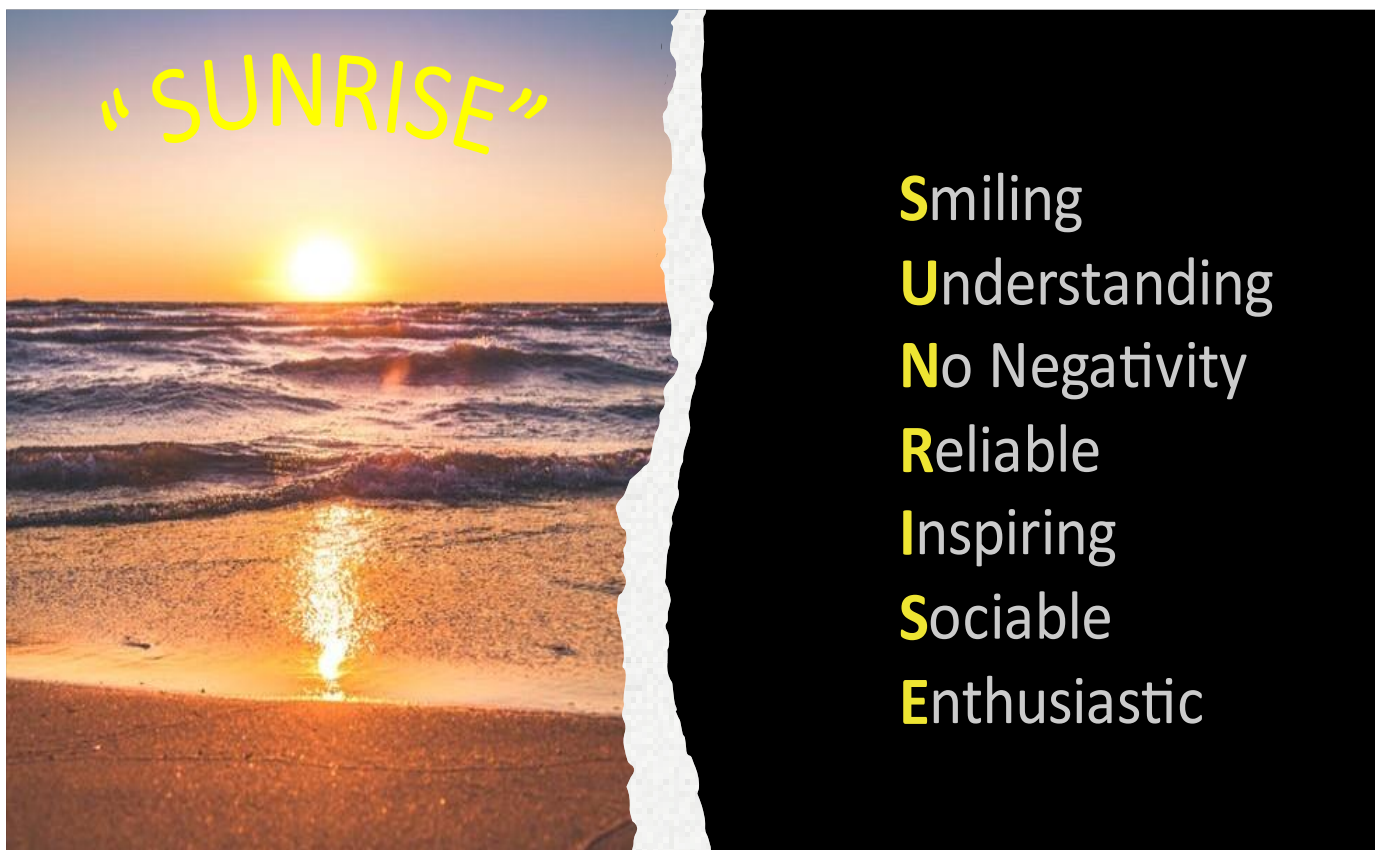
Digital Information Guide for Happy Time



“Our Gratitude to You”

31st May, 2022

For Internal Circulation Only



Life is very valuable.

Retirement
is just an end of a Chapter in our Life.
After Retirement
another Chapter is opening.

Do whatever you wish to do; now you are a free
Bird with Pension without Tension.

We pay homage to your contribution for the
development of our organization.

Leader's Message

Dear Unionites,

Retirement is a big milestone in a person's life. This new season is marked with excitement, relief and maybe a little uncertainty. After years of hard work, you have finally attained this milestone. May your faithful service all these years bring to your life every blessing you stand in need of. Congratulations on your retirement and your wonderful career!

Change is the only constant in life. Every organization has to face the challenges posed by the change happens in the external environment. However, our organization is able to face these storms with your hard work, dedication and selfless contribution. With your continuous effort, our bank is able to create a culture of continuous growth and development even during the crucial phase of its growth and expansion. We salute our retirees who had contributed their best time and effort to shape the present Union Bank of India.

Retirement is not the end of the road. It is the beginning of the open highway. To ourselves for a long journey, a systematic planning is required.

I appreciate the effort of our Staff College to bring this beautiful booklet "Beginning of the New Sunrise" as a comprehensive guide for our retired employees in matters relating to their benefits, financial planning and other important aspects that will make their lives easier and healthier.

I once again congratulate & wishing you a wonderful retirement.

Enjoy this new chapter of your life, and we hope it's filled with good health, relaxation, and fun!

Best Wishes



**Rajkiran Rai G
(MD & CEO)**

Dear Unionites,

Retirement is the beginning of a new chapter in life which opens a bucket full of opportunities to explore, experience and enjoy life to the fullest. In this beautiful phase of life, one is already free from the prime responsibilities and now it is time to pay more attention towards one's own desires and health.

The key to achieving an active and satisfying retired life includes much more than having adequate financial resources. It encompasses other interesting aspects of life- leisure activities, creative pursuits, physical and mental wellbeing and a warm social circle. For this the balancing of the four wheels of life- Heart, Body, Mind and Soul is very necessary.



As a token of gratitude and respect and to provide better ways and means to help our retired employees to manage their retirement benefits as well as to take care of their health and mental wellbeing, Our Staff college has conceptualized the booklet “**Beginning of a New Sunrise**” as a compendium of all the benefits for retired employees provided by our Bank and other additional chapters on improvement of quality of life. I am sure this initiative will be a very good resource for all to start a fantastic second innings.

Have a great life ahead!

“After climbing the mountain, you can finally enjoy the view.”

Best wishes.....

Nitesh Ranjan
(Executive Director)

Dear Unionites!

Retirement brings a termination to one's professional career, however at the same time it opens a whole new horizon of opportunities for one's personal growth. The end of something always opens a door for a new beginning- "A New Sunrise". And in this phase of life, one gets time to sit back, relax, enjoy and do things one always wanted to do.

Human resource is considered as one of the most important assets of every organization. And for this our bank has always give importance to the employee welfare to satisfy the needs and aspirations of our employees. We pay our tribute to the retired employees who after their retirement act as the brand ambassador of the bank and relentlessly uphold the image of our bank in the public and amongst stakeholders.



"The beginning of a new Sunrise" is an effort from our training system to consolidate all the information and benefits provided by our bank for retired employees and also help them with a few tips to plan their next chapter of life. Hope this booklet will work as useful guides for all our retired employees. My complement to the training system on coming out such an innovative idea.

Congratulation to you all on your retirement. Cherish every moment of this time and revel in this new stage of your life. "Happy retirement!"

Chander Mohan Minocha
(Chief General Manager- HR)

Dear Unionites!

Retirement is that beautiful phase of life. As you retire, a new door opens up to a sea of opportunities for you to consider. Design the retirement that you desire by taking time to think about the things in life that are of most value to you. Plan your new beginning around those things. Doing so will take time and energy but will be well worth it as you begin to enjoy the stage of life known as retirement.



This also gives an opportunity to the individual to explore and enjoy the life and its beautiful gift to the fullest which was not possible for them during the tight schedule of their working life. Retirement also opens the gate towards a new horizon to enrich and enliven one's hidden potentials and desires, as a New Sunrise begins.

“Beginning of a New Sunrise” is an endeavor to provide a one stop solution for your all retirement need. It is a compilation of all useful information in a very crisp and systematic manner.

Happy retirement and congratulations!

I wish you all the best with all the good things to come.

D Chandra Mohan Reddy
(General Manager- HR)

Dear Unionites!

“A new innings begins now!” This innings is a great opportunity to bring another wave of purpose and passion to your life. It is the time to grow and explore something new.

Retirement is the time when you stop living at work and start working at living. Design the retirement that you desire by taking time to think about the things in life that are of most value to you. Plan your new beginning around those things. As you are going to retire from the service life and entering into a new horizon of life, keep your enthusiasm for learning new things, for the betterment of your life.



I am feeling pleasure to introduce you with “Beginning of the New Sunrise”- A Retirement Guide, which is an attempt to combine all retirement related useful information at one place. I am sure that it will be beneficial and useful information guide to you all.

Congratulations you all on your retirement. Your hard work, dedication and achievements may never be matched. Thank you for everything you have contributed to our beloved organization.

I wish you good health, delight and success as you move forward in life.

Happy Reading.....

Hrishikesh Mishra
(DGM & Principal)
Staff College

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PART -1

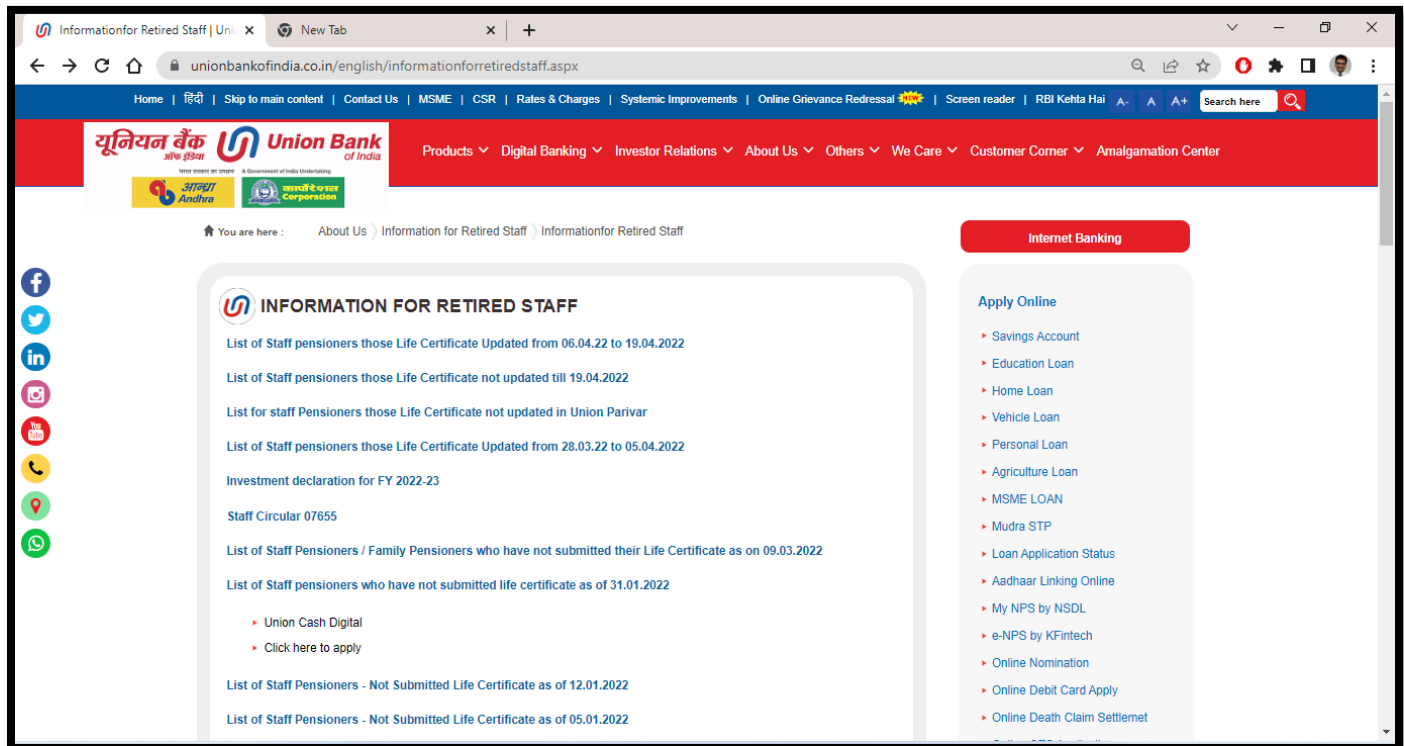
WEALTH MANAGEMENT

Important App and Sites

Internet Link: Information for Retired Staff

<https://www.unionbankofindia.co.in/english/informationforretiredstaff.aspx>

Ctrl+Click to follow Link



- ❖ Please regularly visit this page on internet for latest information.
- ❖ We can also download important circulars with the same link from internet.

Union Virtual Connect (UVConn) Bank's Official WhatsApp

- ❖ 9666606060
- ❖ The Registered Mobile number in CBS only can be used for UVConn.
- ❖ Bank's Official WhatsApp number to be saved in phone directory for UVConn 9666606060.

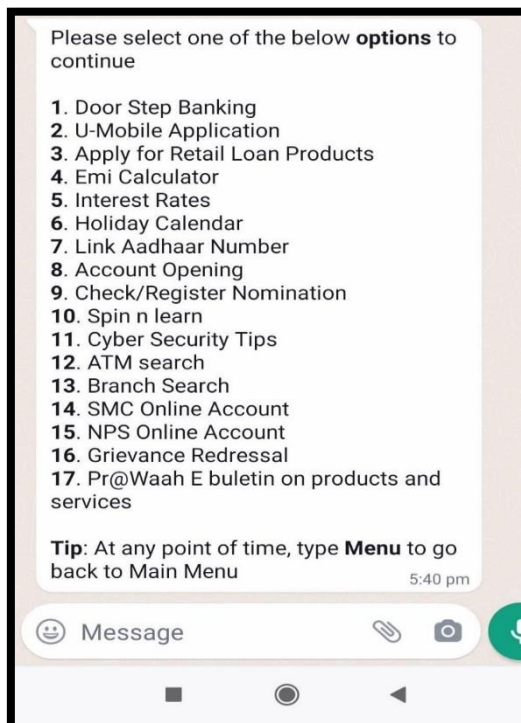
- ❖ The authentication of number can be determined with an official green tick on WhatsApp chat window, after saving the number with name in contact list of users. The green Tick next to contact's name confirms that this is the business's WhatsApp verified account of Union Bank of India.
- ❖ User need to send "Hi" on Banks official WhatsApp number (9666606060) for registering into Union Virtual Connect (UVConn).
- ❖ Currently Released in 7 languages (English, Hindi, Kannada, Telugu, Bengali, Marathi, Tamil)
- ❖ Customer will get option to select the language while initiating registration process. Once Customer selects the desired language, OTP will come for authentication purpose. However, language can be changed by going into Account Settings -> Change Language for already registered customers.
- ❖ After completion of Registration process, user needs to send "Hi" once again to initiate journey of UVConn.
- ❖ For accessing Menu during UVConn journey, user need to input "Menu" to go back to main menu.

Please click below link for Frequently Asked Questions (FAQ)

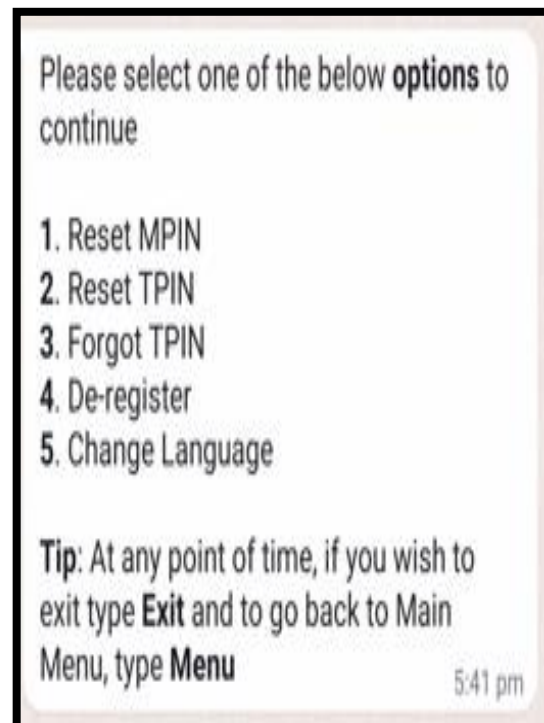
[Frequently Asked Question \(FAQ\)](#)

FEATURES OF UVConn

Auxiliary Services



Account Settings



Reward Points

Credit Cards

- ❖ Reward Points program are allotted on successful merchant transactions after settlement of funds.
- ❖ Reward point is not available for
 - Cash withdrawals from ATMs/ Cash at POS
 - Purchase of fuel at fuel stations
 - Purchase of jewellery
- ❖ 1 reward point = Rs. 0.25
- ❖ Cardholder will earn
 - 1 reward point for every Rs. 100 spend using Gold variant.
 - 2 reward point for every Rs. 100 spend using Platinum variant.
 - 4 reward point for every Rs. 100 spend using Signature/Select variant
 - Credit Card Points Valid for 12 months.

Points Can be redeemed at -

- Union Rewardz (available at App Store and Google Play Store App for redemption of points accumulated)
- <https://unionrewardz.com>
- Minimum reward point from redemption in Credit Card is Gold 500 Platinum 750 and Signature /Select 1000

Debit Cards

Classic, Gold, Platinum Debit cards	1 reward point/ ₹100 spent
Signature Debit card	4 reward point/ ₹100 spent
1 reward point = Rs. 0.25, valid for 36 months	

Union Bank Healthcare

How to download and install Union Healthcare on Android

The APK App size is 7.0MB and the latest version is 1.0. You can download apk of Union Healthcare App from Google Play Store or from Union Bank of India official website for free.

1. Firstly, click on the above **APK Download link (7.0MB)** button down to description section.
2. Then you will land on our Secure Download Page.
3. Save the **com.unionbank.tpaunionban** APK file on your Android mobile/tablet.
4. Then turn on "Unknown sources" from **Settings -> Privacy -> Unknown sources**

5. Open the APK file or com.unionbank.tpaunionban from your mobile (Download folder).
6. Finally, it will prompt for **Installation**, accept the Installation and follow instructions.

Click below link to download

<https://apkproz.com/app/union-healthcare/download>

Grievance Portal for Retirees

<https://icmt.unionbankofindia.co.in/RetireesGrievance/>

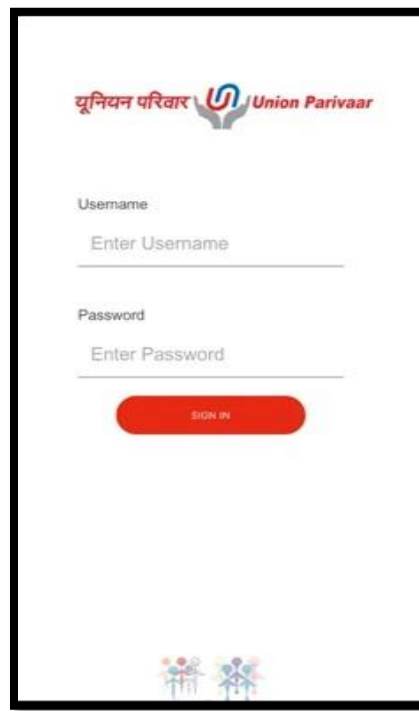
Ctrl+Click to follow Link

The screenshot shows the login interface for the Grievance Portal for Retirees. At the top, there are logos for Union Bank of India, Andhra Pradesh Government, and the Corporation. Below the logos is a blue banner with the text "Grievance Portal for Retirees". Underneath the banner, it says "Sign in to start your session". There are three input fields: "Employee Code" with a key icon, "Date of Birth" with a calendar icon, and "Mobile No" with a mobile phone icon. Below the "Mobile No" field, it says "OTP will send to entered Mobile No." and there is a green button with a double arrow and the text "Next".

Union Parivar

Click the below link to download

[Union Bank of India](#)



- ❖ Union Parivar application is useful tool
- ❖ Union Parivar Human Resource Management System application exclusively for Union Bank of India Employees/Retirees.
- ❖ User can access various Employee Related modules like
 - Holiday Home Application
 - Pension Slip
 - Many more modules

Online Calculator for Retirement Benefits

Union Bank of India website interface. The 'DEPARTMENTS' menu is highlighted with a red circle and an arrow. Below the navigation bar, there are several sections: 'Rates & Charges', 'DC Links', 'DR Links', 'Fast Access', 'Other Links', and 'Latest Update'. The main content area features a '3rd Rank in EASE 4.0 Index for Q2 FY 2021-22' banner with various themes. To the right, there is a profile of Shri Rajkiran Rai G. (MD & CEO) with a 'Read More >>>' link. At the bottom, there are buttons for 'UNION SAMADHAN', 'CIRCULARS', 'E-MANUAL', 'USEFUL LINKS', 'BIRTHDAY', and 'RETIREMENT'.

A grid of departmental links on the Union Bank of India website. The 'Human Resources' link is highlighted with a red circle. The grid includes the following departments: CMCC, Corporate Communication, CRBD, Credit Policy & Research, CRLD, Compliance, Credit Card, DFB, Digitization, Finance & Accounts, Financial Inclusion, Government Business, Human Resources, Information Technology, Large Corporate, MSME, MIS, and Operations. The footer contains the text: 'Copyright © Union Bank of India 2021-2022. All Rights reserved. Designed & Developed by DIT'.

यूनियन बैंक ऑफ इंडिया Union Bank of India
 Feb 3, 2022
 Corporate Vision: To become the bank of first choice in our chosen areas by building beneficial and lasting relationships with customers through a process of continuous improvement
 UBINET
 Help Line 24x7, 11 languages : 1800222244 | 18002082244 | 080-61817110

HOME NETWORK DOWNLOADS DEPARTMENTS DASHBOARD ABOUT US

Home > Departments > Human Resources

Rates & Charges
 DC Links
 DR Links
 Fast Access
 Other Links

SAMADHAN CIRCULARS
 E-MANUAL USEFUL LINKS
 BIRTHDAY RETIREMENT

Human Resources

Important Correspondence
 Products
 Escalation Matrix
 Other Information

Forms/Downloads
 Contact Details

यूनियन बैंक ऑफ इंडिया Union Bank of India
 HR AAPKE SAATH

Home About Us HR Sections CGM's Corner Online Services References Gallery FAQs Quiz Corner Contact Us

EMPLOYEE BENEFITS DIVISION

Home / HR Sections / Employee Benefits Division

Employee Benefits Medical Insurance UBIREMAS Forms Calculators

- Gratuity Calculator
- Pension Calculator
- PF Loan Calculator

THE POWER OF US

CALCULATION OF GRATUITY		
Basic	₹	<input type="text"/>
DA	₹	<input type="text"/>
FPP (Total) / (Increment Component)	₹	<input type="text"/> / <input type="text"/>
PQP	₹	<input type="text"/>
Special Pay	₹	<input type="text"/>
Officiating Pay	₹	<input type="text"/>
No. of Years of Service		<input type="text"/>
<input type="button" value="Calculate"/> <input type="button" value="Reset"/>		
FPP Component		
Note :-		
1) Gratuity shall be payable to an employee after continuous service for not less than; FIVE YEARS (AS PER GRATUITY ACT.)		
2) Gratuity shall be payable to an employee after continuous service for not less than; TEN YEARS (AS PER BANK RULES)		
3) Maximum gratuity payable as per gratuity act. RS 20,00,000/- .		
4) Maximum gratuity payable as per bank rules. NO MAXIMUM LIMIT		
5) Minimum SERVICE NOT REQUIRED in case of death of the employee or disablement due to accident or disease, gratuity is payable.		
Contact Details :-		
Contact No: 022 - 22896249 IP.No 116249.		

CALCULATION OF GRATUITY		
Basic	₹	<input type="text" value="66070"/>
DA	₹	<input type="text" value="51558"/>
FPP (Total) / (Increment Component)	₹	<input type="text" value="2158"/> / <input type="text" value="1800"/>
PQP	₹	<input type="text" value="1680"/>
Special Pay	₹	<input type="text" value="0"/>
Officiating Pay	₹	<input type="text" value="0"/>
No. of Years of Service		<input type="text" value="37"/>
<input type="button" value="Calculate"/> <input type="button" value="Reset"/>		
As per Gratuity Act	₹	2592832 (Max. Rs 20.00.000/-)
As per Bank Rule	₹	1286675
Final Gratuity Amount Payable:	₹	2000000
FPP Component		
Note :-		
1) Gratuity shall be payable to an employee after continuous service for not less than; FIVE YEARS (AS PER GRATUITY ACT.)		
2) Gratuity shall be payable to an employee after continuous service for not less than; TEN YEARS (AS PER BANK RULES)		
3) Maximum gratuity payable as per gratuity act. RS 20,00,000/- .		

Jeevan Pramaan: Digital Life Certificate for Pensioners

Jeevan Pramaan is a biometric enabled digital service for pensioners. Pensioners of Central Government, State Government or any other Government organization can take benefit of this facility.

Click the below link to Download App

<https://jeevanpramaan.gov.in/package/download>

Staff Pensioners - Investment Declaration for F Y 2022-23

The Navigation for this page is

- ❖ Employee Self Service > investment Declaration > Investment Declaration Retiree, select Add a New value, enter PF No. in field "EmplID", start date and end date will be auto populated, click on "ADD", page for entering the details of investments will open.
- ❖ Fill in the details as per your investment plan. After entering all the details click on "SAVE" button and then click on "SUBMIT".

The Branch Manager / DBM of the concerned branch will have to approve the same in Union Parivar after obtaining the necessary proofs of investments. The proofs of investments submitted by the Pensioner needs to be kept in the branch for records.

Please note, approved Investment Declarations shall only be considered for arriving at the tax liability, by taking into account the investments declared.

Digital Calendar for 2022

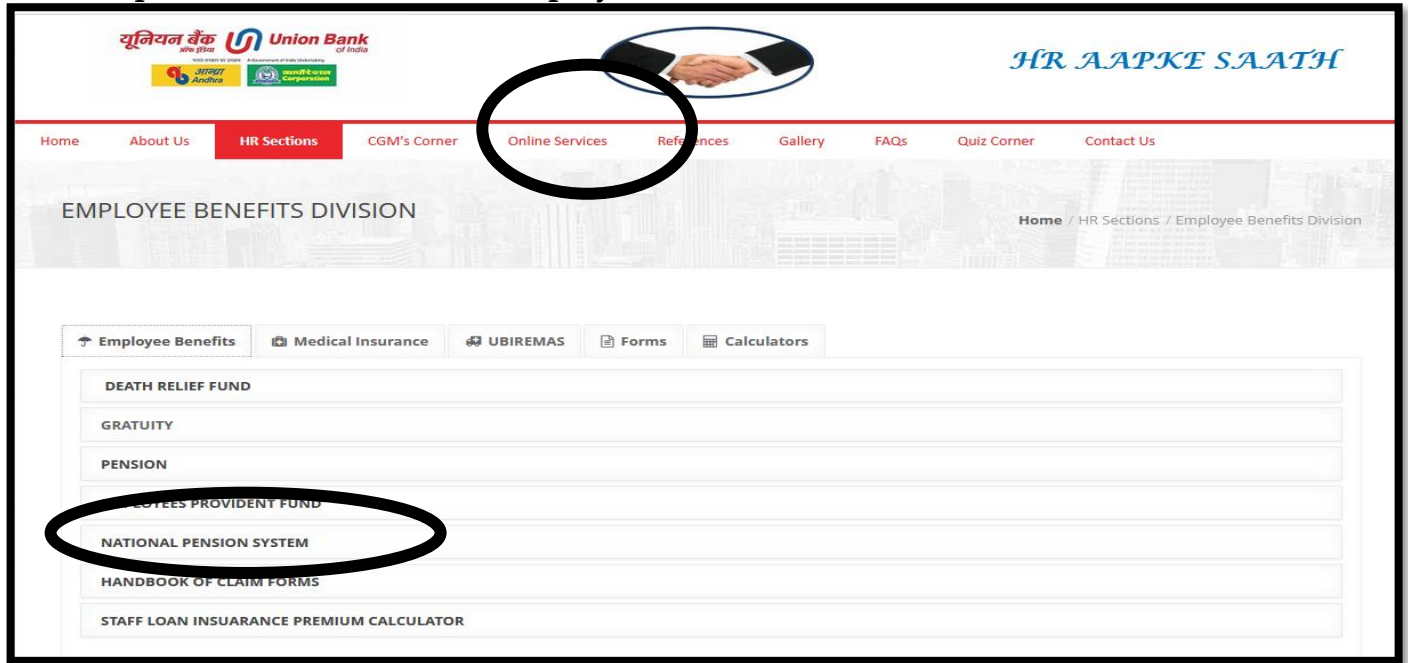
Click below link to download digital Calendar

<https://www.unionbankofindia.co.in/pdf/Digital-Calendar-2022.pdf>

Handbook on Claim forms

Handbook on Claims Forms can be downloaded from the UBINET by below path

HR AAPKE Sath > HR Section > Employee Benefits Division > Forms



Welfare Measures

Issuance of Identity Card to Retirees

Circular letter: HR: EBD:63 Dated 05 January 2022

Process of issuance of Identity Cards through HRD, Central Office, to the retirees of the Bank.

As per the prevalent practice employees who retire, apply to HRD, Central Office for issuance of Identity Cards in the prescribed Format, and the same is made available to the employees in their Address.

Identity cards of the erstwhile Andhra Bank and erstwhile Corporation Bank continue to be valid and can be used for the purpose of proving identity for booking Holiday Home / claiming Insurance benefits etc.

No fresh Identity cards are proposed to be issued to these retirees.

Farewell Scheme of Retiring Employees.

Employees Retiring on superannuation are presented with a Memento costing not more than Rs.7500.00

Travelling Allowance on Retirement

On retirement an Officer will be eligible to claim Travelling Allowance, baggage and other expenses for himself and his family as on transfer from the last station at which he is posted to the place where he proposes to settle down on retirement.

Staff Deposits & Payment of Additional Interest

- RBI had permitted Banks to pay additional interest of 1.00% on staff deposits. Further, retired staff members who are “Senior Citizens” shall be eligible for benefit of additional 0.50% interest in addition to the above mentioned 1.00%.
- Staff Deposit jointly with Senior Citizens: Where a joint holder of a deposit made by the Senior citizen is a staff member, to be entitled for 1% p.a. additional interest, only when the name of the staff member is first and not subsequent. A declaration from the staff member shall be obtained to the effect that the monies deposited or which may be deposited from time to time into such account/s, belong to the concerned staff member.
- The additional interest may be paid on the following deposits after obtaining a declaration from the depositor concerned, that the monies deposited, or which may be deposited from time to time into such account belong to the depositor.
 - a. Member or a retired member of the bank's staff, either singly or jointly with any member or members of his/her family; or
 - b. The spouse of a deceased member or a deceased retired member of the bank's staff; and
 - c. An Association or a fund, members of which are members of the bank's staff.
- On premature closure of a staff member's Term Deposit, penalty as applicable shall be levied (1% less than the card rate applicable for staff deposits as prevailing on the date of deposit for the tenure up to which the deposit remained with the Bank).
- For amalgamated entity, the maximum ceiling of Rs.5.00 crore would continue as per Standalone Union Bank of India's Instruction Circular No.01914-2020 dated 16.03.2020. The amount invested in Term Deposits (Principal amount) at all branches

of the Bank put together under staff category on which the benefit of additional rate of 1.0% p.a. is admissible on deposits of staff category for individuals opened either singly or jointly with family members viz. as staff, ex-staff or spouse of a deceased member of staff or deceased retired member of the Bank's staff.

Accounts which are ineligible for benefits of staff accounts:

- ❖ Ex-staff members who have resigned from the service of the Bank (irrespective of the number of years of service put in) will not be eligible for the benefit of the staff accounts in respect of the deposits placed/renewed by them after their resignation from the service of the Bank.
- ❖ Even if the Karta of the family is a member of Bank's staff, the accounts of HUF shall not be eligible for staff rate of interest.
- ❖ Bank Employees Federations, in which bank employees are not direct members, shall not be eligible for additional interest.
- ❖ Deposits in the name of staff under Capital Gains account: If a deposit is held by the staff under Capital Gains Account, no additional interest benefit is available on that deposit. Likewise, additional interest for Senior citizen is also not available for staff deposits under Capital Gains.
- ❖ NRE/NRO Deposits of Staff Members: Deposits held by the staff under NRE / NRO Deposit Account shall not be eligible for the additional interest benefit

Loan and Advance for retirees

(As Per Bank Loan Policy)

Retired Staff of bank and their relative is to be treated on par with General Public and retail Loan/other loan to them are to be sanctioned on terms and conditions for general public except for any special schemes introduced by the bank.

For guidelines on Staff loans to Officers / employee respective guidelines as issued by Human Resources Department from time to time shall be referred.

Continuation of Housing loan by spouse of the retired employees

- ❖ In case of demise of a retired employee, the spouse of the retired employee may be given an option to continue or clear the loan which was availed by the employee before his/her retirement.
- ❖ In cases where the spouse opts for continuation of Housing loan, the same may be permitted as per the sanction terms applicable for general housing loans (as applicable to general public) subject to repayment capacity of the family.
- ❖

Conveyance Loan

Repayment tenure in case staff conveyance loan is extended beyond retirement date of the employee and up to the age of 70 years:

- ❖ Officer employees are permitted to avail staff conveyance loan with repayment period beyond the age of retirement. An Officer employee has to avail this loan before the date of his/her superannuation with repayment period up to the age of 70 years or the repayment period as stipulated for the respective two-wheeler / four-wheeler loan, whichever is earlier.
- ❖ Retiring Officers should submit their conveyance loan applications preferably 30 days prior to their retirement. No request for granting Staff Conveyance loan shall be entertained after the date of retirement;
- ❖ Sanctioning Authority while sanctioning the loans with repayment beyond the age of retirement, should be satisfied with regard to the income (pension, regular income from other sources etc.) of the concerned Officer employee;

Union Cash Digital

Name	Union Cash Digital- For Regular Pensioner including staff pensioner
Purpose	<ul style="list-style-type: none"> ❖ To meet personal needs ❖ Loan not to be used for speculative purpose. An online declaration in this regard to be obtained from the customers (in-built in T&C).
Quantum	<ul style="list-style-type: none"> ❖ Minimum: Rs 25,000 (Twenty-Five Thousand) ❖ Maximum: Rs 5,00,000 (Five Lakhs)
Margin	❖ Not applicable
Repayment Tenure	<ul style="list-style-type: none"> ❖ Minimum-12 Months ❖ Maximum- 60 Months
Moratorium	❖ No moratorium
Delegation	❖ Not applicable as all loans are pre-sanctioned as per criteria approved in CRMC.

The link for applying for the journey is as under:

<https://instaloan.unionbankofindia.co.in/pension/pensionlanding>

❖ Information circular: 5740 25th Jan, 2022

The screenshot displays the Union Cash Digital application interface. At the top, there is a red header bar containing the Union Bank of India logo, the product name 'Union Cash Digital', and the description 'Personal Loan for Pensioners'. To the right of the header, there are links for 'Product Features', 'How to Apply', and 'FAQ's'. The LENDperfect logo is visible in the top right corner. The main content area features a photograph of an elderly man sitting on a park bench with his arms raised in a gesture of joy or relief. Overlaid on the right side of the image are two buttons: a yellow button labeled 'New Application' and a green button labeled 'Incomplete Application'.

Union Reverse Mortgage

PURPOSE

- To provide a source of regular income for senior citizens who own self occupied house property in India.
- Income in the form of monthly payout or combination of monthly payout and lump sum.

Note:

- Lump-sum available for medical purpose only.

REVERSE MORTGAGE ELIGIBILITY

- The product is available only to senior citizens of India.
- Owns self-occupied residential property in India
- Individual, either singly or jointly with spouse as co-applicant.
- Minimum age of borrower to be 60 years and that of the spouse to be 55 years.
- Number of surviving spouses on the date of sanction should not be more than one

QUANTUM OF LOAN

- Minimum Rs.1 Lakh
- Maximum up to Rs.100 Lakhs
- Loan eligibility depending on value of property

Note:

- Loan amount is inclusive of future interest up to maturity.

LOAN TO VALUE

- In case the property located in Metro – 90% of the assessed value of the property
- In case the property located in Urban – 80% of the assessed value of the property
- In case the property located in other than Metro/Urban – 70% of the assessed value of the property

TENURE OF PAYMENT

- Minimum tenure of 15 years and maximum tenure of up to 20 years, if the borrower's age is between 60 and 65.
- Minimum tenure of 10 years and maximum tenure of 20 years, if the borrower's age is above 65

REPAYMENT/SETTLEMENT

- Borrower need not pay the amount in his/her lifetime.
- Loan shall become due and payable only when the last surviving borrower dies or opts to sell the home or permanently moves out of the home to an institution or to relatives.

- Settlement of loan along with accumulated interest is to be met by the proceeds received out of sale of residential property or prepayment by borrowers and his next of kin.

REVERSE MORTGAGE RATE OF INTEREST

- The rate of interest to be charged would be as per the extant guidelines issued from time to time.
- As on date, the rate of interest is 12.15% (Fixed).
- Rate of Interest to be reset in every five years
- Valuation / Legal / Stamp Duty / CERSAI / Memorandum registration charges as per actual

PREPAYMENT PENALTY

- There is NO prepayment penalty

SECURITY

- Self-occupied and owned residential property by the borrower.

INSURANCE & MAINTENANCE

- House property to be insured against fire, earthquake and other calamities by the borrower at his cost with usual Bank clause.
- Borrower to maintain the property in good condition and ensure to pay all taxes and charges on time.

REVERSE MORTGAGE EMI CALCULATOR

Please [click here](#) for EMI Calculator

Group Insurance Cover for Staff Loans Accounts - viz. Staff Housing, Staff Vehicle (Active a Retired Staff)

STAFF CIRCULAR N0.7655 Date: March 31", 2022 (for detailed guidelines)

The objective of the Group Insurance Scheme is to safeguard the bereaved families in the instances of untimely demise of an employee. Group Insurance cover against the staff loan portfolio shall provide the following benefits to the employees:

- Lower premium rates as compared to the individual term insurance.
- Easier a quick claim settlement.
- Financial support to the bereaved family during untimely demise of staff.

Insurance Premium Rates:

The insurance premium rates for the policy period 01.04.2022 to 31.03.2023 are as under: --

Type of Loan	Rates
Staff Housing Loan (SHL)	Rs. 3.8598 + GST per thousand
Staff Vehicle Loan (SVL)	Rs. 3.72 + GST per thousand

Sum Assured:

The quantum of sum assured for staff loan accounts will be as under:

- Staff Housing Loan: Actual outstanding loan amount as on the date of policy premium Payment
- Staff Vehicle Loan: Actual outstanding loan amount as on the date of policy premium payment.

Any clarifications regarding the Group Insurance Cover for staff loan accounts shall be issued by HRAD, Central Office.

The contact details are as under: **IP No. 116297 Landline: 022-22896280**

Special Scheme for Pensioners of Union Bank of India for Granting Loan to pay premium for Group Medical Insurance Policy: Policy Year 2021-22

STAFF CIRCULAR NO. 07523 October 22, 2021 (For Detailed Guidelines)

Click Below link to download the circular
[Staff Circular 7523](#)

Particulars	Details
Purpose	Short term loan to retired employees of Union Bank of India towards payment of premium for Group Medical Insurance Policy.
Nature of facility	The facility to be sanctioned as term loan (TL).
Eligible Individuals	All retired employees who are drawing pension from the Bank and availing Group Health Insurance (Retirees) of National Insurance Company Ltd. Retired employees are required to provide the copy of acknowledgment of submission of renewal option generated through the online portal of Bank. Also, names of the retired employees who are the members of above Medical Insurance Scheme are provided on Bank's website under the link "Information for Retired Staff".
Quantum of loan	The eligible quantum of loan will be minimum of Rs.9, 911-and maximum of Rs.97, 643/-. Detailed structure of premium is attached as Annexure - II.
Rate of Interest	EBLR w.e.f. 01.06.2020 EBLR is 6.80 % (floating) at present Note: EBLR prevailing on the date of disbursement will be applicable.
Processing Charges-	NIL
Repayment Period	The maximum repayment tenure: 12 months. No moratorium period is allowed. The repayment of the loan should commence from the succeeding month of the disbursement of loan. Loan to be repaid by way of Equated Monthly installments (EMIs). Branch to recover EMI directly from pension account of the borrower. Standing instruction to be obtained in this regard.
Guarantee	NIL

Security	NIL However, following Security documents (to be stamped as per local laws) to be obtained as per guidelines: Demand Promissory (D.P.) note: SD-21 Request Letter by eligible retired employee and copy of acknowledgment of online registration of option.
Application processing, Loan Disbursement and recovery of EMI	Loan should be processed by the branch where the retired employee is maintaining pension account. However, to obviate inconvenience to employee, at his request the same can also be processed by any other branch. However, if loan is availed from branch other than pension disbursing branch then the sanctioning/ disbursing branch should inform to the pension disbursing branch to make note of it for recovery from pension. Suitable standing instruction should be obtained. DIT to permit branch to open the account directly in Finacle under SCHEME code TLROI.
Delegated Powers for Sanctioning Loans	All Branch heads irrespective of their scale are permitted to sanction the loan.

PL Encashment

- Maximum 240 days of PL can be encashed. The pro-rata PL earned during the year till the date of retirement is to be credited to the PL account. Payments are made at the Branch/Office where the employee has retired from service.
- Encashment of privilege leave on retirement is exempt from tax up to a maximum of Rs.300,000/-.

WRITE UP FOR LEAVE ENCASHMENT ON RETIREMENT

There are two menus for calculation of PL encashment on retirement.

Firstly, some Official from the Branch /Office of Retiree (NOT RETIREE HIMSELF) will apply for PL calculation on retirement i.e., no. of days as per following.

Navigation.

1) Employee Self Service > Leave Management > PL Calculation on Retirement.

a) After entering Employee ID and Clicking on Add Button, the following Screen will appear.

PL Update after Retirement

Application Status: Sanctioned

Retiring Employee Details

Empl ID:	Name:
Designation: Single Window Operator-B	Branch:
Department:	Scale: CLERK

PL Leave Balance 215.0 **Action** Retirement **Reason** Superannuation

Employee shall be Retiring/Resigning/VRS from Bank's service with effect from 30/06/2020 in terms of Department of Personnel Memo No. [red box] dated [red box]. Employee has accumulated Privilege Leave of 232 days as on the date. Employee do not intend to avail the accumulated leave while in employment. Kindly permit him/her to encash [red box] accumulated Privilege Leave and earned Privilege Leave till Date of retiring on his/her credit.

Employee has applied all the leaves availed.

To be entered by applicant

<input type="button" value="Save"/>	<input type="button" value="Submit"/>	Saved By:	Saved Date:
<input type="button" value="Approve"/>	<input type="button" value="Decline"/>	Approver:	Approved date:
<input type="button" value="Sanction"/>	<input type="button" value="Reject"/>	Sanctioner:	Sanctioned Date:

- b) The no. of days Leave to be encashed (Maximum of 240) and Memo No. and Date to be entered.
- c) Save and submit the application.
- d) The above request will be approved by Leave Recommending/Sanctioning Authority of Retiree as per leave workflow.

Once above page is approved, the HR Admin of RO will apply for calculation of PL encashment amount as per following navigation.

2) Manager Self Service > Time Management > PL Encashment on retirement

- a) The Sanctioning Authority of RO should have role of UBI_Pl_ENCASH_RET for approving the above Page.
- b) Verify all the Salary Details of the Retired/Resigned employee in the PL Encashment Page and in case the Officers is not drawing HRA the Notional HRA to be entered manually in the HRA field.

L Calculation - TDS Calculation

EmplID	Branch	PL Balance 240.0
Action Retirement	Reason Superannuation	Effective Date

PL Encashment Calculation												
	BASIC	CCA	DEARNESS ALLOWANCE	HRA Component	FPP	POP	Conveyance Allowance	Other Allowance	Special Pay	Grade Pay	DA on Grade Pay	TOTAL
1	84890.00	1400.00	22491.24	11597.95	2478.80	1020.00		757.08		13921.960	3644.77	142201.70

Above Last month salary details were verified & found correct

Tax Exemption Calculation		
Month-year	BASIC	DEARNESS ALLOWANCE
1 Jul-20	82670.00	16578.99
2 Aug-20	82670.00	17399.15
3 Sep-20	82670.00	17399.15
4 Oct-20	82670.00	17399.13
5 Nov-20	84890.00	20506.72
6 Dec-20	84890.00	20506.72
7 Jan-21	84890.00	20506.72
8 Feb-21	84890.00	22491.24
9 Mar-21	84890.00	22491.24
10 Apr-21	84890.00	22491.24

PL Encashment Amount 1137613.600

Tax Exemption (Sec 10(10AA)) 300000.00

Taxable Amount 837613.600

Above Last ten month Basic & DA verified & found correct

Basic Average	84002.00	Application Status	SUBMITTED
DA Average	19777.03		

- c) All the Applicable TDS Exemption Details to be entered in TDS Calculation Page

PL Calculation		TDS Calculation	
EmplID		Branch	PL Balance 240.0
Action Retirement		Reason Superannuation	Effective Date
Gross Salary for the Year	142201.700	Standard Deduction	50000.00
PL Encashment Amount	1137613.600	Professional Tax	200.00
Perq		80C	150000.00
LFC Encashment		Mediclaime 80D	
Leave Encashment	18960.23	Physically Handicap 80U	
Tax Exemption (Sec 10(10AA))	300000.00	Disabled/Disabled dependents 80DDDB	
Medical Aid		NPS 80CCD	
Salary Arrears		Education Loan & others 80E	
Salary Recovery		Interest on Housing Loan U/S	72972.00
Income from Salary	998775.53	24	
Income from other sources		Taxable Income	725603.53
Total Income	998775.53		
		Tax on Income	55121.00
		TDS + Education Cess	57326.00
		Tax Paid Earlier	0.00
		Tax Payable	57326.00
<input checked="" type="checkbox"/> Proofs of Investment obtained			

d) Click on Submit Button

e) The Application will be in the available in the worklist of Sanctioning Authority for Approval.

Gratuity

At a Glance overview of Gratuity Fund Rules and calculation formula

- With effect from 23.03.2018 maximum amount of Gratuity payable is increased to Rs.20 lakhs under Gratuity Act.
- Every employee, shall be eligible for gratuity on Retirement
- The amount of gratuity payable to an Officer shall be one month's pay for every completed year of service, subject to a maximum of 15 month's pay.
- Provided that where an Officer has completed more than 30 years of service, he shall be eligible by way of gratuity for an additional amount at the rate of one half of a month's pay for each completed year of service beyond 30 years.

As per Bank's Rule:

- One month pay for each completed year of service - max. 15 months' pay Plus 1/ 2 month pay for each year beyond 30 years of service
- **PAY MEANS:** Average of Basic Pay + Special Pay+ PQP + Increment Portion of FPP Of Last 12 Months:

EXAMPLE:

- 10 YEARS = 10 MONTHS PAY.
- 15 YEARS 15 MONTHS PAY.
- 20 YRS. /30 YRS. =15 MONTHS PAY.
- 32 YEARS = 15 + 1/2 + 1/2 = 16 MONTHS PAY.

- 40 YEARS = 15 + ½ X10= 20 MONTHS PAY

As per Gratuity Rule:

- PAY MEANS: BASIC PAY + PQP + SPECIAL PAY + DA + FPP (Increment +DA)
- Amount of Gratuity: (Last Drawn Basic + FPP + PQA if any+ DA) X 15 X No. of years of Service/ 26 (no. of days in a month, excl. Sundays.)

ILLUSTRATION-1

'A' joined the bank on 14.11.1983 and retired from service of the bank on 30.09. 2020.His total length of service is 36 years 10 months and 17 days. For Calculation of Gratuity, service of 37 years will be taken. At the time of his retirement, he was drawing monthly emolument comprising of Substantive Pay (excluding officiating pay in case of an employee in officer cadre) and Dearness Allowance aggregating to Rs. 199322/- . Keeping in view the Supreme Court decisions and the modifications in the Payment of Gratuity Act, gratuity payable to him shall be calculated as under;

- ❖ Basic Pay = Rs. 111100.00
- ❖ FPP: = Rs. 2120.00
- ❖ Total Substantive Pay: = Rs. 113220.00
- ❖ Dearness Allowance = Rs. 86102.00
- ❖ Monthly wages (Substantive Pay + DA) = Rs.199322/-
- ❖ Wage per day = Rs.199322 / 26 = Rs.7666.23
- ❖ Wages for 15 days = Rs.7666.23 x 15 = Rs.114993.45

Amount of gratuity payable shall be Rs.114993.45 x37 = Rs.42,54,758 for 37 years of service. As the maximum amount of gratuity payable as per the Gratuity Act is Rupees Twenty Lakhs, the Gratuity payable under the Gratuity Act, to the above employee shall be Rs.20 lakhs.

Payment of Pension

- Union Bank of India (Employees') Pension Regulations was adopted by the Board in September 1995.
- Pension is voluntary to employees joined the bank before 29.09.1995 and compulsory to those employees who joined from 29.09.1995 to 31.03.2010.
- Average of B.P., PQP, SP. Pay, FPP (Basic portion) and officiating allowance (if any) as per rules, for the last 10 months are taken into account while calculating pension.
- Full pension is granted to employees who have put in 33 years of qualifying service

PENSION CALCULATIONS:

AGE OF THE PENSIONER: in case of pension, the average salary of last 10 months shall be considered.

➤ Case A): 40 yrs. Case b): 55 yrs. Case C): 60yrs.

CASE A): NOT ELIGIBLE FOR PENSION, SINCE LESS THAN 12 YEARS.

Case B): Average pensionable pay i.e., Basic + FPP+PQA + Other allowances eligible for PF x no. of yrs. of service + additional service (Max 5 yrs.) if not completed 33 years of actual service, provided still having left over service of 5 yrs. or more) / 2 x 33.

Basic Pension is = $30000+600+750 \times (26 + 5) / 2 \times 33 = 14725$.

Commutated portion = $14725/3 = 4908$.

Reduced Basic Pension = $14725 - 4908 = 9817$.

Commutation amount: $4908 \times 12 \times$ commutation factor i.e., 11.42 (since already he had completed 55 yrs. of age, hence the factor of next birthday i.e., 56 yrs. has been taken) = 672592.

Commutated portion will be restored after 15 yrs. from the date of commutation.

IMP. Point: if the commutation is done within 1 yr. from the date of retirement, then the pension can be commuted without medical certificate. Otherwise, pensioner has to undergo medical examination and the age will be taken for commutation factor as per the doctor's certificate.

Case C) = $(30000+600+750) \times 33 / 2 \times 33 = 15675$. i.e., Basic Pension is 50% of pensionable pay.

Though he had completed 36 yrs. of service, the max. service to be considered for pension will be 33 yrs. only.

Commutated portion: $15675/3=5225$. Commutation amount: $5225 \times 12 \times 9.81 = 615087$.

Another example, say one's age is 53 yrs. & completed 30 years of service, then the pension & commutation will be as under Basic Pension: $(30000+600+750) \times (30+ 3) / 2 \times 33 = 15675$. Commutation amount = $5225 \times 12 \times 12.05 = 755535$.

The commutation amount is more in this case as compared to case "C" since the age is less, eligible for full pension and the survival chances are more, hence the commutation amount is more.

Commercial Employment After Retirement

If a pensioner who immediately before his retirement was holding the post of an officer is required to obtain prior sanction from the bank to accept commercial employment before the expiring of one year from the date of his retirement.

Commutation

- Commute upto a maximum of 1/3rd of Basic Pension at any time.
- In case the commutation is requested after one year of cessation of service medical examination is compulsory.
- The amount payable on commutation is (Commutated Basic Pension X 12 X Commutation Value).
- Commutation value for different value for different age from 17 to 85 years.
- For ready reference for age group from 55 to 64 years is given below.

Age on next birthday	55	56	57	58	59	60	61	62	63	64
Commutation value	11.73	11.42	11.10	10.78	10.46	10.13	9.81	9.48	9.15	8.82

- Commutation amount is fully exempt from INCOME TAX.
- A Pensioner will get total pension equal to residual basic pension (Basic Pension minus commuted portion) + DA on basic pension before commutation.
- Commuted portion of pension will be restored after 180 months from the date of commutation.

Family Pension

- Family Pension is paid to the dependent of the employee / Pensioner
- Family Pension is 15% to 30% of the last basic pay drawn by the employee/pensioner as per various B. P. settlement / salary revision, subject to minimum and maximum family pension as per pension regulation
- Enhanced family pension is double the family pension. The same is paid up to 7 years from the date of death of employee/pensioner or 65 years of age of the employee/pensioner, who expired, whichever is earlier.
- In case of children, family pension is paid up to the age of 25 years or employment or marriage (in case of female children) whichever is earlier
- Differently abled children are entitled for lifelong family pension provided they are not gainfully employed

Death Relief Fund

- Enhancement of financial assistance by way of ex-gratia amounting to Rs.4.50 lacs to the member's nominee in the event of member's death during the period of his service in the bank or to the member in the event of that member becoming physically handicapped due to serious illness, accident or otherwise resulting in loss to employment. **(Staff circular 6869 dated 29.10.2018)**
- Subscription towards DRF is Rs.125/ PM

Important Contact

<p>Pension:</p> <p>Land Line: 022 – 22896246</p> <p>IP Phone: 116246/116268</p> <p>Email Id: ebd.co@unionbankofindia.bank</p>	<p>Provident Fund:</p> <p>Land Line: 022 - 22896251</p> <p>IP Phone: 116251/116244</p> <p>Email Id: ebd.co@unionbankofindia.bank</p>
<p>Gratuity:</p> <p>Land Line: 022 - 22896249</p> <p>IP Phone: 116249/116298</p> <p>Email Id: ebd.co@unionbankofindia.bank</p>	<p>Death Relief Fund:</p> <p>Land Line: 022 - 22896249</p> <p>IP Phone: 116249/116298</p> <p>Email Id: ebd.co@unionbankofindia.bank</p>

Tax Liability

PF	-NIL
PENSION	-TAXABLE
COMMUTATION	-NIL
PL ENCASHMENT	-3 LAKH
GRATUITY	-NO TAX UP TO 20 LAKH

UBIREMAS -Union Bank of India Retired Employees Medical Assistance Scheme

UBIREMAS CIRCULARS: **(Click each circular to Download)**

Circular No : 4901
Circular No : 5601
Circular No : 5913
Circular No: 6006
Circular No : 6163
Staff Circular : 6889

UBIREMAS Contact Details:

1. Shri Ram Kanaiyalal Panchal

UBI STAFF PENSION CELL Contact Details:

1. Shri Ganpat Patel (Manager) – Pension Incharge 022-22896246
2. Shri Sanjeev Kumar Pillamari- EBD Incharge- 022-22896236
3. Email id-

[retirebenefits\[Dot\]helpdesk\[At the rate\]unionbankofindia\[Dot\]com](http://retirebenefits[Dot]helpdesk[At the rate]unionbankofindia[Dot]com) (Click to Follow)

Highlights of the Scheme:

- Retired employees of the Bank and his/her spouse will be eligible for the benefits under the scheme.
- The retired employee will be called “Primary Member” and the spouse will be called “Secondary Member”.
- The Primary and Secondary members will together constitute a Family Unit.
- On the death of the retired employee, the spouse (Secondary Member) will continue to be covered under the scheme for reimbursement of hospitalisation expenses.
- The retired employees and their spouses will be covered under the scheme only if they are not gainfully employed. Gainfully employed means those who are in employment and receiving a monthly salary/wage of Rs.3500/- or more.
- Employees who will be retiring from the services of the bank hereafter and their spouses shall also be eligible to become members, provided they apply within 6 months from the date of retirement. Those who are retiring on VRS, have to apply within 6 months after attaining the

age of 60. System will not allow application after 6 months of retirement/attaining the age of 60.

- Application for membership has been made online through Union Parivar, no cheque or demand draft is acceptable for membership fees. Retired employees who opt to become member have to remit the fee directly to the account of the REMAS scheme (378902050000188) and note the transaction id for filling up the same in online application.
- One-time membership fee will be as follows:

Officers	-	Rs.5000/-
Clerks	-	Rs.3000/-
Sub staff	-	Rs.2000/-

- Processing of reimbursement for hospitalization & annual health check-up is made online in Union Parivar.
- After sanctioning, the reimbursement shall be directly credited to the account of the retired employee through auto credit process as is being done for other staff welfare schemes.
- There will not any issuance of REMAS membership card. Now the membership number generated in Union Parivar will be sufficient for future reference.
- Retired employees who wish to become member of the scheme have to apply online through Union Parivar. They have to visit nearest branch office for the same. The membership screen will be available for retired employees, like holiday home application is available. Accountant/ Branch Manager who is having the HR rights can also apply on behalf of the retired employee. (Employee self-service – REMAS membership application.)
- When the retired employee applies directly, after logging in, all the relevant details will be automatically displayed. If any change in address/spouse details is required to be made, he/she can do so. If the Accountant / Branch Manager applying, they have to key in the 'Employee Number'. Then all the relevant details pertaining to the employee will be displayed.
- The employee has to take a printout of the page, sign it, paste a joint/single photograph on the right side of the application and handover to the Branch/Office who in turn shall forward it to their respective RO. A duplicate copy of the same with photograph will be retained at the nominated branch.
- The application will now be available in the work list of the RO HR administrator who would verify the personal & payment details and recommend the same by clicking the 'recommended' button.
- The application will now be available at officer-in-charge, Central Office, for approval. On approval, the membership number will be automatically assigned, and RO HR administrator will dispatch the print to the retired employee for his future reference. With the membership number, employee can apply for reimbursement subsequently.
- The applicant shall submit the application for reimbursement to the Nearest Branch along with all the original bills/receipts/certificates in the prescribed format as per Staff circular no:4901 dated 04.10.2002.

- Branch will forward the application to the Regional office under whose jurisdiction it falls, after duly verifying the same.
- The papers will be submitted to the Bank's Medical officer for scrutiny as is being done now, by RO HR admin.
- RO HR administrator shall enter the total amount of reimbursement already availed by the applicant through Workforce administration >Staff welfare >Health scheme > REMAS claim Register. This is a one-time job for each member but had to carefully filled-in as it will be the base data for calculation of total reimbursement in future. If the employee applies for the first time / had not availed any reimbursement till date, zero amount is to be filled in.
- Reimbursement of hospitalisation expenses will be restricted to 100% of the total expenses incurred in case of Primary member and 75% in case of Secondary Member subject to limits prescribed under the Scheme for Reimbursement of Hospitalisation Expenses for Officers/Award Staff now in force in the Bank or Rs.10000/- per claim, whichever is less in case of minor ailments. In case of major ailments, the same rules will be followed subject to the condition that the reimbursement will be restricted to Rs.150000/- per claim or the limits prescribed under the scheme, whichever is less.
- The total reimbursement of hospitalisation expenses will be permitted up to a maximum of Rs.150000/- wef 01.01.2017 (As per Staff circular 6521 dated 31.12.2016) to the Family Unit during the entire currency of membership under the scheme.
- Reimbursement of annual checkup –Rs. 2000/. The amount can be claimed maximum in two installments per financial year.

For details refer Cir.6163 and 7171:

- ✚ Application for membership
- ✚ Application for reimbursement of hospitalization expenses
- ✚ Application for reimbursement of annual fees

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Medical Insurance Scheme

Please Click to download the Policy

[Policy Number 251100502110000236 \(Without Domiciliary\) \(Click here for attachment\)](#)

[Policy Number 251100502110000235\(With Domiciliary\) \(Click here for attachment\)](#)

[Policy Number 251100502110000237\(Super Top Up\) \(Click here for attachment\)](#)

[Staff Circular 7506](#)

The new Scheme as applicable to the officers/ employees in service would be continued beyond their retirement/superannuation/resignation, etc. **subject to payment** of stipulated premium by them. The new Scheme would also cover the existing retired officers/ employees of the Banks and dependent spouse subject to payment of stipulated premium by them.

Group Medical Insurance Policy; Policy Year: 2021-22

Policy Numbers pertaining to policies of Retired Employees/ family pensioners -
 Group Medclaim Policy (Tailor-made):

S No	Policy Type	Policy Number
1.	Base Policy (With Domiciliary)	251100502110000235
2.	Base Policy (Without Domiciliary)	251100502110000236
3.	Super Top Up Policy	251100502110000237

The coverage in policy depends on the date of premium paid by the retired employee. The details are given in the following table:

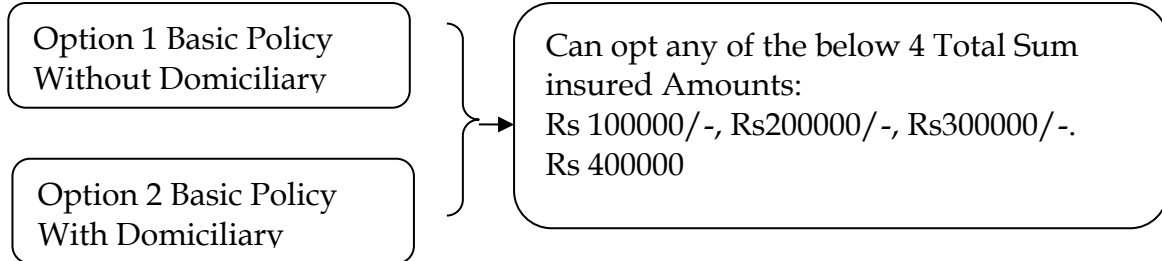
S No	Period of deduction of Insurance Premium	For both, Base Policy & Super Top-Up Policy	
		Period of Coverage	
		Existing Retirees	New Joinees
1.	Between 25.10.2021 & 29.10.2021	<u>01.11.2021 to 31.10.2022</u> (Details provided in SC 7511 dated 05.10.2021)	
2.	Between 25.11.2021 & 29.11.2021	<u>01.12.2021 to 31.10.2022</u> (Details provided in SC 7537 dated 11.11.2021)	

Payment of Premium:

Medical insurance for Retired employees

Revised Ins premium: [SC:07511 dated 05.10.2021]

Basic Policy



Details on Option 1 & 2(Basic Policy) (Amt in Rs.)

Option 1 Basic Policy Without

Opt For anyone SI	Without Domiciliary	
Total SI	Single Insured	Family Floater
A.100000/-	9911/-	15248/-
B.200000/-	14316/-	22025/-
C.300000/-	22024/-	33884/-
D.400000/-	28112/-	43249/-

Option 2 Basic Policy with Domiciliary. Domiciliary will be

Opt For anyone SI	With Domiciliary	
Total SI	Single Insured	Family Floater
A.100000/-	17566/-	27024/-
B.200000/-	29388/-	45213/-
C.300000/-	42319/-	65107/-
D.400000/-	55927/-	86042/-

Option 3 Super Top-Up

Total SI	Single Insured	Family Floater
A.100000/-	2421/-	3724/-
B.200000/-	3856/-	5932/-
C.300000/-	4842/-	7449/-
D.400000/-	5731/-	8817/-
E.500000/-	7540/-	11601/-

- Employees who retire from Bank's Service either on Superannuation or Voluntary Retirement under Union Bank Employees Pension Regulations shall be covered upto the end of the policy period, subject to their opting to continue with the Scheme and paying the premium for the remaining period of the policy on pro-rata basis. For this purpose, Retirees will be required to submit an option form authorizing Bank to deduct pro-rata premium for the current year and full premium from next year onwards. As stated above, the policy period shall be November to September for the current year.
- As per the Staff Circular no 07523 Dt 22.10.21 bank has continued the retail loan scheme for granting loan to pensioners for medical insurance payment under **"Special scheme for Pensioners of Union Bank of India for granting loan to pay Medical Insurance Premium"**
- It has been informed by the National Insurance Company that, M/s Health Insurance TPA (HI TPA) would continue to extent its services as the Third-Party Administrator for Group Medical Insurance Policy pertaining to retired employees/ family pensioners for the policy year 2021-22 also.

Insurance Company Name	National Insurance Company Ltd
TPA Name	Health Insurance TPA (HI TPA)

The contact details of representatives of 'Health Insurance - HI TPA' team are provided below for ready reference:

Name	Mobile Number	E-mail ID
Shri Himanshu Somani	7303099263	himanshu.somani@hitpa.co.in
Ms Kanchan Thombre	9319297309	kanchan.thombaretemp@hitpa.co.in
Shri Kuldeep Singh	9773981488	kuldeep.singh1@hitpa.co.in
Shri Karan Deep	9560298341	
Dr. Kiran Baragade	9810226983	kiran.baragade@hitpa.co.in

Various methods of “claim intimation” are mentioned below:

- a) **Email** - Claim intimation can be done by sending a detailed mail on customerservice@hitpa.co.in. The mail must contain details like employee no, employee name, patient name, relationship with the employee, hospital name, treating doctor name, hospital address, date of admission in hospital, estimated expenses etc.
- b) **Phone Call** - Claim intimation can also be done by calling on TPA’s Toll Free Numbers **1800-180-3600** or **1800-102-3600**.

❖ In case of ‘cashless hospitalization claim’, cashless/ pre-authorization request is to be sent on:

- i) hitpamumbaicashless@hitpa.co.in (Applicable only for Mumbai)
- ii) cashless@hitpa.co.in (Applicable for all other locations)

- Upon intimation, a ‘claim intimation number’ is generated/ provided to the insured. For all the reimbursement hospitalization/ IPD claims, this claim intimation no. is to be mandatorily mentioned on the claim form.

➤ **Claim Submission:**

- In case of reimbursement claim, all claim documents should mandatorily be submitted **within 30 days** of date of treatment/ discharge to the TPA, in **original**. The **location-wise addresses/ details provided by ‘Health Insurance (HI) TPA’ for submission of ‘claim documents’ are provided herewith as Annexure-I to this circular**. Insured retired employees are requested to refer to the Annexure and submit the claim documents accordingly on the basis of their locations.

9. **Contact Details:** For any kind of query, regarding ‘Group Medical Insurance Policy for Retired Employees/ Family Pensioners’ for the policy period 2021-22, team members may be contacted on the following numbers:

Union Bank of India, Central Office, Mumbai -

Contact Person - Mr Pankaj Gupta, Manager

Landline Nos : 022 - 22896255/ 22896245/ 22896235

IP Nos : 116252/ 116253/ 116250/ 116254/ 116263/ 116264

E-mail ID : staffmediclaim@unionbankofindia.com

Union Bank of India, HR Annex, Head Office, Hyderabad

Contact Person - Ms. Durga Nagalakshmi, Manager

Landline No : 040-23252148

E-mail ID : healthins@unionbankofindia.com

Union Bank of India, HR Annex, Head Office, Mangalore -

Contact Person - Ms. Prabha M D Sequeira, Senior Manager

Landline No : 0824-2861545

E-mail ID : welfare@unionbankofindia.com

All concerned are requested to take a careful note of the above.

Furniture Items Provided by Bank to The Officers

(SC 7142 dated 27.03.2020)

At the time of retirement / voluntary retirement/ resignation etc., the recovery under the Scheme shall be as under:

Age of furniture from the date of sanction	Superannuation/ VRS/ Resignation
<3 years	Book Value
>3 years but <5 years	50% of BV
> 5 years	No recovery

At the time of retirement on superannuation/ VRS or resignation before completion of 5 years from the date of sanction, the value of furniture arrived at as per the above table shall be treated as the sale value of furniture, however, taxes, if any, on such value shall be borne by the Bank.

Sale Of Furniture Items, Car, Personal Computers and Laptop to Retiring Officers

Sale Of Furniture Items, Car, Personal Computers and Laptop to Retiring Officers as Well as Family Members of The Deceased Officer-Modification in Guidelines in Respect of Sale of Car

- ❖ SC 5211 dated 31.08.2005
- ❖ SC: 7081 DT 19.12.2019

ELIGIBILITY:

All retiring Officers or family members of the deceased Officer. It is essential that the retiring officers or the family members of the deceased officer should have occupied the Bank's residential quarters at the time of retirement or at the time of death of the officer and in case of purchase of Bank's car / personal Computer / Laptop, the officer should have been allotted with Bank's Car, Personal Computer, Laptop.

General guidelines: -

1. The scheme is effective from 25.07.2005
2. Applicable only in case of Superannuation / Voluntary Retirement / Death of Officer / Deemed Retirement form the services of the Bank and not otherwise
3. Only Furniture items excluding fixtures will be available for sale. Any equipment attached to the premises is to be treated as fixture e.g., Geyser, AC unit, kitchen cabinets etc.
4. The sale of furniture items will be restricted to the items used by the Retiring / Deceased Officer in the Bank's residential quarters provided to him before his retirement / death. Similarly, Car,

Personal Computer and Laptop which were used by the Officer before his retirement / death will be offered for sale

5. There will be no restriction on the age of furniture items, Car, Personal Computer and Laptop
6. The sale prices of furniture items, Car, Personal Computer and Laptop shall be at notional Book Valued on the date of the sale
7. The retiring officers should exercise the option for purchase of Furniture items, Car, Personal Computer and Laptop immediately after retirement. In any case, not later than one month from the date of retirement
8. The spouse of the deceased officer should exercise the option for purchase of furniture items, Car, Personal Computer and Laptop within 6 months from the date of death of the officer
9. Family is defined as surviving spouse and dependent children and wholly dependent parents in case of unmarried staff
10. The notional book value will be difference amount of original cost of furniture items, Car, Personal Computer and Laptop and depreciation provided for these items.

SPECIFIC GUIDELINES

1. The car will be delivered on as is where is condition
2. In case the officer opts for purchase of car, he will not be eligible for temporary use of Bank's car after retirement
3. In case of family of the deceased officer, the sale of furniture items, Car, Personal Computer and Laptop which were used by the officer at the time of his death will be sold at 25% of the original cost of such items or Notional Book value whichever is lower
4. Depreciation on furniture items is presently being provided for in Central Office Books on behalf of branches. Hence, to arrive at the notional book value at their end depreciation is to be provided as per diminishing balance method at the following rate by the branches
 - a. Furniture at 10% p.a.
 - b. Transport vehicle at 20% p.a
5. In case of Personal Computer and Laptop, depreciation is to be worked out on straight line method at 33.33% p.a.
6. Branches will have to calculate Notional Book Value on the furniture items proposed to be purchased by the retiring officer / family member of the deceased officer and recover the amount before parting with Car, Personal Computer and Laptop.
7. However, rates of depreciation and method of charging shall be as per rules in force and guidelines issued by Central Accounts Dept., CO Mumbai time to time

The board of directors in its meeting dated 6th December 2019 have approved modification to the above scheme and guidelines in respect sale of car to retiree officers and family members of the deceased officer are given below:

Present Guidelines	Approved modification
Sale of car being used by an officer at the time of his retirement: The sale price of car shall be at notional book value on the date of sale	Sale of car being used by an officer at the time of his retirement: The sale price of car shall be at notional book value or market price of the car discovered through a government registered valuer on the date of sale, whichever is higher
Sale of car to family members being used by the deceased officer at the time of death: The sale price of the car at 25% of the original cost of the car or notional book value whichever is lower.	Sale of car to family members being used by the deceased officer at the time of death: The sale price of car shall be at notional book value or market price of the car discovered through a government registered valuer on the date of sale, whichever is higher.

All other contents of Staff Circular No 5211 dated 31.08.2005 shall remain the same.

Scheme of Compensation / Incentives for Acts of Bravery

Employees are entitled to receive Rewards/Incentives for acts of exceptional bravery or high level of integrity and/or performance of high order as under: Compensation in case of death of employee:

Executives Scale IV and above onwards	Rs.5 lakhs
Officers Scale I to III:	Rs.3 lakhs,
Clerical	Rs.2 lacs &
Sub-Staff	Rs.1 lakh.

Bank will bear educational expenses up to graduation of the children of the deceased employee.

Employment on compassionate grounds will be given to one member of the family of the deceased (a). In case no one in the immediate family is eligible for employment, the entitlement will be held in abeyance till one of the members of family becomes eligible for employment.

(b). In case employment is not taken up and the dependents are not gainfully employed, then the last pay and allowances drawn by deceased may be extended to the family of the deceased till one of the children of family attains age of 21 years or till the date deceased would have retired in normal course, whichever is earlier.

Staff loans availed by the deceased may be taken up in the name of the family member taken up on compassionate employment. If compassionate employment is not sought, then the interest on loans may be waived and only principle may be recovered from the compensation/other dues payable. In respect of other than the Bank employee who may get killed as a consequence of robberies and/or attack of terrorists, the Bank will pay a lump sum compensation of Rs.1 lakh to the family of the deceased. In case of Bank employees/ customers/ members of the public who actively resist robberies/terrorist attacks, the Bank may consider cash reward not exceeding Rs.50,000/- This reward will be in addition to compensation, if any, payable under provisions of

various Acts/Rules governing the person. In case of employees, if the act of bravery merits, promotion may be given. If such employee does not possess the requisite criteria for such promotion, they can be given personal pay up to 3 advance increments in existing grade on permanent basis. In case the employee is drawing last stage of basic pay, then the personal pay would be equal to 3 times of the amount of increment last drawn and if he is drawing basic at a lower stage, then the personal pay will be equal to next remaining increments plus amount equal to last increment to make the total up to 3 increments. All expenses of injury, including hospitalisation of the victim/ Bank employees / members of public / members of police forces etc. shall be borne by the Bank.

Holiday Home facility

Guidelines for allotment of Bank's Holiday Homes

- Bank's Holiday Home will be available for the use of permanent employees of the Bank and their families only.
- Application for reservation should be made on line through UNION PARIVAR.
- The period of allotment/stay will not exceed four days. However, during the peak season the ceiling on the period of stay will be decided by the concerned Regional Office/Central Office, depending upon the demand position.
- Allotment letter will be issued online by the concerned Regional Office/Central Office specifically stating the period of allotment through UNION PARIVAR to the concerned employee sufficiently in advance to enable him to make other necessary arrangements. The employee concerned will carry with him the allotment letter and produce it before the caretaker. The employee may produce the Identity Card to him by the Bank, if necessary.
- Cancellations can be made through UNION PAIVAR. Any cancellation request made to be eligible for refund must be well in advance, at least 15 days prior to occupancy.
- The employee during the course of stay in the holiday home will be liable to pay for any damage to any item of property of the holiday home arising out of acts attributable to the employee.
- A nominal compensation will be recovered from staff members to be communicated from time to time through circulars and available in UNION PARIVAR.
- The occupants should maintain full decorum throughout their period of stay in the Holiday Home. Occupants staying in the Bank's Holiday Homes will do so, at their own risk and the Management does not take any responsibility for any events whatsoever during the course of such stay.
- Retired employee including those who have opted VRS under special scheme 2001 will be eligible to avail of facility of Holiday Homes of the Bank during non-vacation/non-rush seasons.
- All additions/deletions/modifications in status of Holiday Homes will be intimated through Staff Circulars from time to time.

List of Holiday Homes

The list of Holiday Homes presently available to members of staff & their families are appended below.

Holiday Homes of Union Bank of India:

SR NO	NAME OF HOLIDAY HOME	ADDRESS AND CONTACT TELEPHONE NOS.	RENT PER DAY / PER ROOM
1	AMRITSAR	HOTEL SHIRAZ CONTINENTAL, QUEENS ROAD AMRITSAR, FAX; 0183-5058614, C:0183-2565157/2220886	250/-
2	BENGALORE	FLAT NO. A3/507, CAUVERY BLOCK, NATION GAMES VILLAGEM KORAMANGALA C: 080-2575180 (BANKS PROPERTY)	150/-
3	BENGALORE-A	HOTEL MOURYA, 22/4, RACE COURSE ROAD, NEAR ANAND RAO CIRCLE, C.080-2225411/116, 7090758427/25	200/-
4	DELHI	HOTEL SARTHAK PALACE,14A/34, W.E.A. CHANNA MARKET, KAROL BAGH, C.011-25733344/55, 09810972946	200/-
5	GOA (S)	COLVA BEACH, OPP. GOA TOURIST BUGLOWS, GOA TEL: 2788047/ 048	250/-
6	GURUVAYOOR	KRISHNA GARDENS, PERUMBILAVLI ROAD, NORTH NADA, GURUVAYOOR, DIST.TRICHUR. C:0487 2552558,09497254432	150/-
7	HARIDWAR-A	HOTEL GANGES RIVERIA, DELHI BIPASS ROAD, NEAR VISHWAKARMA GHAT, PO KANKHAL, 01334-240940, 9358189263	200/-
8	HARIDWAR	HOTEL HAR KI PAURI, BHIMAGODA ROAD, HAR-KI-PAURI C.01334-265553/265554	175/-
9	KATRA	IMPERIAL HOTEL (A UNIT OF-ONE GUEST HOUSE) RAILWAY ROAD, KATRA. C:09596237777, 09596257777	250/-
10	KHANDALA	PLOT NO.24, N J PARK, NEXT TO LOKHANDWALA COMPLEX, VILLAGE KUNE MOB. 7875635962, 08308001536 (BANKS PROPERTY)	150/-
11	KOCHI	HOTEL RESIDENCY, PARAMARA ROAD, ERNAKULAM TOWN, C.4842394040	200/-
12	MUNNAR	CHANCELLOR RESORT MAS CHANCELLOR RESORT, COTTAGE NO.274, BUILDING NO.283. CHINNAKANAL, UDUMBANCHELA TALUK, MUNNAR C: 04868 249318	250/-
13	MUSSORIE	DEVONSHIRE ESTATAE, LANDOUR, MUSSORIE. 0135 632895	150/-

(BANKS PROPERTY)			
14	OOTY	HOTEL SILVER OAK,183/B/11, ETTINES ROAD, OOTACAMUND.C: 0423-2447148/ 2451747	250/-
15	OOTY-A	TULIPS ELKHILL RESORTS (BESIDES STERLING RESORTS) RAMAKRISHNAPURAM, OOTY, C. 7639778080/ 7094898989,0423245555, 2448080	200/-
16	SHIRDI	Hotel Mandai Palace, JT Shelke Patil Marg, Shirdi, Ahmednagar District. Cell 02423-255891.	250/-
17	SHIRDI-A	BHAGYALAKSHMI PVT LTD. BHAGYALAKSHMI ROAD, OPP.ANDRHA BANK, NEAR SAI BABA TEMPLE, GATE NO.1, TALRAHATA, SHIRDI C.9096484870, 9730308900	200/-
18	SHIMLA	HOTEL GULMARG REGENCY, NEAR THE MALL, SHIMLA,0177-2653168, /26555454/9418092252	200/-
19	TIRUPATHI	M/S.KALYAN RESIDENCY,177, TP AREA, TIRUPATHI, AP 0877 22597780	200/-
20	TIRUMALA-A	SARVAMANGALA MAHAMANDAPAM, SRI KANCHI KAMAKOTE PEETHAM, RING ROAD, TIRUMALA C.0877-2277370	200/-
21	TITHAL	TITHAL ROAD, VILLAGE-TITHAL, NEAR SAI BABA TEMPLE, DIST- VALSAD396001. Cell 997889-0229 (BANKS PROPERTY)	150/-
22	VARANASI	HOTEL OK INTERNATIONAL, D-47/188A, RAMPURA, LUXA ROAD, C.9559425498	200/-
23	ALIBAGH	REWAS ROAD, CHONDI KHIM, ALIBAGH	250/-
24	MATHERAN	USHA ESCORT PLOT NUMBER 85, MG ROAD, OPP MUNICIPALITY POST MATHERAN DIST RAIGARH	250
25	MANALI	ALEO, NEW MANALI KULLU HP	150/-

Important Note: Operational guidelines of the Scheme will be informed in due course. Subjected to renewal of the Holiday Home.

Staff circulars for further reference

- Staff Circular 6162 dated 16.01.2015
- Staff Circular 6432 dated 23.08.2016
- Staff Circular 6521 dated 31.12.2016
- Staff Circular 7286 dated 07.11.2020
- Staff Circular 6517 dated 31-12-2016
- Staff Circular 7171 dated 08-04-2020
- Staff Circular 7483, 7484, 7485

Financial Planning

MANAGING WEALTH AFTER RETIREMENT



INTRODUCTION TO FINANCIAL PLANNING

There will be no financial stress as long as we are employed. But the fact is that someday we have to retire from service. Then our income will be reduced to half, or in case of some there may not be any income. At this stage there will be financial requirements and health problems. So, for leading happy, comfortable and peaceful retired life we have to PLAN for the **LIFE**

AFTER RETIRMENT.

The essence of life is not just to stay healthy, but to stay wealthy too. Keeping in view of the growing importance of managing one's own finances in order to secure the future of self, dependents and to brace up for the uncertain and ever-changing world, we intend to create awareness of the art of financial planning and its nuances through a series of articles through the periodical newsletters.

Over the years, India has seen a rapid change in the family structure. From a joint family system, it has transformed mainly into a nuclear family structure. Which means, instead of being taken care of by children, a retired individual has to self-finance the sun-set years. With the improvement in medical science, the probability of living longer is higher, which calls for building a larger retirement corpus.

This also calls for changes in investment pattern and other lifestyle-related issues for every retired person. For one, “It’s never too early to begin planning for retirement” “The sooner you begin setting aside money for your retirement, the better off you will be. The longer you wait, the more sacrifices you will have to make to catch up. That’s because of the power of compounding works better when you remain invested for a longer duration.

WHAT IS FINANCIAL PLANNING?

Financial planning is the process of assessing the current financial position of the individual, setting the financial goals at different stages of life cycle and act in order to achieve those goals.

HOW IT WILL BE BENEFIT YOU...?

Financial planning seems like an obvious task for everyone to do, but how many people do you know like to have a budget to stick by every month, balance their investments every half year, and make sure to take advantage of all available tax deductions every year? Unfortunately, not many people enjoy doing these things.

However, doing financial planning can achieve more wealth for yourself, protect your family from any financial disasters, and give a peace of mind that everything will be alright financially.

BE CAREFUL IN SELECTING THE SCHEMES.

Hence, we have to search out for the schemes where there is no TDS. There are certain Long Term investment Schemes where there is no Tax on the income earned.

[Don’t keep all eggs in one basket]

WRITE YOUR "WILL"

What is A Will?

A Will is a document which divides and transfers property after one's death to the people or institutions chosen in the document. It is generally made to distribute the property and assets of the person. A will can also be made in case where there are children (minor), and the question of their guardianship comes up.

A Will is a document, considered as a legal declaration of the intention of a Testator about the distribution / disposal of his possessions / assets / properties etc. after his death. The Will would specifically have details of all considerations that the Testator has in mind, to carry out his wish in this regard, after his death.

Who can write a Will?

- ❖ A person who has assets and desire those assets to be inherited by certain specific persons, can write a will.
- ❖ He / She should be a Major i.e., 18 years of age or more.
- ❖ •Should have a sound disposing mind; & should not otherwise be debarred from making a Will by any competent authority.

What is meant by Probate of a will?

- ❖ It is the certified copy will under the seal of competent court allowing the administration of the estate of the maker.
- ❖ According to Section 2 of the Indian Succession Act, 1925, Probate means "the copy of a Will certified under the seal of a court of competent jurisdiction with a grant of administration of the estate of the testator".
- ❖ It is nothing but a decree passed by a competent court declaring the legality/correctness and genuineness of the Will of the deceased The legal process that takes place after a person has died, to pay his lawful creditors and to transfer his assets to his beneficiaries is called probate. Generally, a probate is advisable in all cases and is necessary in cases of will dealing with immovable property.

Is probate of will is mandatory?

- ❖ A probate is mandatory when a Will is made in the State of West Bengal, Bihar, Orissa, Assam, NCR of Delhi and municipal limits of metro cities of Chennai and Mumbai, respectively. Wills that are made outside these territories but where the property is situated in these territories

also require a probate. Under Section 212(2) of the Indian Succession Act, 1925, Hindus, Muslims, etc. are not bound to apply for letters of administration (Probate). It is optional and not mandatory for these persons to seek probate of the Will.

- ❖ So, unless covered by any of the above cases, a probate of a Will is not mandatory. However, there is no restriction in law to get a probate of a Will, even if it is not mandatory. Obtaining a probate is advisable, in cases where there is a probability of the validity of the Will being contested in future on any ground. A probate, though it takes time to obtain and may cost a tiny percentage of the inheritance (court fees + the lawyer's fees), is essential, if there are multiple assets to handle, and those immovable properties are present in various states. Also, a probate, a completely fool-proof way of the handling high-value properties.

Is it necessary to Register the Will? Is unregistered will is valid?

All wills need not be registered. Registration of a will simply means that the maker of the will and the witnesses have appeared before the registering authorities and that their identity has been verified. Registration of instruments is governed by the Registration Act, 1908. Under this Act, a will is not needed to be registered, and an unregistered will is also valid.

Though Registration of a Will is not mandatory, it is advisable to register the Will at the Sub Registrar office to add to its authenticity. There is no stamp duty payable on Registration of the Will. However, applicable registration charges have to be paid Both registered and unregistered will can be probated.

When and how to get the will probated?

The probates are granted to the executor or executors (in succession, in case more than one is named), by the High Court, with a copy of the will attached. One can apply for a probate after seven days of the death of the Testator. (Or the person who makes the will and also the owner of the property to be distributed). The application for probate, need to make with the help of a lawyer or an advocate, to the High Court, under whose jurisdiction the property might fall.

What are the characteristics of a Will and its requirements?

The Will document should have:

- All necessary identifiers of the Testator should be mentioned in the Will. This includes but not limited to Name, Age, Religion, Address etc.
- A declaration made by Testator to the effect that the present Will is his/her last Will and all other earlier Wills and Codicils are hereby revoked.
- Clear information about who are the beneficiaries and what is their relationship with the Testator as well as what assets will be given in what proportion to which beneficiary.
- Specific special clauses which will make a specific beneficiary eligible or non-eligible to inherit the share of the assets of the person (Testator) and conditions, qualifications for the same.

- Mention about the Will to take effect after the death of the Testator and if necessary, also mention about who will be responsible for the execution of the Will (Executor's name).
- A Will must be attested by minimum two persons as witnesses who shall put their signatures in presence of the Testator
- And the Testator should sign the Will in the presence of the witnesses. Beneficiaries cannot be the witness.
- Will can be modified or altered at any time and any number of times by the Testator during his lifetime.
- Will is revocable during the lifetime of the Testator. As long as a Testator is living, he may, at any moment, cancel his Will and make a totally different disposition of his properties.

Who are the parties to a Will?

- Testator is the person who declares his wish in the Will regarding the disposal of his properties after his demise.
- Executor/s is/are appointed by the Testator, to ensure that the assets are distributed as desired by him/her in the Will. (Optional)
- Beneficiary/ies is / are the person/s to whom the benefits are passed
- through the Will.
- Witnesses–Two persons.

Who can be a witness to the Will?

Witness to the Will can be anyone who is/ are above 18 years of age and of sound mind and capable to enter into a Contract. It is recommended that the beneficiary/ies should not be the witness to the Will.

How many witnesses are required?

There should be minimum Two witnesses to the Will.

What all assets can be covered under the Will?

All movable as well as immovable assets including Real Estate, Fixed Deposits, Money in Bank Account(s) Securities, Bonds, proceedings of Insurance Policies, Retirement benefits, Art, precious metals (Gold, Silver etc.), Brands, Goodwill, digital assets (photographs, sketches, blogs, websites, email accounts such as Gmail, yahoo etc. and with social websites such as Facebook, Twitter etc.) and Intellectual Property Rights etc. including what they are and the method and manner of their storage, can be covered under the Will. In short, any assets that the Testator has in his ownership, at the time of his death can be included and distributed as per the desire of the person.

Who all can be included as beneficiaries to the Will?

All the Testator's loved ones who may include the Testator's spouse, children, step-children, parents, grandparents, grandchildren, friends, relatives and /or any institution like School/s, Temple/s, Community Trust/s, Charitable Trust/s, etc. to whom the Testator wishes to pass on any benefit can be included as the beneficiary/ies in the Will document.

Do I need to sign my Will in front of the doctor?

No. However, it is advised that you attach a fitness certificate from your family doctor along with the Will attesting the soundness of mind.

Is Will required to be printed on a stamp paper?

No; the Will can be written on plain paper of any convenient size. It is also not necessary that Will has to be written on legal size paper. In addition, the Will can be handwritten and is not necessary to be in typed form. However, for clear legibility and avoid any ambiguity arising due to handwriting, typing in a font size which is naturally readable, is recommended.

Can the Testator bequeath/mention the ancestral Immovable Properties (Assets) situated in India?

The Testator should not bequeath/mention any ancestral property/assets not owned by him unless such property or a share in such property has devolved upon him / come to his possession legally by following due process of law.

Can the Testator bequeath /mention the Immovable Properties (Assets) situated outside India?

No, Testator cannot bequeath/mention the details of the Immovable properties (assets) held outside India. The properties held and owned outside India are governed by the laws of that country where the property is situated and hence, it is advisable to prepare a separate Will for the assets held outside India in accordance with the laws applicable in that country

Who can be appointed as an Executor to a Will?

Anyone who is / are above 18 years of age and of sound mind and capable to enter into a Contract, can be appointed as an Executor/s to the Will.

One can appoint multiple Executors, one as a primary executor and others as alternate executors.

The Testator has the option to appoint any of his relatives or friends as Executor and mention it in the Will Document.

If the Testator chooses to appoint a professional agency as an Executor, these services are separately availed and paid for as per the terms of the agency who is appointed as an Executor. Executor is appointed in will. To act as Executor, will has to be probated. If a person dies intestate or there is no Executor appointed in will, Court will grant letter of Administration, to deal with the estate of the deceased.

Common Terms associated with the Will writing process

Intestate:

A person who dies without leaving a “Will” is said to have died intestate; as per the applicable personal law of the deceased, all his legal heirs, are entitled to the assets of the deceased.

Testator:

A person who makes and executes a Will is called the Testator

Will / Testament:

A written statement of Testator’s wishes providing for the disposition of his / her property after his/her demise.

Beneficiary:

A person, who is entitled to the asset under a “Will” is called a beneficiary. Any person can be a beneficiary, including a Charitable organization or even a public or a private Trust.

Minor:

- (i) any person, subject to the Indian Majority Act (Section 9), 1875 who has not attained his majority within the meaning of that Act, and any other person who has not completed the age of eighteen years;
- (ii) a person who person or property, or both, a guardian under the Code of Civil Procedure, 1908 has been declared or appointed, then he shall be deemed to have attained his majority on completion of his age of 21 years and not before;
- (iii) and “minority” means the status of any such person.

Attestation of / attesting a Will:

Attestation means signing a document for the purpose of testifying the signature of the Testator

Executor:

A person, who is appointed to look after, administrate and distribute the assets of the Testator, upon his demise, is called an Executor.

Probate:

It is a process to establish that a “Will” is valid. It is understood as an order given by the Hon’ble Court, certifying the “Will” as valid.

Letters of Administration:

A letter of administration is an order granted by the Court to a person appointed to settle deceased persons affairs in accordance with a Will where the Testator has failed to appoint an Executor under a Will or where the Executor is appointed under a Will refuses to act or has died before or after proving the Will but before administration of the estate or in case of intestacy.

Codicil:

A codicil is a document that is executed by a person who had previously made his or her Will, to modify, delete, qualify, or revoke provisions contained in it.

A Codicil is a part of the existing Will similar to an addendum but is not a new Will.

Succession Certificate:

An Order issued by an Hon’ble Court certifying the person(s) entitled to the estate of a deceased person and extent thereof.

Check List for Legal heirs

After the initial shock of sudden loss of the family member and after the grief period the legal heirs have to accept the reality and should move forward to fulfil the desire of the deceased duly upholding the cherished values of the deceased. Though it may look unpleasant or little bit awkward to discuss financial issues, it is better to realize that certain things cannot be postponed forever. Also, it will be difficult to get the assembly of legal heirs or other stake holders to discuss, sort out and execute certain documents. The important to do list is as follows

1. If the spouse of the deceased is alive, it is the first and foremost duty of the Son/Daughter, Children to give comfort and assurance that they will stand by the parent to take care of their interest
2. At any cost, please avoid confrontation or discussion as who has to look after the parent in the changed circumstances.
3. Try to sort out financial issues amicably.
4. Get the death certificate of the deceased. Check the name, age and other particulars are correct, try to incorporate Aadhaar number in death certificate if possible. Also, it is better to get the correct cause of death mentioned in the death certificate. This is important in case of Serving employees who died due to Covid 19. Front line Workers and employees of certain organizations can get insurance benefits and other special compensation, if the death is due to pandemic illness. Get as many copies of Death Certificates (original) depending upon the need, the number of legal heirs, Investments in the name of the deceased.

5. If the parent is capable of handling financial issues, just support him/her to deal with the financial assets left by the deceased.
6. In case both parents are not alive, entrust the task of gathering information of financial assets and other documents either to the elder in the family or the heir who is living in the place of deceased and capable of getting things done.
7. If there is any Will and it needs to be probated take the help of a legal counsel.
8. Take action to get the legal heirship Certificate.
9. If there is Vehicle in the name of the deceased-it requires priority in action. Inform Concerned RTO about the death of the vehicle owner.
10. Inform the Ex-employer of the deceased.
11. Certain organizations reimburse funeral expenses. Check and comply with the requirements.
12. Inform the Banks where the deceased was having account. If the deceased took Group Life Insurance linked to Bank account, check and claim the same within the stipulated period.
13. In case of accidental death, check and Bank account linked group accidental death cover is available.
14. Also, for accidental deaths, Cover is available in Certain debit and credit cards. Check and apply for the same.
15. For death occurred due to accident on road or involving Motor Vehicles, make claim under Motor Vehicles Amendment Act. (2019)
16. Check the number of insurance policies of the deceased and take action to claim the policy benefits under each policy. Check for any annuity policy and claim pension benefits on that. Inform the Insurance Companies about the death of the policy holder.
17. If the spouse is eligible for family pension apply for the same.
18. Have a discussion and plan as how to apportion the assets of the late individual.
19. In case some of the legal heirs are likely to go abroad and may not be available for execution of certain documents it is preferable to get a Registered Power of Attorney favouring the local legal heir. This will help in settling Bank Accounts and other dues.
20. Make sure to comply with income Tax provisions. For inheritance though the income is exempted, documentary evidence needs to be kept. If the deceased was income assessee take action to comply with Income Tax formalities like remittance of tax and filing ITR on behalf of the deceased.

Where to Invest

Health Is Wealth – Take A Health Insurance Policy

- The next is the need for a comprehensive health policy for the family. There could be unforeseen medical expenses in your sunset years. “Old age brings medical problems and increases healthcare expenses.
- As age is increasing slowly health problems will come. As per an estimate, health expenses are increasing annually 15 to 20 percent. Do not forget - we will be financially stable only if we are healthy.
- If you do not have HEALTH Insurance POLICY, take one for at least Rs.2 or Rs.3 lacs. There are Health Disability, Personal Accident Insurance Policy. There are certain policies for the old age people.

PMVVY (Pradhan Mantri Vaya Vandana Yojana)

- Pradhan Mantri Vaya Vandana Yojana (PMVVY) is a government backed scheme sold through Life Insurance Corp. of India.
- In the event of the death of policy holder during the policy term of 10 years, the purchase price shall be returned to the beneficiary.
- During the policy period there is no pre closure option to the policy holder except on the grounds of critical illness.
- PMVVY-Premature exit is allowed only if the pensioner needs money for treatment of any terminal/critical illness of self or spouse.
- In case of such surrender, there will be premature exit penalty of 2%. one will get back 98% of the purchase price.

Senior Citizen Savings Scheme



FOR A TENSION-FREE RETIRED LIFE!

SENIOR CITIZEN SAVINGS SCHEME

- ▶ Quarterly computing interest
- ▶ Investment limit up to Rs 15 Lakh
- ▶ Nomination facility
- ▶ Attractive rate of interest

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Investment In Shares RISK & REWARD Don't Trade - Only Invest

There is no need to pay any tax if you invest your money more than one year in SHARES or in EQUITY MUTUAL FUNDS. However, there is always a doubt of getting loss because of the rates related to Stock Market Index. You should not invest for short term gains; you have to invest and wait at least 3/5 years. You can expect 13% to 15% gains, if your investment is long term. If you want to take profit by selling within one year, then you have to pay 15% Short Term Capital Gains Tax. Beware that there is tax benefit only to the gains you get after one year. Select 4 to 5 Large Cap Funds and invest so as to reduce the fear of loss.

Balanced Funds

When compare with the investments in Shares and Equity Mutual Funds - in balanced funds there will be less fear of loss. These funds are long term and 35% of investments of these funds will be invested in the Government and Corporate Bonds. There will be no tax on the profits or dividends on this fund. These balanced funds are very much useful when compare with Full Debt Schemes.

Keep Cash for Emergency Purpose

Sometimes we may need CASH for emergency purposes. To meet such type of exigencies, keep some CASH Balance in Bank A/c or in Fixed Deposits. As you know we can en-cash the FDR as and when we wish.

75
Azadi Ka
Amrit Mahotsav

Right Time to Capitalize

with Union Bank's 3 in 1 Account

Saving account

Demat account

Trading account



ASBA

- ✓ Blocked Funds will earn interest
- ✓ No charges
- ✓ If allotted then account gets automatically debited, if not, fund unblocked immediately.

DEMAT

- ✓ Zero A/c opening charges
- ✓ Hassle free A/c opening
- ✓ Low AMC
- ✓ Online A/c statement
- ✓ Dedicated help desk

INVEST & TRADE Seamlessly

- ✓ Tie-up with SMC, Geojit, Religare, Sharekhan, IDBI Capital
- ✓ Call and Trade facility
- ✓ Free expert advice
- ✓ Zero A/c opening charges
- ✓ App-based trading platform
- ✓ Low brokerage

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Nomination - Various Assets Classes

Nomination: In most of the asset classes, the legal position of the nominee is that the nominee has to act as a trustee and cannot own ownership rights. The money rightly belongs to the legal heirs or to the person nominated in the will of the asset owner. There are exceptions to this rule.

In case of Nomination for the Retirement benefits like Life time arrears, Gratuity, PF and other Service benefits the nominee will receive ownership rights. The employee while making nomination in such a way that he can mention the proportionate rights for each nominee.

In a Nutshell- Nomination with reference to Insurance Policies, Small Savings Schemes, Retirement benefits can create "beneficial ownership".

Where as in all other cases like Deposits, Shares, Mutual Funds Nomination can create "fiduciary interest" only (Position of Nominee is only a Trustee to the Legal heirs).

Even in Coop Society Flats, Nominee can get the shares /Interest transferred in his/her name. However, the nominee is legally answerable to the other members of the family, if they pursue their case of succession or inheritance against the nominee.

This highlights the imperative need for making a valid "Will" clearly mentioning the legal heirs of the testator, the manner of distribution among legal heirs or other persons on his/her death, name of the executor, to manage the estate until its final distribution.

Effect of Nomination on various asset classes:

1) Nomination for Bank Accounts

According to Section 45ZA (2) (Banking Regulation Act), nominee merely get exclusive right to receive money from bank. But he will not derive ownership rights. But point to be noted here is, banking laws will not be concerned about succession acts. Hence banks responsibility end once they transfer the amount to nominee. But it is the nominee's legal responsibility to act as a trustee and transfer the money according to succession act. He is answerable to the person nominated in the will if any or to the legal heirs of the deceased.

2) Nomination in Government Small Savings Schemes like PPF, SCSS, NSC Etc.

Small Savings Schemes like PPF, SCSS, NSC, Post Office Time Deposit Schemes do not have the provision to confer ownership rights to the nominee. It is akin to Bank Deposits nomination. Such payment to nominee does not deprive the legal heirs and holders of succession certificate to receive

the amount in the hands of the nominee. [Supreme Court decision in VIDYA Vs VISHIN case, October 2000 and D.G. Posts letter No. 105-26/93-SB dated 5.8.1994]

To obviate this Small Savings rules 2019 amended the Nomination form to include Ownership benefits to the nominee.

In the present Nomination form, there is an option for the account holder to specify nature of entitlement, whether Trustee or Ownership with due share for each nominee. (Form 1)

Small Savings Rules 2019, rules provide Nomination facilities conferring ownership rights to the nominees of accounts like PPF, SCSS, NSC Etc.

Important Note: It is very important to exercise nomination facility for Small Savings Accounts like PPF, Senior Citizen Savings Scheme etc.

If account holder dies and there is no nomination at the time of death, the balance in the account, if it is up to Rs.5,00,000, will be paid by the Accounts Office to the legal heirs of the deceased on receipt of application in Form G supported with necessary documents without the production of succession certificate.

If the balance is more than Rs 5,00,000 then production of Succession certificate is mandatory.

How many persons can be nominated in Govt Small Savings Accounts?

Maximum four can be Nominated. at the time of opening of the account by furnishing the following information in Form 1: (a) Name(s) of the nominee(s); (b) Percentage shares each nominee shall be entitled to; (c) Whether the nominee shall receive the amount as a beneficiary with absolute and exclusive right of ownership, or as a trustee for the benefit of the legal heirs of depositor.

3) Nomination Under Insurance Act 1938

- ❖ Nominee under Life Insurance Policies derives ownership rights.
- ❖ A nominee is appointed by the policyholder and can be anyone to whom the policyholder wants to give a valid discharge to the policy monies in case of death of the policyholder during policy tenure.
- ❖ As per Section 39 of the Insurance Act 1938, as amended by the Insurance Laws (Amendment) Act, 2015 (1) the policyholder of a life insurance may nominate the person or persons to whom the money secured by the policy shall be paid in the event of death.

- ❖ This nomination can be done when effecting the policy or at any time before the policy matures for payment. Where the nominee is a minor, the policyholder has to appoint a person as per the rules of the insurer, to receive the money on behalf of the nominee.
- ❖ Any immediate family member (like spouse, children or parents) is made the nominee. They will automatically become the beneficial owners of the claim benefits and be referred to as 'Beneficial Nominee'. This means that the death benefit will be paid to beneficial nominees and not to any other legal heir.

What will happen if the nominee dies before the policyholder?

- ❖ Where the policy matures for payment during the lifetime of the person, whose life is insured or where the nominee or nominees die before the policy matures for payment, the amount secured shall be payable to the policyholder or heirs or legal representatives of the policyholder bearing a succession certificate.
- ❖ If the policyholder survives till the maturity, all benefits payable under the policy will be paid to the policyholder. In case the policyholder dies after the maturity of the policy but before getting the proceeds and benefits, then the nominee shall be entitled to the proceeds and benefit of that policy.
- ❖ It is always advisable to nominate an immediate family member to ensure there are no disputes in future between the nominees and legal heirs. A policyholder can change the nominee as many times as he or she wishes. However, the latest nominee supersedes all previous ones. At the time of nomination, always update the insurance policy to avoid disputes later.

4) Nomination in Mutual Funds

In mutual funds you can nominate up to 3 nominees for single folio and even you can distribute the % of sharing. Nowadays it is mandatory for mutual fund investors to specify whether they want to nominate or not. If they don't want to nominate then they need to declare it by signing. If they want to nominate then they need to declare at least one nominee. Here also nominee(s) to act as the trustee and not vested with ownership rights.

5) Nomination in Shares

- ❖ Here also nominee will not ownership rights but the legal heirs. Nominee is an important person; he or she has no rights over the money or shares unless that is specified under the will or the nominee happens to inherit the money.
- ❖ So as such a nominee is a mere custodian of the Shares.
- ❖ In the event of a person's death, the Depositories could get in touch with the nominee for further instructions to act on the account. At the time of claiming, the nominee will have to give a proof of his identity to the relevant authority.

Transfer of Title-Immovable and Movable Properties

Immovable Property

Immovable Property standing in the name of the deceased:

A. How to Transfer the title to one among the legal heir?

- ❖ It is very important for legal heirs to secure the asset after the death of the person in whose name it is registered.
- ❖ One need to go through legal formalities to obtain ownership of a property. Formalities may differ based on the nature of the property, individual rights over it, the number of legal heirs and others.
- ❖ In order to get inherited property transferred in one's name, that person must have substantial proof to claim the rights on the property and inheritance.
- ❖ In the presence of a Will, the process is relatively simpler; executors are required to administer the property as per the Will.

Documents Required:

1. Property Documents- title deed, Old Title deeds, Encumbrance Certificate, Patti, Tax Receipts, Electricity Bill, Water Tax, House Plan and Permit etc.
2. Will
3. Death Certificate
4. Probate wherever applicable.

Title transfer-When there is no Will When there is no Will -

The plausible and most convenient situation that can arise is that the legal heirs mutually decide amongst themselves and distribute the shares accordingly. The said distribution can be reduced to writing in terms of a family settlement which can be subsequently registered and the shares be divided in such terms. Typically, in the absence of a Will, appropriate succession laws come into effect.

Documents Required:

1. Property Documents- title deed, Old Title deeds, Encumbrance Certificate, Patti, Tax Receipts, Electricity Bill, Water Tax., House Plan and Permit etc.
2. Succession or Legal heirship Certificate
3. Death Certificate

4. Affidavit
5. Consent Letter from Other Legal heirs.

Important Points:

1. The affidavit along with a no-objection certificate from other legal heirs or their successors to be filed for registration. Any consideration that has been paid to other legal heirs towards settlement should be mentioned in the transfer deed.
2. The process is not complete with the registration of documents in one's name. The next task is to apply for mutation of the property title. It is done to record the transfer of a title of an immovable property from one person to another in land revenue records. This is required for the purpose of payment of property taxes, or to transfer or apply for utility connection in the name of the new owner. It also adds evidentiary value in respect of the title to the property. Mutation of property records takes place at the local competent municipal authority office in whose jurisdiction the inherited property is located. The documents required and the fees for mutation of a property differ from state to state.
3. If there is an outstanding home loan or any other loan against the property, one who is inheriting is required to pay the outstanding amount. However, if the deceased owner had a home loan insurance, the insurer pays off the outstanding. Once the payment is made, the inheritor must collect the loan clearance certificate from the lender and the original documents of the property that were given to the lender to avail the loan. Mortgaged property can be transferred only with the written consent of the lender.
4. Also, if the property inherited has been let out, the inheritor become obliged to adhere to the lease agreement signed between the lessee (the predecessor) and the lessor. "If legal heirs are desirous of continuing the lease, then simply an agreement can be executed with the lessee wherein the lessee acknowledges that by operation of law the legal heirs of the deceased shall thereafter be treated as the new lessor.

B. How to Sell the Property in the name of the deceased?

One should make sure that there are no encumbrances over the property. In case the property is mortgaged to a Bank, no objection Certificate is required from the Bank for sale of the property. On issuing NOC, Bank will ensure that Title deeds are released only after proceeds are deposited with the Bank and the entire outstanding is cleared.

If the title deeds are free from encumbrance the following documents are required for Sale of The property.

- a. Original Title Deed conveying the title in the name of the deceased.

- b. All other parent title deeds, Revenue records, House Tax, water Tax Receipts, Electricity Bill, Building plan with approval etc.
- c. Nil Encumbrance Certificate
- d. Legal heirship Certificate
- e. All the legal heirs should join together in execution of sale deed and registration. If any of the legal heirs are not available valid POA signed by them is required. If minor interest is involved his interest has to be legally protected.
- f. It will be better to get a title opinion from a Layer to give comfort to the purchaser.

Vehicle Transfer in the name of the deceased

Transfer of ownership in case of death of the registered owner:

The legal heir of the deceased owner has to report to the registering authority within 30 days of the demise of the registered owner and his or her intention to be the owner of the vehicle. The legal heir can use the vehicle for a maximum period of 3 months without transfer of RC.

Important Points:

1. The new owner of the vehicle has to submit Form 31 to the registering authority by filling all the details that have been asked in the form.
2. The new owner of the vehicle should submit the form for the transfer of ownership within 3 months of taking actual ownership of the vehicle.
3. The new owner of the vehicle has to make the payment for charges levied by the registering authority for transfer of ownership of the vehicle under Rule 81 of the Central Motor Vehicles Rules, 1989.
4. The legal heir of the insured who is in the custody of the vehicle after the death of the owner should apply for car insurance policy transfer within three months from the date of the death of the insured or until the expiry of the car insurance policy (whichever is sooner)
 - a. Death Certificate in respect of the insured
 - b. Proof of Title to the Vehicle
 - c. Original policy
5. Importance of Transferring Ownership of Vehicle of Deceased

One may think it is not important to transfer the ownership of a vehicle belonging to a deceased.

However, not only would this attract penalty by the concerned authority, but the legal heir driving the vehicle would not be able to get any motor insurance benefits. If the vehicle is involved in an

accident, the legal heir will have to bear all related costs as well as pay fines for driving without valid vehicle insurance.

In case the person is gravely injured during the accident, he/she may not be eligible for any personal accident benefits either.

Documents Required for Transfer of ownership if the owner of the vehicle is deceased:

1. Form 31.
2. Registration certificate of the vehicle.
3. Insurance certificate of the vehicle.
4. Death certificate of the owner of the vehicle who is now deceased.
5. A certificate that verifies the pollution emitted by the vehicle being under control.
6. PAN card of the new owner of the vehicle and Form 60.
7. Copy of Aadhaar card (Date of Birth and Address Proof)
8. Passport size photographs (Two) of the new owner of the vehicle.
9. Legal heirship Certificate
10. Affidavits from the other legal heirs that they had relinquished their rights in favour of the applicant – these affidavits were on printed on stamp paper and notarized

Documents Required for Selling the Vehicle in the Name of the deceased

In addition to all the above documents the following additional documents are required

1. Succession certificate or legal heirship Certificate.
2. Clearance of Loan if any. NOC from the Bank or Financial institution to remove hypothecation clause from RC (Form 30 and 31 required)

Provision of Nomination Facility for Vehicle Ownership

- ❖ The Ministry of Road Transport and Highways has made some amendments in the Central Motor Vehicles Rules, 1989 in order to facilitate those who want to nominate a person in their vehicle registration certificate.
- ❖ This would be helpful if a motor vehicle will need to be transferred in the name of the nominee in case of death of the owner. As per the amended rules, an owner can put the name of a nominee at the time getting his/her vehicle registered.
- ❖ The nominee can also be added later with the help of an online application. The owner of the vehicle will have to submit identity proof of the nominee. When the owner of a motor vehicle dies, the person nominated by the vehicle owner in the certificate of registration or the one who is succeeding to the possession of the vehicle can use the vehicle as his/her own for a period of

three months from the death of the owner. For this, the person will have to inform the registering authority about the occurrence of the death of the owner within 30 days of the occurrence of death.

- ❖ Further, to transfer the vehicle in his or her name, the nominee will have to apply in Form 31 within the period of three months from the death of the owner of the motor vehicle.
- ❖ In cases where the owner wants to change the nominee of the motor vehicle in case of contingencies like divorce or division of property, s/he may change the nomination with an agreed Standard Operating Procedure (SOP).

Maintenance and Welfare of Parents and Senior Citizens Act, 2007

This Act provides a legal framework to protect the rights and interest of parents and senior citizens. It recognizes the right to 'live with dignity' for elders and provides legal recourse for parents to claim maintenance from their children for shelter, food and medical treatment expenses. Another aspect of the Act is that it empowers the parents to reclaim any property back from their children if they fail to fulfil their commitment of looking after their parents. In the unfortunate case of children not sharing the responsibility of taking care of their aged parents, they can be forced legally to provide them a steady amount every month to enable them to meet their basic needs at least

Useful Tips to make the succession plan Simple

1. Preserve the following documents carefully:

Details of Bank Lockers, Key Numbers and upkeep of Keys. Details of Bank Accounts and other investments.

Proper upkeep of Cheque Books, share certificates, De mat accounts, Life Insurance Policies, Health Policies along with ID Cards, Pension Papers, Recoverable and Payable money from/to friends and relatives, Title deeds of Property, General Power of Attorney if given to anyone, Original Will (Execute if not already done) etc.

2. Password-Safe Upkeep

Proper and safe upkeep of Password of email ID, ATM and Credit Cards, Bank accounts, online profiles, net banking, life insurance, vehicle insurance, Demat trading accounts, Income Tax e-filing etc. Phone number and contact persons name of the bank insurance co. Investment consultant etc. It can be in hard copy or can be digitally stored with a safe access known to next of kin.

3. Ensure Nomination

Ensure nomination in all investment accounts, lockers, Insurance Policies and Digital Assets. As far as possible all the investments be in joint names of self and spouse with nomination registered in every account. Ensure documentary evidence for registered nomination. One can cancel and re-register the nomination during the currency of investment.

4. Nomination for Social Media accounts

In the digital era the new concept of keeping the online Social Profiles, email ID's, Facebook data secure and nomination is gathering momentum and even Google has introduced the Inactive accounts manager so as to enable nominated persons to access your Digital Assets, Email ID's and Social Profiles.

5. Execute Will wherever needed

Nomination does not legal right to the nominee and legal heirs can claim money from the nominee. To ensure that your wishes are fulfilled after your death - one must execute registered/unregistered will.

6. Prepare a Family must Know – Register

It is better to maintain a register either as a soft copy or hard copy containing the following important particulars. This is only illustrative and one can improve add or modify depending upon the need and convenience.

- a. Contact Number of Close relatives/Friends
- b. Contact Number of Doctors/ Hospitals, Laboratories
- c. Contact number of Investment, Tax consultants.
- d. Details of Investments
- e. Details of assets including Movable/immovable properties
- f. Details of Life Insurance Policies
- g. Details of Health Insurance and General Insurance policies
- h. Details of Locker
- i. Details like Aadhaar Card, PAN card, Voter id, Driving License and Passport etc.
- j. House Tax, Electric Bill, Telephone Bill, and Water Tax
- k. Liabilities if any and amount if any due to be paid or received with details

7. Train the Next of Kin /Spouse and prepare a guidance Note

You may also train or counsel your legal heirs to the procedures for making the claim for bank accounts, how to claim family pension etc. In case of emergency hospitalization what should be done for availing cash less facility etc.

The facilities, benefits available in case of unfortunate death like claim of funeral expenses, benefit of family pension, health insurance coverage should be documented and informed.

If possible, prepare a Note, a guidance as how the assets you left behind to be handled by your next of Kin or legal heirs. You can share your thoughts and inputs as how best they can be handled /shared/used. Also, You can mention the name / contact number of your friend/ well-wisher/auditor/Legal counsel or a Reliable person from whom the next of kin or heirs can seek opinion on guidance in case of need.

Important points that a Pensioner's Family needs to know

RBI guidelines on Withdrawal of pension by old/ sick/ disabled/ incapacitated pensioners

(i) In order to take care of problems/ difficulties faced by sick and disabled pensioners in withdrawal of pension / family pension from the banks, agency banks may categorize such pensioners as under:

- a. Pensioner who is too ill to sign a cheque / unable to be physically present in the bank.
- b. Pensioner who is not only unable to be physically present in the bank but also not even able to put his/her thumb impression on the cheque/ withdrawal form due to certain physical defect / incapacity.

(ii) With a view to enabling such old/sick/incapacitated pensioners to operate their accounts, banks may follow the procedure as under:

- a. Wherever thumb or toe impression of the old/sick pensioner is obtained, it should be identified by two independent witnesses known to the bank, one of whom should be a responsible bank official.
- b. Where the pensioner cannot even put his/her thumb/ toe impression and also would not be able to be physically present in the bank, a mark can be obtained on the cheque/withdrawal form, which should be identified by two independent witnesses, one of whom should be a responsible bank official.

Agency banks have been asked to display the instructions issued in this regard on their notice board at the branches so that sick and disabled pensioners can make full use of these facilities.

Risk Cover and benefits available under various Insurance Schemes: Life and General Insurance (Accidental Death)

Risk cover for the same event under multiple insurance policies

Accidental Death Insurance Cover.

1. PMSBY- Pradhan Mantri Suraksha Bima Yojana Accidental death cover at subsidized premium is available through Govt of India Scheme PMSBY implemented through Banks. Scheme details are as follows:

Eligibility -18 to 70 Years. Period June 1-May 31st. - Premium: Rs. 12 per annum-
Risk Cover- Accidental Death- Rs 2 Lakh. Injury due to accident-Rs 1 to Rs 2 Lakh.
Even if the account holder is having multiple accounts with the same Bank/Different Bank Risk is covered per policy holder only. (Max -Rs 2 Lakh)

2. RuPay Debit Cards-Risk benefit per Customer. Even if a person is having different RuPay cards, risk can be covered per person only. The Insurance policy is applicable for the compensation of only one eligible RuPay card per cardholder or per customer, even if multiple cards held by cardholder of same / different banks meet the eligibility criteria. The choice of the card for the claim would rest with the customer.

3. Visa /Master Debit/Credit Cards- Accidental Death -Covers Risk per Bank/per Customer, subject to conditions.

In respect of Accidental Death of a person, for the same person claims can be made for all the above categories.

4. In case of death happened due to Train/ Flight accident compensation can be claimed as per the Insurance cover available in respective Tickets. This is apart from any compensation sanctioned by respective Govt/ Airlines,

5. In case of accidental death on roads involving Motor Vehicles, claim can be made under Motor Vehicle Insurance Act. Compensation will be decided by the court based on the age, income and dependents of the insured.

6. Apart from the above in case of death due to natural calamity, freak accidents State Government sanction compensation through Chief Minister's relief Fund.

This cover is available through specific \insurance schemes of the GIC, Banks or GOI Subsidized Scheme. In addition, debit (ATM Cards) and credit cards of the Banks have the in-built cover for accidental death. (In fact, many debit cards have certain unknown additional features as accidental death risk coverage, free access to airport lounge, baggage insurance, buyers' protection subject to conditions.)

Simplifying your Digital Life

Making Life Easy

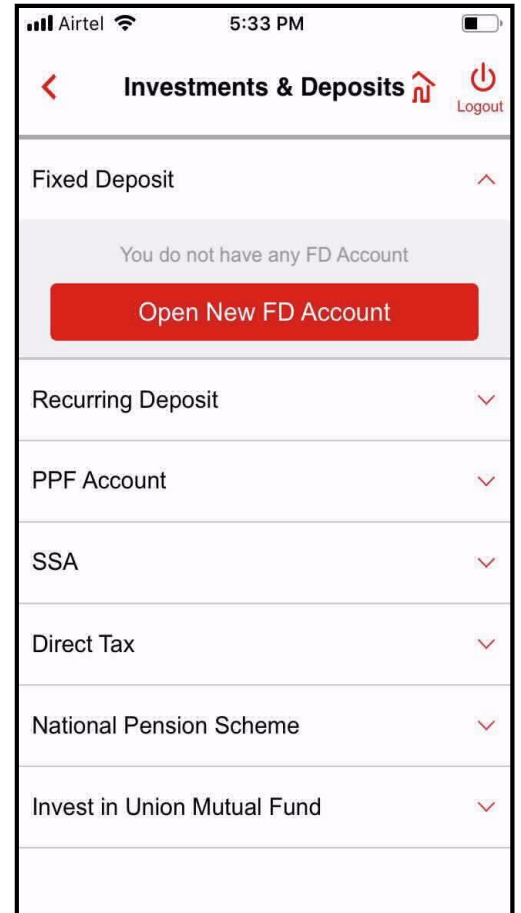
- Moving into digital world the right option
- Cashless the right way to go forward
- Covid era – More of contactless transactions
- At the comfort of home
- No standing in long queues
- More transparency in transactions
- Cost effective

Use of Digital Platforms

- ❖ Bill Payments/Recharges
- ❖ Investments
- ❖ Electricity Payments
- ❖ Tax Payments
- ❖ Fund Transfer
- ❖ Contactless Payments
- ❖ Online Purchase – Food, Grocery, Merchandise

Modes Available

- ❖ DEBIT CARD
- ❖ CREDIT CARD
- ❖ MOBILE BANKING
- ❖ INTERNET BANKING
- ❖ QR CODES
- ❖ WALLETS
- ❖ THIRD PARTY APPS/UPI



Digital Safeguarding

1. The remote access mobile application scam

Modus operandi

Fraudsters, who had listed fake numbers online under an NGO's name, gained access to a Mumbai resident's debit card details by asking her to download Anydesk, a remote desktop software tool, which provides a third party a complete view of the user's screen. She wanted to transfer funds to the NGO to cremate her pet. Instead, her debit card details were compromised and Rs 30,000 was withdrawn from her bank account.

Lessons to learn

Do not seek help from strangers to complete payment transactions. Do not download apps, except official ones, recommended by seemingly-helpful people, even if they claim to be bank staff.

2. Trap for gullible insurance seekers

Modus operandi

In this, scammers prey on an individual's inability to spot the difference between the official and fake portals of the insurance regulator. A counterfeit portal going by the URL www.irdaionline.org managed to sell fake policies to insurance seekers until the IRDAI issued an alert, and the URL was blocked.

Lessons to learn

Stay away from portals misusing domains that are akin to regulators' official ones to swindle funds.

3. Phishing SMS's promising income tax refund Modus operandi

A Mumbai-based private sector employee received a link, purportedly from the income tax department, regarding a tax refund he was eligible for. Once he clicked on the link, he was directed to a mobile application that got downloaded on his phone. Tricksters elicited his account access details and siphoned off money.

Lessons to learn

The income tax department directly credits the refund to the bank account mentioned in your I-T return form. Do not trust any messages, links, online forms or calls seeking additional account/card details.

4. The KYC update hoax

Modus operandi

An IAS officer in Udaipur lost Rs 6 lakh when she clicked on a fraudulent link asking her to update her KYC. She was prompted to enter her account details and the OTP received, following which she received messages from her bank notifying her of debits worth Rs 6 lakh.

Lessons to learn

Do not click on links received through SMS's. Rely on official websites or bank branches to complete the process, if required.

5. Fake UPI-based payment links

Modus operandi

Fraudster asked the victim, a Pune-based trader, to transfer a nominal amount of Rs 10 to a mobile number from his digital wallet. It was presented as 'registration fee' to initiate the online purchase of a scooter. Subsequently, he received payment links where he had to enter his UPI ID and OTP received and send it back to the fraudster. The information was used to transfer Rs 1.53 lakh out of his accounts.

Lessons to learn

Transact only through the official BHIM or bank UPI apps. Do not use links sent by unknown entities, even if they seem authentic.

6. Fraudulent NPCI/UPI/BHIM handles and portals Modus operandi

Myriad Twitter handles masquerading as @NPCI_BHIM official helpline handle have mushroomed on the micro-blogging site. The fake accounts trick customers looking for help to reveal their account, wallet or card details.

Lessons to learn

Look for verified-by-twitter blue ticks while interacting with National Payments Corporation of India (NPCI), bank or payment wallet help lines.

7. Lack of awareness of UPI pay options

Modus operandi

A Pune resident who wished to sell his air-cooler was tricked by a prospective buyer who agreed to pay Rs 9,000 through a UPI-based app. However, the latter sent a 'pay' request to the former,

who promptly authorized it without realizing that the amount would be debited from, not credited to, his account.

Lessons to learn

Use of newer technologies calls for additional caution. Since UPI-based apps enable push (pay/send) and pull (receive/collect) transactions, newer users could get confused. Understand the processes thoroughly before rushing to use them.

DO's & Don'ts – Internet Banking

Do's	Don'ts
<ul style="list-style-type: none"> ❖ Always type the address of the bank's website in the address bar of your browser. ❖ Always check the last login date and time in the post login page. ❖ Use best practices for creating strong passwords (alphanumeric password that uses a combination of numbers, alphabets and Special characters). ❖ Change your passwords frequently. ❖ Use the virtual keyboard to prevent key-logger compromises as such malware can track keystrokes in a physical keyboard. ❖ Bank will never send e-mails, SMS or make calls asking for personal information. 	<ul style="list-style-type: none"> ❖ Do not provide any information on a pop-up window however officially looking or appealing it may be. ❖ Do not let your computer remember your password. Never accept auto complete option provided by your computer/browser. ❖ Do not leave your internet banking session unattended. Always logout completely. ❖ Never share / communicate / respond your Internet Banking credentials to anyone. ❖ Do not store passwords in a file on any device including mobile or similar devices.

DO's & Don'ts – Mobile Banking

Do's	Don'ts
<ul style="list-style-type: none"> ❖ Mobile numbers not to be changed frequently ❖ Always update the mobile banking Application to its latest version ❖ Customer to download apps from trusted sources or a legitimate app store. ❖ Always lock his mobile phone to prevent unauthorized users from gaining access to his personal and M Banking Apps 	<ul style="list-style-type: none"> ❖ Should not disclose login PIN and transaction PIN ❖ Never open attachments or download apps from unknown sources on your mobile phone. ❖ Never connect your mobile phones to unsecure Wi-Fi connections available at public places.

Cyber security Best Practices

1. Create passwords and make them strong

A strong password is at least 12 characters long. Strong password tips include the use a mix of letters, numbers and symbols, and try not to include personal information.

2. Think before you act

Emails and communication that create a sense of urgency such as a problem with your bank account or tax is likely a scam. Consider reaching out directly to the company by phone to determine if the email is legitimate or not.

3. When in doubt, throw it out

Clicking on links in emails is often how scammers get access to personal information. If an email looks unusual, even if you know the person who sent it, it's best to delete it.

4. Share with care

Be aware of what you share publicly on social media sites like Facebook.

5. Use security software

Install security software on your devices from a reliable source and keep it updated. It is best to run the anti-virus software regularly.

6. Log out

Remember to log out of apps and websites when you are done using them. Leaving them open on your computer screen could make you vulnerable to security and privacy risks.

7. Consider support

If you live alone or spend a lot of time by yourself, consider a trusted source to serve as a second set of eyes and ears. Adult family members and grandchildren who are computer savvy may be willing to help.

Be Alert !! Be Digitally safe!!

A new type of Cyber Fraud has been initiated by Fraudsters.

In such frauds, customers get calls from fraudsters asking to share the OTP so received in order to postpone their loan EMIs.

If the OTP is shared, the amount is immediately siphoned away by fraudsters.

We advise you not to share your OTP with anyone.

IF ANYONE ASK "OTP" - DO NOT RESPOND.

Steps to Prevent Financial Frauds

*Cyber
Security*

**SABKO
BATAO**



*Steps to
Prevent
Financial
Frauds*



FRAUDS USING ONLINE SELLING PLATFORMS

Modus Operandi:

- Fraudsters posing as buyer shows interest in your product.
- Fraudsters ask you to use "request money" option through UPI.
- Instead of paying money to you, they use app and insist to approve the request to pull money from your bank account.

Precaution to be taken:

- One should be careful while making financial transactions for online products.
- Always remember, to receive money there is no need to enter your PIN / password anywhere.
- If UPI or any other app asks you to enter your PIN to complete transaction, it means you will end up sending money instead of receiving it.

FRAUDS DUE TO UNVERIFIED MALLICIOUS MOBILE APPS

Modus Operandi:

- Once you download unverified or Malicious Mobile Apps, Fraudsters gain access to your device / Laptop / Desktop.
- Links for such applications are shared through E-mail/ SMS / social media etc. The links are masked in such a way that it seems authentic but it is redirected to download malicious application.
- Once the malicious application is downloaded, the fraudster can gain access to the device.

Precaution to be taken:

- Never download application from unverified / unknown sources.
- Always download from Google Play Store or App Store only.



ATM CARD SKIMMING

Modus Operandi:

- Fraudsters install skimming devices in ATM machines & steal data from your card.
- PIN is also captured by dummy keypads.
- Fraudsters use the data to create duplicate cards and withdraw amount from customer's account.

Precautions to be taken:

- While making transaction always ensure that there is no extra device attached near card insertion slot.
- Cover the keypad with your hand while entering your PIN.
- Never enter the PIN in the presence of any other person standing close to you.

SIM SWAP / CLONING

Modus Operandi:

- Fraudsters try to gain access to the SIM card or obtain duplicate SIM card for carrying out digital transactions using OTP received on such duplicate SIM.
- Fraudsters posing as Mobile Network Service provider request details for providing additional benefit on SIM Card

Precautions to be taken:

- Never share credentials related to SIM card.
- Be cautious if you are not getting mobile network in your phone for considerable time. Contact mobile operator immediately to ensure that no duplicate SIM is being issued for your SIM.



FRAUDS THROUGH QR SCAN

Modus Operandi:

- Fraudsters often contact customers and trick them into scanning QR codes using payment apps. Fraudsters can withdraw money from customer's account.

Precaution to be taken:

- Be cautious while scanning any QR codes using payment apps.

FRAUDS THROUGH SOCIAL MEDIA

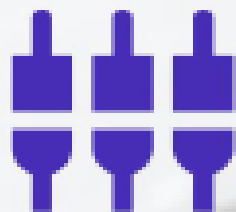


Modus Operandi:

- Fraudsters create fake account on popular social media platforms like Facebook and Instagram.
- Once fake account is created, they send a request to your friends asking for money payments, etc.
- Fraudsters also gain trust over a period of time and can use your Personal information for blackmailing/bullying.

Precautions to be taken:

- Do not make online payments to unknown persons.
- Never share personal and confidential information on social media platforms.
- Always verify authenticity of fund request with the friend by cross checking the same through a phone call to make sure that profile is not impersonated.



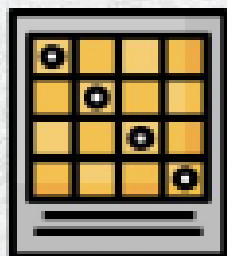
JUICE JACKING

Modus Operandi:

- Mobile charging Port can be used for Transfer of Files.
- Juice jacking is a type of cyber fraud, where, once your mobile is connected to unknown / unverified charging ports, malicious software are installed and fraudsters can access your sensitive data and misuse it.

Precautions to be taken:

- Always avoid using public / unknown charging ports / cables.



LOTTERY FRAUD

Modus Operandi:

- Fraudsters send email or make phone call informing you that you have won a huge lottery.
- To receive the amount, it is required to confirm identity by verifying through bank account / credit card on their website from which data is captured by fraudsters.
- Since the requested money is very small percentage of the lottery / prize, the victim falls into the trap of the fraudster and make payment.

Precautions to be taken:

- Never make payments or share secure credentials for lottery calls / emails.
- Always be suspicious when you come across such unbelievable lottery or offers.



ONLINE JOB FRAUD

Modus Operandi:

- Fraudsters create Fake Job portals and lure victims to enter their sensitive information for registration. On entering the details, the account is compromised.
- Fraudsters also pose themselves as officials of a reputed company and confirm selection after doing fake interviews and request money in lieu of it.

Precautions to be taken:

- Genuine company offering job will never ask for money.
- Never make payments on unknown job portals.



OTP BASED FRAUDS

Modus Operandi:

- Fraudsters sent SMS/Emails for offering loans/increase in credit limit and request victims to contact on fraudster's mobile number.
- On calling the Fraudster, victim is asked to fill online form containing financial sensitive information and then convince them to share the OTP or PIN details, resulting in loss of money.

Precautions to be taken:

- Never share OTP/PIN Numbers/Personal Sensitive information in any form to anyone.
- Always keep a tab on SMS/Emails to ensure that no OTP is generated without your knowledge.



LOAN WEBSITES/APP FRAUDS

Modus Operandi:

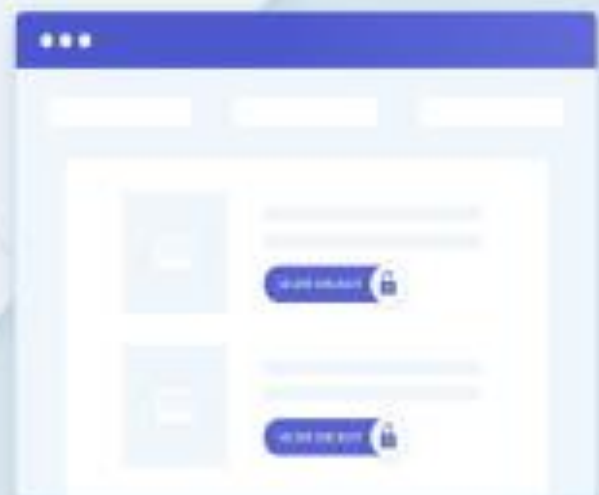
- There are several Fake Loan Apps/Websites which offer instant Loans.
- These Websites/Apps dupe the borrowers by charging significantly higher interest rates.
- Fraudsters attract borrowers by advertising it as "Limited Period Offer" and ask applicants to make urgent decisions thereby disclosing sensitive information.

Precautions to be taken:

- Always check the genuineness of lender's address & contact information otherwise it may be difficult to contact them later.
- Bank will never ask for payment before processing the loan application.
- Genuine loan providers never provide loans without verifying documents.
- Always download from Google Play Store or App Store only.



BE SAFE & KEEP BANKING



2

Life of Human beings is very interesting. They put their health for wealth and expend all the wealth for health. Always in anxiety about the future and forget the present and because of this attitude they are not only unhappy at present but also in the future. They behave as if there were no death for them and finally, they will die without enjoying the life.



Planning for Health



In every work we do, there is tension, in every issue we involve there is anger, adulteration in every item we eat, the water we drink and even in the air we breathe – this is the state of affairs in which we are living at present. In addition to it, if you have a smoking habit, drinking habit, etc., no need to say the difficult life we have to lead. Now a days there is no physical strain to the body, every work is being completed very fast and easily. Now a days, Human bodies are becoming very sensitive day by day.

However, if you want to live happily, pleasantly, and more comfortably with long lasting life, please have certain basic good habits and systems in life without compromising. To have an idea of good things, please have a look... on the following and try to adopt. I am sure each one of the following is a DIAMOND LIKE and you accept in due course.

Laughing

LAUGHING IS A VERY GOOD EXERCISE TO YOUR BRAIN.

POWER OF LAUGHING: We forget to Laugh. An Average 4-year Boy laughs not less than 500 times a day, whereas an adult laugh only 15 times. **JUST SMILE.** It takes only 13 muscles to Smile

and 112 muscles to frown. A Genuine Smile “Connects the people”. And all it costs you a Simple SMILE... an expression of genuine warmth.

You’ve heard that laughter is the best medicine, and that holds true for the brain and the memory as well as the body. Unlike emotional responses, which are limited to specific areas of the brain, laughter engages multiple regions across the whole brain.

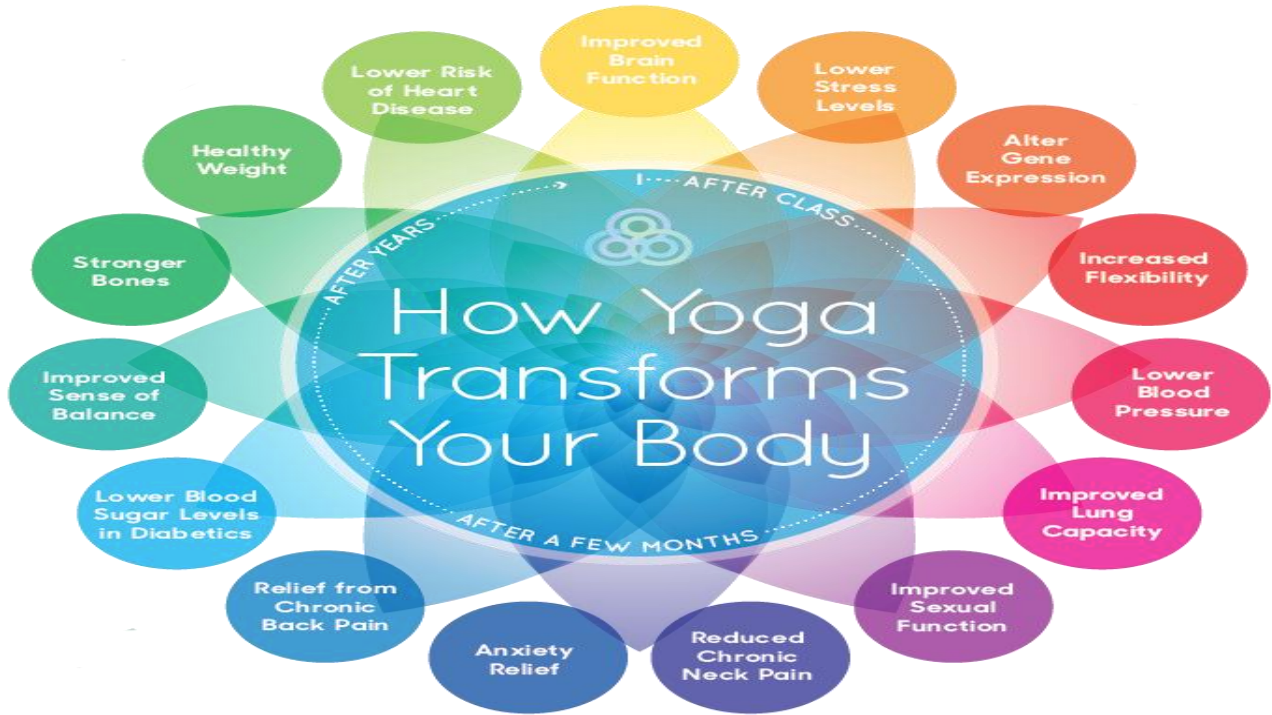
Looking for ways to bring more laughter in your life? Start with these basics:

- **Laugh at yourself.** Share your embarrassing moments. The best way to take ourselves less seriously is to talk about the times when we took ourselves too seriously.
- **When you hear laughter, move toward it.** Most of the time, people are very happy to share something funny because it gives them an opportunity to laugh again and feed off the humor you find in it. When you hear laughter, seek it out and ask, “What’s funny?”
- **Spend time with fun, playful people.** These are people who laugh easily—both at themselves and at life’s absurdities—and who routinely find the humor in everyday events. Their playful point of view and laughter are contagious.
- **Surround yourself with reminders to lighten up.** Keep a toy on your desk or in your car. Put up a funny poster in your office. Choose a computer screensaver that makes you laugh. Frame photos of you and your family or friends having fun.
- **Pay attention to children and emulate them.** They are the experts on playing, taking life lightly, and laughing.

YOGA

"There is no possibility of becoming a *yogi*, if one eats too much or eats too little, sleeps too much or does not sleep enough.

One who is temperate in his habits of eating, sleeping, working, and recreation can mitigate all material pains by practicing the *yoga* system."



What is yoga?

Yoga is a spiritual, mental, and physical discipline, which helps attain permanent peace. But over the years, yoga is associated with physical fitness.

"The Yoga *Sutras*," written some 2200 years ago. The *Sutras* bring together all the various strands of theory and practice from all sources of yoga and present them in one concise, integrated and comprehensive text. How all the aspects interrelate and form part of the whole body of yoga are clearly elucidated. There are 8 disciplines to yoga as presented by Patanjali which must be practiced and refined in order to perceive the true self- the ultimate goal of Yoga:

1. *Yama* - Universal ethics: Non-violence, truthfulness, non-stealing, sexual restraint and non-acquisitiveness.
2. *Niyama* - Principles of self-conduct: purity, contentment, intense dedication or austerity, study of self and scriptures and self-surrender.
3. *Asana* - practice of the postures.
4. *Pranayama* - Breath control.
5. *Pratyahara* - withdrawal and control of the senses.
6. *Dharana* - concentration.
7. *Dhyana* - meditation.
8. *Samadhi* - a state of higher consciousness where the sense of self (ego) dissolves in the object of meditation and the individual self exists in its own pure nature.

9. *Yoga practice helps develop the body and mind bringing a lot of health benefits is not a substitute for medicine.* It is important to learn and practice yoga postures under the supervision of a trained teacher.

One traditional definition of Asana is very specific and does not relate particularly to physical exercise: According to Patanjali's Yoga Sutra: 'Sthiram, Sukham, Asanam' which means 'Asana is a body position and a state of being in which one can remain steady, calm and comfortable'.

Think once what are you doing for your health is healthy?

- Asanas help to harmonies all the Doshas and the endocrinal secretions, balancing the emotions and giving a positive attitude to life.
- Oxygen consumption is in the practice of asanas reduced.
- In asanas the respiration rate falls.
- In Yoga the body temperature drops
- In asanas the metabolic rate drops.
- In asanas the muscles receive minimum nutrition/ oxygen, and the organs receive more,
- In asanas, the blood pressure and heart rate decrease.
- In broad terms, Yoga practitioners need less food.
- Asanas stimulate the parasympathetic nervous system.
- Physical exercise tends to overwork the joints and can often engender rheumatism and stiffness later in life. The opposite is the case with asanas.
- Asanas encourage flexibility and the capacity to adapt to the environment and to change; if done correctly, they also develop stamina.
- Asanas are done slowly, with relaxation and awareness which also encourages co-ordination between the body systems and the mind.
- Asanas eliminate the toxins in the body.
- Asanas develop inner awareness.

Physical Benefits

Flexibility: Moving and stretching in new ways will help you become more flexible, bringing greater range of motion to tight areas. Over time, you can expect to gain flexibility in your hamstrings, back, shoulders, and hips. As we age, flexibility naturally decreases, which leads to pain and immobility. Yoga can ameliorate this process.

Strength: Many yoga poses require you to support the weight of your own body in new ways, including balancing on one leg (such as in Tree Pose) or supporting yourself with your arms (such as in Downward Facing Dog). Holding poses over the course of several breaths also builds strength.

Muscle tone: As a by-product of getting stronger, you can expect to see increased muscle tone. Yoga helps shape long, lean muscles.

Balance: Improved balance is one of the most important benefits of yoga as you get older. Poses where you stand on one leg and, for more advanced students, inversions, are great ways to build core strength.

Joint Health: People with arthritis often see marked improvement in their pain and mobility with regular gentle yoga practice. People with Carpal Tunnel Syndrome can also benefit from specific types of yoga exercises.

Pranayam

Pranayam has the capacity of freeing the mind from untruthfulness, ignorance and all other painful and unpleasant experiences of the body and mind: and when the mind becomes clean it becomes easy for the Sadhak to concentrate on the desired object and it becomes possible for him to progress further in the direction of Dhyana and Samadhi.

In human body, lungs, heart and brain hold very important position and depend on each other heavily for their health. Physically, Pranayama appears to be a systematic exercise of respiration, which makes the lungs stronger, improves blood circulation, makes the man healthier and bestows upon him the boon of a long life.

Physiology teaches us that the AIR (PRANA) we breathe in fills our lungs and spreads in the entire body, providing it its essential form. The lungs take the healthy air to the heart and throw the useless material like carbon dioxide out through the act of exhalation. If this action of the respiratory system is done regularly and efficiently, lungs become stronger, and blood becomes pure.

However, most of the people do not have the habit of breathing deeply with the result that only 25% of the lungs is brought into action and 75% remains idle. Like the Honeycomb, lungs are made of about 73 Million cells, comparable to a sponge in their making. In normal breathing, to which all of us are accustomed only about 20 Million pores in the lungs get oxygen, whereas remaining 53 million pores remain deprived of it, with the result that they get contaminated by several diseases like tuberculosis, respiratory diseases and ailments like coughing, bronchitis etc. In this way, the inefficient functioning of the lungs affects the process of blood purification. Heart weakens because of this with a constant possibility of untimely death. It is for this reason that the importance of Pranayam has come to be recognized for a healthy long life. Several diseases can be averted by regular practice of Pranayam. Hence, it is obvious that the knowledge of the science of Pranayam and its regular practice enables a man to lead a healthy and long life.

Mental disturbances like excitement, anxiety, fear, anger, disappointment, lust for sex and other mental perversions can be calmed down by regular practice of Pranayam. Besides, Pranayam practice improves the functions of the Brain Cells with the result that memory and the faculty of

discrimination and observation improves, making concentration and meditation easy for the Practitioner.

Whether you believe it or not, our LIFE SPAN will be decided by our Respiratory system.

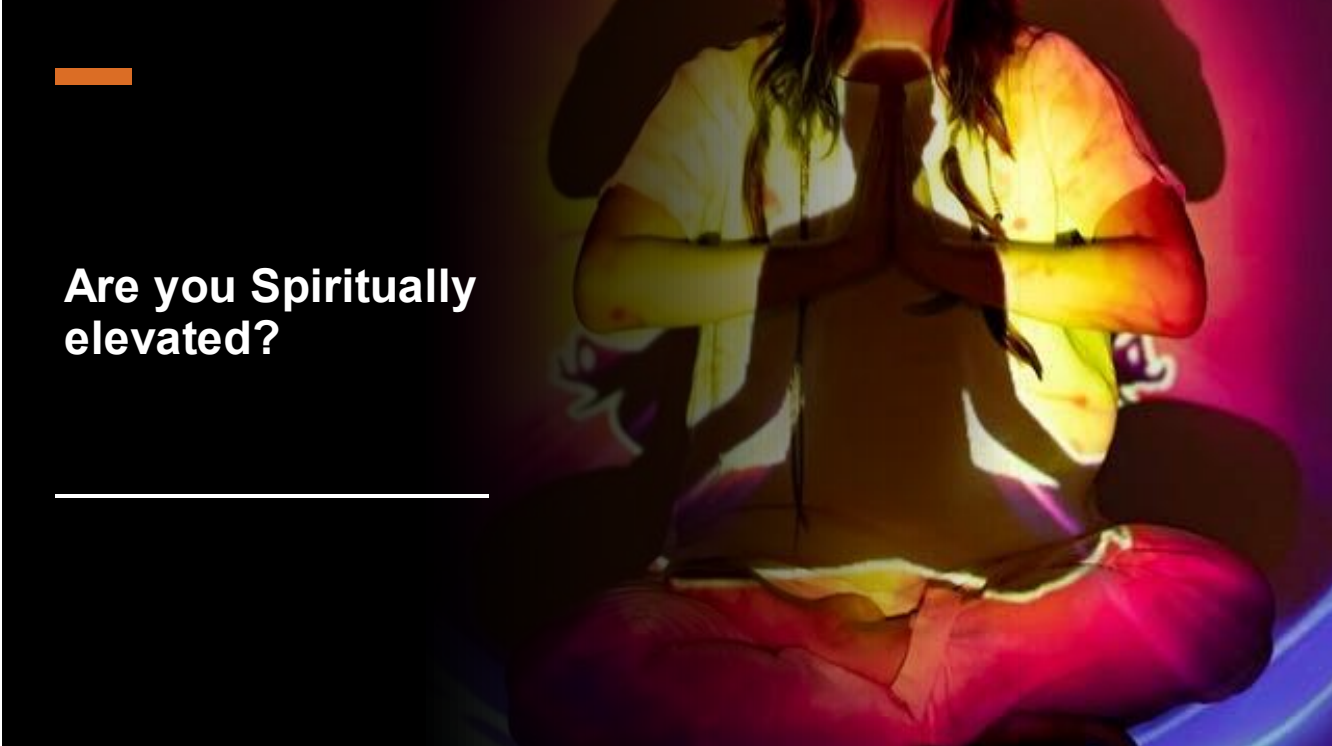
See the life span of the following animals which depends on the Respiratory system.

Animal	No. of times in a Minute	Life Span
TORTOISE	4- 5 Times	200 years
SNAKES	7- 8 Times	150 Years
HORSE	20-22 Times	40 Years
DOG	28-30 Times	14 Years
MAN	15-16 Times	100 Years

BENEFITS OF PRANAYAM

- Vata-Pitta and Kapha get adjusted in pro-per proportion and abnormalities in them are removed.
- Diseases pertaining to lungs, heart and brain are also cured.
- Obesity, Diabetes, Cholesterol, Constipation, Flatulence, Acidity, Respiratory troubles, Allergy, Migraine, High Blood Pressure, diseases pertaining to Kidneys, sexual disorders of males and females etc., are cured.
- Resistance against diseases is stepped up. Immunity develops
- Hereditary diseases like diabetes and heart disease are avoided.
- Falling of hair or its premature graying, appearance of wrinkles on the face or other parts of the body at young age, diminution of eyesight, forgetfulness etc., are relieved and process of aging is retarded.
- **FACE BECOMES BRIGHT, LUMINOUS AND CALM.**
- Energy Chakras are cleansed and enable the practitioner to awaken the Kundalini.
- Mind becomes stable and tranquil. A sense of contentment and enthusiasm or zeal develops. Conditions like depression are relieved.
- Performance of yogic exercises like meditation will be easy.
- All the diseases of the physical and etheric bodies will be cured. Freedom from negative and harmful mental conditions like anger, lasciviousness, greed for money, arrogance etc., will be achieved.
- All the physical and mental disorders and abnormalities are cured and toxins eradicated from the body.
- Freedom from negative thinking is achieved and the mind develops the habit of positive and constructive thinking.

Meditation



Are you Spiritually elevated?

What is MEDITATON?

Meditation is a part of yoga, which should ideally be followed after yoga asanas. Meditative techniques take you through energizing the body and intellect. Mediation also improves breathing and the mind, and eventually self-realization. As yogis have known for centuries and scientists can now prove, the benefits of meditation are profound. Meditation is perhaps the most crucial instrument to harness the power of thought, cultivate more peace, clarity and happiness.

How to Meditate:

A simple meditation to use to begin the transition from Beta or Alpha to the Theta State is to focus on the breath. The breath and mind work in tandem, so as breath begins to lengthen, brain waves begin to slow down.

To begin the meditation, sit comfortably in your chair with your shoulders relaxed and spine tall. Place your hands mindfully on your lap, close your eyes, and as much as possible eliminate any stimuli that may distract you.

Watch your breath. Simply notice your breath flowing in. Flowing out. Don't try to change it in any way. Just notice.

Silently repeat the mantra: “Breathing In. Breathing Out.” As your mind begins to wander, draw it back to your breath. Notice that as your breath begins to lengthen and fill your body, your mind begins to calm.

Consistency is key. Try to do this breath meditation first thing in the morning and/or at night. Be consistent with your meditation. Shorter meditations on a regular basis are more productive than long sessions every few weeks. Aim for 5 minutes a day and add 1 minute each week.

Are you seeking calmness, peace of mind, joy, vibrant health, greater energy, positive relationships and fulfilment in life? Do you wish to be stress-free and worry-free?

You can enjoy all these benefits and much more, with meditation. Meditation offers innumerable benefits for your body, mind and spirit. The rest you gain in meditation is deeper than the deepest sleep. The deeper your rest, the more dynamic your activity is.

De-Stress with Meditation

Meditation has two important benefits:

- Meditation prevents Stress from getting into the system.
- Meditation releases accumulated stress that is in the system.

Both of these happen simultaneously, leaving one refreshed and joyful.

Physical Benefits of Meditation

With Meditation, the physiology undergoes a change and every cell in the body is filled with more Prana (Energy). This results in joy, peace, enthusiasm as the level of Prana in the body increases.

On a Physical level Meditation:

- Lowers high blood pressure.
- Lowers the levels of blood lactate, reducing anxiety attacks.
- Decreases any tension-related pain, such as, tension headaches, ulcers, insomnia, muscle and joint problems.
- Increases serotonin production that improves mood and behavior.
- Improves the immune system.
- Increases the energy level, as you again an inner source of energy.

MENTAL BENEFITS OF MEDITATION

Meditation brings the brainwave pattern into an “Alpha” state that promotes healing. The mind becomes fresh, delicate and beautiful. With regular practice of Meditation:

- Anxiety decreases.
- Emotional stability improves.
- Creativity increases.
- Intuition develops.
- Gain Clarity and Peace of Mind.
- Problems become smaller.
- Meditation sharpens the mind by gaining focus and expands through relaxation.
- A sharp mind without expansion causes tension, anger and frustration.
- An expanded consciousness without sharpness can lead to lack of action or progress.
- The balance of a sharp mind and an expanded consciousness brings perfection.
- Meditation makes you aware – that your inner attitude determines your happiness.

OTHER BENEFITS OF MEDICATION

Emotional Steadiness and Harmony: It cleanses and nourishes you from within and calms you, whenever you feel overwhelmed, unstable, or emotionally shut down.

Meditation brings Harmony in Creation: When you meditate, you are in the space of vastness, calmness and joy and this is what you emit into the environment, bringing harmony to the Creation/Planet.

Consciousness evolves: With the assimilation of meditation into daily life, your consciousness evolves and in time, is able to experience the higher and refined states of consciousness. When your consciousness evolves and expands, the disturbances in your life become negligible. Anger and disappointments become fleeting emotions that occur momentarily and then vanish. You start living in ‘the movement’ and let go of ‘the past’.

Personal Transformation: Meditation can bring about a true personal transformation. As you learn more about yourself, you’ll naturally want to discover more about the mystery of life, this universe, etc., Then the questions that arise in the mind are – What is the meaning of Life?

What is its Purpose?

What is this World?

What is Love?

And what is Knowledge?

Once these questions arise, know that you are very fortunate. These questions need to be understood; you cannot find the answers in books. As you live through answering them you'll witness that life transformation to a richer level.

Cosmic consciousness dawn in you: With the assimilation of meditation into daily life, the fifth state of consciousness, called cosmic consciousness, dawns. Cosmic consciousness – is to perceive the whole cosmos as part of oneself.

When you perceive the world as a part of yourself, love flows strongly between the world and you. This love empowers you to bear the opposing forces and the disturbances in your life. Anger and disappointments become fleeting emotions that occur momentarily and then vanish. You start living in 'the moment' and let go of 'the past.'

The confluence of knowledge, understanding and practice makes life complete. When you grow into higher states of consciousness, you become beautiful yet strong – a soft, delicate and beautiful blossom capable of accommodating different values in life without any conditions.

How to get the Benefits?

To experience the benefits of Meditation, regular practice is necessary. It takes only a few minutes every day. Once imbibed into the daily routine, meditation becomes the best part of your day.

Meditation is like a SEED. When you cultivate a Seed with Love, the more it Blossoms. Similarly, the sapling of consciousness is within you. It needs to be nurtured with simple Meditation techniques. Some palm trees yield in three years, some in ten years. And those that aren't nurtured – never yield. They simply exist.

Busy people from all backgrounds are grateful to pause and enjoy a refreshing few minutes of meditation each day. Dive deep into yourself and enrich your life.

Exercises



What is exercise?

When you exercise your body – you exercise your brain also.

Treating your body well can enhance your ability to process and recall information. Physical exercise increases oxygen to your brain and reduces the risk for disorders that lead to memory loss, such as diabetes and cardiovascular disease. Exercise may also enhance the effects of helpful brain chemicals and protect brain cells.

Exercise is also known as physical activity.

Exercise is the physical exertion of the body - making the body do a physical activity which results in a healthy or healthier level of physical fitness and both physical and mental health. In other words, exercise aims to maintain or enhance our physical fitness and general health.

In simple terms exercise is any movement that works your body at a greater intensity than your usual level of daily activity. Exercise raises your heart rate and works your muscles and is most commonly undertaken to achieve the aim of physical fitness.

People exercise for many different reasons. What would be suitable exercise for one person may be too much or too little for another. For example, if the most energetic part of your average day is walking to pick up your children from school, then walking at a quicker pace would be a good form of exercise for your body. However, a 10-mile run would be too much of a challenge too soon.

Benefits of exercises

When we talk about **exercise**, we nearly always refer to physical exercise.

- Strengthening Muscles.

- Optimizing the cardiovascular system
- Practicing specific athletic skills
- Controlling bodyweight
- For fun
- To win
- To socialize
- To get away from it all

There are three broad Intensities of exercise:

✚ Light exercise:

The exerciser is able to talk while exercising. Going for a walk is an example of light exercise.

✚ Moderate exercise:

The exerciser feels slightly out of breath during the session. Examples could be walking briskly, cycling moderately, or walking up a hill.

Experts reported in the journal - *Arteriosclerosis, Thrombosis and Vascular Biology* that brisk walking is as effective as running in reducing a person's risk of hypertension (high blood pressure), high cholesterol and diabetes.

✚ Vigorous exercise

The exerciser is panting during the activity. The exerciser feels his/her body is being pushed much nearer its limit, compared to the other two intensities. This could include running, cycling fast, and heavy weight training.

Suitable Exercise

To find a suitable level of exercise for your body, start gently and slowly increase the intensity and the length of time that you exercise for. Exercise should challenge your body and be at a greater intensity than your usual level of daily activity.

Don't go crazy or you may suffer in the morning! However, don't be shy about getting hot and sweaty during your workouts but make sure that you can still talk.

Your aim should be to gradually increase your activity levels over time. As your body adapts to meet the new challenges that you set for it your routine will become easier. When it gets easier it is time to increase the exercise intensity or try something new.

Choose a type of exercise that you will enjoy, that way you are more likely to continue doing it on a regular basis. Exercising with friends and family is a sociable way to keep fit, you will be able to motivate each other when one of you loses momentum.

Examples of Exercise

Examples of exercise include:

- Gardening
- Walking
- Jogging
- Swimming
- Dancing
- Tennis
- Yoga
- Skipping

Walking

Benefits of Walking

Why should you be excited about the benefits of walking? Why are we so passionate about walking? Why is walking the best exercise ever for us even at our ages?

First...it's so **SIMPLE TO DO!**

Just put one foot in front of the other. Just like that you're off the couch and on your way to improving your fitness. And... Starting to feel **GREAT** again!

No special skill or talent required! No special equipment needed - other than a good pair of properly fitting* walking shoes and socks.

One thing you do NEED to bring though. Your daily dose of dedication! Do that and you reap the rewards? A healthy lifestyle for years to come!

Some Basic Benefits of Walking

- ❖ When you walk, you reduce your blood pressure and improve your cardiovascular functions. Heart health is huge in enjoying a healthier lifestyle. That alone makes it worth getting back out there doesn't it?

- ❖ When you walk, it has a positive impact on your weight and age-related illnesses. It helps build muscle strength and endurance and ...maintain healthier bones and joints. Result? Fewer aches and pain.
- ❖ More benefits of walking! Your stress level is diminished and...You've slowed down the aging process. You leave the extra baggage in the 'caboose' behind! Very sweet indeed!
- ❖ And... Your renewed energy gives you the urge (and ability) to start doing more outdoor activities with your family and friends. Maybe your grandkids.

Enough benefits of walking for now? Almost ready? Great! But...Just before you do though it's time to ...

Controlling Your Weight

Weight loss by walking! A great way to control your weight. You daily walking actually burn calories and you feel the difference. Those calories burned walking actually increase as your walking distance and speed increases.

You gain a new sense of energy. It's the start of your walking journey to be the best you can be!

Natural Anti-Aging

Fitness walking gives you great cardiovascular exercise, gets your heart rate up, reduces cholesterol, builds muscle and burns fat. You feel better and you're happier. Add those all up and you're enjoying natural anti-aging and slowing the aging process!

Regular walking also increases your overall health by boosting your circulation, keeping your energy level up and your spirits high. You look and feel younger longer!

Walking in the sunshine helps your skin produce vitamin D, a vitamin essential to good health. Recent studies in both Canada and the US show that this essential vitamin can lower cancer rates, risk of death and risk of osteoporosis in people over 50.

Walking helps shape and tone your legs and butt, slims your waist and helps you sleep better. Your stress level goes down as your spirit goes up! Stress management and relaxation becomes easier. More reasons to put a big smile on your face. You do age more slowly!

You just got to love those benefits of walking now don't you!

Maintaining Your Blood Pressure

A new study shows that even if you do a little bit of weekly exercise, it's enough to lower your blood pressure and improve your overall fitness.

Thirty minutes of walking three times a week. Nine easy ten-minute walks throughout the day and week.

Either way it's enough to have a healthy effect on your blood pressure. Works great on your measurements around the waist and hip too. Soon you'll be saying bye bye to some of your 'caboose'!

Walking is Good for Your Brain

In a study on walking and cognitive function, researchers studied women who walked at an easy pace for at least 90 minutes each week. They found the women had significantly better cognitive function and less cognitive decline than women who walked less than 40 minutes per week.

Think about that!

Walking Reduces the Risk of Breast and Colon Cancer

Women who walk briskly for between 75-150 minutes per week, had an 18% decrease in risk of breast cancer compared with inactive women.

Many studies show that exercise also helps prevent colon cancer. In individuals that had developed colon cancer, the benefits of exercise appeared to continue - both by increasing their quality of life and reducing their mortality.

Those are certainly powerful benefits of walking, aren't they?

Walking Helps Prevents Type 2 Diabetes

The Diabetes Prevention program showed that walking 150 minutes per week and losing just 7% of your body weight can reduce your risk of diabetes by 58%!

The new findings also show people don't need to run marathons or try starvation diets. Just walk! Seven percent weight loss is a reasonable goal don't you think?

That's a pretty easy way reduce your diabetes risk.

Heart Health

As you walk more and pick up momentum, you start to feel different...fitter and stronger! With this improvement you also improve your cardiovascular function and reduce the possibility of a heart attack. Walking strengthens your heart!

If you're a female who walk three hours or more a week, you reduce your risk of a heart attack or other coronary event by 35% compared to women who did not walk.

If you're a retired male who walks less than a mile a day, your risk of heart attack is nearly twice that of retired men that walk more than two miles per day!

Stop and think about how many friends or family have had a heart attack. Would reducing that possibility be one of the huge benefits of walking for you?

Walking Helps Alleviate Symptoms of Depression

Walking for 30 minutes, three to five times a week for 12 weeks reduced symptoms of depression by 47% (as measured using a standard depression questionnaire).

It also gets you outside to get your daily dose of vitamin D. Your spirit is lifted.

No need to worry about meeting any grumpy walkers on your walks. Walkers are happy people! They're happy to stop and chat a bit before moving on.

You've found a fun way to meet new friends. That's one of the very special benefits of walking for sure!

Walking Improves Fitness

Walking just three times a week for 30 minutes can significantly increase cardiorespiratory fitness. Walk tall, look ahead, and swing your arms. Your circulation is improved. Your breathing is improved. You feel the spring in your steps!

Yah... Pretty soon you're a whole lot more fit and hooked for life!

Walking Improves Your Daily Physical Functioning

Research shows that walking improves your fitness and ability to carry out the activities of daily living. Things like dressing, bathing, grooming and personal hygiene. It has also been shown to help in the prevention of disabilities in older folks like us!

It helps you keep your balance. It keeps you stronger and more flexible. Everyday physical activities become easier. When it's easier it's sure a lot more fun!

Walking Is Good for Your Bones

Research shows that postmenopausal women who walk approximately one mile each day have higher whole-body bone density than women who walk shorter distances. It also shows that walking is effective in slowing the rate of bone loss from the legs.

Convinced? If convinced start your walking journey.

The Food

[The Prasadam]

"There is no possibility of becoming a *yogi*, if one eats too much or eats too little, sleeps too much or does not sleep enough. One who is temperate in his habits of eating, sleeping, working, and recreation can mitigate all material pains by practicing the *yoga* system."

Proper eating has a double importance. Besides its role in bodily health-over-eating, eating in a disturbed or anxious state of mind, or eating unclean foods causes indigestion, "the parent of all diseases"-proper eating can help the aspiring transcendentalist attain mastery over his senses. "Of all the senses, the tongue is the most difficult to control,"

Foods divided into three classes: those of the quality of goodness, those of the quality of passion, and those of the quality of ignorance. The most healthful are the foods of goodness. "Foods of the quality of goodness [milk products, grains, fruits, and vegetables] increase the duration of life; purify one's existence; and give strength, health, happiness, and satisfaction. Such foods are sweet, juicy, fatty, and palatable."

Foods that are too bitter, sour, salty, pungent, dry or hot, are of the quality of passion and cause distress. But foods of the quality of ignorance, such as meat, fish, and fowl, described as "putrid, decomposed, and unclean," produce only pain, disease, and bad *karma*. In other words, what you eat affects the quality of your life. There is much needless suffering in the world today, because most people have no other criterion for choosing food than price and sensual desire.

The purpose of food, however, is not only to increase longevity and bodily strength, but also to purify the mind and consciousness. Therefore, the spiritualist offers his food to the Lord before eating. Such offered food clears the way for spiritual progress. There are millions of people in India and around the world who would not consider eating unless their food was offered first to GOD.

Eat at fixed times

As far as possible, take your main meal at the solar midday, when the sun is highest, because that's when your digestive power is strongest. Wait at least three hours after a light meal and five after a heavy meal before eating again. Eating at fixed times without snacking between meals helps make the mind and tongue peaceful.

Eat in a pleasant atmosphere

A cheerful mood helps digestion, a spiritual mood, even more. Eat in pleasant surroundings and center the conversation around spiritual topics. A pleasant atmosphere and a good mood are as important to proper digestion as the quality of the food.

Look upon your food as GOD's mercy. Food is a divine gift, so cook it, server it, and eat it in a spirit of joyful reverence.

- "Foods that are too bitter, too sour, salty, hot, pungent, dry and burning are dear to those in the mode of passion. Such foods cause distress, misery and disease."
- And, it goes on saying, "Food prepared more than three hours before being eaten, food that is tasteless, decomposed and putrid, and food consisting of remnants and untouchable things is dear to those in the mode of darkness."
- Good quantity and quality of Food and Water is essential. 10 to 12 glasses of water per day shall be taken. Water should not be taken before or during the meals and also immediately after meals. It unduly dilute digestive fluids. After 30 minutes of meals water can be taken.
- No fruit juices should be taken with meals. They can be taken after 2 or 3 hours of meals. Very cold water should not be taken. It lowers the temperature of the stomach considerably and impairs digestion. Much ice should be avoided.
- Both too hot and too cold items shall avoid. Causes damage to the digestive system and teeth.
- Excess TEA injurious to health. One or two cups during day time okay. However, if taken at night it disturbs sleep.
- Dal (Pulses) contain proteins. Dal should be taken with its rind (skin). Patient suffering from the Low Blood Pressure should take a lot of it. Avoid Dal items in night, since they are hard to digest.
- Bazaar Sweetmeats are contaminated with germs. They should be avoided.
- Always lie down for some time after meal - may be even for 2 or 3 minutes. Gastric ulcer (which is considered to be incurable) can be avoided by doing this practice.
- Last meal at night should be taken at least one hour before going to bed or preferably two hours. No intercourse immediately after meals. It harms the digestive system.

- Always be cheerful. Do not brood over troubles. Always feel that whatever happens is done by the Almighty and that it is for our ultimate good.
- Excess of everything is bad. We should be moderate in all that we do, specially in the matter of drinking and eating and sexual indulgence,.
- Fasting strengthens both will power and bodily health. An occasional fast gives the digestive system a rest and refreshes the senses, mind, and consciousness.



To get more than water!!!

1. Helps with weight loss.




2. Keeps you young.




3. Helps you heal faster.




4. Regulates the Thyroid Gland



11 Reasons Why You Should Drink Water In Copper Vessels



11 Reasons Why You Should Drink Water In Copper Vessels



5. Cuts Down Cancer Risks




11. Reduces Arthritis Pain



6. Regulates Melanin Production



10. Regulates Brain Function




9. Boosts Cardiovascular Health



8. Prevents Digestive Disorders



7. Helps Fight Anemia



More about Vitamin D!

Vitamin D prevents osteoporosis, depression, prostate cancer, breast cancer, and even effects diabetes and obesity.

Vitamin D is perhaps the single most underrated nutrient in the world of nutrition. That's probably because it's free: your body makes it when sunlight touches your skin.

Facts about vitamin D and sunlight exposure:

1. Vitamin D is produced by your skin in response to exposure to ultraviolet radiation from natural sunlight.
2. The healing rays of natural sunlight (that generate vitamin D in your skin) cannot penetrate glass. So, you don't generate vitamin D when sitting in your car or home.
3. It is nearly impossible to get adequate amounts of vitamin D from your diet. Sunlight exposure is the only reliable way to generate vitamin D in your own body.
4. A person would have to drink ten tall glasses of vitamin D fortified milk each day just to get minimum levels of vitamin D into their diet.
5. The further you live from the equator, the longer exposure you need to the sun in order to generate vitamin D. Canada, the UK and most U.S. States are far from the equator.
6. People with dark skin pigmentation may need 20 - 30 times as much exposure to sunlight as fair-skinned people to generate the same amount of vitamin D. That's why prostate cancer is epidemic among black men - it's a simple, but widespread, sunlight deficiency.
7. Sufficient levels of vitamin D are crucial for calcium absorption in your intestines. Without sufficient vitamin D, your body cannot absorb calcium, rendering calcium supplements useless.
8. Chronic vitamin D deficiency cannot be reversed overnight: it takes months of vitamin D supplementation and sunlight exposure to rebuild the body's bones and nervous system.
9. Even weak sunscreens (SPF=8) block your body's ability to generate vitamin D by 95%. This is how sunscreen products actually cause disease -by creating a critical vitamin deficiency in the body.

10. It is impossible to generate too much vitamin D in your body from sunlight exposure: your body will self-regulate and only generate what it needs.
11. If it hurts to press firmly on your sternum, you may be suffering from chronic vitamin D deficiency right now.
12. Vitamin D is "activated" in your body by your kidneys and liver before it can be used.
13. Having kidney disease or liver damage can greatly impair your body's ability to activate circulating vitamin D.
14. The sunscreen industry doesn't want you to know that your body actually needs sunlight exposure because that realization would mean lower sales of sunscreen products.
15. Even though vitamin D is one of the most powerful healing chemicals in your body, your body makes it absolutely free. No prescription required.

On the issue of sunlight exposure, by the way, it turns out that super antioxidants greatly boost your body's ability to handle sunlight without burning. Astaxanthin is one of the most powerful "internal sunscreens" and can allow you to stay under the sun twice as long without burning.

Other powerful antioxidants with this ability include the super fruits like Acai, Pomegranates (POM Wonderful juice), blueberries, etc.

Diseases and conditions cause by vitamin D deficiency:

- ❖ Osteoporosis is commonly caused by a lack of vitamin D, which greatly impairs calcium absorption.
- ❖ Sufficient vitamin D prevents prostate cancer, breast cancer, ovarian cancer, depression, colon cancer and schizophrenia.
- ❖ "Rickets" is the name of a bone-wasting disease caused by vitamin D deficiency.
- ❖ Vitamin D deficiency may exacerbate type 2 diabetes and impair insulin production in the pancreas.
- ❖ Obesity impairs vitamin D utilization in the body, meaning obese people need twice as much vitamin D.
- ❖ Vitamin D is used around the world to treat Psoriasis.
- ❖ Vitamin D deficiency can cause schizophrenia.
- ❖ Seasonal Affective Disorder is caused by a melatonin imbalance initiated by lack of exposure to sunlight.

- ❖ Chronic vitamin D deficiency is often misdiagnosed as fibromyalgia because its symptoms are so similar: muscle weakness, aches and pains.
- ❖ Your risk of developing serious diseases like diabetes and cancer is reduced 50% - 80% through simple, sensible exposure to natural sunlight 2-3 times each week.
- ❖ Infants who receive vitamin D supplementation (2000 units daily) have an 80% reduced risk of developing type 1 diabetes over the next twenty years.

Shocking Vitamin D deficiency statistics:

- ❖ 32% of doctors and med school students are vitamin D deficient.
- ❖ 40% of the U.S. population is vitamin D deficient.
- ❖ 42% of African American women of childbearing age are deficient in vitamin D.
- ❖ 48% of young girls (9-11 years old) are vitamin D deficient.
- ❖ Up to 60% of all hospital patients are vitamin D deficient.
- ❖ 76% of pregnant mothers are severely vitamin D deficient, causing widespread vitamin D deficiencies in their unborn children, which predispose them to type 1 diabetes, arthritis, multiple sclerosis and schizophrenia later in life. 81% of the children born to these mothers were deficient.
- ❖ Up to 80% of nursing home patients are vitamin D deficient.

A guide to handle Medical Emergency Situations

Let us all hope and pray that none should be in any medical emergency situations. But when independent Living by Senior Citizens becomes order of the day, due to situations that their next of kin have to live separately. In such cases no one should be caught unaware as what to do., when medical emergency situation happens. Recently I came across one case, when on emergency call a team of volunteers went to the flat of a Senior Citizen, where the male Senior Citizen is in unconscious state and his wife in shock unable to answer the health history and medical condition of her husband or the contact number of their family doctor.

The reason being everything was handled by her husband, and she has totally depended on him for her own medication. Their son who is abroad is also not aware of such details in such cases it would be difficult for the friends/volunteers for adopting the best course of action and to the doctors for starting immediate treatment. To avoid such situations, more so when the threat of pandemic and isolation is looming large all over the world, one should prepare and do certain basic things to meet any unexpected eventuality.

- ❖ Keep the important Contact numbers of Close relatives/Friends who may help in cases of medical emergency easily visible and accessible.

- ❖ Contact number of Family Doctor, Hospitals where treatment is being taken
- ❖ It is important for the Senior Citizens to prepare a brief important medical information for self and spouse separately. It is better to keep that in hard copy as well in soft copy. A copy of model format designed by me is uploaded. In the annexure. The same can be improved /modified. Details may be filled in and should be kept in a prominent place known to spouse with easy access.
- ❖ Prepare two files one each for self and another for spouse and keep all the latest Medical documents like Lab Reports, Doctor's prescription etc. in a ready to take condition.
- ❖ Keep Health Insurance Cards, id cards, policy copy, TPA contact details in a pouch that can be easily accessible and can be taken during emergency.
- ❖ Keep Two separate Boxes for Self and spouse that contains regular medicines. Ensure replenishment well in advance. Apart from that, it is better to keep two separate boxes for keeping non regular and SOS medicines/ointments.
- ❖ Have some emergency cash exclusively for medical contingency, if that is possible. Also, one should train the spouse, if not done already or if they are not accustomed to, for cash withdrawal from ATM and use of Debit Cards, UPI, Digital wallets etc.
- ❖ Ensure that emergency contact numbers are saved in self and spouse mobiles. Spouse should be informed that in case of medical emergency whom to be contacted (Relative, Friend/Hospital/ Association Volunteer Group)
- ❖ In latest android phones there is a facility to save important medical information that can be viewed without applying screen lock. In New model phones it can be done as follows. Click Phone>Contacts>Groups>Create Emergency Contact List. Here one can save blood group, health condition, allergy etc. along with important Family members, friends contact number.
- ❖ In old Phones-Settings>Security & Location>Screen Lock>Settings> Lock Screen message. In case if there is no provision of screen lock or when a screen lock is not preferred, one can save the emergency Contact Numbers in Phone Directory> Create Contact and under ICE (In Case of Emergency) this can be done.

Ten Tips

[Retired Life]

Life can begin after retirement; it is all in your hands! Many people feel unhappy, health-wise and security-wise, after 60 years of age, owing to the diminishing importance given to them and their opinions. But it need not be so, if only we understand the basic principles of life and follow them scrupulously. Here are ten mantras to age gracefully and make life after retirement pleasant.

1. Never say I am aged:

There are three ages, chronological, biological, and psychological. The first is calculated based on our date of birth; the second is determined by the health conditions; the third is how old we feel we are. While we don't have control over the first, we can take care of our health with good diet, exercise and a cheerful attitude. A positive attitude and optimistic thinking can reverse the third age.

2. Health is wealth:

If you really love your kith and kin, taking care of your health should be your priority. Thus, you will not be a burden to them. Have an annual health check-up and take the prescribed medicines regularly. Do take health insurance coverage.

3. Money is important:

Money is essential for meeting the basic necessities of life, keeping good health and earning family respect and security. Don't spend beyond your means even for your children. You have lived for them all through and it is time you enjoyed a harmonious life with your spouse. If your children are grateful and they take care of you, you are blessed. But, never take it for granted.

4. Relaxation and recreation:

The most relaxing and recreating forces are a healthy religious attitude, good sleep, music and laughter. Have faith in God, learn to sleep well, love good music and see the funny side of life.

5. Time is precious

It is almost like holding a horse' reins. When they are in your hands, you can control them. Imagine that every day you are born again. Yesterday is a cancelled cheque. Tomorrow is a promissory

note. Today is ready cash - use it profitably. Live this moment; live it fully, now, in the present time.

6. **Change is the only permanent thing:**

We should accept change - it is inevitable. The only way to make sense out of change is to join in the dance. Change has brought about many pleasant things. We should be happy that our children are blessed.

7. **Enlightened selfishness:**

All of us are basically selfish. Whatever we do, we expect something in return. We should definitely be grateful to those who stood by us. But our focus should be on the internal satisfaction and the happiness we derive by doing good for others, without expecting anything in return. Perform a random act of kindness daily.

8. **Forget and forgive:**

Don't be bothered too much about others' mistakes. We are not spiritual enough to show our other cheek when we are slapped in one. But for the sake of our own health and happiness, let us forgive and forget them. Otherwise, we will be only increasing our blood pressure.

9. **Everything has a purpose:**

Take life as it comes. Accept yourself as you are and also accept others for what they are. Everybody is unique and is right in his own way.

10. **Overcome the fear of death:**

We all know that one day we have to leave this world. Still, we are afraid of death. We think that our spouse and children will be unable to withstand our loss. But the truth is no one is going to die for you; they may be depressed for some time. Time heals everything and they will go on. ENJOY LIFE

-:oOo:-

My Caring My Sharing

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भारत सरकार का उपक्रम आन्ध्र Andhra

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239, Vidhan Bhavan Marg, Nariman Point, Mumbai, Maharashtra 400021
Corporate website- www.unionbankofindia.co.in
All India Toll free no- 1800 22 22 44/1800 208 2244



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READY REFERENCE

Name:

Mobile / Phone (Self):

Sr. No.	Contact	Name	Office Address	Residence Address	Mobile/ Contact Number
1	Family Doctor				
2	Financial Planner				
3	Tax Consultant				
4	Insurance Agent				
5	Stock Broker				

DOCUMENT DETAILS:

Sr. No.	Name	Number	Expiry Date
1	Passport		
2	Driving license		
3	Pan Card		
4	Aadhar Card		
5	Vehicle Document Details		
6	Credit Card		
7	ATM Card		
8	Club Membership Professional Others		

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LOCATION OF IMPORTANT DOCUMENTS

Sr. No.	Document	Details
1	Personal Will	
2	Spouse's Will	
3	Insurance Policies	
4	Investment Paper	
5	Property Document	
6	Birth Certificate	
7	Marriage Certificate	
8	Domicile Certificate	
9	Other Important Document	

INSURANCE - POLICY DETAILS

Sr. No.	Insurance Company	Name	Policy No.	Type of Policy	Nominee	Amount Insured	Issue Date	Maturity Date	Premium

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MEDI CLAIM POLICY DETAILS

Sr. No.	Insurance Company	Name	Nominee	Policy No.	Type of Policy	Amount Insured	Issue Date	Maturity Date	Premium
1									
2									

VEHICLE INSURANCE POLICY DETAILS

Sr. No.	Insurance Company	Name	Nominee	Policy No.	Amount Insured	Issue Date	Maturity Date	Premium	Vehicle Details
1									
2									
3									

FIRE / BURGLARY INSURANCE DETAIL

Sr. No.	Insurance Company	Name	Nominee	Policy No.	Amount Insured	Issue Date	Maturity Date	Premium
1								
2								

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NATIONAL PENSION SCHEME (NPS)

Pran No	CBO Name	CBO Rge No	Type	Balance	Nominee	Remarks / Pin

PUBLIC PROVIDENT FUND (PPF)

Bank Name & Branch	Favouring	PPF A/c. No.	Maturity Date	Nominee/s

PENSION A/C.

Bank Name & Branch	Pension A/c. No.	Operating Instructions	Pension Payment Order No.	Nominee/s	Due Date for Live Certificate

ATM / DEBIT CARD DETAILS

Sr. No.	Name	A/c. No.	Bank & Branch	ATM / Debit Card No.	Issue Date	Valid Tiu	CVV No.	PIN
1								
2								
3								
4								
5								

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CREDIT CARD DETAILS

Sr. No.	Name	Bank's Name	Credit Card No.	Valid Form	Valid Tiu	CVV No.	Remarks/ T-Pin
1							
2							
3							
4							
5							

PANCARD DETAILS

Sr. No.	Name	PANCARD No	Issue Dt.	Contact Details
1				
2				
3				
4				

PASSPORT DETAILS

Sr. No.	Name	Passport No.	Issue Dt.	Expiry Date	Issuing Authority	Previous Passport Details IF ANY

ELECTRICITY DETAILS

Sr. No.	Name	House Details	Meter No.	Customer No.	Deposit Rs.	Remarks
1						
2						

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GAS PIPE LINE DETAILS

Sr. No.	Name	House Details	Meter No/Route No	Customer No/Khata No.	Deposit Rs.	Remarks
1						

GAS CYLINDER AGENCY SERVICES DETAILS

Sr. No.	Name	House Details	Customer No.	Serial No.	Deposit Rs.	Remarks	Contact No
1							

LAND LINE DETAILS

Sr. No.	Name	House Details	Customer ID/Account No.	Phone No.	Company Name	Deposit LL/Broad Band Wi-Fi Rs	Remarks
1							

DRIVING LICENSE DETAILS

Sr. No.	Name	Driving License No	Licensing Authority	Issue Date	Valid From	Valid Till	Remarks / Blood Group
1							
2							
3							
4							

RATION CARD DETAILS

Sr. No.	Name	Ration Card No.	Issuing Authority	Issue Date	No of Member
1					
2					
3					
4					

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AADHAR CARD -DETAILS

Sr. No.	Name	Aadhar Card No.	Enrollment No.	Issue Date	Remarks
1					
2					
3					
4					

ELECTION IDENTITY CARD -DETAILS

Sr. No.	Name	Father's/Husband's Name	Identity Card No.	Issue Date
1				
2				
3				
4				

HOUSE PROPERTY

Property Detail & Standing in the name of:	How acquired (Inherited/ Loan) Bank Loan Detail : Loan Amt. Inst. Amt. O/s. Amt.	Registration No./Share Certificate No	Nominee if any	Property Card No. and valid upto	House Tax (Rs.)	Next Due Date of House Tax	Ins Policy No, Amt. & Due Date	Risk/s covered	Mortgage with Bank Name & Branch/ Place of Docs.

HOUSE TAX PROPERTY

Sr. No.	Name	House Details	Census No.	Property Identification No. (PIN)	Construction Area	Remarks
1						
2						

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INCOME TAX

Permanent Account No.	Ward No. and Office Address	Last Return Filed	File No.

WILL:

My will is executed on :

Copy of the will is kept at :

POWER OF ATTORNEY

- ★ Power of Attorney executed for Wife/Son/Others
- ★ My Power of Attorney is
- ★ Deed Executed on
- ★ Details kept in File No.

MY DEBT / LIABILITIES

Sr. No.	Loan Ac No.	Bank/Branch	Type Of Act	Principal Amount	ROI	EMI	EMI Due date

(a) I am guarantor of Mr/Ms

- 1.
- 2.

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A
VERY HAPPY, HEALTHY
&
JOYFUL
POST RETIREMENT LIFE.



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