AGE OF RETIREMENT

Age of Retirement for Award Staff is 60 years. An employee will retire on the last day of the month in which he completes his age of retirement.
An employee, whose date of Birth is on the First Day of a month, shall retire from the services of the Bank on the afternoon of the last day of the preceding month on attaining the age of retirement.

Regulation 19 of the union bank of India (officers) service regulations 1979-Age of retirement modalities & guidelines [6272 dated 26.11.2015]

Age of retirement:
The age of retirement of an officer employee shall be as determined by board in accordance with the guidelines issued by the government from time to time Provided that the bank may as its discretion on the review by the special committee special committees as provided hereafter in sub-regulation 92) retire if it is of the opinion that it is in the public interest an officer employee on or at any time after completion of55 years of age or on or at any time after the completion of 30 years of total service as an officers employee or otherwise whichever is earlier
Provided further that before retiring an officer employee at least three months' notice in writing or an amount equivalent to three months substantive salary / pay and allowances shall be given to such officer employee
Provided also that nothing in his regulation shall be deemed to preclude an officer employee from retiring earlier pursuant to the option exercised by him in accordance with the rules of the bank

Explanation:
An officer employee will retire on the last day of the month in which he completes his age of retirement
Provided that an officer employee whose date of birth is on the first day of a month shall retire from service on the afternoon of the last day of preceding month on attaining the age of retirement

2) The bank shall constitute a special committee / special committees consisting of not less than three members to review whether an officer employee should be retired in accordance with first proviso to this regulation such committee / committees shall from time to time review in case of each officer employee and no order of retirement
3) The following guidelines are issued by the government of India in terms of proviso to aforesaid regulation 1991 which are effective from 22.05.1998:

a) The age of retirement of all officers will be 60 years

b) subject to the provision of the rule every officer shall retire from the service on afternoon of the last day of the month in which he attains the age of 60 years, provided that the officer whose date of birth is 1st of the month shall retire from the service on the afternoon of the last day of the preceding month on attaining the age of 60 years

c) No extension will be given to any officer beyond 60 years of age

4) In the light of the aforesaid provisions/guidelines the bank has formulated special committees to review the cases for premature retirement of officer employees who have completed 55 years of age or 30 years of service as an officer employee or otherwise whichever is earlier as under

Grades of officers	Special committee	Competent authority
JMGSI,MMGS II AND MMGS III	3 GMS	
SMGS IV SMGS V & TEGS VI	CMD,GM & one director of board	Board
TEGS VII	CMD, Two directors of board	Board

The special committee will review the performance of all officer employees covered regulation 19 (1) for considering their retirement before reaching superannuation. This will include cases where the bank is of the opinion that the performance / health of an officer employee has deteriorated to the extent of impairing his efficiency or for whatever other reasons it is considered necessary for review of the performance of an officer by the special committee the performance the officer is reviewed on the basis of his / her annual performance report for the preceding 3 years

5) General guidelines for implementation of the provisions:

5.1 The committees in making their recommendation would observe the following criteria:

1. Officer employees whose integrity is doubtful will be retired
2. Officer employees who are found to be in effective will also be retired the basic consideration identifying such employee should be the fitness/ competence of the employee to continue in the post which he / she is holding
3. While entire service record of an officer employee should be considered at time of review no officer employee should ordinarily be retired on grounds of ineffectiveness if his service during receding years or where he has been promoted to a higher post during that year's period his service in the highest post has been found satisfactory

   Consideration is ordinarily to be confined to the preceding 5 years to the period to the higher post, in case of promotion within the period of 5 years, only when retirement is sought to be made on the grounds of ineffectiveness. There is no such stipulation however where the officer is to be retired on grounds of doubtful integrity
4. No officer employee should ordinarily be retired on the ground of ineffectiveness if in any event he would be retiring on superannuation within a period of one year from the date of consideration of this case

   Ordinarily No officer should be retired on the ground of ineffectiveness if he is retiring on superannuation within a period of one year from the date of consideration of this case it is clarified that in case where there is a sudden and steep fall in the competence efficiency or effectiveness of an officer, it would be open to review his case for premature retirement.

5.2 The rules relating to premature retirement will not be used in the following circumstances;

I. To retire an officer employee on grounds of specific acts of misconduct as a short cut of initiating formal disciplinary action or

II. For reduction of surplus officers or

III. As a measure of effecting general economy

5.3 In case where it is found that an officer employee is not keeping good health or he is not in a position to give his best the bank may in its sole discretion call for a medical report on the officer from the bank doctor or from the doctor nominated by the bank for this purpose and submit the same to the special committee for its special consideration.

5.4 The special committee constituted hereinabove would review the cases once in a year or at such intervals as may be decided from the management from time to time

5.5 The committee after reviewing such cases would submit its recommendations to the competent authority who would take into consideration there recommendation of the special committee and decide as to whether the officer employee is to be retired prematurely or not

5.6 In case there is no such case a nil report would be sent

5.7 if the competent authority concurs with the recommendation of the special committee and decides to retire an officer employee prematurely he would record that he has formed an opinion based on confidential report of the bank and other relevant information in respect of the said officer employee that it is necessary to retire such officer employee in pursuance of the aforesaid provision of regulation 19 (1)

5.8 The officer employee who is to be retired prematurely would be served with a written notice of3 months or he/she would be paid an amount equivalent to3 months' salary/pay and allowances. In this eventuality the officer concerned shall retire on the last day of the month in which the notice period expires

5.9 The officer employee concerned who has been issued with the notice may make a representation if he so desires within 15 days from the receipt thereof to the competent authority and on the receipt of such representation, the same will be placed before the special committee for its consideration. The committee if it thinks fit may make fresh recommendations to the competent authority. On receipt of the committee's recommendations the competent authority may take a final view. The decision arrived there at will be communicated to the concerned officer.

SUPERANNUATION RETIREMENT	Date of Retirement on Superannuation will be the afternoon of the last day of the month in which he/she attains the age of 60 years. An employee whose date of birth is the first of a month, shall retire on the afternoon of the last day of the preceding month.
VOLUNTARY RETIREMENT	An employee may retire from the service at any time after he/she has completed 30 years' qualifying service , by giving notice not less than 3 months. An employee may retire from the service at any time after he/she has completed 20 years' qualifying service voluntarily, by giving notice not less than 3 months in writing, the notice should be accepted by the Competent Authority
INVALIDATION RETIREMENT	An employee may retire from service after rendering a minimum of 10 years service, on account of any bodily or mental infirmity which prematurely incapacitates him/her for the service.
PREMATURE RETIREMENT	Can be granted to an employee who has rendered minimum ten years of service: -Retires from service on account of orders of the Bank to retire prematurely in the public interest or at any time after the completion of 55 years of age or at any time after completion of 30 years for any other reason specified in Service Regulations or Settlement or Settlement. by giving notice not less than 3 months in writing or 3 months' substantive salary/pay and allowances in lieu of such notice.

FAREWELL SCHEME FOR RETIRING EMPLOYEES

Bidding farewell to all employees who retire on superannuation is the bounden duty cast upon every staff member. To cherish the memory of long stint of services, it has been decided to present a memento of their choice to the retiring employees.

Objective

The retiring employees will be presented with a memento costing not more than Rs.7500/-.

Applicability

The scheme will be applicable to all employees of the Bank

General Conditions

- The Scheme will be applicable to those employees who will be retiring on Superannuation.
- A small send-off function may be arranged at local level presided by Zonal / Regional Head / Chief Manager / Branch Manager. Expenses not exceeding Rs.1000/- be borne by Bank for bouquet and garland for the retiring employee, tea, snacks etc. for a group covering not more than 50 persons.

- At such function a certificate duly framed at Bank's costs, may be given to the retiring employee. Format of the certificate is enclosed

- Retired employee and his surviving spouse should be felicitated on the last day and Chief Manager /Branch Manager / Departmental In-charge should drop them at their residence.

- Retired Employee (other than those retired under VRS 2000-2001) shall be permitted to avail of the facility of Bank's Medical Clinic wherever available, free of charge.

- Retired employee will be eligible for higher rate of interest on his/her deposits kept with Bank.

- Retired employee will be permitted to avail of facility of Holiday Homes of the Bank during non-vacation/non-rush seasons.

- The name of retired employee may be registered on the mailing list of Bank's House Journal "Union Dhara".

- The prescribed form for claiming reimbursement of expenses incurred for purchasing memento is enclosed.

- No cash payment should be made.

- Reimbursement will be sanctioned by the Competent Authority.

- Form for claiming reimbursement should be accompanied by original bills/receipts for purchase of memento.

- Bank's name should be inscribed on the memento.

- The records of sanction/payment will be properly maintained for audit purposes. The Internal Auditors will make specific comments regarding compliance in their Report.

- The payment under the scheme will be debited to "Expenditure Account- Staff Welfare Expenses – Farewell scheme for retiring employees".

Competent Authority

Branch Manager/Chief Manager of the Branch concerned.
Chief Manager (PSS) in case of Regional Office/Zonal Office/Nodal Regional Office/Field General Manager's Office.
Chief Manager (HRM) in case of Central Office

Branches Accounts Section	DGM/AGM/ In charge of the section
Audit Office	In charge of Office
Staff Training College	Principal/Vice Principal
Staff Training Centers	Chief Manager heading the Training Centre. In case there is no Chief Manager at the particular Centre, the same should be forwarded to the Principal/Vice Principal, Staff Training College Bangalore.

Staff Circulars for reference:

- SC No.5185 Dated 02.06.2005

- SC No.5901 dated 04.09.2012
- SC No.6162 dated. 16.01.2015

SPECIAL SCHEME FOR PENSIONERS OF UNION BANK OF INDIA FOR GRANTING LOAN TO PAY PREMIUM FOR IBA GROUP MEDICAL INSURANCE POLICY; POLICY YEAR 2025-26

STAFF CIRCULAR NO.100881 26.09.2025

1. This has reference to SC 100779 dated 12.092025 vide which, premium rates and details of 'Group Medical Insurance Policy' for retired employees/ family pensioners for the policy year 2025-26 were circulated.

2. The 'portal for online registration', both for renewal of the policy and for joining the policy, afresh has been made available to the retired employees (pensioners)/ family pensioners vide Staff Circular 8101 dated 10.10.2024. **The last date for 'online registration', for both renewal & new joining, is 09th October, 2025.**

3. In order to provide financial assistance to the retired employees (pensioners)/ family pensioners of our Bank and to enable them to pay the Medical Insurance Premium, a special scheme under retail loans was formulated by the Bank in 2019 viz. SPECIAL SCHEME FOR PENSIONERS OF UNION BANK OF INDIA FOR GRANTING LOAN TO PAY MEDICAL INSURANCE PREMIUM. This year, too, the management has consented to continue with the loan facilities to the retired employees (pensioners)/ family pensioners in order to mitigate the hardships of the pensioners to bear the burden of high premium amounts in one go.

4. A copy of this Loan Scheme is enclosed as Annexure I. The Detailed structure of premium is attached as Annexure – II. The application-cum-sanction note is also enclosed as Annexure III .

5. All branches are advised to display a copy of this Circular on the branch notice board for information of all the retired staff.

6. The information about the above Scheme is also available on Bank's corporate website – www.unionbankofindia.co.in. The link shall be displayed at – "www.unionbankofindia.co.in - About Us - HR - Information for Retired Staff".
7.The scheme was valid up-to 30.11.2025. Branches are advised to obtain a copy of the acknowledgement of submission of option for IBA Group Medical Insurance Policy.

Particulars	**Details**
Purpose	Short term loan to retired employees of Union Bank of India towards payment of premium for IBA 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. The names of the retired employees who have successfully enrolled in IBA Group Medical Insurance Policy shall be provided on Bank's website under the link "Information for Retired Staff" in November 2024
Quantum of loan	The eligible quantum of loan will be maximum of Rs. 132755,/- for clerical/sub staff retired employee. The eligible quantum of loan will be maximum of Rs. 193525/- for officer cadre retired employee. Detailed structure of premium is attached as Annexure – II.

Margin	NIL Loan can be sanctioned upto 100% of the premium paid by the retiree.
Rate of Interest	EBLR [EBLR as on date is 8.25% as per IC 100635-2025 dated 08.08.2025] 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.
Other Terms & Conditions	❖ The scheme shall be valid up-to 30.11.2025 ❖ Branches are advised to obtain a copy of the acknowledgement of submission of option for IBA Group Medical Insurance Policy 2025-26. ❖ Branches to obtain a copy of the account statement and to ensure that the premium has been debited from the Pension/ SB Account of the retiree, thereby establishing the utilization of the loan amount towards payment of premium for IBA Group Medical Insurance Policy, for the policy year 2024-25. ❖ Branch to ensure that before disbursement, the loan availed earlier under this scheme is fully adjusted. As a post disbursement compliance, all branches to obtain a copy of the account statement in the loan file/ document is maintained and to ensure tha the premium has been debited from the Pension/ SB/ Linked Account of the retiree, thereby establishing the utilization of the loan amount towards payment of premium for IBA Group Medical Insurance Policy, for the policy year 2025-26.
Application processing, Loan Disbursement and recovery of EMI	❖ New loan will be sanctioned after closure of previous/ existing loan availed under the scheme. ❖ Loan should be processed by the branch where the retired employee is maintaining pension account. However to prevent inconvenience to employee, at his/ her 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 TLR01.
Delegated Powers for Sanctioning Loans	All Branch heads irrespective of their scale are permitted to sanction the loan.

Premium rates, as proposed & quoted by National Insurance Company (NIC), for Group Medical Insurance Policy of Retired Employees, for the period of 01.11.2025 to 31.10.2026 are as follows:

PREMIUM CHART IBA GROUP MEDICAL INSURANCE FOR RETIREE (POLICY 2025-26)										
SCALE	Base Sum Insured	TOP-UP Sum Insured	Total Sum Insured	Base Premium			Total Premium Including GST (in Rs.)			
				Single Person	Retiree with Spouse	Add On for single Physically/ Mentally challenged dependent	Single Person	Retiree with Spouse	Single Person+ single Disable Physically/ Mentally challenged dependent	Retiree with Spouse +Single Disable Physically/ Mentally challenged dependent
Award Staff	3,00,000	-	3,00,000	24,301	27,001	10,001	28,675	31,861	40,476	43,662
		1,00,000	4,00,000	10,621	12,501	5,001	41,208	46,612	58,910	64,315
		2,00,000	5,00,000	17,001	20,001	10,001	48,736	55,462	72,339	79,065
		3,00,000	6,00,000	24,901	29,301	20,001	58,058	66,436	93,461	1,01,839
		4,00,000	7,00,000	31,201	39,001	30,001	65,492	77,882	1,12,695	1,25,085
	4,00,000	-	4,00,000	29,251	31,001	12,501	34,516	36,581	49,267	51,332
		1,00,000	5,00,000	10,621	12,501	5,001	47,049	51,332	67,701	71,985
		2,00,000	6,00,000	17,001	20,001	10,001	54,577	60,182	81,130	86,735
		3,00,000	7,00,000	24,901	29,301	20,001	63,899	71,156	1,02,252	1,09,509
		4,00,000	8,00,000	31,201	39,001	30,001	71,333	82,602	1,21,486	1,32,755
Officers Scale I to Scale V	5,25,000	-	5,25,000	37,181	40,231	15,001	43,874	47,473	61,575	65,174
		1,00,000	6,25,000	10,621	12,501	5,001	56,406	62,224	80,009	85,826
		2,00,000	7,25,000	17,001	20,001	10,001	63,935	71,074	93,437	1,00,576
		3,00,000	8,25,000	24,901	29,301	20,001	73,257	82,048	1,14,559	1,23,350
		4,00,000	9,25,000	31,201	39,001	30,001	80,691	93,494	1,33,793	1,46,596
Officers Scale VI and Above	5,25,000	-	5,25,000	37,181	40,231	15,001	43,874	47,473	61,575	65,174
		1,00,000	6,25,000	10,621	12,501	5,001	56,406	62,224	80,009	85,826
		2,00,000	7,25,000	17,001	20,001	10,001	63,935	71,074	93,437	1,00,576
		3,00,000	8,25,000	24,901	29,301	20,001	73,257	82,048	1,14,559	1,23,350
		4,00,000	9,25,000	31,201	39,001	30,001	80,691	93,494	1,33,793	1,46,596
	7,00,000	-	7,00,000	48,001	60,001	35,001	56,641	70,801	97,942	1,12,102
		1,00,000	8,00,000	10,621	12,501	5,001	69,174	85,552	1,16,376	1,32,755
		2,00,000	9,00,000	17,001	20,001	10,001	76,702	94,402	1,29,805	1,47,505
		3,00,000	10,00,000	24,901	29,301	20,001	86,024	1,05,376	1,50,927	1,70,279
		4,00,000	11,00,000	31,201	39,001	30,001	93,458	1,16,822	1,70,161	1,93,525

APPLICATION CUM SANCTION NOTE

TO,
THE BRANCH MANAGER
UNION BANK OF INDIA
__________________ BRANCH

Dear Sir/Madam,

SPECIAL SCHEME FOR RETIRED EMPLOYEES OF UNION BANK OF INDIA
FOR GRANTING LOAN TO PAY MEDICAL INSURANCE PREMIUM

I request you to sanction me loan of Rs.________________ under the subject Scheme. I submit that I am drawing monthly pension of Rs. _____________ from Union Bank of India and the same is being regularly credited in account number ______________________________ with __________________________ Branch of our Bank. I am covered under the Medical Insurance Policy for Retired employees of National India Insurance Company Ltd. for the period of 2025-26.

OR

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

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

Yours Faithfully,

Date:

(Signature)

NAME ______________________
EMP No. ______________________
Designation __________________
Date of birth _________________
Mobile No ___________________

Process cum Sanction Note

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

I hereby confirmed that there are no loan outstanding under the scheme TLR01 availed by Mr./Ms. ______________________________ (PF-____________).

Date: BRANCH MANAGER

GROUP MEDICAL INSURANCE POLICY FOR RETIRED EMPLOYEES/ FAMILY PENSIONERS POLICY PERIOD 01.11.2025 TO 31.10.2026

SC. No. 100779 dated 12.09.2025

1. The Group Medical Insurance Policy vide which the retired employees of Union Bank of India are guided, is bound to expire on 31st October, 2025. To ensure uninterrupted policy coverage, premium for renewal of the policy is to be remitted in the month of October 2025 to the Insurance Company.

2. We are in receipt of letter from Indian Banks' Association (IBA), vide which we have been informed that, the services of "**National Insurance Company Ltd**" **(NICL)** have been acquired, to offer 'Group Health Insurance Policy' for the policy year 2025-26 also.

1. The salient features with Amendments in the IBA Group Medical Insurance Policy coverage for the year 2025-26 are as under:

1. The upper cap for Cataract treatment shall be 40,000/- per eye.
2. Hormonal therapy for cancer and Immunotherapy for non-cancer are included under daycare.
3. Expenses on oral chemotherapy for treatment of cancer shall be payable with or without hospitalization.
4. Robotic surgery shall be considered in cases where the medical condition of the patient warrants such treatment, which needs to be certified by the treating doctor/surgeon.
5. Mentally/physically challenged Dependent family members can be included by way of add-on. Additional Premium for the same is to be borne by the Retired Employees / Family Pensioners.
6. Definition of Physically and Mentally Challenged/ Disabled dependent family members will be strictly as per The Right of Persons with Disabilities Act, 2016 and The Mental Healthcare Act, 2017 and subsequent modifications / additions to the list in the Act. Disability for the purpose of insurance coverage means a person with not less than 40% of a specified disability as per the Act, where specified disability has not been defined in measurable terms and includes an Insured person with disability where specified disability has not been defined in measurable terms, as Certified by the Medical Board appointed by the Government for certifying Disability.Retirees' who have not subscribed to IBA Group Health Insurance Policy 2024-25, will be allowed to join the Policy for the year 2025-26.
7. Retirees' Policies are 'Without Domiciliary' Benefit Cover.
8. The Sum insured for

a. Award Staff shall have an option to choose a Sum Insured of Rs 3.00 lakh or Rs4.00 lakh.

b. Officers retired in scale I to V shall have a fixed Sum Insured of Rs 5.25 lakh.

c. Officers retired in Scale VI and above shall have the option to choose a Sum Insured (SI) of Rs 5.25 lakh or Rs 7.00 lakh.

10. Top up facility is available to the retired employees, as an additional Insurance Coverage beyond the regular Sum Insured, on payment of extra premium.

11. The Top up policy commences w.e.f. 01.11.2025 and the period will be identical to the main policy period i.e. expiry date will be 31.10.2026.

12. In case of claim, the base policy will be triggered first and only if, the Sum Insured of the base policy is exhausted, the Top Up policy will be activated.

13. No extended window will be allowed for enrolment under Retiree Base and Top-Up Policy 2025-26

2. Retired employee can opt for policy as –

*Retired employee with spouse: 2 lives insured.

*Single Person (1 life insured)- is defined as any one of the following

A)where retiree does not have surviving spouse where retiree survived by spouse (Retiree has passed away)

B)where retiree does not require the insurance cover for the spouse

C)Mentally/physically challenged Dependent family members can be included by way of add-on.

3. The premium rates, for retired employees for Base and Top-Up Policies are given below for your reference

Base Policy Premium Rates (Excluding GST)

Designation	Sum Insured (SI)	Retiree with Spouse	Single Person
Award Staff (Clerical/ Sub Staff)	₹ 3,00,000	₹ 27,001	₹ 24,301
	₹ 4,00,000	₹ 31,001	₹ 29,251
Officer Scale 1 to 5	₹ 5,25,000	₹ 40,231	₹ 37,181
Officer Scale 6 and Above	₹ 5,25,000	₹ 40,231	₹ 37,181
	₹ 7,00,000	₹ 60,001	₹ 48,001

Top-Up Policy on Premium Rates (Excluding GST)

Designation	Sum Insured (SI)	Retiree with Spouse	Single Person
All retirees irrespective of cadre	₹ 1,00,000	₹ 12,501	₹ 10,621
	₹ 2,00,000	₹ 20,001	₹ 17,001
	₹ 3,00,000	₹ 29,301	₹ 24,901
	₹ 4,00,000	₹ 39,001	₹ 31,201

Add on Premium Rates (Excluding GST)

Add-on Premium details for each Physically/Mentally challenged dependent family member (incorporated in the corresponding Base Premium above)

	Sum Insured (SI)	Add-on Premium amount
All retirees irrespective of cadre	₹ 3,00,000	₹ 10,001
	₹ 4,00,000	₹ 12,501
	₹ 5,25,000	₹ 15,001
	₹ 7,00,000	₹ 35,001

Add on Premium Rates for Top-Up (Excluding GST)

Add-on Premium details for each Physically/Mentally challenged dependent family member (incorporated in the corresponding Top-Up Premium above):

Sum Insured (SI)	₹ 1,00,000	₹ 2,00,000	₹ 3,00,000	₹ 4,00,000
Award Staff / Officer (Premium without GST)	₹ 5,001	₹ 10,001	₹ 20,001	₹ 30,001

❖ The detailed premium rates including GST are attached herewith in Annexure I

4. Other Terms & Conditions are as follows;

- All the terms and conditions of the Medical Insurance Scheme as mentioned in the 10th Bi Partite Settlement/ 7th Joint Note which is not explicitly mentioned as well as any subsequent coverage that have been added in the Scheme shall continue.
- The retired employees, who retired from Bank's services either on Superannuation or voluntary retirement under Union Bank Employees' Pension Regulations or their family pensioners, are eligible to be covered under the ensuing Retirees policy for the policy year 2025-26.
- Employees who retired on superannuation as PF or NPS optees, or their spouses, are eligible to be covered under the ensuing Retirees policy for the policy year 2025-26.

- Employees retired under 'Compulsory Retirement'/ employees who resigned from the services of the Bank/ terminated employees and / or their family pensioners are not eligible to be covered under the ensuing Retirees policy for the policy year 2025-26.
- Those Retirees/ Family pensioners who had not subscribed to the current insurance Policies will also have the option to join the policy for the policy year 2025-26, as a one time measure.
- The employees who have retired between 01.11.2024 to 31.08.2025 and who will be retiring on or before 31-10-2025, will have the option to join the Medical Insurance Policy for the policy year 2025-26.

5. Registration Process:

- As per existing procedure, the registration process for retired employees / family pensioners would be carried out through online portal, only. Manual registration would not be carried out. Hard copy/ scanned copy of consent, would not be accepted for registration in the policy.
- A specially designed portal, providing for various option(s) to register in the ensuing policy year 2025-26 will be made live on Union Bank of India's Corporate Website - www. unionbankofindia.co. in. **The link shall be displayed at "www.unionbankofindia.co.in —> About US —>Human Resources —>Information for Retired Staff" —> Medical insurance.** The information on availability of the portal i.e. as and when the portal is made live, and the detailed procedure on the registration process, will be shared with all concerned in due course of time, through a separate circular.
- **8. Policy Period:**
  All the retired employees/ family pensioners, who join the ensuing Group Medical Insurance Policy for the policy year 2025-26, through 'online portal', will be provided coverage for the period from 01.11.2025 to 31.10.2026, on payment of full premium amount.
  9. By Default Option:
  In case no option is exercised by the retired employee/ family pensioner, it will be presumed that retired employee/ family pensioner has opted to EXIT from the ensuing policy for the policy year 2025-26.
  10. The Bank acts as an intermediary in providing data to the IBA/ Insurance Company. The claims shall be scrutinized/ settled by the Insurance Company and the Bank has no role in the process.
  11. Contact Details:
- For any kind of query regarding online registration, team members may be contacted on the following numbers:
  Union Bank of India, Central Office, Mumbai - Landline Nos.:- 022- 22896383/ 22896255 IP Nos.:- 116252/ 116253/116254/116263/116264 12.

The contents of the circular to be brought to the notice of all Retirees. The Circular is to be prominently displayed on the notice board of the Branches. All branches/ offices are hereby advised to display Annexure I of this circular on their notice boards prominently. The copy of the circular is also available on "www.unionbankofindia.co.in —>ABOUT US —> HR Information for Retired Staff".

Premium rates, as proposed & quoted by National Insurance Company (NIC), for Group Medical Insurance Policy of Retired Employees, for the period of 01.11.2025 to 31.10.2026 are as follows:

PREMIUM CHART IBA GROUP MEDICAL INSURANCE FOR RETIREE (POLICY 2025-26)

SCALE	Base Sum Insured	TOP-UP Sum Insured	Total Sum Insured	Base Premium			Total Premium Including GST (in Rs.)			
				Single Person	Retiree with Spouse	Add On for single Physically/ Mentally challenged dependent	Single Person	Retiree with Spouse	Single Person+ single Disable Physically/ Mentally challenged dependent	Retiree with Spouse +Single Disable Physically/ Mentally challenged dependent
Award Staff	3,00,000	-	3,00,000	24,301	27,001	10,001	28,675	31,861	40,476	43,662
		1,00,000	4,00,000	10,621	12,501	5,001	41,208	46,612	58,910	64,315
		2,00,000	5,00,000	17,001	20,001	10,001	48,736	55,462	72,339	79,065
		3,00,000	6,00,000	24,901	29,301	20,001	58,058	66,436	93,461	1,01,839
		4,00,000	7,00,000	31,201	39,001	30,001	65,492	77,882	1,12,695	1,25,085
	4,00,000	-	4,00,000	29,251	31,001	12,501	34,516	36,581	49,267	51,332
		1,00,000	5,00,000	10,621	12,501	5,001	47,049	51,332	67,701	71,985
		2,00,000	6,00,000	17,001	20,001	10,001	54,577	60,182	81,130	86,735
		3,00,000	7,00,000	24,901	29,301	20,001	63,899	71,156	1,02,252	1,09,509
		4,00,000	8,00,000	31,201	39,001	30,001	71,333	82,602	1,21,486	1,32,755
Officers Scale I to Scale V	5,25,000	-	5,25,000	37,181	40,231	15,001	43,874	47,473	61,575	65,174
		1,00,000	6,25,000	10,621	12,501	5,001	56,406	62,224	80,009	85,826
		2,00,000	7,25,000	17,001	20,001	10,001	63,935	71,074	93,437	1,00,576
		3,00,000	8,25,000	24,901	29,301	20,001	73,257	82,048	1,14,559	1,23,350
		4,00,000	9,25,000	31,201	39,001	30,001	80,691	93,494	1,33,793	1,46,596
Officers Scale VI and Above	5,25,000	-	5,25,000	37,181	40,231	15,001	43,874	47,473	61,575	65,174
		1,00,000	6,25,000	10,621	12,501	5,001	56,406	62,224	80,009	85,826
		2,00,000	7,25,000	17,001	20,001	10,001	63,935	71,074	93,437	1,00,576
		3,00,000	8,25,000	24,901	29,301	20,001	73,257	82,048	1,14,559	1,23,350
		4,00,000	9,25,000	31,201	39,001	30,001	80,691	93,494	1,33,793	1,46,596
	7,00,000	-	7,00,000	48,001	60,001	35,001	56,641	70,801	97,942	1,12,102
		1,00,000	8,00,000	10,621	12,501	5,001	69,174	85,552	1,16,376	1,32,755
		2,00,000	9,00,000	17,001	20,001	10,001	76,702	94,402	1,29,805	1,47,505
		3,00,000	10,00,000	24,901	29,301	20,001	86,024	1,05,376	1,50,927	1,70,279
		4,00,000	11,00,000	31,201	39,001	30,001	93,458	1,16,822	1,70,161	1,93,525

Note: Domiciliary benefits are not available under either Base or Top-Up policies.

<u>Important</u> Group Medical Insurance Policy for Retired Employees/Family Pensioners, Commencement of Registration Process is given in staff circular no 100880 dated 25.09.2025

GROUP MEDICAL INSURANCE POLICY FOR RETIRED EMPLOYEES/FAMILY PENSIONERS POLICY TENURE- 01.11.2025 TO 31.10.2026; 'HERITAGE HEALTH INSURANCE TPA PVT. LTD.' AS "THIRD PARTY ADMINISTRATOR" INFORMATION ON VARIOUS GUIDELINES & PROCEDURES ALONG-WITH CONTACT DETAILS

SC No101124 dated 31.10.2025

1.The Group Medical Insurance policy for retired employees/ family pensioners is being renewed for a further period of one year i.e. from 01.11.2025 up to 31.10.2026.

2. The Indian Banks' Association (IBA) vide letter no HR&IR/MBR/MEDINS2476 dated 02nd September, 2025 has communicated that, the services of "National Insurance Company Ltd" have been acquired to offer 'Group Medical Insurance Policy' for the policy year 2025-26, for both existing employees and retired employees.

3. It has been informed by the National Insurance Company that, they have allotted the services of 'Heritage Health Insurance TPA Pvt. Ltd.' as third party administrators/service providers, for Group Medical Insurance policy pertaining to retired employees/family pensioners, for the policy year 25-26.

Insurance Company Name	**National Insurance Company Ltd**
TPA Name	Heritage Health Insurance TPA Pvt.

4. The details of all the Retired employees/Family Pensioners who have successfully enrolled themselves in the Group Medical Insurance Policy for the policy year 2025-26 has been shared with 'National Insurance Company' and with 'Heritage TPA' for necessary processing of cashless and reimbursement claims, in event of receipt of a claim, for the policy period commencing from 01' November 2025.

5. The contact details of representatives of 'Heritage TPA' team, to be contacted for information are as follows:

Enrolment/ E-card

Escalation Level	Concerned Person	Contact No.	Email
I	Saikat Bag	8101054462	heritageenrollment@bajoria.in
II	Alok Ranjan Sahoo	9831265100	alok.sahoo@bajoria.in
III (For Grievance)	Sraddha Mukherjee	9748125245	srmukherjee@bajoria.in

Cashless Facility

Escalation Level	Concerned Person	Contact No.	Email
I	Somi Chakraborty	6292321731	cashlesskolkata@heritagehealthtpa.co.in
II	Anirban Chatterjee	6292321732	cashlesskolkata@heritagehealthtpa.co.in
III (For Grievance)	Angshuman Chatterjee	8777016621	angshuman.chatterjee@bajoria.in

7. Details on various other modalities, pertaining to Group Medical Insurance Policy for Retired employees/Family Pensioners, for the policy year 205-26, along-with the format of claim forms (for IPD/ hospitalization) would be shared with all concerned in due course of time.

Contact Details:

For any kind of query, regarding 'Group Medical Insurance Policy for Retired Employees/ Family Pensioners' for the policy period 25-26, team members may be contacted on the following numbers:

Union Bank of India, Central Office, Mumbai -
Landline Nos : 022 - 22896383/022 - 22896255
IP Nos . 116252/ 116253/ 116264/ 116254
E-mail ID . staffmediclaim@unionbankofindia.bank.in.in

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

SC No101124 dated 31.10.2025

GST amount for Group Medical Insurance Policy for Retired Employees/Family Pensioners (01.11.2025 - 31.10.2026)

As per the recent communication from NICL, it is informed that the Hon'ble High Court of Kerala has dismissed the Writ Petitions, ruling that GST exemption applies only to individual health insurance policies and does not extend to group health insurance policies.

Insurance company has requested to remit the applicable GST amount of 18% on applicable Premium Rates on Retirees' Policies immediately.

Hence retired employee/family pensioners who have successfully opted for IBA Group Medical Insurance policy 2025-26 are hereby requested to maintain sufficient balance in your mandated account to enable debit of the applicable GST amount.

Please note the following important points:

1. Non-availability of sufficient balance or any failure in debit, for reasons outlined in Staff Circulars referred above, will lead to short payment of the premium and may impact insurance coverage for the policy year 2025-26.
2. The Bank will not be responsible for non-availability of benefits under the Medical Insurance Policy due to failure of debit.
3. All other terms and conditions in earlier Staff Circulars remain unchanged.

You are, therefore, advised to ensure that adequate balance is maintained in your mandated account on or before 13.01.2026, without fail.

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

ABSORPTION OF PRO-RATA PREMIUM OF EMPLOYEES EXITING FROM THE BANK DURING THE IBA MEDICAL INSURANCE POLICY TENURE, BY SUPERANNUATION/ VRS

with effect from policy period 2022-23

Staff Circular : 7882 dated January 02, 2023

1. Attention is hereby invited to Staff Circular No. 7256 dated 06.10.2020 vide which 'information on availability of module in Union Parivar for online application of consent for continuation/ withdrawal in Medical Insurance Scheme for retiring employees' was circulated.

2. IBA Medical Insurance Scheme for serving Officers/Employees, introduced in the Banking Industry as per 10th Bipartite Settlement and Joint Note dated 25.05.2015 is effective for the period from 1st October to 30th September, for the respective policy year.

3. The premium amount for all the serving employees is paid by the Bank upfront to the Insurance Company before commencement of the policy period i.e., on 30th September of every year.

4. As per existing practice, employees exiting from the Bank by Superannuation/VRS during the respective policy period and who wish to continue in the Medical Insurance Scheme are advised to submit a consent in Union Parivar. Based on the consent submitted, the pro-rata premium amount of the said employee is recovered and the same is credited to the expenditure account.

5. As a good gesture, the Bank's Board in its meeting dated 21.12.2022 has approved absorption of pro-rata premium of employees exiting from the Bank during the IBA Medical Insurance policy tenure, by Superannuation/VRS with effect from policy period 2022-23.

6. As stated earlier, the policy for serving employees is valid upto September 30th, ofthe respective year and the retiree policy is effective from 01st November of the respective year ie., there is a gap of one month between the policies of existing employees and retired employees. Hence, the employees who wish to be covered under the retiree policy, for the month of October of the respective year, shall have to mandatorily submit their consent in Union Parivar.

7. Subsequent to the submission of consent in Union Parivar, such employees have to ensure that sufficient balance is maintained in the mandated account which would be auto-debited for recovery of pro-rata premium for one onth ie., for October, as applicable to retirees.

8. It is reiterated that, in case of the option "I Wish to Withdraw from the Medical Insurance Scheme"/ No Option is selected, such employees shall not be covered under the retiree policy for the month of October of the respective year.

9. The employees who have given consent and have retired by superannuation/ VRS from 1st October 2022 onwards shall be given refund of the requisite premium amount after adjusting the premium amount for the month of October 2023. The said process shall be continued till such time the modifications are done in the module available in Union Parivar.

10. All the other terms and conditions as circulated vide Staff Circular 7256 dated 06.10.2020 would remain intact.

In case of any query employees may contact the below mentioned number/ mail
 IP : 116252, 116263, 116254
 Mail : staffmediclaim@unionbankofindia.bank.in
All concerned are requested to take a careful note of the above.

STAFF WELFARE SCHEMES- MODIFICATIONS & UTILIZATION OF STAFF WELFARE FUND

Staff Circular: 7962 Date: 01.04.2023

Attention is invited to Staff Circular no. 7749 dated 22.08.2022 vide which Staff Welfare Schemes (Allocation of funds for FY 2022-23 and introduction of New Schemes) were circulated.

We are pleased to inform that as per the recommendations of the Staff Welfare Committee Meeting held on 17.03.2023, the Competent Authority had accorded approval for certain modifications in the Staff Welfare Schemes and utilization of Staff Welfare Fund for the FY 2022-23. The details regarding the said modifications are as under:

<table>
<tr><th>S.N</th><th>Scheme</th><th>Details</th></tr>
<tr><td>1</td><td>Medical Clinics at RO/ZOs</td><td>In order to provide better medical services to the staff members, the monthly remuneration payable to doctors is increased as under:
<table>
<tr><th>Particulars</th><th>Metropolitan Centers</th><th>Other Centers</th></tr>
<tr><td>General Practitioner</td><td>18000/-</td><td>16875/-</td></tr>
<tr><td>Cardiologist</td><td>22500/-</td><td>19125/-</td></tr>
<tr><td>Cardiologist who is also working as a General Practitioner</td><td>24750/-</td><td>21375/-</td></tr>
<tr><td>Compounder</td><td>4500/-</td><td>3750/-</td></tr>
<tr><td>Checking of Hospitalization Bills by doctor</td><td>1500/-</td><td>1125/-</td></tr>
<tr><td>Monthly limit for purchase of medicines at medical clinic</td><td>18000/-</td><td>14250/-</td></tr>
<tr><td>Homoeopathy Doctor/ Ayurvedic Doctor*</td><td>14625/-</td><td>7500/-</td></tr>
</table>
*Services of anyone or both (Homeopathy and Ayurvedic Doctor) can be utilized subject to remuneration within the prescribed limits.

The revised rates are effective for paying monthly remuneration for all existing and new contract with the medical practitioners from the month of April 2024 onwards. In case of existing contracts, a request from the medical practitioner regarding the increase in the remuneration to be obtained before paying the revised remuneration.

The other Terms & Conditions regarding the Scheme as mentioned in the Staff Circular no. 7749 dated 22.08.2022 remains unchanged.</td></tr>
<tr><td>2</td><td>Union Bank of India Retired Employees' Medical Assistance Scheme (UBIREMAS)</td><td>The modifications under the Scheme are as under:
• To discontinue the reimbursement for hospitalization expenses as per schedule of charges mentioned under the 9th Bipartite Settlement/ Joint Note dated 27-04-2010 with effect from 31.03.2023.
• Hereinafter the reimbursement under the Scheme on account of hospitalization will be made as per the modalities of medical Insurance scheme of IBA w.e.f.</td></tr>
</table>

S.N	Scheme	Details
		01.04.2023. For hospitalization, in a year, an amount of reimbursement upto Rs.50,000/- by excluding non-admissible charges & any claim already settled by any other Insurance company relating to the hospitalization claim shall be made. • Hospitalization expenses made and submitted on or before 31.03.2023 shall be reimbursed as per 9th Bipartite Settlement/ Joint Note dated 27-04-2010. • Reimbursement of Annual Health Checkup expenses upto Rs. 2000/- can be claimed for any test per year. This amount can be claimed for multiple checkups not exceeding 2 times in a financial year within the limit. The other Terms & Conditions regarding the Scheme as mentioned in the Staff Circular no. 7749 dated 22.08.2022 remains unchanged.

Further, the Competent Authority also approved to utilize the Staff Welfare Fund on below mentioned benefits:

- To subsidize 15% of the insurance premium amount paid by the employees for Group Insurance for Staff Loans for the policy period 01.04.2022 to 31.03.2023 from the Staff Welfare Fund. The same was credited to the respective staff loan accounts.
- To subsidize 5% medical insurance premium amount paid by pensioners/family pensioners (other than the family pensioner drawing pension =< Rs. 20,000/-). The same was credited in the respective saving bank accounts of retirees.

GUIDELINES FOR RETIREMENT FUNCTIONS OF STAFF MEMBERS RETIRING ON SUPERANNUATION/VRS

Staff Circular No. 7769 dated 07.09.2022

Guidelines for retirement functions of Staff Members retiring on superannuation/VRS

Retirement is an emotional moment for the employee after serving the Bank for decades with utmost devotion and diligence. Looking at the long and distinguished services of all the employees the Top Management has instructed that a retirement function should be organized in the branch/office/CO verticals for all the employees superannuating/Voluntarily retiring from the services of the Bank.

An expenditure @ Rs.150/- per staff member (including the retiree), as per the strength of the Branch/Office/CO vertical may be incurred to hold the farewell function. This amount shall be exclusive of the amount of Rs.7500/- provided to the retiree on superannuation as memento and shall be utilized for the sole purpose of conducting the function.

The expenditure incurred in this regard shall be debited to miscellaneous expenditure after approval of the Competent Authority as per point no. 31 (Annexure-Ill) of the expenditure policy of the Bank.

ISSUANCE OF IDENTITY CARDS TO UNION BANK OF INDIA RETIREES

StaffCircular No:7616

Issuance of Identity Cards to Union Bank of India Retirees

1. The Bank issues identity cards to the employees who are exiting from the Bank on superannuation or otherwise. As per the prevailing practice the employees who retire apply to HRO, Central Office for issuance of identity card in the prescribed format, and the same is made available to the employees in their address.

2. The Identity cards are mainly used by the retirees for the purpose of proving identity for booking holiday home / claiming insurance benefits etc.

3. It is observed that post-merger there have been various complaints regarding non- issuance / delay in issuance of identity cards to the retirees. Besides, there are no specific instructions for issuance of duplicate identity cards to retirees who have lost / misplaced / damaged their cards

4. In view of the above, and the fact that Regional offices / FGMO's are issuing identity cards to the active employees and also suggestions received from field functionaries it has been decided to delegate the work of issuance of identity cards to retirees to respective Regional Offices / FGMO's in line with issuing Identity cards to the active employees.

5. Fresh retirees from branches Regional offices and other offices under Regional offices shall apply for Identity cards with the respective Regional Offices. Regional offices shall issue Identity cards after scrutiny / verification to the retirees under the signature of Regional Head.

6. Fresh retirees of FGMO and other offices in the Zone reporting to FGM, shall apply for Identity cards with the respective Field General Managers Office. FGMo to issue Identity cards after scrutiny / verification to the retirees under the signature of FGM.

7. Fresh Retirees of Central office will apply for Identity cards with HRD, Central Office. The retirees of CO Annex Hyderabad and CO Annex Mangalore shall apply with respective FGMO's of their location. FGMo to issue Identity cards after scrutiny / verification to the retirees under the signature of FGM.

8. The ID cards shall be dispatched to the pension paying branch / address of the Retiree as per the request / convenience of the retiree.

9. For issuance of duplicate Identity cards in case of loss / damage of earlier issued ID cards, the retiree to apply with the branch wherein his pensions account is maintained. The branch to forward the same to the Regional Office under which the branch falls (irrespective of the location from which the employee has retired viz., Branch/ RO/FGMo/CO). Regional offices shall issue Identity cards after scrutiny / verification to the retirees under the signature of Regional Head and dispatch the ID cards to the pension paying branch / address of the retiree as per the request / convenience of the retiree. The relevant expenses for issuance of duplicate ID card be recovered from Pensioners account.

10. The Identity cards of 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.

11. For the sake of uniformity, we are enclosing a sample identity card for retirees and also ID card application form.

12. All branches / offices are advised to take a note of this circular and be guided accordingly.

ISSUANCE OF PPO TO RETIREES OF OUR BANK

SC:7707 dated 09th June 2022

1. The Bank issues PPO (Pension Payment Order) to the employees who are exiting from the Bank on superannuation or otherwise eligible for pension. As per the prevailing practice, EBD, HR, generates the PPO through Union Parivar and dispatches the same to the Pension paying branch.
2. Retirees has been demanding for hard copies of the PPO's with their photograph pasted on it and signed by the HR officials. Further, it is observed that the retirees are moving to their permanent address post retirement and the hard copies of the PPO's which are dispatched is not received by the Pensioner in many cases, which is leading to complaints from the retirees.
3. In view of the above, it has been decided to decentralize the issuance of PPO's to retirees. Going forward, the. HR Department of the concerned Regional office shall be responsible for generating the PPO's of the retirees whose pension application was processed by them, and dispatching the same to the retirees. The PPO's of retirees of CO Annex Hyderabad and CO Annex Mangalore shall be generated and dispatched to the retirees by Regional Office Saifabad and Regional office Mangalore respectively.
4. HR administrator of Regional offices shall generate PPO from Union Parivar, affix the photograph, duly sign the same and arrange for delivering to the retirees, whose Pension application has been processed by the concerned Regional office.
5. The navigation/process for generation of PPO is as under :
6. Main Menu > Employee self Service > Funds > Pension > Pension Administrator > Pension Slips Scrolls etc. > Pension order > click " Add a new Value" > enter PF no of the retiree in field " Run Control ID" > click "Add" > enter PF No again in field " EmpliD" > click "RUN" > a new screen will POP UP, click "OK" > click " Process Monitor" > click " Refresh" till field under Run status is " Success" and field under Distribution Status is "posted" > Click on "Details" a new screen will pop up > click " view log /Trace" a new screen will pop up > click "ubpensi3 XXXXX.PDF" to view and Print the PPO.
7. PPO's should be generated through Union Parivar module only, after payment of first Pension of the retiree. HR Administrators should also ensure to cross check the details of the PPO with the " BIODATA" and "FORM-3 / FORM-4", data available in Union Parivar before dispatching the same to the retiree.
8. The PPO's of retirees who have retired prior to the date of issuing this circular and those who have not received their PPO will also apply for PPO with the respective Regional Offices.
9. For issuance of duplicate / revised PPO, the retiree to apply with the Regional office under whose jurisdiction the branch wherein his pension account is maintained (irrespective of the location from which the employee has retired viz., Branch/RO/FGMO/CO). HR administrator of Regional offices shall generate PPO from Union Parivar, affix the photograph, duly sign the same and arrange for delivering to the Retiree.
10. The post 2005 retirees can now also view/print their PPO by logging in to Union Parivar. The navigation for the page is Employee Self Service > Pension Payment order (for desktop login).
11. The duplicate / revised PPO of pre 2005 retirees cannot be generated through Union Parivar, it is prepared manually by EBD, HR, CO, Mumbai, hence, for pre 2005 retirees EBD, HR, CO, Mumbai, on the specific request of the retiree, shall issue the PPO and arrange for delivering the same to the retirees.
12. All branches / offices are advised to take a note of this circular and be guided accordingly.

ADVISORY REGARDING RENDERING OF SATISFACTORY SERVICES TO RETIRED STAFF MEMBERS

STAFF CIRCULAR NO.7503 Date: September 28, 2021

Sub: Advisory regarding rendering of Satisfactory Services to Retired Staff Members

This is in connection with various representations/grievances being received from our Retired Staff Members, regarding the support/services offered to them on their visit to our Branches. We wish to re-iterate to the Branches/Supporting Offices that such grievances/representations are unwelcome.

During the month of November, all the pensioners shall be approaching the Branches for updation of their Life Certificates. It is imperative that we treat our retired staff members with due respect and their queries/concerns are addressed to their satisfaction. The following are the enablers provided in Union Parivar, to all the Branches/Supporting Offices in the Branch Manager/Accountant/HR Manager IDs to address the concerns of the retirees.

1. Downloading of Form 16
2. Generation of Pension Slip
3. Submission/Updation of Investment Declaration
4. Life Certificate Updation.

Please note, the Pensioner can approach any of the Branches/Supporting Offices to get the above details and hence retirees should not be advised to visit the pension paying branches.

The retired Staff Members may also be assisted in downloading the U. Parivar App on their Mobile Phones, wherein all the above enablers can be accessed and submitted, except for Life Certificate Submission. The retirees should also be assisted with the navigation to access the "Information for Retirees" page available on the Corporate Web Site, for having an updated information on Circulars/Advisories to the retirees.

Considering the prevalling pandemic situation, Branches/Supporting Offices are advised to ensure that the concerns of the retirees are addressed immediately to their satisfaction, without causing any discomfort to the retirees.

Branch/Supporting Offices to ensure that the contents of the advisory is brought to the notice of all staff members.

SERVICE EXTENDED TO THE RETIRED EMPLOYEES OF THE BANK

Instruction Circular No:3572-2022 Date: 16.09.2022

Attention of Branches is invited to Circulars /Guidelines issued by the Bank from time to time on extending prompt and courteous service to all the customers including retired employees. Of late, we are receiving number of complaints from some of the retired employees on the quality & promptness of services rendered at our Branches/Controlling Offices. Complaints mostly pertain to poor response, delay in delivery of services and non-courteous behavior of frontline staff. Retired employees, carrying rich experience of the banking domain have not only served the Bank during their lifetime but are also senior citizens and loyal customers of the Bank. Majority of them continue to maintain good chunk of deposits and loans with the Bank. It is duty of the branches/controlling offices to extend courteous services to such retired senior citizen employees and ensure that retired employees are treated as extended members of our Union Parivar. We advise all the branches/controlling offices to implement the following guidelines whenever retired employees visit the branches/controlling offices.

1. On entering the branch premises, wish them and enquire about their well being and offer a seat.
2. Transactions relating to withdrawal and deposit of cash should be attended on priority basis and all efforts must be made by the Branches for making it hassle free and convenient.
3. Opening of fresh/renewal of deposit should be done on priority basis and deposit receipts must be handed over immediately on opening/renewal.
4. Issues relating to of account statement / interest certificate/TDS certificate / Pension certificates should be attended on priority basis and be immediately made available on the on same day.
5. Life certificates must be obtained proactively from the pensioners and forwarded to the concerned authority immediately.
6. Invite the retired employees to the Bank foundation day function and felicitate them suitably.
7. Retired employees carry rich knowledge and experience with them. Branches may seek their support for additional business and new reference.
8. Invite the retired employees (stationed locally) to all the functions organized by the branches /controlling offices as goodwill gesture and their contribution to the institution must be acknowledged. Branches must utilize the opportunity to brief the retired employees about the new products, services and initiatives launched by the
9. Bank.
10. Retired employees should be one of the invitees of customer service committee meetings to be conducted by Branches and controlling offices and their feedback must be taken for improvement of customer service and strengthening grievance redressal mechanism.
11. Obtain the feedback from retired employees on Bank’s products and services and convey the same to RO/FGMO/CO vertical for improvement/modification wherever it is feasible.

Above referred points are only illustrative but not exhaustive, branches/controlling offices should treat the retired employees as the brand ambassador of the Bank and extend prompt and courteous services at all times .Further their feedback /suggestions must be taken in right spirit and may be utilized for strengthening of relationship and overall development of Bank.

All the Field Functionaries are instructed to take careful note of the above in true letter and spirit and ensure strict compliance.

SUBMISSION OF ANNUAL LIFE CERTIFICATE BY STAFF PENSIONERS I FAMILY PENSIONERS

Staff circular: 8411 dated September 30th ,2024 & 10889 dated 26 september 2025

- As per the extant guidelines, pensioners are required to submit the Life Certificate during the month of November, every year, to ensure uninterrupted payment of monthly pension.
- ~ Staff Pensioners/Family pensioners of staff may submit their annual life certificates, effective from 01" November , through the following modes:

- Personal Visit to any of the Branch of the Bank, not necessarily Pension paying branch. Life certificate shall be submitted by the Branch in Union Parivar. Acknowledgment of Life Certificate, generated from Union Parivar to be obtained from the Branch.
- Jeevan Pramaan: Digital Life Certificate online through AADHAAR based authentication system. The pensioner, however, should ensure that his/her AADHAAR details are updated in Union Parivar records.
- Door-Step Banking: Pensioners can also avail the door-step Banking facility of the Bank for digital submission of Life Certificate.
- NRI pensioners / family pensioners who are unable to come to India for personal identification, he/she may be allowed, based on a certificate to be issued by an authorized official of the embassy of India /High Commission of India I Indian Consulates in the country where he/she is residing. The certificate is to be issued on verification of pensioner/family pensioner, based on photograph pasted in the PPO or on the basis of photograph pasted on the passport or any other such document.
- A pensioner not resident in India in respect of whom a duly authorized agent produces Life Certificate signed by a magistrate or a notary or an officer of an Indian authorized Bank or Diplomatic Representative of India, is exempted from special appearance.

- Pensioners are advised to carry their Aadhaar Card & Pan Card for updation of the same in Union Parivar, for smooth generation of FORM 16.
- Please note, non-updation of life certificate in Union Parivar will lead to discontinuation of pension and hence all staff pensioners/ family pensioners of staff are to be advised to submit the life certificate in December 2025.

Operational Instructions to Branches

Staff Pensioners/family pensioners of staff shall be visiting the Branches from 1" of October 2024, for updation of their life certificates. Retired staff members/ family pensioners should be treated with due respect and their queries I concerns should be addressed to their satisfaction.

- All branches to update the life certificate of staff pensioners/family pensioners in Union Parivar. Navigation in Union Parivar is as under
    - MAIN MENU -') MANAGER SELF SERVICE -') LIFE CERTIFICATE
    - Click on "ADD A NEW VALUE" tab, enter the Employee ID (PF NO) of the staff pensioner and then click on "ADD" button.
    - Fill up the necessary fields/ details appearing on the screen and then click save button.
- Branches to verify the physical PAN & AADHAAR and ensure that the correct PAN and AADHAAR are updated in the Union Parivar. Mobile number and email Id is also to be updated, to ensure swift communication of our messages.
- Life Certificate shall be updated on real time basis and acknowledgment of Life Certificate, generated from Union Parivar and duly signed by pensioner and Branch official shall be invariably provided to the pensioner.
- Copy of the acknowledgment, duly signed by the pensioner and the Branch official shall be maintained in the branch records.
- In cases wherein the pensioner has visited a branch, other than the pension paying branch, the copy of acknowledgement duly signed by pensioner and branch official shall be dispatched to pension paying branch, for their records.
- In the case of pensioner not resident in India in respect of whom a duly authorized agent produces Life Certificate signed by a magistrate or a notary or an officer of an Indian authorized Bank or Diplomatic Representative of India, a scanned copy of the same may also be mailed to ebd.co@unionbankofindia.bank.in.
- Branch to feed correct PF number in Union Parivar and verify the name & details of the person visiting the branch, to avoid wrong updation of life certificate.
- Reiterated, since such instances have been noticed earlier.
- Pensioners of e-AB and e-CB may quote their old PF I Employee number while visiting the Branches. Branches to ensure that the new PF I Employee numbers allotted to the Pensioners of e-AB and e-CB are fed in Union Parivar and Life Certificate is updated correctly.

- In cases wherein, pensioner is not aware of the new PF /Employee number, Branch may contact EBD, HR, Central Office on IP No's. 116246, 116268, 116239 , 116242.
- In case of any technical issue while updating in Union Parivar, the signed/certified life certificate be mailed to us in email id ebd.co@unionbankofindia.bank.in OR we may be alternatively contacted in IP Nos as stated above.
- Pension paying Branches are advised to follow-up with their Staff Pensioners/Family Pensioners and ensure that the Life Certificates are updated in Union Parivar latest by 30.11.2025.
- The contents of the circular shall be brought to the notice of all staff members and the pensioners of the Branch.
- All branches/ offices are advised to ensure strict compliance as per staff circular no 100889 date 26.09.2025 of the above instructions. Any lapses observed shall be viewed seriously.
- Branches shall accept Life Certificates from 01.10.2025 for pensioners aged above 80 years and from 01.11.2025 for pensioners aged below 80 years.
- A detail guideline has been issued of JEEVAN PRAMAAN APP FOR ANDROID MOBILE PHONES in staff circular no 100891 date 26.09.2025

POLICY FOR ENGAGEMENT OF RETIRED OFFICERS AS ADVISORS

(Staff Circular No. 6448 dated 19.09.2016)

Preamble

Bank faces enormous challenges across the business spectrum in these times of transition from brick and mortar to e-banking and particularly the challenges on the HR front is daunting in the area of replenishment of talent. As one of the alternate short term HR Strategies Bank engages the services of retired officers of the Bank on contract for providing advisory services on certain key issues. Governments of India vide its communications bearing F.No. 9/11/2005-IR dated 29.12.2009 and 12.01.2015 has issued certain guidelines on the subject and in terms thereof there is a need to formulate a Policy.

Accordingly, Bank has put in place the "Policy for Engagement of retired Officers as Advisors in the Bank".

1. **Purpose:**

Engaging an Advisor shall be only in special/exceptional circumstances for specific purpose(s), and for a specified duration. Such an engagement shall not be against any vacant posts.

An illustrative but not exhaustive list of special/exceptional circumstances is as under:

a) Absence of required expertise in house, and /or
b) Need for efficiency, and/or
c) Need to have highly qualified and/or experienced persons for providing specific services in various spheres like Managerial, Administrative, Technological, Training and Mentoring, etc.

However, at the time of engagement of Advisor/s in the Bank, it must be ensured that the post held by the retired Officer prior to his/her retirement should be filled up at least a month before the said engagement. Further, it must also be ensured that no Posts in that Grade/Scale shall be kept vacant.

2. **Preparation of Terms of Reference :**
   Terms of Reference should include –
   a) Purpose or objectives of the engagement in precise terms;
   b) Outlining the tasks to be carried out indicating the details of work/specific tasks/activities to be assigned to the Advisor;
   c) Schedule for completion of the assigned tasks clearly identifying the time frame;
   d) Infrastructural support or inputs to be provided to the Advisor by the concerned Functional Departments/Verticals to facilitate the engagement;
3. **Scope of Duties:**
   During the period of such engagement, Advisor/s would be required to perform any relevant work with reference to the terms of Reference or as assigned to them by the Officer/.Executive to whom they report to in the Bank as specified in the proposal for engagement. The advice offered by the Advisor shall be in writing to the Vertical to which he will be reporting.
4. **No. of Advisors:**
   The number of Advisors as per this Policy shall not exceed Ten (10) at any given point of time.
5. **Period of Engagement** :
   a) Engagement shall be purely on contract basis and to be considered on a case-to-case basis.
   b) The Engagement would be initially for a period of not more than 06 months depending upon the specific job in the time frame of completion.
   c) If required, it may be extended initially for a period of up to 06 months.

d) A further extension up to a maximum period of 03 months beyond 12 months of engagement may also be considered only in exceptional circumstances.

e) Maximum age at the end of the tenure/extended tenure shall not exceed 65 years.

6. **Working Hours:**

The contractee shall follow the normal working hours as applicable to swerving officials.

7. **Eligibility:**

   a. Candidates who have superannuated as an Officer in SMGS-IV/TEGS-VI/TEGS-VII from a Public Sector Bank or in equivalent posts in any Private Sector Bank/Foreign Bank in India are eligible.
   b. He shall maintain good health.
   c. Candidates as mentioned in point (a) above, who have Voluntarily Retired or are dismissed or Compulsorily Retired from service or against whom punishments were imposed on account of fraudulent cases or on moral turpitude grounds, or who are members of any political party, are not eligible.
   d. There should not be any vigilance case or criminal prosecution or disciplinary proceedings pending or under contemplation against the candidate.
   e. No punishment/penalty should have been inflicted on the official during give years of his service in the Bank preceding his retirement.

8. **Age Limit**:

The engagement of Advisor/s shall be within 3 years after his/her superannuation in the Bank as on the cut-off date prescribed for eligibility and the maximum age at the end of the tenure shall not exceed 65 years.

9. **Educational Qualifications**:

The retired Officer should have a Graduate Degree in any discipline and should have passed CAIIB (Both parts) or a Post Graduate Degree in any discipline.

10. **Experience:**

The retired officers should possess the following minimum experience in order to be engaged as Advisors in the Bank. However, as regards duration of maximum experience, t4he same will be decided on a case to case basis.

S.No.	**Grade/Scale at the time of retirement**	**Minimum Experience**
A	TEGS-VII	At least 05 years' experience in the grade(s) of SMG-V, TEGS-VI & TEGS-VII put together
B	TEGS-VI	At least 05 years' experience in the grade(s) of SMG-IV, SMGS-V & TEGS-VI put together
C	SMGS-v	At least 05 years' experience in the grade(s) of SMG-IV, SMGS-VI & SMGS-V put together

Besides, the minimum experience, they should have good track record, good communication and interpersonal skills and domain knowledge in the relevant verticals/field, etc.

11. **Selection Procedure, Renewal, Performance Appraisal & Competent Authority:**

   a. The proposal for engagement of Advisor/s in terms of the provisions of the Policy along with the recommendations shall be initially placed before the Sub-Committee of the Board of Directors on HR by the Human Resources department, Central Office, along with the concerned Functional Department/Verticals, if any.
   b. The Competent Authority for engagement of Advisor/s on the first instance and or duration up to a period of 06 months shall vest with the Board of Directors, based on the concurrence and observations thereon made by the Sub-Committee of the Board of Directors on HR.
   c. The Competent Authority for the renewal of engagement of an Advisor for duration beyond 06 months and up to 12 months, depending upon the performance of the engaged Officer and progress of the assigned project, shall best with the Managing Director & CEO.
   d. The Competent Authority for the renewals of the engagement of an Advisor for duration of 03 months beyond the initial 12 months, shall be vested with the Board of Directors, which however, shall be resorted to only in exceptional circumstances.

e. The Performance of the Advisor shall be based on the Key Responsibility Areas (KRAs) arising from the Terms of Reference vis-à-vis the objectives to be achieved as defined in the proposal in respect of his/her initial appointment.

12. Termination of Engagement:

a. Engagement may be terminated at any time at the discretion of the Bank with prior approval of the Managing Director & CEO, without assigning any reasons whatsoever, by giving a notice of 15 days.

b. In case, an Advisor desires to leave the engagement, he /she has to give 15 days' notice, which however, can be exempted by the Managing Director & CEO or in his absence by Executive Director in charge of the HR Functions, at his discretion.

c. The termination will be without prejudice to either party's rights accrued before termination.

13. Remuneration , Allowances Benefits & Facilities:

a. The Advisor/s will be paid consolidated remuneration on monthly basis based on the last Gross Pay/notional Gross Pay drawn, as the case may be, minus Gross Pension at rates prevailing on the date of initial proposal.

b. In the event of absence other than on permissible leave, the period of such absence shall be treated as on Loss of Pay & Allowances.

c. The contractual period will not be reckoned as service for the purpose of superannuation benefits, PF, Pension, Gratuity, Bonus, etc.

d. The Advisor/s shall not normally be entitled to any allowances/benefits/facilities/reimbursements other than the consolidated remuneration.

e. However, the Board may specifically approve, on consolidated basis or on reimbursement basis, either on actual or on declaration basis, any/all of the allowances & benefits as also prescribe the maximum limits and periodicity thereon, if deemed fit, on a case-to-case basis. In such an event the maximum limits for each of the allowances/benefit/facility including recoveries, wherever applicable, shall be restricted to the amount as applicable to the Grade/Scale held by the contractee before retirement, comparable with that prevailing in Union Bank of India.

f. The allowances/benefits/facilities/reimbursements for this purpose shall be in the form of Conveyance, Transportation, Vehicle, Fuel, Residential Accommodation, HRA, CCA, Medical Aid, Hospitalization, Insurance, Leave of any kind, Leave Encashment, Mobile Phone Hand set and / or connection / call charges, Telephone, Internet Connectivity, Visiting card, Cabin space, Computer, Laptop, Table, TE/TA including expenses on relocation from the place of posting to place of settlement, or any other benefit/allowance/reimbursement known by any other terminology whatsoever.

g. The functional department/vertical under whom the Advisor/s are placed shall be responsible for payment of the Contractual obligations, TDS deductions thereon, and ensuring the compliance of the terms and conditions under the contract, etc. for which necessary records shall be maintained.

14. Taxes:

Taxes, as per the prevailing rates and rules will be deducted at source before effecting the payment of remuneration and other benefits.

15. Confidentiality of data and documents:

a. The Advisor/s shall be required to maintain discipline and absolute integrity in accordance with the rules as contained under the Union Bank of India Officer Employees 'Conduct Regulations, 1976.

b. The Advisor/s is expected to maintain secrecy about the affairs/business transactions of the Bank or to the business of any person having any dealing with the Bank and should not divulge any information thereto outsiders. In this regard, a Fidelity and Secrecy agreement in the Bank's proforma has to be executed.

16. Conflict of Interest:

a. The Advisor/s appointed by the Bank, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Bank.

b. He /She should not represent the Bank in any negotiations nor exercise any administrative, financial or disciplinary powers.

c. Further, he/she should not be assigned powers relating to the day-to-day functions of the bank.

17. Interpretation clause:

a. The power to interpret any of the guidelines or power to settle any of the disputes arising out of these guidelines shall line with the Managing Director & CEO or in his absence by the Executive Director in charge of the HR functions, whose decision shall be final and binding on the Advisor/s.
b. Any condition not explicitly covered under these guidelines shall be put up to the Managing Director & CEO or in his absence by the Executive Director in charge of the HR functions, whose decision shall be final and binding on the Advisor/s.

18. Modification/Review:

a. The Policy shall be modified/reviewed/revised from time to time, so as to incorporate changes, as may become necessary, subject, however, to obtaining concurrence from the Sub-Committee of Board of Directors don HR and final approval by the Board of Directors.

IMPLEMENTATION OF NEW TDS SECTION 194P – SPECIFIED SENIOR CITIZEN - STAFF PENSIONERS

Sc. No.8198 dated 07.02.2024

The Finance Act 2021 introduced new Section 194P (effective from 01.04.2021) to the Income Tax Act 1961 to deal with TDS(Tax Deducted at Source) obligations of specified senior citizens. Under Section 194P, tax is deductible only in case of "specified senior citizens". For this purpose, specified senior citizen is an individual who satisfies the following conditions:

i) He/She is a resident individual

ii) He/She is 75 years or more at any time during the previous Financial year.

iii) He/She has income from pension which is credited in his pension account with "specified Bank"

iv) He has no other income except interest received / receivable from any account maintained by such individual in the same "Specified Bank" in which he gets pension income. ("specified bank" means a banking company which is a scheduled bank and has been appointed as agents of RBI under section 45 of the RBI Act)

v) He/She shall be required to furnish a declaration under Form 12BBA to the "specified bank".

Once the specified bank, deducts tax for senior citizens under section 194P there will be no requirement to file income tax returns by the specified senior citizens.

Please note this provision does not exempt specified senior citizens from paying taxes. However, this provision is meant for avoiding hassles of filing of Income Tax returns by the "specified senior citizens".

In order to avail the relief under section 194P to the IT Act 1961, the staff pensioners who are "**specified senior citizens**" and are having no other income except interest income from deposits maintained solely with Union Bank of India shall submit a declaration in Form 12BBA as annexed herewith.

Eligible staff pensioners who wish to avail the relief under section 194P to the IT Act 1961 may submit the duly filled Form 12BBA latest by 29.02.2024, to email id ebd.co@unionbankofindia.bank.in, for deduction of TDS/TAX under section 194P, for FY 2023-24.

Based on the declaration Form 12BBA, the Bank shall compute the gross total income (pension plus interest income) and to calculate the net taxable income deductions, tax exemptions as uploaded by the pensioners, along with proof in the approved Investment Declaration and the rebates available under section 87A shall be considered and applicable TDS under section 194P shall be arrived.

The staff pensioners who have submitted the Form 12BBA to our department may maintain sufficient balance in the Staff Pension Account, so as to enable us to deduct the Income Tax amount and remit the same under section 194P.

Branches/offices are instructed to display the circular in branch notice boards and inform/educate staff pensioners of the relief under section 194P of the IT Act.

Staff Circular: 101000 - 2025 October 8th, 2025

NATIONAL ANUBHAV AWARDS SCHEME, 2026

The Department of Pension & Pensioners' Welfare (DoPPW), Government of India, has introduced the National Anubhav Scheme 2026 to encourage retiring and retired employees to share their experiences, achievements, and suggestions from their service tenure.

This initiative aims to build a comprehensive repository of best practices and valuable insights to strengthen governance. The scheme provides a structured platform for employees to document their significant contributions and experiences, serving as an important resource for future policy-making and administrative reforms.

In this context, employees who are retiring within the next 8 months or have retired within the last 3 years are eligible to submit their Anubhav Write-ups.

A detailed video tutorial on the submission process is available on the official Pensioners' Portal. The link and corresponding QR code are provided below for easy access:

Pensioners' Portal QR Code https://pensionersportal.gov.in/Anubhav	
Video Tutorial QR Code https://pensionersportal.gov.in/VideoGallery.aspx	

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