

**ALLAHABAD BANK**  
**PERSONNEL ADMINISTRATION DEPARTMENT**  
**(HUMAN RELATIONS SECTION)**  
**Head Office : 2, Netaji Subhas Road, Kolkata – 700 001**

---

**Instruction Circular No.14723/ADMN (HR)/2016-2017/13**

**Date: 09-12-2016**

---

**To ALL OFFICES & BRANCHES**

**C I R C U L A R**

**Extension of Date for the Renewal of Medical Insurance Scheme  
for the Retired Officers/ Employees of the Bank for the year 2016-2017**

Reference is invited to Head Office Instruction Circular No. 14589/ADMN (HR)/2016-2017/11 dated 14-10-2016 and Instruction Circular No.14649/ADMN (HR)/2016-2017/11 dated 16-11-2016 regarding deposit of premium for renewal of the Medical Insurance Policy for retired officers/ employees of the Bank for the year 2016-2017.

The renewal of the Medical Insurance Policy for retired officers/ employees has been effected from 1st November, 2016 for a period of one year and the last date of deposit of renewal premium was 31<sup>st</sup> October, 2016.

The United India Insurance Company Ltd, the lead insurer has informed that, they have given one more opportunity to the eligible retirees to join the IBA Medical Retirees scheme by paying full premium. The eligibility criteria of the retirees as under:

- i. Bank employees who have retired in 2015-2016. (between 1<sup>st</sup> October 2015 - 30<sup>th</sup> September, 2016) and were covered under expiring employee's policy.
- ii. Retiree's who were covered under expiring retiree's policy, but could not renew by remitting the premium in time.

Accordingly, eligible retired Officers/Employees, (as per (i) and (ii) above) who could not join/ renew their policy by paying the premium in time, are advised to e-mail a scan copy of their "Debit Authority" ( enclosed "Annexure-A-3/1") to the mail Id- [ho.mediclaim@allahabadbank.in](mailto:ho.mediclaim@allahabadbank.in) immediately, latest by **30/12/2016** before 5.00 P.M. and confirm that the e-mail has been received by HR Section, Head office over Telephone No. 033-22307546. **All the retirees opting for this medical insurance policy will be covered up to 31<sup>st</sup> October, 2017 only irrespective of their date of joining the policy.** All other existing terms and conditions shall remain unchanged.

This circular is also being uploaded in "Retiree Corner" menu under Bank's website [www.allahabadbank.in](http://www.allahabadbank.in) for information of all retired Officers/Employees.

The contents of this circular should be brought to the notice of all concerned and a copy of the circular should also be displayed on the Bank's Notice Board.

Encl: As above

(B N Sahoo)  
Asstt. General Manager (HR)

“Annexure-A-3/1”

To  
The Asstt. General Manager (HR)  
Allahabad Bank  
Head Office,  
14, India Exchange Place, (4th Floor)  
Kolkata- 700001

Dear Sir,

Re: “Debit Authority” for renewal of the Medical Insurance Policy  
for Retired Officers/Employees of the Bank

I request you to kindly debit a sum of Rs..... (Rupees.....  
..... .Only) from my / our Savings Bank Account No.....

towards the insurance premium for renewal of the Medical Insurance Policy for Retired Officers/ Employees and take necessary action for coverage under the Medical Insurance Scheme for Retired Officers/Employees for the year 2016-17.

Yours faithfully,

Date:

-----  
(Signature of the Retired Officer /Employee)

Name :

PF No.

Date of Birth :

Mobile No.

Date of Retirement: