

Classified Material



SBH

स्टेट बैंक ऑफ हैदराबाद
State Bank of Hyderabad

आधुनिक
Modern
नवीन
Innovative
विश्वसनीय
Dependable

प्रधानकार्यालय, गुनफाऊन्ड्री
HEAD OFFICE, GUNFOUNDRY
हैदराबाद
HYDERABAD

For Internal Circulation only

e-Circular

Serial No. 237

Circular No. PER/2016 - 17/30
DEPT: INDUSTRIAL RELATIONS DEPT

Date: 24-06-2016

All BRANCHES AND
ADMINISTRATIVE OFFICES.

**Subject :STAFF SUPERVISING AND AWARD - IBA MEDICAL INSURANCE SCHEME -
CLARIFICATION.**

Please refer to following Head Office Circulars detailing the IBA Medical Insurance Scheme implemented in our Bank and clarifications on the scheme for working staff.

PER/2015-16/50 dated 30.09.2015
PER/2015-16/63 dated 07.11.2015
PER/2015-16/78 dated 05.12.2015
PER/2015-16/87 dated 24.12.2015
CIRLTR/2015-16/101 dated 04.01.2016
PER/2015-16/99 dated 28.01.2016

2. On receipt of queries from the members of staff, the procedure to be adopted in case where original medical prescriptions are not available with them, the matter was referred to United India Insurance Co. Ltd for clarification.

3. United India Insurance Co. Ltd., has clarified that in situation where original prescriptions cannot be submitted due to special circumstances, photocopies duly attested in the following manner will be accepted.

4.a. Attestation of photocopies of prescriptions taken for domiciliary treatment should be submitted as follows:

- Attestation should be done by an official not below the rank of Branch Manager.
- In case of Zonal / Regional / Head Office it should be done by departmental head.
- Also all attestation should contain Name & Designation, Seal & Office seal without fail.
- Attestations without Name & Designation & office Seal will not be accepted.

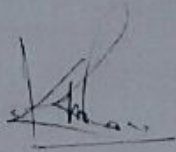
4.b Other guidelines for time limits for the prescriptions are as under:-

- The prescriptions will be valid till the time, if any, specifically mentioned by attending doctor.
- Prescriptions without any time limit shall remain valid till 90 days.
- Prescriptions with the time limit of more than 180 days will be required to be re-validated after 180 days by the attending doctor.
- Prescriptions prior to commencement of the policy is acceptable provided it complies with above time limits and re-validation requirements.

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5. Other terms and conditions will remain unchanged.
6. Please bring the contents of the circular to notice of the members of staff working at the branch / office.



GENERAL MANAGER (HR & PBD)