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|  बैंक ऑफ महाराष्ट्र Bank of Maharashtra भारत सरकार का उद्यम एक परिवार एक बैंक | Human Resources Management Department मानव संसाधन प्रबंधन विभाग Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5 प्रधान कार्यालय: लोकमंगल, १५०१, शिवाजीनगर, पुणे-५ टेलीफोन / Tel: 020-25614272 ई-मेल / E-Mail: bomcowelfare@mahabank.co.in |  |
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AX1/HR/Welfare/Cir.170/2024-25

Date: 29.03.2025

ALL BRANCHES / OFFICES OF THE BANK

Dear Sir/ Madam,

Reg: - Group Medical Insurance Policy for the year 2025-26 - Extension

This has reference to HRM circular No. AX1/HR/Welfare/Cir.157/2024-25 dated 04.03.2025 regarding punching of application for Group Mediclaim Policy 2025-26. As per circular, the online application utility in HRMS portal was made available from 05.03.2025 to 24.03.2025.

On request of few employees/retirees who have missed the chance to apply / avail the benefit of the scheme in the above-mentioned period, bank has requested Oriental Insurance Co. Ltd. to provide another chance for employees/retirees to apply. Considering the request of Bank, Oriental Insurance Co. Ltd has permitted to extend the timeline for online application / punching data up to 15.04.2025 subject to following conditions.

1. The online application utility in HRMS portal will be made available from 01.04.2025 to 15.04.2025.
2. Willing employees/retirees those who have missed the chance to apply may do so by paying full premium.
3. **Those employee/retirees who had already punched the application but amount not deducted due to insufficient fund or any other reason, if willing to continue the policy, they will have to cancel the previous application and will have to apply a fresh application.**
4. Actual Coverage will start from 02.05.2025 for the existing members of Group Mediclaim Policy and for new members coverage will start from 02.06.2025.
5. No claim shall be admissible during the break period i.e. for the period of 02.04.2025 to 01.05.2025.
6. Staff should ensure that his/ her application is duly punched in HRMS and should obtain the acknowledgment from the punching Branch. *(Only dropping an email or submitting application in hard copy may not suffice the purpose.)*
7. Applicant should check the details punched in the application thoroughly (account no, dependent name etc.), as changes may not be possible afterwards.
8. This is the last chance for punching the application in Group Medical Insurance Policy 2025-26, we will not be able to punch any application or debit any account manually after the cutoff date.

Application form for Group Mediclaim Policy has been made available in HRMS. The link is as under:

HR@1CLICK - WELFARE REQUESTOR - WELFARE TYPES - SELECT "BOM March Policy" from drop down

Individual's account no. mentioned in the application (Pension / Salary Account) will be debited with the amount of premium on 16.04.2025. All are requested to maintain sufficient balance in their Pension / Salary accounts till their account is debited.

In case of insufficient balance, the policy in respect of the concerned shall not be renewed. No follow up will be made with employees whose renewal has failed due to insufficient balance and no further extension will be allowed. Any request for manual debit may not be entertained at any point in time.

The employees, who wish to discontinue the policy, should not punch their data, and need not convey about their discontinuation. Automatic renewal of Policy is not allowed in the system.

All other terms and conditions of the policy shall be as per the circular mentioned above. All the Branch Managers / Zonal Heads / Department Heads are requested to bring this circular to the notice of all the employees including retired employees.

Yours Faithfully

(K. Rajesh Kumar)
General Manager
HRM