



HUMAN RESOURCE MANAGEMENT DEPARTMENT, HEAD OFFICE
PLOT NO.4, SECTOR-10, DWARKA, NEW DELHI-110075

TO ALL OFFICES

22-07-2021

HRMD CIRCULAR NO. 586/2021.

REG: ENROLLMENT UNDER PNB HOSPITALISATION CONTRIBUTORY BENEFIT SCHEME FOR RETIRED EMPLOYEES THROUGH HRMS – DECENTRALIZATION FROM 01.08.2021.

The Board in its meeting held on 18.02.2009 approved introduction of “**PNB Hospitalization Contributory Benefit Scheme for Retired Employees**” under the Staff Welfare Fund. This scheme covers all the retired employees of PNB, eOBC and eUNI irrespective of cadre.

The salient features of the scheme are:

i)	Objective	To provide hospitalization assistance to the eligible retired employees of the bank and their spouse.
ii)	Eligibility	<ul style="list-style-type: none">➤ All officers/workmen employees retired on superannuation can become the member of the scheme within three months from the date of their retirement.➤ Spouse of the employee who die while in service.➤ Officers/workmen who had retired voluntarily under PNB Officers’ Service Regulations/PNB Employees Pension Regulation after putting in 30 years of service in the bank or completing 55 years of age, whichever is earlier, to become member of the scheme with the condition that such retirees shall be entitled to avail the benefits under the scheme only on attaining the age of 60 years.

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		<p>➤ The scheme is also available for VRS 2000 retirees with the condition that they shall be eligible for the benefits only after completion of 60 years age and they will be able to claim benefits under the Scheme after one year from the date of realization of cheque/draft towards the subscription.</p> <p>Employees discharged/dismissed/removed from service/ compulsorily retired or terminated on grounds of misconduct will NOT be eligible under the scheme.</p>
iii)	Subscription	One Time subscription of Rs.5000/-.

As per existing enrollment procedure, all the retirees who were desirous of becoming member of PNB Hospitalisation Contributory Benefit Scheme for Retired Employees need to submit the application along with Cheque/Demand Draft of Rs. 5000/- in favour of PNB Hospitalisation Contributory Benefit Scheme for Retired Employees payable at CDPC, Delhi to HO HRD Hospitalisation cell, Dwarka, New Delhi.

From 01.08.2021, the procedure for enrollment of retirees under the said scheme has been decentralized and a new page for “**PNB HOSPITALISATION CONTRIBUTORY BENEFIT SCHEME FOR RETIRED EMPLOYEES**” has been devised in HRMS system, wherein complete details of applicant (as per Annexure II attached) will be entered in HRMS by **BO/CO/ZO/HO Divisions** and verified application will be uploaded in HRMS system after scanning by the Branches/Offices. The respective A/c no. given by the retirees will be debited at **HO** on weekly/fortnightly basis as per MIS taken from HRMS. **(NO CHEQUE/DRAFT NEEDS TO BE SUBMITTED ALONG WITH APPLICATION).**

Navigation to enter application in HRMS is as under:-

**NAVIGATOR ⇒ WORKFORCE ADMINISTRATION ⇒ HOSPITALISATION BENEFITS
⇒ HOSPITALISATION ENROLLMENT ⇒ ADD NEW VALUE**

After debiting the subscription amount by HO HRD Hospitalisation Cell, the retirees will be enrolled as member under the scheme from the date of debit of subscription amount and will be eligible for benefits as per eligibility of the scheme. This enrollment procedure can be facilitated from any branch/office of PNB 2.0 for all retirees willing to join the above scheme.

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All Branches/Offices are advised to enter enrollment application of the retirees carefully and get this circular noted from the retired employees who are drawing pension from their branches.

Further, all the terms and conditions of the scheme shall remain unchanged.

GENERAL MANAGER
(S K Rana)

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HUMAN RESOURCE MANAGEMENT DEPARTMENT, HEAD OFFICE**

Navigation to enter application in HRMS is as under:-

NAVIGATOR ⇒ WORKFORCE ADMINISTRATION ⇒ HOSPITALISATION BENEFITS ⇒ HOSPITALISATION ENROLLMENT ⇒ ADD NEW VALUE ⇒ PF NO.

The screenshot shows the HRMS interface for Hospitalization Enrollment. At the top, there is a breadcrumb trail: < Employee Self Service > Hospitalization Enrollment. Below this, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted. Below the buttons, there is an input field for 'Empl ID' with a blue arrow pointing to it from a box labeled 'EMPL. / PF NO. OF RETIREE'. Below the input field is an 'Add' button.

A New page will open to fill the applicant details in HRMS as per Annexure II

The screenshot shows the 'Enrollment Form' in HRMS. The form is titled 'Enrollment Form' and has a breadcrumb trail: < Employee Self Service > Hospitalization Enrollment. The form contains several fields and buttons. Callouts point to various fields: 'Name', 'Date of Birth', 'Cadre', 'Date of Joining', 'Retired From Office', 'Spouse Name', 'Email Address', 'Account Number', 'Address', 'PIN Code', 'Alive', 'Name In Proof', 'Designation', 'Date of Retirement', 'Retirement Reason', 'Spouse Alive', 'Spouse Date of Birth', 'Mobile Number', 'Whether retiree is alive or not', 'Name of retiree as per application', 'Whether spouse of retiree is alive or not', 'DOB of Spouse', 'Contact No. of retiree', 'Scanned copy of application is to be uploaded', 'Application Form Upload', 'View Application Form', 'Save', 'Enrollment Status', and 'Saved Date'. The 'Spouse Name' field is highlighted with a blue arrow from a box labeled 'Name of spouse of retiree'. The 'Email Address' field is highlighted with a blue arrow from a box labeled 'Email address'. The 'Account Number' field is highlighted with a blue arrow from a box labeled 'A/C No. to debit subscription amount'. The 'Address' field is highlighted with a blue arrow from a box labeled 'Communication address of retiree'. The 'Alive' dropdown menu is highlighted with a blue arrow from a box labeled 'Whether retiree is alive or not'. The 'Name In Proof' field is highlighted with a blue arrow from a box labeled 'Name of retiree as per application'. The 'Spouse Alive' dropdown menu is highlighted with a blue arrow from a box labeled 'Whether spouse of retiree is alive or not'. The 'Spouse Date of Birth' field is highlighted with a blue arrow from a box labeled 'DOB of Spouse'. The 'Mobile Number' field is highlighted with a blue arrow from a box labeled 'Contact No. of retiree'. The 'Application Form Upload' button is highlighted with a blue arrow from a box labeled 'Scanned copy of application is to be uploaded'. The 'View Application Form' button is highlighted with a blue arrow from a box labeled 'Scanned copy of application is to be uploaded'. The 'Save' button is highlighted with a blue arrow from a box labeled 'Scanned copy of application is to be uploaded'. The 'Enrollment Status' and 'Saved Date' fields are highlighted with a blue arrow from a box labeled 'Scanned copy of application is to be uploaded'.

After uploading the scanned copy of application the page can be saved to be processed at HO level.

**APPLICATION/ENROLMENT FORM FOR PNB HOSPITALISATION CONTRIBUTORY BENEFIT SCHEME
FOR RETIRED EMPLOYEES**

THE DY. GENERAL MANAGER
PUNJAB NATIONAL BANK,
HRD HOSPITALISATION CELL,
CORPORATE OFFICE PLOT NO. 4
SECTOR 10, DWARKA,
NEW DELHI 110075

Joint Photograph of Self and Spouse

PLEASE **ENROL** ME AS **MEMBER** OF THE ABOVE SCHEME TO WHICH I HEREBY OPT. I HAVE GONE THROUGH THE RULES AND REGULATIONS OF THE SCHEME AND AGREE TO ABIDE BY THE RULES AND REGULATIONS OF THE SAME AS MAY BE MODIFIED / AMENDED FROM TIME TO TIME. PARTICULARS ABOUT ME AND MY SPOUSE ARE GIVEN BELOW:

PF NO		EMPLOYEE NAME	
DOB		ALIVE	YES/ NO
CADRE/DESIGNATION		DATE OF JOINING	
SPOUSE NAME		ALIVE (SPOUSE)	YES/NO
DOB (SPOUSE)		DATE OF RETIREMENT	
RETIRED FROM OFFICE	BO..... CO.....	MOB NO.	
RETIREMENT REASON	SUPERANNUATION <input type="checkbox"/>	VOLUNTARY RETD UNDER OFFICER'S SERVICE REGULATION <input type="checkbox"/>	
DISMISSED <input type="checkbox"/>	COMPULSORILY RETD <input type="checkbox"/>	VOLUNTARY RETD UNDER PENSION REGULATION <input type="checkbox"/>	
MEDICAL GROUND <input type="checkbox"/>	VRS UNDER VRS 2000 <input type="checkbox"/>	DEMITTED THE OFFICE OF GM <input type="checkbox"/>	ANY OTHER <input type="checkbox"/>
CORRESPONDENCE ADDRESS			
			PIN
E-MAIL			

I AGREE AS UNDER:

1. **IRRECOVERABLY AUTHORIZE THE BANK TO DEBIT MY ONE TIME SUBSCRIPTION AMOUNT FROM MY BELOW MENTIONED ACCOUNT.**

A/C NO.	
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- I have read and understood the PNB Hospitalisation Contributory Benefit Scheme for Retried Employees and agreed to abide by the terms and conditions of the scheme.
- I also undertake that if at any point of time, during the currency of my membership of the scheme, the information submitted by me, either in relation to application form or hospitalisation claim preferred by me, is found to be false/misleading, my membership to the scheme will be terminated without any notice to me. The amount deposited by me towards my subscription of the scheme will stand forfeited and I will not be eligible to become member of the scheme again.
- The information given above by me is true to the best of my knowledge.
- I shall inform the Bank in case of any changes in my details such as contact information, account details, etc.

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Signature of Employee

.....
Signature/T.I. of Spouse

It is certified that Shri/Smt._____ retired on (date)_____ from (Name of Office)_____ as (Designation)_____.

Signature of retired employee and signature/Thumb Impression of his/her spouse given above are hereby verified.

Authorised Signatory
BO/CO/HO
PA No.....