



बैंक ऑफ बड़ौदा Bank of Baroda

BCC:BR:107: 65

08.02.2016

**CIRCULAR TO ALL BRANCHES/ OFFICES IN INDIA.**

ISSUED BY  
HRM Department, BCC, Mumbai

Dear Sir / Madam,

**Re: CORPORATE BUFFER UNDER MEDICAL INSURANCE SCHEME FOR EXISTING EMPLOYEES.**

As per provisions of the Joint Note/Bipartite Settlement dated 25.05.2015 signed between IBA and Officers' Association/ Award Staff Union, Medical Insurance Scheme for Existing Employees was implemented in our bank vide circular No. BCC:BR:107:487 dated 01.10.2015 w.e.f. 01.10.2015.

The Medical Insurance Scheme also envisages a Corporate Buffer for providing assistance to serving employees and their dependents whose eligible claims under the Medical Insurance Scheme exceeds the sum insured.

Accordingly, the Corporate Buffer Policy has been formulated by the Bank and is enclosed as Annexure A.

All staff members are advised to go through the provisions of the Joint Note/10<sup>th</sup> BPS dated 25.05.2015 & Corporate Buffer Policy so that the benefits available can be claimed in a prescribed format and within the stipulated time.

All Branches / Offices may bring the contents of this circular to the notice of all the employees and also display a copy on the Notice Board.

Yours faithfully,

(VINDHYA RAMESH)  
GENERAL MANAGER (HRM)

Encl : a/a.

**ANNEXURE-A****CORPORATE BUFFER UNDER MEDICAL INSURANCE SCHEME FOR EXISTING EMPLOYEES****OBJECTIVE:**

To provide assistance to the serving employees of the Bank and their eligible dependents whose claims exceeds the sum insured under Medical Insurance Policy for Existing Employees on case to case basis.

**PERIOD:**

Utilization of Corporate Buffer shall be on year to year basis in accordance with the period of the Policy. Presently the policy period is 01.10.2015 to 30.09.2016.

**COVERAGE**

Only serving employees of the Bank are covered under the Corporate Buffer w.e.f. 01.10.2015.

The maximum amount reimbursable under Corporate Buffer together to an employee and their dependents are as under:

Officer and their dependents	Rs. 4 lacs/-
Award Staff and their dependents	Rs. 3 lacs/-

**CONDITIONS & ELIGIBILITY:**

- ❖ Corporate buffer is payable only when a claim otherwise falls within the scope of the Policy.
- ❖ Maximum of one Sum Insured (SI) shall be allowed to employee/dependents for the expenses incurred/to be incurred in respect of identified diseases mentioned below.
- ❖ In case of Cashless mode, Buffer will be paid directly to the Hospital as far as possible and in other cases it will be reimbursed to the employees.
- ❖ Corporate buffer is not be utilized for normal maternity cases. Similarly corporate buffer shall not be utilized for Domiciliary treatment/OPD expenses but may be considered in case of deemed hospitalization.
- ❖ The reimbursement under Corporate buffer will not be allowed in cases where employees(Officers & Award Staff ) have stayed in rooms which are much above the eligibility limit specified under Joint Note/10<sup>th</sup> BPS. eg Normal bed charges of Rs. 5,000/- per day and ICU charges Rs. 7500/- per day.



### **UTILIZATION OF CORPORATE BUFFER- IDENTIFIED DISEASES**

- ❖ In cases of treatment for following diseases employees may be reimbursed equivalent to sum assured i.e. Rs. 4/- lacs for Officers and Rs. 3/- lacs for award staff respectively from Corporate Buffer provided to our Bank:

Cancer, Leukemia, Thalesemia, Tuberculosis, Paralysis, Cardiac Ailment, Pleurisy, Leprosy, Tumours, Internal haemorrhage, Kidney ailment, Epilepsy, Parkinson's disease, Psychiatric disorder, Hepatitis-B, Haemophilia, Myaesthesia Gravis, Hepatitis-C, Wilson's Disease, Ulcerative Colitis, Epidemolysis Bullos, Venous Thrombosis ( Not caused by smoking), Aplastic Anaemia, Psoriasis and Third degree Burns, Grievous accidents/ injury cases, Malaria, Diphtheria, Pneumothorax, Status Asthmaticus, Meningitis, Encephalitis, Brain/ Liver abscess, Jaundice.

- ❖ Any other ailment involving high cost illness or which resulted in complications during hospitalization treatment and expenses over & above sum insured.

### **PROCEDURE FOR CLAIM OF REIMBURSEMNT UNDER CORPORATE BUFFER:**

- ❖ Cases in respect of diseases mentioned above , shall be considered/examined by the Bank for allowing reimbursement/Cashless under Corporate Buffer.
- ❖ The concerned employee shall approach the Bank in case of expenses/estimated expense exceed the eligibility or amount of claim approved by UIICL/TPA.
- ❖ The request alongwith Claim form (attached as Annexure B), medical bills/papers shall be forwarded to respective Regional ~~Office~~ Office for onward submission to Head Office, Baroda. *Within -30- days of settlement of claim.*
- ❖ After examining the claim same may be forwarded to Corporate Office with all relevant papers for final decision in the matter.
- ❖ The reimbursement under Corporate Buffer shall be allocated subject to availability only.
- ❖ The reimbursement under Corporate Buffer shall be decided on case to case basis and at sole discretion of Competent Authority.

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**ANNEXURE-B**
**CORPORATE BUFFER CLAIM FORM**

Dy. General Manager (HR Operations)  
 Head Office, Baroda  
 Date:



Sr. No.	Particulars	Details
1	Name of the Employee	
2	EC NO.	
3.	Office of the Employee	
4.	Name of the Patient	
5.	Relationship with the Employee.	
6.	Name & Address of Hospital.	
7.	Date of Admission.	
8.	Nature of Illness- Attach Discharge Certificate or if still in hospital, treatment summary till date.	
9.	Total Amount of Hospital Bill.	
10.	Amount settled by Insurance Company.	
11	Details of claims made during Current Insurance Policy Period i.e. 01.10.201 till date.	Amount    Name of patient    Relationship    Disease

Signature of  
Employee/Claimant

Seal of the Branch

Signature of Branch Head  
Dated:

**RECOMMENDATION OF THE REGION:**

Dated

Seal of the Region

Signature of Regional head