The Chief General Manager,

State Bank of India,

Local Head Office,

All Circles / CCG / CAG / SARG etc.

Madam / Dear Sir,

SBI HEALTH CARE/ SBI RETIRED EMPLOYEES' MEDICAL BENEFIT SCHEME (SBI REMBS)
REVISED PROCEDURE FOR REGISTRATION OF MEMBERSHIP

Please refer to eCircular No. CDO/P&HRD-PM/46/2006-07 dated 16th November, 2006, wherein detailed guidelines pertaining to operations of SBI Retired Employees' Medical Benefit Scheme (SBI REMBS), including procedure for applying for membership was laid down. Subsequently, REMBS portal was launched and the process flow for applying membership was amended w.e.f. 10.09.2018 vide eCircular No. CDO/P&HRD-PPFG/38/2018-19 dated 07.09.2018. SBI REMBS was renamed as "One Time Payment Plan (OTPP)" and "SBI Health Care" vide eCircular No. CDO/P&HRD-PPFG/65/2019-20 dated 27.12.2019.

2.   It has now been decided to amend the procedure for applying for membership of SBI Health Care (SBI REMBS) to make the process fast and paperless. Accordingly, a new functionality "SBI Health Care (SBI REMBS) Enrolment" has been introduced in HRMS. The features of the functionality are as under:

   a) **Eligibility -** Eligibility of an applicant under the scheme will be based on data for the employee/ pensioner updated in HRMS and non-eligible employees/ pensioners will not be able to apply for membership of the scheme.

   b) **Data Updation in HRMS –** Any adverse development in the status of any employee/ pensioner (viz., dismissal, retirement under Section 19(3) etc., which

renders an employee/pensioner ineligible for membership under the scheme) must be arranged to be captured in HRMS immediately by the AO concerned.

c) **Online Application –** Online Application for SBI Health Care membership will be submitted by the eligible employee/ pensioner in HRMS and requirement of submission of physical declaration is dispensed with.

d) **Declaration -** Required declaration of the applicant for enrolment under the scheme shall be obtained online and submission of physical declaration is dispensed with.

e) **Subscription fee -** Payment of subscription fee will be debited to the account of the applicant maintained at the pension paying branch, authorization for which will be obtained digitally from the applicant under the functionality.

f) **Scrutiny & monitoring at AO/LHO -** No approval will be required at the AO/LHO level. However, the consolidated report of employees/ pensioners who have applied for membership of SBI Health Care (SBI REMBS) including the present status of the application will be available for viewing/ downloading at AO/LHO level for necessary scrutiny and to handle queries of the applicants.

g) **Rejection of ineligible applications -** After submission of application by an applicant, rejection of the application can be done only by the authorized official at Corporate Centre. If any application is to be rejected due to any adverse development in status of the employee/ pensioner, rendering him/ her ineligible under the scheme, Circles shall immediately intimate P&PM Department at Corporate Centre for rejection of the application.

h) **Approval -** On ratification of membership by the Trustees, membership will be approved in HRMS at Corporate Centre and the details of all such members will be submitted to Software Factory in GITC by HRMS Department for updation in the REMBS portal.

The detailed process flow under the new functionality is enclosed as Annexure.

3.   The revised process shall be applicable from the date of this circular. All new applications for SBI Health Care membership shall be submitted digitally through the new functionality in HRMS portal only and physical submission of application shall be dispensed with. Form C2 for manual applications received till date of this circular, if any, is to be submitted by the Circles to Corporate Centre latest by 15.09.2022.

4. Processing of reimbursement of claims under the scheme will be available in REMBS portal as hitherto.

5. DMD (HR) & CDO is authorized to issue clarifications/ guidelines in the matter, if any.

6. Please bring the contents of the Circular to the knowledge of all concerned for meticulous compliance.

Yours faithfully,

(Om Prakash Mishra)
Dy. Managing Director (HR) &
Corporate Development Officer

Standard Operating Procedure

Eligible employees/ pensioners can enroll for SBI Health Care Scheme (SBI-REMBS) through HRMS (on HRMS portal only)

Stage 1 : Applying for SBI Health Care membership

1. Employees can apply through Employee Self Service☐PF/Pension/Gratuity--☐SBI Health Care (SBI-REMBS)

   Pensioners can apply through Pensioners' Self Service☐ SBI Health Care (SBI REMBS)

2. On clicking "Self-Apply" - System displays personal details - details to be checked

   (The employee/ pensioner to check for accuracy of the personal details displayed. For any changes required in the personal details, the same can be changed in the portal and get it approved in the usual manner, before proceeding to apply for enrolment)

3. On the next page, applicant can select suitable plan from "Select Plan"

   (Plan details can be viewed by pressing "click here to view plan details")

4. On the next page, family details fetched from system is displayed

5. On the next page, final overview displays selected plan and payment details. The applicant confirms his particulars and agrees to the conditions of the scheme by ticking the relevant box.

6. On the next page, undertaking for payment to be ticked before submission for debit

7. A pop-up window will open in which OTP sent to the registered mobile number is to be submitted

8. Once OTP is submitted, the account of the applicant is debited and payment reference number and journal number is displayed in a pop up window

9. On selecting "Download Application Form", the generated SBI Health Care application form along with payment receipt can be downloaded (The form and payment receipt can also be downloaded by selecting "View" option on the main page any time subsequently)

Stage 2 : Approval

1. Authorised user at AO/LHO/CC can view/download report of all applications through Manager Approvals PF/Pension/Gratuity SBI Health Care (REMBS) Approve.

2. SBI Health Care application form along with payment receipt can be downloaded for any pensioner/employee by the authorised user at AO/LHO/CC through the same menu.

3. Authorised official at Corporate Centre shall approve or reject ratification as applicable.