



23<sup>rd</sup> March 2020.

**All Regional/LCBO/Legal Hub Incharges'**

**Re: Extension of last date for Renewal of Staff Medclaim Policy- Active Employees and Retired Employees.**

This has reference to our circular dated 12<sup>th</sup> March 2020, advising you to inform Active Employees and Retired Employees to submit their options on or before 31<sup>st</sup> March 2020 for renewal of Staff Medclaim Policy.

In view of situation arises due to threat of Coronavirus, we have decided to extend the last date for renewal of Staff Medclaim Policy for active employees and retired employees. Now, they can submit their options upto **15<sup>th</sup> April 2020.**

We would like to bring to your notice that active employees need to submit their option only in case if they want to increase/decrease Sum Insured or to include or exclude- independent children, their spouses and children and dependent or independent parents and parents in laws. Otherwise, there is no need to submit option again, which may please be noted.

Please advise Nodal Officers of your R.Os. to extend all help and assistance to Retirees for depositing the options and premium well in time. Acceptance of premium through ON LINE MODE may also be extended to them, wherever possible. Also please arrange to send the data in respect of retirees by 30<sup>th</sup> April 2020 positively to H.O. so that the same may be sent to TPA for their records and smooth processing and settlement of claims.

Please circulate the above instructions amongst all concerned.

Regards,

(Inderjeet Singh)  
General Manager

(R.C.Kyngria)

Dy. General Manager

*Red*