



eCircular

Department: P&HRD

Sl.No.: 748/2018 - 19

Circular No.: CDO/P^HRD-PPFG/38/2018 - 19

Date: Fri 7 Sep 2018

All branches and offices of
State Bank of India

Madam/ Dear Sir

**RE-INTRODUCTION OF SBI RETIRED EMPLOYEES MEDICAL BENEFIT SCHEME
(SBI REMBS)
PROCEDURE FOR REGISTRATION OF MEMBERSHIP TO ELIGIBLE PENSIONERS**

Please refer to our e-circular No. CDO/P&HRD-PPFG/34/2018-19 dated 6th August, 2018 advising re-introduction of SBI-REMBS with new plans.

2. The registration for membership will be done through the REMBS Portal (<https://rembs.sbi.co.in>) from **10th September, 2018** by the Pension paying Branch. The Process Flow for registration of a member and processing of subsequent claims is given as under :

Process flow for membership:

- The applicant will go to Pension paying branch with a joint photograph with spouse and a Demand Draft for required membership fee (payable at LHO centre) and will provide his / her PF Index Number to the teller.
- Teller will login into the above Portal (<https://rembs.sbi.co.in>) with his/ her HRMS ID and enroll the pensioner through 'New Registrations'.
- System will fetch data from HRMS and populate data in required fields. Some of the fields will be editable.

- After submitting all information including details of Demand Draft, a 'Provisional Form' will be generated which is to be printed for verification and signature by the applicant.
- Changes suggested by the applicant in the Provisional Form will be incorporated and then 'Final Form' will be generated by the Branch. At this stage, a queue will be generated for approval at designated Administrative Office.
- Receiving Branch will hand over the acknowledgement to the applicant after affixing Branch stamp with date
- Branch will send generated Provisional and Final Forms (duly signed by the pensioner) with joint photograph pasted on it and the Demand Draft to the designated Administrative Office for further processing.
- After receipt of membership documents, AO will verify facts / records and approve membership. AO will generate Form C-1 after approval and the queue will move to the LHO. Administrative Office will send Form C-1 (duly signed by the DGM and CM-HR of the Zone) to LHO along with the Demand Drafts received from Branches.
- On receipt of Form C-1 and DDs from A.Os, LHO will again verify facts and records of the pensioners including their eligibility, tally the amount of Drafts received with the total of Form C-1 and approve memberships.
- Form C-2 will be generated by LHO at weekly intervals & will collect the Drafts in their REMBS Account and arrange for a single credit of consolidated amount tallying with the total of Form C-2 to Corporate Centre **A/c no 10768099900** with CBS narration mentioning name of Circle.
- Two copies of Form C-2 duly signed by the DGM & CDO and AGM (HR) with mention of Date of credit to Corporate account will be sent by LHO to Corporate Centre.
- On receipt of Form C-2 and a matching credit from the Circle to our Corporate account, a request for provisional ratification of membership of these applicants will be placed with the Board of Trustees. One copy of the approved Form C-2 will be sent back to LHOs for record.

- Medical bills eligible for reimbursement will be allowed from the date, application is submitted by the beneficiary along with bank draft at pension paying branch or next day of retirement (in case he submits his application before retirement) whichever is later subject to ratification of membership by Board of Trustees.

Process flow for Processing of Claims:

- A member will submit claim documents to Pension paying Branch in the prescribed format.
- Step 1 – Receiving Branch will enter no. of enclosures and amount of bill through the Bill Module in the REMBS Portal and send the same to designated AO for processing
- Step 2 – At AO, Maker will enter details of the bills and submit the queue.
- On submission by Maker, Checker will approve the queue.
- Payment of the bill amount will be done separately as per the existing procedure.

3. CMs (HR) at Administrative Offices and CMs (IR) at LHOs will be responsible for smooth implementation of the scheme and redressal of grievances.

4. Registration for old retirees i.e retired on or after 01.01.2016:

- i. If not covered in Policy 'B', one time window of 3 months up to 10.12.2018 will be available for obtaining membership.
- ii. If covered in Policy 'B' but willing to join REMBS, one time window for obtaining membership would be given up to 15.01.2019.

5. For new retirees, i.e employees retiring hereafter, membership would be permitted within three months from the date of receipt of first pension.

6. Please bring the contents of the circular to the knowledge of all concerned.

Yours faithfully,

(Prashant Kumar)
**Deputy Managing Director &
Corporate Development Officer**