

## ANNEXURE 2

### Process Flow for claiming Medical Expenses under Staff Welfare Measure 2021-22 by the eligible Pensioners/Family Pensioners:

Go to [www.canarabank.com](http://www.canarabank.com) >> Announcements>> Ex-employees >> Medical Expenses claim under Staff Welfare Measures 2021-22 for Pensioners/Family Pensioners.

On clicking the above mentioned link

The following page will appear:

PLEASE ENTER BELOW DETAILS REGISTERED WITH HRMS

Please Enter Staff Number\* EMPLOYEE ID

Date of Birth\* DD-MM-YYYY (Please Enter Date of Birth registered with HRMS in DD-MM-YYYY Format)

Mobile Number\* 10 DIGIT MOBILE NO (Please enter 10 digits mobile number registered with HRMS)

34507

Please enter Text shown Above:

GENERATE OTP

In case of any queries/clarifications regarding non receipt of OTP message, kindly contact HRM Section of the respective Pension Payee Circle through email. The list of email ids is furnished as attached: [HRMS Contact List](#)

**Step 1:** Enter your Staff Number

**Step 2:** Enter your Date of Birth in the following format:

DD-MM-YYYY (E.g. If your date of birth is 26<sup>th</sup> September, 1947, you to have to enter as 26-09-1947)

In case of Family Pensioner, the Date of Birth of Family Pensioner has to be entered in the above mentioned format

**Step 3:** Enter Mobile Number (10 digits only) (The same mobile number shall be entered which is registered with HRMS)

**Step 4:** Enter the captcha as shown there, then click Generate OTP.

After clicking Generate OTP, the following page will appear:

PLEASE ENTER BELOW DETAILS REGISTERED WITH HRMS

Please Enter Staff Number\*

Date of Birth\* (Please Enter Date of Birth registered with HRMS in DD-MM-YYYY Format)

Mobile Number\* (Please enter 10 digits mobile number registered with HRMS)

Please enter OTP received on your registered mobile number:

VALIDATE OTP AND PROCEED

STEP 5

STEP 6

**Step 5:** Enter the OTP received in your Registered Mobile Number.

In case of any queries/clarifications regarding non receipt of OTP message, kindly contact HRM Section of the respective Pension Payee Circle through email. The list of email ids of SAS/HOSA/HRM Sections of Circle Offices is also furnished in the link named as [HRMS Contact List](#). The Pensioner/Family Pensioner can click on the link and download the list, if required.

**Step 6:** After entering OTP, click on Validate OTP and Proceed.

Once clicked, the following page will appear:

REIMBURSEMENT OF MEDICAL EXPENSES TO ELIGIBLE PENSIONERS/FAMILY PENSIONERS UNDER SWM 2021-22

**ENTER CLAIM DETAILS**

Name: [ ] Employee ID: [ ]  
PPO Number: [ ] Designation: [ ]  
Total eligible amount for reimbursement of Medical Expenses under staff Welfare: [ ]  
Claim period From Date: 01-04-2021 To Date: [ ]  
I have incurred a sum of Rs: [ ] towards: \*  
 Cost of medical checkup, medicines  Premium towards Medclaim Policy  IBA Medical Insurance Policy  
I confirm that I am drawing pension from: [ ] Branch which falls under Circle Office: CIRCLE OFFICE MUMBAI  
Date of joining the Bank: [ ] Date of Cessation(Exit): [ ]  
Mode of Exit: [ ] Age as on 01.04.2021: [ ]  
Date of Birth: [ ]  
Name of the branch/Office where last worked: [ ]  
Pension Account Number: [ ] IFSC Code: [ ]  
Pension Account Branch: [ ] DP Code No: [ ]  
I request you to sanction me a sum of Rs: and credit the same to the above mentioned account in terms of Memo No. 67/2021 dated 09.11.2021. (STAFF WELFARE MEASURES 2021-22)  
**SUBMIT** **CLOSE**

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**Step 7:** Check for the correctness of the details provided in the package.

**Step 8:** Select the TO Date from the drop down calendar provided therein.

**Step 9:** Enter the incurred amount towards cost of medical checkup, medicines (by default this is selected) or the amount incurred for Premium Paid towards Medclaim Policy or IBA Medical Insurance Policy and select the radio buttons provided therein accordingly.

*(System will not allow to enter amount greater than eligible amount i.e. Rs. 3000 for Pensioners and Rs. 1000/- for Family Pensioners)*

**Step 10:** On entering all the required details and upon Clicking SUBMIT BUTTON, the following popup will appear:

REIMBURSEMENT OF MEDICAL EXPENSES TO ELIGIBLE PENSIONERS/FAMILY PENSIONERS UNDER SWM 2021-22

Are you sure you want to submit? Claim once submitted cannot be changed.  
**OK** **Cancel**

**ENTER CLAIM DETAILS**

Name: [ ] Employee ID: [ ]  
PPO Number: [ ] Designation: [ ]  
Total eligible amount for reimbursement of Medical Expenses under staff Welfare: 3000  
Claim period From Date: 01-04-2021 To Date: 16-11-2021  
I have incurred a sum of Rs: 3000 towards: \*  
 Cost of medical checkup, medicines  Premium towards Medclaim Policy  IBA Medical Insurance Policy  
I confirm that I am drawing pension from: [ ] Branch which falls under Circle Office: [ ]  
Date of joining the Bank: [ ] Date of Cessation(Exit): [ ]  
Mode of Exit: [ ] Age as on 01.04.2021: [ ]  
Date of Birth: [ ]  
Name of the branch/Office where last worked: [ ]  
Pension Account Number: [ ] IFSC Code: [ ]  
Pension Account Branch: [ ] DP Code No: [ ]  
I request you to sanction me a sum of Rs: 3000 and credit the same to the above mentioned account in terms of Memo No. 67/2021 dated 09.11.2021. (STAFF WELFARE MEASURES 2021-22)  
**SUBMIT** **CLOSE**

**Step 11:** If you wish to submit the claim, click on **OK** Button and the claim will be submitted. If you wish to make modifications to the claim, click on **Cancel** and carry out the necessary modifications.

**After clicking ok on the pop-up, the following message will appear at the bottom of the page:**

I request you to sanction me a sum of Rs: **3000** and credit the same to the above mentioned account in terms of Memo No. 67/2021 dated 09.11.2021. (STAFF WELFARE MEASURES 2021-22)

Your reimbursement of medical expense request successfully submitted. Thank you

PRINT

CLOSE

**Step 12: The claim is successfully submitted, if you wish to take a print, click on print else click on close.**

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