**INSTRUCTION SENT THROUGH E-MAIL DATED 18/09/2015 FROM PERSONNEL DEPARTMENT TO ALL REGIONAL OFFICES AND BRANCHES TO ASSIST EX-EMPLOYEES TO UPLOAD THE DETAILS:**

**From:** HO - Personnel EST
**Sent:** Friday, September 18, 2015 2:42 PM
**To:** All Offices; All Branches
**Subject:** IBA'S Medical Insurance Scheme for Ex- Employees

Please refer the enclosed circular regarding Medical Insurance Scheme of Ex-Employees.

The ex-employees willing to join the scheme are required to submit the details as per the following procedure.

Visit the bank’s website [www.vijayabank.com](http://www.vijayabank.com/) and click on help desk      “medical insurance scheme for ex-employees” and upload (on-line) the required details as per annexure-2 of hoc 15235 dated 14.09.2015 on or before 30.09.2015. After uploading take the print out of the same and send the hard copy along with signature & original photographs of self and spouse (separate pass port size) to the Personnel Dept.(PA&PD),Vijaya Bank, Head Office, no.41/2,M.G.road Bangalore-560001 which should reach us by 07.10.2015.

**IN THIS CONNECTION, BRANCHES/REGIONAL OFFICES ARE HEREBY ADVISED TO ASSIST ANY EX EMPLOYEES APPROACHING YOUR BRANCH/OFFICE FOR SUBMITTING THE DATA IN THE WEBSITE.**

**CHIEF MANAGER**

**PERSONNEL DEPT**