

AAO(HR) Staff

## APPROVED MINUTES

### MINUTES OF THE 99<sup>th</sup> BOARD OF GOVERNORS MEETING OF INDIAN INSTITUTE OF MANAGEMENT KOZHICODE HELD ON 23 JULY 2022 AT 11:00 HRS IN KOCHI

#### **BGM 99.11 ANY OTHER POINT WITH THE PERMISSION OF THE CHAIR**

#### **4. Post-Retirement Medical Benefit Scheme for the Retiring Employees of IIM Kozhikode**

During the 96<sup>th</sup> BoG Meeting held on 13 November 2021, the Board approved in principle for considering a post-retirement medical benefit scheme/health insurance scheme for the retiring employees of the Institute. The final proposal for the same to be placed before the Next Board Meeting. Accordingly, a Committee has been constituted to examine the various aspects of the proposed scheme and formulate a draft Policy on Post-Retirement Medical Benefit Scheme.

*The draft Policy on Post-Retirement Medical Benefit Scheme for the retiring employees of IIM Kozhikode, submitted by the Committee is placed as Annexure-4 below for kind perusal of the Board and directions.*

**The Board approved the Policy on Post-Retirement Medical Benefit Scheme for the retiring employees of IIM Kozhikode, as per Annexure-4**

#### ANNEXURE-4

### DRAFT POLICY

#### IIMK CONTRIBUTORY POST-RETIREMENT MEDICAL BENEFIT SCHEME (CPRMBS)

##### **Background**

The Board of Governors in its meeting held on 13 November 2021 has accorded in-principle approval for framing a policy for a post-retirement medical benefit scheme for the retiring employees of the Institute.

##### **Introduction**

The scheme shall be optional for both regular employees and retirees of the Institute who meet the eligibility criteria stipulated under clause no.4. Existing Regular and retired employees can join the scheme by submitting an application to Director on or before 30.09.2022. Those who join the regular service of the Institute after implementation of the scheme can join the scheme by submitting an application to Director within 30 days from the date of joining. Institute shall maintain a dedicated

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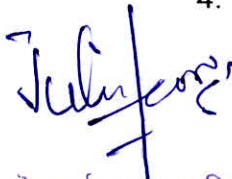


fund for implementing this scheme. A corpus of Rs.20 crores shall be created over a period of 10 years for the implementation of the scheme and the additional amount may be realized by way of subscription.

1. The **scheme** may be called **IIMK Contributory Post-Retirement Medical Benefits Scheme (IIMK CPRMBS)**.
2. **The date of implementation** of the scheme shall be 01.10.2022.
3. **Definitions:** In the scheme, unless the context otherwise requires -
  - (a) "Board" means the Board of Governors of the Indian Institute of Management Kozhikode.
  - (b) "Scheme" means the IIMK Contributory Post-Retirement Medical Benefits Scheme.
  - (c) "Institute" means the Indian Institute of Management Kozhikode.
  - (d) "Employee" means the Employees on regular rolls of Indian Institute of Management Kozhikode.
  - (e) "Retired employee" means the Employees retired from Indian Institute of Management Kozhikode, on attaining the age of superannuation or relieving on voluntary retirement or retirement under medical grounds, after serving on regular rolls.
  - (f) "Empaneled Hospitals" means the hospitals empaneled by the Indian Institute of Management Kozhikode for treatment of employees on regular rolls.
  - (g) "Benefits" means medical attendance and treatment being availed in India under Allopathic, Homeopathic and Indian Systems of Medicine (Ayurveda, Unani, Siddha and Yoga) as defined in clauses 7 and 8 of this Scheme. It also includes wellness treatments and treatment for mental illness.
  - (h) "Beneficiaries" means a retired employee, spouse and their dependent children as defined under Central Services (Medical Attendance) Rules from time to time.
  - (i) "Subscriber" means a regular or retired employee subscribed or contributed to the fund.
  - (j) "Investment and Finance Committee" means the Investment and Finance Committee (IFC) constituted as per the provisions of Indian Institute of Management, Kozhikode Regulations, 2021.
  - (k) "Critical Illness" means an illness, sickness or a disease or a corrective measure like Cancer, Kidney failure, Coronary Artery (Bypass) Surgery, Heart Attack (Myocardial Infarction), Heart Valve Surgery, Major Organ Transplantation, Multiple Sclerosis, Primary Pulmonary Arterial Hypertension, Aorta graft surgery, Paralysis, Coma, Total Blindness, Stroke and such other illness as decided by the Institute from time to time.
  - (l) "Diagnostic charges" means charges for pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis.

#### 4. **Eligibility:**

- (a) Employees who have a minimum qualifying service of ten years on the date of retirement are eligible for availing of benefits under the scheme.
- (b) In the case of resignation, a minimum qualifying service of twenty years is required for availing benefits under the scheme.



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- (c) Retired employees who had served the Institute for a minimum period of 10 years on regular rolls can join the scheme on payment of one-time subscription based on the category (A, B or C) held immediately before retirement, as specified under clause 6 below.

## Terms and Conditions

### 5. Monthly subscription:

(a) The employees shall contribute to the scheme on monthly basis for 240 months from the date of enrolment based on the rates fixed for the respective category. They shall also provide an undertaking to the Drawing & Disbursing Officer for deduction of the subscription from their monthly salary. In case of upward revision of category of an employee resulting in a change in monthly contribution, the revised contribution shall be recovered from the month following the date of promotion/selection/upgradation of the employee.

(b) Employees whose contribution period is less than 240 months, but having completed a minimum eligible service of ten years, can also avail the benefits by paying the shortfall of 240 instalments at the time of retirement. If the employee had contributed for 'n' months before retirement, they can avail the benefits under the scheme by making the shortfall in one-time lump sum payment of '(240-n) multiplied by applicable monthly contribution'. The one-time lump sum payment shall be made within 30 days from the date of retirement.

(c) The monthly subscriptions for various categories of employees are as follows:

Category	Monthly Contribution (INR)
Category A (Faculty and Group A Staff)	1000
Category B (Group B Staff)	750
Category C (Group C Staff)	500

The monthly contribution rate will be reviewed every five years by the Board.

(d) The employees belonging to Group B and C can avail the benefits of higher category if they remit the difference between the applicable lump sum amount for the respective higher category and the contributed amount. The additional payment for upgradation of the category is to be made within 30 days from the date of retirement.

### 6. Lump-sum payment for enrollment for retired employees:

The employees retired up to 30.09.2022 and had served the Institute for a minimum period of 10 years on regular rolls on the date of retirement may join the

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scheme by contributing the applicable one-time lump-sum amount shown below, based on the category subscribed. Those who were Group B or C staff at the time of retirement can join a higher category by paying the applicable amount. The amount shall be paid on or before 31.12.2022 for enrollment under the scheme. They will not be permitted to change the category later.

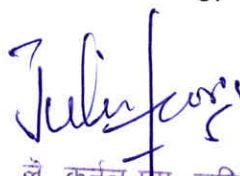
Category	Lump-sum payment for enrollment (INR)
Category A (Faculty and Group A Staff)	2,40,000
Category B (Group B Staff)	1,80,000
Category C (Group C Staff)	1,20,000

7. **Coverage:** The scheme provides reimbursement of medical expenses of beneficiaries in connection with in-patient and out-patient treatment **within India** subject to the ceiling amount prescribed under clause 8. The scheme also covers day-care procedures, diagnostic charges and one annual health check-up per beneficiary. The benefits under the scheme starts on the date of exit from the service of the Institute provided the eligibility conditions are fulfilled.
8. **Ceiling Amount:** There shall be a ceiling amount on the cumulative reimbursable amount in a financial year based on the category subscribed.

Category	Ceiling amount per subscriber in a financial year
Category A (Faculty and Group A Staff)	10,00,000
Category B (Group B Staff)	7,50,000
Category C (Group C Staff)	5,00,000

The ceiling limit shall be reviewed by the Board every five years. The unused amount under the scheme will not be carried over to the next financial year.

9. **Resignation of a subscriber from service other than retirement:** If a subscriber resigns from service after completion of 20 years' service, he/she can choose to avail benefits under the scheme or withdraw the whole contribution without any interest. In the case of subscribers who resign before the completion of twenty years, the whole contribution will be refunded to the subscriber without any interest.

  
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10. **Husband and Wife are Employees of the Institute:** If husband and wife are working in the Institute, both of them can join the scheme by contributing as per their category. In such a case, he/she can avail the benefits individually along with dependents he/she has declared provided the same person is not included as a dependent by both husband and wife
11. **Cashless Hospitalization:** Beneficiary can avail cashless medical benefits from the empaneled hospitals up to the ceiling amount prescribed. Institute will issue a separate health card for this purpose. In case the beneficiary avails cashless treatment(s) above the prescribed ceiling amount under the scheme in a year, the subscriber/beneficiary shall refund the excess amount within a period of 60 days failing which benefits under the scheme will be withheld until the excess amount is fully repaid.
12. **Reimbursement:** Reimbursement in respect of beneficiary availing treatment from hospitals other than the empaneled hospitals shall be based on the rates as made applicable for the regular employees of the Institute. The beneficiary can submit the claim along with original bills for reimbursement on monthly basis. The beneficiary shall give an undertaking to the effect that the bill will not be claimed from any other source. The amount has to be claimed within six months from the date of payment of bills.
13. **Room Entitlement:** Maximum room rate per day per beneficiary shall not exceed 1% of the annual ceiling limit applicable to respective category. The room rates will be reviewed every five years by the Board.
14. **Death of subscriber:** In the event of death of a subscriber while in service, the beneficiaries of the deceased subscriber shall be eligible to receive the benefits under the scheme immediately without making any additional contribution to the scheme.
15. **Spouse of deceased retired employee:** Spouse of deceased retired employees can join the scheme by making one-time lump sum payment as mentioned at clause 6.
16. **Fund:**  
Institute shall maintain a dedicated fund for implementing this scheme. A corpus of Rs. 20 crores shall be created over a period of 10 years for the implementation of the scheme and the additional amount may be realized by way of subscription. The fund for this purpose shall be managed by the Investment and Finance Committee. Any deficit arising in this fund in future may be met by transferring a fixed percentage of the SWC Fund of the Institute as decided by the Board. To ease the burden on the corpus, the Investment and Finance Committee may recommend a suitable Insurance Scheme, if needed, in future.

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17. **Other conditions:** The Head of the Institute appointed for a fixed tenure (e.g. 5 years) can join the scheme on payment of enhanced subscription (Four times the monthly contribution for Group A) for 60 months which is equivalent to subscription for 4x60=240 months. They shall be eligible for an annual ceiling amount corresponding to Category A (e.g., Rs.10 lakhs) on completion of five years' period.

Employees appointed on contract in Senior positions of equivalent pay level 13 and above can join the scheme, if the minimum service period at the Institute is 10 years. The monthly contribution from such employees shall be collected at the same rate as applicable for Group A staff. If such contract employees resign or relives from the Institute before completion of ten years' service, the whole contribution of such employee will be refunded without any interest.

18. **Disputes on claims:** Standing Welfare Committee of the Institute may be empowered to solve the disputes arising on reimbursement from this fund. Any other administrative matters not mentioned specifically may be referred to SWC for appropriate decision. It is suggested to include one staff each from Finance and General administration/HR in SWC, in case such representation is not there.

19. **Manpower/ERP for processing claim:** Institute may consider necessary manpower in Accounts for processing the claim in future as and when the need arises. Suitable provisions may be implemented as part of ERP, for effective use of manpower for managing the scheme.

20. **Critical illness:** The cost of purchasing a critical illness insurance policy covering the beneficiaries will be reimbursed under the scheme limited to Rs. 50,000 per subscriber in a financial year. The reimbursement amount under the scheme including the insurance policy shall not exceed the overall ceiling amount prescribed for the respective category.

21. **Termination of the scheme:** The BoG of the Institute will review the scheme every five years and have the power to terminate the scheme from such dates as decided by the BoG. In such case, the whole contribution of subscribers will be refunded to the respective subscribers without any interest.

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