



## Under Privileged Advancement by Youth

Registered under the Bombay Public Trusts Act, 1950 (Reg No: F-14212) & Societies  
Registration Act, 1860 (Reg No: MAHARASHTRA/268/2011/BHANDARA)  
NITI AYOJ Registration ID: MH/2011/0046244

Ref Number: UPAY/HR/22/07

01.04.2022

### Health Insurance Benefits

To safeguard the health expenditure, management has decided to provide Health Insurance to our full-time employees.

Guidelines for Health Insurance are as follows:

- Shall be mandatorily applicable to full-time employees on payroll of UPAY.
- Minimum cover for the policy shall be Rs 2 lacs.
- Health insurance shall be purchased by employee and reimbursement will be done at Zone/Central level as per the place of posting.
- Employee can also claim for already running health insurance with their spouse or family member. Provided employees name is clearly mentioned in the policy. Provided atleast 9 months of duration is left for renewal of the policy from the date of issue of this circular.
- Reimbursement shall be restricted to Rs 3500/year or actual whichever is lower. Chairman shall be approving authority beyond permissible limit in special cases.
- Reimbursement shall be made for only one policy.
- If employees leave the organization within 3 months of taking insurance, then reimbursed insurance amount shall be recovered from final salary.

This has approval of Competent authority and policy shall be reviewed from time to time as per management decision.

**Bhaskar Maheshwari**  
Director (HR)

Distribution: Executive Body  
Employees (Full time)