

PROCEDURE FOR PREMIUM PAYMENT
SAIL Mediclaim Scheme (2022-23) – 11th July, 2022 to 10th July, 2023

A. RENEWAL CASES

I. Payment Options

- SAIL has a tie-up with SBI for facilitating the medical insurance payment.
- Premium for base policy and Super Top-up, if opted can be paid online through Credit Card/ Internet Banking/Debit Card, etc.
- Payment can also be made through cash, at any of the SBI Branches along-with pre-filled-in, computer generated challans (having State Bank Collect Reference No. printed on the challan form). The payment may be made by the member or his/her representative for self/spouse/both, as the case may be.

II. State Bank of India – (SB Collect - Link: www.onlinesbi.com)

- a) On the first screen click on the tab “**SB Collect**”.
- b) Next Screen–check/click the box “**I have read and accepted the terms and conditions stated above**” and click on the **Proceed** Button.
- c) Next Screen - Select “**National Capital Territory of Delhi**” from the drop-down menu for “**State of Corporate/Institution**” and select “**Industry**” from the drop-down menu for “**Type of Corporate/Institution**” and then click the “**Go**” button.
- d) Next Screen –Select “**Steel Authority of India Ltd.**” from the drop-down menu for **Industry Name** and then click **Submit** button.
- e) Next Screen - From the drop-down menu, select either “**SAIL Mediclaim (SELF)/ SAIL Mediclaim (SPOUSE) / SAIL Mediclaim (BOTH)**”, as the case may be.
- f) Next Screen - Enter MIN No. (Medical Index Number) of **Self/ Spouse/ Both**, as applicable.
- g) Click the “**Submit**” button. Next Screen displays member details. Fields marked with * (**asterix**) are mandatory/compulsory fields. Applicable amount will automatically be displayed in the **Amount field**. [*In case of discrepancy in applicable premium amount, please contact IRP (Internal Resource Person) of your concerned plant/unit*]
- h) In the second part of the same Screen- **The person making payment** may enter his/her **Name, Date of Birth & Mobile No. This is required to reprint the challan, if the need arises**. Once done, click on the **Submit** button.
- i) Next Screen - All details of the member are displayed. Please check/verify policy period the data on this screen and then proceed to the payment screen.
- j) The options for payment along with the applicable transaction charges are displayed on the next screen. The applicable transaction charges are also indicated on the Screen.
- k) Members may choose to make payment directly through Credit Card/Internet Banking/Other available payment modes;
- l) Apart from the above payment options, concerned member can also take a print out of the **computer generated challan** (having a pre-printed State Bank Collect Reference No.) and use the same for making payment through **cash, cheque, pay-order or demand draft** at any of the SBI Branches. Please note that for payment through **cash, cheque, pay-order or demand draft**, the member is required to submit the **computer generated challan** (mandatory) along with the payment.



- m) On successful payment, the member shall be prompted to print the **e-receipt-cum-renewal acknowledgement**. However, in case of '*challan*', there will be an option to print the e-receipt after 48 hrs from the time of making payment.

B. GAP CASES

Enrolment of gap cases shall be done in offline mode at the respective Plant/Unit level from where the ex-employee has separated. Beneficiaries have to submit the hard copy of the Application Form and deposit the applicable premium through DD/ECS mode as the case may be. Internal Resource Persons (IRPs) at respective Plants/Units shall facilitate completion of the process.

IMPORTANT NOTES:

- Members are requested to kindly fill-in PAN and SAIL Personnel No. (Plant Staff No. in case SAIL Personnel No. was not allotted) details correctly, in the fields provided for the same on the SB Collect Payment Portal.
- For ex-Chairman(s)/ Director(s)/ Managing Director(s)/ Chief Executive Officer(s), last DESIGNATION HELD is to be fed in the space given for '**Grade at Separation**'. For others, '**Grade at Separation**' and '**Executive/ Non-executive**' status as at separation is also to be filled.
- The **last date for enrolment** on SBCollect portal and gap case enrolment at respective Plant/Unit is **10.08.2022**.
- SAIL shall bear no responsibility in case the member has filled incomplete/wrong data/details while proceeding for premium payment for renewal under SAIL Mediclaim Scheme (2022-23).
- In case both the eligible members (retired employees who along with their spouse) are willing to renew their membership under SAIL Mediclaim Scheme (2022-23), they must exercise the '**BOTH**' option and not renew separately under '**SELF**' & '**SPOUSE**'.
- **Misuse of Scheme:** Stringent action will be taken against individuals found to be misusing the system/guilty of any fraudulent activity, which shall include but not be limited to debarring member from Mediclaim membership, initiating suitable legal action etc., as deemed fit by SAIL Management.
- **Merely payment of premium shall not be construed as RENEWAL of Membership.**
- **Kindly confirm your mediclaim enrolment status, post premium payment, through the mediclaim portal so provided.**

