



युनाइटेड इंडिया इंश्यूरेंस कंपनी लिमिटेड
UNITED INDIA INSURANCE CO. LTD.

Registered & Head Office: 24, Whites Road, Chennai-600 014.

PENSION DEPARTMENT

CIRCULAR

Ref.No. HO:PEN:CIR-04:2020-21

30th September, 2020

Re : Issuance of Identity Cards to Pensioners/Family Pensioners of UIIC

Currently, HO Pension Department issues identity cards to all pensioners and family pensioners. The number of exits due to retirements / voluntary retirements / death has increased in the past few months. Further, due to final option for pension (OMOP), number of pensioners' / family pensioners has increased considerably. Issuance of identity cards to these new pensioners is becoming extremely difficult due to the high volume. The department needs more attention to process the pension and family pension applications for timely settlement of terminal benefits. Hence there is a need to decentralize the issuance of identity cards at the respective Regional Offices. This shall also reduce expenditure incurred on postage and alleviate the inconvenience caused due to non-delivery of identity cards.

Considering the above factors, it has been decided to commence issuance of identity cards at the respective ROs/LCBs with effect from 1st October, 2020 (retirement of September 2020 onwards). In other words, hereinafter identity cards for all exits starting 1st October, 2020 will be issued by the respective Regional Offices/LCBs and for Head Office, the same shall be issued by HO Pension Department. ROs/LCBs are requested to issue identity cards only as per the template format provided by HO and no deviation from the standard format is permissible (Kindly refer **Annexure-1A for pensioners' identity card and Annexure-1B for family pensioners' identity card**). The colour and design of the format shall also be uniform. Pension department shall arrange to print all identity cards for which forms have already been received upto 30th September, 2020.

Regional offices are requested to ensure that the identity card forms are retained at the RO/LCB itself before despatching the pension/family pension application forms. The identity cards shall be printed serial number wise and each RO/LCB shall be assigned a different batch of serial numbers from which the numbers need to be allotted (kindly refer **Annexure-2**). The identity cards need to be issued in that series only. The authorized signatory for issuance of identity cards shall be not below the cadre of Scale-V preferably from HRM department at RO level.

All details other than annuity number can be obtained from the filled in identity card application form submitted by the pensioner upon due verification. Annuity number will be provided by HO Pension Department via mail to all RO Personnel Officers / Pension Nodal Officer on a regular basis upon receipt of the same from LIC. A monthly report on identity cards printed during the month has to be communicated to HO – Pension Department by the Personnel Officer / Nodal Officer at RO / LCB by way of email (email id: hopension@uiic.co.in and hopensiongroup@uiic.co.in).

Regional offices/LCBs are advised to take cognizance of the same and arrange to issue identity cards to all pensioners/family pensioners without any delay.

CHIEF MANAGER

Cc: For display in UIIC website retirees corner

ANNEXURE-2

RO/LCB WISE ALLOTMENT OF SERIAL NUMBERS FOR IDENTITY CARDS – PENSIONERS/FAMILY PENSIONERS

RO CODE	RO NAME	SERIAL NUMBER
100	HEAD OFFICE	1 to 3000
10000	RO CHENNAI	3001 to 6000
20000	RO 1 MUMBAI	6001 to 8000
30000	RO KOLKATA	8001 to 11000
40000	RO 1 DELHI	11001 to 13000
50000	RO HYDERABAD	13001 to 16000
60000	RO AHMEDABAD	16001 to 18000
70000	RO BANGALORE	18001 to 21000
80000	RO LUCKNOW	21001 to 24000
90000	RO MADURAI	24001 to 26000
100000	RO KOCHI	26001 to 28000
110000	RO CHANDIGARH	28001 to 31000
120000	RO 2 MUMBAI	31001 to 33000
130000	RO GUWAHATI	33001 to 35000
140000	RO JAIPUR	35001 to 38000
150000	RO VIZAG	38001 to 40000
160000	RO PUNE	40001 to 43000
170000	RO COIMBATORE	43001 to 45000
180000	RO VADODARA	45001 to 47000
190000	RO BHOPAL	47001 to 49000
200000	RO LUDHIANA	49001 to 52000
210000	RO PATNA	52001 to 54000
220000	RO 2 DELHI	54001 to 56000
230000	RO NAGPUR	56001 to 58000
240000	RO HUBLI	58001 to 60000
250000	RO DEHRADUN	60001 to 62000
260000	RO BHUBANESHWAR	62001 to 64000
270000	RO RAIPUR	64001 to 65500
280000	RO PONDICHERRY	65501 to 67000
290000	RO JODHPUR	67001 to 68500
300000	RO KOZHIKODE	68501 to 70000
500100	LCB MUMBAI	90001 to 90500
500200	LCB CHENNAI	90501 to 91000
500300	LCB DELHI	91001 to 91500
500400	LCB BANGALORE	91501 to 92000
500500	LCB HYDERABAD	92001 to 92500
500600	LCB PUNE	92501 to 93000
500700	LCB KOLKATA	93001 to 93500