



UNITED INDIA INSURANCE COMPANY LIMITED

REGD. OFFICE.: 24, WHITES ROAD, CHENNAI - 600 014
HEAD OFFICE: No.19, 4th Lane, Nungambakkam High Road, Chennai-600 034

HO:HRM:CIR:24:2020

23.03.2020

Re: Preventive Measures to contain the spread of COVID-19

Considering the current serious situation prevailing in the country and also various guidelines/circulars from DOPT & Government Agencies, the preventive measures to contain the spread of COVID-19 are examined further, the following advices are issued:

1. The Central Government has declared lockdown in 84 districts across the country and some other districts are also under review by the Government Authorities. The offices situated in the said districts where lockdown has been announced and notifications issued by the respective State Governments/ Union Territory will remain closed (except where insurance is declared as essential service). This will be followed upto 31st March, 2020 and will be reviewed thereafter.
2. The employees working in such closed offices shall work from home and should be available on Telephone and electronic means of communication at all times. They should attend the office if called for in case of any exigencies of work. The respective Regional Chiefs may take similar action as and when further districts are brought under lockdown by the State/District Administration.
3. All employees are advised to maintain social distancing to the maximum extent feasible and reasonable.
4. Employees will be expected to attend office if called for, in case of exigencies of work. However, they may report to another convenient office (other than their regular office) to complete such urgent work with the knowledge and permission of both office In-charges.
5. Employees should try to avoid public transport to the extent possible. Employees who use Company provided vehicles or own vehicles should step up and try to be in offices to ensure at least the skeletal attendance where authorities have not ordered lock-down/closure.
6. Officers should remain at their head quarters and leave HQ only with the permission of the Regional Chief or office In-charges authorized by the Regional Chief.
7. As per OM dated 20/03/2020 issued by DOPT and considering the gravity of the situation, Sick Leave can be granted to an employee based on self declaration, without insisting Medical Certificate. This procedure may be followed only upto 10th April, 2020.
8. Renewal of Policies must be ensured and claim services, especially Health claims should remain duly operational.

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9. All Agents should be urged to use portals which will reduce their visit to the Office and also ensure speedy service to customers.
10. The time limit for the payment of Staff GMC premium by the Retired employees/families of deceased employees is hereby extended upto 15th of April, 2020. Further, it is also advised that the retired employees/their family members need not wait till such time and pay the premium well in advance through online without visiting our office. Already Company has taken necessary steps to pay the advance provisional premium to our insurers.

We also draw your attention to our CMD's message of date regarding the facility of "Work at Home", help run the operations with skeleton staff etc.

At the cost of repetition, we would like to reiterate that there is no need to panic but there certainly is a need to take care of the safety of all concerned.

Please take care of yourself, your family and your extended family-United India Insurance.


GENERAL MANAGER
