



Government of Jammu & Kashmir  
Finance Department  
Civil Secretariat, Jammu/Srinagar

**Subject: Enrollment of employees/ Pensioners/PSUs for Group Mediclaim Policy**

**Circular No: 102-FD of 2017**

**Dated: 06/12/2017**

- 1) The Government is in the process of formulation and finalization of Group Mediclaim Insurance Policy for its employees and pensioners which shall interlia be applicable to the employees of all PSUs/ Autonomous bodies and Universities of the State Government. In this regard, some basic information is required for smooth and hassle free implementation of the policy. Therefore, all the state government employees including their dependent beneficiaries need to be enrolled in the data base. A Proforma has been devised for the enrollment of the employees and pensioners at annexure 'A' to this circular.
- 2) In the context given above it is requested that all Administrative Secretaries/ HoDs/ Heads of the PSUs/ Autonomous bodies may kindly have the Enrollment Form circulated and filled by all their employees in their departments. The concerned DDOs shall deposit all the forms in their respective Treasuries of operation.
- 3) The autonomous bodies/ PSUs/Universities shall compile and handover the same to the authorized person of M/s Trinity Reinsurance Brokers Pvt. Ltd. who shall be visiting their offices in due course of time.

- 4) DGA&T shall have the information from all the pensioners receiving pensions through the treasuries and J&K Bank compiled. The same shall also be collected by the authorized person of M/s Trinity Reinsurance Brokers Pvt. Ltd. from the designated treasuries at appropriate time.
- 5) In case of any query/clarification the DDO's or their employees including pensioners may contact any of the following numbers.
  - i. Mr. Arvind Kundu --- +917290098060
  - ii. Mr. Kundan Kumar --- +917290098062
  - iii. Mr. Sunil Sharma --- +917290098061/+919810128222
- 6) The above exercise should be completed within a period of twenty (20) days only i.e. by 31<sup>st</sup> December, 2017 positively.

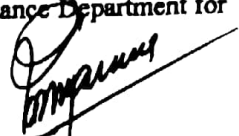
Sd/-  
(Navin K. Choudhary), IAS  
Principal Secretary to Government  
Finance Department

Copy to the:

1. Advocate General J&K High Court Srinagar/Jammu.
2. All Financial Commissioner.
3. Principal Accountant General, J&K Srinagar/Jammu
4. All Principal Secretaries to Government.
5. Principal Secretary to Hon'ble Chief Minister
6. Principal Secretary to HE the Governor.
7. Principal Resident Commissioner, J&K Govt. 5-Prithvi Raj Road, New Delhi
8. Chief Electoral Officer, J&K Jammu.
9. All Commissioner/Secretaries to Government.
10. Divisional Commissioner Kashmir/Jammu.
11. Chief Vigilance Commissioner, J&K Srinagar.
12. Registrar General Local Fund, Audit and Pension J&K.
13. Director General Funds Organization, J&K
14. Director General Accounts & Treasuries, J&K,
15. Director Information J&K.



16. All Head of Departments/Managing Directors/Chief Executive of State PSU's/Autonomous Bodies.
17. Secretary, J&K Public Service Commission.
18. All District Development Commissioners.
19. Secretary, J&K Legislative Assembly/Legislative Council.
20. Director, Audit and Inspections.
21. Director, Accounts & Treasuries, Jammu/Srinagar.
22. All Directors of Finance/Financial Advisors & CAO's.
23. Joint Director funds Organization Jammu/Srinagar.
24. Joint Director Resources, Finance Department for necessary action.
25. General Manager, Govt. press for publication in government Gazette.
26. Mr. Harshit Jain, Vice Chairman M/s Trinity Reinsurance Brokers Ltd.
27. Private Secretary to Chief Secretary.
28. Private Secretary to Hon'ble Ministers/ Hon'ble Ministers of State for information of Hon'ble Ministers.
29. All officers/Section officers of Finance Department.
30. President Non Gazetted Employees Union Civil Secretariat Jammu/Srinagar.
31. In-charge Websites, General Administration Department and Finance Department for immediate necessary action.
32. Government order file (w2scs)

  
 (T.A. Wani)  
 Director Budget  
 (Nodal Officer, Insurance)  
 Finance Department



GOVERNMENT OF JAMMU AND KASHMIR  
**DIRECTORATE OF SCHOOL EDUCATION JAMMU**  
 MUTHI CAMP ROAD, JAMMU J&K -181205

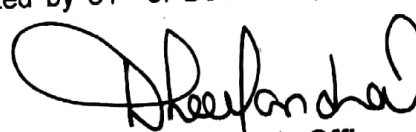
0191-2598803  
[www.schedujammu.nic.in](http://www.schedujammu.nic.in)  
[caodsej@gmail.com](mailto:caodsej@gmail.com)

No: DSEJ/Accts/2017/ **49984-50305**

Dated: **12-12-2017**

**Circular No: 102-FD of 2017, dated: 06.12.2017** is forwarded in original to the Principal SIE Jammu / Chief Education Officers (All) / Principal DIETs (All) / Principals GHSS/HSS (All) / Zonal Education Officers (All) / Headmasters GHS/HS of Jammu division for favour of information and its **immediate compliance** as desired by the Principal Secretary to Government, Finance Department so that the enrolment exercise of employees must be completed by 31<sup>st</sup> of December, 2017 positively.

Form - 'Annexed'

  
 Chief Accounts Officer  
 Directorate of School Education  
 Jammu

Annexure "A"



**Enrolment Form – J&K Govt. Employees / Pensioners Group Health Insurance Scheme**

Format Annexed with Circular No. 102-FD dated 6-12-2017

Administrative Department \* ..... Directorate/HOD/Controlling office \* .....  
DDO Code\* ..... District\* ..... DDO Name\* .....  
Office address of the DDO /Nodal officer .....  
DDO/Nodal officer Contact No \* ..... DDO/Nodal officer Email ID .....  
**Employee Details (Block letter)**  
Name of the Employee\* ..... Employee DOB\* ..... Sex\* ..... Employee Mobile No\* .....  
Designation of the Employee\* ..... Emp. ID ..... Emp. Email ID .....  
Address .....  
Pin Code\* ..... Dist\* ..... Aadhar Card No .....

**Annexure "A"**

Employee can cover any 5 dependents in between spouse/children/parents/siblings

Female employee can cover parents /in laws (any couple) as dependent

**Particulars of the Dependents of the employee**

Sr. No.	Full Name * (In Block Letters)	Sex (M/F)*	Relationship with Employee*	Date of Birth* (DD/MM/YY)	Aadhar Card No.
1					
2					
3					
4					
5					

**Note**

1. The employees are required to fill up the prescribed format properly and include only those dependents who are intended to be covered under the policy.
2. The DDOs/Nodal Officers concerned are requested to verify the above details stated by employee.

**Signature of Employee**

Date:

Place:

Seal & Signature of DDO/Nodal Officer

**Note:**

1. Form to be filled in **BLOCK LETTERS** and with Ball Pen.
2. Information with \* mark is compulsory to be provided by proposer without \* form may be rejected.
3. Your mobile number is unique ID no. hence to be used carefully.
4. Aadhar card number if available should also be mention of each member of the family.
5. The form should be verified by DDO stating his name and DDO code number with sign & stamp.

