



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

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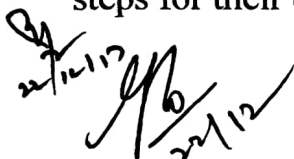
**Subject: Enrolment of Pensioners for Group Mediclaim Policy.**

**Circular No: 103 -FD of 2017**

**Dated: 22 -12-2017**

The State Government shall shortly unveil a mandatory Group Mediclaim Insurance Policy for the Government employees, including employees of the Autonomous bodies, Universities and all Public Sector Undertakings. For the first time, the pensioners of the State shall also be covered under the said Policy.

2. Any insurance product, as a prerequisite, presupposes the appropriate mapping of the intended beneficiaries and their dependants by way of their enrollment. Accordingly, a proforma for enrolment was designed and circulated along with the Circular of 06.12.2017 to all the administrative departments, HODs, MDs of PSUs/ Autonomous bodies for being filled up by the members of the targeted group.
3. However, it has come to the notice of the department that the design of the proforma does not facilitate the capturing of the data/ personal information of the pensioners in a proper manner.
4. Accordingly, the issue was examined and another proforma, forming annexure to this Circular, has been designed specifically for the pensioners.
5. The above proforma shall be available on the portal/website, namely, [www.jakfinaance.nic.in](http://www.jakfinaance.nic.in) and also at all the treasuries and the branches of the J&K Bank Ltd across the State.
6. Side by side, it has also been felt appropriate to delineate the procedure to be followed by the pensioners in applying under the said Policy. Accordingly, the pensioners are advised to follow the following steps for their enrolment under the said policy: -

  
22/12/17

- i) The pensioners can download / collect the proforma from the portal / website, namely, [www.jakfinance.nic.in](http://www.jakfinance.nic.in) and from the treasuries and all the branches of the J&K Bank Ltd.
  - ii) They shall fill the proformae, especially all the mandatory fields and duly sign them.
  - iii) They shall then deposit the forms, duly filled up in all respects and signed by them, with the Treasury Officers concerned.
7. The Treasury Officers of both Jammu and Kashmir divisions shall, in turn, compile the said forms and submit the same to the respective Sadder Treasury Officers.
  8. The authorized representative/official of M/s Trinity Reinsurance Brokers Pvt. Ltd. shall contact/approach the Sadder Treasury officers and collect the said information from them.
  9. In case of any queries/clarification, the pensioners / Treasury Officers can contact the following personnel, whose phone numbers are listed indicated each.
    - a. Mr. Arvind Kundu --- +917290098060
    - b. Mr. Kundan Kumar --- +917290098062
    - c. Mr. Sunil Sharma --- +917290098061
  10. The above exercise shall be completed by 31 December, 2017 without fail.

Sd/-

(Navin K. Choudhary), IAS  
Principal Secretary to the Government  
Finance Department

No.:- FD-VII-8(2010) DONGE/2016

Dated:- 22-12-2016

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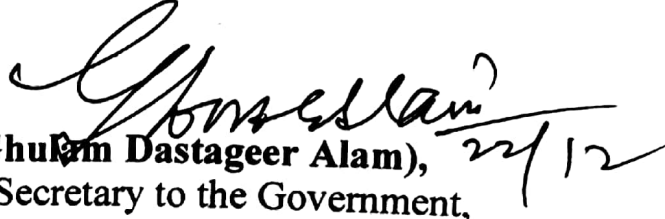
1. Advocate General J&K High Court Srinagar/Jammu.
2. All Financial Commissioner.
3. Principal Accountant General, J&K Srinagar/Jammu.
4. All Principal Secretaries to Government.
5. Principal Secretary to Hon'ble Chief Minister.
6. Principal Secretary to the Governor.
7. Principal Resident Commissioner, J&K Govt. 5-Prithvi Raj Road, New Delhi.
8. Chief Electoral Officer, J&K Jammu.

*Handwritten signature and initials*

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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 Director/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 MIS 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) Nodal Officer, Insurance.

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 (Ghulam Dastageer Alam), 22/12  
 Under Secretary to the Government,  
 Finance Department.  
 22/12/11



## Annexure

### Enrolment Form for all categories of J&K Government Pensioners (For use of Pensioner Only)

11. Name of the Pensioner\* .....
12. Department last served \* .....
13. Designation of the last DDO with full address.....  
.....
14. Name of the Bank Branch/Treasury from which the pension is being received.....  
.....
15. Pensioner's DOB\* ..... Sex\* M / F .....
16. Pensioner's Mobile No\* .....
17. Pensioner's PPO No \* .....
18. Pensioner's Email ID .....
19. Address .....
20. Pin Code\* ..... District\* ..... Adhaar Card No .....

**Pensioners can cover his/her dependent family member(s) only maximum up to five  
i.e.,(1+5)=6**

S. No.	Full Name * (In Block Letters)	Sex (M/F)*	Relationship with Pensioner's*	Date of Birth* (DD/MM/ YY)	Adhaar Card No.
1					
2					
3					
4					
5					

**Signature of Pensioner**

**Note:**

5. Form to be filled in **BLOCK LETTERS** and with ball point pen.
6. Information shown with \* mark is to be given compulsorily.
7. Your mobile number is unique ID no. hence to be filled in carefully.
8. Adhaar card numbers if available of each member of the family should also be mentioned.

(Insurance Division FD)