



**Government of Jammu and Kashmir
Finance Department
Civil Secretariat, Jammu**

PRIORITY

CIRCULAR

No: 106 - FD of 2017 Dated: 29 -12-2017

Subject: Enrolment of employees for Group Mediclaim Policy.

This is in continuation to the Circular of 102-FD of 2017, dated 6.12.2017 regarding the above subject.

2. Vide the above Circular, it has been enjoined upon the Administrative Secretaries/ HODs/DDOs to ensure that the enrolment forms of the employees working in their offices are duly filled up and later submitted to the Treasury Officer concerned by 31st December, 2017.
3. Towards further clarification of the procedure involved, it is further notified that all the DDOs of the Moving Offices shall deposit the duly filed enrolment forms of the employees working in their offices with the Civil Secretariat treasury within the above timeline.
4. All other DDOs shall deposit the above forms with their respective District Treasuries within the above timeline.
5. The enrolment process of the employees of universities, autonomous bodies and PSUs, which are not in account with the treasuries, shall remain the same as notified in the above Circular. Their drawing officers shall provide the duly filled enrolment forms of their employees to the representatives of the M/S Trinity Reinsurance Brokers Pvt. Ltd., who will approach them for collection of these forms.
6. Any lapse on the part of a DDO in not meeting the timeline of 31 December, 2017 shall be visited with an appropriate disciplinary action under rules.
7. In case of any queries/clarifications, employees and District Treasury Officers can contact the following personnel, whose phone numbers are indicated against each:
 - a. Mr Arvind Kumar +91-7290098060

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- b. Mr Kundan Kumar +91-7290098062
c. Mr Sunil Sharma +91-9810128222

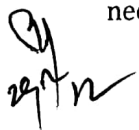
Sd/-
(Navin K. Choudhary), IAS
Principal Secretary to the Government,
Finance Department.


NO: -FD/JI/2017-18/257

Dated: 29 -12-2017

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, J&K High Court, Srinagar/Jammu.
13. Director General Local Fund, Audit and Pension J&K.
14. Director General Funds Organization, J&K.
15. Director General Accounts & Treasuries, J&K.
16. Chairman, J&K Bank Ltd for favour of information and necessary action.
17. Director Information J&K with the request to publish the circular in leading News Papers of the State on priority basis.
18. Secretary, J&K Public Service Commission.
19. All District Development Commissioners.
20. Secretary, J&K Legislative Assembly/Legislative Council.
21. Director, Audit & Inspections.
22. Director, Accounts & Treasuries, Jammu/ Srinagar.
23. All Directors of Finance/Financial Advisors & CAO's.
24. Joint Director Funds Organization Jammu/Srinagar.
25. General Manager, Govt Press for publication in Government Gazette.
26. Private Secretary to Chief Secretary.
27. Private Secretary to Hon'ble Ministers/Hon'ble Ministers of State for information of Hon'ble Ministers.
28. All officers/section officers of Finance Department.
29. President Non Gazetted Employees Union Civil Secretariat Jammu/Srinagar.
30. In-charge Websites, General Administration Department and Finance Department for immediate necessary action.


29/12


(Mohammad Amin Shah)
Under Secretary to the Government
Finance Department