



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

Circular

Subject: Non submission of the Enrolment Forms of the Gazetted Officers regarding Mediclaim Insurance Policy where premium stands deducted from their salaries by some DDOs (concerned) to ICICI Lombard GIC Ltd. as on date.

- Ref:**
1. Government Order No.07-FD of 2014 Dated 09-01-2014
 2. Circular Instructions dated 21-01-2014
 3. Government Order No.96-FD of 2014 Dated 31-03-2014
 4. Circular Instructions dated 21-04-2014
 5. Circular Instructions dated 26-02-2015
 6. Circular Instructions dated 10-02-2016
 7. Circular Instructions dated 22-04-2016

Despite of repeated requests/instructions to all the Administrative Secretaries and Drawing and Disbursing Officers (DDOs) of every department to submit the prescribed enrolment form duly filled by the concerned Gazetted Officer where the premium stands deducted by the concerned DDO to ICICI Lombard GIC Ltd. Jammu/Srinagar against proper receipt to enable them to furnish Health Insurance Cards and provide cashless treatment to the enrolled beneficiaries during the policy period, however, various DDOs failed to adhere the instructions of the Government in letter and spirit with the result some officers could not avail the benefits under the instant policy being the fault of the DDOs. The matter has been viewed seriously by the Government and disciplinary action shall be initiated against the defaulting DDOs who have failed to adhere the directions/instructions in submission of the enrolment forms to the concerned Insurance Company.

Accordingly, all the DDOs are once again directed to submit the left out enrolment forms duly filed by the concerned Gazetted Officers as per the directions of the Finance Department whose premium stands already deducted from their salaries in the prescribed month to the ICICI Lombard GIC Ltd. upto 25th March 2017 positively. The Finance Department does not owe any responsibility in case the DDO shall fail to adhere the instructions. The enrolment forms shall be sent to the concerned Insurance Company on the below mentioned address against proper receipt.

1. Area Manager, ICICI Lombard, General Insurance Company Ltd, Chinara Complex
4th Floor, The Bund Residency Road Srinagar. Contact: No's:- 0194-2133601,
2456221, Cell: 9906079807.

OR

17/2

Hem

2. Area Manager, ICICI Lombard, General Insurance Company Ltd, Hall No. 301 and 302, 3rd Floor, North Block, Bahu Plaza, Jammu.

It is reiterated that the present arrangement i.e. 1st stage of 3rd year policy is going to expire on 31st March 2017 while as 2nd stage of 3rd year policy is going to expire on 24th August 2017. The left out enrolment forms shall be treated as fresh one in the 2nd stage of 3rd year policy upto 24th August 2017 only.

Sd/-

(Navin K. Choudhary) IAS

Commissioner Secretary to the Government;
Finance Department

No: FD/Mediclaim/08/MR-III

Dated 17 -02-2017

Copy to the:-

1. Ld. Advocate General, J&K High Court, Jammu
2. Financial Commissioner, Revenue.
3. All Principal Secretaries/Commissioner/Secretaries to Government.
4. Director General of Police, J&K, Jammu.
5. Principal Resident Commissioner, J&K, New Delhi.
6. Divisional Commissioner, Jammu/Srinagar.
7. Director General Accounts & Treasuries, J&K.
8. Director General Budget, Finance Department.
9. Director Codes, Finance Department
10. Director and Ex. Officio Secretary to Government, SKIMS, Srinagar.
11. All HODs/Managing Directors.
12. All Deputy Commissioners.
13. Principal, Government Medical College, Srinagar/Jammu.
14. Special Secretary to Chief Secretary.
15. Director Health Services, Kashmir/Jammu.
16. Director Information, J&K, Jammu with the request to kindly publish the circular instructions in the leading local dailies of the State for wide publicity.
17. Private Secretary to Hon'ble Minister for Finance and Ladakh Affairs.
18. Area Manager ICICI Lombard GIC Ltd. Srinagar /Jammu with the request to enertain the enrolment Forms and provide the facility to the benificiries, the premium amount shall be adjusted within justified period.
19. Incharge Website General Administration Department.
20. Incharge Website Finance Department.
21. Office order file.

(M.S.Sheikh)KAS

Special Secretary to Government
Finance Department

17/2

17/2