



GOVERNMENT OF JAMMU AND KASHMIR  
CIVIL SECRETARIAT: FINANCE DEPARTMENT.

**Urgent**  
**Time Bound**

**CIRCULAR**

**Subject:-Implementation of Mediclaim Insurance Policy for all State Government (Gazetted) Employees.**

All the Administrative Secretaries and Drawing and Disbursing Officers (DDOs) are requested to convey the name of the Gazetted Employee along with full particulars and those of his or her dependant family members on the prescribed format to the ICICI Lombard General Insurance Company Ltd. on the below mentioned addresses up to 27<sup>th</sup> of January 2014 positively.

It may be mentioned here that the policy has been decided to be launched on 10<sup>th</sup> of February 2014 vide Govt, Order No 07-FD of 2014 Dated 09-01-20-14.

1. Area Manager, ICICI Lombard, General Insurance Company Ltd,  
Chinar Complex 4<sup>th</sup> Floor, The Bund Residency Road, Srinagar

OR

2. Area Manager, ICICI Lombard, General Insurance Company Ltd.,  
Hall NO. 301 and 302, 3<sup>rd</sup> floor, North Block, Bahu Plaza, Jammu.

(Shakeel-Ul-Rehman Rather)

Special Secretary to Government;

Finance Department

21/1/14

Dated: 21-01-2014

No: FD/Mediclaim/08/MF-III

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 Codes, Finance Department.

8. Director General Budget, Finance Department.
9. Director General Accounts & Treasuries with the request to direct all the DDOs to follow the instructions in letter and spirit.
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 Government order 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.
19. Incharge Website General Administration Department.
20. Incharge Website Finance Department.
21. Office order file.

*[Handwritten signature]*

*[Faint, illegible text and markings]*

**Format annexed with Government Order No. 07 of 2014 dated 09-01-2014**

1. Department/Office: \_\_\_\_\_
2. Complete location/address of the department/office \_\_\_\_\_
3. District: \_\_\_\_\_
4. Name of the concerned DDO \_\_\_\_\_
5. Mobile No. \_\_\_\_\_

S.No	Name of the Employee and his/her dependents	Designation of the employee	Gender M/F	Relation with Employee	Date of Birth D/M/Y	Residential Address of Employee	District	Pin Code	Employee's Contact No	Email ID If any
1.				Self						
2.										
3.										
4.										
5.										
6.										

- Note 1. The employees are required to fill up the prescribed format properly and include only those dependents who are covered under the policy.
2. The DDOs concerned are required to furnish a single list of all gazetted employees to concerned Insurance Company as per the format given above on most immediate basis.

Seal & Signature of the DDo/HOD  
With Name \_\_\_\_\_

*Alomin*  
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