



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

Subject: Filling of Nomination Form regarding Group Janta Personal Accidental Insurance Policy.

CIRCULAR

It has come to the notice of the Finance Department that almost Settled claims regarding *Group Janta Personal Accidental Insurance Policy* are still pending undisbursed with various Drawing and Disbursing Officers (DDOs) for want of legal heir(s) certificate, dependant certificate or succession certificate by which the Noks of the deceased employees are suffering unnecessarily. While as the Finance Department has already directed all the DDOs to ensure timely filling of the Nomination Form of each employee at the time of deduction of premium from their salary bills and same shall be kept in the safe custody of the DDO for record and reference purpose. In the event of the accidental death of the insurant (employee), the insured amount shall be paid to the nominee(s) by the DDO. It is only to curb the avoidable delay in providing the hassle free arrangement in disbursing the sanctioned insured amount among the appropriate nominee(s) of the deceased employee. It is a matter of great concern that almost DDOs are not directing to their employees to fill up their nomination forms despite of having clear cut instructions and directions from Finance Department to do the same.

Accordingly, all the Administrative Secretaries are once again requested to impress upon all the DDOs concerned to adhere the instructions of the Finance Department regarding the above said scheme in letter and spirit so that the benefit under Group Janta Personal Accidental Insurance Policy to the Nominee(s) of the deceased employee(s) will be provided quickly and in time. The proforma of the Nomination Form is again enclosed herewith as annexure 'A' for necessary action.

Farooq Ahmad Khan (KAS)
Special Secretary to Government
Finance Department

11/10 Dated: 11-10-2012

No: FD/JI/2012/General/141

Copy to the :-

1. Advocate General, J&K.
2. Principal Resident Commissioner, 5 Prithvi Raj Road New Delhi.
3. All Financial Commissioners/ Principal Secretaries / Commissioner Secretaries and Secretaries to Government.
4. Director General of Police, J&K State.
5. Divisional Commissioner Jammu/Kashmir.
6. Director General Accounts and Treasuries J&K for favour of information and with the request to direct all concerned accordingly.
7. Director Information Department, J&K Srinagar with request to kindly publish the circular in two leading newspapers both in Srinagar and Jammu.
8. All Deputy Commissioners.
9. All Saddar/District/ Tehsil Treasury Officers.
10. All Managing Directors of PSUs.

Annexure -A
APPLICATION CUM NOMINATION FORM UNDER
GROUP JANTA PERSONAL ACCIDENTAL INSURANCE POLICY

1. Name of the employee

2. Parentage

3. Permanent Residential Address :-

I) R/O&P/O..... Tehsil.....

II) District.....

III) Pincode.....

IV) Telephone No.

V) Mobile No.

4. Designation

5. Department

6. Date of birth

7. Details of Nominee(s)

| S.No | Name of the Nominee(s) | Relationship With Insurant | Age & Address of Nominee(s) | Share of insured amount to be paid to each nominee |
|------|------------------------|----------------------------|-----------------------------|--|
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Signatures of witnesses with name and full address:-

1.

2.

Name and Signature of the employee

CERTIFICATE BY THE DRAWING AND DISBURSING OFFICER(DDO)/HEAD OF THE OFFICE OF THE APPLICANT(EMPLOYEE)

It is certified that the particulars given above by the employee/insurant are correct and best of my belief.

Signature

Name of the DDO/HOD

Designation.....

Department.....

Please Note that: This form shall be kept in the safe custody of the DDO for record and reference purpose. In the event of the accidental death of the insurant (employee) the insured amount shall be paid to the nominee(s) by the DDO.
 (AAO Ins Finance Department)