

# UNIVERSITY OF KERALA

(Abstract)

Group Personal Accidental Insurance Scheme-Renewal of the scheme for the year 2017 - Orders issued.

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## FINANCE III SECTION

U.O.No.FinIII.1/3443/2016

Thiruvananthapuram, Dated, 06.11.2017

- Read: -
1. G.O(P)No.221/07Fin.dt29.05.2007
  2. Govt.Letter No47957/Estt.D/3/08Fin.dt.21.08.2008
  3. G.O(P)No.616/10 Fin.dt.23.11.2010
  4. G.O(P)No.504/11 Fin.dt.04/11/2011
  5. G.O(P)No.606/12 Fin.dt.03/11/2012
  6. G.O(P)No.555/13 Fin.dt.13/11/2013
  7. G.O(P)No.507/14 Fin.dt.07/11/2014
  8. G.O(P)No.526/15 Fin.dt.19/11/2015
  9. G.O(P)No.133/17 Fin.dt.21/10/2017

### ORDER

As per the Government Order read(1) above Government have introduced Group Personal Accident Insurance Scheme to Government employees, Teachers etc. Subsequently Government are pleased to extend the scheme to the employees of the Universities. As per G.O read(9) above Government have renewed the scheme for the year 2018. In line with the Government Orders, sanction is accorded by the Vice Chancellor to renew the GPAIS in the University for the year 2018 subject to the terms and conditions as contained in the subsequent paragraphs.

#### 1. Eligibility to become a policy holder

All regular employees of the University and teachers shall be members of the scheme. They shall compulsorily be members under the scheme. The scheme shall come into force subject to the renewal of the policy for the succeeding year by the Government.

#### 2. Premium

The insured shall have to pay an annual premium of Rs.400/- inclusive of service tax for the insured sum of Rs.10 lakhs.

#### 3. Contingencies covered and compensation admissible for accident

As per the provisions contained in the Government Orders read above.

#### 4. Procedure or deductions and remittance of premia

The Deputy Registrar, Audit shall deduct the premium @Rs 400/-per employee towards premia for the year 2018 from the salary for the month of November 2017 from all the regular employees and teachers except those retiring from service on or before 31.12.2017.

5. The Finance Officer shall arrange to credit the premia of all employees to the Treasury to the head of account "8658-Suspense Accounts, 102-Suspense Accounts(Civil), 88-Group Personal Accident Insurance Fund" before 31.12.2017

6. All the Heads of Departments, Institutions, Statutory Officers, Heads of Sub-Officers and Sections shall give notice to all the regular employees and teachers under their control regarding the renewal of the scheme. All employees and teachers are required to tender the duly filled up

nomination in triplicate in the format appended ,to the Deputy Registrar(Audit), S.H.Campus, Palayam on or before 10.12.2017 duly noting the I.D.No of the employees. The Heads of Departments/Controlling Officers shall give wide publicity about the scheme among the employees, obtain the nomination from all the regular employees under him and forward the same along with his nomination to the Deputy Registrar Audit . The Heads of Departments /Controlling officers shall report the contingencies if any, in time to the Registrar.

7. In the case of Employees on deputation /LWA etc during the month of November 2017 and in the case of those whose premia cannot be deducted through the automated Pay Roll System including fresh recruits, IU transferees etc. they shall remit the amount of premium directly to the Treasury and produce the Chalan receipt and the nomination form to the Deputy Registrar, Audit before 20.12.2017. The employees shall be responsible for the timely remittance of the premium.

8. All the other terms and conditions , definitions, procedure for preferring the claims etc shall be as provided in the Government Orders read above and as amended from time to time by the Government.

9. All the Heads of Departments/Offices/Statutory Officers/Section Heads will see that the employees under them have enrolled in this scheme in time and submitted their filled up nomination form and they shall be personally liable for the non-enrollment of the employees coming under him/her and the claims occurring their after.

10. The salary for December, 2017 shall be disbursed only after the receipt of the duly filled up nomination form.

11. The self drawing officers shall furnish a certificate in the self declaration of Attendance for claiming salary for December, 2017 that they have submitted the nomination. In the case of subordinate staff, the controlling Officers shall certify in the Attendance Report for claiming salary of subordinate staff for the month of December, 2017 that the duly filled up nominations have been obtained from the employees.

12. The Deputy Registrar, Audit, S.H. Campus shall collect the nominations from all the employees concerned and keep under his/her safe custody along with the list of employees including those remitted the premia in cash.

**By Order of the Vice-Chancellor**  
Sd/  
**REGISTRAR.**

To

1. All Heads of Branches/Departments/Sections/Sub Offices/Centres.
2. PSs to V.C/P.V.C. & P.A. to Registrar/C.E./F.O./DPD.
3. The Joint Registrar, Campus Administration.
4. All JRs/DRs/ARs/Sections.
5. The Government Auditor.
6. PRO & IT Cell for hoisting in websites
7. File/Stock File.

Forwarded/By Order

**SECTION OFFICER**

# UNIVERSITY OF KERALA

## FORM – I (NOMINATION)

ID.NO:

Name of Employee:

Designation:

Office:

To

Head of Office

I do hereby inform the Registrar (Designation of Head of Office) that the Person(s) mentioned hereunder shall be my Nominee(s) and that the benefits due to me under the Personal Accident Insurance Scheme to University Employees and Teachers shall be given to them in the following proportions (in the event of my death incapacitated to receive the benefit).

Sl.No	Name of Nominee	Age	Address	Relationship with the Member	Proportion of benefits to be given	Contingency under which the nomination becomes ineffective	Person whom the amount is to be given if the nominee is a minor
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Place:

Countersigned:

Signature

Date:

Head of office/Head of Dept.

Name of Employee: