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Government of Himachal Pradesh
Department of Finance (IF)

No. Fin-IF(F)9-5/2012 Dated: Shimla-171002, the 16th Nov., 2015

The Governor, Himachal Pradesh is pleased to renew the Group Personal Accident Insurance Scheme for Regular, Adhoc, Part-time, Contractual and Daily Waged employees of Government Departments, Boards, Corporations, Universities and Autonomous Bodies on compulsory basis for a period of one year w.e.f. 18.11.2015. The scheme would be implemented by the State Government through Heads of Departments.

Salient features of the scheme are as under:-

1. Premium Rs.80/- per annum per employee
2. Coverage
 - i) Any kind of accident (Post Mortem Report and FIR is compulsory).
 - ii) Drowning, washing away in floods, landslides, snakebite, earthquakes & cyclone (Post Mortem Report and FIR is compulsory).
 - iii) The cover is available on twenty-four hour basis and includes all types of accidents arising anywhere, i.e. at home, in public, whilst engaged in any occupation/ vocational activity and / or traveling by any mode of conveyance, directly caused by external violent & visible means in sudden, unforeseen manner.
 - iv) Natural deaths, i.e. deaths not occurring due to accidents are however not covered under the scope of this scheme.

3. **Sum assured/Benefits in case of accident:-**

- (a) Death Rs. 2.00 Lakh
- (b) Permanent total disablement Rs. 2.00 Lakh
- (c) Loss of one limb+ one eye Rs. 2.00 Lakh
- (d) Loss of one limb/eye Rs. 1.00 Lakh

A. Mode of premium payment

1. Since the scheme is implemented on compulsory basis, each & every DDO(s) would ensure deduction of Rs. 80/- as premium from each employee from the salary for the month of Nov., 2015 in one installment only and the same will be deposited in receipt Head -0235-60-105-02 positively.
2. The Boards/Corporations/Universities/Autonomous Bodies will also deposit the premium in above stated Receipt Head in respect of their employees who are being paid salaries by these organizations.

B Procedure for claims

The concerned DDO(s) shall prefer the claims to their Head of Department. The following documents will required to be attached with the claim form duly countersigned by the concerned DDO.

(i) In case of death

- (a) Intimation from Legal heir of deceased within 30 days of death;
- (b) Claim form along with copy of FIR, post mortem report by appropriate authority;
- (c) Death certificate issued by the appropriate authority;
- (d) Legal heir certificate issued by the appropriate authority.

(ii) In case of injury;

- (a) Intimation from claimant ;
- (b) Claim form;
- (c) Treatment & disability certificate in event of permanent total disability/permanent partial disability.

Specific proof of deduction & deposit of premium in designated Receipt Head in respect of beneficiary.

In the event of claim, the concerned HOD will decide/ settle the claims at his own level on being satisfied that the claim falls within the scope of the scheme as explained in Para 2 of these guidelines. The payments of compensation shall be made to the nominee(s) or legal heirs of the deceased by the concerned Head of Department. The expenditure on this account shall be charged to Major Head 2235-60-105-02-SOON-NP-OC.

In case of claims under the scheme from Boards/Corporations/Universities/ Autonomous Bodies, the claims will be settled by their respective Administrative Departments, Specimen copies of Claim Intimation Letter and Claim Form is enclosed as per Annexure-I & II.

The HOD/AD shall ensure that relevant documents as mentioned at Annexure -I or II as may apply to the particular case are attached with the claim form.

By order

Addl. Chief Secretary(Finance) to the Govt. of Himachal Pradesh.

No. Fin-IF(F)9-5/2012 Dated: Shimla-171002, the 16th Nov., 2015

Copy for information and necessary action to:-

1. All Administrative Secretaries to the Government of Himachal Pradesh
2. All Heads of Department in Himachal Pradesh
3. Registrar General, H.P. High Court, Shimla.
4. The Director, Treasuries and Accounts with 120 copies for circulation to all the treasuries in the State so that recovery of premium is ensued.
5. All Deputy Commissioners in H.P.
6. All Boards/Corporations /Universities/ Autonomous Bodies in H.P.
7. Controller, Printing & Stationery Department, H.P. Printing Press, Shimla-5 for publication in the extra ordinary Rajpatra.

(Akshay Sood),

Special Secretary(Finance) to the Government of Himachal Pradesh.

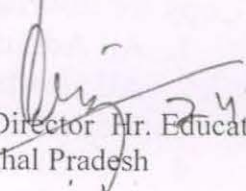
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Directorate of Hr. Education
Himachal Pradesh

Endst. No. EDN-H(1)B(15)1/2009- Imp. Instt. Dated Shimla - 171001 the 30/11/2015
Copy for information and further necessary action is forwarded to :-

1. The Addl.Chief Secretary (Finance) to the Govt. of H.P.w.r.t letter No.Fin-IF(F)9-5/2012 dated 16.11.2015 for information please.
2. The Addl.Chief Secretary (Education) to the Govt. of H.P. for information please.
3. The Additional Director of Hr. Education (Adm.), H.P.
4. The Additional Director of Hr. Education (C), H.P.
5. The Additional Director of Hr. Education (S), H.P.
6. The Joint Director of Hr. Education, C-I / C-II, H.P.
7. The Joint Controller (F&A), Dte. of Hr. Education, H.P.
8. The OSD(C) / OSD(Skt.) Directorate of Hr. Education, H.P.
9. All the Principals of Govt. Degree Colleges / GCTE Dharamshala & Skt. in the H.P.
10. All Deputy Directors / Assistant Directors, Dte. of Hr. Education, H.P.
11. All the Deputy Directors of Hr. Education, H.P. with the remarks that same letter be circulated to all offices / institutions situated in your district.
12. The Group Commander, GP HQ, Shimla -4.
13. The Chief Librarian, Center State Library Solan.
14. All the District libraries in the H.P.
15. All the NCC units in the Pradesh.
16. The PS to the Director of Higher Education, H.P.
17. The Technical Officer, Dte. of Hr. Education, H.P.
18. DDO Directorate of Hr. Education, H.P.
19. All the Superintendents in the Directorate of Hr. Education, H.P.
20. Guard File.


Addl. Director Hr. Education
Himachal Pradesh

I.T cell

(M)

CLAIM INTIMATION LETTER

To

The Director,

Sub:- INTIMATION OF LOSS UNDER GROUP PERSONAL ACCIDENT INSURANCE SCHEME FOR GOVT.

Sir,

It is to intimate to you that Shr
..... S/o Sh.....R/c
.....working asin
..... Posted athas died/
lost following body parts Suffered permanent total
disability/ permanent partial disability due to accident of
.....on Dated..... You are
requested to register the claim at the earliest in favour of insured under the
captioned scheme.

Thanking You.

(.....)

SIGNATURE

(Not in case of death)

Countersigned by Head of the
Office/Department

Documents to be submitted in event of claim:

- Claim intimation immediately after knowledge of occurrence.
- Claim Form along with:
- Copy of FIR
- Post Mortem report in the event of death/death certificate from competent authority.
- Treatment/disability certificate in the event of Permanent Disability /Permanent Partial Disability.

NOTE:- ALL DOCUMENTS SHOWULD BE DULY ATTESTED BY HOD.

CLAIM INTIMATION LETTER

1. NAME OF INSURED: -----
 DESIGNATION: -----
 PARSENTAGE -----
 RESIDENTAL ADDRESS -----

 POSTED AT -----
 DEPARTMENT -----
 PREMIUM PAID ON -----

2. AGE;----- SEX -----
 DATE OF ACCIDENT----- TIME OF ACCIDENT-----
 HOW DID ACCIDENT OCCUR:-----
 WITNESS OF ACCIDENT----- HIS NAME-----
 ADDRESS -----

3. NATURE OF INJURY RECEIVED -----
 NATURE OF DISABLEMENT -----
 NAME & ADDRESS OF HOSPITAL -----
 PRESENT STATUS OF INJURY/HEALTH -----

4. DETAIL OF POLICE REPORT LODGED
 WITH FIR NO AND DATED;-----
 ULTIMATE LOSS;----- (loss of body parts)
 DETAIL OF BODY PARTS LOST:-----
 DETAIL OF PERMANENT TOTAL DISABILITY-----
 POSTMORTEM / TREATMENT TAKEN FROM:-----

5. I hereby declare that the foregoing statements are true to the best of my knowledge and belief and I have not attempted to conceal any relevant pertinent information. In case of any false/ fraudulent / untrue averment whatsoever the said policy shall be void ab-inito and my right / my claim for compensation will be forfeited.

(_____)
 SIGNATURE

(Not in case of death)

Dated ; Countersigned by Head of the

(_____)
 Office/ Department

FOLLOWING DOCUMENTS ENCLOSED IN SUPPORT OF THIS CLAIM:

- FIR
- POST MORTEM REPORT
- BRIEF ACCIDENT REPORT BY THE DEPARTMENT
- ANY OTHER DOCUMENT