

No. 16015—GIS (II)-2/99-F.
FINANCE DEPARTMENT
The 3rd April 1999
OFFICE MEMORANDUM

SUBJECT—Group Insurance Scheme for Government Employees—Procedure thereof

REFERENCE—Finance Department Resolution No. 8754—GIS (II)-2/99-F., dated the 9th March 1999

The undersigned is directed to say that in the Resolution referred to above, the Group Insurance Scheme for Government Employees has been further revised with effect from 1st April 1999, allowing higher coverage benefits to the families of deceased employees. For proper implementation of the revised scheme, Government have been pleased to direct that the following procedure shall be followed scrupulously.

1. (a) Advance to Government Servants—An interest free advance not exceeding the amount of deposit required to be made, shall be granted to Government servants in order to enable them to make the deposit under the revised scheme as laid down in para. 2 of the Resolution referred to above. No application for grant of advance is necessary from Government Servants. It is the responsibility of every Head of Office/Drawing and Disbursing Officer to ensure that the Government employees, working in his/her establishment are granted the requisite advance of one-time refundable deposit and the amount is drawn and sent to Finance Department, Bhubaneswar in shape of Treasury Chalan or Bank Draft, payable to Principal Secretary to Government of Orissa, Finance Department, Bhubaneswar as indicated para. 4 below. The Treasury Chalan or Bank Draft, as the case may be, must reach the Finance Department latest by 30th June 1999. The advance to be granted shall be debited to the head "7610—Loans to Government Servants, etc.—800—Other Advances—4700070—Group Insurance Scheme". It shall be the first responsibility of the Drawing and Disbursing Officer and the employee concerned to see that up-to-date deposit under the Group Insurance Scheme have been made in favour of the Government servant.

(b) Recovery of Advance—The advance so granted to Government servants shall be recovered in 10 (ten) consecutive monthly instalments, commencing from the salary bill for the month of April, 1999. In case of new entrant, i.e. persons recruited on or after 1st April 1999, the recovery of advance shall commence from his/her salary for the first month of his/her appointment. The amount recovered shall be credited to the receipt head "7610—Loans to Government servants, etc.—800—Other Advances—9903080—Group Insurance Scheme".

2. Deposits in case of deputationist—In case of a Government Servant on deputation to another State Government or to Government of India or to a Public Sector Undertaking, it shall be the responsibility of the Lending Authority to bring the provision of the revised scheme to the notice of the Borrowing Authority as well as the deputationist himself. In such a case, the Borrowing Authority shall sanction an appropriate amount of advance towards one-time refundable deposit in favour of the deputationist in order to enable him to make the deposit as per the revised scheme. Then, the Borrowing Authority shall send the contributed amount of the deputationist in shape of Treasury Chalan or Bank Draft, payable to Principal Secretary to Government of Orissa, Finance Department, Bhubaneswar as indicated in para. 4 below, to Finance Department so as to reach by 30th June 1999 at the latest. The advance so granted to the deputationist by the Borrowing Authority shall be recovered in 10 (ten) consecutive monthly instalments from his salary. The required entry in the Pass Book of the deputationist shall be made by the Borrowing Authority.

3. Issue of G.I.S. Pass Book—A Pass Book for each individual Government servant, who is appointed on or after 1st April 1999 shall be issued by the Finance Department in due course after receipt of Bank draft /Treasury Chalan with the report containing the particulars of the concerned employee. In case of employees, who have already deposited the quantum of one-time deposit under the previous scheme and have been issued with Pas Books, no new Pass Books will be issued to

them. The balance amount deposited in favour of such employees under the revised scheme shall be incorporated in their Pass Books by the concerned Drawing and Disbursing Officer.

4. Submission of Bank Drafts/Treasury Chalang—The Drawing & Disbursing Officer, stationed outside Bhubaneswar shall send the employees' contribution, collected from the Government Servants working in his/her establishment, in shape of Bank Draft, payable to Principal Secretary to Government of Orissa, Finance Department, Bhubaneswar along with a consolidated reports, containing the particulars, such as name and designation of the employees, present pay and the amount of initial/balance deposits made by each of them and Bank Draft No. and Date, to Finance Department. In case of Government servants, working in Departments/Heads of Departments/Other Government Offices, located at Bhubaneswar, the concerned Drawing and Disbursing Officer shall deposit the amount in the District Treasury, Khurda, Bhubaneswar under the Head "K—Deposits and Advances—(b)—Deposits not bearing interest—8443—Civil Deposits—830—Other Deposits—9901660—Deposits under the Government Employees Group Insurance Scheme—(1)—Employees Contribution" and send the Treasury Chalan in original in support of the deposits along with the above particulars. The Bank Drafts / Treasury Chalang along with the consolidated reports of the employees should reach Finance Department by 30th June 1999 positively.

5. Eligibility of getting the benefits under the revised scheme—This revised scheme will be applicable to those Government Employees, who are drawing pay as per O.R.S.P. Rules, 1998. The Government Employees, whose pay have not been fixed as per O.R.S.P. Rules, 1998, will be guided by Finance Department Resolution No. 42944/F., dated the 10th August 1987. The benefits will be paid to the family of a deceased employee on the basis of actual deposit made in his favour prior to the death towards one-time refundable deposit under Group Insurance Scheme.

6. Certificate regarding collection of one-time deposits—(a) In order to make sure that each regular Government Employee drawing pay as per O.R.S.P. Rule, 1998 has been brought under the revised Group Insurance Scheme, it shall be the responsibility of the Head of Office/Drawing and Disbursing Officer to report to the Finance Department, the position as on 1st April 1999 in the following *pro forma* :—

PRO FORMA

Name of Establishment.....

Department.....

No. of regular Government Employees as on 1-4-1999 in the pay range of	Amount of Deposit due at the revised rate			Amount actually collected and remitted to Finance Department	Bank Draft/ Treasury Chalan No. and Date
	Initial	Additional	Total		
1	2	3	4	5	6
(i) Up to Rs. 3,600					
(ii) Rs. 3,601 to Rs. 5,600					
(iii) Rs. 5,601 and above					

Memo No...../F. dated.....

Forwarded to Under-Secretary (G.I.S.) to Government, Finance Department, Bhubaneswar for information.

Signature of Head of Office/
Drawing & Disbursing Officer

(b) The Drawing and Disbursing Officer should also attach the following certificate to the Salary Bill of his establishment for April, 1999 in absence of which the Salary Bill shall not be passed by the concerned Treasury/Special Treasury/Sub-Treasury Officer for payment.

"Certified that the total number of employees in the establishment of the Office..... whose salaries are being drawn as per O.R.S.P. Rule, 1998 in this bill is..... and that all of them have been brought under the revised Group Insurance Scheme made effective with effect from 1st April 1999 in Finance Department Resolution No. 8754-F., dated the 9th March 1999 and further that the one-time refundable deposits according to their pay ranges have been collected from them and credited to Government Account and the above facts have been reported to Finance Department in this Office Memo No.....dated..... (copy enclosed).

(c) The Treasury/Special Treasury/Sub-Treasury Officer shall exercise scrutiny and shall not pass the pay/salary bill for April, 1999 in respect of which the certificate as prescribed above has not been furnished along with the bill.

[Illegible]

Additional Secretary to Government