

ANNEXURE – I

(New Health Insurance Scheme ordered in G.O.Ms. No. 430,
Finance (Salaries) Department, dated 10.9.2007)

1.	Name of the Employee
2.	Designation
3.a.	Type of Office: Government / Local Bodies / Public Sector Undertakings & Statutory Boards / Universities
3.b.	Office in which employed
4.	Date of Birth
5.	Date of Retirement
6.a.	Pay Drawing Office attached
6.b.	Designation of the Pay drawing Officer & Code
6.c.	Location of Sub-Treasury/Treasury/PAO attached
7.	Employee code : **
8.a.	General Provident Fund Account No. in respect of Govt. employees
8.b.	In case of new applicants state whether application for enrolment in the Contributory Provident Fund scheme has been sent to Accountant General with details of reference no. and date. Employee code of other organisations, if any assigned shall be indicated along with the identification of the Organisation
9.	Details of Family members***
	*** In case the spouse is employed, the details of Organisation in which the spouse is employed shall also be furnished.

Name	Age as on 1.1.2008	Relationship to the employee	Marital status	Employment status	Stamp size photograph @
(i)	(ii)	(iii)	(iv)	(v)	(vi)

@ The employee may furnish a joint photograph of the family in lieu of stamp size photograph of each member of the family.

The details furnished by the employees shall be posted on the website by the Pay Drawing Officers.

** Employee code and organisation code of organisations other than Government Departments shall be designed by the respective organisation with a suitable Prefix identifying based on the Provident Fund Scheme in force in the respective organisation.

Signature of the Employee

/True copy/

SECTION OFFICER

New Health Insurance Scheme

Steps to be followed for filling up the form

- 1) Select the district from the combo box
- 2) Select the Office type from the combo box
 - If Office-Type is Government department,
 - a) "DDO Code " combo box will be enabled
 - b) Select the respective DDO Code. The description of the DDO will be shown automatically
 - c) Select the type of Pay Disbursing Office
 - d) Type the Pay Disbursing office location
 - If Office-Type is Local Bodies,
 - a) A combo box with Corporation, Municipalities, Town panchayat, Village panchayat will be enabled
 - b) Select the type of Local body,
 - c) Again a Combo Box with the names of local body will be enabled
 - d) Select the respective Local body
 - e) Type the DDO's designation
 - f) Select the Pay Disbursing Office and then
 - g) Select the Pay Disbursing Office location
 - If Public Sector Undertakings and Statutory Boards,
 - a) Select the type of PSU / Boards
 - b) Type the DDO's designation
 - c) Select the Pay Disbursing Office and then
 - d) Select the Pay Disbursing Office location
 - If Government Universities,
 - a) Select the type of University
 - b) Type the DDO's designation
 - c) Select the Pay Disbursing Office and then
 - e) Select the Pay Disbursing Office location
- 3) Type the initial first and then Name
- 4) Select the designation from the combo box if found. Otherwise select "Others" from the combo box and type the designation in the next field
- 5) Type date of birth as per the format (dd/mm/yyyy)
- 6) Type the date of retirement as per the format (dd/mm/yyyy)
- 7) Select the marital status
- 8) Select the employee type (GPF / CPF / CPF newly joined / Others)
 - a) If General Provident Fund, type the number first and then select the suffix from the combo box.
 - b) If Contributory Provident Fund Number holders, type the number first and then select the suffix from the combo box.
 - c) If Newly joined employee and Contributory Provident Fund number is not allotted by the A.G.'s office type the reference No. and date in which the letter has been sent to A.G.'s Office
 - d) Others, type the Number assigned by the Department
- 9) Give the family members details only. Employee details need not be given.
- 10) Finally click the "Save" button