

The 25th February, 1983.

OFFICE MEMORANDUM

SUBJECT :-Introduction of Group Insurance Scheme for State Government
employees on self financing and contributory basis.

No.FM.58/81/24 With a view to provide at a low cost and on a wholly contributory and self financing basis the twin benefits of an insurance cover to help the families of the State Government employees in the event of death of the employees while in service and a lump sum payment to the employees or to their families on cessation of employment on account of resignation, death, retirement etc., the Governor of Assam is pleased to introduce the Group Insurance Scheme as detailed in the Annexure w.e.f 1st April, 1983.

2. All Heads of Deptts/Offices are requested to bring these orders to the notice of all employees concerned and ensure that the new Scheme is brought into effect from 1st April, 1983.

2. Detailed procedure regarding accounting of the transaction relating to the Scheme is being issued separately. Immediate actions are now requested on parars 16 to 19.7 of the Scheme which relate to informing members of their enrolment, collection from members and opening of a register of members etc.

ANNEXURE-I

**STATE GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME,
1983**

Date of effect –

The State Government Employees Group Insurance Scheme, 1983, hereinafter referred to as the Scheme, shall come into force with effect from the forenoon of 1st April, 1983.

Objective –

2. The 'Scheme' is intended to provide for the State Government employees, at a low cost and on a wholly contributory and self financing basis, the twin benefits of an insurance cover to help their families in the event of death in service and a lump sum payment to augment their resource on retirement.

Application –

3. The ‘Scheme’ shall apply to all State Government servants. Contrast employee, persons on deputation from Central or any other State Government, public sector undertakings or other autonomous organizations, casual labourer part-time and adhoc employees will not be covered by the ‘Scheme’. The ‘Scheme’ will also not apply to persons recruited under the State Government after attaining the age of 50 years. Such State Government servants to whom ‘Scheme’ applies will hereafter be referred to as ‘employees’.

*4.1 The ‘Scheme’ shall be compulsory for all State Govt. ‘employees’ who are in State Government service with effect from 1.4.83.

*4.2 After the scheme has come into force all ‘employees’ who enter service in a month other than April, shall be enrolled as members of the ‘Scheme’ on the next anniversary of the ‘Scheme’.

Subscription for members –

*5.1 For the purpose of this Scheme the Class I, Class II, Class III and Class IV State Government servants as classified in the Assam Service (Revision of pay Rules), 1975 shall be called Group ‘A’, Group ‘B’, Group ‘C’ and ‘D’ respectively.

*5.2 The subscription for the ‘Scheme’ will be in units of Rs. 10 per month. A Group ‘D’ employees will subscribe for one unit, a Group ‘C’ employee for 2 units, a Group ‘B’ employees for 4 units and a Group ‘A’ employees for 8 units. Thus the rate of subscription for a member of the ‘Scheme’ shall be Rs. 10, Rs. 20, Rs. 40 and Rs. 80 per month for Group D,C,B and A employees respectively.

*5.3 In the event of regular promotion of an employee from one Group to another, his subscription shall be raised, from the next anniversary of the ‘Scheme’ to the level appropriate to the Group to which he is promoted, until the date of next anniversary of the ‘Scheme’ he shall continue to be covered for insurance for the same amount for which he was eligible before such promotion.

.....

* Substituted vide Govt. O.M. No.FM.58/81/Pt-I/193 dated 1.2.84

For example, a Group D employee promoted on regular basis to group C in June, 1983 shall continue to subscribe at the rate of Rs. 10/- per month upto March, 1984 and be eligible for the insurance cover of Rs. 10,000/- only in addition to the benefits from the Savings Fund appropriate to his subscription. From April, 1984, his subscription will be raised to Rs. 20/- per month and he will become eligible for an insurance cover of Rs. 20,000/- in addition to appropriate benefits from the Saving Fund.

Premium and Insurance cover for employees other than members.

*6 The employees entering service in a month other than April failing after April, 1983 will be given benefit of appropriate insurance cover from the date of joining Govt. service to the date of their becoming members of the 'Scheme' on payment of a subscription of Rs. 3/- per month as the premium for every Rs. 10,000/- of the insurance cover. From the date of anniversary of the 'Scheme' they will pay subscription at the rate indicated in para 5.2 above.

For example, a Group D employee entering service in May, 1983 shall pay a subscription of Rs. 3/- per month as premium for an insurance cover of Rs. 10,000/- for a period of 11 months until March, 1984 and from April, 1984 his subscription will be raised to Rs. 10/- per month and he shall become eligible for the benefits from Savings Fund in addition to the insurance cover of Rs. 10,000/-. Similarly, a Group C employees entering service in May/83 will pay a subscription of Rs. 6/- per month as the premium for an insurance cover of Rs. 20,000/- for a period of 11 months upto March, 1984 and from April, 1984 his subscription will be raised to Rs. 20/- per month and he shall become eligible for the benefits from the Savings Fund in addition to insurance cover of Rs. 20,000/-.

.....

* Substituted vide Govt. O.M. No.FM.58/81/Pt-I/193 dated 1.2.84

Insurance Fund and insurance cover for members :-

7.1. In order to provide an insurance cover to each member of the 'Scheme' a portion of the subscription shall be credited to an Insurance Fund to be held in the Public Account of the State Government. The amount of insurance cover will be Rs. 10,000/- for each unit of subscription. It will be paid to the families of those 'employees' who unfortunately die, due to any cause, while in State Govt. service.

7.2 The positive or negative balance under the Insurance Fund shall be credited or debited, as the case may be, with the amount of interest calculated at the prevailing rate of interest on the Post Office savings bank deposits which at present is 5^{1/2} per cent per annum.

Savings Fund –

8.1 The balance of the subscription shall be credited to a Savings Funds. The amount in the Savings Fund will be held by the State Govt. in Public Account. The total accumulation of savings together with interest thereon will be payable to the member on his retirement after attaining the age of superannuation or on cessation of his employment with the State Government or to his family on his death while in service.

8.3 The benefits from the Savings Fund will be as per illustrative and in practice could be little more or less than the amount shown in the table which has been constructed on the basis of individual's subscription reduced by the cost of insurance at mortality rate 3.75 per thousand and the compound interest of 10 per cent thereon. If at any time the rate of interest changes and/or the cost of insurance changes the benefit available from the Savings Fund will also change correspondingly.

8.3 In the case of death of a member the payment of the amount of Insurance will be in addition to the payment from the savings Fund.

8.4 The positive balance under the Savings Fund shall be credited with the amount of interest calculated at the rate of interest notified by the Finance Deptt. for the purpose.

8.5 Interest will be allowed at 10 per cent per annum (compounded quarterly) on the balance in the Savings Fund for a block of 5 years commencing from the date of the scheme comes into force.

Recovery of Subscription –

9.1 The subscription of a member for a month shall fall due at the commencement of the normal working hours on the first of that month.

9.2 The subscription as a premium for the insurance cover from the date of joining Government service to the date of membership of the 'Scheme' shall initially half due from the date of joining and subsequently from the commencement of normal working hours on the first of every month.

9.3 The subscription for a month shall be recovered by deduction from the salary/wage of the 'employee' for that month irrespective of the date of actual payment of salary/wage for that month.

9.4 The subscription shall be recovered every month including the month in which the 'employee' cease to be in employment on account of retirement, death, resignation, removal from service etc.

9.5 The Drawing and Disbursing Officer shall recover the subscription from the 'employees' irrespective of their being on duty, leave or suspension.

9.6 No interest shall be levied on arrears of subscriptions if the non-recovery is due to delayed payments of salary/wage.

9.7 If an 'employee' is on extra-ordinary leave and there is no payment of his salary/wage for any period his subscription for the months for which no payments of salary/wage are made to him shall be recovered with interest admissible under the 'Scheme' on the accretions to the Savings Fund is not more than three installments commencing from his salary/wage for the months following the month in which he resumes duties after leave. If an 'employee' dies while on extra-ordinary leave the subscription due from him shall be recovered with interest admissible under the 'Scheme' on the Savings Fund from the payment admissible to his family under the 'Scheme'.

For example, if a Group D employee proceeds on ten month extra-ordinary leave from 5th September, 1983 to 1st July, 1984 and on salary/wage is paid to him for any day from October, 1983 to June, 1984, his subscriptions totaling Rs. 90.00 will be recovered together with the interest calculated at the compound rates of interest of 10% per annum is to more than three installments commencing from August, 1984.

9.8 If an 'employee' proceeds on deputation or on foreign service, the borrowing authority/foreign employer shall be requested to effect the recovery of the subscription and credit the same to the relevant head of account. It shall be ensured that the necessary clause to this effect is included in the terms of deputation/foreign service in future. The recovery of this amount will be watched in the same manner as applicable to leave salary and pension contribution. If at any time the recovery of subscription falls in arrears, the same shall be recovered with interest admissible under the 'Scheme' on the accretions to the Savings Fund is not more than three installments.

Financing of subscription from General/Contributory Provident Fund :-

10.1 It will not ordinarily be permissible to Finance the 'Scheme' from the General/Contributory Provident Fund. However, if at any stage the position of an individual member does not permit him to subscribe to the "Scheme' and to the General/Contributory Provident Fund at the same time, he may be permitted to make, as a separate transaction a non-refundable withdrawal from the General/Contributory Provident Fund of an amount equivalent to a year's subscription paid for the 'Scheme'.

10.2 The Subscription to the "Scheme' will form part of deduction allowable in respect of Life Insurance Premium, contribution to provident fund etc., in computing the total income of the subscriber for the purpose of income-tax, except to the extent of the amount finally with drawn from the General/Contributory Provident Fund on account of such subscription.

Payment from Insurance Fund savings Fund

11.1 If an 'employee' retires on attaining the age of superannuation or otherwise ceases to be in State Government service and his service book discloses that he has been a member of the 'Scheme' the Head of Office shall issue a sanction for the payment of the member's accumulation in his Savings Fund after obtaining a simple application in Form No. 3,

11.2 If an 'employee' dies while in service and his service book disclose that he was a member of the 'Scheme' the Head of Office shall address the nominees/heirs of the Govt. servant concerned in Form No. 4 to submit an application in Form No. 5, and on receipt thereof shall issue a sanction for the payment of the amount of insurance and the accumulation in the Savings Fund to him (them).

11.3 The amount payable to the nominee/heirs of an 'employee' who has the benefit of an insurance cover only will be the amount of insurance appropriate to his Group.

11.4 The amount of payable to the nominees/heirs of a member of the "Scheme" who dies while in service, shall be –

(a) the amount of appropriate insurance to which he was entitled at the time of his death ; plus

(b) the amount due to him out of the Savings Fund for the entire period of his membership in the lowest Group and

(c) the amount or amounts due to him for the addl. Units by which his subscription was raised on each occasion due to appointment/promotion to higher Group for the period from which the rate of subscription was raised to the date of his death.

For example, if a Group D employee, who is a member of the 'Scheme' acquires a membership in Group C and Group D after 5 years and 15 years of service respectively and dies while in service after 30 years of total membership in all these Groups, his nominee or nominees shall be paid the sums of the following amounts :-

(i) the amount of insurance of Rs. 40,000/- due on a monthly subscription of Rs. 40, being a Group B employee on the date of his death.

(ii) the amount due from Savings Fund on a monthly subscription of Rs. 10 for 30 years.

(iii) the amount due from Savings Fund on a monthly subscription of Rs. 10 (Rs. 20-Rs. 10) 25 years ; and

(iv) the amount due from Savings Fund on a monthly subscription of Rs. 20 (Rs. 40-Rs. 20) for 15 years.

11.5 The amount payable to the 'employee' who ceases to be in employment with the State Government on account of resignation retirement etc., shall be -

(a) the amount due to him out of the Savings Fund for the entire period of his membership in the lowest Group ; and

(b) the amount or amounts due to him for the addl. Units by which his subscription was raised on each accession due to appointment, promotion to higher Group, for the period from which the rate of subscription was so raised to the date of cessation of his membership.

For example, if a Group D employee who is a member of the “Scheme” acquires on membership in Group C and Group B after 10 and 20 years of service respectively and retires on superannuation after 30 years of total membership in all these Group, he shall be paid the sum of the following amounts :-

(i) the amount due to him from Savings Fund on a monthly subscription of Rs.10 for 30 years ;

(ii) the amount due to him from Savings Fund on a monthly subscription of Rs.10 (Rs.20-Rs. 10) for 10 years, and

(iii) the amount due to him from Savings Fund on a monthly subscription of Rs.20 (Rs.40- Rs.20) for 10 years.

11.6 if any ‘employee’ dies during a month before the recovery of subscription for that month from him, his dues shall be paid after deducting the subscription.

11.7 If any ‘employee’ joins later on an All India Service, his case shall be regulated in such manner as may be decided by the Finance Deptt.

Withdrawals from Insurance Fund/Savings Fund –

12.1 It will not be permissible for any member of other beneficiary of the ‘Scheme’ to withdraw any amount out of the Insurance Fund to which he has been subscribing. The amount due from the Fund on the death of a member of the ‘Scheme’ while in service ; shall be worked out in accordance with the Para 11 and paid to him or his nominee (s) in accordance with the accounting procedure prescribed separately. Loans/advance from or against accumulations in Insurance Fund/Savings Fund.

13. No loans or advance shall be paid to any member or other beneficiary of the ‘Scheme’ from or against his accumulations in the Insurance Fund/Savings Fund to which he has been subscribing.

Utilisation of accumulations in Insurance Fund/Savings Fund

14.The accumulation in the Insurance Fund/Savings Fund shall be at the disposal of the State Govt. Since the ‘Scheme’ is wholly self-financial and Self-Supporting the bulk of these accumulations are proposed to be utilized for ownership housing ‘Scheme’ and other schemes for the benefit of the member of the ‘Scheme’.

Mode of notification of the 'Scheme'

15. The 'Scheme' shall be notified to the employees by displaying a copy of thereof on the notice board or where to such notice board is provided, at a prominent place in the premises where the employees are working. A few copies of the 'Scheme' may also be supplied to the recognized unions/associations of the employees.

Action on notification of the 'Scheme'

16. By the 10th of every month following the month in which the 'Scheme' is notified, the Head of Office shall supply to the Drawing and Disbursing Officer names, Groups, dates of birth and dates of appointment of persons who may be appointed to any service or post under the State Government during the proceeding month and who would be eligible to be the members of the 'Scheme' in terms of Para 3 of the 'Scheme'.

Action on the "Scheme" coming into force

17.1 By the 10th of the month in which the 'Scheme' comes into force, the Head of Office shall supply to the Drawing and Disbursing Officer a statement indicating the names, the Group and the date of birth of every 'employee' who has been in the State Govt. service on the date of 'Scheme' is notified.

17.2 Every member of the 'Scheme' shall be informed in Form No. I the date of his enrolment the subscription to be deducted and the benefit to which he would be eligible. On his regular promotion from one Group to another he will be similarly informed in Form No. 2.

Register of members :

18 The Head of Office shall ensure that Group-wise register of members is maintained in the Form No.8 and kept up to date. This register shall be sent to the D.D.O. concerned once a year to verify whether appropriate subscriptions are being recovered from all employees who have joined the Insurance Fund or both the Insurance Fund and the Savings Fund under the 'Scheme' and to record a certificate to this effect.

Nomination

19.1 The Head of Office shall obtain from every Government servant, who is a member of the 'Scheme' a nomination conferring on one or more persons, the right to receive the amount that may become payable under this 'Scheme' in the event of his death before attaining the age of superannuation. In the case of 'employee' who are already in State Government service on the date of the 'Scheme' is notified. In the case of 'employee' who join State Govt. service after the date on which the 'Scheme' is notified, such nomination shall be obtained along with the joining report.

19.2 If a member of the 'Scheme' happens to be minor, he will be required to make nomination on his attaining the age of majority.

19.3 If a member of the 'Scheme' has a family at the time of his making the nomination he shall make such nomination only in favour of a member or members of his family. For this purpose, family will have the same meaning as assigned to it in the General Provident Fund (Assam Service) Rules.

19.4 If a member nominates more than one person under Para 19.1, he should specify in the nomination the amount of share payable to each of the nominees in such a manner as to cover the whole of the amount payable under the 'Scheme' failing which the amount payable under the 'Scheme' shall be equally distributed among the nominees.

19.5 The nomination shall be made in Form No. 6 or Form No.7, as is appropriate in the circumstances.

19.6 A member of the 'Scheme' may at any time cancel nomination by sending a notice to the Head of Office along with a fresh nomination made in accordance with the above provision.

19.7 The nomination received from the members shall be countersigned by the Head of Office and pasted on their service books. The Head of Office shall also make an entry in the service book that the nomination has been duly received.

Accounting

20 The transactions relating to the 'Scheme' shall be accounted for in accordance with the procedure laid down separately.

Interpretation and clarification

21.1 If any categories of ‘employee’ are not specifically classified into Group A, Group B, Group C or Group D, their classification shall be assured in accordance with the principles laid down in this regard under the Assam Service (Revision of Pay) Rules, 1975 as made from time to time.

21.2 In the actual implementation of the ‘Scheme’ if any do doubt arises in regard to the interpretation of any of the provisions of this ‘Scheme’ or if any point required clarification, the matter may be referred to the Finance Deptt. whose decision shall be final.

Review of the Scheme

22. The working of the ‘Scheme’ will be reviewed every three years to ensure that the ‘Scheme’ remains self-financing and self-supporting.

FORM NO.I

GOVERNMENT OF ASSAM

Department/Office

Date

MEMORANDUM

Shri a Group employee has been enrolled as a member of the State Government Employees Group Insurance Scheme, 1983 with effect from His monthly subscription of Rs..... (Rupees). Shall be deducted from his salary/wage commencing from the month of and he will be eligible to the benefits of the Scheme appropriate to Group with effect from

(Head of Office)

To

Shri

(Name and designation of the employee)

.....

FORM NO.2
GOVERNMENT OF ASSAM

Department/Office

Date

MEMORANDUM

Shri has been promoted on a regular basis, from Group to Group with effect from His monthly subscription for the State Government Employees' Group Insurance Scheme, 1983 shall be raised from Rs..... to Rs..... from the month of and he will be eligible to the benefits of the Scheme appropriate to Group with effect from

(Head of Office)

To

Shri

(Name and designation of the employee)

.....

FORM NO.3

To

The

.....

Subject :- Application for payment of accumulation under State Government Employees' Group Insurance Scheme, 1983.

Sir,

I have been a member of the State Government Employees Group Insurance Scheme, 1983 since** I have retired from service after attaining the age of years /I have ceased to be in employment with the State Government with effect from I was holding the post of before retirement//cessation of employment with the State Government. I request that the amount due to me under State Government Employees' Group Insurance Scheme may be paid to me.

Yours faithfully,

()

FORM NO.4

GOVERNMENT OF ASSAM

DEPARTMENT OF

OFFICE OF

No..... Date

To

.....

.....

Subject :- Payment of the amount due under the State Government Employees' Group Insurance Scheme, 1983.

Dear Sir/Madam,

I am directed to state that the Late Shri has nominated you for payment of full/ Present of amounts due under the State Government Employees' Group Scheme, 1983. You are, therefore, requested to submit an application in the enclosed Form No.5, for arranging payment.

Yours faithfully,

()

* Name and address o the nominee.

FORM NO.5

To Date

The
.....

Subject :- Application for payment of amount due to Late/Shri
..... under the State Government Employees'
Group Insurance Scheme, 1983.

Sir,

With reference to your letter No.

Dated I hereby request that the
full/..... Percent of amount due to
late under the State
Government Employees' Group Insurance Scheme may be paid to me.

Yours faithfully,

()

FORM NO. 6

Nomination for benefit under the State Government Employees' Group Insurance Scheme, 1983.

When the Government servant has no family and wishes to nominate one person or more than one person.

I, having no family, hereby nominate the person/person mentioned below and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the State Government under the State Government Employees' Group Insurance Scheme, 1983. In the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

Name & address of nominee/nominees	Relationship with Govt. Servant	Age	Share of amount to be paid to each.	Cent ingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Govt. servant.
1	2	3	4	5	6
1.					
2.					
3.					

Dated, thisday of 19at

Signature of two witnesses :

- 1.
- 2.

Signature of the Govt. Servant.

.....

N.B. :- The Government servant should draw line across the blank space below his last entry to prevent the insertion of any names after he has signed.

- This column should be filled in cover the whole amount that may be payable under the Insurance Scheme.
- Where a Government servant who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

FORM NO. 7

Nomination for benefit under the State Government Employees' Group Insurance Scheme, 1983.

When the Government servant has a family and wishes to nominate one member or more than one member thereof.

I hereby nominate the person (s) mentioned below, who is/are member (s) of my family, and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the State Government under the State Government Employees' Group Insurance Scheme, 1983. In the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death.

Name & address of nominee/nominees	Relationship with Govt. Servant	Age	Share of amount to be paid to each.	Cent agencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Govt. servant.
1	2	3	4	5	6
1.					
2.					
3.					

N.B. :- The Government servant should draw line across the blank space below his last entry to prevent the insertion of any names after he has signed.

Dated, thisday of 19at

Signature of two witnesses :

- 1.
- 2.

Signature of the Govt. Servant.

- o This column should be filled in cover the whole amount that may be payable under the Insurance Scheme.

FORM NO.8

**STATE GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME 1983
REGISTER OF MEMBERS GROUP**

Section I-particulars of employees subscribing to the Insurance Fund only.

Sl. No.	Name	Designation	Date of birth	Date of appointment	Date of commencement of subscription	Date of promotion to higher Group date of transfer to other Deptt.	Date of death	Remarks
1	2	3	4	5	6	7	8	9

Section II-particulars of employees subscribing to both Insurances Fund and Savings Fund.

Sl. No.	Name	Designation	Date of birth	Date of appointment	Date of commencement of subscription	Date of promotion to higher Group date of transfer to other Deptt.	Date of death	Remarks
1	2	3	4	5	6	7	8	9

ANNEXURE-II

TABLE
STATE GOVERNMENT EMPLOYEES GROUP INSURANCE
SCHEME

The amount credited to the Savings Fund of the rate of interest is 10 percent per annum.

No. of year contribution paid	Net annual savings Rs.82.50 (corresponding to Rs.10 per month contribution	Net annual savings Rs.165 (corresponding to Rs.20 per month contribution	Net annual savings Rs.330 (corresponding to Rs.40 per month contribution	Net annual savings Rs.660 (corresponding to Rs.80 per month contribution
	Rs.	Rs.	Rs.	Rs.
5	528	1,056	2,112	4,224
10	1,380	2,760	5,520	11,040
15	2,750	5,500	11,000	22,000
20	4,958	9,916	19,832	39,664
25	8,513	17,026	34,052	68,104
30	14,239	28,478	56,956	1,13,912
35	23,460	46,920	93,840	1,87,680
40	38,311	76,622	1,53,244	3,06,488
Average	957.77 i.e. (38,311:-40)	1915.55 (76,622:-40)	3831.10 (153,244:-40)	7662.20 (3,06,488:-40)

ANNEXURE-III

VIABILITY OF THE SCHEME

II. Viability of the Scheme.

According to the latest figures as could be furnished by the Director of Economics and Statistics the total number of State Govt. employees is 1,66,909 with Class-wise break up as follows :-

Class I	1574	1.00%
(Corresponding to the Group A in the Scheme)		
Class II	4795	3.06%
(Corresponding to the Group B in the Scheme)		
Class III	1,23,486	78,70%
(Corresponding to the Group C in the Scheme)		
Class IV	27,054	17,24%
(Corresponding to the Group A in the Scheme)		
.....
Total	1,56,909	100.00%

The adopted mortality rate is 3.75 per one thousand employee i.e. 0375% per annum. The Group wise distribution per annum will be as follows :-

GroupA	6
Group B	18
Group C	463
Group D	101
.....
Total	588 Nos.

The average rate of retirement is taken to be 3% per annum. The Group wise distribution will be as follows :-

GroupA	47
Group B	114
Group C	3705
Group D	811
.....
Total	4707 Nos.

The annual inflow or contribution to the fund in the scheme is as follows :-

Group A	Rs.80x12x1574	Rs. 15,11,040.00
Group B	Rs.40x12x4795	Rs. 23,01,600.00
Group C	Rs.20x12x123486	Rs.2,96,36,640.00
Group D	Rs.10x12x7054	Rs. 32,46,480.00
	
		Total Rs.3,66,95,760.00

The annual expenditure for insurance on death will be as follows :-

Group A	Rs.80,000x6	Rs. 4,80,000.00
Group B	Rs.40,000x18	Rs. 7,20,000.00
Group C	Rs.20,000x463	Rs. 92,60,000.00
Group D	Rs.10,000x101	Rs. 10,10,000.00
	
		Total Rs.1,14,70,000.00

The employees both on death retirement or resignation will be eligible to an amount according to the Statement at Annexure-II. The entitlement of the Savings Fund is based on the aforesaid mortality rate of 3.75 per thousand at 10% compound interest. The amount may vary with the change of these two variables. The benefit to the members of the Scheme will be therefore attractive by itself, in addition to the handsome insurance coverage of Rs.80,000.00, Rs.40,000.00, Rs.20,000.00 and Rs.10,000.00 for Group A, Group B, Group C and Group D respectively.

The existing employees have varying length of service span and it is bound to be so at any point of time in figure due to entry into Govt. service at different times and in different ages. The savings fund increase progressively according to the schedule attached at Annexure-II. Since all the employees shall not necessarily get the maximum length service of 37 years for Group A, Group B, Group C employees and 40 years for Group D employees we have to base out calculation with an reliable and realistic average of savings fund which shall have to be actually paid. The average come out to be as follows :-

Group A	Rs. 7,662.20
Group B	Rs. 3,831.10
Group C	Rs. 1,915.55
Group D	Rs. 957.77

The average annual savings fund to be paid on death is as follows :-

GroupA	Rs.7,662.20x6	Rs. 45,973.20
GroupB	Rs.3,831.10x18	Rs. 68,959.00
GroupC	Rs.1,915.55x463	Rs. 8,86,899.65
GroupD	Rs. 957.77x101	Rs. 96,734.77

.....
Total Rs.87,83,003.80

So the act average annual expenditure on Savings Fund on death of retirement come to :-

$$\text{Rs.10,98,567} + \text{Rs.87,83,003.80} = \text{Rs.98,81,571.22.}$$

Total annual outflow or expenditure on Insurance benefit and Savings Fund in death and Savings Fund on retirement, resignation cases are as follows :-

1. Insurance	Rs.1,14,70,000.00
2. Savings Fund on death	Rs. 10,98,567.00
3. Savings Fund on retirement	Rs. 87,83,004.00

.....
Total Rs.2,13,51,572.00

We have already seen that annual inflow or contribution is Rs.3,66,95,760.00. While the average annual expenditure or outflow is Rs.2,13,51,571.00 leaving a surplus of Rs.1,53,44,189.00.

The growth of the fund at the end of each block of 5 years will be as follows :-

At the end of :-

5 years	Rs. 767.21 lakhs
10 "	Rs. 1,534.41 "
15 "	Rs. 2,301.63 "
20 "	Rs. 3,063.84 "
25 "	Rs. 3,835.05 "
30 "	Rs. 4,603.26 "
35 "	Rs. 5,370.47 "
40 "	Rs. 6,137.68 "

Thus the scheme is apparently and obviously self financing and generating. It will also tremendously augment the ways and means position of the State exchequer. In fact the total number of State Govt. employees will be more than 1,56,99 nos and the growth of the fund will therefore be more than what is worked out above.

There exists a provision in the Central Govt. Schemes to review the scheme every three years to ensure whether the scheme remains self financing self supporting. The same provision is kept in the draft scheme also. The review of actual receipt and expenditure shall be done every three years accordingly.

T. Hussain
Deputy Secretary to the Government of Assam,
Finance (A.P.F.) Deptt.

W.T. MESSAGE
(13.4.1983)

FROM : FINANCE ASSAM

TO : TREASURY AND SUBTREASURY OFFICERS

INFO : ALL DEPCOMS/SUBDIVISIONALS/COMMISSIONERS/
ASSAM HOUSE NEW DELHI AND CALCUTTA.

NO.FM..588.IPT.160 AAA PLEASE REFOURGET NO.FM.58/81/24 DATED TWENTYFIFTH FEBRUARY 1983 AND NO.FM.58/81/25 DATED TWENTYTHIRD MARCH 1983 AND EIGHT FORMS ENCLOSED THEREWITH AAA NO. REGULAR PAY BILLS FOR AND INCLUSIVE OF THE MONTH OF APRIL AND ONWARDS OF STATE GOVERNMENT OFFICERS AND EMPLOYEES MAY BE PASSED FOR PAYMENT UNLESS ACCOMPANIED BY PRESCRIBED DEDUCTION AND ALSO ACCOMPANIED BY A CERTIFICATE TO THAT EFFECT ON BODY OF THE BILLS AAA FOR DEPARTMENTS DRAWING PAY THROUGH CHEQUES THE PAY BILLS OF A PARTICULAR MONTH MUST INVARIABLY ACCOMPANY THE RELEVANT CHALLANS SHOWING THE DEDUCTIONS OF THE PREVIOUS MONTH AAA THIS PROCEDURE WILL APLY ALSO TO THE STATE GOVERNMENT EMPLOYEES ON DEPUTATION TO THE CORPORATION/CORPORATE BODIES ETC AAA REGARDING ACCOUNTING PROCEDURE DETAILS WILL FOLLOW AAA FOR DEPCOM AND SUBDIVISIONAL THEY ARE REQUESTED KINDLY TO CONVEY ABOVE MESSAGE TO ALL DRAWING AND DISBURSING OFFICERS INCLUDING MAHKUMA PARISHAD (COMA) CORPORATIONS AND AUTONOMOUS BODIES CONCERNING GOVERNMENT EMPLOYEES ON DEPUTATION.

.....

W.T. MESSAGE
(21.4.1983)

FROM : FINANCE ASSAM

TO : ALL COMMISSIONER OF DIVISIONS / DEPCOMS /
SUBDIVISIONALS

INFO : ALL TREASURY AND SUBTREASURY OFFICERS

NO.FM.588.IPT.166 AAA IN CONTINUATION OF THIS DEPARTMENT
W.T. NO.FM.58/81/PT.I/60 DATED THIRTEENTH APRIL 1983 THE
DEDUCTION ON ACCOUNT OF GROUP INSURANCE SCHEME SHOULD
BE ACCOUNTED FOR IN SIMILAR WAY AS GPF DEDUCTIONS ARE
MADE AND ACCOUNTED FOR AAA THE PAY BILLS FOR APRIL 1983
AND ONWARDS MUST ACCOMPANY A SCHEDULE OF DEDUCTIONS OF
GROUP INSURANCE SCHEME ON THE LINE OF GPF SCHEDULES AAA
THE SCHEDULE OF GROUP INSURANCE SCHEME NEED NOT INDICATE
NAMES OF INDIVIDUAL EMPLOYEE BUT ONLY A (COMA) B (COMA) C
(COME) D GROUPWISE NUMBER OF EMPLOYEES AND AMOUNT
AGAINST EACH GROUP TO BE INDICATED.

.....

The 7th May, 1983.

OFFICE MEMORANDUM

SUBJECT :-Introduction of Group Insurance Scheme for State Government employees on self financing and contributory basis – Accounting procedure thereof.

No.FM.58/81/Pt.I/68- In continuation of this Deptt. O.M. No.FM.58/81/24, dtd. 25th February, 1983, Corrigendum No.FM.58/81/25, dtd. 23rd March, 1983, W.T. Message No.FM.58/81/Pt-I/60 dated 13th April, 1983 and W.T. Message No.FM.58/81/66 dated 21st April, 1983, the following further instructions and clarifications are issued for guidance of all concerned. This has been done in consultation with A.G., Assam.

- 1.(a) The Treasury/Sub-Treasury Officers are to record on entry in their usual registers indicating deduction to Group Insurance Scheme before passing pay bills or all self-drawing officers and Gazetted Officers.
- (b) The Treasury Officers/Sub-Treasury Officers need not maintain the register (form No.8) in case of non-gazetted employees except their own establishment.
- 2.(a) The Treasury/Sub-Treasury Officers before passing the bills of Gazetted and self-drawing officers are to ensure that the deductions have been made at the appropriate rate from each monthly pay bill as indicated in Para No.5.1 read with Para No.5.2 and 21.2 of O.M. No.FM.58/81/21, dtd. 25th February, 1983.
- (b) In addition to the Group Insurance Schedule (as intimated in this Deptt. W.T. Message No.FM.58/81/Pt-I/60, dated 13th April, 1983) attached with pay bills, the Treasury Officers/Sub-Treasury Officers will insist on production of a certificate on the body of the bill from the D.D.Os/Self-drawing officers, certifying that Group Insurance Scheme contribution at prescribed rates of deduction from each employee covered by the Group Insurance Scheme, has been effected in the Pay Bill.

- (c) The Treasury Officers/Sub-Treasury Officers certificate on the body of the bill of the Non-gazetted Staff is not necessary at the time of passing the bills but such a certificate should be endorsed on the body of the Bill of Gazetted and Self-drawing Officers by the Treasury Officers/Sub-Treasury Officers. The Treasury Officers/Sub-Treasury Officers however, should see that duly been effected in the Bill as certified by Heads of Office/D.D.Os.
 - (d) Until further notification, no employee covered by the Group Insurance Scheme is exempted from the preview of this scheme even if he has only a few days to go on retirement or superannuation.
- 3.(a) The Treasury Officers/Sub-Treasury Officers and the D.D.Os will provide all necessary facilities to the officers of A.G. and Director of Accounts while conducting inspection or test-check of the bills in connection with the Group Insurance Scheme.
- (b) The Treasury Officers/Sub-Treasury Officers will also make suitable entries in their existing registers in case of deposits through challan from autonomous bodies, Corporations, Forest and Soil Conservation Departments etc.
3. (a) In case of Government employees posted at Assam House, New Delhi and Assam House, Calcutta and employees of Forest Deptt. and Soil Conservation Deptt., the prescribed contribution is to be deducted by the D.D.Os and deposited into the treasury by Challan under the receipt head.
- (b) In respect of the deputed employees to the Government undertaking it will be the responsibility of the borrowing authority to deduct and deposit the amount in the Government A/C as leave salary and pension contributions are made under the Head of Account mentioned below. No such Govt. employees shall be exempted from the purview of the Group Insurance Scheme.

(A) Receipt Side:-

Major Head	“811 Insurance and Pension Funds”
Minor Head	“Other Insurance and Pension Funds”
Sub-Head (New)	“State Government employees Group Insurance Scheme, 1983 Insurance Fund”.
Sub-Head (New)	“State Government employees Group Insurance Scheme, 1983 Savings Fund”.

5. The D.D.Os will ensure that all the required entries entered in the Register in Form No.8 of the Scheme remains up-to-date. Same is the case with Self-drawing Officers. Separate registers for each Group of members may be maintained in cases where the number of establishment members is more than 20.

If however, the number of employees in an establishment is only a few say 2 or 3, the maintenance of separate register may be done away with.

6.(a) The Head of Office will sign the Form No.1 and Form No.2 of the Scheme in respect of members of Group Insurance of the non-gazetted establishment staff and non self-drawing Gazetted Officers.

(b) In cases of D.D.Os not being the head of office and also in respect of self-drawing officers under the same Head of Office, the Head of Office will sign the aforesaid forms.

(c) In respect of those Head of Office who are members of Group Insurance Scheme, the concerning head of Deptt. will sign the said forms.

(d) In respect of those Head of Deptt. who are members of this Scheme, the concerning Administrative Deptt. in the State Government will examine necessary particulars and those forms will be signed by officers not below the rank of Under Secretary.

(e) For Officers whose position may be above the Head of Deptt. or who may be placed as Secretary or Joint Secretary or in any capacity but is above the Head of Deptt. and have not retired on attaining the superannuation in such cases the same procedure mentioned in 6(d) will apply.

7. In case of authority for signing form No.4, the same system as mentioned in No.6(a) above will apply.
8. The Head of Office will be the custodian of all registers and files concerning form No.1,2,3,4,5,6,7 and 8. He may entrust the responsibility to his subordinate staff in the same office, if he so desires, but subject to over all responsibility remaining with the Head of Office.
9. The expenditure head is :-
 - (B) Payment Side :-

Major	“811 Insurance and Pension Funds”
Minor Head	“Other Insurance and Pension Funds”
Sub-Head (New)..	..		“State Government employees Group Insurance Scheme, 1983 Insurance Fund”.
Sub-Head (New)..	..		“State Government employees Group Insurance Scheme, 1983 Savings Fund”.

W.T. MESSAGE
18-05-1983

FROM : FINANCE ASSAM

TO : ALL COMMISSIONER OF DIVISIONS / DEPCOMS /
SUBDIVISIONALS

INFO : ALL CORPORATIONS IN ITS JURISDICTION

NO.FM.588.IPT.169 AAA IN CONTINUATION OF THIS DEPARTMENT
LETTER NO.FM.58/81/91 DATED 25.2.83 AND NO. FM.58/81/PT.I/68 DATED
7.5.83 AAA. THE EMPLOYEES OF CORPORATIONS/GOVERNMENT
UNDERTAKINGS ARE NOT COVERED BY THIS SCHEME.

.....

The 3rd October, 1983.

OFFICE MEMORANDUM

SUBJECT :-Group Insurance Scheme for the State Government Employees
Clarification thereof.

No.FM.58/81/Pt.I/191 While implementing this Scheme notified vide O.M. No.FM.58/81/24, dated 25th February, 1983 some clarifications have been sought for by the Drawing and Disbursing Officers on certain points. Government would like to issue the following clarifications :-

1. It is clarified that State government employees of the eligible category as indicated at Para 3 of the Scheme who have attained 50 years of age on 1st April, 1983 are also covered by the Scheme. Only those government employees who have been recruited after attaining 50 years of age on 1st April, 1983 and thereafter, are not covered by the Scheme.
2. The Gazetted Officers will fill up form No.6 and 7 in triplicate and submit one copy to their Administrative Departments and another copy to the Director of Accounts. The other copy will be retained by the Head of Office. In case of transfer of these officers the Last Pay Certificate should indicate the "Group" to which an officer belongs under the Group Insurance Scheme.
3. So far as the Secretariat Staff are concerned, S.A.D. (Estt.) will obtain duplicate copies of the nomination under the Group Insurance Scheme and will dispatch one copy of each to the Director of Accounts, retaining the other copy for proper record.
4. As regards the non-gazetted staff of Directorates and Districts one copy of form Nos. 6 and 7 also will go to the appointing authority, one copy will be retained by the Head of Office and the other copy will be sent to the Director of Accounts. The Head of Office will be responsible for obtaining these forms.

5. Director of Accounts shall maintain a register for keeping track of the copies of the nominations as sent by the Head of Office and by the Gazetted Officers and in case of any doubt or dispute in respect of nomination at the time of nomination at the time of sanction, reference may be made to the Director of Accounts.
6. Persons appointed temporarily under leave or training vacancies are not covered by this Scheme.
7. A non-gazetted employees drawing pay in the scale the maximum of which is Rs.900 and above but below Rs.1,325 as per R.O.P. Rules, 1975 will be classed under Group 'B'. After the revision of scale of pay with effect from 1st January, 1981 on the recommendation of the Assam Pay Commission 1979, Group 'B' will include those Non-gazetted employees the maximum of whose pay scale is Rs.1,500 and above but below Rs.1,850.
8. The Scheme is compulsory to all State Government Servants even if their deductions exceed half of their basic pay.
9. The Group wise deductions against their scale of pay is shown below as clarifications as per R.O.P. Rules, 1975 for the purposes of Group Insurance Scheme.

Group 'A' :- All Gazetted posts on the revised time scale the maximum of which is Rs.1,325 and above = Rs.80 per month.

Group 'B' :- All other Gazetted posts on the revised time scales the maximum of which is Rs.900 and above but below Rs.1,325 = Rs.40 per month.

Group 'C' :- All other posts or services Gazetted or Non-gazetted excepting those classified in Group A,B and D = Rs.20 per month.

Group 'D' :- All posts in the revised time scales the maximum of which is Rs.300 or below = Rs.10 per month.

10. The Groups are with reference to classification of services as per R.O.P. Rules, 1975. With revision of scales of pay the Group will denote posts at correspondingly higher scales of pay as per revision. For example, after revision of pay scale on the recommendation of Assam Pay Commission, 1979, Group 'A' will denote all Gazetted posts on the revised time scales the maximum of which is Rs.1,850 and above. Similarly, Group 'B' will indicate all Gazetted and Non-Gazetted posts on the revised time scale a maximum of which is Rs.1,500 and above but below Rs.1,850. Group 'C' will denote all other posts or services Gazetted or Non-Gazetted excepting those classified in Group A,B and D. "Group D" will denote all posts in the revised time scale the maximum of which is Rs.650 and below.
11. The Head of the Department will prepare an administrative report in respect of the employees under him covered by the Group Insurance Scheme both Gazetted and Non-Gazetted showing the :-
 - (i) No. of employees under a Group.
 - (ii) The total deposits made by each Group during the year (group wise).
 - (iii) Nos. of persons retired/expired.
 - (iv) Amount of benefit paid :-
 - (a) Amount of saving fund paid.
 - (b) Amount of Insurance fund paid.

Each report should be submitted in the month of April each year relating to the transaction of the previous financial year.

.....

The 15th December, 1983.

OFFICE MEMORANDUM

SUBJECT :- State Government Employees Group Insurance Scheme, 1983
a Clarification thereof.

No.FM.58/81/Pt.I/192 It has come to the notice of Government that there has been some confusion with the Drawing and Disbursing Officers as to whether work-charged employees and employees of such nature are entitled to be a member of the State Govt. Group Insurance Scheme, 1983. It is, therefore, clarified that apart from the employees mentioned under rule 3 of State Govt. Employee Group Insurance Scheme, 1983, employees of work charged establishments, casual labourers, part time workers, training vacancies etc. are not covered by the Scheme.

The 3rd September, 1984.

OFFICE MEMORANDUM

SUBJECT :- State Government Employees' Group Insurance Scheme –
Rate of interest on the saving fund money.

No.FM.60/83/79 In partial modification of this Deptt's O.M. No.FM.60/83/14 dated 25.4.84 the Governor of Assam is pleased to increase the rate of interest on the balance of the amount in the Savings fund in respect of State Govt. Employees Group Insurance Scheme from 10% to 11% (compound) with effect from 1.4.84 as per rule 8.2 of the aforesaid Scheme.

A table showing the actual benefits from the Savings Fund under the aforesaid scheme on retirement/death of a Govt. servant at different periods is enclosed which may be substituted in place of the table already forwarded in this Deptt. letter dt.25.4.84 as mention above.

The interest rate on the balances in the Savings Fund has been allowed on the basis of 10% percent per annum (compounded quarterly) for the period from 1.4.83 to 31.3.84 and 11% percent per annum (Compounded quarterly) from 1.4.84 onwards.

.....

TABLE

Benefits from the Savings Fund under the State Government Employees Group Insurance Scheme, 1983 for the period 1st April, 1983 to 31st March, 1988 on a monthly subscription of Rs.10.00 (in rupees)

<u>Year of entry</u>	<u>1st year of cessation of membership – 1983-84</u>												
	Month of cessation												
	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	
1 st April, 1983	7	14	21	28	35	42	49	57	64	71	79	86	
	<u>2nd year of cessation of membership – 1984-85</u>												
1 st April, 1983	94	101	109	117	125	133	141	149	157	166	174	183	
1 st April, 1984	7	14	21	28	35	42	50	57	64	72	79	87	
	<u>3rd year of cessation of membership – 1985-86</u>												
1 st April, 1983	192	200	209	218	226	235	244	254	263	272	281	291	
1 st April, 1984	95	102	110	118	126	134	142	150	159	167	175	184	
1 st April, 1985	7	14	21	28	35	42	50	57	64	72	79	87	
	<u>4th year of cessation of membership – 1986-87</u>												
1 st April, 1983	301	310	320	330	339	349	359	370	380	390	401	411	
1 st April, 1984	193	204	210	219	228	236	245	256	264	273	282	292	
1 st April, 1985	95	102	110	118	126	134	142	150	159	167	175	184	
1 st April, 1986	7	14	21	28	35	42	50	57	64	72	79	87	
	<u>5th year of cessation of membership – 1987-88</u>												
1 st April, 1983	422	432	443	454	465	476	487	499	510	522	533	545	
1 st April, 1984	302	311	321	331	341	350	361	371	381	391	402	412	
1 st April, 1985	193	204	210	219	228	236	245	255	264	273	282	292	
1 st April, 1986	95	102	110	118	126	134	142	150	159	167	175	184	
1 st April, 1987	7	14	21	28	35	42	50	57	64	72	79	87	

NOTE :- (1) It is assumed that full contribution for the month of cessation of membership has already been collected/will be collected from the salary of that month, failing which it should be deducted from the accumulated amounts given above.

The interest rate on the balances in the Savings Fund has been allowed on the basis of 10 percent per annum (compounded quarterly) for the period from 1st April, 1983 to 31st March, 1984 and 11 percent per annum (compounded quarterly) from 1st April, 1984 onwards.

The 3rd September, 1984.

OFFICE MEMORANDUM

SUBJECT :- State Government Employees' Group Insurance Scheme –
Clarification thereof regarding payment of savings fund money
in respect of retired/death case.

No.FM.60/83/80 It has come to the notice of the Govt. that some
Heads of Offices/Controlling Officers are issuing sanction for refund of the
deposit of the amount credited to the savings fund by the members of the
State Govt. Employees Group Insurance Scheme for the full amount of the deposit
in the fund, after their retirement.

As per rule 6 & 8.1 of the Scheme circulated under the
O.M. No.FM.58/81/24 dated 25.2.83 it has been indicated that 70% of the
total deposit in the fund will go to the Savings Fund and is to be refunded with
interest to a member of the Scheme after his retirement and the balance of 30%
will go to the insurance fund which is not to be refunded.

It is, therefore, impressed upon all that out of the total amount
deposited in the State Govt. Employees Group Insurance Scheme, only 70% of
the amount together with the interest thereon should be refunded to a member of
the scheme after his retirement. To facilitate calculation of the amount to be
refunded to a member of the Scheme after his retirement a ready reckoner table
is enclosed showing the amounts due to the members at different periods of
their retirement. The amounts indicated in the table are inclusive of the interest
on the amount deposited under the savings fund.

The Heads of Offices/Controlling Officers who have
refunded the entire deposit of a member of the Scheme after their retirement
are requested to recover the excess amount already paid to the members of the
Scheme.

This may be brought to the notice of all and receipt of this
letter may also be acknowledged.

.....

(** As regards ready reckoner, Table attached to Govt. O.M. No.FM.60/83/79,
dt.3-9-84 may be referred to.)

The 11th June, 1985.

OFFICE MEMORANDUM

SUBJECT :-State Government Employees' Group Insurance Scheme, 1983
a Clarification thereof.

No.FM.58/81/Pt.I/228 It has come to the notice of Government that there has been some confusion with the Drawing and Disbursing Officers as to whether the employees appointed under Regulation 3(f) of the A.P.S.C. Regulation are entitled to be a member of the State Govt. Employees' Group Insurance Scheme, 1983. It is, therefore, clarified that apart from the employees mentioned under rule 3 of State Govt. Employees Group Insurance Scheme, 1983, employees appointed under Regulation 3(f) of the A.P.S.C. Regulation are not covered by the Scheme.

This is in continuation of this Deptt's O.M.
No.FM.58/81/Pt-I/192 dated 15.12.83.

The 4th October, 1985.

OFFICE MEMORANDUM

SUBJECT :- State Government Employees' Group Insurance Scheme, 1983.

NO.FM.60/83/116 It has come to the notice of the Government that some of the Gazetted Officers working under the State Government were not in a position to contribute towards Group Insurance Scheme at the appropriate rate prescribed for the Group to which they belong on the basis of their revised scale of pay as per Assam Services (revision of Pay) Rules, 1983 for a certain period from the date of introduction of the Scheme till receipt of their revised pay-slips from the Accountant General, Assam and thereby effecting less deposit in their respective Savings Fund.

After careful consideration of the above fact and with a view to avoid the aforesaid irregularities, Government have decided that those Gazetted Officers, whose rate of subscription as on 1.4.1983 (date of introduction of the Scheme) should have been higher as per revised pay scale but less deductions were made due to non-receipt of revised pay-slips, shall have to pay the arrear subscription i.e. the amount of difference between the amount already deducted and the amount to be deducted on the basis of revised pay for the period from 1.4.83 to the actual date of raising of his Group, in 3 (three) installments from their pay bills from the month of October, 1985 onwards.

The Administrative Departments / Heads of Deptts./Controlling Officers are to see that this decision is brought to the notice of all concerned and action taken for realization of the outstanding subscription from such officers under their control.

The 6th November, 1985.

OFFICE MEMORANDUM

SUBJECT :-State Government Employees' Group Insurance Scheme, 1983.

NO.FM.19/85/139 It has come to the notice of the Government that while implementing State Government Employees' Group Insurance Scheme, 1983, some Drawing and Disbursing Officers are seeking clarification regarding the mode of regularisation of the excess amount realised from the employees due to certain misunderstanding or wrong interpretation of rules relating to raising of Group in the event of promotion on realisation of subscription from the newly recruitment Govt. employees etc. Some are also seeking Govt. advice towards adjustment of the excess amount by contributing less amount from the subsequent monthly salary bills of the employee concerned.

It is, therefore, clarified that in case of such excess realisation of subscription, the Head of Office, on receipt of a application from the employee concerned, will issue sanction for refund of the excess amount and ensure payment to the employee as per existing rules. Such expenditure will be debitable to the Head of Account "811-Insurance and Pension Fund-Other Insurance and Pension Fund-State Govt. Employees' Group Insurance Scheme, 1983-Savings Fund". The above mode of regularisation will also apply in respect of regularisation of subscriptions realised from the employees appointed under Regulation 3(f). Under no circumstances, adjustment by contributing less amount from the subsequent monthly salary bills of the employee concerned should be allowed for regularisation of such excess realisation.

It is also clarified that in case of less realisation of subscription, the amount of arrear dues should be recovered from the employee concerned from his subsequent monthly salary bills in 3(three) installments.

Extract of Govt. letter No.FM.106/83/103 dt.3.4.86 addressed to All Secretaries, Commissioner and Special Secretaries, Heads of Departments etc.

Subject :- Group Insurance Scheme –
- Expeditious disposal of pension cases.

I am directed to draw your attention to Para 19.7 of the Group Insurance Scheme as introduced under O.M. No.FM.58/81/24, dated 25.2.1983 read with Para 11.2 of the Scheme and to say that as laid down therein the Head of Office will obtain the nomination form duly filled in from the Government servants who are members of the Scheme, countersign the same and paste the same in the Service Book to be kept in his safe custody. A copy of the nomination is also to be sent to the Director of Accounts, Assam vide Paras 2,3 and 4 of the supplemental O.M. No.FM.58/81/Pt.I/191 dated 3rd October, 1983. When necessity arises the Head of Office will initiate action for making payment from the Fund as due, according to the nomination as subsisting. The register of members of the Scheme for all the staff of the office including the self drawing officers and the head of office himself should also be maintained by the Head of Office and updated. In case of Head of Office himself, signing of the intimation and acceptance of the nomination may be done by the next superior authority.

It is requested that these instructions may be properly followed as it may otherwise create various difficulties on retirement/premature death of the officer.

In this connection attention is also drawn to Para 4 and Para 9 of the O.M. No.FM.58/81/Pt.I/68, dated 7.5.1983 laying down the detail head of account of receipts (subscriptions made by the member employee) and the head of account to which the disbursement on account of Group Insurance are debitable. The Accountant General, Assam have after due consideration suggested now the detail heads of account for proper accounting of the Insurance Fund and Saving Fund as indicated below, viz :-

- Major Head - '811 Insurance and Pension Funds.'
- Minor Head - 'Assam State Government Employees Group Insurance Scheme.'
- Sub-Heads - '(a) Insurance Fund'.
'(b) Savings Fund'.

While making deductions from the pay bills for deposit into Government account, the schedule of deposit should show the major, minor and sub-heads mentioned above in full details correctly and legibly. While making payment from the Funds separate bills should be drawn for disbursement from the Insurance Fund and Savings Fund as may be admissible showing the head of account in full detail clearly for each payment.

The 11th August, 1986.

OFFICE MEMORANDUM

SUBJECT :- State Government Employees' Group Insurance Scheme, 1983-
Procedure for drawal of accumulation in savings fund.

NO.FM.58/81/Pt.II/34 It has been brought to the notice of the Government that in the event of retirement/cessation from Govt. service, some Self Drawing/Gazetted Officers are submitting their claims for accumulation in their Savings Fund to the concerning Treasuries/Sub-treasuries direct after obtaining necessary sanction from the Head of Offices concerned. The above practice of drawing the amount of Savings Fund from Treasuries/Sub-Treasuries by the Self Drawing/Gazetted Officer himself after his retirement is not only irregular but illegal too.

It is, therefore, clarified that besides the formalities as prescribed under Clause 11.1 of the State Government Employees' Group Insurance Scheme, 1983 in respect of releasing the amount of accumulation in Savings Fund in the event of retirement/cessation from Govt. service, the following procedure shall be followed for drawal and disbursement of the amount to the employees concerned.

- (1) Head of Office/Administrative Department will issue sanction for payment of accumulated deposit in Savings Fund to the retired self drawing/gazetted officers or to the self drawing/gazetted officers quitting Govt. service, as per Clause 11.1 of the Scheme. The sanctioning authority, if he is delegated with powers of drawal and disbursement, will draw and disburse the amount in cash to the officer concerned. In case the sanctioning authority is not a Drawing and Disbursing Officer, the sanctioning authority shall authorize in the sanctioning order itself such other subordinate officer bearing delegated authority for drawal and disbursement to draw the sanctioned amount and to disburse the same to the self drawing/gazetted officer concerned.

- (2) In respect of payment of accumulated deposit in Savings Fund to the Government employees other than self drawing/gazetted officers, the Head of Office shall issue sanction as per Clause 11.1 of the Scheme. The sanctioning authority, if he is a Drawing and Disbursing Officer, shall draw and disburse the amount and if not, the sub-ordinate officer having delegated authority and who normally draws and disburses the pay etc. of the employee concerned shall draw the sanctioned amount and disburse the same to the retired person concerned.
