

15. D.I.G. Police.
16. 27th Bn. P A.P.
17. Central Jail.
18. Govt. Typewriter Workshop.
19. Jalandhar Provincial Divisional P.W.D.
20. S.E. National Highways.
21. Xen. Mechanical Division.
22. S.E. Jalandhar Construction Circle.
23. Xen National Highways.
24. Xen Electrical Division.
25. Xen Construction Division.
26. Land Acquisition P.W.D.
27. S.P. Vigilance.
28. Distt. Commandant Home Guards.
29. Divisional Commandant Home Guards.
30. Rehabilitation Department.
31. District Library.
32. S.M.O. Jamsheer Khas.
33. Civil Surgeon Jalandhar.
34. District Ayurvedic Unanni.
35. XEN Public Health.
36. Zonal Malaria Officer.
37. Medical Supdt. Civil Hospital.
38. Regional Deputy Director.
39. D.C. Urban Estate.
40. Distt. Public Relations Officer.
41. Mehar Chand I.T.I. Jalandhar.

42. Labour Courts.
43. Govt. Polytechnic for Women.
44. Govt. Industrial School, Jalandhar.
45. Employment Exchange.
46. Govt. Industrial Training Centre, Bhogpur.
47. Govt. Training Institute, Jalandhar.
48. Govt. Industrial School, Kartarpur.
49. Distt. Welfare Officer.
50. Gandhi Vanita Ashram Jalandhar.
51. Distt. Food and Supply Controller.
52. D.C. Rehabilitation (sale)
53. Superintendent, Remand-cum-observation Home.
54. Supdt. Govt. Hide Flying Centre.
55. Child Development Project.
56. Distt. Statistical Officer.
57. Urban Coling Officer.
58. Weight and Measure, Jalandhar.
59. Distt. Training Officer, E.T.O.
60. Asstt. Agriculture Implements.
61. Chief Agricultural Officer.
62. Project Officer Incentive Cattle Officer.
63. Superintendent, Garden.
64. Project Officer.
65. S.O.H. (D.C.) Jalandhar.
66. Asstt. Cane Development Officer.

67. Director, Consolidation of Holding Special.
68. Conservation of Soils.
69. Asstt. Mycologist Department of Horticulture.
70. Distt. Statistical Officer.
71. Urban Colling Officer, D.C.
72. Weight and Measure, Jalandhar.
73. Distt. Traing Officer, F.T.O.
74. Horticulture Development Officer.
75. Asstt. Vegetable Deptt.
76. Director Consolidation of Holdings.
77. Chief Agriculture Officer.
78. Project Officer Incentive Cattle Development.
79. Supdt. Gardens.
80. S.O.E.H. (D.C.)
81. Asstt. Cane Development Officer.
82. Conservation of Soils.
83. State Veterintary Medical Store.
84. Divisional Soil Conservation Officer.
85. Poultry Project Officer.
86. Bactoralgist State Live Stock.
87. Dairy Extension Officer.
88. Fisheries Asstt. Director.
89. B.D.P.O. West I.
90. Senior Technical Officer.
91. Govt. Industrial Development Goods.

92. S.T.O. Govt. Centre for Development, testing for electronics.
93. S.T.O. Govt. Quality Marketing Centre Sports and Leather.
94. S.T.O. Govt. Wood Seasoning Plant Kartarpur.
95. D.T.O. Functional Manager for Sr. G.N.
96. S.T.O. Govt. Industrial Development Centre-cum-Service Engg. Co
97. Supervisor Govt. [Hide flying and care Utilisation.
98. XEN Bist Dal.
99. G.M., Roadways-I.
100. G.M. Roadways-II.
101. Divisional Manager, Roadways.
102. XEN Drainage Division.
103. Distt. Food and Supplies Controller,
104. S.E. Jalandhar Division.
105. Circle Education Officer.
106. Distt. Education Officer.
107. Govt, College of Education.
108. Govt. Extension Service.
109. Project Officer Education.
110. Govt. Inservice Training Centre.
111. Govt. Arts and Sports College.
112. Distt. Sports Officer.
113. 2nd Pb. Bn. N.C.C.
114. No. I Pb. Air Sqn. N.C.C.
115. D.D.P.O. East III.
116. B.P.E.O. Allwalpur.

117. B.P.E.O. West I.
118. B.P.E.O. Kartarpur.
119. B.P.E.O. East 4.
120. B.P.E.O. Adampur.
121. Govt. Girls High School, Jamsher Khas.
122. Govt. Girls H.S. Laroya.
123. Govt. Girls H.S. Ladawal Road.
124. Govt. Girls H.S. Khurdpur.
125. Govt. Girls H.S. Patran.
126. Govt. Hr. Sec. School Nehru Garden.
127. Govt. Hr. Sec. School, Bhargo Camp.
128. Govt. Hr. Sec. School, Jalandhar.
129. Govt. Hr. Sec. School, Kartarpur.
130. Govt. H.S. Authola.
131. Govt. H.S. Bhogpur.
132. Govt. H.S. Gignwal.
133. Govt. H.S. Mastfa Pur.
134. Govt. H.S. Saral Khas.
135. Govt. H.S. Rainak Bazar.
136. Govt. H.S. Lallian Kalan.
137. Govt. H.S. Kala Baksa.
138. Govt. H.S. Jamsher Khas.
139. Govt. H.S. Lidderan.
140. Govt. H.S. Datrom Kalan.
141. Govt. H.S. Kishanpura.

142. Govt. H.S. Patra.
143. Govt. H.S. Gakhal Dhaliwal.
144. Govt. H.S. Vimpurike.
145. Govt. H.S. Rahimpur.
146. Govt. H.S. Lmmba Pind.
147. Govt. H.S. Khasro Pur.
148. Govt. H.S. Puranpur.
149. Govt. H.S. Loharam
150. Govt. H.S. Dhani Pind.
151. Govt. H.S. Khuddowal.
152. Govt. H.S. Daroli Kalan.
153. Govt. H.S. Kalra.
154. Govt. H.S. Laroya.
155. Govt. H.S. Dakoha.
156. Govt. H.S. Adampur.
157. Govt. H.S. Dolima.
158. Govt. H.S. Chelk.
159. Govt. H.S. Daduwal.
160. Govt. H.S. Isherwal.
161. Govt. H.S. Raipur Rasulpur.
162. Govt. H.S. Soinmi Pur.
163. Govt. H.S. Nurssi.
164. Govt. H.S. Massanian.
165. Govt. H.S. Masonad.
166. Govt. H.S. Nanjja.

22.24.—Implementation of the Punjab Government Employees Group Insurance Scheme, 1982—Collection of Data regarding enrolment of members.

Attention is invited to Punjab Govt. Department of Finance circular letter No. 1(5)-5 GI /83/22, dated 2-1-85 and a subsequent reminder No. 1(5)-5 GI/83, dated 22-1-1985 on the subject noted above and to state that the requisite information in the prescribed pro forma is still awaited. It is, therefore, requested that the requisite information, complete in all respects, may please be sent to this Department by 5th May, positively.

(No. 1/5/83-5 GI/882 Dated, the 25th April, 1985.)

22.25.—The Punjab Government Employees Group Insurance Scheme 1982—Provisions of a further option to join the scheme to employees who had earlier opted to remain out of the Scheme.

Attention is invited to Punjab Government, Department of Finance circular letter No. 1(44) 2 GI-84/702 dated 29-6-1984 on the subject noted above and to state that final opportunity was allowed to those Punjab Government Employees who were in service as on 15.8.1982 and had opted to remain out of the scheme in accordance with the provision contained in clause 4(2) of the Schedule to the Punjab Civil Services (Group Insurance) Rules, 1982 to become member of the scheme from 2-10-1984 as stated, therein subject to the conditions laid therein.

2. Though a substantial number of these employees have since become members of the scheme by availing of the opportunity allowed to them, requests are still being received on behalf of some employees who initially opted to remain out of the scheme and did not avail of the opportunities allowed in November, 1982 and June, 1984 for one reason or the other, for becoming members of the scheme.

3. The matter has again been considered and it has been decided to allow another opportunity to such employees as were in service on 15.8.82 and had opted to remain out of the scheme, or had not given their option in time to become members of the scheme from 2-10-1985. To become members of this scheme they should submit their requests in writing in the enclosed prescribed application form not later than 31-8-1985 on the following terms and conditions :—

- (i) the membership shall commence from the commencement of normal working hours on the 2nd October, 1985;
- (ii) no insurance cover shall be provided not any premium shall be recovered, therefor, until the commencement of the membership; and

- (iii) no benefits shall accrue under the scheme nor any subscription shall be recovered therefor until the commencement of the membership.

4. On receipt of the written request in the prescribed application form the Head of the office shall arrange to get the same pasted in the service book alongwith the option already exercised and attest the following entry in the service book :—

Membership of Punjab Government Employees Group Insurance Scheme, 1982 allowed with effect from 2-10-1985 on his written request in terms of Punjab Government Finance Department circular letter No. 1 (44) 84-2 GI/936 dated 6th May, 1985.

5. It is, therefore, requested that the contents of this letter may please be brought to the notice of each and every employee working in the Department/Office under your control as well as to the employees, who are on deputation or on leave etc., who were in service as on the 15th August, 1982. It may also please be brought to the notice of all employees that this is the final opportunity which is being given in the interest of their welfare and no further request for membership of the scheme shall be entertained, from such employees, after 31-8-1985.

[No. 1(44)—84-2 GI/936, Dated Chandigarh, the 6-5-85]

Specimen of Application

To
(Head of Office)

Sir,

With reference to the Government of Punjab, Department of Finance Circular No 1(44)-84-2 GI/936 dated 6th May, 1985

I hereby request that I may be enrolled as a member in Group ——— of the Punjab Government Employees Group Insurance Scheme, 1982, with effect from 2.10.1985 on the conditions specified therein. I agree to the recovery of the subscription of Rs. ————— as per provision of the Scheme for providing me with an insurance cover of Rs. ————— commencing from the commencement of normal working hours on 2nd October, 1985, besides benefits from the Savings Fund Under the Scheme.

Yours faithfully

Place

()

Date

Name and Designation of
the employee.

22,26 Enforcment of the Punjab Government Employees Group Insurance Scheme, 1982—supply of quarterly Statement to the Finance Department as per item No. (xvii) of the Accounting Precedure.

Attention is invited to Government of Punjab, Department of Finance circular letter No.3 (7) 3GI-83, dated 11-4-83 on the subject cited above with which the proforma of the quarterly statement of credit/debit balances was circulated to all the Departments, with a view to making the said quarterly statement simple and effective, the pro forma of the statement has been revised and the same is sent here with.

2. The quarterly statements relating to the credit/debit balances of the subscriptions of the members of the Group Insurance Scheme may, in future, be sent to the Department of Finance (in the Group Insurance Branch) in the revised pro forma by the end of January, April, July and October (each year) as provided under item No. (xvii) (ii) of the Accounting procedure added in the scheme cited in the subject.

(No. 3) (7) 83-3 GI/1036, Dated 22-5-85

Revised pro forma regarding the Quarterly Statement in regard to the credit/debit balances-----
 under the Punjab Government Employees Group Insurance Scheme, 1982., upto the quarter ending-----

Sr. No.	Name of the Employee	Group of Service	Date of Enrolment	Amount recovered during the quarter.		Amount of Subscrip- tion upto date		Payment Made		Not Balances	
				Saving Fund 1	Insurance Fund 2	Saving Fund 1	Insurance Fund 2	Saving Fund 1	Insurance Fund 2	Saving Fund 1	Insurance Fund 2
1	2	3	4	5	6	7	8				

22.27 Enforcement of the Punjab Government Employees Group Insurance Scheme, 1982 supply of list of members enrolled under the scheme along with the list of additions and deletions to the Finance Department.

In inviting your attention to Punjab Government, Finance Department circular letter No. 1(112)84-4GI/1716, dated 19-12-84 and subsequent reminder No. 1(112) 84-4GI/635, dated 15-3-85, on the subject noted above, I am directed to say that in terms of Item No. (XVII) (2) (i) of the Accounting procedure of the Punjab Government Employees Group Insurance Scheme, 1982 you were required to send a list of members enrolled under the scheme in an alphabetical order, groupwise, indicating therein the dates of their enrolment by the 30th November, 1982 (the list of additions and deletions by the 30th November, every year). As per para (5) of Punjab Government letter No. 1 (14)4GI-82/28 dated 1st December, 1982 followed by a circular reminder No. 1(23) 4GI-83/31, dated 11-1-84, you were interalla requested to send such lists to this Department promptly. A period of more than five months has since passed but complete lists of the members enrolled under the scheme are still awaited from various Departments (except those noted in the margin).

2. You are requested that complete lists of the members enrolled under the Punjab Govt. Employees Group Insurance Scheme, 1982 in alphabetical order and groupwise, indicating therein the dates of their enrolment, alongwith the lists of additions and deletions during the last two scheme-years, i.e. from October, 1982 September, 1984 in respect of your office and offices/sub-offices under your control in a consolidated form, may please be supplied to the Department of Finance, by the end of June, 1985, positively.

(No. 1(112)84-4GI/1107, dated 4th June, 1985)

22.28 The Punjab Government Employees Group Insurance Scheme, 1982-Amendment of Form No.11 (Ledger Accounts) and Form No.12(Broadsheet).

Refer to subject noted above. In terms of paras v(A) and VI of the Accounting procedure appended to the punjab Government Employees Group insurance Scheme,1982, the drawing and Disbursing officers are

required to maintain Ledger Accounts (in form No.11) and Broadsheet (in form No.12) respectively, in respect of the establishment of their offices.

2. In order to streamline the maintenance of accounts in the Ledger and Broad Sheet, the Government in consultation with the Accountant General, Punjab has decided to substitute for the existing forms No.11 and 12, printed at pages 33 and 39 of the booklet titled the Punjab Government Employees Group Insurance Scheme, 1982, those at Appendices I and II. you are requested to instruct all the heads of offices/Drawing and Disbursing officers under your control to maintain their Ledger Accounts and Broadsheet in the amended forms forth with.

3. Necessary amendments to the scheme are being made separately.

[No. 1(77)84-6GI/ 1324 Dated, Chandigarh the 22-7-85]

APPENDIX II

Form No. 11

(Referred to in para v (a) of the Accounting Procedure) Savings Fund/
Insurance Fund subscriptions account for the period 1-10 to 30-9]

- (1) Account No.
- (2) Group of Service
- (3) Name of employee
- (4) Date of membership
- (5) Subscriptions.

Month	Treasury Voucher No. and date	Amount of subscription deducted (in rupees)
1	2	3
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
September		
Total		

- (6) Amount of subscription transferred to the Insurance Fund.
- (7) Amount of subscriptions credited to the savings Fund during the current year (Item No. 5 (—) Item No. 6)
- (8) Opening balance of the Savings Fund (including Interest)
- (9) Interest allowed at the end of the year on the Savings Fund credits
- (10) Closing balance of the Savings Fund (including interest) (Item No. s [(7)+(8)+(9)]
- (11) Payment, if any, made during the year .. dated
 - (a) to the employee from the Savings Fund
 - (b) In respect of employee from the Insurance Fund .. dated

Drawing and Disbursing Officer

APPENDIX-II

Form No. 12

(Referred to in para (VI) of the Accounting Procedure)

Broadsheet for the period 1-10 to 30-9 showing subscriptions and payments

Name of office/DDO

Month	Number of employees ABCD	Amount recovered	Credit to Saving Fund	Credit to Insurance Fund	Recovery of premium of insurance cover Referred to in clause 6)		Interest recovered on account of delayed payment of subscription (Referred to in clauses 2(6) & 9(7))	Payments made			Grand total col. 12 & 13		
					Number of employees ABCD	Amount Recovered		Grand total col. 3, 7, 8	Number of employees ABCD	Amount		Out of Savings Fund	Out of Insurance
1	2	3	4	5	6	7	8	9	10	11	12	13	14
October													
November													
December													
January													
February													
March													
April													
May													
June													
July													
August													
September													

Drawing and Disbursing Officer

22.29. Enforcement of the Punjab Government Employees Group Insurance Scheme, 1982—Review of the Accounting Procedure thereof.

Attention is invited to Punjab Government Finance Department Instructions No. 7/(16)-OSD (F)-82/7771, dated 7th October, 1982, with which a copy of the self-contained Accounting Procedure as formulated by this Department was circulated and to state that, in consultation with the Accountant General, Punjab it has been decided to make the following changes in the said accounting procedure :—

(1) Entry of payments of Insurance Fund/Savings Fund in the Service Book of an employee.

When payment of Insurance Fund or Savings Fund is made to an employee or his nominee, a note to this effect shall be kept in his service book.

(2) Preparation of payment bill

The receipt bill regarding payment of dues to the beneficiaries shall in future, be prepared in the enclosed proforma.

(3) Preparation of list of persons who have opted out of the Scheme.

In addition to the maintenance of register of members enrolled under this scheme in accordance with the provisions of para (ii) of the Accounting Procedure, a list of the persons who have opted out of the scheme shall also be prepared by the Drawing and Disbursing Office and attached with the said registers.

(4) Maintenance of separate ledger account in Form II in respect of employees who are put under Insurance Cover.

(i) Sub-para (v) (a) of para (ii) of the Accounting Procedure provides that each Drawing and Disbursing Officer shall maintain a separate account (in Form II) of the subscriptions made by each member of the Scheme to the Savings Fund/Insurance Fund. For non-members who are covered by the Insurance Cover only as per Clause 6 of Punjab Government Employees Group Insurance-Scheme, separate ledger should also be maintained in Form II.

(2) You are requested to issue directions to the Drawing and Disbursing Officers under your control to comply with the instructions meticulously.

3. Necessary action for incorporating these amendments in the Accounting Procedure is being taken separately.

PROFORMA
RECEIPT BILL

Received the sum of Rs.----- () being
the total of entitlement of Rs.----- from the Insurance
Fund/and/or of Rs.----- from the Savings Fund, accrued
to-----.

Name-----

Designation-----Group A/B/C/D under the Punjab
Government Employees Group Insurance Scheme, 1982.

Signature (s) of Recipient (s)
(Name in block letters)

Dated:

FOR USE IN DEPARTMENTAL OFFICE

(a) Relevant biodata of the member—

1. Type of group of the member (i.e. lowest group) viz. *D/C/B/A
in initially joining the scheme on-----19 .
2. Year of acquiring membership
of higher group—

* (i) C—	19-----
(ii) B	19-----
(iii) A	19-----

- (b) Counter-signed for payment of Rs.----- (Rupees-----)
to claimant (s).**

Signature

Date-----

Designation of D.D.O.

FOR USE IN TREASURY OFFICE

Passed for payment of Rs.----- (Rupees-----)

Payment through

Cheque (s) No. (s)-----Date: Treasury Officer.

*Delete whichever is inapplicable.

- 22.30 Enforcement of the Punjab Government Employees Group Insurance Scheme, 1982 Supply of list of members enrolled under the Scheme alongwith the list of additions and deletions to the Finance Department.

Attention is invited Punjab Government, Finance Department circular letter No. 1(112)84 4GI/1716, dated 19-12-84 and subsequent reminder No. 1(112)84-4GI/635, dated 15-3-85 and 1(112)-84-4GI/1107, dated 4-6-85 on the subject noted above, I am directed to say that in terms of item No. (XVII) (2) (i) of the Accounting Procedure of the Punjab Government Employees Group Insurance Scheme, 1982, you were required to send a list of members enrolled under the Scheme in an alphabetical order, groupwise indicating therein the dates of their enrolment by the 30th November 1982 (the list of additions and deletions by the 30th November, every year). As per para (5) of Punjab Government letter No. 1(14)4GI-82/28, dated 1st December, 1982 followed by a circular reminder No. 1(23)4GI-83/3 dated 11-1-84, you were interalia requested to send such lists to the Department promptly. A period of more than eight months has since passed but complete lists of the members enrolled under the Scheme are still awaited from various Departments.

2. It is that complete lists of the members enrolled under the Punjab Govt. Employees Group Insurance Scheme, 1982 in alphabetical order and groupwise, indicating therein the dates of their enrolment, alongwith the list of additions and deletions during the last two scheme-years, i.e., from October, 1982 September, 1984 in respect of your office and offices/sub-offices under your control in a consolidated form, may please be supplied to the Department of finance, by 15th September, 1985, positively.

[No. 1(112)-84-4GI/1580

Dated the 28-8-1985

- 22.31 The Punjab Government Employees Group Insurance Scheme, 1982-Amendment of Clause 15, of the Schedule to the Punjab Civil Services (Group Insurance) Rules, 1982.

Refer to the provisions of Clause 15 of the Schedule appended to the Punjab Civil Services (Group Insurance) Rules, 1982, on the subject noted above and to state that it has been decided by Government that the Punjab Government Employees Group Insurance Scheme, 1982 shall be notified to all the Government Employees by the Head of office and a certificate to that effect duly signed by the concerned Government employee and countersigned by the Head of office shall be placed on the Service Book/Service documents of concerned Government Employee and a copy of the Scheme so notified may also be displayed on the notice-board installed at prominent place at the premises of the office where the Government employees are working for their information.

2. It is, therefore, requested to bring these instructions to the notice of all the Heads of Offices/Drawing and Disbursing Officers under your control for meticulous compliance.

Necessary amendments, in this regard, is being made separately.

No. 1(80)85-2FP-III/1670

Dated, the 1 th September, 1985)

22.32. Audit of accounts and watching of remittances credited to and disbursements made from the Insurance Fund of the Group Insurance Scheme, in respect of offices situated in the Districts (including Chandigarh) by the Internal Audit Organisation.

Attention is invited to the instructions contained in this Department's letter No. 1(1)-2GI-83/397, dated the 21st July, 1983, regarding reconciliation of accounts in accordance with the procedure laid down under item No. (xiii) of the Accounting Procedure of Group Insurance Scheme, 1982 and to say that to ensure proper implementation of the Group Insurance Scheme, it has been decided by the Government that the Internal Audit Organisation of the Department of Finance would check the accounts of the Group Insurance Scheme maintained in the offices of the Drawing and Disbursing Officers and keep a watch on remittances credited to and disbursements made from the Insurance Fund and the Savings Fund at the District level and also in respect of the offices located at Chandigarh with effect from the 1st October, 1985. For this purpose, the Drawing and Disbursing Officer should send a quarterly statement in the enclosed proforma, duly reconciled with the Treasury, to the District Offices of the Internal Audit Organisation. The Audit Parties will be visiting the offices of the Drawing and Disbursing Officers at intervals to verify whether the accounts maintained in their respective offices are in accordance with the instructions on the subject issued from time to time. These parties, during local inspection, will also impart guidance to the concerned staff for the correct maintenance of the accounts/records prescribed under the Scheme. It is requested that the staff working under your control may please be directed to extend full cooperation and produce all the relevant records to the Audit Parties whenever they visit their offices for the above purpose.

[No. 1(45)3FP-III-85/1672

Dated the 12th September, 1985.)

Statement of figures of accounts of Punjab Government Employees Group Insurance Scheme, 1982 booked in Treasury—————and reconciled by the Drawing and Disbursing Officers with the Accounts Booked with the Treasury Officer for the quarter ending—————198—.

Sr. No.	Head of Department/ Head of Office/Drawing and Disbursing Officer	Number of subscribers with particulars of service i. e. A B C. and D to SF/IF and if only.		811, Insurance and Pension Fund (Receipt)			811-Insurance and Pension Fund (Out go)			Remarks
		SF/IF	IF only	Savings Fund	Insurance Fund	Total	Savings Fund	Insurance Fund	Total	
1	2	3	4	5	6	7	8	9	10	11
1	X	A								
		B								
		C								
		D								
		Total								