



ABSTRACT

Medical Aid-New Health Insurance Scheme for the employees of Government Departments, State Public Sector Undertakings, Local Bodies, State Government Universities and Statutory Boards under the control of State Government – Orders Issued-Details of employees – Instructions Issued.

FINANCE (SALARIES) DEPARTMENT

G.O.Rt.No.65,

Dated 9th January, 2008
Sarvajith, Margazhi-24,
Thiruvalluvar Aandu-2038
Read:

G.O.Ms.No.430 Finance (Salaries) Department, dated: 10.9.2007.

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ORDER:

In the Government order read above, orders have been issued for the introduction of a New Health Insurance Scheme to provide a comprehensive health insurance scheme covering the diseases, treatment/surgeries classified and broad based specialities annexed to the said Government order, extending the coverage of the scheme to employees drawing pay under non-standard scales of pay like Noon-meal workers, Village Assistants and employees of Local Bodies, Public Sector Undertakings, Statutory Boards and State Universities.

2. For the purpose of implementation of the scheme, it is necessary that, the details of the employees covered under the scheme and their family members are obtained and a database is created to enable the insurance company selected for implementation of the scheme to issue identity cards.

3. Each employee of the categories mentioned below shall furnish the details of himself / herself and the members of his / her family in the format in Annexure I to this Government order to the pay drawing officer in his Office. The format of Annexure I will be available in the Government of Tamil Nadu website http://www.tn.gov.in/appforms/finance/health_insurance.pdf which can be downloaded for this purpose by the Heads of Departments, Chief Executive Officers/Managing Directors in respect of Public Sector Undertakings, Statutory Boards, Registrars of Universities, and Commissioner of Municipal Administration and Director of Rural Development in respect of Local Bodies.

- i. The employees of all Government Departments drawing pay in regular scales of pay and employees drawing pay in non-standard scales of pay including teaching and non-teaching staff of aided educational institutions.
- ii. The employees drawing pay in regular scales of pay and non-standard scales of pay of the Public Sector Undertakings and Statutory Boards.

- iii. The employees drawing pay in regular scales of pay and non-standard scales of pay of Local bodies viz., Municipal Corporations, Municipalities, III Gr. Municipalities, Town Panchayats and Panchayat Unions.
- iv. The employees drawing pay in regular scales of pay and non-standard scales of pay of State Government Universities.

4. The Pay Drawing Officers in the Government Departments and Organisations covered under the scheme shall collect the details as in Annexure I from each employee and shall post the details on the website of the Treasuries and Accounts Department viz., "[http://www.tn.gov.in/ Karuvoolam](http://www.tn.gov.in/Karuvoolam)". The instructions contained in the software package developed by National Informatics Centre, the format of which is available on the website of the Treasuries and Accounts Department mentioned above and on the website nic.in shall be used for entering the details of employees. The password for login for the package is – payroll and the password is insurance. The menu driven package is available on the website of the Treasury Department mentioned above. The Pay Drawing Officers shall get in touch with the Officials of National Informatics Centre at District head quarters or at Chennai or the Officials in the Sub-Treasury or the District Treasury in case any difficulty is experienced in posting the details of the employees on the website of the Treasuries Department mentioned above. The details furnished by the employees shall be secured after the data is put on the above website. Separate instructions will be issued on transmission of photographs.

5. The details regarding number of employees in respect of whom the details have been put on the website, the number of employees whose details have not been furnished based on the option exercised in case of spouse also covered under the scheme and the number of employees retiring due to superannuation during the month shall be intimated to the Heads of Departments in respect Government Departments, Chief Executive Officers / Managing Directors in respect of Public Sector Undertakings, Statutory Boards, Registrars of the respective State Universities and Commissioner of Municipal Administration / Director of Rural Development in respect of Local Bodies who shall arrange to reconcile the details of number of employees in respect of whom the details of family members have been posted on the website of Treasuries and Accounts Department with the Director of Treasuries and Accounts Department, Chennai-15. The report shall be in the following format:-

| Number of employees in the Office and to whom Salary is drawn for the month of January 2008 | Number of employees who have furnished employee data | Number of employees who have not furnished employee data | |
|---|--|--|--|
| | | Number of employees retiring on superannuation | Number of employees in respect of whom option is covered under spouse. |
| | | | |

6. The following date schedules shall be adhered to in the collection of the family details of employees:

| | | |
|----|---|------------|
| a) | Last date for the employees to furnish the filled up Annexure I to the Pay Drawing Officers | 25.01.2008 |
| b) | Last date for the Pay Drawing Officers to post the details furnished by the employees on the website “ http://www.tn.gov.in/ Karuvooram ” of the Treasuries and Accounts Department | 31.01.2008 |
| c) | Last Date for forwarding details of number of employees covered under the scheme to the Heads of Departments/Chief Executive Officers / Managing Directors /Registrars/Commissioner of Municipal Administration/Director of Rural Development | 7.02.2008 |
| d) | Last Date for reconciliation of Data with Treasuries and Accounts Department | 15.02.2008 |

(BY ORDER OF THE GOVERNOR)

ANITA PRAVEEN
SPECIAL SECRETARY TO GOVERNMENT.

To

All Secretaries to Government, Chennai-9.
All Departments of Secretariat (OP), Chennai-9.
The Secretary, Legislative Assembly Secretariat, Chennai-9.
All Heads of Departments.
All District Collectors.
The Accountant General (A&E), Chennai-18.
The Accountant General (Audit), Chennai-35.
All Chief Educational Officers.
All District Elementary Educational Officers.
All Pay and Accounts Officers.
All Treasury Officers. All Sub-Treasury Officers.
The Director of Treasuries and Accounts, Chennai-15.
All National Informatics Centres at District Headquarters.
The Chief Internal Auditor and Chief Auditor of Statutory Boards,
807, Anna Salai, Chennai-2.
The Secretary, Tamil Nadu Public Service Commission, Chennai-2.
The Registrar General, High Court, Chennai-108.
All Municipalities.
All Public Sector Undertakings and Statutory Boards.
All State Universities.

Copy to

The Secretary to the Chief Minister, Chennai-9.
The Private Secretary to the Chief Secretary to Government, Chennai-9.
The Private Secretary to the Secretary to Government, Finance Department, Chennai-9.
All Officers in Finance Department, Chennai-9.
All Sections in Finance Department, Chennai-9.
Stock File / Spare Copies.

/Forwarded/By order/

SECTION OFFICER

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.