

## **NEW HEALTH INSURANCE**

### **Check List**

#### **Before sending completed forms of employees details, fulfillment of the following items are To be ensured :**

- 1). Whether all the forms submitted by the eligible employees are correctly filled?
- 2). Whether the eligible family members as per G.O. Ms. No. 174 Fin. dt.28.4.08 alone been included
- 3). Whether the datas of ineligible family members has been scored out in the form (with attestation) and deleted in the uploaded format by using update option?
- 4). Whether photos of all eligible members are pasted (without stapling) in the forms? and photos of ineligible members removed?
- 5). Whether, in case of joint photos if any furnished, the Sl. Nos. assigned against the name in the form has been marked against each photo for identification by the Insurance Company while scanning?
- 6). Whether computer generated No. has been marked correctly in all the eligible form without omission?
- 7). Whether a consolidated list of eligible employees data ( to be furnished for scanning ) prepared Pay Drawing Office wise?
- 8). Whether the duplications of employees data uploaded in the website has been deleted properly by sending mail to [nhis@tn.gov.in](mailto:nhis@tn.gov.in), copy to [dta@tn.nic.in](mailto:dta@tn.nic.in) and sending the same fax
- 9). Whether the forms, if any obtained from ineligible members (10 (a)(i) consolidated pay, daily wages etc., have been taken out from the list?
- 11). In case of spouse employed in State Govt/Public Sector Undertakings and Statutory Boards, Universities, Local Bodies a **declaration** to be in the recorded in the physical form that

Thiru/Tmt. ----- My husband/wife is employed in the-----  
----- organization which is covered under the New Health  
Insurance Scheme and he/she has not furnished the option for the New Health Insurance  
Scheme in the respective organization.

### **Certificate of Pay Drawing Officer**

Certified that the physical form containing the employees details has been verified with respect to the above points and is in order.

Signature of the Pay Drawing Officer