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**URGENT**

**OFFICE OF ACCOUNT OFFICER (PF)  
DELHI JAL BOARD: VARUNALYA PHASE- II ROOM NO. 513  
NEW DELHI-110005**

No. Dy. A&FO (W) III/AO (PF)

7761

DATED 25 JAN 2011

**Circular**

To streamline the case of G.I.S. & D.R.F. ,a meeting was called with L.I.C. and as discussed, it is circulated for compliance by all D.D.O'S that the claim of G.I.S. must be sent to the office of AO (PF) within one month and also well before the finalization of other terminal benefits. In case of delay Reasons for Delay must be recorded by D.D.O's concerned. The claim after three years must be treated as 'Debarred Case' and in that case the D.D.O concern may purchase the court paper in his name and submit the Indemnity Bond (Performa attached) duly signed by him and only then forward the case to AO (PF) for onwards submission to L.I.C. It may also be noted that switching over from one category to another category and new membership shall only be effective from the month of salary of Sept payable in Oct every year. No change in category of the employee during the intervening period is considerable.

Secondly, D.R.F. cases must be send within one month, if delayed, the reason for delay must be recorded by DDO'S before sending the cases to AO (PF).

Thirdly, D.D.O'S are also requested to submit consolidated Case of P.F. and Deposit linked Insurance Scheme in respect of Death Cases within one month and reasons for delay should also be recorded if so.

Prasanna M W S

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27/1/11

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... 2/-  
... 2/-  
... 2/-

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In addition of above, to ensure completion of the following points before forward the case to AO (PF).

1. Consolidate N.O.C.
2. Attested copy of consolidate nomination.
3. Copy of Family detail.
4. Original Death Certificate.
5. Death Certificate of 1<sup>st</sup> nominee in case of Death.
6. Copy of Ration Card.
7. Form 'B' duly filled in all respect.
8. Date of Birth or proof of all benefices.
9. Prescribe form of Deposit Linked Insurance Scheme duly signed by nominee and DDO.
10. Current year G.P.F. deduction statement duly verified by AAO'S

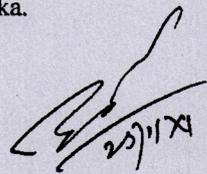
For Strict Compliance.

  
(ASHOK KUMAR)  
Dy. Dir(F&A)-III

**All D.D.O's**

Copies to

1. Member (F)/Member (W)-for information pls.
2. Dir (F&A)/Dir (A&P)/DOR for information pls.
3. Dy A&FO (W)/I/II/IV/V for information.
4. L.W.O. for information.
5. P.R.O. for publishing the above in Varun Patrika.
6. All AO's. for Compliance.
7. All A.A.O's. for Compliance.
8. E.D.P. Cell. for uploading on website.

  
Dy. Dir (F&A) III

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25, KCM 005

LIFE INSURANCE CORPORATION OF INDIA  
P&GS DEPT. OFFICE DELHI Annexure B

TEL Nos. 23314170  
E-mail id - PAY 23350832

Ref.(SR No)

Date:

Dear Sir,

Re: Master Policy No: \_\_\_\_\_ Death Claim of Sri/Smt.

We are in receipt of your letter dt \_\_\_\_\_ intimating the demise of Sri/Smt  
A member under the above scheme on \_\_\_\_\_

We have already informed you that death claims should be reported to us within 3 years from date of occurrence. However in this case, we observe that a period of \_\_\_\_\_ years has elapsed from the date of death after which the claim has been reported to us.

We would hence like to inform you that the Corporation is not under any legal liability to admit the above claim.

In order to consider the above claim as ex-gratia, we would request you to submit the following documents:

- a) A detailed letter giving reasons for the delay which should be genuine.
- b) Along with the claim papers, proof of having settled other dues to the deceased employee with the same time delay. In case you have settled dues earlier, then the claim may not be entertained.
- c) An indemnity bond in the format as enclosed on a non judicial stamp paper

A final decision in the matter will be taken on receipt of the above documents from you.

Thanking You

Yours faithfully

Manager(P&GS)

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**LIFE INSURANCE CORPORATION OF INDIA**

(Letter of Indemnity to be given in case of Claim preferred after the expiry of three years,  
To be executed on a Non-Judicial Stamp Paper of Rs. 100/-)

Whereas we..... (name of the Master Policy Holder) holder of the Master Policy bearing number..... Dated..... issued by the Life Insurance Corporation of India ( herein after called as the Corporation) through their..... Unit. Sri/Smt ..... ( full name of the deceased) is a member/beneficiary of the said scheme. The said beneficiary ..... (name) deceased on..... (date of death). We have lodged the claim by death with the Corporation on..... in this regard which is after the expiry of three years from the date of death.

And whereas the Corporation is not under any legal obligation to admit/pay the same. However at our request in this behalf, the Corporation has after considering our explanation for the delayed submission of the claim under reference and also on the basis of our statement and affirmation to the effect that the said claim was not received nor was it lodged either by us or anybody else earlier, offered to consider the claim purely on "EX-GRATIA".

Now, therefore, in consideration of the Corporation agreeing to consider the claim on "EX-GRATIA" without any legal obligation on it, we ..... (name of the MPH) do hereby agree and undertake to indemnify and to keep indemnified and hold harmless the said Corporation from and against all losses, damages, costs and expenses that the Corporation may sustain, incur or be liable to, in the event of our present claim proving to be duplicate or wrong or excess claim for whatever reasons it may be.

IN WITNESS THEREOF, we sign at..... on..... Day of..... 200.

Signature, Name and Address of the Witness

Signature of the Authorised Signatories for and on behalf of MPH (SEAL of the Nodal Agency)

*Dms*