

**DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI**  
**OFFICE OF THE ACCOUNTS OFFICER (PF)**  
**VARUNALYA PHASE- II: KAROL BAGH NEW DELHI**

No. DJB/Dy.Dir(F&A)III/AO(GIS)/2012/ 29281

Dated:- 26-3-2012.

**Subject:- Regarding implementation of new G.I.S. Policy(G.S.L.I.S.) from May 2012.**

**Ref:- letter No. DJB/2012/18473 dated 23-02-2012.**

As a new Group Saving Linked Insurance Scheme is to be implemented in Delhi Jal Board from May 2012, therefore, all D.D.O. are requested to ensure completion of the following:-

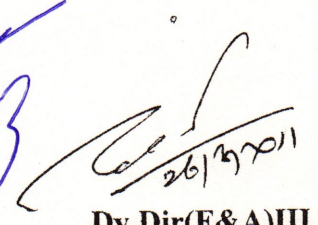
1. To deduct premium @ of Rs. 200/- p.m. from the salary April 2012 of the members of the G.I.S. (Including new members) except the employees working on deputation in D.J.B.
2. To furnish a list of correct & complete data's of the employees who are members of G.I.S. (including new members & excluding the non members for the new scheme ) except the employee on deputation in D.J.B. who are on pay roll in the month of April 2012, in soft & hard copy by 20-04-2012 positively which is to be sent to L.I.C. office.
3. If any claim of said G.I.S. is rejected by L.I.C. due to incorrect data or incomplete information of the employee, DDO and AAO concerned will be held fully responsible for non payment of insurance.
4. In case of death of any employee, claim of G.I.S. should be sent to AO(GIS) before submitting the case of other death dues including DRF to avoid rejection of claim of GIS due to time bar.
5. In case a employee remained on without pay in a month, premium of GIS and DRF should be recover from the subsequent salary/ payment only.
6. Cheque of monthly premium of GIS should be sent to AO(GIS) latest by 7<sup>th</sup> of the following month positively alongwith details of employees and list of deletion and addition of member of GIS ,if any, with soft and hard copy.
7. Revise premium of GIS should also be intimated by the DDOs concerned to the office and officer/official concerned who are working on deputation in other departments.

All DDO  
All AO  
All AAO

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

Copy to :-

1. PS to Member (A)/(F)/(WS)/(DR) for information please.
2. Dir(F&A), Dir (Rev.), Dir (A&P), Dy.Dir(LW), Low officer, DJB for information please.
3. Dy.Dir(F&A) I, II, IV, V for information.
4. AC(D), AC(T), AC(G) I/II for information.
5. EE(EDP) for kind information please.

  
Dy.Dir(F&A)III

ICE OF THE MEMBER (WS)  
Diary  
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