The Tripura State Government Employees' Group Insurance Scheme, 1983

TRIPURA



GAZETTE

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PART-I—Orders and Notifications by the Government of Tripura, the High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA FINANCE DEPARTMENT

No. F. 12(1)-FIN(G)/83.

Agartala, the 30th November, 1983.

OFFICE MEMORANDUM

Subject:—Introduction of a Group Insurance Scheme for State Government employees on self-financing and contributory basis.

With a view to provide, at a low cost and on a wholly contributory and self-financing basis, the twin benefits of an insurance cover to help the families of the State Government employees in the even of death of the employees while in service and a lump sum payment to the employees or to their families on cessation of employment of the employees with the State Government on account of resignation, death, retirement, etc., the Governor is pleased to decide that a Group Insurance Scheme as detailed in the Annexure will be introduced from 1st March, 1984.

S. P. Ganguly

Commissioner-cum-Secretary, Government of Tripura. Finance Department.

ANNEXURE

TRIPURA STATE GOVERNMENT EMPLOYEES' GROUP INSURANCE SCHEME, 1983.

Date of effect

The Tripura State Government Employees' Scheme, 1983, hereinafter referred to as the "scheme" shall come into force with effect from the forencon of 1st March, 1984.

Objective

The 'scheme' is intended to provide for the State Government curployees, at a low cost and on a wholly contributory and self-financing basis, the twin benefits of an insurance cover to help their families in the event of death in service and a lump sum payment to augment Application

- The 'scheme' shall apply to all State Government servants. Contract employees, persons on depuation from the Central Government and other State Governments, public sector undertakings, autonomous organisations, persons appointed on contract, labourers, persons paid at daily rates, persons not in whole time employment, persons in seasonal employment, persons appointed in short term vacancies and ad-hoc employees will not be covered by the 'scheme'. The 'scheme' will also not apply to persons recruited the State Government after attaining the age of 50 years.
- This 'Scheme' will also be applicable to work charged staff if they are regular State Government employees and not casual labourers, part-time and ad-hoc employees.
- The 'scheme' shall also apply to a State Government employee who may be on deputation to any Department of the State Government or to the Government of India or to any other State Government, Corporate Body, Government Undertaking or any other organisation or on
- Such State Government servants to whom the scheme applies will hereafter be referred to as 'employees'. Membership
- The 'Scheme' will be compulsory for all those 'employees' who enter State Government Service after the scheme is notified i. e. all those employees entering State Government Service after the date of notification of the scheme will be compulsorily scheme' from the date it comes into force. covered under the

- Those 'employees' who are already in State Government service on the date the 'scheme' is notified will have an option to opt out of the 'acheme'. This option should be exercised by 31st January, 1984. Those 'employees' who do not opt out of the 'scheme' by that date will. in deemed to have become members of the 'scheme', from the date the "lieme' comes into force. The option once exercised (or cised') will be treated as final and no further choice will be available.
- After the 'scheme' has come into force all 'employees' who coler service in a month other than March shall be enrolled as members of the 'scheme' on the next anniversary of the 'scheme'.

For the purpose of this 'scheme', the employees will classified as Group 'D', Group 'C', Group 'B' and Group 'A' as follows :-

Employees in pay scales maximum

Group 'C'

of which is Rs. 650/- or less. Employees in pay scales maximum

of which is more than Rs. 650 and up to Rs. 1595.

Group 'B'

Employees in pay scales maximum of which is more than Rs. 1595 and up to Rs. 1860.

Group 'A'

Employees in pay scales maximum of which is more than Rs. 1860.

Subscription and insurance cover for members

- The subscription for the 'scheme' will be in units of Rs. 10/2 per month. A Group D employee will subscribe for one unit, a Group C employee for 2 units, a Group B employee for 3 units and a Group A comployee for 4 units. Thus, the rate of subscription for a member of the 'scheme' shall be Rs. 10/-, Rs. 20/-, Rs. 30/- and Rs. 40/- per month for Group D, C, B and A employees respectively.
- 5.2 The amount of insurance cover will be Rs. 10,000/- for each unit of subscription.

In other words, the insurance cover for each Group 'D' Group 'C' Group 'B' and Group 'A' employee Rs. 20,000/-, Rs. 30,000/- and Rs. 40,000/- respectively. be Rs10,000/-

5.3 In the event of regular promotion of an employee, from one Group to another, his subscription shall be raised, from the next anniversary of the 'scheme' to the level appropriate to the Group to which he is promoted. Until the date of the next anniversary of the 'scheme' he shall continue to be covered for insurance for the same amount for which he was alicible hofers making the same

For example, if the 'scheme' comes into force w.e.f. 1st March, 1984, a Group D employée promoted on regular basis to Group C in April, 1984 shall continue to subscribe at the rate of Rs. 10/- per month upto February, 1985 and be eligible, for the insurance cover of Rs. 10,000/- only in addition to the benefits from the Savings Fund appropriate to his subscription. From March, 1985, his subscription will be raised to Rs. 20/- per month and he will become eligible for an insurance cover of Rs. 20,000/- in addition to appropriate benefits from the Savings Fund.

Premium and insurance cover for 'employees' other than members.

6. The 'employees' entering service in a month other than March falling after March, 1984 will be given benefit of appropriate insurance cover from the date of joining Government service to the date of their becoming members of the 'scheme' on payment of a subscription of Rs. 3/- per month as the premium for every Rs. 10, 000/- of the insurance cover. From the date of anniversary of the 'scheme' they will pay subscription at the rate indicated in paragraph 5.1 above.

For example, if the 'scheme' comes into force w. e. f. 1st March, 1984, a Group D employee entering service in April, 1984 shall pay a subscription of Rs. 3/- per month as premium for an insurance cover of Rs. 10,000/- for a period of 11 months until February, 1985 and from March, 1985 his subscription will be raised to Rs. 10/- per month and he shall become eligible for the benefits from Savings Fund in addition to the insurance cover of Rs. 10,000/-. Similarly, a Group 'C' employee entering service in April, 1984 will pay a subscription of Rs. 6/- per month as the premium for an insurance cover of Rs. 20,000/- for a period of 11 months upto February, 1985 and from March, 1985 his subscription will be raised to Rs. 20/- per month and he shall become eligible for the benefits from the Savings Fund in addition to insurance cover of Rs. 20,000/-.

Insurance Fund and insurance cover for members

- 7.1 In order to provide an insurance cover to each member of the 'scheme' a portion of the subscription shall be credited to an Insurance Fund to be held in the Public Account of the State Government. It will be paid to the families of those 'employees' who unfortunately die, due to any cause, while in State Government service.
- 7.2 The positive or negative balance under the Insurance Fund shall be credited or debited, as the case may be, with the amount of interest calculated at the prevailing rate of interest on the Post Office ravings bank deposits, which at present is $5\frac{1}{2}$ per cent per annum.

'scheme' from the date it comes into rorce.

Savings Fund

- 8.1 The balance of the subscription shall be credited to a Savings Fund. The amount in the Savings Fund will be held by the State Government in Public Account. The total accumulation of savings together with interest thereon will be payable to the member on his retirement after attaining the age of superannuation or on cessation of his employment with the State Government or to his family on his death while in service.
- 8.2 The benefits from the Savings Fund will be approximately as per illustration table attached herewith. This benefit is illustrative and in practice could be a little more or less than the amount shown in the table which has been constructed on the basis of individual's subscription reduced by the cost of insurance at mortality rate of 3.75 per thousand and the compound interest of 10 per cent thereon. If at any time the rate of interest changes and/or the cost of insurance changes the benefits available from the Savings Fund will also change correspondingly. A detailed month-wise table for the first five years of the scheme is being issued separately.
- 8.3 In the case of death of a member the payment of the amount of insurance will be in addition to the payment from the Savings Fund.
- 8.4 The positive balance under the Savings Fund shall be credited with the amount of interest calculated at the rate of interest notified by the Finance Department for the purpose.
- 8.5 Interest will be allowed at 10 per cent per annum (compounded quarterly) on the balances in the Savings Fund for a block of 5 years commencing from the date the scheme comes into force.

Recovery of subscription

- 9.1 The subscription of a member for a month shall fall due at the commencement of the normal working hours on the first of that month.
- 9.2 The subscription as a premium for the insurance cover from the date of joining Government service to the date of membership of the 'scheme' shall initially fall due from the date of joining and susequently from the commencement of normal working hours on the first of every, month
- 9.3 The subscription for a month shall be recovered by deduction from the salary/wage of the 'employee' for that month irrespective of the date of actual payment of salary/wage for that month.
- 9.4 The subscriptions shall be recovered every month including the month in which the 'employee' ceases to be in employment on account of retirement, death, resignation, removal from service etc.

- The Drawing and Disbursing Officer shall recover the subscription from the 'employees' irrespective of their being on duty, leave
- No interest shall be levied on arrears of subscriptions if the 9.6 non-recovery is due to delayed payments of salary/wage.
- If an 'employee' is on extraordinary leave and there is no payment of his salary/wage for any period, his subscriptions for the sponths for which no payments of salary/wage are made to him shall in recovered with interest admissible under the 'scheme' on the accretions to the Savings Fund in not more than three instalments commencif from his salary/wage for the months following the month in which resumes duties after leave. If an 'employee' dies while on extraof nary leave the subscriptions due from him shall be recovered with microst admissible under the 'scheme' on the accretions to the Savings and from the payments admissible to his family under the 'scheme'.

For example, if a Group D employee proceeds on extraordinary for 306 days from 5th April, 1984 to 4th February, 1985 and no wage is pail to him for any day for May 1984 to January, 1985, his subscriptions totalling Rs. 90/- will be recovered together with the referest calculated at the compound rate of interest of 10% per annum. not more than three instalments commencing from the pay and He wances for February, 1935 onwards.

If an 'employee' proceeds on deputation or on foreign service, the horrowing authority/foreign employeer shall be requested to effect the recovery of the subscription and credit the same to the relevant head respectively. It shall be ensured that the necessary clause to this effectincluded in the terms of deputation/foreign service in future. The recovery of this amount will be watched in the same manner as applicable to leave salary and pension contribution. If at any time the recoof subscription falls in arrears, the same shall be recovered with interest admissible under the 'scheme' on the accretions to the Savings fund in not more than three instalments.

On reversion of such employee the foreign employer/borrower shall maish to the parent department/office an account of contribution restised from the employee and deposited to the State Government count during the entire period of deputation/foreign service.

recession for income-tax.

The subscription to the 'scheme' will form part of deductions Howable in respect of life insurance premia, contributions to provicent fund etc., in computing the total income of the subscriber for the 'scheme' from the gate it comes into roice.

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purposes of income-tax, except to the extent of the amount finally withdrawn from the General/Contributory Provident Fund on account of such subscription.

Payment from Insurance Fund/Saviings Fund.

- 11.1 If an 'employee' retires on attaining the age of superannuation or otherwise ceases to be in State Government service and his service book discloses' that he has been a member of the 'scheme', the Head of Office shall issue a sanction for the payment of the member's accumulation in his Savings Fund after obtaining a simple application in Form No. 4.
- 11.2 If an 'employee' dies while in service and his service book discloses that he was a member of the 'scheme', the Head of Office shall address the nominees/heirs of the Government servant concerned in Form No. 5 to submit an application in Form No. 6, and on receipt thereof shall issue a sanction for the payment of the amount of insurance and the accumulation in the Savings Fund to him (them).
- 11.3 The amount payable to the nominees/heirs of an 'employee' who has the benefit of an insurance cover only will be the amount of insurance appropriate to his Group.
- 11.4 The amount payable to the nominees/heirs of a member of the 'scheme', who dies while in service, shall be—
 - (a) the amount of appropriate insurance to which he was entitled at the time of his death; plus
 - (b) the amount due to him out of the Savings Fund for the entire period of his membership in the lowest Group to which he was initially employed; and
 - (c) the amount or amounts due to him for the additional units by which his subscription was raised on each occasion due to appointment/promotion to higher Group for the period from which the rate of subscription was raised to the date of his death.

For example, if a Group D employee, who is a member of the 'scheme', acquires a membership in Group C and Group B after 5 years and 15 years of seravice respectively and dies while in service after 30 years of total membership in all these Groups, his nominee or nominees shall be paid the sum of the following amounts:—

(i) the amount of insurance of Rs. 30,000/- due on a monthly subscription of Rs. 30/-, being a Group B employee on the date of his death;

- (iii) the amount due from Savings Fund on a monthly subscription of Rs. 10/- (Rs. 20--Rs. 10) for 25 years; and
- (iv) the amount due from Sayings Fund on a monthly subscription of Rs. 10/- (Rs. 30 Rs. 20) for 15 years.
- 11.5 The amount payable to the 'employee' who ceases to be in employment with the State Government on account of resignation, retirement etc., shall be--
 - (a) the amount due to him out of the Savings Fund for the entire period of his membership in the lowest Group to which he was initially employed; and
 - (b) the amount or amounts due to him for the additional units by which his subscription was raised on each occasion due to appointment/promotion to higher Group, for the period from which the rate of subscription was so raised to the date of cessation of his membership.

For example, if a Group D employee who is a member of the 'scheme' acquires a membership in Group C and Group B after 10 and 20 years of service respectively and retires on superannuation after 30 years of total membership in all these Groups, he shall be, paid the sum of the following amounts:—

- (i) the amount due to him from Savings Fund on a monthly subscription of Rs. 10/- for 30 years;
- (ii) the amount due to him from Savings Fund on a monthly subscription of Rs. 10/- (Rs. 20—Rs. 10) for 20 years; and
- (iii) the amount due to him from Savings Fund on a monthly subscription of Rs. 10/- (Rs. 30—Rs. 20) for 10 years.
- 11.6 If any 'employee' dies during a month before the recovery of subscription for that month from him, his dues shall be paid after deducting the subscription.

Withdrawals from Insurance Fund/Savings Fund.

12.1 It will not be permissible for any member or other beneficiary of the 'scheme' to withdraw any amount out of the Insurance Fund to which he has been subscribing. The amount due from the Fund on the death of a member of the 'scheme' while in service, shall be worked out in accordance with paragraph 11 and paid to his nominee(s) in accordance with the accounting procedure prescribed separately.

12.2 It will also not be permissible for any member of the 'scheme' to withdraw any amount of the savings Fund to which he has been subscribing. The amount due to him from the fund on his cesation of employment on account of resignation, retirement etc. shall be worked out in accordance with paragraph 11 and paid to him or his nominec(s) in accordance with the accounting procedure prescribed separately.

Loans/advances from or against accumulations in Insurance Fund/Savings Fund.

13. No loans or advances shall be paid to any member or other beneficiary of the 'scheme' from or against his accumulations in the Insurance Fund/Savings Fund to which he has been subscribing.

Utilisation of accumulations in Insurance Fund/Savings Fund:

14. The accumulation in the Insurance Fund/Savings Fund shall be at the disposal of the State Government. The bulk of this accumulation is proposed to be utilised in schemes for the welfare of the members of the 'scheme'.

Mode of notification of the 'scheme':

15. The 'scheme' shall be notified to the 'employees' by displaying a copy thereof on the notice board or where no such notice board is provided, at a prominent place in the premise's where the employees are working. A few copies of the 'scheme' may also be supplied to the recognised unions/associations of the employees.

Action on notification of the 'scheme':

16. By the 10th of every month following the month in which the scheme' is notified, the Head of Office shall supply to the Drawing and Disbursing Officer names, Groups, dates of birth and dates of appointment of persons who may be appointed to any service or post under the State Government during the preceding month and who would be eligible to be the members of the 'scheme' in terms of paragraph 3 of the 'scheme'.

Action on the 'scheme', coming into force:

17.1 By the 10th of the month in which the 'scheme' comes into force, the Head of Office shall supply to the Drawing and Disbursing Officer a statement indicating the name, the Group and the date of birth of every 'employee' who has been in the State Government service on the date the 'scheme' is notified but has not opted out of the 'scheme'.

- 17.2 Every member of the 'scheme' shall be informed in Form No. 1 the date of his enrolment, the subscription to be deducted and the benefits to which he would be eligible. On his regular promotion from one Group to another he will be similarly informed in Form No. 2.
- 17.3 The option exercised by the 'employees' who are already in Slate Government service on the date the 'scheme' is notified shall be in Form No. 3 and will be pasted in the service book of the individuals concerned.

Register of members:

18. The Head of Office shall ensure that Group-wise register of members is maintained in the Form No. 9 and kept upto date. This register shall be sent to the Drawing and Disbursing Officer concerned once a year to verify whether appropriate subscriptions are being recovered from all employees who have joined the Insurance Fund or both the Insurance Fund and the Savings Fund under the 'scheme' and to record a certificate to this effect.

Nomination:

- 19.1 The Head of Office shall obtain from every Government servant, who is a member of the 'scheme', a nomination conferring on one or more persons, the right to receive the amount that may become payable under this 'scheme' in the event of his death before altaining the age of superannuation. In the case of 'employees' who are already in State Government service on the date the 'scheme' is notified and who do not opt out of the 'scheme', such nomination shall be obtained simultaneously with the options obtained from others and in the case of 'employees' who join State Government service after the date on which the 'scheme' is notified, such nomination shall be obtained along with the joining report.
- 19.2 If a member of the 'scheme' happens to be minor, he will be required to make nomination on his attaining the age of majority.
- 19.3 If a member of the 'scheme' has a family at the time of his making the nomination he shall make such nomination only in favour of a member or members of his family. For this purpose, family will have the same meaning as assigned to it in the Rule 50(6) of the Central Civil Services (Pension) Rules, 1972, as adopted in the State of Tripura.
- 19.4 If a member nominates more than one person under paragraph 19.1 he should specify in the nomination the amount of share payable to each of the nominees in such a manner as to cover the whole of the amount payable under the 'scheme', failing which the amount payable under the 'scheme' shall be equally distributed among the nominees.

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- 19.5 The nomination shall be made in Form No. 7 or Form No. 8, as is appropriate in the circumstances.
- 19.6 A member of the 'scheme' may at any time cancel a nomination by sending a notice to the Head of Office along with a fresh nominanation made in accordance with the above provision.
- 19.7 When an employee leaves a family and if no nomination in favour of a Member or Members of his family subsists or if such nomination relates only to a part of the amount payable under the scheme, the whole amount or part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporling to be in favour of any person or persons other than a member or Members of his family, become payable to the Members of his family, in equal shares.

Provided that no share shall be payable to:

- (i) sons who have attained majority;
- (ii) sons of a deceased son who have attained majority;
- (iii) married daughters whose husbands are alive;
- (iv) married daughters of a deceased son whose husbands are alive; if there is any Member of the family other than those specified in clauses (i), (ii), (iii) and (iv).

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause(i) of the first proviso.

- 19.8 The nomination received from the members shall be countersigned by the Head of Office and pasted on their service books. The Head of Office shall also make an entry in the service book that the nomination has been duly received.

 Accounting:
- 20. The transactions relating to the 'scheme' shall be accounted for in accordance with the procedure laid down separately.

 Interpretation and clarification.
- 21. In the actual implementation of the 'scheme', if any doubt arises in regard to the interpretation of any of the provisions of this 'scheme' or if any point requires clarification, the matter may be referred to the Finance Department, whose decision shall be final.

 Review of the 'scheme'.
- 22. The working of the 'scheme' will be reviewed every three years to ensure that the 'scheme' remains self-financing and self-supporting.

TRIPURA STATE GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME, 1983

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The amounts credited to the Savings Fund if the rate of interest is 10 per cent per annum.

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Tripura Gazette, Extraordinary Issue, November 30, 1983 A. D.

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NOMINATION FOR BENEFITS UNDER THE TRIPURA STATE GOVERNMENT EMPLOYEES,

GROUP INSURANCE SCHEME, 1983

When the Government servent has a family and wishes to nominate one member or more than one member thereof.

I hereby nominate the person(s) mentioned below, who is/are menmber(s) of my family, and confer on him/ them the right to receive to the extent specified below any amount that may be sanctioned by the State Government under the Tripura State Government Employees Group Insurance Scheme, 1983 in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain un-paid at my death.

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