



GOVERNMENT OF KERALA
FINANCE (GIS) DEPARTMENT
CIRCULAR

No.40/2010/Fin.

Dated, Thiruvananthapuram, 14.05. 2010.

Sub:- GIS – Data base - updating of Master data of GIS subscribers - details to be furnished with the salary bill for the month of June, 2010 - Instructions Issued

Ref:- D.O.Lr.No.INS/DEV.WING/3083/2010 dated: 24.3.2010 from the Director of Insurance, Thiruvananthapuram.

1. The Director of Insurance in the letter under reference has requested to furnish certain personal details in respect of each Group Insurance Scheme subscriber to attach with the salary bills for June 2010, so as to make a database of all account holders of Group Insurance Scheme in the insurance software. As there is no individual ledger account in Kerala State Insurance Department for each holder, it is not possible to make a database without the assistance from the various offices in which the members of the Group Insurance Scheme are working.

2. In the circumstances, all Self Drawing Officers (SDOs)/Drawing and Disbursing Officers (DDOs) are hereby directed to furnish the personal data of the subscribers in the format given below with the salary bills for the month of June 2010:

1. The Name of the Subscriber to GIS
2. Date of Birth
3. Date of entry in service
4. PEN Number (if allotted)
5. GIS Account number
6. Date/Year of joining the scheme
7. Amount of Monthly subscription towards GIS.

3. All the Drawing and Disbursing Officers (DDOs)/Self Drawing Officers (SDOs) are directed to attach the above details in the prescribed format along with their salary bills without fail. The concerned Treasury Officers may detach these formats and keep these with them. The District Insurance Officer of each district will collect such formats from the treasuries by deputing their officials. Such of those employees, who have not so far obtained account number and pass book, may get these from Kerala State Insurance Department through its District Offices and ensure that they obtain the pass book without fail.

4. All Treasury Officers are hereby directed to ensure the above requirement before passing the salary bills for June 2010.

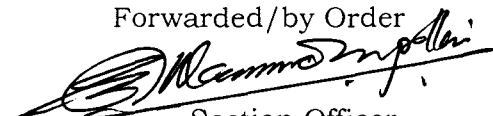
L.C.GOYAL

Additional Chief Secretary (Finance).

To

The Accountant General (A&E), Kerala, Thiruvananthapuram.
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
The Director of Insurance, Thiruvananthapuram.
All District Insurance Officers.
The Director of Treasuries, Thiruvananthapuram.
All District Treasuries.
The Director of Public Relations.
All Heads of Departments & Offices, etc.
All Departments and Sections of the Secretariat.
The Registrar, High Court of Kerala, Ernakulam (With C.L).
The Registrar, University of Kerala/Calicut/Cochin and Kottayam (with C.L).
The Advocate General, Kerala, Ernakulam (With C.L).
The Registrar, Kerala Agricultural University, Mannuthi, Thrissur (With C.L).
The Secretary, Kerala Public Service Commission (With C.L).
The Chairman, Kerala State Electricity Board, Thiruvananthapuram.
The Managing Director, KSRTC, Thiruvananthapuram. (With C.L).
The Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries
The Secretary to Governor.
The Private Secretary to the CM and Other Ministers.
The PA to Speaker.
The Private Secretary to the Leader of Opposition, MLA Hostel, Thiruvananthapuram.
The Additional Secretary to the Chief Secretary.
[www.finance.kerala.gov. in](http://www.finance.kerala.gov.in)

Forwarded/by Order


Section Officer.