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नवोदय विद्यालय समिति

मानव संसाधन विकास मंत्रालय, शिक्षा विभाग,
भारत सरकार का स्वायत्त संगठन)

Email :- sofinance@nvsrolko.org

F.No.2-8(1)/New GIS./F&A/2019-20/NVS(LR)



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Navodaya Vidyalaya Samiti

(An Autonomous Organization of Ministry of
(human Resource Development, Govt. of India)

Website - nvsrolko.org

Dated: 23.08.2019

Time Bound/Urgent

To,

All Principals

JNV's

Under Lucknow Region

Sub:- Introduction of NVS, New Group (term) insurance Scheme 2019 with LIC of India for Samiti employees who joined on or after 01-05-2014.

Ref :-1. NVS Hqrs letter F.no. 4-7/11/NVS/F&A/GSLIS/19-20 dated 08-08-2019.

2. NVS Hqrs letter F no. 4-7/11/NVS/F&A/GSLIS/19-20 dated 21-08-2019

Madam/Sir,

Reference is made upon the subject cited above and in continuation to NVS Hqrs notification dated 08-08-2019 regarding Introduction of NVS, New Group (term) insurance Scheme 2019 with LIC of India and further NVS Hqrs letter dated 21-08-2019 alongwith salient features of New Group (Term) Insurance 2019, the important points for proper implementation of the scheme is as follows:-

1. The New Group (term) Insurance scheme will be known as Navodaya Vidyalaya Samiti Employees Group (term) Insurance scheme 2019.
- 2 Applicable only those Present employees who joined Samiti on or after 01-05-14. Commencement of scheme is w.e.f. 01.10.2019.
- 3.The amount of yearly premium shall be recovered by deduction from the salary and be remitted to NVS RO Lucknow NEW GSLIS Account upto 05-09-2019 (**details for new bank account will be sent shortly**). Since the scheme is being implemented w.e.f. 01.10.2019 the yearly premium amount be deducted from salary for the month of August 2019.
4. Premium shall be deducted as per S.No. 7(iii) per annum for different age groups. The amount of premium is at present under one year renewable Group Assured plan. The yearly premium to the LIC will be paid by NVS Hqrs office. For example, if we calculate the premium for Group A employee (i.e. Rs. 10.00 lacs) under the category of 20-25 age group, the amount of premium will be 1,360/- (Rs. 136*10 = 1,360/-).
- 5 The details(schedule) must also be furnished by email sofinance@rolko.org in Annex - A enclosed. If there is no any employee covered in this scheme in any unit, the nil report in Annex A must also be furnished to this office by email given above. The first schedule will be submitted by 05-09-2019 which cover deduction from August 2019 Salary.

Continued page 2



6. All DDOs of JNVs office will open a separate column in the pay bill in the deduction side as New Group Insurance (term) scheme 2019 towards yearly deduction of this scheme for remittance to R.O. Office.
7. All the concerned employees should be well aware this New Group Insurance 2019 scheme and related documents should be completed immediately.
8. As per NVS Hqrs directions separate records will be maintained for New Group Insurance scheme 2019 and same has to be followed.
9. The soft copy of Hqrs notification dated 08-08-2019 and guidelines letter dated 21-08-19 is enclosed for strict compliance.
10. The New GIS bank account details of R.O. Lucknow will be communicated to all the units shortly.

This issues with the approval of the competent authority.

Yours Faithfully

K. Maheshwari
(K. Maheshwari)

Assistant Commissioner (Admn.)

Copy to :-

1. The Assistant Commissioner (Audit), NVS Hqrs Noida for information.
2. The S.O. (Finance), NVS RO Lucknow for necessary compliance and follow up of New GIS Scheme
3. The Cashier, NVS RO Lucknow for similar action for R.O Lucknow employees.
4. The Computer Operator, NVS RO Lucknow for upload on Web portal of R.O. alongwith Notification issued by NVS Hqrs dated 08-08-2019. The expiry date of this notification will be one year from the date of uploading.

K. Maheshwari
Assistant Commissioner (Admn.)

NAVAODYA VIDYALYA SAMITI REGIONAL OFFICE LUCKNOW
NAME OF UNIT _____

Note :- This information also must be filled up on goggle drive.

नवोदय विद्यालय समिति
मानव संसाधन विकास मंत्रालय
स्कूल शिक्षा और साक्षरता विभाग
भारत सरकार
प्लॉ-15, इंस्टीटुशनल एरिया, सेक्टर-62, नोएडा, गौतम बुद्ध नगर, उत्तर प्रदेश-201309
टेल 0120-2405182, 70, 71, 72, 73 फैक्स 0120-2405182



Navodaya Vidyalaya Samiti
Ministry of Human Resource Development
Deptt. of School Education & Literacy
Govt. of India
B-15, Institutional Area, Sector 62, NOIDA, Gautam Buddha Nagar, Uttar Pradesh-201309
Tel: 0120-2405182, 70, 71, 72, 73 Fax: 0120-2405182
Website: www.navodaya.nic.in, navodaya.gov.in

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141
24-377(41)

F. No. 4-7/11/NVS/F&A/GSLIS/2019-20/

Dated: 08.08.2019

NOTIFICATION

Sub: Introduction of Navodaya Vidyalaya Samiti, New Group (Term) Insurance Scheme with LIC of India for Samiti Employees who joined on or after 01.05.2014.

The Executive Committee of the Navodaya Vidyalaya Samiti in its 36th meeting held on 06.03.2019 has approved the **"Introduction of Navodaya Vidyalaya Smiti, New Group (Term) Insurance Scheme with LIC of India for Samiti Employees who joined on or after 01.05.2014"**.

A copy of said scheme is enclosed for its proper implementations and necessary action please.

This issues with the approval of Competent Authority.

Received on
20/8/19
R

(Dr. Honnareddy N)

Joint Commissioner (Admn.)/IFA&CAO

Copy to :-

1. All Deputy Commissioners, Navodaya Vidyalaya Samiti, All Regional Offices (for action in respect of respective Regional Offices Staff and ensuring timely action i.r.o. Vidyalayas staff).
2. All Deputy Commissioners, Navodaya Leadership Institute (NLIs)-(in respect of respective NLIs Staff).
3. All Principals, Jawahar Navodaya Vidyalayas for action i.r.o. respective Vidyalayas Staff.
4. PS to Commissioner, NVS Hqrs., Noida for information.
5. Drawing & Disbursing Officer at Headquarters (for action in respect of Headquarters Staff. (List of eligible employee will be supplied by Administration Section shortly).
6. Deputy Commissioner (Admn) (for action in respect of Headquarters Staff).
7. PA to JC(Admn.)/IFA & CAO, Navodaya Vidyalaya Samiti, Hqrs., Noida for information.
8. All Officers/Sections at NVS Hqr., Noida.
9. Web Master, NVS Hqrs, Noida for uploading it on NVS Web Site.



F. No. 4-7/11/NVS/F&A/GIS/2019-20/

Dated: 08.08.2019

Sub: Introduction of Navodaya Vidyalaya Samiti, New Group (Term) Insurance Scheme with LIC of India for Samiti Employees who joined on or after 01.05.2014.

1. This is in continuation to this office letter of Even No. 24, dated 05.05.2017.
2. The New Group (Term) Insurance Scheme will be known as Navodaya Vidyalaya Samiti Employees Group (Term) Insurance Scheme-2019.
3. The said New Group (Term) Insurance Scheme -2019 has been approved by the Finance Committee and Executive Committee of NVS.
4. The Salient features of the Scheme are :-

**RULES OF NAVODLAYA VIDYALAYA SAMITI EMPLOYEES
GROUP (TERM) INSURANCE SCHEME - 2019**

1. DEFINITIONS:

In these Rules, where the context so admits, the masculine shall include the feminine, the singular shall include the plural and the following words and expressions shall, unless repugnant to the context, have the following meanings.

- i) 'THE EMPLOYER' shall the Navodaya Vidyalaya Samiti, its Regional Offices, NLIs and its subsidiary units called as Jawahar Navodaya Vidyalayas.
- ii) 'THE CORPORATION' shall mean the Life Insurance Corporation of India established under Sec.3 of the Life Insurance Corporation Act, 1956. 'THE SCHEMES' shall mean Navodaya Vidyalaya Samiti Employees Group (Term) Insurance Scheme -2019.
- iii) 'THE RULES' shall mean the Rules of the Scheme as set out below and as amended from time to time.

Contd... 2

- v) 'THE MEMBER' shall mean the regular employee of the Samiti who has been admitted to the benefits under the Scheme.
- vi) 'ENTRY DATE' shall mean (a) in relation to the members admitted to the Scheme on the date of commencement i.e. 01-10-2019 (b) in relation to new members to be admitted to the Scheme after the commencement date, the Annual Renewal Date which is coincident with or which immediately next follows on which they become eligible.
- vii) 'ANNUAL RENEWAL DATE' shall mean in relation to the Scheme the 1st day of October-2020, and the 1st day of October in each subsequent year.
- viii) 'TERMINAL DATE' shall mean in respect of a Member the date on which he completes the age of 60 years i.e. the date of retirement or superannuation as well as resignation; death; removal; dismissal etc.
- ix) 'THE ASSURANCE' shall mean the Assurance to be effected on the life of the member.
- x) 'THE RUNNING ACCOUNT' shall mean the Account to be maintained by the Corporation in favour of the Employer to which will credited the premiums remaining in respect of the Members after utilizing such part as is required to provide life assurance benefit.
- xii) 'THE BENEFICIARY' shall mean, in relation to a Member, the person or persons who has/have been appointed by him in terms of these Rules to receive the benefits under the Scheme in the event of his/her death whilst being insured.
- xii) 'REGISTER' shall mean the record of Members kept by the Corporation.
- xiii) The Employer will act for and on behalf of the Members in all matters relating to the Scheme and every act done by, agreement made with and notice given to the Corporation shall be binding on the members.
- xiv) TAX BENEFIT: Entire yearly contribution paid into the Scheme by the employees will be treated as payment of insurance premium and will be allowed deductions as provided under Income-Tax Act for other Life Insurance Premium. The benefits paid under the policy on death will be treated as policy proceed and will be exempted from Income Tax.

3. **COMMENCEMENT DATE:**

The Scheme shall commence and the Rules shall take effect from 1st October of 2019.

4. **ELIGIBILITY:**

- a) **Regular employees who are aged not less than 18 years and not more than 60 years shall be eligible to join the scheme.**
- b) Present employees who joined on or after 01.05.2014 may join the Scheme as from the date of commencement of the Scheme.
- c) It shall be condition of service that all future employees must join the Scheme on the relevant Entry Dates as soon as they satisfy the conditions of eligibility.
- d) No Member shall withdraw from the scheme while he is still an eligible employee satisfying the conditions of eligibility described above.

5. **EVIDENCE OF AGE:**

The Employer shall arrange to obtain satisfactory evidence of age in respect of each Member at the time of his entry into the Scheme.

6. **EVIDENCE OF HEALTH**

Evidence of insurability in the form and manner required by the Corporation will have to be submitted in respect of each Member in other words no member should be on leave on the MEDICAL GROUND on the day of admission to the scheme.

✓

PREMIUM:

- i) Category of posts for the purpose of this Scheme will be as under:

Category 'A'	Principal, Vice-Principal and all Officers of the Samiti upto the rank of Section Officers
Category 'B'	PGTs, Office Superintendent and other comparable posts.
Category 'C'	TGTs, Assistant Section Officer, Audit Assistant, Sr. Secretarial Assistant, Catering Assistant, Jr. Secretarial Assistant, Drivers and other Comparable Posts.
Category 'D'	All MTS employees, Lab Attendant, or comparable post in the Samiti's Headquarter, Regional Offices and the Vidyalayas.

- ii) The sum insured amount for the each category of the employees will be as under:-

Sr. No.	Group of employee	Amount of Insurance covered
1	'A'	10.00 lacs
2	'B'	07.00 lacs
3	'C'	05.00 lacs
4	'D'	03.00 lacs

- iii) The amount of premium as per guidelines of the LIC based upon the employees' age group and amount of policy, equivalent to one lac of rupees is as under:-

Age Group	Approx Premium for Insurance of Rs. 1 Lac per year	GST @ 18%	Total Premium
20-25	115	21	136
26-30	123	22	145
31-35	145	26	171
36-40	198	36	234
41-45	306	55	361
46-50	515	93	608 ✓
51-55	811	146	957
56-60	1179	212	1391

The calculation of premium amount for different category of employees such as A,B,C & D will be multiplying the amount of approximate premium per year as depicted above for different age groups. For example, if we calculate the premium for Group A employee (i.e. Rs. 10.00 lacs) under the category of 20-25 Age Group, the amount of premium will be Rs.1,357/- per year (Rs. 115 X 10 = 1150 + 18% GST = 1,357).

- iv) The amount of premium is as present under One Year Renewable Group Term Assurance Plan (OYRGTA). Every year on Annual Renewal Date LIC will charges the premium depending upon the changes in size and age distribution of the age group. Subsequently Premium Rates may be reviewed on the basis of actual experience. It may be less or more than the actual present premium.
- v) The premium shall commence on the Entry Date and continue (with the changes as indicated at Sr. iv above under OYRGTA) until the Terminal Date or otherwise as specified in the Rules.

- vi) Employees entering the service of the Employer between two Annual Renewal Date in any year will be given the benefit of appropriate insurance cover from the date of joining the service to the date of their becoming Member of the Scheme on payment of premium as demanded by the LIC of India, as per their category.
- vii) The Employer shall recover the premium in respect of all the Members from their salaries and remit the same in full to the Corporation through NVS Hqrs., Noida on the due date for providing benefits in accordance with the rules.

8 (A) **BENEFITS**

On death of the Member before the Terminal Date:

- i) The life assurance benefit category wise i.e. A,B,C & D of Rs. 10.00 lacs, Rs. 7.00 lacs, Rs. 5.00 lacs & Rs. 3.00 lacs respectively, as on the date of his death shall become payable to the beneficiary.
- ii) On earlier cessation of service other than death:
No amount will be payable to the Member on earlier cessation of service other than death

8 (B) **REVISIONS IN LIFE ASSURANCE BENEFITS:**

The amount of Life Assurance Benefit, in respect of each member due to change in category, shall be revised only on the 'Annual Renewal Date' immediately next following the change of category.

9. **TERMINATION OF MEMBERSHIP**

The membership of the Scheme in respect of a Member shall terminate upon the happening of any of the following events:-

- a) Member ceasing to be in the service of the employer.
- b) Member reaching the Terminal Date.

10. **RESTRAIN ON ANTICIPATION OR ENCUMBERANCE**

The benefits under the Scheme are strictly personal and cannot be assigned, charged or alienated in any way.

11. MASTER POLICY

The Corporation will issue a Master Policy to the Employer incorporating the terms and conditions under which the benefits are assured.

12. APPOINTMENT OF BENEFICIARY

Every Member shall at the time of entry into the Scheme appoint one or more of his wife or child/children or dependents to be his Beneficiary or Beneficiaries in the prescribed proforma Annexure-IV, and file it with the Employer. If a member does not have a wife or child/children or dependents then he shall make such nomination in the prescribed proforma Annexure-V appointing his legal representative to be the Beneficiary. The nominations will be obtained, accepted and a copy of the same will be kept in his/her Service Book with the proper entries in it. In the event of death of the Member, the benefits in respect of him will be paid to the Beneficiary or Beneficiaries as appointed by him.

13. AMEUREMENT OR DISCONTINUANCE OF SCHEME

The Employer may discontinue the Scheme at any time subject to 3 month's previous notice being given to the Members and the Corporation and the discontinuance shall be effective from the 1st of the month, coincident with or following the expiry of the notice period.

14. MONITORING OF SCHEME

i. The Scheme will be centrally monitored by the Samiti. The yearly premium to the LIC will be paid by the Hqrs.

ii. The Membership Register will be maintained by the Principals in respect of the employees of the respective Vidyalayas, by the Regional Offices in respect of the employees of the Regional Offices, by the NLIs in respect of the employees of NLIs and by the Administration Section of the Hqrs. in respect of the employees of the Hqrs. Initially for all member and whenever there is a change in the membership subsequently, Drawing & Disbursing Officer shall forward the information of members in Annex VI alongwith one copy of nomination to Hqrs. The Master Membership Register for the Samiti as a whole will be maintained by the Finance & Accounts Wing of the Hqrs.

iii. In case of an employee, already on the rolls of the Samiti, is promoted/appointed to a post making him/her eligible for change in category, he or she will continue to remain in the earlier category till the next annual renewal date and will be placed in the higher category only from the next Annual Renewal Date. Ad-hoc/Officiating promotions will not be taken into account for placing a person in higher category.

iv. The amount of yearly premium shall be recovered by deduction from the salary and be remitted to NVS Hqrs., for onward remittance to LIC of India. The DDO shall recover the premium from the employees in respective of their being on duty, leave or suspension. **Any lapses in this regard will attract non payment / settlement of Life Insurance Benefit from the LIC of India in case of Death of any employee and for this the DDO will be wholly responsible.**

Since, the Scheme is being implemented w.e.f. 01.10.2019 the yearly premium amount be deducted from the salary for the month of Aug-2019.

v. A copy of the detailed accounting procedure Sheet is required to be followed by each Drawing & Disbursing Officer for the proper implementation of the Scheme is appended as appendix enclosing therewith Annexure A&B.

Encl: Annexure I to VI

Yours faithfully

[Signature]
(Dr. Honnareddy N)

Joint Commissioner (Admn.)/IFA&CAO

Copy to :-

1. All Deputy Commissioners, Navodaya Vidyalaya Samiti, All Regional Offices (for action in respect of respective Regional Offices Staff and ensuring timely action i.r.o. Vidyalayas staff).
2. All Deputy Commissioners, Navodaya Leadership Institute (NLIs) (in respect of respective NLIs Staff).
3. All Principals, Jawahar Navodaya Vidyalayas for action i.r.o. respective Vidyalayas Staff.
4. Drawing & Disbursing Officer at Headquarters (for action in respect of Headquarters Staff. (List of eligible employee will be supplied by Administration Section shortly).
5. Deputy Commissioner (Admn) (for action in respect of Headquarters Staff).
6. PA to JC(Admn.)/IFA & CAO, Navodaya Vidyalaya Samiti, Hqrs., Noida for information.
7. All Officers/Sections at NVS Hqr., Noida.
8. Web Master, NVS Hqrs, Noida for uploading it on NVS Web Site

Sub:- Navodaya Vidyalaya Samiti Employees Group (Term) Insurance Scheme 2019 – Accounting Procedure-Instruction - Reg.

The following procedure is prescribed for the accounting in respect of the deductions made under the Navodaya Vidyalaya Samiti Employees Group (Term) Insurance Scheme 2019:-

2. The Group (Term) Insurance Scheme 2019 is to commence from 01.10.2019 and will cover all the regular employees of the Samiti who joined Samiti on or after 01.05.2014. The quantum of subscription on account of this scheme will be deducted as indicated in Para 7 of the Scheme. The subscription from the salary of the employees will be deducted from the salary of the month of Aug-2019 and subsequent month of August of each following year.

3. In the case of the employee, joining the Samiti on regular basis during the midst of a month or between two Annual Renewal Date in any year, the amount of premium will be deducted from the date of their joining to the service of Samiti or as demanded by LIC of India, as per their category. The para no. 7 (vi) of the scheme will hold, good in this regard.

4. **FUNCTIONS OF D.D.Os.**

The DDO will furnish a certificate with Pay Bill that the deduction for premium on account of Group (Term) Insurance Scheme has been deducted in respect of all the regular employees for whom the Salary is being drawn in that bill.

5. The following records in the matter of deduction of subscription will have to be maintained:-

i) **PAY BILL REGISTER & PAY BILLS**

A separate column "NVS Group (Term) Insurance Scheme 2019" may be opened and operated under deductions of the pay bill register and pay bill.

ii) **CASH BOOK & LEDGER**

The total amount deducted as per the pay bill will be accounted for on "Receipt" side of the Cash Book as Remittances and a separate Ledger folio is to be maintained.

iii) **REMITTANCES TO HQs**

The amount of total deduction as per Pay Bill has to be remitted to HQs. Office by operating a similar Head Remittances on Payments side of the Cash Book as well as a separate ledger folio is to be maintained. The amount of deduction (yearly premium) be sent through RTGS/NEFT to NVS Hqrs, alongwith the prescribed schedule - Annexure 'A'.

6. MONTHLY ACCOUNTS OF THE UNITS

In the monthly statement of accounts of the Unit, a separate Head of Account named "NVS Group (Term) Insurance Scheme" has to be opened on both sides of the accounts viz. Receipt and Payment below the Head "Remittances" and operated upon. It should be ensured that necessary amount as shown under this sub-head on payment side is furnished to Samiti, before the prescribed due date.

7. ANNUAL ACCOUNTS

A statement for each Financial Year has to be prepared in the prescribed proforma in the Annexure-B and will be furnished to HQs. office alongwith the Annual Accounts.

8. ACCOUNTING AT HQs OFFICE

A unit wise, category wise, ledger will be maintained on receipt of monthly schedules alongwith the Details of RTGS/NEFT from the field formations the subscription so received will be posted against each individuals.

The HQs will be responsible to ensure that the amount of yearly premium received from the field formations and paid to LIC are accounted for and reconciled regularly.

9. A separate account will be kept by the HQs making the transactions under this Scheme and will form part of the Account of the Samiti.

Name of the unit _____

Annual Summary of N.V.S. employees Group (TERM) Insurance Scheme 2019 - recoveries made from the pay bills
during the year 2019-2020

Sl. No.	Name of the Employee	Designation	Date of entry in regular series of NVS.	Category	Total Amount of Premium Recovered during the year	Remarks
1						
2						
3						
4						
5						
6						
7						
Total						

Certified that the Total amount of deduction were duly sent at Headquarters office and also in agreement with Annual account figures as both receipts & payments side

Drawing & Disbursing Officer

NAVODAYA VIDYALAYA SAMITI
NOIDA

No. _____

Dated : _____

MEMORANDUM

Shri _____ (name) _____ working in
regular capacity as _____ (Designation) _____ has been
enrolled as a member of the 'Navodaya Vidyalaya Samiti Employees Group (Term)
Insurance Scheme-2019 w.e.f. _____. His yearly subscriptions of Rs.
_____ (Rupees
_____) shall be
deducted from his salary/wages commencing from the month of _____ and
he will be eligible to the benefits of the scheme appropriate to category
_____ w.e.f. _____.

DC(A)/DC(RO)/Principal

To,
Shri _____

Name of employee

Annexure-III

Navodaya Vidyalaya Samiti

To

(Head of the Office)

Sir,

I do hereby furnish my consent that I may be enrolled as a member of the Navodaya Vidyalaya Samiti Employees Group (Term) Insurance Scheme, from the date of its implementation. I shall abide with the conditions specified in the scheme. I agree for the recovery of the subscriptions as per the provisions of the scheme.

Yours faithfully,

Date: _____

Name: _____

Place: _____

Designation _____
of the employee

Countersigned

Principal/Dy. Commissioner

Annexure-IV

Nomination for benefits under the 'Navodaya Vidyalaya Samiti Employees Group (Term) Insurance Scheme-2019' (when the Employee 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 member(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 Navodaya Vidyalaya Samiti under the 'Navodaya Vidyalaya Samiti Employees Group (Term) Insurance Scheme-2019' in the event of my death.

Name and addresses of nominee/ nominees.	Relationship with employee	Age	* Share of amount to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Employee.
1	2	3	4	5	6

1.

2.

3.

N.B.: The Employee should draw line across the blank space below his last entry to prevent insertion of any names after he has signed.

Dated this _____ Day of _____ 20_____ at _____

Signature of two witnesses.

1.

2.

Signature of Govt. Servant

* This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

Annexure-V**Nomination for benefits under the 'Navodaya Vidyalaya Samiti Employees Group (Term) Insurance Scheme-2019'**

(when the Employee has not family and wishes to nominate one person or more than one person)

I _____ having no family, hereby nominate the person(s) mentioned below and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the Navodaya Vidyalaya Samiti under the 'Navodaya Vidyalaya Samiti Employees Group (Term) Insurance Scheme-2019' in the event of my death.

Name and addresses of nominee/nominees.	Relationship with employee	Age	* Share of amount to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Employee.
1	2	3	4	5	6

1.

2.

3.

Dated this _____ day of _____ 20 _____ at _____

Two witnesses to Signature.

1.

2.

Signature of Govt. Servant

N.B.: The Employee should draw line across the blank space below his last entry to prevent insertion of any names after he has signed.

* This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

** Where a Government servant who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

Annexure-V**Nomination for benefits under the 'Navodaya Vidyalaya Samiti Employees Group (Term) Insurance Scheme-2019'**

(when the Employee has not family and wishes to nominate one person or more than one person)

I _____ having no family, hereby nominate the person(s) mentioned below and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the Navodaya Vidyalaya Samiti under the 'Navodaya Vidyalaya Samiti Employees Group (Term) Insurance Scheme-2019' in the event of my death.

Name and addresses of nominee/nominees.	Relationship with employee	Age	* Share of amount to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Employee.
1	2	3	4	5	6

1.

2.

3.

Dated this _____ day of _____ 20 _____ at _____

Two witnesses to Signature.

1.

2.

Signature of Govt. Servant

N.B.: The Employee should draw line across the blank space below his last entry to prevent insertion of any names after he has signed.

* This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

** Where a Government servant who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

NAVODAYA VIDYALAYA SAMITI EMPLOYEES GROUP TERM INSURANCE SCHEME, 2019

REGISTER OF MEMBERSCATEGORY

SL NO.	NAME	DESIGNATION	DATE OF BIRTH.	DATE OF APPOINTMENT	DATE OF COMMENCEMENT OF PREMIUM	DATE OF PROMOTION TO HIGHER CATEGORY/ DATE OF TRANSFER TO OTHER UNITS	DATE OF DEATH	REMARKS
1	2	3	4	5	6	7	8	9

DC(A)/DC(RO)/PRINCIPAL

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