



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref No: *BRLPS/Estt/1139/15/1408*

Date: *19-07-2019*

Office Order

For smooth processing of Group Personal Accident of BRLPS Employees from FY. 2017-18 onwards, a detailed checklist has been prepared. DPMs are hereby advised to submit the documents as per the checklist provided and duly recommended to process the claim at SPMU Level.

The Group Personal Accident policy is a benefit policy which pays for the Weekly Compensation, Disablement or death due to accident.

A committee of below mentioned Officials has been formed at SPMU Level to review and recommend the claim based on the documents required.

- 1- Mr. Ranjit Kumar-Chief Finance Officer
- 2- Mr. Anand Shankar-State Project Manager-HRD
- 3- Mr. Jiban Jha- State Project Manager-MI& AB.

Ms. Anumeha Swarup (PM-SL& PM) shall be responsible to put up the claims before the committee.

By the Order of CEO

[Handwritten Signature]
19-07-2019

(Kumar Anshumaly)
Director

Enclosures as above:

- Documents required to process accidental death claim.
- Documents required to process permanent disability claim.
- Documents to process Loss of Pay.

Copy to

1. Director/OSD/CFO/PCs/SPMs/SFMs/PS/AFMs/PMs/PO
2. All DPMs/Manager-HR /FMs/BPMs/All Thematic Managers
3. IT Section and concerned file.

[Handwritten Signature]

Checklist

**Documents required to process accidental death claim
(For Group Personal Accident purposes)**

1. Nominees Declaration Form in Joining Report
2. Death Certificate issued by concerned Municipality/authority
3. Nominee's Address Proof (any one)
 - (a) Aadhar Card
 - (b) Passport
 - (c) Driving Licence
 - (d) Electricity Bill
 - (e) Bank Passbook with Photograph
 - (f) Any Other document to prove address (Please mention).....
4. Nominee's Photo ID Proof (any one)
 - (a) Aadhar Card
 - (b) Passport
 - (c) Driving Licence
 - (d) PAN Card
 - (e) Voter ID Card
 - (f) Bank Passbook with Photograph
5. Document by which the relationship of the nominee and employee can be ascertained
eg. Ration Card, Vanshawali, etc.
6. Police inquest report
7. Copy of FIR
8. Post Mortem Report
9. Photograph of the nominee
10. Photocopy of the Passbook of Nominee's Bank Account
11. Recommendation from DPM

Signature of Employee

Signature of DPM

Name :.....

Name of DPM :.....

Staff Id:.....

Checklist

**Documents required to process permanent disability claim
(For Group Personal Accident purposes)**

- 1. Disability Certificate issued by Civil Surgeon
- 2. Discharge Summary from the Hospital
- 3. Copy of FIR
- 4. Copy of MLC
- 5. Bank account details
- 6. Photocopy of the Passbook of Bank Account
- 7. Recommendation from DPM

Signature of Employee

Name :

Staff Id:

Signature of DPM

Name of DPM :



Checklist

Documents to process Loss of Pay
(For Group Personal Accident purposes)

Office Order

- 1. Disability Certificate issued by Civil Surgeon (if applicable)
- 2. Discharge Summary from the Hospital
- 3. Copy of FIR
- 4. Copy of MLC
- 5. Bank account details
- 6. Photocopy of the Passbook of Bank Account
- 7. BRLPS Approved LWP
- 8. Doctor's prescriptions clearly defining the period of rest.
- 9. Fitness Certificate from the Doctor
- 10. Leave Status
- 11. Recommendation from DPM

Signature of Employee

Signature of DPM

Name :

Name of DPM :

Staff Id:

- * Documents required to process accidental death claim
- * Documents required to process permanent disability claim
- * Documents to process Loss of Pay

Copy to

- 1. Director/OSD/CFO/PC/SPMC/SFM/PS/ASMC/SA/PO
- 2. All DPMs/Manager HR /FMs/BPM/All Thematic Managers
- 3. IT Section and concerned file

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