

കൊച്ചി ശാസ്ത്ര സാങ്കേതിക സർവ്വകലാശാല
COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

No. CUSAT/NPS.N3/GPAIS/2024-2025

KOCHI-22

Dated: 20.05.2024

CIRCULAR

Sub:- Group Personal Accident Insurance Scheme-Submission of nomination forms-reg:-

This is to inform that, in the case of Group Personal Accident Insurance Scheme (GPAIS), a new policy is started in January, every year, for all employees. As informed by the Kerala State Life Insurance Department, Ernakulam, a new nomination form should be submitted by all employees, in January, every year.

Hence, every Head/Director/Principal is directed to take necessary action to collect GPAIS nomination form of all employees in their Office / Department/ School / College, in January, every year. The same is to be countersigned by the Head /Director /Principal and attached in the concerned employee's Service book / Gazetted Entitlement Register.

In case of death of the insured, the matter may be intimated to the NPS Cell of the University, within three days. In case of failure to follow the afore said instruction, Department Head/Director and Principal of the college will be held responsible for the denial of claim in respect of the deceased employee.

GPAIS nomination form is available in the University website under the link 'Intranet-Finance wing-Forms.'

Dr. V. Sivanandan Achari *

Registrar

* This is a computer generated document. Hence no signature is required.

To

All Heads/Directors of Department/Principal of college

The Director, IR/AA, CIRM and Public Relation & Publications

The University Engineer/ University Librarian

The Finance Officer

All Joint Registrar/Deputy Registrar/Assistant Registrar/Section officers

PS to Vice-Chancellor/PS to Pro-Vice Chancellor/ PA to Registrar/PA to Controller of Examination

Day file/ Stock file/File copy