

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Cochin University P.O., Kochi-22)



CUSAT/NPS.N2/2910/2019

10.12.2019

Kochi-22

CIRCULAR

Sub:- State Life Insurance (SLI) and Group Insurance Scheme (GIS) policies of employees of this university - details called for - reg.

Ref: Nil

All heads of departments and controlling officers of sections are hereby requested to forward the details of SLI and GIS policies of employees under them for updation of **SLI, GIS policy register**. The requested details in the format attached herewith (both SLI and GIS in separate sheets) and hard copies of the same should be made available to the NPS CELL within 15 days from the date of this circular. Soft copies of the above may also be forwarded to npscellcusat@gmail.com.

SLI and GIS payment details upto October 2019 have been uploaded in the CUSAT Website. (cusat.ac.in > Intranet > Finance Wing > Policies). All the employees may verify their details and are requested to inform discrepancies found if any to the NPS CELL.

*Those policies which are submitted for claim, need not to be entered along with the above details.

Sudheer M S
Finance Officer

To

All Sections in the Administrative Office
All the Heads of Departments/Schools/Colleges/Centres
All Joint Registrars/Deputy Registrars/Assistant Registrars
The Security Officer
The Director, Public Relations and Publications
PS to Vice-Chancellor/PS to Pro-Vice-Chancellor/PA to Registrar/PA to Finance Officer
PA to Controller of Examinations.

Finance Officer

**COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
STATE LIFE INSURANCE POLICY DETAILS**

Name of Department/Section:

PF No.	Name	Designation	Policy No.	Premium amount	Date of Birth	Date of Maturity of the policy	Whether copy of policy certificate attached Yes/No	Mobile No.	Signature

*Copies of SLI Policy certificates may be attached.

Date:

Name and Signature of Head of Office



Finance Officer

