

Registered

From

The Director General of Prisons Haryana
Bays No. 3-4, Sector-14, Panchkula.

To,

All the Superintendent Jails,
in Haryana State.

No. 26906-24 DG Jails/2018/Dy.Suptd.Jail. HQ Dated 05-06-18

Subject :- Regarding submission of documents for claiming Insurance from HDFC Bank salary to Prison Department.

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Reference on the subject cited above.

2. The Prisons Department Haryana & HDFC Bank had signed a MoU to provide insurance facility to those employees who open their salary A/C with HDFC Bank. As per MoU, HDFC Bank had provided free insurance cover of Rs. 30 lac in accidental death & Rs. 2 lac in natural death. But to avail this facility the intimation of death shall be sent to the concerned branch of HDFC within 60 days and all related documents should be submitted within 180 days. But it is intimated by the bank authorities that in some cases, the required documents did not reach even after 2 years. It is therefore directed to submit the required documents as mentioned below within 150 days positively from the death of any employee to HQ, with the consultation of Nodal officer of the related District as appointed by the bank for further transmission to that Bank. The details of required documents are given as under :-

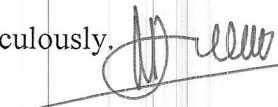
List of documents required for Life Insurance Claim.

1. Duly Signed Claim Form.
2. Original Death Certificate.
3. Nominee ID proof with relationship details.
4. Address Proof
5. Certificate of Doctor certifying death/Certificate of DDO regarding employee/Unit Head (Haryana Prisons).
6. Photocopy of Bank passbook of Nominee & cancelled cheque.
7. Employment ID proof & KYC documents of deceased.
8. Legal Heir Certificate/Affidavit.

List of document required for Accidental Insurance Claims.

1. Duly signed claim form
2. Claimant letter to Bank.
3. Original Death Certificate
4. Attested copy of FIR
- 5.. Inquest /Panchanama
6. Attested copies of Statements of witness, lodged to prisons authority (if any)
- 7.. Attested copy of Post Mortem Report
8. Attested copy of Viscera Report
9. Burial Certificate (wherever applicable)
10. Attested copy of Driver Licence (In case of motor/vehicular accident
11. Copy of address proof (Ration card, Electricity bill copy, Aadhar Card).
12. Employment ID proof, Identity card
13. KYC document of claimant
14. KYC document of deceased.
15. Legal Heir Certificate/Affidavit

These instructions shall be compiled meticulously.


Inspector General of Police (Prisons),
for Director General of Prisons Haryana

5/6/18