



LIC and NIC Schemes

Group Savings Linked Insurance Scheme (GSLI) of LIC & Group Personal Accident Insurance Cover Scheme (GPAIC) of NIC

The “**Group Personal Accident Insurance Cover Scheme (GPAIC)**” of National Insurance Company and the “**Group Savings Linked Insurance Scheme (GSLI)**” of Life Insurance Corporation, have been implemented by Government of Puducherry in the year 1990 for the welfare of Government servants. Opting both the Schemes are mandatory for the Government servants who have enrolled into government service on or after the introduction of the Schemes and optional for those who have enrolled before the introduction of the Schemes.

LIC and NIC Cell

A separate cell functioning under the direct supervision of one Deputy Director for dealing the enrollment of Government servants under the Insurance schemes of GSLI and GPAIC and submission of claims to the LIC / NIC for settlement to the beneficiaries. Official address of the LIC and NIC Cell is “**The Deputy Director, LIC and NIC Cell, Directorate of Accounts and Treasuries, Puducherry**”.

Enrollment as New Subscriber

Any Government Servant except contract employees, persons on deputation from Central / State Government, Public Sector Undertakings or Autonomous Organisations, Casual Labourers, Part-time and Ad-hoc employees may opt for the enrollment as NEW SUBSCRIBER. Prescribed application for both GSLI Scheme of LIC and GPAIC Scheme of NIC (**Download Application Form**) has to be filled and signed by the government employee. Duly filled-in applications have to be forwarded to the “**LIC and NIC Cell**” of this directorate through the Department/Office. Enrollment will be made **once in a year** at the time of renewal of the Schemes i.e., during the month of November.

The Applications shall be forwarded to this Directorate on or before 15th of November, every year.

On enrollment as new subscriber, this directorate will allot an **unique Employee Code Number** in 5 digits for each subscriber and the same will be communicated to the concerned department/office for recovery of premium. This Employee Code Number is only for the purpose of LIC and NIC Schemes.

Change of Details

Existing subscribers of LIC and NIC Schemes can change their personal details such as Designation, Subscription, Nominee, etc. by using prescribed application (**Download Application Form**). The filled-in applications for changing details of Government Servant in the Insurance Schemes shall be forwarded to the '**LIC and NIC Cell**' of this directorate.

Claims under LIC Scheme

There are two types of claims under the GSLI Scheme of LIC of India. They are,

- 1) **Claim for retirement / voluntary retirement from service or resigning government service**
- 2) **Claim for the Death of Government Servant**

In both the cases the concerned department/office has to send proposal along with the necessary certificates/particulars **within 3 months** from the date of exit. The department/office need not wait till the settlement of Pension, GPF, UTGEGIS, etc. Here **Download the Recovery Certificate** to be furnished by the Department/Office.

Certificates / Particulars to be furnished for claim under the LIC Scheme	
Retirement / Voluntary Retirement	On the occasion of Death
1. Recovery Certificate 2. Photostat copy of Bank Pass Book 3. Name of the Bank Account Holder 4. Bank Name 5. Bank Address 6. Bank Account Type 7. Bank Account No. 8. Bank MICR No. 9. Bank IFS Code 10. Subscriber Mobile No.	1. Cause of Death 2. Death Certificate in original 2 Nos. 3. Date of Joining in service 4. Recovery Certificate 5. Name of Nominee along with relationship 6. Photostat copy of Bank Pass Book 7. Name of the Bank Account Holder 8. Bank Name 9. Bank Address 10. Bank Account Type 11. Bank Account No. 12. Bank MICR No.

14. Nominee Mobile No.

Claims under NIC Scheme

Here also there are two types of claims under the GPAIC Scheme of NIC of India. They are,

1) **Claim for DISABILITY due to Accident**

2) **Claim for DEATH due to Accident**

In both the cases the concerned department/office has to send proposal along with the necessary certificates/particulars to the "LIC and NIC Cell" of this Directorate. Here download the '**Personal Accident Claim Form**' and the '**Recovery Certificate**' to be furnished.

Certificates / Particulars to be furnished for claim under the NIC Scheme	
Disabled due to Accident	Death due to Accident
1. Attested copy of FIR from Police Department 2. Claim Form in the prescribed format shall be duly filled in by the Individual and counter signed by the Department/Office. 3. Disability Certificate obtained from the Doctor who gave treatment.	1. Cause of Death 2. Death Certificate in original 2 Nos. 3. Recovery Certificate 4. Name of Nominee along with relationship 5. Attested copy of FIR and Post Mortem Report 6. Attested copy of Chemical Analysis Report, if any 7. Claim Form in the prescribed format duly filled in by the Nominee and counter signed by the Department/Office