

INDIAN INSTITUTE OF TECHNOLOGY DELHI
NEW DELHI – 110 016
HEALTH UNIT

IMPORTANT & URGENT

IITD/ICDN/2015/ 968
July 10, 2015

Sub: Option to enroll as a member of the Medical Insurance Policy of the Institute w.e.f. 2.8.2015.

The current medical insurance policy with National Insurance Company will be expiring on 1.8.2015 and the competent authority has approved renewal of the policy w.e.f. 2.8.2015 for one year on the same terms and conditions. As per the practice followed every year, an opportunity is provided to the following employees to join the medical insurance policy in the beginning itself.


1. All serving employees who are not currently members of the insurance policy and who wish to enroll themselves for the same.
2. All retired employees, who are already members of Post-Retirement Medical Scheme and who are not currently members of the insurance policy and who wish to enroll themselves for the same. Those who are not members of Post-Retirement Medical Scheme will not be eligible to join the Medical Insurance Scheme.

It is informed that new members will be enrolled only in the beginning of the policy and not in between, except specific cases as per the terms and conditions of the policy.

An option form is enclosed herewith with a request to all interested serving and retired employees under the above categories to fill up and submit the form immediately to the Health Unit, Coordination Section positively by 28th July, 2015 along the required details and documents. This circular and option form is also available in the link: <http://hospital.iitd.ac.in/circulars/hospital> Retired Employees also can access the link from anywhere through internet.

Those who are already enrolled need not fill up the Enrollment Form again except for addition and deletion of members or dependents as per their eligibility criteria. Please note that the existing rule permits only one option in lifetime to join or withdraw from the scheme. Also, serving/retired employees who wish to withdraw from the medical insurance scheme may kindly send their request in writing to AR (Health Unit) positively by 28th July, 2015 so that their names can be deleted from the members list. If no option is received from any existing member in writing to withdraw from the medical insurance scheme before the last date, it will be assumed that he/she is willing to continue in the policy next year and also their family members (dependents) remain the same.

All are requested to kindly do the needful at the earliest to avoid any inconvenience later.


(N. BHASKAR)
Assistant Registrar (SS)
Health Unit

Encl: a/a

All Serving/Retired Employees

Deputy Directors/Deans/Heads of Departments/Centres/Schools/Sections/Units/Cells

General Secretary – IITEU, Officers Association, Faculty Forum

JR/DR/AR – E-I, E-II, SAS, IRD, Estate, Accounts, Audit, UGS, PGS&R, T&P, Director's Office

Chairman, Hospital Advisory Committee / Head, Hospital Services

All faculty/staff members – through email – with a request to kindly inform their retired colleagues also as possible.

All Notice Boards

