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नेशनल इन्श्योरेंस कम्पनी लिमिटेड
(भारत सरकार का एक उपक्रम)
'National Insurance Company Limited'
(A Govt. Of India undertaking)

HO Pension Cell, Royal Insurance Building, 5, N. S. Road, Kolkata – 700 001.

Circular No. : HO/Pers /Pension Cell/01/2018

CMD Sectt. Master Circular No. :-
042/2017-18

Dated : 15th January, 2018.

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RE : Issuance of Photo Identity Cards to Pensioners and Family Pensioners

We refer to the earlier instructions of our HO Personnel department for issuance of Identity Cards to all eligible Pensioners and Family Pensioners by the ROs.

Of late, it has been brought to our notice that though the ROs are issuing ID Cards to Pensioners, most of them are not issuing ID Cards to the Family Pensioners.

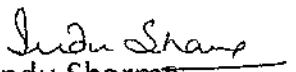
Hence this circular is being issued, instructing all our Regional Offices to issue Photo Identity Cards to all Pensioners and Family Pensioners without fail.

However, for easy identification of Pensioners and Family Pensioners by the ID Card issuing Authority, a Revised format of ID Card has been devised by us on the lines of the suggestions of GIPSA. The same is enclosed for your necessary action.

It may be noted that the photograph of the Spouse is to be made available on Pensioner's ID Card to enable the Regional In Charges identify them when they become eligible for family pension. Similarly the photograph of the deceased employee is to be made available on Family Pensioner's ID Card for easy identification of the eligible spouse of the deceased employee.

It is suggested that the ROs may issue New ID card to all pensioners in the Revised Format on or before 31.03.2018.

A line of confirmation on your compliance ^{will be} highly appreciated.


Indu Sharma

General Manager (P)





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RETIRED EMPLOYEE/PENSIONER IDENTITY CARD

Retired
Employee/
Pensioner

Name:

Employee No./Pensioner No. Annuity No.

Blood Group:

Last Designation:

Last Place of Posting:

D.O.B.

D.O.J

D.O.R:

Date Of Commutation:

Date of Restoration of Full Pension:

(only in cases where pension is allowed to be commuted)

Residential Address:

Contact Nos. a) Landline:

b) Mobile No.

E-mail ID:

Aadhaar No.

PAN No.

Signature of Retired Employee

Signature of Issuing Authority
(Name) (Designation)

Place:

Date of Issue

(Backside)



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Spouse/
Nominee

(Signature/Thumb impression of Spouse/Nominee)

Signature of Retired Employee

Name of Spouse/Nominee:

Relationship with the Retired Employee:
(if other than Spouse)

Date of Birth of Spouse/Nominee:

Contact Nos of Spouse/Nominee: Landline :

Mobile No.

E-Mail ID of Spouse/Nominee:

CONDITIONS

This card is issued only for identification purpose of retired employee/pensioner and does not authorize the holder to represent the Company in any manner whatsoever and it is not transferable and is valid upto 5 years from the date of issue or in case of any material change/status of pensioner/spouse/nominee whichever is earlier.



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FAMILY PENSIONER IDENTITY CARD

FAMILY PENSIONER

LATE EMPLOYEE/ PENSIONER

Name of Family Pensioner:

Employee No./Pensioner No.

Relationship with the Employee/Pensioner:

D.O.B of Family Pensioner:

Annuity No. of Family Pensioner:

Residential Address of Family Pensioner:

Blood Group of Family Pensioner:

Contact No. of Family Pensioner: a) Landline:

b) Mobile No.

Contact No. in case of Emergency:

E-Mail ID of Family Pensioner:

Aadhaar No. of Family Pensioner:

PAN No. of Family Pensioner:

Signature/Thumb Impression
of Family Pensioner

Signature of Issuing Authority

(Name)

(Designation)

Place:

Date of Issue:

(Backside)



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Name of Employee/Pensioner:

Employee No./Pensioner No.

Last Designation:

Last Place of Posting:

D.O.B.:

D.O.J:

D.O.R:

Date of Death of Pensioner:

CONDITIONS

This card is issued only for identification purpose of Family pensioner and does not authorize the holder to represent the Company in any manner whatsoever and it is not transferable and is valid upto 5 years from the date of issue or in case of any material change/status of spouse/nominee whichever is earlier.