सत्यमेव जयते

SANKALAN

Compendium of Post Office Life Insurance Rules, 2011, Forms & Standard Operating Procedures

Directorate of Postal Life Insurance
Department of Posts
Ministry of Communications
Government of India

डाक जीवन बीमा
Postal Life Insurance

प्रदीप्त कुमार बिशोई
Pradipta Kumar Bisoi
सचिव / Secretary

डाक विभाग / Department of Posts
संचार मंत्रालय / Ministry of Communications
भारत सरकार / Government of India

MESSAGE

Postal Life Insurance came into existence on 1st February 1884 and has evolved over time to meet the wide range of requirements and changing environment. The governance of Postal Life Insurance and Rural Postal Life Insurance has been driven by Post Office Life Insurance Rules, 2011. These have undergone various changes and amendments. This updated Post Office Life Insurance Rules which incorporates all amendments and Standard Operating Procedures will be a valuable asset in rightful interpretation of various provisions of the Rules comprehensively.

I would like to congratulate Directorate of Postal Life Insurance for bringing out this updated version. I am sure all concerned stakeholders will find this useful for their reference.

(Pradipta Kumar Bisoi)

डाक भवन, संसद मार्ग, नई दिल्ली-110001 / Dak Bhawan, Sansad Marg, New Delhi-110001
: (+91-11) 2309 6060, : (+91-11) 2309 6077, : secretary-posts@indiapost.gov.in, : www.indiapost.gov.in

विनीत पाण्डेय
महानिदेशक डाक सेवाएँ
VINEET PANDEY
Director General Postal Services
Tel. : (+91-11) 23096166
Fax : (+91-11) 23710053
E-mail : dgposts@indiapost.gov.in

सत्यमेव जयते

भारत सरकार
संचार मंत्रालय
डाक विभाग
डाक भवन, संसद मार्ग,
नई दिल्ली-110001
Government of India
Ministry of Communications
Department of Posts
Dak Bhawan, Sansad Marg,
New Delhi-110001

MESSAGE

I congratulate the team of Directorate of Postal Life Insurance for coming up with this useful compilation of rules, regulations and procedures relating to Postal Life Insurance and Rural Postal Life Insurance.

This is an important milestone in the history of Postal Life Insurance. Postal Life Insurance and Rural Postal Life Insurance has been keeping up with the pace of Government functioning and technological enhancements. Various amendments were undertaken during these times to make the Postal Life Insurance/Rural Postal Life Insurance governance smooth and effective.

I am sure these updated Rules will be of immense benefit in the times to come. These rules are being brought out in the digital format which will help in faster dissemination and easy search.

Dated: 01.02.2021

(Vineet Pandey)

आलोक शर्मा
सदस्य (पी.एल.आई.), डाक सेवा बोर्ड
अध्यक्ष, पी.एल.आई. निवेश बोर्ड

ALOK SHARMA
Member (PLI), Postal Services Board
Chairman, PLI Investment Board

सत्यमेव जयते

भारत सरकार
संचार मंत्रालय, डाक विभाग
डाक भवन, नई दिल्ली-110 001

Government of India
Ministry of Communications
Department of Posts
Dak Bhawan, New Delhi-110 001

MESSAGE

I am happy to note that the updated compilation of Post Office Life Insurance Rules (POLI), 2011 on the occasion of 137th anniversary of Postal Life Insurance. Postal Life Insurance (PLI) was introduced as a welfare scheme for the benefit of postal employees in 1884. It was the first insurer to extend coverage to women in 1894 at a time when no other insurer provided such coverage. Over the years, PLI has extended insurance coverage to all regular employees of Central and State Governments, Local Bodies, Defence and para-military forces, Central and State Public Sector Undertakings, Universities, Government-aided Educational institutions, Banks, Joint ventures, Credit Co-operative Societies etc.

This updated compilation contains Postal Life Insurance/Rural Postal Life Insurance rules beneficial for the staff and officers of the Department of Posts in the performance of their operative & administrative duties in connection with Postal Life Insurance & Rural Postal Life Insurance. In addition, this compilation will facilitate customers in better understanding of Postal Life Insurance rules and procedures. The compilation of Post Office Life Insurance Rules has been done keeping in view of the demand of repeated clarification on various issues.

This has been brought out making every endeavor to get the rules updated in accordance with their amendments issued from time to time.

I convey my best wishes and congratulate staff and officers of PLI Directorate for their endeavor and untiring effort for compiling these updated Rules.

(Alok Sharma)
Member(PLI)

Dated: 01.02.2021

दूरभाष/Tel.: 011-2309 6187

ईमेल/email: memberpli@indiapost.gov.in

मन्जू कुमार
Manju Kumar

सत्यमेव जयते

मुख्य महाप्रबन्धक
डाक जीवन बीमा निदेशालय
भारत सरकार
संचार मंत्रालय
डाक विभाग
चाणक्यपुरी, नई दिल्ली-110021

Chief General Manager
Directorate of Postal Life Insurance
Government of India
Ministry of Communications
Department of Posts
Chanakyapuri, New Delhi-110021

FOREWARD

Postal Life Insurance (PLI) has been the longest standing Life Insurance Policy and has reached many milestones. Similarly, Rural Postal Life Insurance (RPLI) which came into existence in 1995 has empowered the rural society with its affordable premium and availability next door through 1.41 lakh rural post offices.

With changing landscape of the society and greater need of insurance in urban areas, the Postal Life Insurance and Rural Postal Life Insurance have seen tremendous transformation both in terms of growth and serviceability. These have brought many changes to the Rules and demanded granular level clarities. Postal Life Insurance Directorate have been issuing many changes and revised operating procedures during these times.

I congratulate the officers of PLI Directorate for this painstaking efforts and coming up with a handy reference book that will be of immense use for our staff and officers. The digital copy of this will facilitate easy searching and retrieval of relevant Rules/Standard Operating Procedure to lakhs of employees.

(Manju Kumar)

New Delhi
Dated: 01.02.2021

कुशल पाठक
KUSHAL PATHAK

सत्यमेव जयते

महाप्रबन्धक
डाक जीवन बीमा निदेशालय,
डाक विभाग,
संचार मंत्रालय
भारत सरकार
चाणक्यपुरी, नई दिल्ली-110021

General Manager
Directorate of Postal Life Insurance,
Department of Posts,
Ministry of Communications
Government of India
Chanakyapuri, New Delhi-110021

ACKNOWLEDGEMENT

As the name implies, this book is the compilation of everything which is required for successful implementation of all activities related to Postal Life Insurance. This is a universal reference document meant for our staff, officers, agents, decision making authorities and policymakers associated with PLI /RPLI.

Firstly, it contains Post Office Life Insurance Rules 2011 along with all subsequent amendments issued after the first publication. Secondly, this publication has consolidated at one place, handy tools such as Premium Tables, prescribed Accounting Procedures, Standard Operating Procedures for handling Maturity, Loan, Death and Death Claim cases, Citizen Charter and Promotional (Sales) Structure of PLI/RPLI etc. Thirdly, it contains 25 public & official-only 'forms'. This description of the Sankalan will not be complete without a mention of the Core Insurance IT Solution. In the modern era where all operations are performed on centralised software, it was the call of the hour to bring in key features of various modules & roles and responsibilities of various functionaries in the software at one place.

Secretary (Posts) and Director General (Posts) have been constantly supporting and motivating our endeavour to bring out the compendium and to bring PLI /RPLI onto a path of growth. Member PLI has been a source of inspiration and his infectious enthusiasm has pushed us to walk that extra mile to produce a quality document within the strict deadline. From the vibrant colors of the cover page to reading the fine print, Chief General Manager PLI has meticulously guided the team to ensure that this Compendium establishes a new benchmark for content and quality. I would like to thank my colleague General Manager (Business & Investment), who provided valuable insights for fine tuning the document.

This work is a unified effort of Deputy Divisional Managers of each State / UT, Single Point of Contacts and most importantly DDM (Operations) and his team at Directorate of PLI. Each one of them has contributed immensely and burned the proverbial midnight oil to ensure its delivery. I would like to thank each one of them for their profound contribution, dedication and perseverance without which collecting scattered documents would have been difficult nigh impossible. I hope that the Sankalan will become a reference document for all users.

Foundation of any strong system is in its underlying rules. Not only is it vital to make it comprehensive, updated and usable, but it is imperative to make it available to all stakeholders. This book aptly named as 'SANKALAN' brings about a fundamental shift towards better governance. This unique effort of collaborative cooperation will enable all of us to rightly interpret rules of PLI / RPLI while saving precious time which was earlier spent on searching for documents.

Dr. Kushal Pathak

DISCLAIMER

Though all possible care has been taken to ensure accuracy and consistency, in the event of a conflict between the Compendium (SANKALAN) and Government orders/ instructions on the subject, the latter will prevail.

Any information given herein cannot be cited in any dispute or litigation, nor is it a substitute for a legal interpretation/ evidence. The user will be solely responsible for any consequence of the decision taken on the basis of information contained in this Compendium (SANKALAN).

Any request for clarification/ redressal of grievances etc. should be taken up with the concerned authority.

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PART – I

Post Office Life Insurance Rules, 2011

POST OFFICE LIFE INSURANCE RULES - 2011 (Updated)

The following rules are issued under the authority of the Government of India: -

SHORT TITLE, EXTENT AND COMMENCEMENT

1. These rules may be called **Post Office Life Insurance Rules - 2011**

   (2) These extend to the whole of India.

   (3) These shall come into force on the date of its notification in the Official Gazette of India.

2. The President reserves the right of making from time to time such addition, alteration or modification in the rules or in the premia to be paid as may be considered necessary, provided that no such addition, alteration or modification shall affect the terms of any contract for a policy which any person may have made with the Director General of Posts under these or any other rules in force at the time of making the contract, unless such person has given his consent in writing to such addition, alteration or modification.

3. The administration of the Post Office Life Insurance Fund and Rural Post Office Life Insurance Fund under these rules is vested in the Director General of Posts who is authorized to issue from time to time such subsidiary regulations and orders as may be deemed necessary provided that no such regulation or order shall be inconsistent with any provision of these rules or any rules that may hereinafter be made by the President.

4. The Post Office Life Insurance Rules, 2011 shall apply to the Postal Life Insurance and Rural Postal Life Insurance of the Department of Posts.

DEFINITIONS

5. In these rules: -

   (1) "Acceptance letter" is an intimation sent by Postmaster General/ Accepting Authority to the proposer regarding acceptance of proposal.

   (2) "Accepting Authority" means an officer who is authorised to accept the proposal for Postal Life Insurance policy/ Rural Postal Life Insurance policy.

   (3) "Age proof" means the proof given by the proposer to determine his/her age on the next birth day on the date of proposal.

   (4) "Anticipated Endowment Assurance" means a life insurance

contract entered into by Government to pay a given sum of money, in stipulated installments, to an individual or his assignee, on survival to the end of specified periods, or to pay the given sum of money in one lump sum to his legal representatives or assigns on his death, if death occurs before the specified date of maturity.

(5) "Auto paid up" means a policy for which 36 or more premiums have been paid and also has completed three years or more duration from its date of acceptance and the policy holder without intimation discontinues payment of further premia. However, the policy shall be maturing on the same date as the original policy, either for the original sum assured, when the future premiums payable are compounded by a single payment, or for a reduced sum assured, when the premium in respect of the original policy are discontinued before the stipulated terms.

(5)A "Central Processing Centre (CPC)" means a Branch of Head Post Office, where all work relating to PLI/RPLI is carried.

(6) "Children Policy"[1] means a life insurance contract entered into by Government to pay a given sum of money to a child or his/her parent at a certain specified period of child's life or to his/her legal representatives or assigns at his/her death, if death occurs before the specified date.

(7) "Commutation" means any alteration in a contract of insurance excepting one in the date of maturity, and includes alteration in the amount of premium in the premium-term, or in the sum assured.

(8) "Conversion" means any alteration affecting the date of maturity of a contract of insurance and includes not only alteration from Whole Life Insurance class to the Endowment class but also the antedating or post dating of the maturity of an Endowment policy and consequent increase/decrease of premium.

(9) "Convertible Whole Life Assurance" means a life insurance contract entered into by Government to pay a given sum of money with accrued bonus to the insured either on attaining the age of 80 years, or on death of the insured to his /her legal representatives or assignees whichever occurs earlier, with option to the policy holder to convert the policy, at the end of 5 years (with a grace period at end of 6 years) from the date of commencement of risk into an Endowment Assurance maturing at a specified age.

(10) "Date of Acceptance" means the date on which the proposal is accepted and mentioned in the "Acceptance letter" issued to the proposer.

(11) "Date of commencement of risk" means the date on which the proposal is accepted. No claim shall lie with Postal Life Insurance or Rural Postal Life Insurance before date of acceptance.

(12) "Direct Agent"[2,3] means an Insurance Agent engaged by Postmaster General/Head of the Postal Division who receives

or agrees to receive payments by way of commission or other remuneration in consideration of his/her soliciting or procuring PLI/RPLI business including business relating to continuance, renewal or revival of policies of PLI/RPLI.

(13) "Director PLI" means the Director, Postal Life Insurance, Kolkata.

(14) "Due date of premium" means the first day of the month for which the premium is payable.

(15) "Endowment Assurance" means a life insurance contract entered into by Government to pay a given sum of money to an individual or his assigns at a certain specified period of his life or to his legal representatives or assigns at his death, if death occurs before the specified date.

(15)A. "Free Look Period" means a period of 15 days from the date of delivery of the policy at the address of the insurant during which the insurant may make a request to the Department of Posts for cancellation of his policy.

(15)B. "General Post Office (GPO)" means the first class Head Office situated at the Headquarters of the Head of a Circle or, where there are more than one such Head Office, the one attached to the Headquarters.

(16) "Head of Division" means Head of Postal Division/ RMS Division/ Chief Post Master.

(16)A. "Head Office (HO)" means a main Post Office of a group Post Offices consisting of itself and a number of small offices called Sub and Branch Offices which have been placed under its Accounts jurisdiction.

(17) "Immediate Superior" means the head of the office in which the proposer is serving. If the proposer is himself the head of the office "Immediate Superior" means the officer to whom the proposer is directly subordinate.

(18) "Insured" or "insured person" means the person to whom a policy of Postal life insurance/Rural Postal Life Insurance has been issued.

(19) "Joint Life Insurance/Yugal Suraksha"[4] means a life insurance contract entered into by Government to pay a given sum of money to an individual or his/her surviving spouse or his/her assigns after a certain specified period of term or his/her legal representatives or assigns at his/her death, if death occurs before specified term of period.

(20) "Lapsing of policy" –a policy which is in existence more than three years shall be treated as lapsed if premium/ premia remain unpaid for more than twelve months.

(21) "Life Insurance "contract is a contract by which the Government, in consideration of a certain premium, either in a gross sum or

periodical payments, undertakes to pay the person for whose benefit the insurance is made, a stipulated sum upon the expiry of a fixed period, or a stipulated sum upon death of the person whose life is insured.

(21)A. "Manager" or "Postmaster" means Chief Postmaster of General Post Office /Sr. Postmaster/Head Postmaster of Head Office or Director of New Delhi HO/Mumbai GPO/Kolkata GPO, as the case may be, who will be head of Central Processing Centre of PLI/RPLI (GPO/Head Office).

(22) "Marketing staff"[5] is an official or person who is authorized by the Postmaster General or Head of Division to procure Postal Life Insurance and Rural Postal Life Insurance business. The marketing staff includes IPOs, ASPOs, ASRMs, Ex- D.O (PLI), PRI (P), Postmasters, Selected Postal Assistant, Postman, Retired GDS BPM, D.O (PLI), Field Officer (PLI), SPM (Rural S.O), GDS staff, and also includes Direct Agents such as Anganwadi worker, Mahila Mandal worker, Ex-Serviceman, Retired school teacher, SHGs, Gram Pradhan & Member Gram Panchayat and any other official/person as considered suitable by the Head of Postal Division.

(23) "Paid up Policy" means a policy which requires no further payment of premium in respect of it, but maturing at the same date as the original policy, either for the original sum assured, when the future premiums payable are compounded by a single payment, or for a reduced sum assured, when the premium in respect of the original policy are discontinued before the stipulated term.

(24) "Pay and Accounts Officer and Drawing and Disbursing Officer" means the Officer whatever is his official designation, in whose office the account of pay and allowances of the proposer or the insured person is maintained.

(25) "Period of Grace"[6] shall extend up to the last day of the calendar month for which the premium is due or the day before the last day if the last day of the month falls on Sunday or Postal holiday.

(26) "Policy" means the written document containing the terms of contract in respect of insurance.

(27) "Policy in Force" means a policy for which all the due premia have been paid regularly and such policy has neither become 'void' nor 'lapsed' under any rule of Post Office Insurance Fund Rules.

(28) "Post Office Life Insurance Fund (POLIF)" means the amount outstanding in the fund arising out of Postal Life Insurance.

(29) "Postal Life Insurance (PLI)" includes Whole life Insurance, Endowment Assurance, Convertible Whole Life Assurance, Anticipated Endowment Assurance, Joint Life Insurance and Children Policy and such other schemes as may be introduced by the Department of Posts from time to time.

(30) "Postmaster General" means the Head of Postal Circle or Region concerned and includes all officers exercising the powers of a Postmaster General in Postal Life Insurance and Rural Postal Life Insurance matters.

(31) "Post Office" means a Head or Sub-Post Office or Branch Post Office in India under the control of the Director General (Posts). For insurants on Field Service with an expeditionary Force, it includes Base Post Offices as well.

(32) "Premium" means the periodical payment for any policy.

(33) "Proposer"/ "Proponent" means the person who applies for scheme/schemes of PLI/RPLI.

(33)A "Primary Identifier/Proof of Identity" means Aadhar number an identification number as defined in clause (a) of section 2 of Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) for purchase of a Postal Life Insurance (PLI) and Rural Postal Life Insurance (RPLI) policy.

(34) "Rural Post Office Life Insurance Fund (RPOLIF)" means the amount outstanding in the fund arising out of Rural Postal Life Insurance.

(35) "Rural Postal Life Insurance (RPLI)" includes Whole life Insurance, Endowment Assurance, Convertible Whole Life Assurance, Anticipated Endowment Assurance, Children Policy, and 10 Year policy in Rural Postal Life Insurance and such other schemes as may be introduced by the Department of Posts from time to time.

(36) "Surrender Value" of a policy means the amount that is payable to an insured, when he foregoes the contingent benefit of his policy and surrenders it for an immediate cash payment, provided at least 36 premiums have been paid and policy has completed minimum 36 months duration.

(37) "Void" means a policy which is less than three years duration and any premium(s) that have become due, not paid either on the first day of the month for which the premium is due or within the period of grace.

(38) "Whole Life Assurance" means a life insurance contract entered into by Government to pay a given sum of money with accrued bonus to the insured on attaining the age of 80 years, or to his/her legal representatives or assignees on death of the insured, whichever occurs earlier, provided the policy is in force on the date of claim.

GENERAL RULES:

Eligibility Conditions For Postal Life Insurance

6. The following persons are eligible to the benefits of the Post Office Life Insurance fund provided their age is not less than 19 years and

not more than 55 years on the next birth day on the date of proposal, except in case of Anticipated Endowment Assurance, Joint Life and Children policy for which the minimum and maximum age limits are prescribed separately: -

(1) All permanent and temporary employees of Central/State Governments, Universities established by Governments (Centre/ State), Gramin Dak Sewaks, Government Aided educational institutions, Nationalized Banks, State Bank of India, Subsidiary Banks of State Bank of India, Financial Institutions notified by Government, Defence personnel (Army, Navy, Air Force), Personnel of para military force including Assam Rifles, ITBPF, CISF, BSF and CRPF etc., Regular employees of Public Sector Undertakings[7](Centre and State), Regional Rural Banks[8,10], Permanent & temporary servants of local bodies paid from "Local Funds" as defined in Fundamental Rule 9 (14).

(2) All permanent and temporary employees of the Council of Scientific and Industrial Research, The Medical Council of India, The Dental Council of India, The Nursing council of India, and The Pharmacy Council of India9.

(3) Industrial and Work-charged employees in the Department of Posts and Department of Telecommunications whose pay is regulated under the "Fundamental Rules".

(4) All permanent and temporary employees of autonomous body established by stipulated rules of Centre/State governments[9].

(5) Members of the Defence Services including those holding short service commission, extended service commission and other kinds of non-permanent commissions are also eligible to join the fund.

(6) Employees engaged/appointed on contract basis by Central/ State Governments, where contract is extendable.

(7) Employees of Joint Ventures in which Central/ State Governments/ Public Sector Undertakings/ Nationalized Banks have minimum holding of 10 percent.

(8) Members/employees of Credit Cooperative Societies and other cooperative societies registered with Government under the Cooperative Societies Act and partly or fully funded from the Central/State Governments/RBI/SBI/Nationalized Banks/ NABARD, and other such institutions notified by Government.

(9) Employees of Deemed Universities and Educational Institutes accredited by recognized bodies such as National Assessment and Accreditation Council, All India Council of Technical Education, Medical Council of India, etc. and/ or affiliated to Universities/ Boards, etc.

(10) Employees of all Scheduled Commercial Banks.

(11) Employees (teaching/non-teaching staff) of all private educational institutions/schools/colleges etc. affiliated to recognized Boards

(recognized by Centre/State Governments) of Secondary/Senior Secondary education i.e. CBSE, ICSE, State Boards, Open Schools, etc.

(12) Professionals such as Doctors (including Doctors pursuing Post Graduate degree courses through any Govt/Private Hospitals, Residents Doctors employed on contract/permanent basis in any Govt/Private Hospitals etc), Engineers (including Engineers pursuing Master's /Post Graduate degree after having passed GATE entrance test), Management Consultants, Charted Accountants registered with Institute of Charted Accountants of India, Architects, Lawyers registered with Bar Council of India/ States, Bankers working in Nationalized Banks and its Associate Banks, Foreign Banks, Regional Rural Banks, Scheduled Commercial Banks including Private Sector Banks etc.

(13) (Employees of listed companies of NSE(National Stock Exchange) and Bombay Stock Exchange(BSE) in IT, Banking & Finance, Healthcare/Pharma, Energy/Power, Telecom, Infrastructure Sector etc, where employees are covered for Provident Fund/ Gratuity and/or their leave records are maintained by the establishment.

NOTE 1: -If a member of the Defence Service is transferred to Reserve then his policy shall be converted into cash policy for payment of premium in cash at any post office or online on the authorized website of the Department on or before last day of the month to which the premium relates. If the last day happens to be a Sunday or a Postal holiday and insurants wants to make payment in cash at Post Office counter, the amount should be paid on the previous business day.

NOTE 2:- Eligible Joint Ventures/ Cooperative Societies and Deemed Universities/ Educational Institutions mentioned at Sub Rule (7), (8) and (9) above will be notified in Schedule 'A' of these rules by Director General of Posts from time to time.

NOTE 3:- In case of WLA and EA plans under PLI, the minimum term of the policy for proponents above the age of 50 years where sum assured exceeds ₹5 lakh, will be 7 years and further for a person aged 54 years the minimum term will be 6 years.

NOTE 4:- If the death of the insured arise either directly or indirectly as a result of aviation otherwise than as a fare paying passenger in an aircraft authorized to undertake public transport or as a servant of Government of India in the Indian Navy or Air Force, only the surrender value acquired by the policy will be payable under the policy provided that the surrender value will be paid only if 3 years premia have been paid on the policy and the policy is of not less than 3 years duration.

Limits of Sum Assured in Postal Life Insurance

7. Any person who is eligible to the benefit of the Post Office Life Insurance Fund under Rule 6, may effect an insurance- Whole Life Assurance, Endowment Assurance, Convertible Whole Assurance, Anticipated Endowment Assurance and Yugal Suraksha Policy or all of them on his life for a sum not less than ₹20,000/- in each class but not more than an aggregate of ₹Fifty Lacs (50,00,000/-)[12,13,14] in respect of one class/ all classes of insurance policy(s) taken together. The value of policy shall be taken in multiples of ₹ 10,000/-, [11] after minimum limit of ₹ 20,000/- i.e. ₹ 20,000/-, ₹ 30,000/-, ₹ 40,000/-, ₹ 50,000/- and so on.

Life Insurance and Endowment Assurance and other types of Assurance

8. Whole Life Assurance or Endowment Assurance or Convertible Whole Life Assurance Policy can be made effective by making a monthly payment of premium till the end of selected term or death of the insured person, whichever is earlier, as specified in Table I[15, 19], II[15,16,18,19] and III[15,17] respectively of these rules.

   In case of Endowment Assurance, Policy can also be made effective by making Quarterly/ Half Yearly/ Yearly payment of premium, as per the mode opted by the insurant at the time of proposal, specified in Tables II-A/II-B/II-C, respectively.

   Anticipated Endowment Assurance and Joint Life Assurance can be made effective by making a monthly payment of premium till the end of selected term or death of the insured person, whichever is earlier, as specified in Table IV[15]and Table V[4] respectively of these rules. The monthly payment in respect of Children Policy shall be regulated by Table VI[1]of these Rules.

   NOTE: - In every case except that of Anticipated Endowment Assurance and Joint Life Assurance, the maximum number of monthly premiums payable is twelve times the difference between the age at entry according to which the premium is charged and the age at which payments are to cease. In case of Anticipated Endowment Assurance and Joint Life Assurance, the maximum number of monthly premiums payable is twelve times the selected term.

9. Anticipated Endowment Assurance (Introduced w.e.f. 01-02-1984)

A policy under this scheme will be available in two plans, one of 15 years and the other of 20 years term. The minimum age at entry for both the plans shall be 19 years on the next birth day whereas the

upper age limit shall be 45 years and 40 years for 15 years and 20 years term respectively. The sum assured under both the plans shall be paid in four installments as given below Table IV, Table X. In case of death of insured at any time during the term of the policy, the full sum assured will be paid along with the accrued bonus without making any adjustment of the periodical survival benefit payments already made. Neither any surrender value nor any loan shall be granted for the policy issued under this scheme. No conversion from/ to this policy is permissible. In the event of cessation of premium before maturity age, the reduced paid up assurance will be granted, provided premiums have been paid for not less than three years, only at the date of maturity, that is at the end of stipulated plan term or on death of life assured, and no further periodical payments on account of survival benefit will be paid.

9.(a) **Rural Postal Life Insurance** (Introduced w.e.f. 24-03-1995)

"Rural Postal Life Insurance scheme-1995" called 'Rural scheme'[20,21] is envisaged to provide insurance cover to the rural public in general and benefit weaker sections and women workers of rural areas in particular. Post Office Life Insurance Rules-2011 as amended from time to time shall be applicable to the "Rural Scheme" mutatis-mutandis except where special provisions have been made and notified under this scheme. The scheme shall cover all persons, male or female, who permanently reside in rural areas and ordinarily residents in India to the exclusion of Foreigners and Non-Resident Indians. Persons fulfilling such eligibility conditions should be between 19 years and 55[22] years of age on next birth day, except for Ten Year Rural PLI and Anticipated Endowment Assurance plan for which upper age limit is prescribed separately. A policy holder who subsequently shifts his/her residence outside India shall make arrangements to make payments of due premia within India in the specified Post Office in Indian currency. The claims in respect of policies of such persons shall be settled in Indian currency in accordance with Post Office Life Insurance Rules 2011. The existing plans of PLI viz. Whole Life Insurance, Convertible Whole Life Insurance, Endowment Assurance and Anticipated Endowment Assurance are available under "Rural Scheme". The minimum limit for insurance under this scheme shall be ₹10,000/- (₹ ten thousand only) and maximum limit under medical scheme, taking total sum assured together under all plans shall not exceed ₹ 10,00,000/-[25] (₹ ten lakh only), while the maximum limit in respect of non-medical scheme, taking total sum assured together under all plans shall not exceed ₹25,000/- (₹ twenty five thousands only). The value of policy shall be taken in multiples of ₹5000/-, after minimum limit of ₹10,000/- i.e.

₹15000/-, ₹20000/-, ₹25000/-, ₹30000/-, ₹35000/- and so on. In case of non-medical policies[23], the terms and conditions as that of Post Office Life Insurance Rules 2011 amended from time to time shall be applicable. The rates of premium applicable to different plans under "Rural Scheme" shall be the same as per the premium tables notified under different plans of the Postal Life Insurance schemes by the Department from time to time except where different rates of premia are specifically prescribed for any "Rural Scheme". The premium tables for Whole Life Assurance, Convertible Whole Life Assurance, Endowment Assurance and Anticipated Endowment Assurance are given as Tables VII, VIII, IX and X at end of these rules. The terms and conditions for Anticipated Endowment Assurance under "Rural Scheme" are the same as prescribed in Postal Life Insurance.

(b) The maximum limit of sum assured with non-standard proof of age shall be ₹one lac. The 5% extra premium will be loaded and policies with sum assured of more than ₹ 25,000/- should be subject to usual medical examination. Also, any one taking policies worth or more than ₹ 25,000/- (sum assured) with non- standard proof of age shall not be beyond 45 years of age[24].

Note 1 : If the death of the insurant arise either directly or indirectly as a result of aviation otherwise than as a fare paying passenger in an aircraft authorized to undertake public transport or as a servant of Government of India in the Indian Navy or Air Force , only the surrender value acquired by the policy will be payable under the policy provided that the surrender value will be paid only if 3 years premia have been paid on the policy and the policy is of not less than 3 years duration.

10. **Ten Year Rural Postal Life Insurance Plan** (Introduced w.e.f. 24-03-1995)

(a) A policy under this plan shall be available for ten years only[26]. The minimum sum assured under this plan shall be ₹10,000/- (₹ten thousand only) and the maximum limit taking total sum assured together under all plans shall not exceed ₹ 10,00,000/- (₹ten lakh only), while the maximum limit in respect of non-medical scheme, taking total sum assured together under all plans shall not exceed ₹ 25,000/- (₹ twenty five thousands only). A person who is not less than 19 years and not more than 45 years of age on his/her next birth day shall be eligible for this plan. Under this plan two installments of periodical survival benefits shall be payable to the insurant as a percentage of sum assured in case the insured survives the specific period as indicated below the premium table XI at the end of these rules and the remaining amount shall be payable at the time of maturity along with the bonuses accrued thereof. In case of death of the insured person at any time during the term of the policy, full sum assured

shall be payable along with the accrued bonus without adjustment of the survival benefit(s) already paid or which were due to be paid i.e. due survival benefit(s) which remain unpaid shall be paid along with the amount of claim. No surrender or loan facility shall be available under this plan. No conversion to/ from this plan is permissible. In the event of cessation of premium before maturity age, the reduced paid up assurance will be granted, provided premiums have been paid for not less than three years, only at the date of maturity, that is at the end of stipulated plan term or on death of life assured, and no further periodical payment on account of survival benefit will be paid.

(b) Under this 'Plan', in such cases where the insurant is unable to pay the due premia against his/her policy as direct consequences of a natural calamity, such as floods, droughts or earth quakes, in the area in which the insurant permanently resides, provided he/she had declared the said residence in his/her proposal form, no interest/ fine shall be charged from him/her in respect of arrears of premia as accrued and subsequently paid by him up to a maximum period of 12 months from the date of occurrence of such natural calamity. The Postmaster General may also permit payments of such arrears of premia subsequently in monthly installments, not exceeding six installments if the insured so desires. In such cases where the death of the insurant occurs within twelve months of the date of occurrence of the natural calamity, and where the premia had remained unpaid from the month of occurrence of such natural calamity, the policy shall be entertained by the Department. However, in such cases where the premia are in arrears before the said date of occurrence of the natural calamity or beyond twelve months of the occurrence of the natural calamity, shall not come under the purview of this exemption and shall be treated at par with other cases under normal rules. Further, in such cases where Postmaster General has permitted payment of arrears of premia in installments and where death of the insured takes place any time after the first installment of arrears is paid the policy shall be deemed to be in force and shall be entertained by the Department, provided all other regular premia except such arrears which were permitted to be paid in installments have been paid by insured regularly. In all aforesaid cases the arrears of premia shall be recovered from the claim amount payable to the legal heir/ nominee of the insurant. In all the aforesaid cases, a certificate shall have to be produced by the insurant/claimant from District Collector confirming the fact of the natural calamity in the area in which the insurant resides/residing causing damage to life or property belonging to the insurant.

11. **Joint Life Assurance[4]** (Introduced w.e.f. 01-08-1997)

The policy under this plan shall be issued to a person with his/her spouse who is literate and has independent income for providing insurance cover to both the spouses. The policy shall be limited to a term not less than five years and not exceeding 20 years. The person who has more than one spouse living, such cover will be available only in respect of the eldest spouse. The age at entry of the spouses should not be less than 21 years and more than 45 years and at maturity, the older spouse should not be more than 60 years on his/her next birth day. Both the spouses under this plan shall have to undergo the prescribed medical examination as per these rules irrespective of the sum assured. The premium shall be based on equivalent age on next birth day, which will be calculated by addition to the lower age depending upon difference in the ages of spouses. The schedule to calculate equivalent age next birth day is given along with Table V[4]. The payment of premium shall cease on the death of any one of the spouses. The sum assured with accrued bonus shall be payable at the end of endowment term (date of maturity) if both survive. Otherwise, the sum assured with accrued bonus will be payable on the death of one spouse before maturity, to the survivor. In case of death of both the insured lives simultaneously, the sum assured with accrued bonus shall be payable to the nominee/legal heir. No claim, whatsoever, shall be entertained, if the policy lapses under these rules.

12. **Children Policy[1] (**Introduced w.e.f. 20-01-2006**)**

The scheme is envisaged to provide insurance cover to maximum two children of a policy holder of Postal Life Insurance and Rural Postal Life Insurance, provided that only one such policy will be allowed for a child against one policy of the father/mother. This is a separate policy. If the father/mother (called insured) of the child has already taken policy(s) or is proposing to take policy(s) on their life either as Whole life or Endowment Assurance (called Main Policy) for a sum assured not less than the sum assured of Children Policy, then Children Policy in respect of their own child/children shall be issued to such insured. The age of child should be between 5 years and 20 years. The maximum age of main policy holder should be below 45 years.

The minimum limit for Insurance under this scheme shall be ₹20,000/- (₹ Twenty Thousands only). In case of PLI, the maximum Sum Assured under this scheme shall not be more than ₹3,00,000/- (₹Three Lakhs only) or the Sum Assured of the father or mother, whichever is less in respect of each individual policy and in case of RPLI, the maximum Sum Assured shall not be more than ₹1 lakh (₹One Lakh only) or the Sum Assured of the father, mother, whichever is less in respect of each individual policy. Total Sum Assured of this Policy with the other Policy (ies) of the Insured shall not exceed the upper limit of the Sum Assured that is allowed under PLI/RPLI from time to time.

13. **Medical Scheme**

(a) In every case where a proposal for Postal Life Insurance or Rural Postal Life Insurance is submitted, the proposer must undergo a medical examination by the prescribed medical authority (except where the proposal is up to sum assured of Rs. 5,00,000/- (Rs Five lakh) in PLI or Rs. 1,00,000 /- (Rs. One lakh)*in RPLI together with any other Non-Medical Policy/Policies which the proposer may hold or proposes to hold under the Non-Medical Scheme and age of proposer is not exceeding 40 years (in PLI) and 35 Years (in RPLI) on next birthday), and must be declared fit for such insurance by the said authority. Further, a PLI policy upto Rs. 2,00,000/- (Rs. Two lakh) of sum assured will be a non -medical policy irrespective of age limit.

(b) The medical examination shall be carried out as per Rule 24, by the prescribed medical authority depending upon the amount of insurance involved, and the fees on account of medical examination shall be borne by the Department in accordance with Rule 26. However, if second medical opinion is required to be obtained the fee thereof shall be paid by the proposer in case he is responsible for the delay in acceptance of proposal otherwise the fee shall be borne by the Department.

14. **Non-Medical Scheme (PLI)**[27] - Any person, whose age on next birthday does not exceed 40 years, and who is eligible for a Postal Life Insurance under Post Office Life Insurance Rules, 2011 and anyone who had applied for a Life Assurance Policy either under Non-Medical or Medical Scheme and had not been turned down by any insurance company operating in India, may apply for a Non-Medical Policy in PLI in multiples of ₹10,000/- (₹Ten thousand), for such sum assured which shall not exceed ₹5,00,000/- (₹ Five Lakh) together with any other Non-Medical policy/policies which the proposer may hold or proposes to hold under the said Non-Medical Scheme. Further the total sum assured shall not exceed ₹50,00,000/- (₹ fifty Lakhs) together with any Non-Medical or/and Medical policy/policies which the proposer may hold or proposes to hold. The medical history of the proponent should not reveal any adverse features, and the proponent is medically fit at the time of proposal and had not suffered with any chronic disease and hospitalized during the two years prior to the date of proposal. Only Endowment Assurance Policies will be issued under this scheme.

*Note: 'Maximum aggregated sum assured limit of non-medical RPLI policy/ies with non -standard age proof will remain ₹25,000/- (₹ twenty-five thousand only).

15. **Non-Medical Scheme (RPLI)[23]** - Any person, whose age on next birthday does not exceed 35 years, and who is eligible for a Rural Postal Life Insurance, with the exclusion of handicapped persons and anyone who had applied for a Life Assurance Policy either under Non-Medical or Medical Scheme and had not been turned down by any insurance company operating in India, may apply for a Non-Medical Policy in RPLI in multiples of ₹5,000/- (₹ Five thousand), for such sum assured which shall not exceed ₹1,00,000/- (₹ One lakh only) together with any other Non-Medical policy/policies which the proposer may hold or proposes to hold under the said Non-Medical Scheme. Further the total sum assured shall not exceed ₹10,00,000/- (₹ ten Lakhs) together with any Non-Medical or/and Medical policy/policies which the proposer may hold or proposes to hold. The medical history of the proponent should not reveal any adverse features, and is medically fit at the time of proposal and had not suffered with any chronic disease and hospitalized during the two years prior to the date of proposal. Only Endowment Assurance Policies will be issued under this scheme.

16. In the event of a Non-Medical Policy issued under these Rules in PLI or RPLI, becoming a claim before maturity and notwithstanding the total sum assured as per the said policy, the payment against such claim shall be restricted to the following amounts: -

(i) Thirty five percent of sum assured along with the accrued bonus in case the death of the insured person occurs before the completion of one year from the date of acceptance of the proposal.

(ii) Sixty percent of the sum assured along with the accrued bonus in case the death of the insured person occurs before the completion of two years, but not before the completion of one year, from the date of acceptance of the proposal.

(iii) Ninety percent of the sum assured along with the accrued bonus in case the death of the insured person occurs before the completion of three years, but not before the completion of two years, from the date of acceptance of the proposal.

(iv) Full sum assured along with the accrued bonus in case the death of the insured person occurs after completion of three years from the date of acceptance of the proposal.

17. **Deleted.**

Manner of Effecting an Insurance

(NOTE: - The procedure to be followed in connection with proposals submitted by Defence service personnel is given in the appendix to these rules.)

18. For PLI policies: when a person wishes to purchase a Whole Life Assurance, Convertible Whole Life Assurance, Endowment Assurance including Anticipated Endowment Assurance, Joint Life Assurance and Children policy under PLI, he will be required to answer, the question in the prescribed form of proposal which can be obtained at the nearest post office and to sign the form or impress his/her left hand thumb impression, if illiterate, in token of having accepted the terms and conditions thereof and having furnished correct and factual information in the proposal form. The proposal form shall be signed or impressed with thumb by the proponent in the presence of Marketing Staff i.e. Development Officer, Field Officer, Direct Agent etc., or in the presence of counter assistant of Post Office, as the case may be, who will have to give certificate in this regard. The proposal form may be handed over to the concerned Marketing Staff or Counter Assistant by the proponent along with the advance premium in Cash or in Cheque for which a receipt will be given to the proponent by the concerned Marketing Staff or Counter assistant.

19. **Deleted.**

NOTE 1: -In the case of a temporary official, the proposal should be accompanied by the certificate granted by a competent officer of the Department on the terms and conditions of appointment. A self-attested copy of the proposer's school certificate or certificate of birth or any other proof of date of birth should also be attached to the proposal.

20. For RPLI policies: When a person wishes to purchase a Whole Life Assurance, Convertible Whole Life Assurance, Endowment Assurance including Anticipated Endowment Assurance, 10 Year RPLI and Children policy under RPLI, he will be required to answer, the question in the prescribed form of proposal which can be obtained at the nearest post office and to sign the form or impress his/her left hand thumb impression, if illiterate, in token of having accepted the terms and conditions thereof and having furnished correct and factual information in the proposal form. The proposal form may also be signed or impressed with thumb in the presence of counter assistant, if presented at Post Office counter by the proponent, who

will in turn sign the certificate to the effect that the proposer has affixed his/her signatures or thumb impression in his presence. The proponent should give advance premium in cash or cheque along with the proposal form, for which a receipt will be given to the proponent by concerned Marketing Staff or Counter Assistant.

21. The premium due on a Policy taken under any plan in Postal Life Insurance or Rural Postal Life Insurance is calculated on the proposer's age on the next birthday on the date of proposal. The intending insurants are advised to submit their proposals sufficiently in advance of their next birth day so as to admit their proposals being accepted and the first premium paid before the next birthday, otherwise the proposer would be liable to pay the premium at the higher rate if he pays it after he attains the next higher age.

21(A) Identification of PLI/RPLI Policy holders and proposers – The Aadhaar number shall be the unique identifier for the purpose of establishing the identity of a proposer and PLI/RPLI policy holder:

Provided that where Aadhaar number has not been assigned, the proposer/ insurant shall submit proof of application of enrolment of Aadhaar:

Provided further that every PLI/RPLI policy holder who has not given the Aadhaar number at the time of application for such policy, shall submit his/her Aadhaar number to the Central Processing Centre (CPC)/Post office concerned

22. The Postmaster General/Head of Division/ Postmaster/ Manager CPC/ Accepting Authority shall authorize the Marketing staff in his jurisdiction to collect advance deposit of the first premium from the proponent with clear undertaking that the risk of his (her) life will commence from the date of acceptance of the proposal by the Postmaster General/Head of Division/ Postmaster/ Manager CPC/ Accepting Authority under these rules, provided the advance deposit is not less than the amount of first premium as worked out after the proper scrutiny of proposal. The proponent may deposit first premium for any number of months and admissible rebate shall be given for six (6) months and twelve (12) months or more advance deposit in Postal Life Insurance and for three (3) months, six (6) months and twelve (12) months or more advance deposit in Rural Postal Life Insurance. The amount of premium(s) shall be refunded to the proponent after deducting the medical examination fee, if the proposal is not accepted by the accepting authority.

23. The marketing staff will then take the proposer and proposal with the certified documents referred to in the preceding rules to the medical officer concerned and request the medical officer to examine the proposer, to record his/her opinion regarding the proposer's health

in the place provided for the purpose in the proposal form. For RPLI, the medical officer shall record his/her findings in the separate form titled "Medical Examination Report" prescribed for the purpose. The Medical Officer shall also obtain the signature/left hand thumb impression of the proposer in his/her presence at the place provided for the purpose. The Medical Officer will sign the proposal form after recording his/her recommendations at the place provided for the purpose and return the proposal form to the marketing staff who had submitted the proposal form to him.

24. The status of Medical Officers for medical examination is given as under:-

SN	Limit of Sum Assured	Status of Medical Officer[29 to 34]
(a)	For Insurance up to Rs. 5 lac.	(i) Assistant Civil Surgeon or above/Medical officer in PHC. (ii) Medical officer equivalent to Assistant Civil Surgeon or above employed in Central and State Government, Municipal District Board, Local Board, Cantonment Board or Union Board Hospital or dispensaries and also Medical officers of units of Public Sector undertakings, both State and Central, nearest to the place of duty of temporary/permanent duty or residence or stay of the proponent. (iii) Retired Medical Officers (Gr. II).
(b)	For insurance above Rs. 5 lac and upto Rs.10 lac	(i) Dy. Civil Surgeon or above (ii) Medical Officer equivalent to Dy. Civil Surgeon or above employed in Central and State Government, Municipal District Board, Local Board, Cantonment Board or Union Board Hospital or dispensaries and also Medical officers of units of Public Sector undertaking both State and Centre with at least 10 (ten) years experience, nearest to the place of temporary/permanent duty or residence or stay of the proponent. (iii) Retired Medical Officers (Gr.I).

(c)	For insurance in excess of Rs.10 lac	(i)	Civil Surgeon, Medical Officers in the employment of Government enjoying the status not lower than that of a Civil Surgeon or Chief Medical Officer nearest to the place of temporary/permanent duty or residence or stay of the proponent. CMO Grade-I/ Specialist Grade-II shall also be considered as equivalent to the rank of Civil Surgeon.
		(ii)	Medical Officer (Allopathic) equivalent to Civil Surgeon employed in Central and State Government, Municipal District Board, Local Board, Cantonment Board or Union Board Hospital or dispensaries and also Medical officers of units of Public Sector undertaking both State and Centre with at least 15 (years) experience, nearest to the place of temporary/ permanent duty or residence or stay of the proponent.
		(iii)	Retired Civil Surgeon, CMO Gr.-I and Specialist Grade-II.

NOTE 1: -Medical examination of the proposer must be carried out by the Medical Officer of the status prescribed in these rules. If a woman medical officer of the prescribed rank or qualification is not available at the station or in the District, the female proposer may be examined after obtaining her written consent by a male medical officer of the corresponding rank and possessing the prescribed qualifications.

NOTE 2: - In all cases the Medical Officer defined in these Rules should be registered with Medical Council of India in the State

NOTE 3: - The Divisional Head concerned will appoint retired medical officer Gr-II, retired Civil Surgeon, CMO Grade-I, Specialist Class-II and Postgraduate Doctor in Medicine, who voluntarily resigned from the Government Service and working as a practicing Consultant Physician, for examining PLI/RPLI proponents up to the limits as given in these rules.

25. The Head of Division may also appoint the Registered Medical Practitioners (Allopathic) to conduct medical examination of PLI and RPLI proponent up to the sum assured of Rs five lacs (Rs 5 lacs) subject to the following conditions:-

(i) The RMPs (allopathic) will be authorized only when Government Doctors are not available in particular areas or if available, decline to undertake medical examination;

(ii) The RMPs so authorized should have at least MBBS degree and registered with Medical Council of India in the State;

(iii) The RMPs should have experience of at least five years after possessing MBBS degree;

(iv) The RMPs should be a person of repute having good professional conduct and character;

(v) The fees prescribed for Government Medical Officers for examining the proponents under PLI/RPLI will be payable to an RMP;

(vi) On authorization, such RMPs will be called as 'Authorized RMP' in PLI/RPLI term.

(vii) In order to examine the cases of recommending bad lives by Registered Medical Practitioners and consequential premature Death claims within three years from the date of acceptance, a proper record of RMPs (Full name, permanent address, name of clinic, date of authorization, Policy No in respect of which premature death claim was received with sum assured and cause of death etc.) should be kept by the Postmaster General for review of authorization after two years. Any adverse report should be taken notice of for his decision.

26. The Medical officer concerned will receive a fee[33,35] for each medical examination at the prescribed rates fixed by the Department from time to time.

27. The Postmaster General/Head of Division/Postmaster/ Manager CPC/Accepting Authority as authorized by the department will decide whether the proposal is to be accepted or not after satisfying himself on the basis of parameters fixed viz. eligibility, limit of sum assured, Medical Examination report, completion of columns of proposal forms, documents in respect of date of birth, service documents (in respect of PLI), particulars of immediate superior or marketing staff, declaration of proponent and also that the proposer's signature/ thumb impression made before the Medical Officer agrees with that made before the immediate superior/ counter assistant/ marketing staff (in respect of RPLI). If he decides that the proposal should be accepted, he will accept the same. Postmaster/ Manager of concerned Central Processing Centre (GPO/HPO) will intimate to the proposer the acceptance of his proposal and furnish him acceptance letter with the instructions as to the amount of subsequent premia to be deposited by him in cash at any Post Office or online on the website authorized by Department of Posts by the due dates in case of cash policy. A copy of the above intimation (acceptance letter) shall also be sent to the Drawing and Disbursing Officer (DDO)/Pay Account Officer (PAO) of the proposer for deduction of monthly premium from the pay of the proposer, in case of pay policy. Postmaster General /

Head of Division/Manager CPC/Accepting Authority shall accept the proposals up to the Sum Assured as may be decided for them by the Department from time to time.

Note:- **DELETED.**

28. When a proposal is not accepted after the proposer has been medically examined, within sixty days, a second medical certificate shall be obtained and the fee thereof shall be paid by the proposer if he is responsible for the delay, otherwise it shall be paid out of the Insurance Fund.

29. If a fact regarding serious illness of the proposer or death occurring due to any serious disease in the family of the proposer after medical examination of the proposer comes to the light of the Postmaster General/Head of Division/ Postmaster/ Manager of CPC/Accepting Authority before acceptance of proposal, a fresh medical examination may be ordered at the cost of the Fund.

    Note: The proposer is responsible to intimate such facts to the accepting authority in time.

30. After acceptance of the proposal, the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) shall simultaneously issue acceptance letter, policy document, and premium receipt book (for cash policy only). Policy document shall be signed by the Postmaster on behalf of the President of India.

    For policy documents upto the sum assured of Rs. 25,000/- in Rural PLI, facsimile signature shall be affixed on policy document.

30(1). The insurant is allowed to place a request to the Postmaster/ Manager of the CPC within 15 days of delivery of the policy document at his address, for cancellation of his policy stating reasons thereof, if after review of the terms & conditions of the policy, he/she wish to do so, Postmaster/ Manager of the CPC shall cancel the policy after receipt of such a request and shall refund the premium paid by him/ her after deduction of the proportionate risk premium for the period of cover and the expenses incurred towards medical examination and on account of stamp duty, if any. The insurant may also get his policy cancelled online through the authorized website of the Department during the aforesaid free look period.

31. An insured person who adopts the mode of paying premium in cash as a regular measure will be supplied by the Department with a premium receipt book in which entries relating to payment of each premium shall be made. The Postmaster receiving the monthly premiums will

grant a receipt for the amount in this book. When the Book is filled up and has no further space for entries, it should be forwarded to the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office)/ who after verifying the entries will arrange to issue a new Book in which it will be noted, under his signature, the month up to which premia have been paid.

32. In the event of a premium receipt book being lost, the insured person should apply, through the nearest Post Office (Head or Sub or Branch), to the Postmaster/ Manager of Central Processing Centre (GPO/ Head Post Office) for a duplicate premium receipt book stating in his application the circumstances under which the original book was lost along with the prescribed fee in form ACG-67 or computerized receipt. The Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office)/ will then issue a duplicate book and send it to the Post Office concerned for delivery to the insured person. The postmaster shall charge the amount towards PLI/RPLI receipt. The Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office)/ may, however, if he is satisfied that the original book was lost through no fault of the insured person, issue duplicate book without any fee for the purpose.

33. Any person, who has purchased any insurance/assurance policy, may insure/may effect further assurance for additional sum assured subject to the limitation specified in Rule 7(Rule 9 in case of RPLI). In such cases he should submit a proposal in prescribed form. The insured person will also have to undergo medical examination by the prescribed Medical Officer depending upon the aggregate sum assured of all the policies held by him including the fresh proposal applied for.

Exception: - A proposer who desires within 60 days from the date of his medical examination made in connection with a proposal for insurance to increase the amount of his original proposal or to purchase a fresh policy to mature at the same age or an earlier age will not be required to submit a fresh proposal in the prescribed form or to undergo a second medical examination if the original medical examination was conducted by a Medical Officer competent under Rule 24 to examine the proposer for the revised amount, otherwise second medical examination shall be carried out. If however, the proposal for additional benefits is not accepted within two months from the date of medical examination a further medical certificate should be obtained and the fee thereof should be paid by the proposer if he is responsible for the delay; otherwise the fee should be paid out of the Post Office Life Insurance Fund/ RPOLIF. The additional premium thus due to the increase in the value of the policy or to the purchase of a fresh policy shall be communicated to the insured and the request for increase in policy value or to the purchase of fresh

policy shall be accepted only after deposit of the amount in the Post Office and the receipt for the same shall be sent to the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office).

34. A life insurance contract will be held to commence from the date borne on the policy (date of acceptance) or written document in which the contract is recorded; and the policy will be given to the person insured for custody.

35. The Defence, Assam Rifles and Para Military Forces personnel who are in Medical Category "AYE" (for JCOs/NCOs/OR or equivalent) or "SHAPE" –I (for officers), while submitting proposal for taking a Postal Life Insurance Policy will be exempted from Medical Examination[36.37] for the purpose. Separate proposal form will be used for taking a policy by these personnel. Full claims for sum assured along with the vested bonus will be admissible to the claimant(s) if a policy becomes claim after its acceptance. Suicide cases will however be governed by the existing Post Office Life Insurance Rules 2011.

36. **Assignment and Nomination:-**

(1) In registering any assignment, nomination or appointment of any person to receive the money secured by policy in the event of the insurants' death during the minority of the nominee, the Post Office Life Insurance Fund/RPOLIF assumes no responsibility as to the validity thereof.

(2) The Fund does not prescribe any particular forms for assignment or for nomination, or for the notice thereof, and an application on plain paper can also be used for the purpose.

(3) **Policies may be assigned by the policyholder,** either:-

(i) for valuable consideration; or

(ii) By way of gift.

(4) The assignment may be made either by an endorsement on the reverse of the policy itself or by a separate deed. The assignment must be dated and signed by the assignor in the presence of a witness. Except in the case of an assignment in favor of the President of India as a security for the repayment of any loan granted out of the Fund, an assignment, otherwise complete, will be inoperative against the Fund, unless a notice in writing of the assignment has been delivered to the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office).

The notice of assignment must be accompanied by the policy duly endorsed or, where the assignment has been effected by a separate deed, by the deed or assignment or a copy thereof duly certified to

be correct by both the assigner and the assigns or their duly authorized agents. The priority of claim under a policy will be governed by the dates on which the notices of the assignments have been received by the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office).

(5) After the assignment of a policy is once effected, the policy cannot be dealt with any further by the assignor and the only person competent to deal with it will be the assigns. In order to enable the policy-holder to deal with the policy again he should have a re-assignment in writing in his own favour executed by the assigns, attested by one or more witnesses, and registered in the records of the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office)

(6) Nomination

(a) A policy holder is advised to nominate a person or a trust to whom the sum assured shall become payable in the event of his death, so as to save his legal heirs the trouble and expense of obtaining legal title to the sums payable under the policy[39].

(i) Provided that if any of the legal heir(s) or the nominee(s)/trustee of a policy holder has been charged with the murder of the policy holder, the policy money shall not be paid to him/her unless he/she is honorably acquitted of by the competent court of law[38].

(b) The holder of a policy of life assurance on his own life may when effecting or at any time before the policy matures for payment nominate the person or persons or religious trust to whom the money secured by the policy is desired to be paid in the event of his death[39].

(c) Where the proposer gives the name of the intended nominee or nominees in the proposal form itself, the Fund will incorporate the name of such nominee or nominees in the text of the policy. A nomination, if not incorporated can be made only by an endorsement on the policy. In order to be effective, such endorsement must be communicated to the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office) for records. A nomination may, at any time before the policy matures for payment, be cancelled or changed by the assured by an endorsement or a further endorsement or a will, as the case may be, but the Fund will not be liable for any payment under the policy made bonafide by it to a nominee mentioned in the text of the policy or to be one nominated by an endorsement on the policy and registered in the records of the Fund unless notice in writing of any such cancellation or change has been received by the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office) prior to such payment.

(d) A transfer or assignment of a policy made in accordance with the provision of section 38 of the Insurance Act, 1938 shall automatically cancel a nomination (Section 39 (4)), provided that the assignment of a policy to the insurer who bears the risk on the policy at the time of the assignment, in consideration of a loan granted by that insurer on the security of the policy within its surrender value, or its re-assignment by the insurer or repayment of the loan shall not have the effect of canceling a nomination, but shall affect the rights of the nominee only to the extent of the insurer's interest in the policy.

(e) Where the policy matures for payment during the life time of the person whose life is insured or where the nominee or, if there are more nominees than one, all the nominees die before the policy matures for payment, the amount secured by the policy shall be payable to the policyholder or his heirs or legal representatives of the holder of a succession certificate as the case may be.

(f) Where the nominee or, if there are more nominees than one, a nominee or nominees survive the person whose life is insured the amount secured by the policy shall be payable to such survivor or survivors.

(g) Minor Nominee: - The holder of a policy of life insurance may, in any case where the nominee is a minor, appoint any person to receive the money secured by the policy in the event of his death during the minority of the nominee and communicate such appointment to the Postmaster General/Head of Division by forwarding the documents relating to such appointment. The consent of the appointee should be obtained at the same time as the appointment is made.

(h) Nominations as above are not permissible in the case of policy effected by any married man on his own life and expressed on the face of it to be for the benefit of his wife, or of his wife and children or any of them; in such a case the policy ensures and is deemed to be a trust for the benefit of the insurant's wife or for the benefit of his wife and children or any of them according to the interest so expressed (vide Section 6 of the Married Women's Property Act, 1874).

Provided that the said section 6 shall be deemed not to apply or not to have applied to a policy where the nomination made at any time in favour of the insurant's wife and children or any of them is expressed, whether or not on the face of the policy, as being under section 39 of the Insurance Act, 1938.

NOTE 1: -Assignment of policies made in compliance with Rule 21 (viii) (a) of the General Provident Fund Rules, which in essence, is an assignment for valuable consideration, should also be registered in the office of the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office)under this rule.

NOTE 2: -Assignment of policy as a whole may be made either in favour of one person or jointly in favour of two or more persons.

NOTE 3: -In the case of an absolute assignment, all rights of the assured are vested in the assigns by an assignment and the assigns may therefore be entitled to claim the surrender value of the policy under Rule 55 without the consent of assured.

NOTE 4: -A policy may be assigned to the President of India for the purpose of paying estate duty payable under the Estate Duty Act, 1953 (34 of 1953) in the form prescribed in Section 31 of the Estate Duty Act, 1953. When such a policy matures or is surrendered, the value of the policy or the amount of surrendered value thereof, as the case may be, shall be paid in the manner prescribed in the form of assignment. If the estate duty payable on the estate of assured is less than the policy money receivable under an insurance policy assigned to the President of India under rule 31 of the Estate Duty Rules, 1953, the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office), will arrange to pay to the Government so much thereof as may be demanded by the Government for satisfaction of the estate duty liability on the estate of the assured and pay the balance to the legal heirs, executors, administrators or other legal representatives or assigns of the deceased or other persons to whom the same may be payable under the policy.

When an insurance policy is assigned to the President of India for the purpose of paying estate duty, the assured shall within three months of the date of registration of the assignment by the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office) deposit the policy with the Commissioner of Income Tax (who is also the Controller of Estate Duty) within whose jurisdiction the assured resides. In the case of a policy assigned to the President of India for the purpose of paying estate duty, the assured shall surrender to the Controller of Estate Duty all former deeds of assignments or re-assignments, if any, in respect of the policy.

Note 5: A nominee under a policy of the life insurance has a bare right to collect the money payable under the policy on the death of the insured and give a good discharge to the insurer. The nominee does not become the owner of the money payable under the policy and he/ she is liable to make it over to the legal representative of the insured. Thus the nominee acts as a receiver only, subject to the provision of these Rules.

37. A person who has once been admitted to the benefits of the Post office Life Insurance Fund shall not forfeit his right or interest in any life insurance policy purchased by him under these rules by

reason of his quitting the service in which he is employed, from any cause whatsoever except that referred to in Rule 39, provided that all payments due under the rules are regularly made.

38. All persons who are admitted to the benefits of the Post Office Life Insurance Fund / Rural Post Office Life Insurance Fund have government security for the payment, at the proper time, of the money due to them.

39. Wrong information[40] furnished by a person or suppression of factual information by a person admitted to the benefits of the Post Office Life Insurance Fund/ Rural Post Office Life Insurance Fund will, at the discretion of the Approving Authority, render voidable the contract concluded with that person and lead to forfeiture of all payments made in the respective insurance policy, if the insurance policy becomes claim before completion of 3 (three) years from the date of acceptance of policy or revival of policy whichever is later.

40. Government officials are prohibited from making public any information of a private character obtained in the course of business regarding the Post Office Life Insurance Fund/ Rural Post Office Life Insurance Fund or any transactions relating thereto. The official violating the rule shall be liable to suitable disciplinary action against him.

41. Policies of PLI/RPLI granted in accordance with these rules are exempted from stamp duty (Government of India, Finance and Commerce Department, Notification No. 5199 SR an 1390 SR dated the 1st November-1895 and the 22nd March 1898 respectively issued under section 8 of the Indian Stamp Act, 1879).

42. The accounts of Post Office Life Insurance Fund/ Rural Post Office Life Insurance Fund will be kept in the office of the Director, Postal Life Insurance, Kolkata.

MANNER OF REALISING PREMIUM

NOTE: - (The procedure to be followed in connection with proposal submitted by Defence Services Personnel is given in the appendix to these rules.)

43. Premium is due on the first day of the month.

44. The first premium paid on any date shall represent the premium for that calendar month. The first premium must always be paid in cash or cheque by the proposer. In respect of 'pay recovery policies', the premium for a particular month shall be deducted from insurant's salary of the same month but not later than the last day of the said month except in the case of the month of March, where the salary is payable on 1st working day of April. The insured person is responsible

that the amount of the premium, which is due on the first day of each month, shall be deducted from his pay for the said month. If the premium due for any month is not deducted due to any reason from the pay drawn, the insured person should pay the premium in cash for that month and inform the fact to Pay and Accounts Officer/Drawing and Disbursing Officer. In case of such policies, where it is found that an extra premium has been received as result of switching over from 'Pay recovery' to 'Cash recovery' and vice versa, such premium shall be refunded at the time of maturity/settlement of claim. And if the premium is to be paid in cash the insured person must pay the premium at any Post Office or make online payment of premium on authorized website of Department of Posts either on the first day of the month for which the premium is due, or during the period of grace, which shall extend up to the last day of the calendar month[41] for which the premium is due, if the payment is made online on the authorized website of Department, or the day before the last day if the last day of the month falls on Sunday or postal holiday, in case payment is made at Post Office Counter in cash, and obtain the Postmaster's receipt for it in his premium receipt book. Payment of premia by insured person who has quit the service of Government is governed by Rule 49. The insured person may pay premium for his/her policy for any number of months at one time in cash in a post office, provided the premia are paid strictly in advance.

Exception: Under special arrangements existing in Tamilnadu, the deductions on account of premium from the pay bills of establishments employed in certain commercial undertakings of Government whose accounts are maintained on a commercial system, are made at the time of disbursement and cash for the total amount recovered is remitted to the treasury. Such deductions will be treated in the same manner as if they had been made by short drawals in the bill encashed at the treasury.

45. In case of pay recovery policy, when an insured person proceeds on leave in India or is under suspension, he/she must arrange payment of premia in cash at any post office or he/she may, if so desires, pay the premia by deduction from his/her leave salary or suspension allowances drawn. When the insured person is on Foreign Service in India or proceeds on leave out of India, he may arrange payment of premia in cash at any Indian post office. Whenever the payment of premia is made in cash at post office the fact should be intimated to Postmaster concerned. However, when an insured person is on leave out of India, he/she will not be considered as in arrears of premia for any month so long as long he/she has not been able to draw any pay and allowances, though due for the month, due to circumstances beyond his/her control. If the pay and allowances are

drawn subsequently without deduction of premia, the premia should be paid within a week positively.

46. When a policy has been assigned by the insured person to any other person, the insured person may arrange with the assigns that all the premium shall be paid from time to time by the latter, and the assigns will, with the concurrence of the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office),pay in cash the monthly premium at any post office. If the premium is not paid on or before the last working day of the month (in case of March-1st working day of April) in which it is due, the provision of Rule 56 or the Rule 57, as the case may be, will apply.

47. The Pay and Accounts Office/Drawing and Disbursing Officer of each Department will furnish to the Director PLI, Kolkata with monthly statements in the prescribed form showing all payments of premium realized by deduction from the pay of person belonging to his Department and will give credit for the total amount of such realizations in his exchange (or Central Adjusting Account) with the concerned branch audit officer of the Department of Posts with whom he is in account.

48. When an insured person is transferred from one establishment to another, the premium recoverable from him should be recorded in his last pay certificate with a view to the necessary deduction being made from his pay at the new office. The disbursing officer of the insured person should inform the Drawing and Disbursing Officer of the office where the insured person is transferred, and the insured person himself must give such notice to the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office).

49. **Policies held by persons who have left the Government Service.** - If an insured person resigns or retires or is dismissed from the service of Government, his policy holds good so long as the premium due are regularly paid by him on the first day of the month or within the period of grace at any Post office or make online payment of premium on the authorized website of Department of Posts. As soon as the connection of the insured person ceases with the Government, he should apply to the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office)for a Premium Receipt Book informing him of the name of the Post Office at which the 1st premium, while in Government service, was deducted and the Post office at which he desires to pay future premium in cash. If the Premium Receipt Book is not received by the time the next premium after his quitting government service falls due, he should pay the amount by the due date in cash at any Post office producing a certificate from his last Disbursing Officer in the form appended at the end of this rule. In such a case, the

concerned Postmaster would grant a receipt for the amount in from ACG-67. Subsequent premium will be paid in cash on production of the receipt for the previous month's premium, till the Premium Receipt Book is received by him. Thereafter, the due premium shall be paid on production of the Premium Receipt Book and receipt for the amount will then be given only in the Premium Receipt Book.

FORM

Ministry of ----------

Government of ---------- /Department of ----------

Office of ----------

No. ---------- (Name of Station) Dated the ----------

Certificate of the Disbursing Officer
regarding premium deduction on account of PLI

Certified that a sum of Rs. ---------- (in words also) being the amount of premium/premia on PLI policy/policies No. ---------- dated ---------- of Shri ---------- (with office address) for the month (s) (Name's of month's with year) was last deducted from the salary for the month(s) of (name of month(s) with year), paid on ---

Signature
(With full name in Block capitals &
---------- (office seal) Designation of Disbursing officer)

PREMIA AS WELL AS POLICIES WHEN DUE PAYABLE ONLY IN INDIA

50. If the purchaser of a PLI / RPLI policy leaves India, he must arrange with the Postmaster/ Manager of Central Processing Centre (GPO/ Head Post Office)/DDO for the payment at any Indian Post Office of the premia payable on his policy. If the insured person dies out of India, the value of his policy will be paid to the nominee(s)/legal heir(s). The payment shall be made by the Postmaster/ Manager of Central Processing Centre (GPO/Head Post Office) by means of an account payee crossed cheque, "Not negotiable"[42].

REDUCTION, DISCONTINUANCE OR COMMUTATION AND OTHER ALTERATIONS

51. (1) A policy holder holding a policy other than Anticipated Endowment Assurance and 10 Year Rural PLI policy may at any time apply for reduction of his monthly premium and sum assured without altering the class of his policy, or after payment of premia for not less than three years he may apply to have his policy made paid –up for a reduced sum assured free from further payment of premium. The paid up value of any policy will be the amount bearing to the total sum assured the same proportion as the total period for which premia have been paid bears to the maximum period for which premia were originally payable. Paid Up policies will not attract bonus with effect from the date of discontinuance of premia[43]. Proportionate bonus shall however be paid on paid up value after completion of 5 years i.e. if a policy remains in force at least for 5 years.

Exception: the above Rule regarding the amount of the paid up policy does not apply to the following cases: -

(i) Where there are arrears of premiums, and

(ii) Where there is any outstanding loan or interest due.

(2) Commutation of future premiums by payment of a lump sum may be permitted at any time.

(3) In the case of policies other than Joint Life Assurance, Children Policy, Anticipated Endowment Assurance policies and 10 Year Rural PLI, conversions involving alteration of policy terms other than reduction, discontinuance or commutation of premia referred to above will be allowed only after payment of premia for an integral number of years and in any case where it is intended to extend the premium term or to defer the maturity date, on the production of a medical certificate of good health at the expense of the assured. Such conversions will be permitted only once on the duration of each policy without a fee. Second and subsequent conversions shall be subject to a small fee not exceeding Rs. 20/- or as may be fixed by the Department, in each case.

(4) No alteration from Anticipated Endowment Assurance and 10 Year Rural PLI policy to other classes of policies or vice-versa, or alterations in the selected term or in the sum assured of the Anticipated Endowment Assurance policy and 10 Year Rural PLI policy will be allowed.

(5) No such conversion of a policy as would put the date of maturity or of cessation of premium to a date preceding or within one year from the date of conversion is admissible.

PAYMENT OF POLICIES

52. (1) (a) An insured person claiming maturity value of the policy shall be required to fill up and sign an application in the prescribed form available at any Post Office or website of the Department, and forward it to the Postmaster /Manager of Central Processing Centre (GPO/ Head Office) direct or through any Post Office with the documents prescribed by the Department.

(b) In case of claim arising due to death of the insured, the claimant shall fill and sign the application in the prescribed form available at any Post Office or the Website of the Department, and forward it to the Postmaster/Manager of Central Processing Centre (GPO/Head Office) direct or through any Post Office with the death certificate and other documents as prescribed by the Department from time to time.

(c) For claiming the amount of survival benefit i.e. periodical payments in AEA and 10 Year RPLI policy, the insured person is required to fill up and sign an application in the prescribed form available at any Post Office or website of the Department and forward it to Postmaster/Manager of Central Processing Centre (GPO/Head Office) direct or through any Post Office with the documents as prescribed by the Department from time to time.

(d) If the prescribed form for the claims in paras (a), (b) and (c) above is not available the claim may be preferred by an application on plain paper.

(2) On receipt of the application and the documents, Postmaster/ Manager of Central Processing Centre (GPO/Head Office) shall examine title of the claimant and if the claim is found admissible and if it is within his power, shall issue an order for payment of the sum assured or the periodical survival benefit, as the case may be or forward the case to Postmaster General or Head of Division as the case may be, depending upon the claim amount and powers of such authorities, or for approval of the claim, and after the receipt of approval from such authority, shall issue an order for payment of the sum assured or the periodical survival benefit, as the case

may be, under the policy less the amount, if any, due on account of the premium in arrears and interest thereon. If the premium for any month remained unpaid on the last working day of the month (in case of March it is1st April), the provisions of Rule 56 or 57, as the case may be, will apply. The orders for payment of the amount of maturity value, death claim or survival benefit shall be issued to the concerned Postmaster, under intimation to the claimant. The amount sanctioned shall be paid to the claimant on his surrendering the payee's copy (on the Postmaster's copy if the payees copy is lost and an endorsement shall be made to this effect duly signed by the payee with witness) of the order at the Post Office and signing a receipt for it, duly stamped, where necessary, on the back of the order. The Department accepts no responsibility whatsoever for delays which may occur in the settlement of the claims. Claimants are, therefore, strongly advised to submit their claims sufficiently in advance of the date of maturity of the policies together with proof of payment of premium for the last six months prior to the date of last installment of premium in the shape of Disbursing Officer's Certificate, viz. a certificate of recovery by the officer disbursing his pay & allowances. If the payment is made through cheque or direct credit in Post Office Saving Bank account or any other mode, as prescribed by the Department from time to time then the Dispatch particular along with the details of the cheque or details of SB account or other mode shall be noted on the Postmaster's copy of sanction.

Exception: - If, however, it is established that the delay in the payment of claims was attributable to administrative delays, ex-gratia payment of interest at the rate of 8% per annum on the unsettled amount of claim shall be paid for the delay beyond this period stated as under:[44]

(i) For more than 30 days from the actual date of receipt of complete claim papers or 30 days from date of maturity whichever is later, in the case of maturity claim.

(ii) For more than 60 days, from the actual date of receipt of complete claim papers in the case of death claim under policies where no investigation is required.

NOTE 1: If the claimant is the legal assigns of the policy, he will further be required to forward to the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) any deed of assignment that he may hold. The Postmaster of Central Processing Centre (GPO/ Head Office)/ Head of Division/ Postmaster General shall in such a case after making such further inquiries as he may deem fit, approve the payment of the amount admissible to the assigns.

NOTE 2: Postmaster/ Manager of Central Processing Centre (GPO/ Head Office)/Head of Division/Postmaster General may sanction maturity/death claims within the limits prescribed by Director General of Posts from time to time.

NOTE 3: The Department will not be liable for payment of interest for delay on amount of any type of claim/benefit if insurant has not preferred claim on due date.

53. Settlement of early death claims

Cases of early death i.e. before completion of 3 years from the date of Acceptance of a policy will be investigated thoroughly to enquire if the insurant while submitting the proposal had suppressed material information which otherwise would not have allowed the proponent to be eligible for PLI/RPLI and it should be examined whether insurant was suffering from any disease prior to taking of a policy, whether there was any deliberate attempt on the part of marketing staff to insure sub standard life or to cause loss to fund and whether the cause of death had any relation to the disease. The Postmaster General after satisfying himself may sanction death claim.

54. In death claim for an amount up to ₹3,00,000/- (₹ three lakh only), where no nomination exists or nominee pre-deceases insurant, the production of succession certificate may be waived by the Head of Circle, provided the case is recommended by the Postmaster General concerned on valid grounds. After waiver, the case shall be settled by Postmaster/ Manager of Central Processing Centre (GPO/ Head Office)/ Head of Division/Postmaster General, as per the limits of the claim sanction prescribed by Director General of Posts from time to time, observing usual formalities.

SURRENDER OF POLICIES

55. A policy other than an Anticipated Endowment Assurance, 10 Year Rural PLI and Children policy may be surrendered for an immediate payment in cash, provided the policy is of not less than three years duration. In such a case, the insured person or the assigns of the policy, as the case may be, shall give notice of surrender, in writing, to the Postmaster/Manager of Central Processing Centre (GPO/Head Office) concerned and forward the policy or a duplicate copy thereof or Indemnity bond (if policy is lost) at any Post office along with the premium receipt book, if premia had been paid in cash and loan repayment receipt book, if loan principal/interest is outstanding. The concerned Post Office will send all those documents to the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) from

where the same will be sent to the concerned approving authority for approval. Further deductions on account of premium from the pay of the insured person shall cease on receipt of instructions of Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) issued after approval of the concerned approving authority. A policy surrendered under this rule shall continue to be in force till the end of the month in which the application for surrender is received by the approving authority concerned and accordingly the premium shall also be payable for the period for which the policy continues to be in force. For policies in respect of which premium is paid annually in advance, surrender value is to be calculated at the end of the year irrespective of the date of surrender but payment of surrender value may be made when the policy holder asks for it. No bonus will be paid in respect of a policy with effect from the date of discontinuance of premia[43]. Proportionate bonus shall be paid on paid up value after completion of 5 years i.e. if a policy remains in force at least for 5 years.

55.1. On receipt of the notice and the documents referred to in this rule, the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) shall examine the title of the claimant and calculate the surrender value of the policy in accordance with the prescribed formula. The admissible surrender value of the policy should also be communicated to the claimant for sending his consent/dissent in writing regarding taking payment or not taking payment of the admissible surrender value of the policy intended to be surrendered. On receipt of consent of insurant for taking payment of admissible amount of surrender value communicated to him, Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) will approve the case at his own level, if within his powers, or send the case to concerned approving authority for approval. After approval of the case by concerned approver, Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) will issue sanction for payment of admissible amount of surrender value to the concerned Postmaster under intimation to the claimant. The amount sanctioned shall be paid to the claimant on his surrendering the payee's copy of the order at the Post Office and signing a receipt for it, duly stamped, where necessary, on the back of the order. In case of payment through cheque Rule as prescribed in 52(2) may be followed.

55.2 Approving Authority (as modified from time to time by executive order of CGM (PLI), in his discretion, may allow withdrawal of an application for surrender at any time before the surrender value is actually paid to the applicant if sufficient reasons are adduced for such a withdrawal, and if the withdrawal would not adversely affect the interest of the Fund.

Lapsing of policy within thirty six months and settlement of death claims[45 to48]

56.(1) The policy for which any premium/premia have become due, not paid either on first day of the month for which the premium is due or within the period of grace allowed as per Rule 44, the policy shall become void.

56.(2) (a) In the case of a policy which has not completed thirty six months from the date of acceptance of the policy and where any premium/ premia have become due, not paid either on first day of the month for which the premium is due or within the period of grace allowed as per Rule 44, the policy shall become void and if death of the insurant takes place at any time after becoming the policy void, all claims to any benefit in virtue thereof shall cease and all money that have been paid in consequence thereof shall be forfeited except in cases mentioned hereafter;

(i) Provided that for the purpose of this rule, an insured person is not to be considered as in arrears of premium for any months so long as he has not been able to draw his pay, pension, or subsistence allowance during suspension, or if the insured person is on leave in India, any leave allowance though due for the month next before it is due because of circumstances beyond his control.

(ii) Provided further that the provisions of (i) above shall not be applicable to the insurants who pay their premium/premia in cash.

(b) Notwithstanding what is stated above, if death of the life assured occurs within thirty six months from the date of acceptance of the policy, a further period of remission shall be allowed in respect of such polices where premia remain unpaid beyond the period of grace permitted under Rule 44 in the following manner;

(i) If the death of the life assured occurs within six months of the date of acceptance of the policy, no remission period beyond the period of grace shall be allowed.

(ii) If the death of the life assured occurs within twelve months but not before completion of six months from the date of acceptance of the policy, a remission period of 30 days shall be allowed in addition to the period of grace.

If the death of the life assured occurs within twenty four months but not before the completion of twelve months from the date of acceptance of the policy, a remission period of sixty days shall be allowed in addition to the period of grace.

(iv) If the death of the life assured occurs within thirty six months

but not before the completion of twenty four months from the date of acceptance of the policy, a remission period of ninety days shall be allowed in addition to the period of grace.

(v) In the event of death of the life assured taking place during the period of remission allowed as per Rule 56(2)(b) (i) (ii) (iii) and (iv) above and before payment of arrears of premium/premia that had become due along with interest thereon, the policy shall still be considered valid and the sum assured paid to the nominee or legal heir of the insurant as the case may be after the deduction of unpaid premium/ premia from the claim amount along with interest thereon at such rate as may be prescribed by Director General of Posts.

NOTE 1: -The Postmaster General, however, has discretionary powers in special cases to allow ex-gratia payment of the value of a policy or a part thereof, or ex-gratia refund of premia paid by the insurant or part thereof, with interest or without interest, provided he is satisfied that there has been no deliberate infringement of rules with the object of using the insurance fund in a manner adversely affecting its interest, and circumstances warrant payment of policy money.

56.(3) In the event of a policy-holder of a void policy desiring re-in statement of his/her policy within a period not later than six months from the date of first unpaid premium had become due in respect of such policy, he may deposit all the arrears of premium/premia till the date of payment along with interest thereon at the rates as prescribed by the Director General of Posts in the Post Office or online on the authorized website of the Department of Posts. The re-instatement of the policy shall be automatic without any further act on the part of the insurant or the Department, subject to continued insurability of the life at the time of payment of arrears, and for that the insured person shall submit declaration of good health;

(i) Provided that if any payment purporting to be premium payments are made during the period of six months mentioned above and if they do not cover all the arrears together with interest thereon required to prevent the policy from becoming void, such payment shall be held in suspense and shall not be considered as payment by way of premium to cover the risk of the life assured. No claim whatsoever shall lie on the Department in the event of death of the life assured during such period when premium/premia are held in suspense and the policy is not re-instated. Such premia as are held in suspense shall be refunded to the policy holder or his/her nominee or his /her legal heir as the case may be, as and when applied for along with interest as prescribed by the Director General of Posts.

NOTE 1: - DELETED

Lapsing of policy beyond thirty six months and settlement of claims[45 to 48]

57. (1) If in the case of a policy which has remained in force for not less than thirty six months from the date of acceptance of the policy, and where any premium/premia have become due after such period, not paid either on first day of the month for which the premium is due or within the period of grace allowed as per Rule 44, the policy shall cease to be active and treated as lapsed at the end of twelve months from the date the first unpaid premium had become due in respect of such policy;

(i) Provided that for the purpose of this rule an insured person is not to be considered as in arrears of premium for any month so long as he has not been able to draw his pay, pension or subsistence allowance during suspension, or, if the insured person is on leave in India, any leave allowance though due, for the month next before it is due because of circumstances beyond his control.

(ii) Provided further that the provision (i) above shall not be applicable to the insurants who pay their premium in cash.

57. (2)(a) Should the policy become a claim either due to death of the life assured or completion of term of the policy within the said period of twelve months from the date first unpaid premium had become due, the claim for the payment of the policy shall be accepted subject to deduction of all arrears of premium/premia together with interest thereon from the date the first unpaid premium in respect of such policy had become due to the date of its becoming a claim, at interest rate prescribed by the Director General of Posts and subject to further deduction of accumulated loan and interest thereon, if any.

(b) If within the above said period of twelve months the policy does not become a claim either due to the death of the life assured or on completion of term of the policy and if no application for surrender value or for making the policy paid up policy is received within that period, the policy will be automatically kept alive only to the extent of its paid up value provided such paid up value is not less than Rs. 10,000/-.

57. (3) In the event of a policy holder of a policy that has became inactive in terms of sub rule (1) above desiring re-instatement of his/her policy within a period not later than 12 months from the date the first unpaid premium in respect of such policy had become due, he may deposit all the arrears of premium/premia up to date of payment along with interest thereon at the prescribed rates in the Post Office or online on the authorized website of the Department of Posts. The re-instatement of the policy shall be automatic without any further act on the part of the insurant or the department subject, however, to

continued insurability of the life at the time of payment of arrears, and for that the insured person shall submit declaration of good health.

57. (4) Provided that if any payment purporting to be premium payments are made during the aforesaid period of 12 months mentioned in sub rule (3) above and if they do not cover all the arrears together with interest thereon required to prevent the policy from ceasing to be active at the end of 12 months such payment shall be held in suspense and shall not be considered as payment by way of premium to cover the risk of the life assured. No claim, whatsoever shall lie on the department in the event of death of the life assured taking place during such period when premia are held in suspense and the policy is not re-instated. Such premia as are held in suspense shall be refundable to the policy holder, his/her nominee or his/her legal heir as the case may be, as and when applied for, with interest as prescribed by the Director General of Posts at the time of such refund.

(ii) For the policies in respect of which premium is paid annually in cash in advance no refund of premium shall be allowed except in the case of a claim arising out of death when the premium for the unexpired months shall be refunded.

NOTE 1: - DELETED.

REVIVAL OF POLICIES[45 TO 48]

58. (1) Authority competent to accept proposal, may in his discretion, on receiving an application in the prescribed proforma allow a policy, which has become void in terms of Rule 56(1), or has ceased to be active in terms of Rule 57(1) and has not been re-instated under the provisions of Rule 56 (3) or 57(3), to be revived provided that the said policy has not attained the date of maturity and a period of consecutive 5(five) years has not passed from the date of first unpaid premium and the life assured is insurable at the time of revival. Such revival shall be subject to payment, within a date to be specified by the competent authority, of all arrears of premia with interest thereon at the rates prescribed by the Director General of Posts and calculated from the date the first unpaid premium in respect of such policy had become due and certificate from an authorized medical attendant in the prescribed proforma certifying that the life assured is insurable having regard to the insurants health and habits and of evidence to show that there has been no adverse change in his/her personal or family history or his/her occupation.

58. (2). A policy shall not be considered to have been revived unless an application for that purpose has been made and until the policy has been formally revived in writing.

58. (3). Any payments purporting to be premium/premia payments made after a policy has become void in terms of Rule 56(1) or has ceased to be active in terms of Rule 57(1) but before the policy is formally revived in terms of sub rule (1) and (2) above shall be held in suspense and shall not be considered as payments by way of premium/premia to cover the risk of life assured. No claim whatsoever shall lie on the department in the event of death of the life assured during such period when premium/premia are held in suspense and the policy is not revived. Such premia as are held in suspense shall be refunded to the policy holder, his/her nominee or his/her legal heir as the case may be, as and when applied for, with interest as prescribed by the Director General of Posts.

58.(4). The Postmaster General/ Head of Division/ Postmaster/ Manager of Central Processing Centre (GPO/ Head Office), may at his discretion in order to revive a policy which has become void under Rule 56 (1) or cease to be active under Rule 57(1) allow the arrears of premia along with interest payable thereon to be paid in convenient installment not exceeding 12 installments in deserving cases under a specific order to be issued in writing. In such cases, the risk of the life assured shall be covered from the day the first installment is deposited provided that subsequent installments have been paid regularly thereafter, as also the normal monthly premia besides the arrears as become due have been deposited regularly as and when due without fail. In the event of death of the insurant, who has been depositing the installment of arrears as directed by the Postmaster General/ Head of Division/ Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) besides the normal monthly premia regularly as and when due notwithstanding the fact that some arrears of premia remain unpaid at the time of death, the claim against the said policy shall be accepted subject to the deduction of such arrears of premia and interest thereon besides loan amount and interest thereon, if any, from the claim amount.

58 (5). For revival of RPLI policies, these rules shall apply mutatis mutandis.

NOTE: -The revival of a policy under Rule 58 shall be allowed on any number of occasions during the entire term of the policy including the relaxation given under Rules 56(3) and 57(3) for re-instatement. However, a period of consecutive 5(five) years should not have passed from the date of first unpaid premium against such lapsed policy.

LOAN ON POLICIES

59.(1) (a) Loan may be granted on the security of policies other than Anticipated Endowment Assurance, Ten year Rural PLI and Children policies issued under these rules. Such loans may be granted on the

security of a Whole Life policy, if it has been in force for at least four years and is otherwise unencumbered. The maximum admissible amount of loan will be 90% of surrender value of the policy which will be subject to the condition that amount of loan should not become less than ₹1000.

(b) Loan may also be granted on the security of an Endowment Assurance policy including Joint Life Assurance, if it has been in force for at least three years. The maximum admissible amount of loan will be 90% of surrender value of the policy which will be subject to the condition that the amount of loan should not become less than ₹1000/.

59. (2).Application for loan in the prescribed form available at any Post Office shall be made to the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) along with the Policy document, premium receipt book (in case of cash policy), and loan repayment receipt book (in case of second or subsequent loan) and disbursing officer's certificate for last six months for deduction of premia (in case of pay recovery policy). The loan application form duly filled in and signed by the insurant, along with the policy document and other documents as mentioned above, shall be handed over, against a receipt, to the Postmaster of any Post Office. The Postmaster concerned shall, immediately forward all the papers to the Postmaster/ Manager of its Central Processing Centre (GPO/ Head Office). Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) shall on receipt of the application and documents, shall verify connected records relating to that policy for eligibility of loan and whether the policy is free from encumbrances. He shall also calculate the amount of loan as admissible on the date of application and sanction the loan, if admissible, on the conditions stated above. A copy of the sanction along with a loan bond with the relevant entries filled in shall be forwarded to the Postmaster concerned with instructions to pay the amount to the applicant after his executing the loan bond, which shall be returned by the Postmaster and kept with the policy and the application for loan in safe custody with the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office). The policy shall be released to the insured person or the party legally entitled thereto after ensuring that the amount of loan and interest have been completely repaid. The amount of loan sanctioned should be in complete multiples of Rs. 100/-. Insured person will be supplied by the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office), through the Post Office concerned, with a loan repayment receipt book, in which the Postmaster will enter under his initials with date each installment of amount paid in repayment of the loan. In the event of loss of the loan repayment receipt book, the procedure

laid down in Rule32 shall be followed. The policy against which loan is taken should always be assigned to the President.

If an insured person has assigned his policy in favour of another person, loan on such a policy will be granted to the insured person only on his getting the policy re-assigned in his favour and then assigning it to the President. A second or subsequent loan not exceeding the amount prescribed in sub-rule (1) of this rule may be granted by Postmaster/Manager of CPC on the security of a policy on which one loan has already been granted. The second or subsequent loan shall not, however, be granted until full repayment of the previous loan.

Revised Limits of first and subsequent loan against PLI & RPLI Policies:

Sl.No.	Designation	Existing Limit	Proposed revised limits
1.	Postmaster of CPC of HOs/GPOs	No Limit	No Limit

59. (3).The loan may be repaid at any time. It may also be paid in installments of amount not less than Rs. 100/-. Interest will be charged @ 10% per annum compounding half yearly from the date of disbursement of loan and should be paid on or before the dates specified in the loan bond and loan repayment receipt book. Interest for the half year will be charged on the amount outstanding on the first day of the half year, and any repayment made during that half year will be taken into account for calculation of interest only for the next half year. In the case of final repayment, interest will not be charged beyond the last date of the month in which the final repayment is made provided that interest had already been charged on the loan for at least six months. The responsibility for payment of interest rests solely on the insurant. A notice regarding the amount to be paid as half yearly interest will be issued to the insurant only when there is a change in the amount payable as interest as a result of payment of a part of the principal.

But the plea of non-receipt of such a notice cannot in any circumstances be accepted for non-payment of interest. If the interest is not paid on the due date, it will be added to the outstanding amount of loan and usual interest charged thereon.

In the event of defaults in the payment of half yearly interest or defaults in repayment of loan, the Postmaster/Manager of Central Processing Centre(GPO/Head Office), will send 1st reminder/intimation to insurant when loan capitalization(including due interest) reaches

90% of the surrender value and 2nd intimation/reminder when loan capitalization (including due interest) reaches 95% of the surrender value and final notice to pay off outstanding loan amount and due interest when loan capitalization reaches 100% of the surrender value.

If the due amount is unpaid within 30 days from the date of issue of 3rd intimation/reminder, the policy shall be forcibly surrendered and the balance, if any of such surrender value will be paid to policy holder thereto.

However, the forced/auto surrender shall not be applied in following cases:

(i) Where policy becomes a claim

(ii) Maturity date of the policy is within the next one year

The outstanding balance of the loan with interest will be recovered from the value of the policy at the time of settlement of the claim. Interest on a loan will accrue up to the last date of the month in which the policy becomes a claim either by maturity or by surrender, provided that interest for at least six months had been charged on the loan."

59. (4). The insurant is advised in his own interest to send an intimation of final repayment of his loan to the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office). On receipt of the above intimation, interest chargeable up to the end of the month of final repayment (provided that interest on the loan has already been charged for at least one-half year) shall be calculated by the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) and communicated to the insurant under registered post. The insurant shall be required to pay the amount of interest at any Head or Sub Post office within 21 days from the date of issue of intimation by the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office).

59.(5). If the insured person wants to surrender the policy before repayment of the loan, he should apply to the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office), with whom his policy is kept as security, to surrender the policy, adjust the surrender value thereof to the balance of loan and interest due and to pay him the balance, if any. On receipt of this application, the Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) will take necessary steps to stop recovery of further premium and to surrender the policy.

60. Where in respect of any policy maturing for payment, the Postmaster General/ Head of Division/ Postmaster/ Manager of Central

Processing Centre (GPO/ Head Office) is of opinion that by reason of conflicting claims to or insufficiency of proof of title to the amount secured thereby or for any other adequate reason it is impossible otherwise for him to obtain a satisfactory discharge for the payment of such amount, he may take steps, after the expiry of the period prescribed in Section 47 of the Insurance Act,1938, to apply to the Court having jurisdiction for permission to pay the amount into it in accordance with the provisions of Section 47 of the said Act. If the court allows the application, payment shall be made into the court. The Postmaster General/ Head of Division/ Postmaster/ Manager of Central Processing Centre (GPO/ Head Office) shall also transmit every notice of claim received after the making of the application to the court in order to enable the court to dispose of claims relating to the amount. Upon such payment the fund is discharged of liability in respect of the policy.

61. **Suicide Cases:**

[50]In the event of an insured person committing suicide any time after the date of acceptance of the policy (whether sane or insane at that time) and after having paid his first premium in full but not after expiry of two years from such date of acceptance or payment of first premium whichever is later, the policy shall become void and no claim whatsoever shall be entertained by the department by the virtue of the said policy except to the extent of the bonafide beneficial interest which any person (other than the life assured) shall have acquired in the said policy for valuable consideration for which one calendar months notice, before the death of insured person, should have been given to the Director General of Posts or Postmaster General concerned on his behalf; and provided further that sufficient proof shall have to be produced in regard to having acquired such interest in the policy to the satisfaction of the Director General of Posts or Postmaster General.

62. **Settlement of death claim cases of murder of the insured committed by the nominee(s) or any legal representative(s)**

If the policy holder is murdered by any of the legal representative/ nominee(s), the policy money shall not be paid to the murderer even if he/she is acquitted by the competent court of law by giving him/ her the benefit of doubt. If person(s), who in the event of death of policy holder, is/are eligible to receive the policy money under Post Office Life Insurance Rules 2011, is/are charged with the offence of

murdering the policy holder or for abetting the commission of such an offence, the claim of such person(s), including other eligible member or members of the family to receive the policy money, shall remain suspended till the conclusion of the criminal proceedings instituted against him/them. If on the conclusion of the criminal proceedings, the person(s) concerned is/are convicted for the murder or abetting the murder of the policy holder or acquitted thereof by giving benefit of doubt, such person(s) shall be debarred from receiving the policy money which shall be payable to other eligible legal heir(s) of the policy holder.[38]

APPENDIX

Procedure to be followed in connection with proposals submitted by Defence Service Personnel

1. Any member of the Defence Services wishing to insure his life, or to purchase an endowment assurance policy, may obtain the prescribed proposal form from a head post office(1 CBPO / 2 CBPO) or sub-post office (FPOs under 1 CBPO OR 2 CBPO)or from his unit (Parent Unit or Postal Unit serving Parent unit), ship establishment or office. As far as possible he should answer the questions in the proposal form in his own handwriting as he is responsible for the answers to questions available in the Proposal form. He should submit his proposal to his "immediate superior", i.e.,
   (a) in the case of proposers belonging to the Indian Army and serving with units the Officer Commanding or Officer answering in his place.
   (b) in the case of proposers belonging to the Indian Navy the Commanding officer of the ship or establishment;
   (c) In the case of proposers belonging to the Indian Air Force, the unit or station commander.
   (d) in the case of proposers belonging to the Indian Army, Navy, Air force not serving with units the immediate superior officer of Commissioned or Gazetted rank;
2. The "immediate superior" will read and explain the proposal to the proposer and obtain his signature (left hand thumb impression, if the proposer is unable to sign) in his presence and sign the prescribed certificate on the proposal form.
3. The "immediate superior" should prepare in his own office, if possible or obtain from the officer maintaining the records a certified copy of descriptive particulars of the proposer contained in their official records.
4. The "immediate superior" should obtain the proposer's signature (left hand thumb impression, if the proposer is unable to sign) on this certified copy in his own presence and then attach it to the proposal.
5. The certified copy of descriptive particulars should contain the following information:
   (a) Full name
   (b) Father's name
   (c) Place of birth
   (d) Date of birth
   (e) Date of enrolment

(f) Identification mark (at least two)

(g) Rank/rating; parent arm/corps; present unit/ship appointment personnel/official number.

(h) If commissioned, type of commission i.e., permanent, short service, extended service etc.

(i) Particulars of the officer maintaining the proposer's pay accounts.

(j) Particulars of the officer who will accept debit for the premium recoverable from the insured as well as from the Defence Services Estimates.

6. In the case of members of Defence Services the "immediate superior" will also discharge the following duties.

(a) Will carefully scrutinize the proposal and the certified copy of descriptive particulars with special reference to the admissibility of the terms of the proposal, and if it is found that the life of the proposer was on any previous occasion rejected on medical grounds, either by the post office life insurance fund or by private insurance company or the proposer had ever been found medically unfit for any particular type of duties, the medical opinion should if possible be obtained and forwarded with the proposal form to the medical officer to whom the proposer is sent for medical examination; otherwise the attention of the medical officer should be specially drawn to the entries to that effect made against the relevant questions by the proposer in the proposal form.

(b) Should compare the entry regarding the proposer's age as entered in the proposal form with the corresponding entry in the certified copy of descriptive particulars and if there is any discrepancy he should take immediate steps to have it reconciled. If necessary he will obtain from other officials of the branch to which the proposer belongs or from the officials of any other branch or department under whom the proposer may have served or from the persons named in the proposal or, from any other source, information regarding the proposer's age.

7. **EXEMPTION OF DEFENCE PERSONNEL FROM MEDICAL EXAMINATION**

Defence personnel who are in medical category 'SHAPE-1 for Officers and 'AYE' for JCOs/NCOs/OR, will be exempted from Medical Examinations while submitting the proposal for taking Postal Life Insurance Policy. Full claims for sum assured along with the vested bonus will be admissible to the claimant(s) if a policy becomes claim after its acceptance. Suicidal cases will however be governed by the existing Post Office Life Insurance Rules - 2011.

8. **EXEMPTION OF ASSAM RIFLES AND PARA MILITARY FORCES PERSONEL FROM MEDICAL EXAMINATION**

Assam Rifles and Para Military personnel who are in medical category 'SHAPE-1 for Officers and 'AYE' for JCOs/NCOs/OR or equivalent, will be exempted from Medical Examinations while submitting the proposal for taking Postal Life Insurance Policy. Full claims for sum assured along with the vested bonus will be admissible to the claimant(s) if a policy becomes claim after its acceptance. Suicidal cases will however be governed by the existing Post Office Life Insurance Rules - 2011.

9. The defence civilian proponents shall be subject to usual medical examination by the respective Medical Officers as prescribed in "Post Office Life Insurance Rules 2011". All other terms and conditions of medical examination shall also apply as mentioned in the concerned rules of "Post Office Life Insurance Rules 2011".

10. Marketing staff: Every APS personnel are eligible to work as marketing staff for procurement of PLI Business and act as 'Agent' for the purpose. He will procure PLI business either directly from personnel of defence, Assam Rifles/ Para Military or from units in bulk. He will collect the proposal forms and carryout the prescribed checks before submitting to the Officer Commanding Postal Units who will hitherto fore called as 'Field Guide'.

11. Scrutiny of PLI Proposals & submission of invoices by Postal Units (Field Guides)

Field guides shall scrutinize the proposal forms and affix his signature in each form in token of having checked them keeping in view their eligibility conditions and forward them to Addl D G of APS (PLI Cell) for acceptance and issue of policy documents or otherwise.

12. Action at O/O Addl. D G of APS

Thoroughly check the proposal form and return the forms wherever wanting of signature and non availability of supporting documents if any. Necessary follow up action, if proposal is fit for acceptance, may be taken by issue of acceptance letter, policy documents, etc.

13. Arrangement for recovery of PLI premium/premia from the PAO concerned in respect of Pay recovery policy

A consolidated transcription sheet is prepared PAO wise and sent to PAO concerned where ever necessary for recovery of premium/premia from the Individual Running Ledger Account/Monthly Pay account of the proponents concerned.

14. Importance of first premium payment

Where the proposer has authorized the officer responsible for the maintenance of his pay and accounts to recover the first premium

by deduction from his pay & allowances, this should not be left over to be made in the beginning of a month. On receipt of the letter of authority from the proposer through the Addl. D G of APS (PLI Cell), the officer responsible for maintaining the pay and accounts should, where necessary, treat the amount of the first premium as an advance of pay given to the proposer and simultaneously show it as credited to Government by way of recovery of the first premium. The contract of insurance with the proposer will take effect from the date of acceptance of proposal as well as the payment of the first premium into a post office or into the imprest account of the ship or unit or in the case of recovery from pay from the date of debit to the Individual Running Ledger Account (IRLA) even though a corresponding credit is not afforded in the Government account on that day. The Postmaster (including base and field postmaster), the holder of the imprest account or the officer recovering the first premium from pay should send an immediate report in the prescribed form to the Addl. D G of APS as soon as first premium is paid. On receipt of the intimation of the payment of the first premium either from the Post office or from the imprest holder or from the officer maintaining the pay accounts, as the case may be, the Addl. D G of APS will arrange for the issue and delivery of the policy to the proponent direct or through training establishment concerned. In all cases the officers maintaining the pay and accounts will be instructed by the Addl. D G of APS to recover the second and subsequent premium as a standing arrangement.

NOTE 1: Payment of the first premium should not be accepted by a Postmaster or holder of imprest account if he knows that the person tendering it is at the time is no longer eligible for admission to the benefits of the Post Office Insurance Fund. In similar circumstances the officer responsible for maintaining the pay and accounts should not effect recovery of the first premium from pay etc. In such a case intimation of the fact should be given to the Addl. D G of APS.

15. The PAOs concerned are required to send PLI recovery schedules for first premium and advance schedules for subsequent premia on quarterly basis for the quarter ending Feb, May, Aug and November of the year by Ist week of Dec, March, June and Sep of the year to DPLI, Kolkata with one copy to Addl. DG of APS. Addl DG of APS shall keep watch over timely receipt of the schedules from each PAO. The certified copies of schedules received from the DPLI, Kolkata shall be tallied with the copies of schedules received from the PAO concerned and the discrepancies, if any, shall be got reconciled.

16. The “Post Office Life Insurance Rules 2011” shall apply equally to PLI policies in APS except where specially mentioned.

PART – II

Premium Tables

TABLE-1

POSTAL LIFE INSURANCE
POST OFFICE INSURANCE FUND-PREMIUMS IN FORCE FROM THE 4th AUGUST-2003

WHOLE LIFE ASSURANCES
(MONTHLY PREMIUMS FOR AN ASSURANCE OF Rs.5000/-)

Age at Entry	Premium ceasing at the age of			Age at Entry
	55 yrs	58 yrs	60 yrs	
19	8	7	7	19
20	8	8	7	20
21	8	8	8	21
22	8	8	8	22
23	9	8	8	23
24	9	9	8	24
25	9	9	9	25
26	9	9	9	26
27	10	9	9	27
28	10	10	9	28
29	11	10	10	29
30	11	11	10	30
31	12	11	11	31
32	12	12	11	32
33	13	12	12	33
34	14	13	12	34
35	14	13	13	35
36	15	14	13	36
37	16	15	14	37
38	17	16	15	38
39	18	16	16	39
40	19	17	16	40
41	21	18	17	41
42	23	20	18	42
43	25	21	19	43
44	27	23	21	44
45	30	24	22	45
46	33	27	24	46
47	38	29	26	47
48	42	32	28	48
49	49	35	30	49
50	59	40	33	50
51		49	41	51
52		57	46	52
53		67	52	53
54			59	54
55			70	55

TABLE-II

POSTAL LIFE INSURANCE

POST OFFICE INSURANCE FUND- PREMIUMS IN FORCE FROM THE 4th AUGUST -2003

ENDOWMENT ASSURANCES

(MONTHLY PREMIUMS FOR AN ASSURANCE OF Rs.5000/-)

Age at Entry	Maturity Age							Age at Entry
	35	40	45	50	55	58	60	
19	26	19	15	12	10	9	9	19
20	27	20	16	13	10	10	9	20
21	29	21	16	13	11	10	9	21
22	32	22	17	14	11	10	10	22
23	35	24	18	14	12	10	10	23
24	38	26	19	15	12	11	10	24
25	42	27	20	16	13	11	11	25
26	47	29	21	16	13	12	11	26
27	53	32	22	17	14	12	12	27
28	61	35	24	18	14	13	12	28
29	72	38	26	19	15	13	13	29
30	86	42	28	20	16	14	13	30
31		47	30	21	17	15	14	31
32		53	32	23	17	15	14	32
33		61	35	24	18	16	15	33
34		72	38	26	19	17	15	34
35		86	42	28	20	18	16	35
36			47	30	22	19	17	36
37			53	32	23	20	18	37
38			61	35	25	21	19	38
39			72	39	26	22	20	39
40			87	43	28	23	21	40
41				48	30	25	22	41
42				54	33	27	24	42
43				62	36	29	25	43
44				72	39	31	27	44
45				87	43	33	29	45
46					48	36	31	46
47					55	40	34	47
48					63	44	37	48
49					73	49	40	49
50					88	55	44	50
51						65	52	51
52						75	59	52
53						89	66	53
54							76	54
55							90	55

TABLE-II-A

POST OFFICE INSURANCE FUND
ENDOWMENT ASSURANCES
(QUARTERLY PREMIUMS FOR AN ASSURANCE OF Rs.5000/-)

Age at Entry	Maturity Age							Age at Entry
	35	40	45	50	55	58	60	
19	77.90	56.90	44.90	36.00	30.00	27.00	27.00	19
20	80.80	59.90	47.90	39.00	30.00	30.00	27.00	20
21	86.80	62.90	47.90	39.00	33.00	30.00	27.00	21
22	95.80	65.90	50.90	41.90	33.00	30.00	30.00	22
23	104.80	71.90	53.90	41.90	36.00	30.00	30.00	23
24	113.80	77.90	56.90	44.90	36.00	33.00	30.00	24
25	125.70	80.80	59.90	47.90	39.00	33.00	33.00	25
26	140.70	86.80	62.90	47.90	39.00	36.00	33.00	26
27	158.70	95.80	65.90	50.90	41.90	36.00	36.00	27
28	182.60	104.80	71.90	53.90	41.90	39.00	36.00	28
29	215.50	113.80	77.90	56.90	44.90	39.00	39.00	29
30	257.40	125.70	83.80	59.90	47.90	41.90	39.00	30
31		140.70	89.80	62.90	50.90	44.90	41.90	31
32		158.70	95.80	68.90	50.90	44.90	41.90	32
33		182.60	104.80	71.90	53.90	47.90	44.90	33
34		215.50	113.80	77.90	56.90	50.90	44.90	34
35		257.40	125.70	83.80	59.90	53.90	47.90	35
36			140.70	89.80	65.90	56.90	50.90	36
37			158.70	95.80	68.90	59.90	53.90	37
38			182.60	104.80	74.90	62.90	56.90	38
39			215.50	116.80	77.90	65.90	59.90	39
40			260.40	128.70	83.80	68.90	62.90	40
41				143.70	89.80	74.90	65.90	41
42				161.60	98.80	80.80	71.90	42
43				185.60	107.80	86.80	74.90	43
44				215.50	116.80	92.80	80.80	44
45				260.40	128.70	98.80	86.80	45
46					143.70	107.80	92.80	46
47					164.60	119.80	101.80	47
48					188.60	131.70	110.80	48
49					218.50	146.70	119.80	49
50					263.40	164.60	131.70	50
51						194.60	155.70	51
52						224.50	176.60	52
53						266.40	197.60	53
54							227.50	54
55							269.40	55

Note: The amount of net premium worked out according to term opted by a proponent should be rounded off to next rupee.

TABLE-II-B

POST OFFICE INSURANCE FUND
ENDOWMENT ASSURANCES
(HALF-YEARLY PREMIUMS FOR AN ASSURANCE OF Rs.5000/-)

Age at Entry	Maturity Age							Age at Entry
	35	40	45	50	55	58	60	
19	153.70	112.30	88.70	71.00	59.20	53.20	53.20	19
20	159.60	118.30	94.60	76.90	59.20	59.20	53.20	20
21	171.40	124.20	94.60	76.90	65.10	59.20	53.20	21
22	189.20	130.10	100.50	82.80	65.10	59.20	59.20	22
23	206.90	141.90	106.40	82.80	71.00	59.20	59.20	23
24	224.60	153.70	112.30	88.70	71.00	65.10	59.20	24
25	248.30	159.60	118.30	94.60	76.90	65.10	65.10	25
26	277.80	171.40	124.20	94.60	76.90	71.00	65.10	26
27	313.30	189.20	130.10	100.50	82.80	71.00	71.00	27
28	360.60	206.90	141.90	106.40	82.80	76.90	71.00	28
29	425.60	224.60	153.70	112.30	88.70	76.90	76.90	29
30	508.30	248.30	165.50	118.30	94.60	82.80	76.90	30
31		277.80	177.40	124.20	100.50	88.70	82.80	31
32		313.30	189.20	136.00	100.50	88.70	82.80	32
33		360.60	206.90	141.90	106.40	94.60	88.70	33
34		425.60	224.60	153.70	112.30	100.50	88.70	34
35		508.30	248.30	165.50	118.30	106.40	94.60	35
36			277.80	177.40	130.10	112.30	100.50	36
37			313.30	189.20	136.00	118.30	106.40	37
38			360.60	206.90	147.80	124.20	112.30	38
39			425.60	230.50	153.70	130.10	118.30	39
40			514.20	254.20	165.50	136.00	124.20	40
41				283.70	177.40	147.80	130.10	41
42				319.20	195.10	159.60	141.90	42
43				366.50	212.80	171.40	147.80	43
44				425.60	230.50	183.30	159.60	44
45				514.20	254.20	195.10	171.40	45
46					283.70	212.80	183.30	46
47					325.10	236.50	201.00	47
48					372.40	260.10	218.70	48
49					431.50	289.60	236.50	49
50					520.10	325.10	260.10	50
51						384.20	307.40	51
52						443.30	348.70	52
53						526.00	390.10	53
54							449.20	54
55							532.00	55

Note: The amount of net premium worked out according to term opted by a proponent should be rounded off to next rupee.

TABLE-II-C

POST OFFICE INSURANCE FUND
ENDOWMENT ASSURANCES
(YEARLY PREMIUMS FOR AN ASSURANCE OF Rs.5000/-)

Age at Entry	Maturity Age							Age at Entry
	35	40	45	50	55	58	60	
19	302.70	221.20	174.70	139.70	116.50	104.80	104.80	19
20	314.30	232.90	186.30	151.40	116.50	116.50	104.80	20
21	337.60	244.50	186.30	151.40	128.10	116.50	104.80	21
22	372.50	256.10	197.90	163.00	128.10	116.50	116.50	22
23	407.50	279.40	209.60	163.00	139.70	116.50	116.50	23
24	442.40	302.70	221.20	174.70	139.70	128.10	116.50	24
25	488.90	314.30	232.90	186.30	151.40	128.10	128.10	25
26	547.10	337.60	244.50	186.30	151.40	139.70	128.10	26
27	617.00	372.50	256.10	197.90	163.00	139.70	139.70	27
28	710.10	407.50	279.40	209.60	163.00	151.40	139.70	28
29	838.10	442.40	302.70	221.20	174.70	151.40	151.40	29
30	1001.10	488.90	326.00	232.90	186.30	163.00	151.40	30
31		547.10	349.30	244.50	197.90	174.70	163.00	31
32		617.00	372.50	267.80	197.90	174.70	163.00	32
33		710.10	407.50	279.40	209.60	186.30	174.70	33
34		838.10	442.40	302.70	221.20	197.90	174.70	34
35		1001.10	488.90	326.00	232.90	209.60	186.30	35
36			547.10	349.30	256.10	221.20	197.90	36
37			617.00	372.50	267.80	232.90	209.60	37
38			710.10	407.50	291.10	244.50	221.20	38
39			838.10	454.00	302.70	256.10	232.90	39
40			1012.70	500.60	326.00	267.80	244.50	40
41				558.80	349.30	291.10	256.10	41
42				628.60	384.20	314.30	279.40	42
43				721.70	419.10	337.60	291.10	43
44				838.10	454.00	360.90	314.30	44
45				1012.70	500.60	384.20	337.60	45
46					558.80	419.10	360.90	46
47					640.30	465.70	395.80	47
48					733.40	512.20	430.70	48
49					849.80	570.40	465.70	49
50					102.40	640.30	512.20	50
51						756.70	605.30	51
52						873.10	686.80	52
53						1036.00	768.30	53
54							884.70	54
55							1047.70	55

Note: The amount of net premium worked out according to term opted by a proponent should be rounded off to next rupee.

TABLE-III

POSTAL LIFE INSURANCE

PREMIUM TABLE

Convertible Whole Life Assurance

Monthly Premium table for an assurance of Rs 5000/- Payment at death with option to Convert the policy at the end of 5 years from the commencement, in to an Endowment Assurance maturing at the specified age

Age at entry	Monthly Premium Payable for the first 5 Years if option is exercised but ceasing at the age of 60 (In Rs)	Monthly Premium Payable after the first 5 Years if option is not exercised to convert the policy in to Endowment Assurance maturing at the age 50, 55 or 58 Years (Premium in Rs)		
		50 Yr	55 Yrs	58 Yrs
19	7	14	11	10
20	7	15	11	11
21	8	15	12	11
22	8	16	12	11
23	8	16	13	11
24	8	18	13	12
25	9	19	15	12
26	9	19	15	13
27	9	21	16	13
28	9	22	16	15
29	10	23	17	15
30	10	25	19	16
31	11	26	20	17
32	11	30	20	17
33	12	31	21	18
34	12	35	22	19
35	13	39	24	20
36	13	43	27	22
37	14	47	28	23
38	15	54	31	24
39	16	64	33	25
40	16	77	36	27
41	17	96	40	30
42	18	126	46	33
43	19	188	52	36
44	21	364	58	39
45	22	-	69	42
46	24	-	85	47
47	26	-	113	55
48	28	-	166	64
49	30	-	319	78
50	33	-	-	99

Note: For the purpose of this Table minimum age at entry will be 19 years of age and maximum 50 years.

TABLE-IV

ANTICIPATED ENDOWMENT ASSURANCE

POSTAL LIFE INSURANCE

Monthly premium payable for an assurance of Rs. 5000/-

Age at Entry	15 Years Term Policy Rs.	Age at Entry	20 Years Term Policy Rs.
19 to 36 yrs.	Rs.33/-	19 to 33 yrs.	Rs.25/-
37 to 42 yrs.	Rs.34/-	34 to 39 yrs.	Rs.26/-
43 to 45 yrs.	Rs.35/-	40 yrs.	Rs.27/-

Payment of benefits under 'AEA', if insurant survives

AEA 15 Years	**AEA 20 Years**
20% at the end of 6 years	20% at the end of 8 years
20% at the end of 9 years	20% at the end of 12 years
20% at the end of 12 years	20% at the end of 16 years
40% at the end of 15 years with accrued bonus	40% at the end of 20 years with accrued bonus

TABLE-V

POSTAL LIFE INSURANCE

Monthly premiums per Rs 10,000 sum Assured for Yugal Surksha.

Equivalent ages next birthday at commencement	Terms of Joint Life Endowment Assurance															
	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	191	159	136	118	104	93	84	77	70	64	59	55	51	48	45	42
22	191	159	136	118	104	93	84	77	70	64	59	55	51	48	45	42
23	191	159	136	118	104	93	84	77	70	64	59	55	51	48	45	42
24	191	159	136	118	104	93	84	77	70	64	59	55	51	48	45	42
25	191	159	136	118	104	93	84	77	70	64	60	55	51	48	45	42
26	191	159	136	118	104	93	84	77	70	64	60	55	51	48	45	42
27	191	159	136	118	104	93	84	77	70	65	60	55	52	48	45	42
28	191	159	136	118	105	93	84	77	70	65	60	55	52	48	45	42
29	191	159	136	118	105	94	84	77	70	65	60	56	52	48	45	43
30	191	159	136	118	105	94	85	77	70	65	60	56	52	49	46	43
31	191	159	136	118	105	94	85	77	71	65	60	56	52	49	46	43
32	191	159	136	118	105	94	85	77	71	65	60	56	52	49	46	43
33	191	159	136	119	105	94	85	77	71	65	61	56	53	49	46	44
34	191	159	136	119	105	94	85	78	71	66	61	57	53	50	47	44
35	191	159	136	119	105	94	85	78	71	66	61	57	53	50	47	44
36	191	159	136	119	105	94	86	78	71	66	61	57	54	50	47	45
37	191	159	136	119	106	95	86	78	72	66	62	58	54	51	48	45
38	191	160	137	119	106	95	86	79	72	67	62	58	54	51	48	46
39	191	160	137	120	106	95	86	79	73	67	63	58	55	52	49	47
40	192	160	137	120	106	96	87	79	73	68	63	59	56	52	50	47
41	192	160	137	120	107	96	87	80	74	68	64	60	56	53	51	
42	193	161	138	121	107	97	88	80	74	69	64	60	57	54		
43	193	161	138	121	108	97	88	81	75	70	65	61	58			
44	193	161	139	122	108	98	89	82	76	70	66	62				
45	194	162	139	122	109	98	90	83	76	71	67					

The minimum sum proposed for assurance is Rs.20,000/-

The sums proposed for assurance shall be in multiples of Rs.10,000/-

The monthly premiums for sums assured over Rs.20,000/- shall be calculated on the pro-rata basis on the basis of month premiums for Rs.10,000/- as given in the table. A rebate of Re.1/ on policies of sum assured of Rs.40,000/- and Re.1/- , Rs.10,000/- sum assured in excess of Rs.40,000/- will be given.

SCHEDULE

Column (1) Difference between ages of two lives assured.

Column (2) Additions to the lower age to arrive at the equivalent age of the two lives assured.

Col. 1	Col. 2
0	0
1	1
2	1
3	2
4	2
5	3
6	3
7	4
8	5
9	5
10	6
11	7
12	8
13	8
14	9
15	10
16	11
17	11
18	12
19	13
20	14
21	15
22	16
23	17
24	18
25	19
26	20
27	21
28	22
29	23
30	24

TABLE-VI

POSTAL LIFE INSURANCE & RURAL POSTAL LIFE INSURANCE

CHILDREN ADD ON WITH PROFIT POLICY OF SUM ASSURED OF Rs.1000/-

AT ENTRY…….. AGE AT MATURITY…….

	18	19	20	21	22	23	24	25
5	8.13	7.67	7.27	6.93	6.63	6.36	6.13	5.92
6	8.68	8.13	7.67	7.27	6.93	6.63	6.36	6.13
7	9.33	8.68	8.13	7.67	7.27	6.93	6.63	6.36
8	10.11	9.33	8.68	8.13	7.67	7.27	6.93	6.63
9	11.07	10.11	9.33	8.68	8.13	7.67	7.28	6.93
10	12.28	11.07	10.11	9.33	8.68	8.13	7.68	7.28
11	13.85	12.28	11.07	10.11	9.33	8.68	8.13	7.68
12	15.94	13.85	12.28	11.07	10.11	9.33	8.68	8.13
13	18.88	15.94	13.85	12.28	11.07	10.11	9.33	8.68
14		18.88	15.94	13.85	12.28	11.07	10.11	9.33
15			18.88	15.94	13.85	12.28	11.07	10.11
16				18.88	15.94	13.85	12.28	11.07
17					18.88	15.94	13.85	12.28
18						18.88	15.94	13.85
19							18.88	15.94
20								18.88

TABLE-VII

RURAL POSTAL LIFE INSURANCE

WHOLE LIFE ASSURANCE PLAN

MONTHLY PREMIUM PER RS.1000/- SUM ASSURED

AGE AT ENTRY	PREMIUM CEASING AT AGE OF			AGE AT ENTRY
	55 RS. P	58 RS. P	60 RS. P	
19	1.5	1.45	1.4	19
20	1.55	1.5	1.45	20
21	1.6	1.55	1.5	21
22	1.65	1.6	1.55	22
23	1.7	1.65	1.6	23
24	1.75	1.7	1.65	24
25	1.8	1.75	1.7	25
26	1.85	1.8	1.75	26
27	1.95	1.85	1.8	27
28	2.05	1.9	1.85	28
29	2.15	2	1.95	29
30	2.25	2.1	2.05	30
31	2.35	2.2	2.1	31
32	2.45	2.3	2.2	32
33	2.55	2.4	2.3	33
34	2.7	2.5	2.4	34
35	2.85	2.65	2.5	35
36	3	2.8	2.65	36
37	3.2	2.95	2.8	37
38	3.4	3.1	2.95	38
39	3.6	3.25	3.1	39
40	3.85	3.45	3.25	40
41	4.15	3.65	3.45	41
42	4.5	3.9	3.65	42
43	4.9	4.2	3.85	43
44	5.35	4.5	4.1	44
45	5.9	4.85	4.4	45
46	6.55	5.3	4.75	46
47	7.35	5.8	5.15	47
48	8.4	6.35	5.55	48
49	9.8	7.05	6.05	49
50	11.75	7.9	6.65	50
51		9.8	8.27	51
52		11.3	9.21	52
53		13.34	10.37	53
54			11.89	54
55			13.98	55

TABLE-VII

RURAL POSTAL LIFE INSURANCE
WHOLE LIFE ASSURANCE PLAN
QUARTERLY PREMIUM PER RS.1000/- SUM ASSURED

AGE AT ENTRY	PREMIUM CEASING AT AGE OF			AGE AT ENTRY
	55 RS. P	58 RS. P	60 RS. P	
19	4.35	4.2	4.05	19
20	4.5	4.35	4.2	20
21	4.65	4.5	4.35	21
22	4.8	4.65	4.5	22
23	4.95	4.8	4.65	23
24	5.1	4.95	4.8	24
25	5.25	5.1	4.95	25
26	5.4	5.25	5.1	26
27	5.7	5.4	5.25	27
28	6	5.55	5.4	28
29	6.3	5.85	5.7	29
30	6.6	6.15	6	30
31	6.9	6.45	6.15	31
32	7.2	6.75	6.45	32
33	7.5	7.05	6.75	33
34	7.95	7.35	7.05	34
35	8.4	7.8	7.35	35
36	8.85	8.25	7.8	36
37	9.45	8.7	8.25	37
38	10.05	9.15	8.7	38
39	10.65	9.6	9.15	39
40	11.4	10.2	9.6	40
41	12.3	10.8	10.2	41
42	13.35	11.55	10.8	42
43	14.55	12.45	11.4	43
44	15.9	13.35	12.15	44
45	17.55	14.4	13.05	45
46	19.5	15.69	14.06	46
47	21.76	17.17	15.24	47
48	24.86	18.8	16.43	48
49	29	20.87	17.91	49
50	34.78	23.38	19.68	50
51		29.01	24.48	51
52		33.45	27.26	52
53		39.49	30.7	53
54			35.19	54
55			41.38	55

TABLE-VII

RURAL POSTAL LIFE INSURANCE
WHOLE LIFE ASSURANCE PLAN
HALF YEARLY PREMIUM PER RS.1000/- SUM ASSURED

AGE AT ENTRY	PREMIUM CEASING AT AGE OF			AGE AT ENTRY
	55 RS. P	58 RS. P	60 RS. P	
19	8.45	8.15	7.85	19
20	8.75	8.45	8.15	20
21	9.05	8.75	8.45	21
22	9.35	9.05	8.75	22
23	9.65	9.35	9.05	23
24	9.95	9.65	9.35	24
25	10.25	9.95	9.65	25
26	10.55	10.25	9.95	26
27	11.15	10.55	10.25	27
28	11.75	10.85	10.55	28
29	12.35	11.45	11.15	29
30	12.95	12.05	11.75	30
31	13.55	12.65	12.05	31
32	14.15	13.25	12.65	32
33	14.75	13.85	13.25	33
34	15.65	14.45	13.85	34
35	16.55	15.35	14.45	35
36	17.45	16.25	15.35	36
37	18.65	17.15	16.25	37
38	19.85	18.05	17.15	38
39	21.05	18.95	18.05	39
40	22.55	20.15	18.95	40
41	24.35	21.35	20.15	41
42	26.45	22.85	21.35	42
43	28.85	24.65	22.55	43
44	31.55	26.45	24.05	44
45	34.85	28.55	25.85	45
46	38.75	31.06	27.84	46
47	43.07	33.99	30.18	47
48	49.22	37.21	32.52	48
49	57.43	41.31	35.45	49
50	68.86	46.29	38.97	50
51		57.43	48.46	51
52		66.22	53.97	52
53		78.17	60.77	53
54			69.68	54
55			81.92	55

TABLE-VII
RURAL POSTAL LIFE INSURANCE
WHOLE LIFE ASSURANCE PLAN
ANNUAL PREMIUM PER RS.1000/- SUM ASSURED

AGE AT ENTRY	PREMIUM CEASING AT AGE OF			AGE AT ENTRY
	55 Rs .P	58 RS. P	60 RS. P	
19	15.95	15.35	14.75	19
20	16.55	15.95	15.35	20
21	17.15	16.55	15.95	21
22	17.75	17.15	16.55	22
23	18.35	17.75	17.15	23
24	18.95	18.35	17.75	24
25	19.55	18.95	18.35	25
26	20.15	19.55	18.95	26
27	21.35	20.15	19.55	27
28	22.55	20.75	20.15	28
29	23.75	21.95	21.35	29
30	24.95	23.15	22.55	30
31	26.15	24.35	23.15	31
32	27.35	25.55	24.35	32
33	28.55	26.75	25.55	33
34	30.35	27.95	26.75	34
35	32.15	29.75	27.95	35
36	33.95	32.26	29.75	36
37	36.35	33.35	31.55	37
38	38.75	35.15	33.35	38
39	41.15	36.95	35.15	39
40	44.15	39.35	36.95	40
41	47.75	41.75	39.35	41
42	51.95	44.75	41.75	42
43	56.75	48.35	44.15	43
44	62.15	51.95	47.15	44
45	68.75	56.15	50.75	45
46	75.46	61.06	54.72	46
47	84.67	66.82	59.33	47
48	96.77	73.15	63.94	48
49	112.9	81.22	69.7	49
50	135.36	91.01	76.61	50
51		112.9	95.27	51
52		130.18	106.1	52
53		153.68	119.46	53
54			136.97	54
55			161.05	55

TABLE-VIII

RURAL POSTAL LIFE INSURANCE
CONVERTIBLE WHOLE LIFE ASSURANCE PLAN
MONTHLY PREMIUM PER RS. 1000/- SUM ASSURED

Age at Entry	Monthly Premiums Payable for the First 5 Years and thereafter if option is not exercised but 6 ceasing at age 60 years	Monthly Premiums Payable after the first 5 Years if option is exercised to convert the policy into endowment assurance maturing at age				Age at Entry
		50	55	58	60	
1	2	3	4	5	6	
19	1.4	2.8	2.3	2.05	1.95	19
20	1.45	2.95	2.4	2.15	2	20
21	1.5	3.1	2.5	2.25	2.1	21
22	1.55	3.25	2.6	2.35	2.2	22
23	1.6	3.4	2.7	2.45	2.3	23
24	1.65	3.6	2.85	2.55	2.4	24
25	1.7	3.8	3	2.65	2.5	25
26	1.75	4	3.15	2.75	2.6	26
27	1.8	4.25	3.3	2.9	2.7	27
28	1.85	4.5	3.45	3.05	2.8	28
29	1.95	4.8	3.65	3.2	2.9	29
30	2.05	5.15	3.85	3.35	3.05	30
31	2.1	5.5	4.05	3.5	3.2	31
32	2.2	5.95	4.3	3.7	3.35	32
33	2.3	6.45	4.6	3.9	3.55	33
34	2.4	7	4.9	4.15	3.75	34
35	2.5	7.7	5.2	4.4	3.95	35
36	2.65	8.5	5.6	4.65	4.2	36
37	2.8	9.5	6.05	4.95	4.45	37
38	2.95	10.75	6.55	5.3	4.7	38
39	3.1	12.35	7.15	5.7	5	39
40	3.25	14.45	7.8	6.15	5.35	40
41	3.45		8.85	6.65	5.75	41
42	3.65		9.65	7.25	6.2	42
43	3.85		10.9	7.95	6.75	43
44	4.1		12.5	8.75	7.3	44
45	4.4		14.6	9.75	8	45

NOTE: - For the purpose of this table, minimum age at entry will be 19 years and maximum 45 years.

TABLE-VIII

RURAL POSTAL LIFE INSURANCE
CONVERTIBLE WHOLE LIFE ASSURANCE PLAN
QUARTERLY PREMIUM PER RS.1000/- SUM ASSURED

AGE AT ENTRY	Monthly Premiums Payable for the First 5 Years and thereafter if option is not exercised but ceasing at Age 60 Years	Monthly Premiums Payable after the first 5 Years if option is exercised to convert the police into endowment assurance maturing at age				AGE AT ENTRY
		50	55	58	60	
1	2	3	4	5	6	
19	4.05	8.25	6.75	6	5.7	19
20	4.2	8.7	7.05	6.3	5.85	20
21	4.35	9.15	7.35	6.6	6.15	21
22	4.5	9.6	7.65	6.9	6.45	22
23	4.65	10.05	7.95	7.2	6.75	23
24	4.8	10.65	8.4	7.5	7.05	24
25	4.95	11.25	8.85	7.8	7.35	25
26	5.1	11.85	9.3	8.1	7.65	26
27	5.25	12.6	9.75	8.55	7.95	27
28	5.4	13.35	10.2	9	8.25	28
29	5.7	14.25	10.8	9.45	8.55	29
30	6	15.3	11.4	9.9	9	30
31	6.15	16.35	12	10.35	9.45	31
32	6.45	17.7	12.75	10.95	9.9	32
33	6.75	19.2	13.65	11.55	10.5	33
34	7.05	20.85	14.55	12.3	11.1	34
35	7.35	22.95	15.45	13.05	11.7	35
36	7.8	25.35	16.65	13.8	12.45	36
37	8.25	28.35	18	14.7	13.2	37
38	8.7	32.1	19.5	15.75	13.95	38
39	9.15	36.9	21.3	16.95	14.85	39
40	9.6	43.2	23.25	18.3	14.9	40
41	10.2		25.8	19.8	17.1	41
42	10.8		28.8	21.6	18.45	42
43	11.4		32.55	23.7	20.1	43
44	12.15		37.35	26.1	21.75	44
45	13.05		43.65	29.1	23.85	45

NOTE: - For the purpose of this table, minimum age at entry will be 19 years and maximum 45 years.

TABLE-VIII

RURAL POSTAL LIFE INSURANCE
CONVERTIBLE WHOLE LIFE ASSURANCE PLAN
HALF YEARLY PREMIUM PER RS.1000/- SUM ASSURED

AGE AT ENTRY	Monthly Premiums Payable for the First 5 Years and thereafter if option is not exercised but ceasing at Age 60 Years	Monthly Premiums Payable after the first 5 Years if option is exercised to convert the police into endowment assurance maturing at age				AGE AT ENTRY
		50	55	58	60	
1	2	3	4	5	6	
19	7.85	16.25	13.25	11.75	11.15	19
20	8.15	17.15	13.85	12.35	11.45	20
21	8.45	18.05	14.45	12.95	12.05	21
22	8.75	18.95	15.05	13.55	12.65	22
23	9.05	19.85	15.65	14.15	13.25	23
24	9.35	21.05	16.55	14.75	13.85	24
25	9.65	22.25	17.45	15.35	14.45	25
26	9.95	23.45	18.35	15.95	15.05	26
27	10.25	24.95	19.25	16.85	15.65	27
28	10.55	26.45	20.15	17.75	16.25	28
29	11.15	28.25	21.35	18.65	16.85	29
30	11.75	30.25	22.55	19.55	17.75	30
31	12.05	32.45	23.75	20.45	18.65	31
32	12.65	35.15	25.25	21.65	19.55	32
33	13.25	38.15	27.05	22.85	20.75	33
34	13.85	41.45	28.85	24.35	21.95	34
35	14.45	45.65	30.65	25.85	23.15	35
36	15.35	50.45	33.05	27.35	24.65	36
37	16.25	56.45	35.75	29.15	26.15	37
38	17.15	63.95	38.75	31.25	27.65	38
39	18.05	73.55	42.35	33.95	29.45	39
40	18.95	86.15	46.25	36.35	31.55	40
41	20.15		51.35	39.35	33.95	41
42	21.35		57.35	42.95	36.65	42
43	22.55		64.85	47.15	39.95	43
44	24.05		74.45	51.95	43.25	44
45	25.85		87.05	57.95	47.45	45

NOTE: - For the purpose of this table, minimum age at entry will be 19 years and maximum 45 years.

TABLE-VIII

RURAL POSTAL LIFE INSURANCE

ANNUAL PREMIUM PER RS.1000/- SUM ASSURED

CONVERTIBLE WHOLE LIFE ASSURANCE PLAN

AGE AT ENTRY	Monthly premiums payable for the first 5 years and thereafter it option is not exercised but ceasing at Age 60 Years	Monthly premiums payable after the First 5 years if option is exercised to convert the policy into endowment assurance maturing at age				AGE AT ENTRY
		50	55	58	60	
1	2	3	4	5	6	
19	14.75	31.55	25.55	22.55	21.35	19
20	15.35	33.35	26.75	23.75	21.95	20
21	15.95	35.15	27.95	24.95	23.15	21
22	16.55	36.95	29.15	26.15	24.35	22
23	17.15	38.75	30.35	27.35	25.55	23
24	17.75	41.15	32.15	28.55	26.75	24
25	18.35	43.55	33.95	29.75	27.95	25
26	18.95	45.95	35.75	30.95	29.15	26
27	19.55	48.95	37.55	32.75	30.35	27
28	20.15	51.95	39.35	34.55	31.55	28
29	21.35	55.55	41.75	36.55	32.75	29
30	22.55	59.75	44.15	38.15	34.55	30
31	23.15	63.95	46.55	39.95	36.35	31
32	24.35	69.35	49.55	42.35	38.15	32
33	25.55	75.35	53.15	44.75	40.55	33
34	26.75	81.95	56.75	47.75	42.95	34
35	27.95	90.35	60.35	50.75	45.35	35
36	29.75	99.95	65.15	53.75	48.35	36
37	31.55	111.95	70.55	57.35	51.35	37
38	33.35	126.95	76.55	61.55	54.35	38
39	35.15	146.00	83.75	66.35	57.95	39
40	36.95	171.35	91.55	71.75	62.15	40
41	39.35		101.75	77.75	66.95	41
42	41.75		113.75	84.95	72.35	42
43	44.15		128.75	93.35	78.95	43
44	47.15		147.95	102.95	85.55	44
45	50.75		173.15	114.95	93.55	45

NOTE: - For the purpose of this table, minimum age at entry will be 19 years and maximum 45 years.

TABLE-IX
RURAL POSTAL LIFE INSURANCE
ENDOWMENT LIFE ASSURANCE PLAN
MONTHLY PREMIUM PER RS.1000/- SUM ASSURED

AGE AT ENTRY	PREMIUM CEASING AT AGE OF							AGE AT ENTRY
	35 RS. P	40 Rs. P	45 RS. P	50 RS. P	55 RS. P	58 RS P	60 RS. P	
19	5.1	3.75	2.95	2.4	2	1.85	1.75	19
20	5.45	3.95	3.1	2.5	2.05	1.9	1.8	20
21	5.85	4.2	3.25	2.6	2.1	1.95	1.85	21
22	6.35	4.45	3.4	2.7	2.2	2	1.9	22
23	6.95	4.75	3.55	2.8	2.3	2.05	1.95	23
24	7.6	5.1	3.75	2.95	2.4	2.15	2	24
25	8.4	5.45	3.95	3.1	2.5	2.25	2.1	25
26	9.4	5.85	4.2	3.25	2.6	2.35	2.2	26
27	10.65	6.35	4.45	3.4	2.7	2.45	2.3	27
28	12.2	6.95	4.75	3.6	2.85	2.55	2.4	28
29	14.3	7.6	5.1	3.8	3	2.65	2.5	29
30	17.25	8.4	5.5	4	3.15	2.75	2.6	30
31		9.4	5.9	4.25	3.3	2.9	2.7	31
32		10.65	6.4	4.5	3.45	3.05	2.8	32
33		12.2	6.95	4.8	3.65	3.2	2.9	33
34		14.3	7.65	5.15	3.85	3.35	3.05	34
35		17.25	8.45	5.5	4.05	3.5	3.2	35
36			9.45	5.95	4.3	3.7	3.35	36
37			10.65	6.45	4.6	3.9	3.55	37
38			12.25	7	4.9	4.15	3.75	38
39			14.35	7.7	5.2	4.4	3.95	39
40			17.3	8.5	5.6	4.65	4.2	40
41				9.5	6.05	4.95	4.45	41
42				10.75	6.55	5.3	4.7	42
43				12.35	7.15	5.7	5	43
44				14.45	7.8	6.15	5.35	44
45				17.4	8.65	6.65	5.75	45
46					9.65	7.25	6.2	46
47					10.9	7.95	6.75	47
48					12.5	8.75	7.3	48
49					14.6	9.75	8	49
50					17.55	11	8.85	50
51						13.06	10.49	51
52						15.07	11.71	52
53						17.84	13.24	53
54							15.25	54
55							18.01	55

TABLE-IX
RURAL POSTAL LIFE INSURANCE
ENDOWMENT LIFE ASSURANCE PLAN
QUARTERLY PREMIUM PER RS.1000/- SUM ASSURED
PREMIUM CEASING AT AGE OF

AGE AT ENTRY	35 RS. P	40 RS. P	45 RS. P	50 RS. P	55 RS. P	58 RS. P	60 RS. P	AGE AT ENTRY
19	15.15	11.1	8.7	7.05	5.85	5.4	5.1	19
20	16.2	11.7	9.15	7.35	6.00	5.55	5.25	20
21	17.4	12.45	9.6	7.65	6.15	5.7	5.4	21
22	18.9	13.2	10.05	7.95	6.45	5.85	5.55	22
23	20.7	14.1	10.5	8.25	6.75	6.00	5.7	23
24	22.65	15.15	11.1	8.7	7.05	6.3	5.85	24
25	25.05	16.2	11.7	9.15	7.35	6.6	6.15	25
26	28.05	17.4	12.45	9.6	7.65	6.9	6.45	26
27	31.8	18.9	13.2	10.05	7.95	7.2	6.75	27
28	36.45	20.7	14.1	10.65	8.4	7.5	7.05	28
29	42.75	22.65	15.15	11.25	8.85	7.8	7.35	29
30	51.6	25.05	16.2	11.85	9.3	8.1	7.65	30
31		28.05	17.55	12.6	9.75	8.55	7.95	31
32		31.8	19.05	13.35	10.2	9.00	8.25	32
33		36.45	20.7	14.25	10.8	9.45	8.55	33
34		42.75	22.8	15.3	11.4	9.9	9.00	34
35		51.6	25.2	16.35	12.00	10.35	9.45	35
36			28.2	17.7	12.75	10.95	9.9	36
37			31.8	19.2	13.65	11.55	10.5	37
38			36.6	20.85	14.55	12.3	11.1	38
39			42.9	22.95	15.45	13.05	11.7	39
40			51.75	25.35	16.65	13.8	12.45	40
41				28.35	18.00	14.7	13.2	41
42				32.1	19.5	15.75	13.95	42
43				36.9	21.3	16.95	14.85	43
44				43.2	23.25	18.3	15.9	44
45				52.05	25.8	19.8	17.1	45
46					28.56	21.46	18.35	46
47					32.26	23.53	19.98	47
48					37.00	25.9	21.61	48
49					43.22	28.86	23.68	49
50					51.95	32.56	26.2	50
51						38.66	31.05	51
52						44.61	34.66	52
53						52.81	39.19	53
54							45.14	54
55							53.31	55

TABLE-IX
RURAL POSTAL LIFE INSURANCE
ENDOWMENT LIFE ASSURANCE PLAN
HALF YEARLY PREMIUM PER RS.1000/- SUM ASSURED

AGE AT ENTRY	PREMIUM CEASING AT AGE OF						
	35 RS. P	40 RS. P	45 RS. P	50 RS. P	55 RS. P	58 RS. P	60 RS. P
19	30.05	21.95	17.15	13.85	11.45	10.55	9.95
20	32.15	23.15	18.05	14.45	11.75	10.85	10.25
21	34.55	24.65	18.95	15.05	12.05	11.15	10.55
22	37.55	26.15	19.85	15.65	12.65	11.45	10.85
23	41.15	27.95	20.75	16.25	13.25	11.75	11.15
24	45.05	30.05	21.95	17.15	13.85	12.35	11.45
25	49.85	32.15	23.15	18.05	14.45	12.95	12.05
26	55.85	34.55	24.65	18.95	15.05	13.55	12.65
27	63.35	37.55	26.15	19.85	15.65	14.15	13.25
28	72.65	41.15	27.95	21.05	16.55	14.75	13.85
29	85.25	45.05	30.05	22.25	17.45	15.35	14.45
30	102.95	49.85	32.23	23.45	18.35	15.95	15.05
31		55.85	34.85	24.95	19.25	16.85	15.65
32		63.35	37.85	26.45	20.15	17.75	16.25
33		72.65	41.15	28.25	21.35	18.65	16.85
34		85.25	45.35	30.35	22.55	19.55	17.75
35		102.95	50.15	32.45	23.75	20.45	18.65
36			56.15	35.15	25.25	21.65	19.55
37			63.35	38.15	27.05	22.85	20.75
38			72.95	41.45	28.85	24.35	21.95
39			85.55	45.65	30.65	25.85	23.15
40			103.25	50.45	33.05	27.35	24.65
41				56.45	35.75	29.15	26.15
42				63.95	38.75	31.25	27.65
43				73.55	42.35	33.65	29.45
44				86.15	46.25	36.35	31.55
45				103.85	51.35	39.35	33.95
46					56.55	42.49	36.33
47					63.87	46.59	39.56
48					73.25	51.28	42.78
49					85.56	57.14	46.88
50					102.84	64.46	51.86
51						76.53	61.47
52						88.31	68.62
53						104.54	77.59
54							89.37
55							105.54

TABLE-IX
RURAL POSTAL LIFE INSURANCE
ENDOWMENT ASSURANCE PLAN
ANNUAL PREMIUM PER RS.1000/- SUM ASSURED

AGE AT ENTRY	PREMIUM CEASING AT AGE OF							AGE AT ENTRY
	35 RS. P	40 RS. P	45 RS. P	50 RS. P	55 RS. P	58 RS. P	60 RS. P	
19	59.15	42.95	33.35	26.75	21.95	20.15	18.95	19
20	63.35	45.35	35.15	27.95	22.55	20.75	19.55	20
21	68.15	48.35	36.95	29.15	23.15	21.35	20.15	21
22	74.15	51.35	38.75	30.35	24.35	21.95	20.75	22
23	81.35	54.95	40.55	31.55	25.55	22.55	21.35	23
24	89.15	59.15	42.95	33.35	26.75	23.75	21.95	24
25	98.75	63.35	45.35	35.15	27.95	24.95	23.15	25
26	110.75	68.15	48.35	36.95	29.15	26.15	24.35	26
27	125.75	74.15	51.35	38.75	30.35	27.35	25.55	27
28	144.35	81.35	54.95	41.15	32.15	28.55	26.75	28
29	169.55	89.15	59.15	43.55	33.95	29.75	27.95	29
30	204.95	98.75	63.35	45.95	35.75	30.95	29.15	30
31		110.75	68.75	48.95	37.55	32.75	30.35	31
32		125.75	74.75	51.95	39.35	34.55	31.55	32
33		144.35	81.35	55.55	41.75	36.35	32.75	33
34		169.55	89.75	59.75	44.15	38.15	34.55	34
35		204.95	99.35	63.95	46.55	39.95	36.55	35
36			111.35	69.35	49.55	42.35	38.15	36
37			125.75	75.35	53.15	44.75	40.55	37
38			144.95	81.95	56.75	47.75	42.95	38
39			170.15	90.35	60.35	50.75	45.35	39
40			205.55	99.95	65.15	53.75	48.35	40
41				111.95	70.55	57.35	51.35	41
42				126.95	76.55	61.55	54.35	42
43				146.15	83.75	66.35	57.95	43
44				171.35	91.55	71.75	62.15	44
45				206.75	101.75	77.75	66.95	45
46					111.17	83.52	71.42	46
47					125.57	91.58	77.76	47
48					144	100.8	84.1	48
49					168.19	112.32	92.16	49
50					202.18	126.72	101.95	50
51						150.45	120.84	51
52						173.61	134.9	52
53						205.52	152.52	53
54							175.68	54
55							207.48	55

TABLE-X
RURAL POSTAL LIFE INSURANCE
ANTICIPATED ENDOWMENT ASSURANCE PLAN
MONTHLY PRREMIUM PER Rs. 1000/- SUM ASSURED

Age at Entry	PREMIUM CEASING AT AGE OF		Age at Entry
	15 YEARS RS. P	20 YEARS RS. P	
19	6.55	4.95	19
20	6.55	4.95	20
21	6.55	4.95	21
22	6.55	4.95	22
23	6.55	4.95	23
24	6.55	4.95	24
25	6.55	4.95	25
26	6.55	5.00	26
27	6.55	5.00	27
28	6.55	5.00	28
29	6.55	5.00	29
30	6.60	5.00	30
31	6.60	5.05	31
32	6.60	5.05	32
33	6.60	5.05	33
34	6.60	5.10	34
35	6.65	5.10	35
36	6.65	5.15	36
37	6.70	5.15	37
38	6.70	5.20	38
39	6.75	5.25	39
40	6.75	5.30	40

TABLE-X
RURAL POSTAL LIFE INSURANCE
ANTICIPATED ENDOWMENT ASSURANCE PLAN
QUARTERLY PRREMIUM PER Rs. 1000/- SUM ASSURED

Age at Entry	PREMIUM CEASING AT AGE OF		Age at Entry
	15 YEARS RS. P	20 YEARS RS. P	
19	19.50	14.70	19
20	19.50	14.70	20
21	19.50	14.70	21
22	19.50	14.70	22
23	19.50	14.70	23
24	19.50	14.70	24
25	19.50	14.70	25
26	19.50	14.85	26
27	19.50	14.85	27
28	19.50	14.85	28
29	19.50	14.85	29
30	19.65	14.85	30
31	19.65	15.00	31
32	19.65	15.00	32
33	19.65	15.00	33
34	19.65	15.15	34
35	19.80	15.15	35
36	19.80	15.30	36
37	19.95	15.30	37
38	19.95	15.45	38
39	20.10	15.60	39
40	20.10	15.75	40

TABLE-X
RURAL POSTAL LIFE INSURANCE
ANTICIPATED ENDOWMENT ASSURANCE PLAN
HALF YEARLY PRREMIUM PER Rs. 1000/- SUM ASSURED

Age at Entry	PREMIUM FOR THE TERM OF		Age at Entry
	15 YEARS RS. P	20 YEARS RS. P	
19	38.75	29.15	19
20	38.75	29.15	20
21	38.75	29.15	21
22	38.75	29.15	22
23	38.75	29.15	23
24	38.75	29.15	24
25	38.75	29.15	25
26	38.75	29.45	26
27	38.75	29.45	27
28	38.75	29.45	28
29	38.75	29.45	29
30	39.05	29.45	30
31	39.05	29.75	31
32	39.05	29.75	32
33	39.05	29.75	33
34	39.05	30.05	34
35	39.35	30.05	35
36	39.35	30.05	36
37	39.65	30.35	37
38	39.65	30.65	38
39	39.95	30.95	39
40	39.95	31.25	40

TABLE-X
RURAL POSTAL LIFE INSURANCE
ANTICIPATED ENDOWMENT ASSURANCE PLAN
ANNUAL PRREMIUM PER Rs. 1000/- SUM ASSURED

Age at Entry	PREMIUM FOR THE TERM OF		Age at Entry
	15 YEARS RS. P	20 YEARS RS. P	
19	76.55	57.35	19
20	76.55	57.35	20
21	76.55	57.35	21
22	76.55	57.35	22
23	76.55	57.35	23
24	76.55	57.35	24
25	76.55	57.35	25
26	76.55	57.95	26
27	76.55	57.95	27
28	76.55	57.95	28
29	76.55	57.95	29
30	77.15	57.95	30
31	77.15	58.55	31
32	77.15	58.55	32
33	77.15	58.55	33
34	77.15	59.15	34
35	77.75	59.15	35
36	77.75	59.75	36
37	78.35	59.75	37
38	78.35	60.35	38
39	78.95	60.95	39
40	78.95	61.55	40

Payment of benefits under 'AEA', if insurant survives

AEA 15 Years	**AEA 20 Years**
20% at the end of 6 years	20% at the end of 8 years
20% at the end of 9 years	20% at the end of 12 years
20% at the end of 12 years	20% at the end of 16 years
40% at the end of 15 years with accrued bonus	40% at the end of 20 years with accrued bonus

TABLE XI
GRAM YOJANA(GRAM PRIYA) 10 YEARS
RURAL POSTAL LIFE INSURANCE

Age at Entry Yrs	ANNUAL Rs	HALF YEARLY Rs	QUARTERLY Rs	MONTHLY	Age at Entry Yrs
20	114.45	57.70	29.00	9.70	20
21	114.55	57.75	29.00	9.70	21
22	114.60	57.80	29.05	9.70	22
23	114.65	57.80	29.05	9.70	23
24	114.70	57.85	29.05	9.70	24
25	114.80	57.90	29.10	9.70	25
26	114.85	57.90	29.10	9.70	26
27	114.95	57.95	29.10	9.75	27
28	115.05	58.00	29.15	9.75	28
29	115.20	58.10	29.20	9,75	29
30	115.30	58.15	29.20	9.75	30
31	115.45	58.20	29.25	9.75	31
32	115.60	58.30	29.30	9.80	32
33	115.75	58.35	29.30	9.80	33
34	115.90	58.45	29.35	9.80	34
35	116.00	58.50	29.40	9.80	35
36	116.15	58.55	29.40	9.85	36
37	116.30	58.65	29.45	9.85	37
38	116.40	58.70	29.50	9.85	38
39	116.50	58.75	29.50	9.85	39
40	116.55	58.75	29.50	9.85	40
41	117.10	59.05	29.65	9.95	41
42	117.75	59.35	29.80	9.95	42
43	118.40	59.70	30.00	10.00	43
44	119.10	60.05	30.15	10.05	44
45	119.80	60.40	30.35	10.15	45

Note ; (1) For the purpose of all tables “age at entry”

Means the age next birthday following the date of payment of the First premium

(2) For a policy of Rs.20,000/- and above a rebate of Rs.1/-

Shall be allowed except for (Joint Life Assurance) Yugal Suraksha for which rates of rebates are mentioned separately below the relevant table.

Payment of benefits under 10 Years RPLI if insurant survives

10 Year RPLI
20 % at the end of 4 years
20% at the end of 7 years
60% at the end of 10 years with accrued bonus

SCHEDULE 'A'

Joint Ventures/ Cooperative Societies and Deemed universities/ Educational Institutions employees of which are eligible for PLI

1. Joint Ventures
2. Cooperative Societies
3. Deemed universities/ Educational Institutions

Annexure – 'A'

Extended Premium Tables of PLI WLA Plan for an Assurance of Rs. 5000/-

Extended Premium Table of PLI WLA		
Age on conversion	**Premium Ceasing Age**	**Premium**
51	55	73
52	55	97
53	55	145
54	55	289
54	58	78
55	58	104
56	58	154
57	58	305
56	60	82
57	60	108
58	60	160
59	60	316

Annexure – 'B'

Extended Premium Tables of PLI EA Plan for an Assurance of Rs.5000/-

Monthly		
Age on conversion	Age on Maturity of policy	Premium
31	35	108
32	35	145
33	35	218
34	35	437
36	40	108
37	40	145
38	40	218
39	40	437
41	45	109
42	45	145
43	45	218
44	45	437
46	50	109
47	50	146
48	50	219
49	50	438
51	55	110
52	55	147
53	55	220
54	55	439
54	58	111
55	58	147
56	58	221
57	58	440
56	60	111
57	60	148
58	60	221
59	60	441

Quarterly		
Age on conversion	Age on Maturity of policy	Premium
31	35	321.8
32	35	429.1
33	35	643.7
34	35	1287.4
36	40	321.8
37	40	429.1
38	40	643.7
39	40	1287.4
41	45	325.5
42	45	434
43	45	651
44	45	1302
46	50	325.5
47	50	434
48	50	651
49	50	1302
51	55	329.3
52	55	439.1
53	55	658.7
54	55	1317.4
54	58	333
55	58	444
56	58	666
57	58	1332
56	60	336.8
57	60	449.1
58	60	673.7
59	60	1347.4

Half Yearly		
Age on conversion	Age on Maturity of policy	Premium
31	35	635.4
32	35	847.2
33	35	1270.8
34	35	2541.6
36	40	635.4
37	40	847.2
38	40	1270.8
39	40	2541.6
41	45	642.8
42	45	857.1
43	45	1285.7
44	45	2571.4
46	50	642.8
47	50	857.1
48	50	1285.7
49	50	2571.4
51	55	650.2
52	55	867
53	55	1300.5
54	55	2601
54	58	657.5
55	58	876.7
56	58	1315.1
57	58	2630.2
56	60	665
57	60	886.7
58	60	1330.1
59	60	2660.2

Yearly		
Age on conversion	Age on Maturity of policy	Premium
31	35	1251.4
32	35	1668.6
33	35	2502.9
34	35	5005.8
36	40	1251.4
37	40	1668.6
38	40	2502.9
39	40	5005.8
41	45	1265.9
42	45	1687.9
43	45	2531.9
44	45	5063.8
46	50	1265.9
47	50	1687.9
48	50	2531.9
49	50	5063.8
51	55	1280.5
52	55	1707.4
53	55	2561.1
54	55	5122.2
54	58	1295
55	58	1726.7
56	58	2590.1
57	58	5180.2
56	60	1309.7
57	60	1746.3
58	60	2619.5
59	60	5239

Annexure – 'C'

Extended Premium Tables of RPLI EA Plan for an Assurance Rs. 1000/-

Monthly		
Age on conversion	Age on Maturity of policy	Premium
31	35	21.6
32	35	28.8
33	35	43.2
34	35	86.4
36	40	21.6
37	40	28.8
38	40	43.2
39	40	86.4
41	45	21.7
42	45	29
43	45	43.5
44	45	87
46	50	21.8
47	50	29.1
48	50	43.7
49	50	87.4
51	55	22
52	55	29.4
53	55	44.1
54	55	88.2
54	58	22.3
55	58	29.8
56	58	44.7
57	58	89.4
56	60	22.6
57	60	30.2
58	60	45.3
59	60	90.6

Quarterly		
Age on conversion	Age on Maturity of policy	Premium
31	35	64.5
32	35	86
33	35	129
34	35	258
36	40	64.5
37	40	86
38	40	129
39	40	258
41	45	64.7
42	45	86.3
43	45	129.5
44	45	259
46	50	65.1
47	50	86.8
48	50	130.2
49	50	260.4
51	55	65
52	55	86.7
53	55	130.1
54	55	260.2
54	58	66.1
55	58	88.2
56	58	132.3
57	58	264.6
56	60	66.7
57	60	89
58	60	133.5
59	60	267

Half Yearly		
Age on conversion	Age on Maturity of policy	Premium
31	35	128.7
32	35	171.6
33	35	257.4
34	35	514.8
36	40	128.7
37	40	171.6
38	40	257.4
39	40	514.8
41	45	129.1
42	45	172.2
43	45	258.3
44	45	516.6
46	50	129.9
47	50	173.2
48	50	259.8
49	50	519.6
51	55	128.6
52	55	171.5
53	55	257.3
54	55	514.6
54	58	130.7
55	58	174.3
56	58	261.5
57	58	523
56	60	132
57	60	176
58	60	264
59	60	528

Yearly		
Age on conversion	Age on Maturity of policy	Premium
31	35	256.2
32	35	341.6
33	35	512.4
34	35	1024.8
36	40	256.2
37	40	341.6
38	40	512.4
39	40	1024.8
41	45	257
42	45	342.7
43	45	514.1
44	45	1028.2
46	50	258.5
47	50	344.7
48	50	517.1
49	50	1034.2
51	55	252.8
52	55	337.1
53	55	505.7
54	55	1011.4
54	58	256.9
55	58	342.6
56	58	513.9
57	58	1027.8
56	60	259.4
57	60	345.9
58	60	518.9
59	60	1037.8

Annexure – 'D'

Extended Premium Tables of RPLI WLA Plan for an Assurance of Rs.1000/-

Monthly		
Age on conversion	Premium Ceasing Age	Premium
51	55	14.7
52	55	19.6
53	55	29.4
54	55	58.8
54	58	16.7
55	58	22.3
56	58	33.5
57	58	67
56	60	17.5
57	60	23.4
58	60	35.1
59	60	70.2

Quarterly		
Age on conversion	Premium Ceasing Age	Premium
51	55	43.5
52	55	58
53	55	87
54	55	174
54	58	49.4
55	58	65.9
56	58	98.9
57	58	197.8
56	60	51.8
57	60	69.1
58	60	103.7
59	60	207.4

Half Yearly		
Age on conversion	Premium Ceasing Age	Premium
51	55	86.1
52	55	114.8
53	55	172.2
54	55	344.4
54	58	97.8
55	58	130.4
56	58	195.6
57	58	391.2
56	60	102.4
57	60	136.6
58	60	204.9
59	60	409.8

Yearly		
Age on conversion	Premium Ceasing Age	Premium
51	55	169.2
52	55	225.6
53	55	338.4
54	55	676.8
54	58	192.1
55	58	256.2
56	58	384.3
57	58	768.6
56	60	201.4
57	60	268.6
58	60	402.9
59	60	805.8

Annexure – 'E'

Extended Premium Tables of Children Policy for an Assurance of Rs.1000/-

Age on conversion	Age at Maturity	Premium
14	18	23.6
15	18	31.5
16	18	47.3
17	18	94.6
15	19	23.6
16	19	31.5
17	19	47.3
18	19	94.6
16	20	23.6
17	20	31.5
18	20	47.3
19	20	94.6
17	21	23.6
18	21	31.5
19	21	47.3
20	21	94.6

Age on conversion	Age at Maturity	Premium
18	22	23.6
19	22	31.5
20	22	47.3
21	22	94.6
19	23	23.6
20	23	31.5
21	23	47.3
22	23	94.6
20	24	23.6
21	24	31.5
22	24	47.3
23	24	94.6
21	25	23.6
22	25	31.5
23	25	47.3
24	25	94.6

Annexure – 'F'

Extended Premium Tables of PLI Yugal Suraksha Plan for an Assurance of Rs.10000/-

Age on conversion	Age at Maturity	Premium	Age on conversion	Age at Maturity	Premium	Age on conversion	Age at Maturity	Premium	Age on conversion	Age at Maturity	Premium	Age on conversion	Age at Maturity	Premium
22	26	239	34	35	958	43	45	480	52	53	982	46	58	83
23	26	319	32	36	239	44	45	960	46	54	123	47	58	91
24	26	479	33	36	319	42	46	240	47	54	141	48	58	100
25	26	958	34	36	479	43	46	320	48	54	164	49	58	111
23	27	239	35	36	958	44	46	480	49	54	197	50	58	125
24	27	319	33	37	239	45	46	960	50	54	246	51	58	143
25	27	479	34	37	319	43	47	242	51	54	328	52	58	167
26	27	958	35	37	479	44	47	323	52	54	492	53	58	200
24	28	239	36	37	958	45	47	485	53	54	984	54	58	250
25	28	319	34	38	239	46	47	970	46	55	109	55	58	334
26	28	479	35	38	319	44	48	242	47	55	123	56	58	501
27	28	958	36	38	479	45	48	323	48	55	141	57	58	1002
25	29	239	37	38	958	46	48	485	49	55	164	46	59	77
26	29	319	35	39	239	47	48	970	50	55	197	47	59	83
27	29	479	36	39	319	45	49	242	51	55	246	48	59	91
28	29	958	37	39	479	46	49	323	52	55	328	49	59	100
26	30	239	38	39	958	47	49	485	53	55	492	50	59	112
27	30	319	36	40	239	48	49	970	54	55	984	51	59	126
28	30	479	37	40	319	46	50	242	46	56	99	52	59	144
29	30	958	38	40	479	47	50	323	47	56	110	53	59	168
27	31	239	39	40	958	48	50	485	48	56	124	54	59	202
28	31	319	37	41	239	49	50	970	49	56	142	55	59	253
29	31	479	38	41	319	46	51	195	50	56	166	56	59	337
30	31	958	39	41	479	47	51	244	51	56	199	57	59	506
28	32	239	40	41	958	48	51	326	52	56	249	58	59	1012
29	32	319	38	42	239	49	51	489	53	56	332	46	60	72
30	32	479	39	42	319	50	51	978	54	56	498	47	60	78
31	32	958	40	42	479	46	52	163	55	56	996	48	60	84
29	33	239	41	42	958	47	52	195	46	57	91	49	60	92
30	33	319	39	43	239	48	52	244	47	57	100	50	60	101
31	33	479	40	43	319	49	52	326	48	57	111	51	60	112
32	33	958	41	43	479	50	52	489	49	57	125	52	60	126
30	34	239	42	43	958	51	52	978	50	57	143	53	60	144
31	34	319	40	44	239	46	53	140	51	57	167	54	60	168
32	34	479	41	44	319	47	53	163	52	57	200	55	60	202
33	34	958	42	44	479	48	53	196	53	57	250	56	60	253
31	35	239	43	44	958	49	53	245	54	57	334	57	60	337
32	35	319	41	45	240	50	53	327	55	57	501	58	60	506
33	35	479	42	45	320	51	53	491	56	57	1002	59	60	1012

GLOSSARY

Sl No	Particulars of Gazette Notification	Subject
1.	Notification No 8 dated 19-25 February, 2006 (Part II Section-3 Sub Section – ii) included in S.O No 722, issued vide PLI Dte. letter No 26-3/2005-LI dated 06-01-2006.	Features of Children policy
2.	Notification No 30 dated 20-26 July, 2003 {(Part –II Section -3 Sub Section –ii)} included in S.O No 2046, issued vide PLI Dte. Letter No 26-2/2003 dated 01-07-2003.	Introduction of Agency system and commission rates.
3.	Notification No 1679 dated 20 October, 2009 {(Part-II Section -3 Sub Section (ii) } included in SO 2634(E), issued vide PLI Dte. Letter No 26-2/2009-LI dated 20 October, 2009.	Amendment to empanelment process and commission rates.
4.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 32-1/93-LI dated 31-07-1997	Introduction of Joint Life Assurance.
5.	Notification No 148 dated 03 June, 2010 (Part I Section I), issued vide PLI Dte. Letter No 25-01/2010 dated 21 May, 2010.	Definition of marketing staff and appointing authority.
6.	Notification No 2 dated 08 January, 1994 (Part I Section I) issued vide PLI Dte. Letter No 12-2/93-LI dated 24 September 24, 1993. (Definition)	Definition of Period of grace.
7.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 11-3/84-LI dated 15 November, 1985.	Eligibility conditions for PLI cover. New clientele covered.
8.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued under PLI Dte. Letter No 11-1/83-LI dated 1st April, 1987. (Eligibility)	Eligibility conditions for PLI cover. New clientele covered.

Sl No	Particulars of Gazette Notification	Subject
9.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued under PLI Dte. Letter No 26-57/88-LI dated 21 April, 1992. (Eligibility)	Eligibility conditions for PLI cover. New clientele covered.
10.	Notification No 15 dated 11 April, 1987 (Part I Section I) issued under PLI Dte. Letter No 11-1/83-LI dated 20 March, 1987.	Eligibility conditions for PLI cover. New clientele covered.
11.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued under PLI Dte. Letter No 23-6/87-LI dated 07 September, 1987.	Limits of Sum Assured. Minimum and Maximum revised.
12.	Notification No 51 dated 18-24 December, 2010 (Part I Section I), issued under PLI Dte. Letter No 26-70/91-LI dated 07 January, 1994.	Limits of Sum Assured. Minimum and Maximum revised.
13.	Notification No 36 dated 31 August to 6 September, 2003 {(Part II Section -3 (ii))}, issued vide PLI Dte. Letter No 25-3/2003-LI dated 05 Aug , 2003.	Limits of Sum Assured. Minimum and Maximum revised.
14.	Notification No 23 dated 3-9 June, 2007 {(Part II Section (ii))}included in S.O 1632, issued vide PLI Dte. Letter No 25-3/2003-LI dated 30 April, 2007.	Limits of Sum Assured. Minimum and Maximum revised.
15.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 23-3/86-LI dated 08 October, 1987.	Amendment to premium table.
16	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 23-6/87-LI dated 11 May, 1988.	Amendment to premium table.
17	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 23-6/87-LI dated 02 December, 1988.	Amendment to premium table.

Sl No	Particulars of Gazette Notification	Subject
18	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 23-6/87-LI dated 30 June, 1989.	Amendment to premium table.
19.	Notification No 36 dated 31 August to 6 September in S.O 2507, {(Part II Section 3 Sub section (ii))}, issued vide PLI Dte. Letter No 25-5/2003-LI dated 18 Aug , 2003.	Amendment to premium table.
20.	Notification No 15 dated 15 April, 1995 (Part I Section I), issued vide letter No 5-1/94-LI dated 15 March, 1995.	Introduction of RPLI.
21.	Notification No 23 dated 7 June, 2003 {(Part II Section 3 (ii))} included S.O 1595, issued under PLI Dte. Letter No 5-1/94-LI dated 05 May, 2003. (RPLI)	RPLI made regular
22.	Notification No 10 dated 29 Feb to 06 March, 2004 {(Part II, Section 3, Sub Section (ii)} including in S.O No 522, issued vide PLI Dte. Letter No 5-1/94-LI dated 9 January, 2004. (RPLI)	Maximum age increased to 55 years in RPLI
23.	Notification No 148 dated June 3, 2010 (Part I section I), issued vide PLI Dte. Letter No 25-01/2010 dated 21 May, 2010. (RPLI)	Amendment in RPLI features regarding non-medical policy.
24.	Notification No 148 dated June 3, 2010 (Part I section I), issued vide PLI Dte. Letter No 25-01/2010 dated 21 May, 2010. (RPLI)	Amendment in RPLI features relating to non-standard proof of age.
25.	Notification No 11 dated 11-17 March, 2007 in S.O 762 {(Part II Section 3 Sub Section (ii)), issued vide PLI Dte. Letter No 25-3/2003-LI dated 23 February, 2007.	Limit of RPLI increased to Rs 3lacs.
26.	Notification No 15 dated 15 April, 1995 (Part I Section I), issued vide letter No 5-1/94-LI dated March, 1995.	Introduction of 10 year RPLI.

Sl No	Particulars of Gazette Notification	Subject
27.	Notification No 2 dated 8 January, 1994 (Part I Section I) issued vide PLI Dte. Letter No 23-2/84-LI dated 17 November, 1993.	Introduction of Non Medical policies in PLI.
28.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 26-82/89-LI dated 20 August, 1997.	Handicap Person policy Features.
29.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 22-2/85-LI dated 19 November, 1985.	Status of M.O for medical examination of PLI/RPLI proponent.
30.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 22-2/85-LI dated -- May, 1985.	Status of M.O for medical examination of PLI/RPLI proponent.
31.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 22-2/85-LI dated November, 1992.	Status of M.O for medical examination of PLI/RPLI proponent.
32.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 22-2/85-LI dated 17 December,1997.	Status of M.O for medical examination of PLI/RPLI proponent.
33.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 22-2/85-LI dated 11 May, 1999.	Status of M.O for medical examination of PLI/RPLI proponent and Rate of Fees.
34	Notification No 1 dated 30 December 2007 to 5 January 2008 in S.O No 13 {(Part II Section 3 (ii)}, issued vide PLI Dte. Letter No 22-2/85-LI dated 30 November, 2007.	Status of M.O for medical examination of PLI/RPLI proponent.
35.	Notification No 31 dated 30 July to 05 August, 2006 in S.O 2980 (Part-II Section 3(ii), issued vide PLI Dte. Letter No 22-2/85-LI dated 10 July, 2006.	Med. Fees rates for examining PLI/RPLI proponent.

Sl No	Particulars of Gazette Notification	Subject
36.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 29-22/84-LI dated 3 April, 2000	Exemption of defence pers from Medical examination while purchasing PLI policy.
37.	Notification No 17 dated 18-24 April, 2004 in S.O 998{(Part II Section 3(ii)} issued vide PLI Dte. Letter No 29-22/99-LI dated 3 March, 2004.	Exemption of Para military pers from Med. Examination while purchasing PLI policy.
38.	Notification No 23 dated 7 June, 2003 {(Part II Section 3 (ii))} included S.O 1596, issued under PLI Dte. Letter No 5-11/95-LI dated 05 May, 2003. (RPLI)	Amending in Nomination rule and addition of new rule for settlement of claim in murder cases.
39.	Notification No 148 dated June 3, 2010 (Part I section I), issued vide PLI Dte. Letter No 25-01/2010 dated 21 May, 2010.	Nomination rule amendment regarding nomination to trust and settlement of murder cases.
40.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 19-90/87-LI dated Sep 1987.	Amendment regarding furnishing wrong information or suppression of factual information by proponent while taking policy.
41.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 12-2/93-LI dated 24 September, 1993.	Amendment to rule relating to deposit of subsequent premium and lapsing of policy.
42.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 23-7/85-LI dated 16 January, 1987.	Amendment to rule relating to payment of policy, surrender of policy and claims relating to policy holder dies in foreign country.
43.	Notification No 148 dated June 3, 2010 (Part I section I), issued vide PLI Dte. Letter No 25-01/2010 dated 21 May, 2010.	Amendment to rule relating to commutation and surrender.

Sl No	Particulars of Gazette Notification	Subject
44.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 19-275/87-LI dated 03 August , 1990.	Payment of interest for delayed payment in maturity and death cases.
45.	Notification No 2 dated 8 January, 1994 (Part I Section I) issued vide PLI Dte. Letter No 23-1/92-LI dated 1st December, 1993.	Lapsing of policy and revival.
46.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 23-1/92 dated 31 Dec 1996.	Lapsing of policy and revival
47.	Notification No 6 dated 08 February, 1997 (Part I Section I) issued vide PLI Dte. Letter No 23-1/92-LI dated 13 January, 1997.	Lapsing of policy and revival
48.	Notification No 148 dated June 3, 2010 (Part I section I), issued vide PLI Dte. Letter No 25-01/2010 dated 21 May, 2010.	Lapsing of policy and revival.
49.	Notification No 148 dated June 3, 2010 (Part I section I), issued vide PLI Dte. Letter No 25-01/2010 dated 21 May, 2010.	Rule relating to payment of bonus while settling loan cases.
50.	Notification No 51 dated 18-24 December, 2010 (Part I Section I) issued vide PLI Dte. Letter No 9-62/93-LI dated 05 August, 1994.	Settlement of Suicide cases

GLOSSARY OF GAZETTE NOTIFICATION SINCE 2011

Sl.	Particulars of Gazette Notification	Subject
1.	Notification No 110 dated May 27, 2011 (Part I Section I) issued vide PLI Dte. Letter No. 25-1/2011-LI dated 25 May, 2011	Introduction of revised premium table in r/o Yugal Suraksha and other amendments
2.	Notification No 14 dated January 18, 2012 (Part I Section I) issued vide PLI Dte. Letter No. 25-3/2003-LI dated 17 January, 2012	Increase in PLI and RPLI Sum Assured Limits
3.	Notification No 194 dated August 30, 2012 (Part I Section I) issued vide PLI Dte. Letter No. 25-1/2011-LI dated 28 August, 2012	Removal of "physically handicapped" proponents as a separate category
4.	Notification No 240 dated October 18, 2012 (Part I Section I) issued vide PLI Dte. Letter No. 25-1/2011-LI dated 18 October, 2012	Various Amendments made in POLI Rules, 2011 along with insertion of premium tables.
5.	Notification No issued vide PLI Dte. Letter No. 25-1/2011-LI (Part) dated 11 March, 2014	Various Amendments made in POLI Rules, 2011
6.	Notification No 292 dated December 18, 2014 (Part I Section I) issued vide PLI Dte. Letter No. 25-3/2003-LI (Vol.II) dated 15 December, 2014	Increase in PLI Sum Assured limits
7.	Notification No 170 dated June 26, 2015 (Part I Section I) issued vide PLI Dte. Letter No. 25-3/2003-LI (Vol.II) dated 18 June, 2015	Increase in RPLI Sum Assured Limits
8.	Notification No 31 dated January 25, 2016 (Part I Section I) issued vide PLI Dte. Letter No. 5-1/2015-LI dated 21 January, 2016	Rule relating to condition of Whole Life Assurance and Convertible Whole Life Assurance
9.	Notification No 247 dated September 21, 2017 (Part I Section I) issued vide PLI Dte. Letter No. 25-02/2017-LI dated 19 September, 2017	Expansion of Clientele Base

10.	Notification No 65 dated February 15, 2018 (Part I Section I) issued vide PLI Dte. Letter No. 29-05/2011-LI dated 15 February, 2018	Identification of Aadhar as primary identifier
11.	Notification No 33 dated January 23, 2019 (Part I Section I) issued vide PLI Dte. Letter No. 25-1/2011-LI (Part) dated 7 January, 2019	Increase in claim amount, for waiver of succession certificate where nomination does not exist
12.	Notification No 78 dated March 11, 2019 (Part I Section I) issued vide PLI Dte. Letter No. 22-02/85-LI (Vol.III) dated 19 February, 2019	Status of medical officer on revision in sum assured limits
13.	Notification No 290 dated September 20, 2019 (Part I Section I) issued vide PLI Dte. Letter No. 25-1/2011-LI (Part-II) dated 19 September, 2019	Various Amendments made in POLI Rules, 2011
14.	Notification No 211 dated August 25, 2020 (Part I Section I) issued vide PLI Dte. Letter No. 25-1/2020-LI dated 24 August, 2020	Revision in approver limits
15.	Notification No 246 dated September 17, 2020 (Part I Section I) issued vide PLI Dte. Letter No. 25-5/2020-LI dated 7 September, 2020	Revision in condition for investigation

BONUS

SL. No.	Name of the Schemes/Plans	Bonus rates declared for the FY 2020-2021 (In Rs. Per thousand)	
		PLI	RPLI
(i)	Whole Life Assurance	Rs. 76/-	Rs. 60/-
(ii)	Convertible Whole Life Assurance	R.s 76/-	Rs. 60/-
(iii)	Endowment Assurance	Rs. 52/-	Rs. 48/-
(iv)	Anticipated Endowment Assurance	Rs. 48/-	Rs. 45/-
(v)	Joint Life Assurance	Rs. 52/-	--
(vi)	Children Policy	Rs. 52/-	Rs. 48/-
(vii)	10 Years' RPLI	--	Rs. 45/-

PART – III

Accounting Procedures

MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY

(Department of Posts)

NOTIFICATION

New Delhi, the 12th August, , 2016

S.O. 2724(E).—The Post Office Insurance Fund (Custody and Investment) Regulations, 2010 made by the President in exercise of the powers conferred by Rule 3 of the Post Office Life Insurance Rules, 2011, are hereby published for general information.

[F. No. 46-2/2008-LI (Vol-II)]

VISHVAPAVAN PATI, Chief General Manager, Postal Life Insurance

PREAMBLE

In exercise of the powers conferred by Rule 3 of the Post office Life Insurance Rules, 2011, the President hereby makes the following regulations regulating the custody of the Post Office Insurance Fund, the payment of moneys into such Funds, the withdrawal of moneys there from, the custody of public moneys other than those credited to such Fund received by or on behalf of the Government of India, their payment into the Public Account of India and the withdrawal of money from such account and other matters connected therewith or ancillary thereto, namely – the Post Office Insurance Fund (Custody and Investment) Regulations, 2016.

PART I – INTRODUCTORY

1. Short title and commencement- (1) These regulations may be called the Post Office Insurance Fund (Custody and Investment) Regulations, 2016.

(2) These regulations shall be deemed to have come into force on the 1st day of November, 2009.

2. Definitions- In these regulations, unless the context otherwise requires,-

(a) "Bank Account", means the accounts opened with any scheduled commercial bank(s) in the name of the Client and maintained and operated by the Portfolio/Fund Manager on behalf of the Client, which shall exclusively deal with the funds of the client as laid down in the agreement;

(b) "Chief Investment Officer (CIO)", means the Officer heading the Investment Division; in so far as his interaction with portfolio/fund manager is concerned, the duly appointed nominee of the Client (Department of Posts);

(c) "Client", means the Department of Posts of the Central Government, through its Secretary/Director General(Posts), Member (Postal Services Board, Chief General Manager (Postal Life Insurance) or any other authority/person/nominee, authorized in this behalf;

(d) "Custodian" means a person/institution who has been granted a certificate of registration to carry on the business of custodian of securities under the Securities and Exchange Board of India (Custodian of Securities) Regulations, 1996 and where the custodian accounts of the Post Office Insurance Fund, its Sub Funds, namely: (i) Postal Life Insurance Fund, and (ii) Rural Postal Life Insurance Fund shall be operated / maintained;

(e) "Depository Account", means the account opened, maintained and operated by the Portfolio/Fund Managers in the name of the Post Office Insurance Fund with any Depository or Depository Participant registered under the **SEBI** (Depositories and Participants) Regulations, 1996, which shall exclusively deal with the Portfolio of the Client;

(f) "Director General (Posts)", means the Director General, Department of Posts, of the Central Government who is also the Chairperson of the Postal Services Board and Secretary to the Government of India;

(g) "Investment Board", means the apex body constituted for the purpose of laying down the policy guidelines and investment strategy for the management of the Post Office Insurance Fund;

(h) "Investment Division", means the Investment Division of the Postal Life Insurance Directorate of the Department of Posts;

(i) "Insurance Policy" means the written document containing the contract in respect of an insurance under various schemes under Postal Life Insurance and Rural Postal Life Insurance Schemes;

(j) "Net accretions" means from the 1st day of November, 2009 onwards, the amounts/sums arrived at by deducting all the amount of payments/withdrawals made from the Post Office Insurance Fund, from the amounts deposited into the Fund under the Post Office Life Insurance and Rural Postal Life Insurance schemes separately at the end of the day, at all Head Post Offices in the country, premium recoveries received through book adjustments from various Ministries/Departments of the Central Government, amounts received from various Public Sector Undertakings, Accountants General of various States through Director, PLI, Kolkata, premium recoveries from the personnel of Army Postal Services through Director of Postal Accounts, Nagpur, sums received in the Fund as a result of trading/investment activities of the Investment Division, etc.

(k) "Net Asset Value" (NAV), means the market value of assets in the portfolio consisting of equity, debt, cash and cash equivalent. The valuation norms of each of these types of Securities and/or Funds have been defined in **para-19**.

(l) "Net Corpus", means the total of the amounts of premiums, standing at credit under Major Head: 8011-Insurance and Pension Funds.00.101-Postal Insurance and Life Annuity Fund, at the close of the 31st day of October, 2009;

(m) "Portfolio/Fund Manager", means the company and/or agency appointed to render non-discretionary portfolio/Fund management services for management of the Fund as per laid down terms and conditions;

(n) "Postal Services Board, means the highest decision making body of the Department of Posts, which will oversee the functioning of the Investment Board;

(o) "Postal Life Insurance (PLI) Directorate", means the Office of the Chief General Manager, Postal Life Insurance, New Delhi,

(p) "Public Account of India" means the public account of India referred to in clause (2) of Article 266 of the Constitution,

(q) "Policy Holder" means the person to whom a policy has been issued under various schemes formulated under the Post Office Insurance Fund Rules, 1985,

(r) "Sub Fund", means the two sub funds , namely **Postal Life Insurance Fund (PLIF) consisting of Civil and Military PLI Schemes and Rural Postal Life Insurance Fund (RPLIF) consisting of Rural Postal Life Insurance Schemes**,

(s) The words/phrases "Postal Life Insurance", "Civil PLI" and/or "PLIF" wherever occurred in these regulations, shall include the Military PLI (MPLI) schemes, also,

3. Constitution of the Post Office Insurance Fund.- There shall be constituted a Fund to be called the Post Office Insurance Fund (hereinafter referred to as "the Fund") to which shall be credited all collections under the Postal Life Insurance and Rural Postal Life Insurance Funds/Schemes in the public account of India.

4. Postal Services Board of the Department of Posts shall oversee the functioning of the Investment Board through a pre-determined mechanism.

5. (1) **Investment Board** has been constituted as the apex body for the purpose of laying down the policy guidelines and investment strategy, which will set the frame work for the day to day decisions on investments. Member (Postal Life Insurance) of the Postal Services Board shall function as Chairman of the Investment Board with three Financial Experts to be drawn from outside, one Joint Secretary from the Ministry of Finance, Department of Disinvestment (to be nominated by Ministry of Finance), Joint Secretary & Financial Advisor, Department of Posts, Chief General Manager, Postal Life Insurance, Department of Posts,

Chief Investment Officer of POIF Investment Division and the Actuary for Post Office Insurance Fund, as its members. Chief Investment Officer shall function as Convener Member of the Investment Board.

(2) The Portfolio/Fund Manager(s) shall be permanent invitee(s) to meetings of the Investment Board.

(3) The Investment Board while deciding the Policy guidelines and investment strategy, will give due consideration to the professional opinion of the Portfolio/Fund Manager(s).

(4) The Financial Experts from outside to be included in the Investment Board will be selected by the other members of the Investment Board in consultation with the Ministry of Finance. The selection will be approved by the Postal Services Board and appointed by the Minister of Communications and Information Technology.

6. (1) **Investment Division** shall by headed by a Chief Investment Officer (**CIO**) in the rank of a Higher Administrative Grade (**HAG**) officer of the Government of India who will execute the policy framework and structure of investments as per decisions of the Investment Board.

(2) In the absence of the Chief Investment Officer, the Chief General Manager (PLI) or an officer (not below the rank of Senior Administrative Grade), nominated by the competent authority of the Department of Posts, shall discharge the functions of the Chief Investment Officer.

(3) The Chief Investment Officer (**CIO**) shall be directing the Fund Managers on a day to day basis for various types of investments of the Fund. He will have powers to accept, reject, or take any other decision, as deemed fit by him, on the recommendations of the Portfolio/Fund Manager(s).

(4) The Chief Investment Officer (**CIO**) will initially be appointed on deputation/contract basis from amongst the expert persons from any of the public sector banks and Financial Institutions, until sufficient in-house expertise is available within the Department.

(5) The Chief Investment Officer shall be assisted by four officers of Junior Administrative Grade (**JAG**), looking after the functions viz: Accounts and Treasury, Management Information System, Analyst (Debt) and Analyst (Equity), and other supporting staff as required from time to time.

(6) Investment Board shall nominate an Officer of the Investment Division, not below the rank of Senior Timescale of Group 'A' of the Government of India, as the Head of Office/Drawing and Disbursing Officer for the Investment Division.

(7) None of the Officials in the Investment Division shall be taken/ drawn from any of the Fund Managers, Custodian Bank(s), Depositories/Depository Participants concerned, in any case.

7. (1) The **Portfolio/Fund Manager(s)** shall be appointed by the Department of Posts on contract basis initially for a period of 2(two) years, having duly been approved by the Union Cabinet of Ministers, Government of India and extendable subsequently upon mutually agreed terms, conditions and fee structure from time to time.

(2)The Fund Manager(s) will render non-discretionary portfolio management services in accordance with the predetermined/mutually agreed upon terms and conditions in conformity with the Security and Exchange Board of India Regulations or guidelines made under **Security and Exchange Board of India, Act,** as amended from time to time.

8. Utilization of the Fund.- (1) The net Corpus under both the Postal Life Insurance Fund (PLIF) and the Rural Postal Life Insurance Funds (RPLIF) at the close of 31st October, 2009 shall be frozen and the same shall be converted into dated securities of mixed maturity over a period of three years starting from the year: 2010-11, as per advice of the Government of India, Ministry of Finance.

(2) Net accretions under the Fund from the 1st day of November, 2009 onwards, shall be invested in various forms, and regulated in accordance with the Insurance Regulatory and Development Authority (Investment) Regulations, 2000, as amended from time to time.

9. (1) The accounts with the portfolio/fund managers and custodian bank(s) shall be maintained with adequate transparency. The Post Office Insurance (POIF) Investment Division, Director of Accounts (Postal), Nagpur, Director Postal Life Insurance, Kolkata and PLI Directorate will be provided access to all the accounts held in the name of fund with the portfolio/fund managers as well as custodian bank(s) with the facility to generate statements/returns on a daily/periodically basis, as and when required by them from time to time.

(2) The Chief Investment officer shall in addition to the periodical classified accounts prepare and submit monthly and annual returns furnishing summary of the financial transactions on each aspect viz; Investments, discharges, receipts on account of Interest, Dividend, Bonus/ Shares etc. as well as expenditure made during the month to DA(P), Nagpur, Director. Postal Life Insurance, Kolkata, as well as PLI Directorate furnishing his personal analysis of the activities. DA(P), Nagpur shall verify the figures provided under each item in CIO's report with those booked by them on the basis of classified accounts received periodically as well as the reports/statements generated by them directly from the networks of the portfolio/ Fund Managers and Custodian Bank(s) and discrepancy, if any, should immediately be objected to and taken up with the POIF Investment Division, PLI Directorate under intimation to PA Wing of Postal Directorate, and have them settled with the POIF Investment Division immediately. "Objection, pending over a month, shall be brought to the notice of Postal Accounts Wing of the Postal Directorate through monthly reports who in turn will take up with the PLI Directorate for their immediate settlement." Reconciliation between accounts of the Investment Division and booked figures shall be the responsibility of DAP, Nagpur.

10. Receipts of the Fund- (1) The Fund (consisting of sub funds PLIF & RPLIF) shall have the following receipts:-

(a) Deposits of premiums or subscriptions, repayments or recoveries of loans and interest from policy holders under various Postal Life Insurance and Rural Postal Life Insurance schemes;

(b) Amount realized on discharge of investments made from the Fund into various forms of securities/investments;

(c) The interest received on investments made from the Fund;

(d) The Dividend received on Equity Shares, held by the Fund;

(e) The receipts on account of Bonus Shares (face value), preferential shares; and

(f) Other receipts of the Fund on account of fees, charges, etc.

11. Disbursements out of the Fund.- (1) The Fund (consisting of sub funds PLIF & RPLIF) shall have the following disbursements :-

(a) Payments, which include grant of loan as admissible, maturity values, death claims and paid up values (containing premiums plus bonus accrued), surrender values, refund of premium in respect of the Insurance Policies;

(b) Investments made in various types of securities, loans, debentures, equity shares, etc.;

(c) Bonus payable to the policy holders under Postal Life Insurance and Rural Postal Life Insurance schemes;

(d) Incidental expenditure towards management of Postal Life Insurance and Rural Postal Life Insurance schemes, viz: Establishment related expenditure, expenditure on promotion and marketing, professional services, payment of various taxes, levies, etc.

(e) The Incidental expenditure as mentioned under (d) above, shall initially be provided for and charged under relevant heads of accounts under Major Head: 3201-Postal Services against the sanctioned grants for the purpose; the same shall be transferred to the relevant heads of accounts (as detailed in the Part-III of these regulations) under Post Office Insurance Fund in the public account of India, at the end of the financial year,

PART II – OPERATIONS OF THE FUND

12. Repayments etc., Bonus payments: - Deposits into, repayments on account of maturity, paid-up, surrender values, etc., and payment of bonus to the policy holders under Postal Life Insurance (**PLI**) and Rural Postal Life Insurance (**RPLI**) schemes shall be regulated in accordance with the provisions of the relevant rules and procedures governing them as may be in force from time to time.

13. Accounting- All transactions relating to the Postal Life Insurance (including Military PLI) (**PLI**) and Rural Postal Life Insurance (**RPLI**) schemes shall be accounted for under the public account of India as specified here in these regulations. However, these transactions shall be disclosed in the Annual Budget Documents, as well as in the Union Finance Accounts, in order to ensure greater transparency and accountability.

14. Investments of Net Corpus.-(1) Net corpus under Postal Life Insurance including Military Postal Life Insurance (**PLI**) and Rural Postal Life Insurance (**RPLI**) schemes standing at credit of the policy holders under Major Head: 8011-Insurance and Pension Funds.00.101-Postal Insurance and Life Annuity Fund, at the close of the 31st day of October, 2009, shall be frozen and converted into dated securities offering a mix of maturities, separately in respect of **PLI** and **RPLI** Schemes, to be decided as per advice of the Ministry of Finance (Department of Economic Affairs) over a period of three years;

(2) The amount in the Net Corpus shall continue to be deemed as deposits under Special Deposit Scheme and, therefore, shall continue to earn interest at the rate applicable to the deposits under Special Deposit Scheme of the Department of Economic Affairs, Ministry of Finance of the Central Government until its conversion into/investment in the dated securities.

15. Investments of Net accretions- (1) Net Accretions in the Fund (separately in respect of PLI and RPLI) from the 1st day of November, 2009 onwards shall be invested in government securities or other approved securities, Infrastructure & Social Sector, others to be governed by Exposure norms, etc., as specified in the Insurance Regulatory and Development Authority (Investment) Regulations, 2000, as amended from time to time;

NOTE: "A suitable amount of net accretions shall be kept as cash balance/reserve in the Fund in order to meet the current liabilities".

(2) **Net accretions** in the Fund from the 1st day of November, 2009 onwards, shall be arrived at by subtracting all kinds of payments/withdrawals from the total receipts in the Fund at the end of a day in all Head Post Offices in the country, plus the amounts of premium recoveries received through book adjustments from various Ministries and Departments of the Central Government through the Controller General of Accounts (Ministry of Finance), plus the amounts received from Public Sector Undertakings, Accountants General of various States, etc., through cheques/ demand drafts, in the Office of Director of Postal Life Insurance, Kolkata, and the amounts of premium recovered from Army Postal Service Personnel, received in the office of Director of Accounts (Postal), Nagpur, plus the amounts received in the Fund as a result of operations/investment activities of the Investment Division, through cheques or otherwise.

(3) All Head Post Offices and Director of Accounts (Postal) Nagpur, shall render the information about the total receipts, payments and net accretions on account of Postal Life Insurance and Rural Postal Life Insurance transactions separately to Director of Postal Life Insurance Kolkata, electronically on a daily basis through a secured system, in addition to the information being sent by them to all concerned in normal course. Director of Postal Life Insurance Kolkata, in turn, will compile the entire data, arrive at the accurate figure of net accretions under both the Sub Funds (**PLI & RPLI**) separately and intimate the same to PLI Directorate, over FAX and e-mail latest by 10.30 AM every working day. The Investment Advice will be released by PLI Directorate for investment to Investment Division, Mumbai with a copy to the Director of Accounts (Postal), Nagpur, Director Mumbai GPO and Director of Postal Life Insurance, Kolkata. Director of Postal Life Insurance Kolkata will tally the reports with booked amount and take all remedial measures for reconciliation of differences, if any, between the Fund Flow Statement and Monthly Cash Account figures.

(3-A) Postal Accounts Wing of Postal Directorate will furnish information in respect of receipts, payments/net accretions received through book adjustments from various Central Government Departments through Controller General of Accounts, on a monthly basis, in respect of **PLI and RPLI** separately to Postal Life Insurance Directorate and Director of Postal Life Insurance Kolkata to enable them to take into account the figures for arriving at correct net accretions under these funds and to reconcile the discrepancy, if any.

(4) Detailed procedure/guidelines in respect of reporting of transactions shall be circulated by Postal Life Insurance Directorate in consultation with Finance and PAF Wings of Postal Directorate (Department of Posts), from time to time.

(5) All the Postal Accounts Offices shall be made available by the Postal Life Insurance Directorate, the Head Post Office-wise monthly net accretion reports, for cross checking/reconciliation. All the Postal Accounts Offices and the office of Director (PLI), Kolkata Shall be enabled daily access to the data/reports on net accretions under PLI/RPLI by logging on to the system through User ID and Passwords to be supplied by PLI Directorate.

(6)The Postal Accounts Offices shall check, verify and reconcile the figures of daily net accretions reported to Postal Life Insurance Directorate in respect of the Head Post Offices under their jurisdiction with reference to the figures reported by them to PLI Directorate with those reported to the PAO concerned in the Head Office cash accounts, accounts of Director of PLI, Kolkata as well as accounts of the Investment Division.

(9) In case of any discrepancy, the same shall be noted down in the relevant Objection Book/Register in the Postal Accounts Office concerned and taken up with Postal Life Insurance Directorate, Director of PLI, Kolkata and Head Post Office concerned and pursued for immediate settlement, under intimation to Director of Accounts Postal, Nagpur. DAPs will reconcile, at the end of every month, net accretions available in the CIS with the net accretion as per booked figures. Excess/deficit net accretion should be immediately reported to DPLI Kolkata and in turn DPLI Kolkata will report the total surplus/deficit to PLI Directorate for investment.

(10) Postal Accounts Wing of Postal Directorate shall send a monthly statement of the figures booked under the Post Office Insurance Fund (Major heads: 8014-Postal Life Insurance Schemes, 8015-Investments of Post Office Insurance Fund as well as 8016-Income and Expenditure of POIF) to Postal Life Insurance Directorate for their record, reconciliation of their accounts/data etc.

16. Sanctions of Funds for investment- (1) The Director General/Secretary, Department of Posts, Ministry of Communications and Information Technology, Government of India or an officer authorized by him/her shall issue necessary sanction indicating the name of the Fund, the amount of advance for the investment to be made, the head of account: i.e. **Major Head**: 8553-Postal Advances. **Sub Major Head:02**- Special Post Office Insurance Fund Advances.101- Postal Life Insurance Fund Advances/ 102-Rural Postal Life Insurance Fund Advances (as the case may be),01-Advances to Post Office Insurance Fund Investment Division for investments in accordance with these regulations, as and when necessary, in favour of any of the Portfolio Managers/Custodian Bank(s) accounts.

NOTE:- Separate sanction orders shall be issued in respect of Postal Life Insurance and Rural Postal Life Insurance Funds in this regard.

(2) On receipt of the sanction order referred to in sub-Para (1) above, The Director, Mumbai GPO, shall issue instructions for electronic funds transfer (using RTGS/NEFT/EFT) to the Reserve Bank of India clearly stating the beneficiary account, account number and custodian Bank, etc., under intimation to the Investment Division and Director of Accounts (Postal), Nagpur. Alternatively a crossed cheque for the sanctioned amount in favour of the designated account in the Custodian Bank in the name of the Fund Manager (e.g. Postal Life Insurance Fund) A/C Fund/Portfolio Manager (UTI AMC/SBI MFL) concerned may be issued by Director Mumbai GPO and handed over to the Authorized person of the Post Office Insurance Fund Investment Division for onward disposal classifying the same as per sub Para (1) above", under intimation to all concerned.

(3) The cheques to be issued by the Investment Division shall bear signatures of two officers i.e. the Officer in Junior Administrative Grade (JAG), In-charge of the "Accounts and Treasury" and the Head of Office/Drawing and Disbursing Officer of the Investment Division, when the Investment Division is declared as a Drawing and Disbursement Office, drawing Funds directly from the Reserve Bank of India. In absence of any of these Officers, their link officers shall discharge the function.

(4) Investment Division shall maintain Cash Book(s) and adequate accounts records/registers/General ledgers/ Subsidiary General ledgers, etc., exclusively for maintenance of accounts of the investment related transactions/activities pertaining to the POIF, in order to record and keep track of each and every financial transaction (including various receipts on account of interest, bonus, dividends, price differentials, etc.) under both the PLIF as well as RPLIF separately, being carried out by the Division.

(5) The amounts of advances drawn from Mumbai GPO, directly transferred to the custodian accounts maintained by the portfolio managers by either mode, shall be reflected on receipt side in the Investment Division's cash book under appropriate head of account. Similarly, the transactions pertaining to investments shall be shown under the relevant head on payment side of the cash book.

(6) Whenever an investment is made by the Investment Division, the same shall be classified under **"Major Head: 8015-Investments of Post Office Insurance Fund"** and other subordinate heads in accordance with Part III-Accounting Procedure of these regulations by per contra credit to the Major Head: i.e. **Major Head: 8553**-Postal Advances-02- Special Post Office Insurance Fund Advances.101-Advance paid to SBI Funds Management Company Ltd. for investment of Postal Life Insurance Funds or 102-Advance Paid to SBI Funds Management Company Ltd. for investment of Rural Postal Life Insurance Funds (as the case may be).01-Advances to Investment Division for investments, thereby clearing the amount of advance.

(7) **Investment Division of the Post Office Insurance Fund shall furnish fortnightly as well as monthly classified accounts to the office of Director of Accounts (Postal), Nagpur with a copy to DPLI Kolkata and PLI Directorate.**

17.(1) **Chief Investment Officer** shall issue necessary directions to the Portfolio/Fund Managers for investments under both the **PLIF** and **RPLIF** in accordance with the IRDA (Investment) Regulations, 2000, the Investment Policy laid down by the Investment Board.

(2) Each of the Portfolio/Fund Managers and Custodian bank(s) shall render authenticated statements of transactions with supported vouchers, documents, etc., to the Investment Division and the Director of Accounts (POSTAL), NAGPUR, and Director, Postal Life Insurance, Kolkata under PLIF and RPLIF separately, on a day to day basis. Director of Accounts (Postal) shall test check the information received from the Portfolio/Fund Managers and Custodian bank(s) with the classified accounts submitted by Investment Division. The Statements for the previous day shall invariably be submitted latest by the next day forenoon.

18. Interest, dividends, bonus, price differentials and other incomes on investments- On receipt of Various Incomes on investments of the Post Office Insurance Fund either directly or through the Fund Managers, Custodian Bank, etc., **the following actions shall be taken by Investment Division.** Director of Accounts Postal, Nagpur shall randomly test check the figures furnished by Investment Division with copies of the vouchers/papers received from Fund Managers, Custodian Bank, etc.:-

(1) **Interest** income on balance funds under Net Corpus, due to be received from Ministry of Finance through book adjustments, shall be credited to the:

"Major Head: 8016- Incomes and Expenditure of Post Office Insurance Fund.

Sub Major Head: 01-Incomes on Investments of **PLI** Funds/ or

Sub Major Head: 02-Incomes on Investments of **RPLI** Funds (as the case may be)

Minor Head: 101-Interest Income on balance **PLI/RPLI** funds from Central Government**. "**

by per contra debit to the:

"Major Head: 2049-Interest Payments

Sub Major Head: 03: Interest payments on small savings & provident Funds, Etc.

Minor Head: 108: Interest on Insurance and Pension Funds.

Sub/Detailed/Object heads: 00.01.45: Interest on Postal Life Insurance and Life Annuity Fund (Postal).

(8) All the incomes received from the investments made in respect of POIF shall be reinvested on the same day by the Fund Managers through whom the income was received by the investment i.e. no amounts of income received by way of interest, dividend, discharge, price differentials etc. shall be kept idle.

In the event of reinvestment of the income on the same day of receipt, the following entries shall be made in the Cash Book of the Investment Division.

(A) On receipt of **interest** on "investments of net corpus in dated securities", the Investment Division shall **credit** the same as under:

"**Major Head: 8016-**Incomes and Expenditure of Post Office Insurance Fund

Sub Major Head: 01-Incomes on Investments of **PLI** Funds/ **or**

Sub Major Head: 02-Incomes on Investments of **RPLI** Funds (as the case may be)

Minor Head: 102-Interest Income on Investments from Net **PLI/RPLI** Corpus

(B) On receipt of **interest** on investments of net accretions in various securities /debt instruments, the Investment Division shall credit the same as under:

"**Major Head: 8016-**Incomes and Expenditure of Post Office Insurance Fund

Sub Major Head: 01-Incomes on Investments of **PLI** Funds/ **or**

Sub Major Head: 02-Incomes on Investments of **RPLI** Funds (as the case may be)

Minor Head 103- under **Interest Income on Investments from the accretions**

PLI/RPLI from the 1st day of November, 2009 onwards

by per contra debit to the**:**

"Major Head: 8015-Investments of Post Office Insurance Fund (PLIF)

Sub Major Head: 02-Investment of Postal Life Insurance Fund (PLIF) of net accretions

from 1st day of November 2009

OR

Sub Major Head: 03-Investments of net Rural Postal Life Insurance Fund (**RPLIF**)

Accretions from 1st day of November, 2009 onwards

Minor Heads: 101-Investments made through "SBI Funds Management Company Ltd.

OR

Minor Heads: 102-Investments made through the UTI Asset Management Company Ltd.

OR

Minor Heads: 103-Investments in Fixed and Term Deposits made directly by DoP

OR

Minor Heads: 104-Other Investments

(C)**Interest receipts on Loans** granted to the policy holders shall be **credited** under

"Major Head: 8016-Incomes and Expenditure of Post Office Insurance Fund

Sub Major Head: 01-Incomes on Investments of **PLI** Funds/ **or**

Sub Major Head: 02-Incomes on Investments of **RPLI** Funds (as the case may be)

Minor Heads: 104-Interest Income on Loans to the **PLI/RPLI** policy holders.

By various Postal Accounts Offices and Department of Posts (Postal Accounts Wing)

(D) On receipt of **Dividend** in respect of the investments in equity shares, the Investment Division shall credit the same under:

"Major Head: 8016-Incomes and Expenditure of Post Office Insurance Fund

Sub Major Head: 01-Incomes on Investments of **PLI** Funds/ **or**

Sub Major Head: 02-Incomes on Investments of **RPLI** Funds (as the case may be)

Minor Heads: 105-Dividend income on Investments of **PLI/RPLI** funds in Equity Shares

by per contra debit to the**:**

"Major Head: 8015-Investments of Post Office Insurance Fund (PLIF)

Sub Major Head: 02-Investment of Postal Life Insurance Fund (PLIF) of net accretions

from 1st day of November 2009

OR

Sub Major Head: 03-Investments of net Rural Postal Life Insurance Fund (**RPLIF**)

accretions from 1st day of November, 2009 onwards

Minor Heads: 101-Investments made through "SBI Funds Management Pvt. Ltd.

OR

Minor Heads: 102-Investments made through the UTI Asset Management Company Ltd.

OR

Minor Heads: 103-Investments in Fixed and Term Deposits made directly by DoP **OR**

Minor Heads: 104-Other Investments

(E) The **price differentials** [purchase price (-) sale price] in respect of sale /purchase activities in various securities/ investments, the Investment Division shall **credit/debit** the same under:

"Major Head: 8016-Incomes and Expenditure of Post Office Insurance Fund

Sub Major Head: 01-Incomes on Investments of **PLI** Funds/ **or**

Sub Major Head: 02-Incomes on Investments of **RPLI** Funds (as the case may be)

Minor Heads: 106-Profit on sale /discharge/redemption/disposal of various securities.

Minor Heads: 107- Loss on sale discharge/redemption/disposal of various securities.

by per contra debit(Profit)/minus debit(Loss) to the**:**

"Major Head: 8015-Investments of Post Office Insurance Fund (PLIF)

Sub Major Head: 02-Investment of Postal Life Insurance Fund (PLIF) of net accretions from 1st day of November 2009 **OR**

Sub Major Head: 03-Investments of net Rural Postal Life Insurance Fund (**RPLIF**) accretions from 1st day of November, 2009 onwards

Minor Heads: 101-Investments made through "SBI Funds Management Pvt. Ltd. **OR**

Minor Heads: 102-Investments made through the UTI Asset Management Company Ltd. **OR**

Minor Heads: 103-Investments in Fixed and Term Deposits made directly by DoP **OR**

Minor Heads: 104-Other Investments

(F) On receipt of Bonus Shares against the equity Shares held in the name of the Fund, the Investment Division shall **credit** the same (**face value**) under:

Major Head: 8016-Incomes and Expenditure of Post Office Insurance Fund

Sub Major Head: 01-Incomes on Investments of **PLI** Funds/ **or**

Sub Major Head: 02-Incomes on Investments of **RPLI** Funds (as the case may be)

Minor Heads: 108-Receipts on account of **Bonus** Shares **(face value)** on investments from PLIF or RPLIF

by per contra debit to the**:**

"Major Head: 8015-Investments of Post Office Insurance Fund (PLIF)

Sub Major Head: 02-Investment of Net Postal Life Insurance Fund **(PLIF)** of accretions from 1st day of November 2009 onwards. **OR**

03-Investments of net Rural Postal Life Insurance Fund (**RPLIF**) accretions from 1st day of November, 2009 onwards

Minor Heads: 101-Investments made through "SBI Funds Management Company Ltd. **OR**

102-Investments through the UTI Asset Management Company Ltd.

(G)(i) The miscellaneous/ petty incomes as a result of operations of the Fund and various PLI/RPLI schemes, shall be credited to

"**Major Head: 8016-**Incomes and Expenditure of Post Office Insurance Fund

Sub Major Head: 03-Other Incomes of Post Office Insurance Fund.

Minor Head: 101-Other Income in respect of PLIF**.**

102- Other Income in respect of RPLIF.

(ii) In case of Investment Division, these receipts shall be deposited at Mumbai GPO immediately where the same shall be reflected as Other Incomes of (PLIF/RPLIF) POI Fund in the HO Cash Book/ Cash Account and classified in Postal Accounts Office, Nagpur accordingly.

(H) Redemptions.- On redemption, discharge, sale, disposal, etc., of the securities, shares and various other kinds of investments, deposits, etc., the following action shall be taken:-

(1) In the **Investment Division**, the sums (the **face value or the purchase value as the case may be**) realised shall be credited under the relevant heads of accounts (**where the same were booked/debited at the time of acquisition/purchase**) under "**Major Head: 8015-**Investments of Post Office Insurance Fund and relevant **Sub Major/Minor/Sub Heads, etc. by per contra debit to the**

"Major Head: 8553- Postal Advances.

Sub Major Head: 02- Special Post Office Insurance Fund Advances.

Minor Head: 101.... OR 102.... (as the case may be).

in their Books.

(ii) On remittance of the amount to the Government's account (**at Mumbai GPO**), the same shall be credited, in the books of Investment Division, to the same transitory **"Major Head: 8553-Postal Advances and other subordinate heads**, in order to clear the advance created on receipt. Mumbai GPO shall reflect the amount in their cash book/cash account as **remittance received from Investment Division. Director of Accounts (Postal), Nagpur,** shall also classify the same accordingly.

(2) The miscellaneous/ petty incomes as a result of operations of the Fund and **various PLI/RPLI** schemes, shall be credited to -

"**Major Head: 8016-**Incomes and Expenditure of Post Office Insurance Fund**.**

Sub Major Head: 03-Other Incomes of Post Office Insurance Fund**.**

Minor Head: 101-Other Income in respect of PLIF.

102- Other Income in respect of RPLIF.

(3)In the event of, the amounts received in the Fund, on account of incomes of various kind and also the redemption values/sale prices/discharge values etc. of various investments/securities/shares etc., are reinvested in any kind of investment on the same day (i.e., on the day of receipt itself), the same shall be debited under the appropriate heads of account under Major Head 8015-Investment of POIF, the credit being booked under appropriate heads of account under M.H. 8016-Incomes & Expenditures of the POIF. As prescribed in

Part-III- Accounting Procedure of these Regulations. The transit/advances 02-Special P.O.I.F. Advances etc. shall not be required to invoked in such situation.

(4) In the event of, the amounts received in the Fund, on account of incomes of various kind and also the redemption values/sale prices/discharge values etc. of various investments/securities/shares etc., are not reinvested in any kind of investment on the same day (i.e., on the day of receipt itself), the same shall be debited under the appropriate heads of account under Major Head 8553-Postal Advances as under:

Major Head: 8553-Postal Advances

Sub Major Head: 02-Special Post Office Insurance Fund Advance

Minor Head: 101-Advance paid to SBI Funds Management Company Ltd. for investment of Postal Life Insurance Funds OR

Minor Head: 102- Advance paid to SBI Funds Management Company Ltd. for investment of Rural Postal Life Insurance Funds OR

Minor Head: 103- Advance paid to UTI Asset Management Company Ltd. for investment of Postal Life Insurance Funds OR

Minor Head: 104 - Advance paid to UTI Asset Management Company Ltd. for investment of Rural Postal Life Insurance Funds, as the case may be,

the credit being booked under appropriate heads of accounts under M.H. 8016-Incomes & Expenditures of the P.O.I.F. as prescribed in part III- Accounting Procedure of these Regulations. The

transit/advances 02-Special P.O.I.F. Advances etc. shall be required to invoked in such situation in their books.

On the date of reinvestment of the amount, the same shall be debited under the appropriate heads of account under Major Head 8015-Investment of POIF by giving contra credit to the same sub heads under "Major Head : 8553, Sub Major Head 02……..,in order to clear advance created on receipt.

(5) On remittance of the amounts of incomes to the Government's account (at Mumbai GPO), the same shall be credited, in the Investment Division, to the same sub-heads under **"MH: 8553-Sub-Major Head 02…... i**n order to clear the advance created on receipt. Mumbai GPO shall reflect the amount in their cash book/cash account as remittance received from Investment Division. Director of Accounts (Postal), Nagpur**,** shall also classify the same accordingly.

(6) In the case of transfer of funds from one Port Folio Manager to the other, the same shall not be transferred directly. The funds balance if any, with and/or required to be shifted from one Port Folio Manager to another shall first be remitted to Govt. account showing POIF remittances and be sanctioned and drawn in favour of the respective Fund Manager as per usual procedure as is done in case of advances drawn in favour of Govt. account against Net Accretions of PLI/RPLI. The transfer shall not be made by issuance of cheque by one Port Folio Manager by either mode of directly shall not be resorted to in any case.

(7) Similarly, in case of closure of one Port Folio Manager's account/agreement, the entire balance in such Port Folio Manager's account shall immediately be remitted to Govt. account without delay. The same shall be available to the Investment Division, for investment by issue of corresponding sanction and drawing as advance in favour of the other Port Folio Manager(s) as per usual procedure. Such balance, if any, in no case be transferred through any other mode, to another Port Folio Manager's account directly without crediting/remitting to the Govt. account.

On receipt of the amount from the Fund Manager towards refund of balances the following entries shall be made in the Cash Book of the Investment Division

Debit side, Major Head: 8677-Remittance to Bank

Credit side, Major Head: 8553-Postal Advances, operating the Minor Heads relating to the respective Fund Manager's Account, in order to nullify the balances outstanding in the account.

19. The Payments & repayments of loans against PLI and RPLI policies shall be classified (debit in case of payments and credit in case of repayments/adjustments) in various Postal Accounts Offices, under the same**" Major Head: 8014-Postal Life Insurance Schemes and Sub Major/Minor/Sub Heads, etc.,** as prescribed in Chapter-III: Accounting Procedure of these regulations.

Note: The procedure in respect of booking and classification of the interest receipts on loans to the policy holders has been prescribed under Para 18(2) hereinabove.

20. Evaluation of the Fund- (a) The total corpus of fund will be evaluated for its total value as follows:-

(i) Debt securities, including government securities and redeemable preference shares, shall be considered as "held to maturity" securities and shall be measured at historical costs subject to amortization,

(ii) Equity securities and Derivative instruments that are traded actively will be measured at fair value on the Balance Sheet date and will be exhibited either as liability or asset. In respect of unlisted and other than actively traded Equity securities and Derivative instruments, these shall be measured at historical cost.

(iii) Others such as fixed deposits, term loans shall be measured at historical cost. Treasury bills, Commercial papers, etc., at historical cost subject to discounted yield. Mutual fund units as per latest available net asset value (NAV) closest to valuation date.

(iv) This will be done on quarterly basis including Balance Sheet date i.e. 31st March, every year.

(b) The erosion of capital/loss if any, and profit or gains as a result of periodical evaluation of the Fund, shall be adjusted in accounts of POIF under Major Head: 8016-Income and Expenditure of POIF and subordinate heads of accounts as enumerated in Chapter-III: 'Accounting Procedure' of these regulations.

21. Accounting System enumerated in the foregoing paras shall mutatis mutandis be followed by the Postal Accounts Office, Nagpur, and other accounting units concerned as well.

22. INSPECTION OF DOCUMENTS/RECORDS: The accounts, records, documents, maintained and held in the Investment Division and "those of the Portfolio/ Fund Managers, Custodians, in so far as they relate to the Post

Office Insurance Fund and/or it is felt necessary by the Client and/or any other competent authority(ies) to inspect any other documents, records, papers, etc., in public interest", the same shall be subject to inspections, checks and/or verifications by the Officers of the Department of Posts,

Internal Audit, Statutory Audit, etc., as per the procedures and norms prescribed in this regard by the Central Government, Comptroller and Auditor General of India, Insurance Regulatory and Development Authority, Security and Exchange Board of India, etc., from time to time. The Portfolio/Fund Managers, Custodians shall be liable to co-operate in all manners with the Inspecting/visiting authorities and comply with their instructions in this regard.

PART III - ACCOUNTING PROCEDURE

23. Post Office Insurance Fund.- A distinct sub-sector called "**Post Office Insurance Fund"** shall be opened in the public account of India for the purposes of accounting the transactions relating to Postal Life Insurance (Including Military Postal Life Insurance) and Rural Postal Life Insurance Funds/schemes. The sub-sector "Post Office Insurance Fund" shall comprise of the following Major Heads:

(1) Major Head: **8014**- Postal Life Insurance Schemes.

(2) Major Head: **8015**- Investments of Post Office Insurance Fund.

(3) Major Head: **8016**- Incomes and Expenditure of Posts Office Insurance Fund.

24. Net Corpus- The entire Net Corpus/balances at the close of 31st October, 2009, available under **Major Head: 8011**-Insurance and Pension Fund. **Sub Major Head** 00. **Minor Head** 101-Postal Insurance and Life Annuity Fund, shall be frozen and transferred to the corresponding new heads of accounts under **Major Head 8014**-Postal Life Insurance Schemes on 1st November, 2009, and the existing Minor Head: 101-Postal Insurance and Life Annuity Fund and all sub/detailed/object heads there under shall be closed/deleted after that date.

25. Receipts and Repayments of Premiums and Loans against policies- (1) The accounts of Receipts on account of Premiums from the Policy holders and repayments to the policy holders on account of maturity, death, paid-up, surrender value, claims and grant/recovery of loans to the policy holders under various PLI schemes shall be maintained in the public account of India as per the following details, namely:-

(a) Postal Life Insurance, "including Civil PLI and Military PLI Schemes(PLI) shall be accounted for under Major Head: 8014-Postal Life Insurance Schemes. **Sub Major Head: 01-Postal Life Insurance Schemes.** Separate Minor heads would be used to account for the premium & Loan payments/repayment related transactions in respect of various types of Postal Life Insurance(Civil & Military) schemes as per the following details, namely:-

(1) Minor Head 101 -Net PLI Corpus as on 31st October, 2009.

(2) Minor Head 102 -PLI Whole Life Assurance Schemes.

(3) Minor Head 103 -PLI Convertible Whole Life Assurance Schemes.

(4) Minor Head 104 -PLI Endowment Assurance Schemes.

(5) Minor Head 105 -PLI Anticipated Endowment Assurance Schemes.

(6) Minor Head 106 -PLI Joint Endowment Assurance Schemes.

(7) Minor Head 107 -PLI Children Policy Scheme.

(8) Minor Head 108 - Loans to PLI Policy Holders.

(9) New Minor Heads shall be opened as and when required.

(b) Rural Postal Life Insurance (RPLI) Schemes shall be accounted for under Major Head 8014- Postal Life Insurance Schemes. **Sub Major Head 02-** Rural Postal Life Insurance Schemes. Separate Minor Heads would be used to account for the premium as well as loan payments/repayments related transactions in respect of various types of Rural Postal Life Insurance Schemes as per the following details, namely:-

(1) Minor Head 101 -Net RPLI Corpus as on 31st October, 2009.

(2) Minor Head 102 -RPLI Whole Life Assurance Schemes.

(3) Minor Head 103 -RPLI Convertible Whole Life Assurance Schemes.

(4) Minor Head 104 -RPLI Endowment Assurance Schemes.

(5) Minor Head 105 -RPLI Anticipated Endowment Assurance Schemes.

(6) Minor Head 107 - RPLI Children Policy Schemes.

(7) Minor Head 108 - Loans to RPLI Policy Holders.

(8) New Minor Heads shall be opened as and when required.

26. The dated securities of mixed maturity, issued against the Net Corpus under Post Office Insurance Fund as on 1st November, 2009, shall be accounted for under the

Major Head: 8015-Investments of Post Office Insurance Fund.

Sub Major Head: 01-Investments of net corpus as on 31st October, 2009, in dated securities.

Minor Heads 101- Investments of Net Postal Life Insurance (PLI) Corpus as on **31st October**, 2009, in dated securities, **OR**

102- Investments of Net Rural Postal Life Insurance (RPLI) Corpus as on **31st October**, 2009, in dated securities.

(ii) Each type of securities shall be accounted for under a distinct sub head under these Minor Heads.

27. Investment of net accretions.-

(1) The investments made against the net accretions under Postal Life Insurance Fund (PLIF) from 1st day of November, 2009 onwards shall be accounted for under **Major Head 8015-**Investments of Post Office Insurance Fund. **Sub Major Head 02**- Investments of net Postal Life Insurance Fund (PLIF) accretions from 1st day of November, 2009 onwards. Separate Minor Heads would be used to account for the investments made through different Fund Managers or otherwise as per the following details, namely:-

(1) Minor Head 101 -Investments made through "SBI Funds Management Private Ltd." OR

(2) Minor Head: 102-Investments made through the "UTI Asset Management Company Ltd."

(3) Minor Head: 103-Investments in Fixed and Term Deposits.

(4) Minor Head: 104- Other Investments.

(5) New Minor/Sub/Detailed/Object Heads shall be opened as and when required.

(i) Each type of investments shall be accounted for under distinct Sub/detailed heads under these/respective Minor Heads.

(2) The investments made against the net accretions under Rural Postal Life Insurance Fund (RPLIF) from 1st day of November, 2009 onwards shall be accounted for under **Major Head 8015-**Investments of Post Office Insurance Fund. **Sub Major Head 03**- Investments of net Rural Postal Life Insurance Fund (RPLIF) accretions from 1st day of November, 2009 onwards. Separate Minor Heads would be used to account for the investments made through different Fund Managers or otherwise as per the following details, namely:-

(1) Minor Head: 101 -Investments made through "SBI Funds Management Private Ltd." **OR**

(2) Minor Head: 102-Investments made through the "UTI Asset Management Company Ltd."

(3) Minor Head: 103- Investments in Fixed and Term Deposits.

(4) Minor Head: 104- Other Investments.

(5) New Minor/Sub/Detailed/Object Heads shall be opened as and when required.

(i) Each type of investments shall be accounted for under distinct Sub/detailed heads under these/respective Minor Heads.

28. Redemptions, Discharges, etc.-

Read with Para 18, the sums received on redemptions, discharges, sale, disposal, etc., of all kinds of investments under the Fund, shall be accounted for (Credited) under the same heads of accounts Under **Major Head: 8015,** where the same were booked (Debited) at the time of making investments/acquisition/purchase.

29. Incomes and Expenditure of Post Office Insurance Fund.-

(1) **Incomes on investments of PLI Funds** shall be accounted for under **Major Head 8016**-Incomes & Expenditure of Post Office Insurance Fund. **Sub Major Head 01-** Incomes on Investments of **PLI FUNDs**. Separate Minor Head would be used to account for the incomes in respect of various types of investments as per the following details, namely:-

(1) Minor Head 101 - Interest Income on Balance **PLI** Funds/corpus from Central Government.

(2) Minor Head 102 - Interest Income on Investments of **PLI** funds in dated securities from net **PLI** corpus at the close of 31st October, 2009.

(3)	Minor Head	103	-	Interest Income on investments from net **PLI** Accretions from 1st November, 2009 onwards, in various securities/instruments
(4)	Minor Head	104	-	Interest Income on Loans to the PLI policy holders.
(5)	Minor Head	105	-	Dividend Incomes on investments of **PLI** Funds in Equity Shares.
(6)	Minor Head:	106	-	Price Differential (**Profit)** on sale/discharge/redemption/disposal of various securities.
(7)	Minor Head:	107	-	Price Differential (**Losses)** on sale/discharge/redemption/disposal of various securities.
(8)	Minor Head	108	-	Receipts on account of Bonus Shares (Face Value received against Equity shares acquired from **PLI** funds.

(9) New Minor/Sub/Detailed/Object Heads shall be opened as and when required.

NOTE: The words/phrases "Postal Life Insurance", "PLI" and/or "PLIF" wherever occurred in these regulations, shall **include the Civil PLI (CPLI) and Military PLI (MPLI)** schemes, as well.

(2) **Incomes on investments of Rural PLI Funds** shall be accounted for under **Major Head 8016**-Incomes & Expenditure of Post Office Insurance Fund. **Sub Major Head 02-** Incomes on Investments of **RURAL PLI FUNDs**. Separate Minor Head would be used to account for the incomes in respect of various types of investments as per the following details, namely:-

(1)	Minor Head	101	-	Interest Income on Balance **RPLI** Funds/corpus (as on 31.10.2009) from Central Government.
(2)	Minor Head	102	-	Interest Income on Investments of **RPLI funds** in dated securities from net **RPLI** corpus at the close of 31st October, 2009.
(3)	Minor Head	103	-	Interest Income on investments from net **RPLI** accretions from 1st November, 2009 onwards, in various securities/instruments.
(4)	Minor Head	104	-	Interest Income on Loans to the **RPLI** policy holders.
(5)	Minor Head	105	-	Dividend Incomes on investments of **RPLI** Funds in Equity Shares.
(6)	Minor Head:	106	-	Price Differential (**Profit)** on sale/discharge/redemption/disposal of various securities.
(7)	Minor Head:	107	-	Price Differential (**Losses)** on sale/discharge/redemption/ disposal of various securities.
(8)	Minor Head	108	-	Receipts on account of Bonus Shares (Face Value) received against Equity shares acquired from **RPLI funds**.

(9) New Minor/Sub/Detailed/Object Heads shall be opened as and when required.

(3) **Other Incomes** of Post Office Insurance Fund shall be accounted for under **Major Head 8016 –**Incomes & Expenditure of Post Office Insurance Fund. **Sub Major Head 03** -Other Incomes of Post Office Insurance Fund. Separate Minor Heads would be used to account for the other incomes in respect of PLIF and RPLIF with the following details, namely:-

(1) Minor Head: 101– Other Incomes in respect of Postal Life Insurance Funds (PLIF).

(2) Minor Head: 102– Other Incomes of Rural Postal Life Insurance Funds (RPLIF).

(ii) Various types of petty receipts shall be reflected under distinct Sub Heads under these Minor Heads.

(4) **Establishment related expenditure**, directly attributed to the Operations and Management of Postal Life Insurance and Rural Postal Life Insurance schemes and the Post Office Insurance Fund shall initially be accounted for under various revenue expenditure heads (**already available in Appendix-V & the Demands for Grants of the Department of Posts)** under **Major Head 3201**- Postal Services, against duly sanctioned grants. At the end of the financial year, entire expenditure under these heads shall be debited to the **Major**

Head 8016 –Incomes and Expenditure of Post Office Insurance Fund. **Sub Major Head 04-** Establishment related Expenditure and separate Minor Heads as per the following details, by per contra credit(Minus debit) to the relevant revenue heads, namely :-

(1) Minor Head	**101**	**-**	**Postal Life Insurance Directorate.**
(2) Minor head	**102**	**-**	**Post Office Insurance Fund Investmen Division.**
(3) Minor Head	**103**	**-**	**Director of Postal Life Insurance, Kolkata.**
(4) Minor Head	**104**	**-**	**Postal Life Insurance Branches in various Circles.**
(5) Minor Head	**105**	**-**	**Expenditure related to Rural Postal Life Insurance (Sub Fund).**

(6) New Minor/Sub/Detailed/Object Heads shall be opened as and when required.

Note:- The above said expenditure shall be suitably apportioned by PLI DIRECTORATE between the PLIF and RPLIF in order to reflect correct financial position of both the sub funds.

(**5**) **Bonus Payments** to the Policy holders under Postal Life Insurance and Rural Postal Life Insurance schemes shall be accounted for under **Major Head 8016** -Incomes and Expenditure of Post Office Insurance Fund. **Sub Major Head: 05 –**Bonus Payments to the Policy Holders. Separate Minor Heads would be used to account for the Bonus payments in respect of various types of Postal Life Insurance/Rural Postal Life Insurance Schemes as per the following details:-

(1)	**Minor Head**	**101**	-	Bonus Payments to the **PLI** Policy Holders.
(2)	**Minor Head**	**102**	-	Bonus Payments to the **Rural PLI** Policy Holders.

(3) New Minor Heads shall be opened as and when required.

(i) Bonus Payments to the policy holders under various schemes shall be accounted for under distinct sub heads under these Minor Heads.

(**6**) The Expenditure related to the **Management** of the Fund shall initially be booked and accounted for under various revenue expenditure heads under **Major Head 3201 –**Postal Services against the sanctioned grants. At the end of the financial year, the entire expenditure shall be debited to the **Major Head: 8016 –**Incomes and Expenditure of Post Office Insurance Fund. **Sub Major Head: 06 –**Management Costs and separate Minor Heads as per the following details, **by per contra credit (minus debit)** to the relevant revenue heads(of MH:3201), namely:-

(1)	**Minor Head**	**101**	-	Promotion and marketing.
(2)	**Minor Head**	**102**	-	Professional Services.
(3)	**Minor Head**	**103**	-	Payments of Remuneration to Portfolio/Fund Managers
(4)	**Minor Head**	**104**	-	Payment of remuneration to Department of Posts.
(5)	**Minor Head**	**105**	**-**	Payment of charges to Custodian Banks.
(6)	**Minor Head**	**106**	-	Payments of Brokerage/commission to brokers, agents, etc.
(7)	**Minor Head**	**107**	-	Payment of various Levies and Taxes, etc.

(8) New Minor/Sub/Detailed/Object Heads shall be opened as and when required.

(i) Expenditure on the above aspects/services, pertaining to the PLI and RPLI Funds, shall be booked under separate sub heads under the above minor heads.

(7) The erosion of capital/loss if any, and profit or gains as a result of periodical evaluation of the Fund, shall be adjusted in accounts of POIF under **Major Head: 8016**-Income and Expenditure of Post Office Insurance Fund. **Sub Major Head:07-Evaluation of Post Office Insurance Fund** and Minor heads of accounts as under:-

(1) **Minor Head: 101-Profit** as a result of Evaluation of the assets of PLIF.

(2) **Minor Head: 102-Loss** as a result of Evaluation of the assets of PLIF; **and**

(3) **Minor Head: 103-Profit** as a result of Evaluation of the assets of RPLIF.

(4) **Minor Head: 104-Loss** as a result of Evaluation of the assets of RPLIF;

as the case may be, during the currency of the year by **per contra debit/credit** to the relevant investments' heads, etc. At the Year end, balances under these minor heads shall be adjusted/netted against the Income and Expenditure of the POIF along with other items and cleared.

30. Detailed Accounting Procedure for booking of the transactions up to Sub/Detailed/Object heads level, and other subsidiary accounting instructions in respect of these regulations, shall be issued by the Department of Posts (Postal Accounts Wing), from time to time.

PART IV – MISCELLANEOUS

31. Interpretation.- Where any doubt arises as to the interpretation of any of the provisions of these regulations, the matter shall be referred to the Central Government whose decision shall be final.

32. Power to remove difficulties.- If any difficulty arises in giving effect to any of the provisions of these rules, the Central Government may, subject to such restrictions and conditions, if any, as it may think fit to impose, dispense with or relax any of the provisions of these regulations.

No. 3-01/2009-PA(TECH.II)

GOVERNMENT OF INDIA

MINISTRY OF COMMUNICATIONS & IT

DEPARTMENT OF POSTS

P. A. WING : TECH.II BRANCH

DAK BHAVAN : SANSAD MARG NEW DELHI-110 001

DETAILED ACCOUNTING PROCEDURE

FOR ACCOUNTING OF ALL FINANCIAL TRANSACTIONS UNDER POST OFFICE INSURANCE FUND

W.E.F. THE 1ST NOVEMBER, 2009

1. All the **RECEIPTS** on account **OF PREMIUM** in respect of various policies/schemes under the PLI(Civil and Military) and Rural PLI schemes will be booked to the respective Sub Major, Minor, Sub and Detailed Heads of accounts under the **new Major Head: 8014-Postal Life Insurance Schemes**. Similarly, **all the PAYMENTS(REPAYMENTS OF PREMIUM PORTION)** on account of Maturity claims, Death claims, Surrender as well as Paid up Values, etc., shall be debited to the same heads of accounts as under:-

Major Head	**8014**	**POSTAL LIFE INSURANCE SCHEMES**	**ACTION**
Sub Major Head	**01**	**POSTAL LIFE INSURANCE (PLI) SCHEMES @**	
Minor Head	**101**	**NET PLI CORPUS AS ON 31ST OCTOBER, 2009.**	DEBIT the entire net corpus/balances available under MH: 8011.00.101-PLI & Annuity Fund.01-Civil Wing and 02-Military Wing on 1st November, 2009.
Minor Head	**102**	**PLI-WHOLE LIFE ASSURANCE SCHEMES**	**DEBIT Premium Receipts**
Sub Head	**01**	**PLI-WLA Premium receipts and recoveries**	**DEBIT Premium Receipts**
Detailed Head	01	Premium received through deposits at Post Offices and Pay recovery from Department of Posts	**DEBIT** Premium Receipts
	02	Premium received through Pay recovery from Ministry of Defence	**DEBIT** Premium Receipts
	03	Premium received through Pay recovery from Ministry of Railways	**DEBIT** Premium Receipts

	04	Premium received through Pay Recovery from Ministry of telecom.	**DEBIT** Premium Receipts
	05	Premium received through Pay Recovery from Other Ministries	**DEBIT** Premium Receipts
Sub Head	**02**	**PLI-WLA Premium Repayments**	**Credit** Premium Repayments
Detailed Heads	01	Payment of Death (Premium) Claims	CREDIT Payments
	02	Payment of Surrender Values	CREDIT Payments

@: "Postal Life Insurance' 'PLI" includes Civil PLI as well as Military PLI Schemes both.

Minor Head	**103**	**PLI-CONVERTIBLE WHOLE LIFE ASSURANCE SCHEMES**	
Sub Head	**01**	**PLI-CWLA Premium Receipts and Recoveries**	DEBIT Premium Receipts
Detailed Heads	01	Premium received through deposits at Post Offices and Pay recovery from Department of Posts	DEBIT Premium Receipts
	02	Premium received through Pay recovery from Ministry of Defence	**DEBIT** Premium Receipts
	03	Premium received through Pay recovery from Ministry of Railways	**DEBIT** Premium Receipts
	04	Premium received through Pay Recovery from Ministry of telecom	**DEBIT** Premium Receipts
	05	Premium received through Pay Recovery from Other Ministries	**DEBIT** Premium Receipts
Sub Head	**02**	**PLI- CWLA Premium Repayments**	**CREDIT** Premium Repayments
Detailed Heads	01	Payment of Death (Premium) Claims	**CREDIT** Payments
	02	Payment of Surrender Values	**CREDIT** Payments
Minor Head	**104**	**PLI-ENDOWMENT ASSURANCE SCHEMES**	
Sub Head	**01**	**PLI-EA Premium Receipts and Recoveries**	**DEBIT** Premium Receipts
	01	Premium received through deposits at Post Offices and Pay recovery from Department of Posts	**DEBIT** Premium Receipts
	02	Premium received through Pay recovery from Ministry of Defence	**DEBIT** Premium Receipts
	03	Premium received through Pay recovery from Ministry of Railways	**DEBIT** Premium Receipts
	04	Premium received through Pay Recovery from Ministry of Telecom.	**DEBIT** Premium Receipts
	05	Premium received through Pay Recovery from Other Ministries	**DEBIT** Premium Receipts
Sub Head	**02**	**PLI-EA Premium Repayments**	**CREDIT** Premium Repayments
Detailed	01	Payment of Death (Premium) Claims	C**REDIT** Payments

Heads			
	02	Payment of Surrender Values	**CREDIT** Payments
	03	Payment of Maturity (Premium) claims	**CREDIT** Payments
	04	Payment of Paid-up Value (Premium) Claims	**CREDIT** Payments
Minor Head	**105**	**PLI-ANTICIPATED ENDOWMENT ASSURANCE (PLI-AEA) SCHEMES**	
Sub Head	**01**	**PLI-AEA Premium Receipts and Recoveries**	**DEBI**T Premium Receipts
Detailed Heads	01	Premium received through deposits at Post Offices and Pay recovery from Department of Posts	**DEBIT** Premium Receipts
	02	Premium received through Pay recovery from Ministry of Defence	**DEBIT** Premium Receipts
	03	Premium received through Pay recovery from Ministry of Railways	**DEBIT** Premium Receipts
	04	Premium received through Pay Recovery from Ministry of Telecom	**DEBIT** Premium Receipts
	05	Premium received through Pay Recovery from Other Ministries	**DEBIT** Premium Receipts
Sub Head	**02**	**PLI-AEA Premium Repayments**	**CREDIT** Premium Repayment
Detailed Heads	01	Payment of Death (Premium) Claims	CREDIT Payments
	02	Payment of Maturity (Premium) claims	CREDIT Payments
	03	Payment of Paid-up Value (Premium) Claims	CREDIT Payments
Minor Head	**106**	**PLI- JOINT ENDOWMENT ASSURANCE SCHEMES**	
Sub Head	**01**	**PLI-JEA Premium Receipts and Recoveries**	**DEBIT** Premium Receipts
	01	Premium received through deposits at Post Offices and Pay recovery from Department of Posts	**DEBIT** Premium Receipts
	02	Premium received through Pay recovery from Ministry of Defence	**DEBIT** Premium Receipts
	03	Premium received through Pay recovery from Ministry of Railways	**DEBIT** Premium Receipts
	04	Premium received through Pay Recovery from Ministry of Telecom.	**DEBIT** Premium Receipts
	05	Premium received through Pay Recovery from Other Ministries	**DEBIT** Premium Receipts
Sub Head	**02**	**PLI-JEA Premium Repayments**	CREDIT Payments
Detailed Heads	01	Payment of Death (Premium) Claims	CREDIT Payments
	02	Payment of Surrender Values	CREDIT Payments
	03	Payment of Maturity (Premium) claims	CREDIT Payments

	04	Payment of Paid-up Value (Premium) Claims	CREDIT Payments
Minor Head	**107**	**PLI- CHILDREN POLICY SCHEMES**	
Sub Head	**01**	**PLI-CP Premium Receipts and Recoveries**	**DEBIT** Premium Receipts
	01	Premium received through deposits at Post Offices and Pay recovery from Department of Posts	**DEBIT** Premium Receipts
	02	Premium received through Pay recovery from Ministry of Defence	**DEBIT** Premium Receipts
	03	Premium received through Pay recovery from Ministry of Railways	**DEBIT** Premium Receipts
	04	Premium received through Pay Recovery from Ministry of Telecom.	**DEBIT** Premium Receipts
	05	Premium received through Pay Recovery from Other Ministries	**DEBIT** Premium Receipts
Sub Head	**02**	**PLI-CP Premium Repayments**	**CREDIT** Premium Repayments
Dtailed Heads	01	Payment of Death (Premium) Claims	CREDIT Payments
	02	Payment of Surrender Values	CREDIT Payments
	03	Payment of Maturity (Premium) claims	CREDIT Payments
	04	Payment of Paid-up Value (Premium) Claims	CREDIT Payments
Minor Head	**108**	**LOANS TO PLI POLICY HOLDERS**	
Sub Heads	**01**	**Payment of Loans to PLI Policy Holders.**	**DEBIT:** LOAN PAYMENTS to the Policy Holders and
Detailed Head	01	PLI-WHOLE LIFE ASSURANCE SCHEMES	**DEBIT:** LOAN PAYMENTS to the Policy Holders
Detailed Head	02	PLI-CONVERTIBLE WHOLE LIFE ASSURANCE SCHEMES	**DEBIT:** LOAN PAYMENTS to the Policy Holders
Detailed Head	03	PLI-ENDOWMENT ASSURANCE SCHEMES	**DEBIT:** LOAN PAYMENTS to the Policy Holders
Detailed Head	04	PLI- JOINT ENDOWMENT ASSURANCE SCHEMES	**DEBIT:** LOAN PAYMENTS to the Policy Holders
Sub Heads	**02**	**Repayments & Recovery of Loans from PLI Policy Holders.**	**CREDIT: Repayments & Recoveries of these Loans.**
Detailed Head	01	PLI-WHOLE LIFE ASSURANCE SCHEMES	**CREDIT:** Repayments & Recoveries of these Loans
Detailed Head	02	PLI-CONVERTIBLE WHOLE LIFE ASSURANCE SCHEMES	**CREDIT:** Repayments & Recoveries of these Loans
Detailed Head	03	PLI-ENDOWMENT ASSURANCE SCHEMES	**CREDIT:** Repayments & Recoveries of these Loans
Detailed Head	04	PLI- JOINT ENDOWMENT ASSURANCE SCHEMES	**CREDIT:** Repayments & Recoveries of these Loans

Major Head*	**8014**	**POSTAL LIFE INSURANCE SCHEMES**	
Sub Major Head	**02**	**RURAL POSTAL LIFE INSURANCE (RPLI) SCHEMES**	**ACTION**
Minor Head	**101**	**NET RPLI CORPUS AS ON 31ST OCTOBER, 2009.**	**DEBIT** the entire net corpus/balances available under MH: 8011.00.101-PLI & Annuity Fund.03-Rural Wing, on 1st November, 2009.
Minor Head	**102**	**RPLI -WHOLE LIFE ASSURANCE SCHEMES (RPLI-WLA)**	
Sub Heads	**01**	**RPLI-WLA Premium Receipts and Recoveries**	**DEBIT** Premium Receipts
	02	**RPLI-WLA Premium Repayments**	**CREDIT** Premium Repayments
Detailed Heads	01	Payment of Death (Premium) Claims	CREDIT Payments
	02	Payment of Surrender Values	CREDIT Payments
Minor Head	**103**	**RPLI -CONVERTIBLE WHOLE LIFE ASSURANCE (RPLI-CWLA) SCHEMES**	
Sub Head	**01**	RPLI-CWLA Premium Receipts and Recoveries	**DEBIT** Premium Receipts
	02	**RPLI-CWLA Premium Repayments**	**CREDIT** Premium Repayments
Detailed Heads	01	Payment of Death (Premium) Claims	CREDIT Payments
	02	Payment of Surrender Values	CREDIT Payments
Minor Head	**104**	**RPLI -ENDOWMENT ASSURANCE (RPLI-EA) SCHEMES**	
Sub Head	**01**	**RPLI-EA Premium Receipts and Recoveries**	**DEBIT** Premium Receipts
	02	**RPLI-EA Premium Repayments**	**CREDIT** Premium Repayments
Detailed Heads	01	Payment of Death (Premium) Claims	CREDIT Payments
	02	Payment of Surrender Values	CREDIT Payments
	03	Payment of Maturity (Premium) claims	CREDIT Payments
	04	Payment of Paid-up Value (Premium) Claims	CREDIT Payments
Minor Head	**105**	**RURAL PLI-ANTICIPATED ENDOWMENT ASSURANCE (RPLI-AEA) SCHEMES**	
Sub Head	**01**	**RPLI-AEA Premium Receipts and Recoveries**	**DEBIT** Premium Receipts
	02	**RPLI-AEA Premium Repayments**	**CREDIT** Premium Repayments
Detailed Heads	01	Payment of Death (Premium) Claims	CREDIT Payments

	02	Payment of Maturity (Premium) claims	CREDIT Payments
	03	Payment of Paid-up Value (Premium) Claims	CREDIT Payments
Minor Head	**107**	**RURAL PLI-CHILDREN POLICY (RPLI-CP) SCHEMES**	
Sub Head	**01**	**RPLI-CP Premium Receipts and Recoveries**	**DEBIT** Premium Receipts
	02	**RPLI-CP Premium Repayments**	**CREDIT** Premium Repayments
Detailed Heads	01	Payment of Death (Premium) Claims	CREDIT Payments
	02	Payment of Surrender Values	CREDIT Payments
	03	Payment of Maturity (Premium) claims	CREDIT Payments
	04	Payment of Paid-up Value (Premium) Claims	CREDIT Payments
Minor Head	**108**	**LOANS TO RPLI POLICY HOLDERS**	
Sub Heads	**01**	**Payment of Loans to RPLI Policy Holders.**	**DEBIT :** LOAN PAYMENTS to the RPLI Policy Holders &
Detailed Head	01	RPLI-WHOLE LIFE ASSURANCE SCHEMES	**DEBIT:** LOAN PAYMENTS to the Policy Holders
Detailed Head	02	RPLI-CONVERTIBLE WHOLE LIFE ASSURANCE SCHEMES	**DEBIT:** LOAN PAYMENTS to the Policy Holders
Detailed Head	03	RPLI-ENDOWMENT ASSURANCE SCHEMES	**DEBIT:** LOAN PAYMENTS to the Policy Holders
Sub Head	**02**	**Repayments and Recovery of Loans from RPLI Policy Holders.**	**CREDIT: Repayments & Recoveries of these Loans.**
Detailed Head	01	RPLI-WHOLE LIFE ASSURANCE SCHEMES	**CREDIT:** Repayments & Recoveries of these Loans
Detailed Head	02	RPLI-CONVERTIBLE WHOLE LIFE ASSURANCE SCHEMES	**CREDIT:** Repayments & Recoveries of these Loans
Detailed Head	03	RPLI-ENDOWMENT ASSURANCE SCHEMES	**CREDIT:** Repayments & Recoveries of these Loans

2. All the **Investments made out of the Fund shall** be **debited** to the respective Sub Major, Minor, Sub and Detailed Heads of accounts under the new Major Head: **8015-INVESTMENTS OF POST OFFICE INSURANCE FUND**. Similarly, all the amounts received on redemption/discharge of the investments (face values only), etc., will be **credited** to the same heads of accounts as under:-

Major Head*	**8015**	**INVESTMENTS OF POST OFFICE INSURANCE FUND**	
Sub Major Head	**02**	**Investments of Net PLI Fund accretions from 1st November, 2009 onwards.**	
Minor Head	**101**	**Investments made through "SBI Funds Management Private Limited".**	
Sub Head	**01**	**Investments In Government Securities**	

Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	**Debit**: Investments/ Purchase of Equity/ Preference Shares, Receipt of Bonus Shares, Debentures, Bonds, etc., and **Credit:** Redemption/discharge Values / Sale price (Purchase Values only, the difference, if any, being booked separately under Income & Expenditure Account)
Sub Head	**02**	**Investments in other Approved Securities**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**03**	**Investments in Infrastructure Sector.**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**04**	**Investments in Social Sector.**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**05**	**Investments in Equity/Preference Shares/Receipt of Bonus Shares.**	
Detailed Heads	01,02.....	Each type of security/shares shall be booked under separate head.	
Sub Head	**06**	**Investments in Debentures & Bonds.**	
Detailed Heads	01,02.....	Each type of security/debentures/Bonds, etc., shall be booked under separate head.	

Minor Head	**102**	**Investments made through "UTI Asset Management Company Limited".**	**Debit:** Investments/ Purchase of Equity/ Preference Shares, Receipt of Bonus Shares, Debentures, Bonds, etc., and **Credit:** Redemption/discharge Values / Sale price (Purchase Values only, the difference, if any, being booked separately under Income & Expenditure Account)
Sub Head	**01**	**Investments In Government Securities**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**02**	**Investments in other Approved Securities**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**03**	**Investments in Infrastructure Sector.**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**04**	**Investments in Social Sector.**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**05**	**Investments in Equity/Preference Shares/Receipt of Bonus Shares.**	
Detailed Heads	01,02.....	Each type of security/shares shall be booked under separate head.	
Sub Head	**06**	**Investments in Debentures & Bonds.**	

Detailed Heads	01,02.....	Each type of security/debentures/Bonds, etc., shall be booked under separate head.	
Minor Head	**103**	**Investments in Fixed/Term Deposits.**	
Sub Heads	**1,2,3.....**	Each type of investments shall be booked under separate head	
Minor Head	**104**	**Other Investments.**	
Sub Heads	**1,2,3.....**	**Each type of investments shall be booked under separate head**	

Major Head*	**8015**	**INVESTMENTS OF POST OFFICE INSURANCE FUND**	
Sub Major Head	**03**	**Investments of Net RPLI Fund accretions from 1st November, 2009 onwards.**	
Minor Head	**101**	**Investments made through "SBI Funds Management Private Limited".**	**Debit**: Investments/ Purchase of Equity/ Preference Shares, Receipt of Bonus Shares, Debentures, Bonds, etc., and **Credit:** Redemption/discharge Values/ Sale price (Purchase Values only, the difference, if any, being booked separately under Income & Expenditure Account)
Sub Head	**01**	**Investments In Government Securities**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**02**	**Investments in other Approved Securities**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**03**	**Investments in Infrastructure Sector.**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**04**	**Investments in Social Sector.**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**05**	**Investments in Equity/Preference Shares/Receipt of Bonus Shares.**	
Detailed Heads	01,02.....	Each type of security/shares shall be booked under separate head.	
Sub Head	**06**	**Investments in Debentures & Bonds.**	
Detailed Heads	01,02.....	Each type of security/debentures/Bonds, etc., shall be booked under separate head.	
Minor Head	**102**	**Investments made through "UTI Asset Management Company Limited".**	
Sub Head	**01**	**Investments In Government Securities**	

Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	**Debit:** Investments/ Purchase of Equity/ Preference Shares, Receipt of Bonus Shares, Debentures, Bonds, etc., and **Credit:** Redemption/discharge Values / Sale price (Purchase Values only, the difference, if any, being booked separately under Income & Expenditure Account)
Sub Head	**02**	**Investments in other Approved Securities**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**03**	**Investments in Infrastructure Sector.**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**04**	**Investments in Social Sector.**	
Detailed Heads	01,02.....	Each type of security shall be booked under separate head.	
Sub Head	**05**	**Investments in Equity/Preference Shares/Receipt of Bonus Shares.**	
Detailed Heads	01,02.....	Each type of security/shares shall be booked under separate head.	
Sub Head	**06**	**Investments in Debentures & Bonds.**	
Detailed Heads	01,02.....	Each type of security/debentures/Bonds, etc., shall be booked under separate head.	
Minor Head	**103**	**Investments in Fixed/Term Deposits.**	
Sub Heads	1,2,3.....	Each type of investments shall be booked under separate head	
Minor Head	**104**	**Other Investments.**	
Sub Heads	1,2,3.....	Each type of investments shall be booked under separate head	

NOTE: Further Detailed Security-wise/instrument wise/ company wise accounts shall be maintained in the General Ledger, subsidiary General/ Ledgers maintained by the Post Office Insurance Fund Investment Division, respective Fund Managers, Custodian, etc., as required from time to time.

3. All the **Incomes** on account of interest receipts from Min. of Finance, interest on dated securities, interest received on Loans from Policy Holders, Dividend Income, Income on account of Bonus Shares, etc., under the POI Fund shall be credited to the respective Sub Major and Minor Heads of accounts under **Major Head: 8016- INCOMES AND EXPENDITURE OF POST OFFICE INSURANCE FUND.** Similarly, all the expenditures pertaining/attributed to the Fund including establishment related expenditure, Payment of Bonus to the Policy Holders, promotion and marketing, advertisement & publicity, payment of remuneration/agency charges, payment of incentive/commission to Development Officers, Field Officers, Agents, etc., under PLI and RPLI**, shall be debited to** the respective Sub Major/Miner Heads of Accounts under the same Major Head, as under:-

Major Head*	**8016**	**INCOMES AND EXPENDITURE OF POST OFFICE INSURANCE FUND**	**ACTION**
Sub Major Head	**01**	**INCOMES on INVESTMENTS of Postal Life Insurance Funds (PLIF)**	
Minor Head	**101**	**Interest Income on Balance PLI Funds/Corpus (as on 31.10.2009) from Central Government.**	**CREDIT** interest accrued/ received on balance funds in Net PLI Corpus as on 31.10.2009 by **per contra debit to Major Head : 2049-Interest payments.03.108.00.01.45-Interest on PLI & Life Annuity Fund (Postal)**

Minor Head	**102**	**Interest Income on Investments of PLI Funds in dated securities from Net PLI corpus at the close of 31st October, 2009.**	**CREDIT all receipts on account of interest**.
Sub Heads	1,2,3..	Interest Income on each type of security shall be booked under separate sub head.	
Minor Head	**103**	**Interest Income on Investment from Net PLI Accretions from 1st November, 2009 onwards, in various securities/instruments.**	**CREDIT all receipts on account of interest**.
Sub Head	**01**	**Interest Incomes on investments made through SBI Funds Management Company Limited.**	
Detailed Heads	1,2,3..	Interest Incomes on each type of security/instrument shall be booked under separate heads.	
Sub Head	**02**	**Interest Incomes on Investments made through UTI Asset Management Company Limited.**	
Detailed Heads	1,2,3..	Interest Income on each type of security/instrument shall be booked under separate heads.	
Minor Head	**104**	**Interest Income on Loans to the PLI Policy Holders.**	**CREDIT all receipts/ recoveries on account of interest.**
Sub Head	**01**	**PLI-WHOLE LIFE ASSURANCE SCHEMES**	
Detailed Head	00	PLI-WHOLE LIFE ASSURANCE SCHEMES	
Object Head	00	PLI-WHOLE LIFE ASSURANCE SCHEMES	
Sub Head	**02**	**PLI-CONVERTIBLE WHOLE LIFE ASSURANCE SCHEMES**	
Detailed Head	00	PLI-CONVERTIBLE WHOLE LIFE ASSURANCE SCHEMES	
Object Head	00	PLI-CONVERTIBLE WHOLE LIFE ASSURANCE SCHEMES	
Sub Head	**03**	**PLI-ENDOWMENT ASSURANCE SCHEMES**	
Detailed Head	00	PLI-ENDOWMENT ASSURANCE SCHEMES	
Object Head	00	PLI-ENDOWMENT ASSURANCE SCHEMES	
Sub Head	**04**	**PLI-JOINT ENDOWMENT ASSURANCE SCHEMES**	
Detailed Head	00	PLI-JOINT ENDOWMENT ASSURANCE SCHEMES	
Object Head	00	PLI- JOINT ENDOWMENT ASSURANCE SCHEMES	

Minor Head	**105**	**Dividend Incomes on investments of PLI Funds in Equity Shares.**	**CREDIT all receipts on account of Dividends on Preference /Equity /Bonus Shares**
Sub Heads	01	Dividend Incomes on investments in Shares through SBI Funds Management Company Limited.	
	02	Dividend Incomes on Investments through the UTI Asset Management Company Limited.	
Minor Head	**106**	**Price Differential (Profit) on sale/discharge/redemption/ disposal of various securities.**	**CREDIT all receipts on account of profit on sale/ discharge/ redemption/ disposal of various securities.**
Sub Head	**01**	**Price Differential (Profit) on sale/ discharge/ redemption/ disposal of various securities through the SBI Funds Management Private Limited.**	
Detailed Heads	01	Price Differential (Profit) in respect of Equity Shares.	
	02	Price Differential (Profit) in respect of Tradable Securities.	
	03	Price Differential (Profit) in respect of Debentures.	
	04	Price Differential (Profit) in respect of Bonds.	
	05	Price Differential (Profit) in respect of other instruments.	
Sub Head	**02**	**Price Differential (Profit) on sale/ discharge/ redemption/ disposal of various securities through the UTI Asset Management Company Limited.**	
Detailed Heads	01	Price Differential (Profit) in respect of Equity Shares.	
	02	Price Differential (Profit) in respect of Tradable Securities.	
	03	Price Differential (Profit) in respect of Debentures.	
	04	Price Differential (Profit) in respect of Bonds.	
	05	Price Differential (Profit) in respect of other instruments.	
Minor Head	**107**	**Price Differential (Losses) on sale/ discharge/ redemption/ disposal of various securities.**	
Sub Head	**01**	**Price Differential (Losses) on sale/discharge/redemption/ disposal of various securities through the SBI Funds Management Private Limited.**	
Detailed Heads	01	Price Differential (Losses) in respect of Equity Shares.	

	02	Price Differential (Losses) in respect of Tradable Securities.	**DEBIT all LOSSES occurred on sale/discharge/redemption/ disposal of various securities.**
	03	Price Differential (Losses) in respect of Debentures.	
	04	Price Differential (Losses) in respect of Bonds.	
	05	Price Differential (Losses) in respect of other instruments.	
Sub Head	**02**	**Losses on sale/discharge/redemption/disposal of various securities through the UTI Asset Management Company Limited.**	
Detailed Heads	01	Price Differential (Losses) in respect of Equity Shares.	
	02	Price Differential (Losses) in respect of Tradable Securities.	
	03	Price Differential (Losses) in respect of Debentures.	
	04	Price Differential (Losses) in respect of Bonds.	
	05	Price Differential (Losses) in respect of other instruments.	
Minor Head	**108**	**Receipts on account of Bonus Shares (Face Value) received against Equity shares acquired from PLI Funds.**	**CREDIT the head by face value of the Bonus Shares received.**
Sub Heads	01	Bonus Shares received on investments made through the SBI Funds Management Private Limited.	
	02	Bonus Shares received on investments made through the UTI Asset Management Company Limited.	
Sub Major Head	**02**	**INCOMES on INVESTMENTS of Rural Postal Life Insurance Funds (RPLIF)**	
Minor Head	**101**	**Interest Income on Balance RPLI Funds/Corpus (as on 31.10.2009) from Central Government.**	**CREDIT** interest accrued/ received on balance funds in Net RPLI Corpus as on 31.10.2009 by **per contra debit to Major Head: 2049-Interest payments.03.108.00.01.45-Interest on PLI & Life Annuity Fund (Postal**).
Minor Head	**102**	**Interest Income on Investments of RPLI Funds in dated securities from Net PLI corpus at the close of 31st October, 2009.**	**CREDIT all receipts on account of interest.**

Sub Heads	1,2,3..	Interest Income on each type of security shall be booked under separate sub head.	
Minor Head	**103**	**Interest Income on Investment from Net RPLI Accretions from 1st November, 2009 onwards, in various securities/instruments.**	**CREDIT all receipts on account of interest.**
Sub Head	**01**	**Interest Incomes on investments made through SBI Funds Management Pvt. Limited.**	
Detailed Heads	1,2,3..	Interest Incomes on each type of security/instrument shall be booked under separate heads.	
Sub Head	**02**	**Interest Incomes on Investments made through UTI Asset Management Company Limited.**	
Detailed Heads	1,2,3..	Interest Income on each type of security/instrument shall be booked under separate heads.	

Minor Head	**104**	**Interest Income on Loans to the RPLI Policy Holders.**	**CREDIT all receipts/ recoveries on account of interest.**
Sub Head	**01**	**RPLI-WHOLE LIFE ASSURANCE SCHEMES**	
Detailed Head	00	RPLI-WHOLE LIFE ASSURANCE SCHEMES	
Object Head	00	RPLI-WHOLE LIFE ASSURANCE SCHEMES	
Sub Head	**02**	**RPLI-CONVERTIBLE WHOLE LIFE ASSURANCE SCHEMES**	
Detailed Head	00	RPLI-CONVERTIBLE WHOLE LIFE ASSURANCE SCHEMES	
Object Head	00	RPLI-CONVERTIBLE WHOLE LIFE ASSURANCE SCHEMES	
Sub Head	**03**	**RPLI-ENDOWMENT ASSURANCE SCHEMES**	
Detailed Head	00	RPLI-ENDOWMENT ASSURANCE SCHEMES	
Object Head	00	RPLI-ENDOWMENT ASSURANCE SCHEMES	
Minor Head	**105**	**Dividend Incomes on investments of RPLI Funds in Equity Shares.**	**CREDIT all receipts on account of Dividends on Preference /Equity /Bonus Shares**
Sub Heads	01	Dividend Incomes on investments in Shares through SBI Funds Management Pvt. Limited.	
	02	Dividend Incomes on Investments through the UTI Asset Management Company Limited.	
Minor	**106**	**Price Differential (Profit) on**	

Head		**sale/discharge/redemption/ disposal of various securities.**	
Sub Head	**01**	**Price Differential (Profit) on sale/discharge/redemption/ disposal of various securities through the SBI Funds Management Private Limited.**	
Detailed Heads	01	Price Differential (Profit) in respect of Equity Shares.	**CREDIT all receipts on account of profit on sale /discharge /redemption/ disposal of various securities.**
	02	Price Differential (Profit) in respect of Tradable Securities.	
	03	Price Differential (Profit) in respect of Debentures.	
	04	Price Differential (Profit) in respect of Bonds.	
	05	Price Differential (Profit) in respect of other instruments.	
Sub Head	**02**	**Price Differential (Profit) on sale/discharge/redemption/ disposal of various securities through the UTI Asset Management Company Limited.**	
Detailed Heads	01	Price Differential (Profit) in respect of Equity Shares.	
	02	Price Differential (Profit) in respect of Tradable Securities.	
	03	Price Differential (Profit) in respect of Debentures.	
	04	Price Differential (Profit) in respect of Bonds.	
	05	Price Differential (Profit) in respect of other instruments.	
Minor Head	**107**	**Price Differential (Losses) on sale/discharge/redemption/ disposal of various securities.**	
Sub Head	**01**	**Price Differential (Losses) on sale/discharge/redemption/ disposal of various securities through the SBI Funds Management Private Limited.**	**DEBIT all LOSSES occurred on sale/discharge/redemption/ disposal of various securities.**
Detailed Heads	01	Price Differential (Losses) in respect of Equity Shares.	
	02	Price Differential (Losses) in respect of Tradable Securities.	
	03	Price Differential (Losses in respect of Debentures.	
	04	Price Differential (Losses) in respect of Bonds.	**DEBIT all LOSSES occurred on sale/discharge/redemption/ disposal of various securities**.
	05	Price Differential (Losses) in respect of other instruments.	
Sub Head	**02**	**Losses on sale/discharge/redemption/disposal of various securities through the UTI Asset Management Company Limited.**	

Detailed Heads	01	Price Differential (Losses) in respect of Equity Shares.	
	02	Price Differential (Losses) in respect of Tradable Securities.	
	03	Price Differential (Losses) in respect of Debentures.	
	04	Price Differential (Losses) in respect of Bonds.	
	05	Price Differential (Losses) in respect of other instruments.	
Minor Head	**108**	**Receipts on account of Bonus Shares (Face Value) received against Equity shares acquired from RPLI Funds.**	**CREDIT the head by face value of the Bonus Shares received.**
Sub Heads	01	Bonus Shares received on investments made through the SBI Funds Management Company Limited.	
	02	Bonus Shares received on investments made through the UTI Asset Management Company Limited.	
Sub Major Head	**03**	**Other Incomes of Post Office Insurance Fund**	**CREDIT All receipts**
Minor Head	**101**	**Other Incomes in respect of PLI Funds.**	--do--
Sub Heads	01	Fee for issue of Duplicate Policy/pass books.	--do--
	02	Conversion/Commutation Charges	--do--
	03	Late Fee/Penalty.	--do--
	04	Other Charges/Receipts.	--do--
Minor Head	**102**	**Other Incomes in respect of RPLI Funds.**	--do--
Sub Heads	01	Fee for issue of Duplicate Policy/pass books.	--do--
	02	Conversion/Commutation Charges	--do--
	03	Late Fee/Penalty.	--do--

	04	Other Charges/Receipts.	--do--
Sub Major Head	**04**	**Establishment Related Expenditure ##**	**ACTION**
Minor Head	**101**	**Postal Life Insurance Directorate.**	**DEBIT** all expenditure pertaining to PLI operations and management by per contra credit (deduct debit) from the relevant heads under MH: 3201-Postal Services to these heads, at the end of Financial year.
Sub Heads	01	Expenditure relating to PLI Sub-Fund.	
	02	Expenditure relating to RPLI Sub-Fund.	
Minor Head	**102**	**Postal Life Insurance Fund Investment Division.**	
Sub Heads	01	Expenditure relating to PLI Sub-Fund.	
	02	Expenditure relating to RPLI Sub-Fund.	
Minor Head	**103**	**Director of Postal Life Insurance, Kolkata.**	
Sub Heads	01	Expenditure relating to PLI Sub-Fund.	
	02	Expenditure relating to RPLI Sub-Fund.	
Minor Head	**104**	**Postal Life Insurance Divisions/Branches in various Circles.**	
Sub Heads	01	Expenditure relating to PLI Sub-Fund.	
	02	Expenditure relating to RPLI Sub-Fund.	
Sub Major Head	**05**	**PAYMENT OF BONUS TO POLICY HOLDERS**	
Minor Head	**101**	**Bonus Payments to the PLI Policy Holders.**	**DEBIT all payments**
Sub Heads	01	Payment of Bonus to the holders of Whole Life Assurance Policies.	
	02	Payment of Bonus to the holders of Convertible Whole Life Assurance Policies.	
	03	Payment of Bonus to the holders of Endowment Assurance Policies.	
	04	Payment of Bonus to the holders of Anticipated Endowment Assurance Policies.	
	05	Payment of Bonus to the holders of Joint Endowment Assurance Policies.	
	06	Payment of Bonus to the holders of Children Policies.	

Minor Head	**102**	**Bonus Payment to the Rural PLI Policy Holders**	
Sub Heads	01	Payment of Bonus to the holders of Rural Whole Life Assurance Policies.	**DEBIT all payments**
	02	Payment of Bonus to the holders of Rural Convertible Whole Life Assurance Policies.	
	03	Payment of Bonus to the holders of Rural Endowment Assurance Policies.	
	04	Payment of Bonus to the holders of Rural Anticipated Endowment Assurance Policies.	
	05	Payment of Bonus to the holders of Rural PLI Children Policies.	
Sub Major Head	**06**	**Management Costs ##**	
Minor Head	**101**	**Promotion & Marketing.**	
Sub Head	**01**	**Promotion and Marketing in respect of PLI Funds.**	
Detailed Heads	01	Payment of Incentive to Development Officers	**DEBIT** all expenditure on these items by transfer from the relevant expenditure heads under MH: 3201-Postal Services to Object head 28 at the end of Financial year, where the same shall be shown as Deduct refund.
	02	Payment of Incentive/commission to Field Officers	
	03	Payment of Commission to Agents (BPMs/SPMs., etc.)	
	04	Rebates Allowed on Advance Payments of Premiums by Policy Holders.	
	05	Advertisement and Publicity.	
Sub Head	**02**	**Promotion and Marketing in respect of Rural PLI Funds.**	
Detailed Heads	01	Payment of Incentive to Development Officers	**DEBIT** all expenditure on these items by transfer from the relevant expenditure heads under MH: 3201-Postal Services to object heads 28, at the end of Financial year, where the same shall be shown as **Deduct** refund.
	02	Payment of Incentive/commission to Field Officers	
	03	Payment of Commission to Agents (BPMs/SPMs., etc.)	
	04	Rebates Allowed on Advance Payments of Premiums by Policy Holders.	
	05	Advertisement and Publicity.	
Minor Head	**102**	**Professional Services.**	**DEBIT** all expenditure on these items by transfer from MH: 3201-Postal Services t oobject head 28, at the end of Financial year.

Sub Head	**01**	**Professional Services in respect of PLI Funds.**	
Detailed Heads	01	Charges paid for Actuarial Services.	
	02	Payments of Legal Charges.	
	03	Payments of Medical Examination Fees and Ancillary Charges.	
Sub Head	**02**	**Professional Services in respect of RPLI Funds.**	
Detailed Heads	01	Charges paid for Actuarial Services.	
	02	Payments of Legal Charges.	
	03	Payments of Medical Examination Fees and Ancillary Charges.	
Minor Head	**103**	**Payments of remuneration to Portfolio/Fund Managers.**	D**EBIT** all expenditure on these items by transfer from MH: 3201-Postal Services to object head 28, at the end of Financial year.
Sub Head	**01**	Payment of remuneration in respect of PLI Fund.	
Detailed Heads	01	Payments of remuneration to SBI Funds Management Co. Ltd.	
	02	Payments of remuneration to UTI Assets Management Co. Ltd.	
	03	Payments of Depository Participants' fee, Brokerage and Other Ancillary charges.	
Sub Head	**02**	Payment of remuneration in respect of RPLI Fund.	
Detailed Heads	01	Payments of remuneration to SBI Funds Management Co. Ltd.	**DEBIT** all expenditure on these items by transfer from MH: 3201-Postal Services to object head 28, at the end of Financial year.
	02	Payments of remuneration to UTI Assets Management Co. Ltd.	
	03	Payments of Depository Participants' fee, Brokerage and Other Ancillary charges.	
Minor Head	**104**	**Payment of Remuneration to Department of Posts**	
Sub Heads	01	Payments of remuneration for PLI work at Post Offices, etc.	
	02	Payments of Remuneration for RPLI Work at Post Offices, etc.	

Minor Head	**105**	**Payments of Charges to Custodian Banks.**	**DEBIT** all expenditure on these items by transfer from MH: 3201-Postal Services to object head 28, at the end of Financial year.
Sub Heads	01	Payment of Charges for PLI Fund.	
	02	Payment of Charges for RPLI Fund.	
Minor Head	**106**	**Payments of Brokerage/commission to Brokers/agents, etc.**	
Sub Heads	01	Payments of Brokerage/commission in respect of PLI Funds.	
	02	Payments of Brokerage/commission in respect of RPLI Funds.	
Minor Head	**107**	**Payments of various Levies and Taxes, etc.**	
Sub Head	**01**	**Payment of Levies and Taxes, etc., in respect of PLI Funds.**	
Detailed Heads	01	Payments of Service Tax.	
	02	Payments of Surcharge on Service Tax	
	03	Payments of Cess on Service Tax.	
	04	Payment of Security Transaction Tax (STT)	
	05	Payment of other Levies and Taxes.	
Sub Head	**02**	**Payment of Levies and Taxes, etc., in respect of RPLI Funds.**	
Detailed Heads	01	Payments of Service Tax.	
	02	Payments of Surcharge on Service Tax	
	03	Payments of Cess on Service Tax.	
	04	Payment of Security Transaction Tax (STT)	
	05	Payment of other Levies and Taxes.	

The Establishment related expenditure and management costs, directly attributed to PLI operations and Management, shall **be initially provided for and booked under Major Head: 3201-Postal Services** for obtaining parliamentary approval, as at present. The same shall be booked under these **Sub Major Heads** by transfer at the end of the Financial year, in order to bring the entire expenditure under the umbrella of POIF.

Major Head	**8016**	**Income and Expenditure of POIF.**	**ACTION**
Sub Major Head	**07**	**Evaluation of Post Office Insurance Fund.**	
Minor Head	**101**	**Profit** as a result of Evaluation of assets of PLI Fund.	
Sub Heads	01	Profit on Evaluation of Equity Shares.	**Credit** the amount of profit as a result of evaluation of these assets, acquired from the **PLI funds**.
	02	Profit as a result of Evaluation of securities.	
	03	Profit on Evaluation of Debentures	
	04	Profit on Evaluation of Bonds	
	05	Profit on Evaluation of other Debt instruments/Investments.	
Minor Head	**102**	**Loss as a result of Evaluation of assets of PLI Fund.**	
Sub Heads	01	Loss on Evaluation of Equity Shares.	Debit the amount of loss as a result of evaluation of these assets, acquired from the **PLI funds.**
	02	Loss as a result of Evaluation of securities.	
	03	Loss on Evaluation of Debentures	
	04	Loss on Evaluation of Bonds	
	05	Loss on Evaluation of other Debt instruments/Investments.	
Minor Head	**103**	**Profit as a result of Evaluation of assets of RPLI Fund.**	
Sub Heads	01	Profit on Evaluation of Equity Shares.	Credit the amount of profit as a result of evaluation of these assets, acquired from the **RPLI funds.**
	02	Profit as a result of Evaluation of securities.	
	03	Profit on Evaluation of Debentures	
	04	Profit on Evaluation of Bonds	
	05	Profit on Evaluation of other Debt instruments/Investments.	
Minor Head	**104**	**Loss as a result of Evaluation of assets of RPLI Fund.**	
Sub Heads	01	Loss on Evaluation of Equity Shares.	Debit the amount of loss as a result of evaluation of these assets, acquired from the **RPLI funds.**
	02	Loss as a result of Evaluation of securities.	
	03	Loss on Evaluation of Debentures	
	04	Loss on Evaluation of Bonds	

	05	Loss on Evaluation of other Debt instruments/Investments.	

4. In order to account for the monetary transactions, one part of which have taken place but the other part is yet to take place/complete, viz: money drawn from the Government Account, but not yet invested, money received on various accounts on behalf of the Government, but not yet deposited into Government's account, etc., monitor cash flows, such transactions shall be booked under the relevant heads of accounts under MAJOR HEAD: 8553-Postal Advances as mentioned hereunder with the appended accounting procedure against each head of account:-

Major Head	**8553**	**POSTAL ADVANCES.**	**ALREADY EXISTS**
Sub Major Head	**02**	**Special Post Office Insurance Fund Advances.**	**TO BE OPENED alongwith all subordinate heads mentioned hereunder**.
Minor Head	**101**	**Advance Paid to SBI Fund Management Company Ltd. For investment of PLI Fund**	**ACTION**
Sub Heads	01	Advances to the POIF Investment Division for investments out of **net PLI accretions.**	**Debit: (i)** all amounts withdrawn from Government's account/Mumbai GPO, through sanctions for investments as per POIF (Custody & Investment) Regulations, 2010, whether kept in cash or in Bank/Custodian's account. **Credit: (i)** all amounts invested as per the above regulations, in order to clear the advance. (ii) All amounts remitted to Government's Account/at Mumbai GPO.
	02	Interest receipts on 'investments of net **PLI corpus** in dated securities.	(**1**) **Debit**: all amounts received on account of interest on investments in dated securities out of net PLI corpus, whether received in cash/direct or credited in Bank/Custodian's account. (**2**) **Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.
	03	Interest receipts on 'investments of net **PLI accretions** in various securities/ debt instruments.	**(1) Debit**: all amounts received on account of interest on investments in various securities and other debt instruments, bonds, etc., out of net PLI accretions, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.
	04	Dividend receipts on 'investments of **PLI** Funds in Equity Shares'.	(**1**) **Debit:** all amounts received on account of dividends on investments in Equity/preference shares, etc., out of PLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.

	05	Price Differentials on sale/ discharge/ redemption/disposal of various securities/ shares acquired out of PLI Funds'.	**(1) Debit**: all profits earned/accrued on investments in Equity/preference shares, debt instruments/debentures/bonds and other forms of securities out of PLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit:** (i) when these amounts (profits) are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head. **(ii) MINUS DEBIT**: the amounts of losses, if any, suffered on disposal of these investments.
	06	Redemption/disposal values of various securities/ shares acquired out of PLI Funds'.	**(1) Debit**: all amounts received on sale, redemption, discharge, disposal of various investments in Equity/preference shares, debt instruments/debentures/bonds and other forms of securities out of PLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: (i) when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.
Minor Head	**102**	**Advance Paid to SBI Fund Management Company Ltd. For investment of RPLI Fund**	
Sub Heads	01	Advances to the POIF Investment Division for investments out of net **RPLI** accretions.	**Debit: (i)** all amounts withdrawn from Government's account/Mumbai GPO, through sanctions for investments as per POIF (Custody & Investment) Regulations, 2010. (ii) **Credit: (i)** all amounts invested as per the above regulations, in order to clear the advance. (ii) All amounts remitted to Government's Account/at Mumbai GPO.
	02	Interest receipts on 'investments of net **RPLI** corpus in dated securities.	**(1) Debit**: all amounts received on account of interest on investments in dated securities out of net PLI corpus, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.
	03	Interest receipts on 'investments of **net RPLI accretions** in various securities/debt instruments.	**(1) Debit**: all amounts received on account of interest on investments in various securities and other debt instruments, bonds, etc., out of net RPLI accretions, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.

	04	Dividend receipts on 'investments of **RPLI** Funds in Equity Shares'.	(**1) Debit**: all amounts received on account of dividends on investments in Equity/preference shares, etc., out of RPLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.
	05	Price Differentials on sale/ discharge/ redemption/disposal of various securities/ shares acquired out of **RPLI Funds'.**	**(1) Debit**: all profits earned/accrued on investments in Equity/preference shares, debt instruments/debentures/bonds and other forms of securities out of RPLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. **(2)Credit**: (i) when these amounts (profits) are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head. **(ii) MINUS DEBIT**: the amounts of losses, if any, suffered on disposal of these investments.
	06	Redemption/disposal values of various securities/ shares acquired out of **RPLI Funds'.**	(**1)Debit**: all amounts received on sale, redemption, discharge, disposal of various investments in Equity/preference shares, debt instruments/debentures/bonds and other forms of securities out of RPLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: (i) when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.

Minor Head	**103**	**Advance Paid to UTI Asset Management Company Ltd. For investment of PLI Funds**	**ACTION**
Sub Heads	01	Advances to the POIF Investment Division for investments out of net PLI accretions.	**Debit:** (i) all amounts withdrawn from Government's account/Mumbai GPO, through sanctions for investments as per POIF (Custody & Investment) Regulations, 2010, whether kept in cash or in Bank/Custodian's account.) **Credit:**(i) all amounts invested as per the above regulations, in order to clear the advance. (ii) All amounts remitted to Government's Account/at Mumbai GPO.
	02	Interest receipts on 'investments of net PLI corpus in dated securities.	(**1) Debit**: all amounts received on account of interest on investments in dated securities out of net PLI corpus, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.

	03	Interest receipts on 'investments of net PLI accretions in various securities/debt instruments.	**(1) Debit**: all amounts received on account of interest on investments in various securities and other debt instruments, bonds, etc., out of net PLI accretions, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.
	04	Dividend receipts on 'investments of PLI Funds in Equity Shares'.	**(1) Debit**: all amounts received on account of dividends on investments in Equity/preference shares, etc., out of PLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.
	05	Price Differentials on sale/ discharge/ redemption/disposal of various securities/ shares acquired out of PLI Funds'.	**(1) Debit**: all profits earned/accrued on investments in Equity/preference shares, debt instruments/debentures/bonds and other forms of securities out of PLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: (i) when these amounts (profits) are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head. **(ii) MINUS DEBIT**: the amounts of losses, if any, suffered on disposal of these investments.
	06	Redemption/disposal values of various securities/ shares acquired out of PLI Funds'.	**(1) Debit**: all amounts received on sale, redemption, discharge, disposal of various investments in Equity/preference shares, debt instruments/debentures/bonds and other forms of securities out of PLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: (i) when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.
Minor Head	**104**	**Advance Paid to UTI Asset Management Company Ltd. For investment of RPLI Funds**	
Sub Heads	01	Advances to the POIF Investment Division for investments out of net RPLI accretions.	**Debit:** (i) all amounts withdrawn from Government's account/Mumbai GPO, through sanctions for investments as per POIF (Custody & Investment) Regulations, 2010. (ii) **Credit:** (i) all amounts invested as per the above regulations, in order to clear the advance. (ii) All amounts remitted to Government's Account/at Mumbai GPO.
	02	Interest receipts on 'investments of net RPLI corpus in dated securities.	**(1) Debit**: all amounts received on account of interest on investments in dated securities out of net PLI corpus, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.
	03	Interest receipts on 'investments of net RPLI accretions in various securities/debt instruments.	**(1) Debit**: all amounts received on account of interest on investments in various securities and other debt instruments, bonds, etc., out of net RPLI accretions, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.

	04	Dividend receipts on 'investments of RPLI Funds in Equity Shares'.	**(1) Debit**: all amounts received on account of dividends on investments in Equity/preference shares, etc., out of RPLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit**: when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.
	05	Price Differentials on sale/ discharge/ redemption/disposal of various securities/ shares acquired out of RPLI Funds'.	**(1) Debit**: all profits earned/accrued on investments in Equity/preference shares, debt instruments/debentures/bonds and other forms of securities out of RPLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. (**2)Credit**: (i) when these amounts (profits) are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head. **(ii) MINUS DEBIT**: the amounts of losses, if any, suffered on disposal of these investments.
	06	Redemption/disposal values of various securities/ shares acquired out of RPLI Funds'.	**(1) Debit:** all amounts received on sale, redemption, discharge, disposal of various investments in Equity/preference shares, debt instruments/debentures/bonds and other forms of securities out of RPLI accretions/funds, whether received in cash/direct or credited in Bank/Custodian's account. **(2) Credit:** when these amounts are remitted to Government's Account/at Mumbai GPO, in order to clear the advance/head.

5. In order to facilitate transfer of the establishment related expenditure of PLI Directorate, Director of PLI Kolkata and PLI Branches in Circles to the relevant heads of accounts under MH: 8016-Income and Expenditure of POIF, at the end of the financial year, the entire expenditure shall be minus debited(reflected as deduct recovery) under the following object head (under the relevant Sub/Detailed Heads) by per contra debit to the relevant heads under MH:8016-Income & Expenditure of POIF :-

Major Head	**3201**	**POSTAL SERVICES ##**	**ALREADY EXISTS**
Sub Major Head	**02**	**Operation**	ALREADY EXISTS
Minor Head	**101**	**Postal Network**	
Sub Head	**14**	**Deduct- Amount recovered from other Govt. Department etc.**	
Detailed Head	26	Remuneration to the Department of Posts for PLI	
Object Head	70	Recoveries	Contra Debit: 8016-06-104-01-00-00
Detailed Head	27	Remuneration to the Department of Posts for RPLI	
Object Head	70	Recoveries	Contra Debit: 8016-06-104-02-00-00
Sub Major Head	03	Agency Services	ALREADY EXISTS
Minor Head	101	Banking and Life Insurance	ALREADY EXISTS
Sub Head	**07**	**Postal Life Insurance Directorate**	ALREADY EXISTS
Detailed Head	01	Establishment Expenditure of PLI	

Object Heads	01	Salaries (28)	
	02	Wages (29)	
	03	Overtime Allowance	
	06	Medical Treatment (54)	
	11	Domestic Travel Expenses (30)	
	13	Office Expenses (31)	
	14	Rent Rates And Taxes (33)	
	21	Supplies And Materials (43)	
	26	Advertisement and Publicity (42)	
	28	Professional Services (32)	
	50	Other Charges (36)	
	52	Machinery & Equipments (44)	
	64	Write off/Losses (35)	
	63	**Inter Account Transfer** (Deduct Amount transferred to the MH: 8016-04-101-01-00-00 Income & Expenditure of Post Office Insurance Fund)	**Minus DEBIT** the entire expenditure in respect of all the object heads under this sub head by per contra debit to the relevant head of account under POIF at the close of every month, making the net expenditure under the sub head as NIL.
Detaied Head	02	Establishment Expenditure of RPLI	
	01	Salaries (28)	
	02	Wages (29)	
	03	Overtime Allowance	
	06	Medical Treatment (54)	
	11	Domestic Travel Expenses (30)	
	13	Office Expenses (31)	
	14	Rent Rates And Taxes (33)	
	21	Supplies And Materials (43)	
	26	Advertisement and Publicity (42)	
	28	Professional Services (32)	
	50	Other Charges (36)	
	52	Machinery & Equipments (44)	
	64	Write off/Losses (35)	
	63	**Inter Account Transfer** (Deduct Amount transferred to the MH: 8016-04-101-02-00-00 Income & Expenditure of Post Office Insurance Fund)	**Minus DEBIT** the entire expenditure in respect of all the object heads under this sub head by per contra debit to the relevant head of account under POIF at the close of every month, making the net expenditure under the sub head as NIL.
Sub Head	08	Postal Life Insurance Branches in Circle Offices	ALREADY EXISTS
Detailed Head	**01**	Establishment Expenditure of PLI Circle Office	
Object Heads	01	Salaries (28)	
	02	Wages (29)	
	03	Overtime Allowance	
	06	Medical Treatment (54)	
	11	Domestic Travel Expenses (30)	
	13	Office Expenses (31)	
	14	Rent Rates And Taxes (33)	
	21	Supplies And Materials (43)	

	26	Advertisement and Publicity (42)	
	28	Professional Services (32)	
	50	Other Charges (36)	
	52	Machinery & Equipments (44)	
	64	Write off/Losses (35)	
	63	**Inter Account Transfer** (Deduct Amount transferred to the MH: 8016-04-104-01-00-00 Income & Expenditure of Post Office Insurance Fund**)**	**Minus DEBIT** the entire expenditure in respect of all the object heads under this sub head by per contra debit to the relevant head of account under POIF at the close of every month, making the net expenditure under the sub head as NIL.
Sub Head	**09**	**Rural Postal Life Insurance Branches in Circle Offices.**	ALREADY EXISTS
Detailed Head	01	Establishment Expenditure of RPLI Circle Office	
Object Heads	01	Salaries (28)	
	02	Wages (29)	
	03	Overtime Allowance	
	06	Medical Treatment (54)	
	11	Domestic Travel Expenses (30)	
	13	Office Expenses (31)	
	14	Rent Rates And Taxes (33)	
	21	Supplies And Materials (43)	
	26	Advertisement and Publicity (42)	
	28	Professional Services (32)	
	50	Other Charges (36)	
	52	Machinery & Equipments (44)	
	64	Write off/Losses (35)	
	63	**Inter Account Transfer** (Deduct Amount transferred to the MH: 8016-04-104-02-00-00 Income & Expenditure of Post Office Insurance Fund**)**	**Minus DEBIT** the entire expenditure in respect of all the object heads under this sub head by per contra debit to the relevant head of account under POIF at the close of every month, making the net expenditure under the sub head as NIL.
Sub Head	10	Director, Postal Life Insurance, Kolkata	ALREADY EXISTS
Detailed Head	01	Establishment Expenditure of O/o Director, Postal Life Insurance, Kolkata	
Object Heads	01	Salaries (28)	
	02	Wages (29)	
	03	Overtime Allowance	
	06	Medical Treatment (54)	
	11	Domestic Travel Expenses (30)	
	13	Office Expenses (31)	
	14	Rent Rates And Taxes (33)	
	21	Supplies And Materials (43)	
	26	Advertisement and Publicity (42)	
	28	Professional Services (32)	
	50	Other Charges (36)	
	52	Machinery & Equipments (44)	
	64	Write off/Losses (35)	

	63	**Inter Account Transfer** (Deduct Amount transferred to the MH: 8016-04-103-01-00-00 Income & Expenditure of Post Office Insurance Fund**)**	**Minus DEBIT** the entire expenditure in respect of all the object heads under this sub head by per contra debit to the relevant head of account under POIF at the close of every month, making the net expenditure under the sub head as NIL.
Detailed Head	02	Establishment Expenditure of O/o **Director, Rural Postal Life Insurance, Kolkata**	
Object Heads	01	Salaries (28)	
	02	Wages (29)	
	03	Overtime Allowance	
	06	Medical Treatment (54)	
	11	Domestic Travel Expenses (30)	
	13	Office Expenses (31)	
	14	Rent Rates And Taxes (33)	
	21	Supplies And Materials (43)	
	26	Advertisement and Publicity (42)	
	28	Professional Services (32)	
	50	Other Charges (36)	
	52	Machinery & Equipments (44)	
	64	Write off/Losses (35)	
	63	**Inter Account Transfer** (Deduct Amount transferred to the MH: 8016-04-103-02-00-00 Income & Expenditure of Post Office Insurance Fund)	**Minus DEBIT** the entire expenditure in respect of all the object heads under this sub head by per contra debit to the relevant head of account under POIF at the close of every month, making the net expenditure under the sub head as NIL.

Apart from the other establishment related expenditure of PLI Directorate, Director of PLI Kolkata, PLI Branches in Circles, similar expenditure in respect of the Postal Life Insurance Fund Investment Division shall initially be booked as under, in order to obtain Parliamentary approval:-

Major Head	**3201**	**POSTAL SERVICES ##**	**Already exists.**
Sub Major Head	**03**	**Agency Services**	**Already exists.**
Minor Head	**101**	**Banking and Life Insurance**	**Already exists.**
Sub Head	**11**	**Post Office Insurance Fund Investment Division**	**TO BE OPENED/INSERTED**.
Detailed Head	01	Establishment related Expenditure For PLI	**DEBIT** all payments/expenditure under all these heads of account throughout the year for transfer to the relevant head of account under POIF at the end of financial year.
Object Heads	01	Salaries (28)	
	02	Wages (29)	
	03	Overtime Allowance	
	06	Medical Treatment (54)	
	11	Domestic Travel Expenses (30)	
	13	Office Expenses (31)	
	14	Rent Rates And Taxes (33)	
	21	Supplies And Materials (43)	
	26	Advertisement and Publicity (42)	
	28	Professional Services (32)	
	50	Other Charges (36)	

	52	Machinery & Equipments (44)	
	64	Write off/Losses (35)	
	63	**Inter Account Transfer** (Deduct Amount transferred to the MH: 8016-04-102-01-00-00 Income & Expenditure of Post Office Insurance Fund**)**	As mentioned in detailed Head 02 under object Head 63
Detailed Head	02	Establishment related Expenditure For RPLI	**DEBIT** all payments/expenditure under all these heads of account throughout the year for transfer to the relevant head of account under POIF at the end of financial year.
Object Heads	01	Salaries (28)	
	02	Wages (29)	
	03	Overtime Allowance	
	06	Medical Treatment (54)	
	11	Domestic Travel Expenses (30)	
	13	Office Expenses (31)	
	14	Rent Rates And Taxes (33)	
	21	Supplies And Materials (43)	
	26	Advertisement and Publicity (42)	
	28	Professional Services (32)	
	50	Other Charges (36)	
	52	Machinery & Equipments (44)	
	64	Write off/Losses (35)	
	63	**Inter Account Transfer** (Deduct Amount transferred to the MH: 8016-04-102-02-00-00 Income & Expenditure of Post Office Insurance Fund**)**	**Minus DEBIT** the entire expenditure in respect of all the object heads under this sub head by per contra debit to the relevant head of account under POIF at the close of every month, making the net expenditure under the sub head as NIL.
Detailed Head	03	Payments of Remuneration to Fund Managers, Custodians, etc. for PLI	**TO BE OPENED/INSERTED.**
Object Head	28	Professional Services	DEBIT payments of professional charges made to the Portfolio/Fund Managers, Custodian, etc., during the year.
	63	**Inter Account Transfer** (Deduct Amount transferred to the MH: 8016-06-103-01 Income & Expenditure of Post Office Insurance Fund**)**	**Minus DEBIT** the entire expenditure in respect of all the object heads under this sub head by per contra debit to the relevant head of account under POIF at the close of every month, making the net expenditure under the sub head as NIL.
Detailed Head	04	Payments of Remuneration to Fund Managers, Custodians, etc. for RPLI	**TO BE OPENED/INSERTED**
Object Head	28	Professional Services	DEBIT payments of professional charges made to the Portfolio/Fund Managers, Custodian, etc., during the year.
	63	**Inter Account Transfer** (Deduct Amount transferred to the MH: 8016-06-103-02 Income & Expenditure of Post Office Insurance Fund)	**Minus DEBIT** the entire expenditure in respect of all the object heads under this sub head by per contra debit to the relevant head of account under POIF at the close of every month, making the net expenditure under the sub head as NIL.

ii) Entire expenditure under these heads shall ultimately be transferred to the relevant Heads of Accounts under Major Head: 8016-Income and Expenditure of Post Office Insurance Fund at the close of every month.

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MINISTRY OF COMMUNICATIONS

(Department of Posts)

(DIRECTORATE OF POSTAL LIFE INSURANCE)

NOTIFICATION

New Delhi, the 14th January, 2021

File No.: 18-04/2020-LI (Pt. 2) – In partial modification of Department of Posts Notification No. 46-2/2008-LI (Vol-II) dated the 12th August, 2016 published in the Gazette of India Extraordinary No. 2045 dated August 17, 2016, the President is pleased to make the following amendments to the accounting procedure of Post Office Life Insurance Fund (POLIF) and Rural Post Office Life Insurance Fund (RPOLIF) :

1. All the **PAYMENTS** on account of incentive to sales force of Postal Life Insurance (PLI) and Rural Post Life Insurance (RPLI) shall be debited to **Major Head** 8016, **Sub-Major Head** 06, **Minor Head** 101 and **Sub Head** 01 and 02, as under:

   1.1 **For PLI:**

Major Head	**8016**		
Sub Major Head	**06**	Management Cost	
Minor Head	**101**	Promotion & Marketing	
Sub Head	**01**	Promotion of Marketing of PLI Funds	
Detailed Head	01	Payment of Incentive to Development Officers	Debit all payment
	02	Payment of Commission to Field Officers	Debit all payment
	03	Payment of Incentive/Commission to Agents (Direct Agents, GDS, Departmental Employees etc.)	Debit all payment

1.2 **For RPLI:**

Major Head	8016		
Sub Major Head	06	Management Cost	
Minor Head	101	Promotion & Marketing	
Sub Head	02	Promotion of Marketing of RPLI Funds	
Detailed Head	01	Payment of Incentive to Development Officers	Debit all payment
	02	Payment of Commission to Field Officers	Debit all payment
	03	Payment of Incentive/Commission to Agents (Direct Agents, GDS, Departmental Employees etc.)	Debit all payment

2. The notification shall come into force with effect from 01st day of February 2021.

PART – IV

Standard Operating Procedures

Handling PLI/RPLI Maturity/Survival Claim Cases

Handling PLI/RPLI Maturity/Survival Claim Cases

Standard Operating Procedure

Background

Life Insurance plans serves multi-dimensional benefits to the insurant. It combines the benefits of a life insurance cover and investment. So, in addition to securing himself/herself and his/her family, it also creates a corpus to meet financial goals at every life stage. PLI/RPLI insurance plans offer amount equal to Sum Assured and Bonus thereon as Maturity Benefit when the policy ends. In addition, Anticipated Endowment Assurance help in creating a regular stream of income throughout the policy duration.

One of the basic and important reasons behind buying a Life Insurance Policy is to accumulate savings for future financial necessities of life. Bringing a new person under the coverage of Postal Life Insurance/ Rural Postal Life Insurance (PLI/RPLI) is just the beginning of our relationship with our customer. We need to be vigilant to ensure that the main aim of our customers for buying a PLI/RPLI policy is not lost sight of. Timely settlement of Maturity claim is one of the most important functions of any Insurance Business. PLI/RPLI is operating in significantly one of the most competitive insurance markets. Delay in settlement of maturity claim has a negative effect on our business and consequently leads to downward trend in PLI/RPLI business apart from having an adverse effect on our goodwill.

In order to expedite the process of settlement of maturity claim cases, it is decided that this specially designed Standard Operating Procedure (SOP) shall, henceforth, be followed by all concerned to facilitate our customers. **The objective is to pay the insurant on the date of maturity of the Policy.**

Policies are of two types based on the mode of premia being deposited viz. Cash Policies wherein premia payment is made by the Insurant directly visiting Post Office or using online payment facility, and Pay Policies wherein the premia is deducted by the Employer from the salary of the Insurant and details updated in McCamish. In case of Cash Policies, the premia payment frequency can be monthly/ quarterly /half yearly/annual.

1. Initiation of Process - Intimation to Insurant

1.1 Each and every CPC shall generate a 'Detailed Pending Maturity Policy' report through McCamish software on the first working day of the month, 2 months in advance i.e. report for the month of March shall be generated on 1st working day of January. The report will (automatically) list all PLI/RPLI policies standing at that particular CPC and maturing during the given month.

1.2 An Intimation Letter (Annex-I), which will be generated through McCamish with data pre-fed in table of para 1 of the Intimation Letter, shall be sent by the CPC concerned to all policy holders, listed/showing in the report so generated, latest by 5th working day of the month in which report is generated. The intimation will be sent through Registered AD and shall be accompanied will blank Maturity/Survival Benefit claim form with all Enclosure (Annex-II, III & IV).

1.3 In case of AEA (Anticipated Endowment Assurance) policies, the process shall be done for first or subsequent term payment or the final maturity, as the case may be. However, once Maturity/ Survival Benefit Claim Form submitted, the details so submitted shall be used till final maturity claim settlement unless and until the same is modified on the specific request of the Insurant.

1.4 In addition, the Intimation Letter along with all enclosures shall also be sent to the Insurant on his registered email ID through Central Server, in case email id is available for the policy.

1.5 An SMS shall also be sent, from Central server, to the Insurant on his mobile, if mobile number is available, intimating his/her about the maturity of the Policy as under:

"Dear Insurant, your .....(policy type viz. PLI/RPLI EA/AEA etc)..... policy no..... will be maturing on..... Maturity Claim Form has been sent to email ID/your address for filling and submitting at your nearest Post Office."

2. Manner of Submission of Claim by Insurant

2.1 Maturity/Survival Benefit Claim Form (Annex-II) along with the required documents can be submitted by the Insurant at any Post Office including Branch Post Office or CPC across the country through himself/herself along with all original documents for comparison with copy of the document(s) by Official concerned.

2.2 In case any insurant is unable to visit post office, being medically unfit or outside India, for submission of Maturity claim form, he/ she may authorize any person as a messenger for submission of the maturity claim form along with necessary documents. Only an adult literate person of sound mind, who is not an insolvent, can be appointed as messenger.

2.3 In case of being medically unfit to visit post Office, a self-attested medical certificate to this effect need to be submitted from Govt. hospital or Govt. accredited hospital.

2.4 However, in case insurant being abroad, he/she need to submit a self- attested copy of passport clearly showing the date of departure from India.

3. **Action at Claim receiving Office**

3.1 The Insurant shall submit Maturity/Survival Benefit Claim Form along with required documents at any Post Office or CPC. The BPM/SPM/Postmaster or CPC in-charge of the Office concerned, where the Maturity/Survival Benefit claim is submitted, shall scrutinise the Form to ensure that the requisite details are duly filled in and the relevant documents are attached and the same is mentioned thereon. If required, the official concerned shall help the Insurant in filling up the Maturity/Survival Benefit Claim Form correctly by guiding and explaining the requirements.

3.2 While receiving the Claim Form, the Official concerned shall inform the Insurant that after submission of Maturity/Survival Benefit Claim Form and Indexing of service request in the system, he/she will not be able to deposit any premia or repay loan in the Policy. Therefore, Insurant should be advised to pay his/her all due premia/loan amount before indexing the service request in system.

3.3 All the ORIGINAL documents are required to be produced while submitting the Maturity/Survival Benefit Claim Application and the same will be returned to the Insurant after having been compared with the copies thereof being submitted along with the Maturity/Survival Benefit Claim Form. However, Policy Bond or Letter of Indemnity (Annex-III) shall be submitted in original along with the Claim Form and shall be retained by the receiving office.

3.4 Document of Credit or Premium Receipt Book, if applicable, would also be retained in original by the receiving office.

3.5 The following documents are required to be submitted along with the Claim Form:

Sl.	List of Documents	Cash Policy	Pay Policies
1	Maturity/Survival Benefit Claim Form (format at Annex-II)	Yes	Yes
2	Original Policy Bond or Letter of Indemnity* (Format at Annex- III)	Yes	Yes
4	Self-Attested copy of ID and Address proof of the Insurant (list of Documents acceptable as ID and Address proof is given in Annex-IV)	Yes	Yes
5	Cancelled Cheque for Bank mandate or Self Attested copy of POSB passbook	Yes	Yes
6	Self-Attested Document of Credit, if any**	No	Yes
7	Premium Receipt Book ***	Yes	No
8	Loan Receipt Book#	Yes	Yes

* Letter of Indemnity, if any, must be Notarised from Public Notary on non-judicial stamp paper of value as prescribed in the State concerned.

** In case, premia payment is not updated in Pay Policies, a certificate from the Employer about deduction of premia and details/copy of pay recovery schedule sent to India Post.

*** In case, premia payment is not updated in Cash Policies, Premium receipt Book is mandatory for updation of Premia paid by Insurant in McCamish Software.

In case, loan amount shown outstanding in the Intimation letter has been repaid partially or in full.

3.6 Wherever a self-attested copy of a document is submitted, the official accepting the same will compare it with the ORIGINALS and shall put his/her signature in token of having verified the copies with their originals.

3.7 The Office concerned will give an Acknowledgement (Part of Annex-II) for receipt of the Claim Form to the Insurant.

3.8 **Action at Branch Post Office (BO)**- In case the Claim Form is received at BO, the BPM shall forward the Claim Form along with all the enclosures to its Account Office through Account Bag on the same day duly entered in their Daily Account/Daily Transaction report (DTR) after Indexing it in the RICT device, if possible.

3.9 **Action at Sub Post Office (SO)**- The Claim Form may be received at SO either directly or through BO. In both the cases, Indexing of the Claim Form shall be done at the SO itself (in cases Indexing not already done at BO for Claim Form received at BO). After Indexing, the Claim Form shall be sent to the HO (CPC) concerned (with which the office is mapped with) on the same day through Account Bag duly entered in their Daily Account/ Daily Transaction report (DTR).

3.10 **Action at HO (CPC)** - The Claim Form may be received at CPC either directly or through SO/BO. Claim Form shall be indexed before further processing (if Indexing not already done at SO/BO for Claim Form received at SO/BO).

3.11 All Post Offices shall maintain a Register in the following format for the Claim Form received-

Name of the Office _____

Sl. No.	Date of Receipt	Name of Insurant	Policy Number	Sum Assured	Type of Policy	Service Request No.	Date of dispatch to CPC	Sign of Official

3.12 All CPC's shall generate a 'Matured Policy' report, from McCamish, on the last working day of the month for the policies matured in that particular month but service request not generated in any CPC across the country i.e. process for payment of maturity/ survival benefit claim has not started. A reminder (Annex-VII) shall be sent by the CPC concerned to the insurant through Registered AD. Similarly, a SMS and e-Mail ID shall be sent by the central Server as reminder to all such insurant where mobile number and e-Mail ID is available in the McCamish.

3.13 Wherever mobile number of insurant is available CPC will contact the insurant over phone also and results to be mentioned in the remarks column of the register maintained as per para 3.14.

3.14 A separate register for all such reminders shall be maintained at CPCs in the following format.

Name of CPC.....

S. No.	Name of Insurant	Policy Number	Type of Policy	Sum Assured	Date and Item number through which intimation letter was sent	Date and Item number through which reminder was sent	Remarks	Sign. Of Official

4. **Processing of Maturity/Survival Claim Form - Action at CPC on receipt of Claim Form**

4.1 All the Claim Forms so received shall be entered in a Register maintained for this purpose in the following format:

Name of the CPC.....

Sl	Service Request No. and date	Date of Receipt in CPC	Received from (Insurant/ name of office)	Name of Insurant	Policy Number	Sum Assured	Type of Policy	Cash/Pay Policy	Sanction Amount and Date	Mode & Date of payment	Remarks	Sign of Official

4.2 In case any required document is found not submitted, a written communication (Annex-V) will be sent immediately by the CPC through Registered AD to the Insurant requesting to submit the requisite document(s) within 15 days.

4.3 Once the document(s) is/are received at the Post Office (BO/ SO/HO) it will forward the same to the CPC concerned in the same way previous documents were sent. However, there would be no Indexing would be required in this case as the matter has already been Indexed. It is to be ensured that Service Request number is mentioned on each of such documents submitted.

4.4 In case of non-receipt of requisite document(s) within 15 days, a reminder (Annex VII) shall be sent to the Insurant through Registered AD intimating that the case could not be processed further if required document(s) are not submitted.

4.5 The CPC shall check to ensure that entries of all the documents are made correctly while Indexing, Scanning and Data Entry of the Maturity/Survival Benefit Claim Form along with all the enclosed documents.

4.6 Once the Maturity/Survival Benefit Claim Form is found to be complete in all respects including receipt of required documents, the CPC in-charge shall take time bound action to ensure payment of maturity claim within the prescribed time.

5. **Action by Approving Authority**

5.1 The Approving Authority shall go through the Maturity/ Survival Benefit Claim Form and shall approve/reject the case after scrutiny by making appropriate remarks on checklist (Annex VI). A copy of Annex VI is retained by office of the Approving Authority.

5.2 In case of rejection, the reasons for rejection shall be stated in writing.

5.3 The Approving Authority concerned should ensure returning the checklist (Annex – VI) to the CPC duly signed along with his/her name, designation and date on the checklist, after approval/rejection for further processing.

6. **Action at CPC on receipt of Approval/Rejection of the Claim from Approving Authority**

6.1 In case of Approval

- Shall generate Sanction Letter on the day of maturity/due survival benefit or later, as the case may be.
- Shall send a copy of Sanction Letter to Postmaster for crediting the sanctioned amount into the Account details submitted by the Insurant in the Claim Form. One copy of Sanction Letter shall be sent to the Insurant through Registered AD.

- In case of account details not given by the Insurant or any technical problem arising due to incomplete/wrong information about the account, a Crossed Cheque shall be drawn by the Postmaster within a day of receipt of Sanction letter. The Crossed Cheque along with the Sanction Letter shall be sent to the Insurant through Registered AD on the same day.

6.2 In case of Rejection

- If Maturity/Survival Benefit claim is rejected, CPC shall send Rejection Letter (generated through McCamish) to the Insurant through Registered AD by the next working day giving him/her the reasons of rejection.

7. **Time limit prescribed (in working days)**

Sl.	Activity	Time Limit (Max.)
i.	Receipt, Indexing and forwarding of Claim Form by BO	1 day
ii.	Receipt, Indexing and forwarding of Claim Form by SO	1 day
iii.	Indexing and Scanning (ECMS) in CPC	2 days
iv.	Data Entry in CPC	1 day
v.	Sending letter for missing documents	1 day
vi.	Quality Checking in CPC	1 day
vii.	Approval/Rejection	3 days
viii.	Sending reminder to Insurant	1 day
ix.	Sanction Letter generation in CPC (on or after date of maturity)	1 day
x.	Sanction amount transfer through Bank mandate by Postmaster	2 day
xi.	Drawing Cheque of the Sanction amount by Postmaster, in case account details not provided/technical problem	1 day
xii.	Dispatch of Sanction Letter/Rejection Letter with/without Crossed Cheque	1 day

Handling
PLI/RPLI Loan Cases

Handling PLI/RPLI Loan Cases

Standard Operating Procedure

Background

Life Insurance plans serves multi-dimensional benefits to the insurant and include the benefits of life insurance cover, investment and loan facility. So, in addition to securing himself/herself and his/her family, it also creates a corpus to meet financial goals at every life stage. Having a Life Insurance Policy gives comfort of getting loan in case such need arises. Loan against a Life Insurance Policy is not only easy to secure but also its available at interest rate far lower than that of Personal Loan. Since the loan is secured against a well-documented Life Insurance Policy (which acts as a collateral), getting loan is almost hassle free with minimal documentation and almost ZERO chances of rejection of application except on technical grounds.

India Post also offers the loan facility against PLI/RPLI policies to facilitate and help Insurants to fulfil their financial needs. The facility for loan is available in all PLI and RPLI policies except Anticipated Endowment Assurance (AEA), 10 RPLI Policy and Children's Policy. Loans may be secured from India Post or by any other organisation. The extant Postal Life Insurance Rules shall be applicable on all the Loans where PLI/ RPLI policy is used as collateral for securing loans. Loans can be availed from India post through Post Offices or from any other Organisation by assigning the Policy.

PLI/RPLI is operating in significantly one of the most competitive insurance markets. Delay in processing loan applications, dissemination of required information etc has a negative effect on our business and consequently leads to downward trend in PLI/RPLI business apart from having an adverse effect on our goodwill.

In order to expedite the process of loan cases, it is decided that this specially designed Standard Operating Procedure (SOP) shall, henceforth, be followed by all concerned to facilitate our customers.

1. **Eligibility for Loan**

   1.1 Insurant can inquire about eligibility for loan on his PLI/RPLI policies by visiting any Post Office having CIS. The Post Office having access to McCamish shall check loan eligibility, generate the 'Loan Quote' (Annex-I) from McCamish and handover print out of the same.

   1.2 Alternatively, Insurant can check his loan eligibility online and generate 'Loan Quote' at Postal Life Insurance website by login using his credentials.

2. Manner of Submission of Loan Application - Loan from India Post

2.1 Insurant, who wishes to apply for loan to India Post, shall submit a Loan Application (Annex-II) for loan along with documents listed at para 4.3 at any of the Post Office including Branch Post Office.

2.2 Alternatively, Insurant may apply for loan online at https://pli.indiapost.gov.in/CustomerPortal/mLogin.action After successful submission of application online, a printout is to be taken and the same to be submitted along with other requisite documents at any of the Post Offices including Branch Post Office.

2.3 In case any insurant is unable to visit post office, being medically unfit or outside India, for submission of Loan Application, he/she may authorize any person as a messenger for submission of the Loan Application along with necessary documents. Only an adult literate person of sound mind, who is not an insolvent, can be appointed as messenger.

2.4 In case of being medically unfit to visit post Office, a self-attested medical certificate to this effect need to be submitted from Govt. hospital or Govt. Accredited hospital.

2.5 However, in case insurant being abroad, he/she need to submit a self- attested copy of passport clearly showing the date of departure from India.

3. **Application for Issue of Assignment Letter- Loan from Other Organisation**

3.1 The Insurant is at liberty to avail loan on his/her PLI/RPLI policy from other organisation viz. Banks.

3.2 Insurant, who wish to avail loan from other organisations, shall approach any post office (including BOs) and submit Application for Issue of Assignment Letter (format at Annex-III, hereinafter referred as Assignment Application) along with other necessary documents as indicated in the Assignment Application (Annex-III) itself.

4. **Action at Loan Application/Assignment Application receiving Office**

4.1 The Insurant shall submit Loan Application/Assignment Application along with required documents at any Post Office or CPC. The BPM/SPM/Postmaster or CPC in-charge of the Office concerned, where the Loan Application/Assignment Application is submitted, shall scrutinise the Application to ensure that the requisite details are duly filled in and the relevant documents are attached and the same is mentioned thereon. If required, the official concerned shall help the Insurant in filling up the

Application correctly by guiding and explaining the requirements.

4.2 All the ORIGINAL documents are required to be produced while submitting the Application and the same will be returned to the Insurant after having been compared with the copies thereof being submitted along with the Application.

4.3 The following documents are required to be submitted along with the Loan Application/Assignment Application:

Sl.	List of Documents	Cash Policy	Pay Policies
1	Loan Application(format at Annex-II)/ Assignment Application (format at Annex-III)	Yes	Yes
2	Self-Attested copy of Policy Bond	Yes	Yes
4	Self-Attested copy of ID and Address proof of the Insurant (list of Documents acceptable as ID and Address proof is given in Annex-VII)	Yes	Yes
5	Self-Attested copy of ID and Address proof of the Messenger, if any (list of Documents acceptable as ID and Address proof is given in Annex-VII)	Yes	Yes
6	Cancelled Cheque for Bank mandate or Self Attested copy of POSB passbook (for Loan Application only)	Yes	Yes
7	Self-Attested copy of Document of Credit, if any*	No	Yes
8	Self-Attested copy of Premium Receipt Book**	Yes	No
9	Self-Attested copy of Loan Receipt Book#	Yes	Yes

* In case, premia payment is not updated in Pay Policies, a certificate from the Employer about deduction of premia and details/copy of pay recovery schedule sent to India Post.

** In case, premia payment is not updated in Cash Policies, Premium receipt Book is mandatory for updation of Premia paid by Insurant in McCamish Software.

In case, loan amount shown outstanding in the Loan Quote has been repaid partially or in full.

4.4 Wherever a self-attested copy of a document is submitted, the official accepting the same will compare it with the ORIGINALS and shall put his/her signature in token of having verified the copies with their originals.

4.5 The Office concerned will give an Acknowledgement (Part of Annex-II/Annex-III)for receipt of the Loan Application to the Insurant.

4.6 **Action at Branch Post Office (BO)-** In case the Loan Application/ Assignment Application is received at BO, the BPM shall forward the Application along with all the enclosures to its Account Office

through Account Bag on the same day duly entered in their Daily Account/Daily Transaction report (DTR) after Indexing it in the RICT device, if possible.

4.7 **Action at Sub Post Office (SO) -** The Loan Application/ Assignment Application may be received at SO either directly or through BO. In both the cases, Indexing of the Application shall be done at the SO itself (in cases Indexing not already done at BO for Application received at BO). After Indexing, the Application shall be sent to the HO (CPC) concerned (with which the office is mapped with) on the same day through Account Bag duly entered in their Daily Account/Daily Transaction report (DTR).

4.8 **Action at HO (CPC)** - The Loan Application//Assignment Application may be received at CPC either directly or through SO/BO. Application shall be indexed before further processing (if indexing not already done at SO/BO for Application received at SO/BO).

4.9 All Post Offices shall maintain a Register in the following format for the Loan Application/Assignment Application received-

Name of the Office _____

Sl. No.	Date of Receipt	Name of Insurant	Policy Number	Type of Policy	Name of Organisation from which Loan is being availed	Loan Amount	Service Request No.	Date of dispatch to CPC	Sign of Official

5. **Processing of Loan Application/Assignment Application- Action at CPC**

5.1 All the Loan Application/Assignment Application so received shall be entered in a Register maintained for this purpose in the following format:

Name of the CPC.....

Sl	Service Request No. and date	Date of Receipt in CPC	Received from (Insurant/name of office)	Name of Insurant	Policy Number	Type of Policy	Loan Amount	Name of Organisation from which Loan is being availed	Sanction Amount and Date/Date of dispatch of Assignment Letter	Mode &Date of payment	Remarks	Sign of Official

5.2 In case any required document is found not submitted, a written communication (Annex-IV) will be sent immediately by the CPC through Registered Post to the Insurant requesting to submit the requisite document(s) within 7 days.

5.3 Once the document(s) is/are received at the Post Office (BO/SO/HO) it will forward the same to the CPC concerned in the same way previous documents were sent. However, there would be no Indexing required in this case as the matter has already been Indexed. It is to be ensured that Service Request number is mentioned on each of such documents submitted.

5.4 In case of non-receipt of requisite document(s) within 7 days, a reminder (Annex VI) shall be sent to the Insurant through Registered Post intimating that the case could not be processed further if required document(s) are not submitted.

5.5 In case of loan Application, the CPC shall check to ensure that entries of all the documents are made correctly while Indexing, Scanning and Data Entry of the Loan Application along with all the enclosed documents.

5.6 Once the Loan Application is found to be complete in all respects including receipt of required documents, the CPC in-charge shall take time bound action to ensure payment of loan amount within the prescribed time.

5.7 In case of Assignment Application, the CPC shall check to ensure that entries of all the documents are made correctly while Indexing and Data Entry in McCamish of the Assignment Application along with all the enclosed documents. Once the details and eligibility found to be correct, Assignment Acceptance Letter to be generated through McCamish and sent to the Insurant by Registered Post.

6. **Action by Approving Authority – Loan Application**

6.1 The approver shall be Head of the HO in which CPC concerned is functioning viz. Postmaster, Sr. Postmaster or equivalent or the case may be.

6.2 The Approving Authority shall go through the Loan Application and shall approve/reject the case after scrutiny by making appropriate remarks on checklist (Annex V). A copy of Check List to be retained by office of the Approving Authority.

6.3 In case of rejection, the reasons for rejection shall be stated in writing.

6.4 The Approving Authority concerned should ensure returning the checklist to the CPC duly signed along with his/her name, designation and date on the checklist, after approval/rejection for further processing.

7. **Action at CPC on receipt of Approval/Rejection of the Loan Application from Approving Authority**

7.1 In case of Approval

- Shall generate Loan Sanction Letter immediately.
- Shall send a copy of Loan Sanction Letter to Postmaster for crediting the sanctioned amount into the Account details submitted by the Insurant in the Loan Application. One copy of Loan Sanction Letter shall be sent to the Insurant through Registered AD.
- In case of account details not given by the Insurant or any technical problem arising due to incomplete/wrong information about the account, a Crossed Cheque shall be drawn by the Postmaster within a day of receipt of Loan Sanction letter. The Crossed Cheque along with the Loan Sanction Letter shall be sent to the Insurant through Registered AD on the same day.

7.2 In case of Rejection

- If Loan Application is rejected, CPC shall to the Insurant accordingly through Registered AD by the next working day giving him/her the reasons of rejection.

8. **Time limit prescribed (in working days)**

Sl.	Activity	Time Limit (Max.)
i.	Receipt, Indexing and forwarding of Loan Application/ Assignment Application by BO	1 day
ii.	Receipt, Indexing and forwarding of Loan Application/ Assignment Application by SO	1 day
iii.	Indexing and Scanning (ECMS) in CPC	2 days
iv.	Data Entry in CPC	1 day
v.	Issue of Assignment Letter	1 day
vi.	Sending letter for missing documents	1 day
vii.	Quality Checking in CPC	1 day
viii.	Approval/Rejection	2 days
ix.	Sending reminder to Insurant	1 day
x	Loan Sanction Letter generation in CPC	1 day
xi	Loan amount transfer through Bank mandate by Postmaster and updation of disburse details in McCamish	1 day
xii	Drawing Cheque of the Loan amount by Postmaster, in case account details not provided/technical problem and updation of disburse details in McCamish	1 day
xiii	Dispatch of Loan Sanction Letter/Rejection Letter with/ without Crossed Cheque	1 day

Handling of
PLI/RPLI Death Claim Cases

Handling of PLI/RPLI Death Claim Cases

Standard Operating Procedure

Background

Life insurance is a vital protection coverage for the loved ones in the event of one's untimely death. The most basic and important reason behind buying a Life Insurance Policy is to arrange for financial assistance for the loved ones. Bringing a new person under the coverage of Postal Life Insurance/ Rural Postal Life Insurance (PLI/RPLI) is just the beginning of our relationship with our customer. We need to be vigilant to ensure that the main aim of our customers for buying a PLI/RPLI policy is not lost sight of. Timely settlement of Death claim/ Maturity claim is one of the most important functions of any Insurance Business. PLI/RPLI is operating in significantly one of the most competitive insurance markets. As per the IRDAI's (Insurance Regulatory and Development Authority of India) Annual Report, average number of days taken by major insurance players in settling the death claim is about 30 days. A commitment has also been made by the Department in its Citizen Charter, that death claim of PLI/RPLI would be settled within 30 days in respect of normal claim cases and 90 days in respect of cases involving Inquiry. However, it is observed that against the norm of 30 days, all India average number of days taken to settle a PLI death claim is 62 days. Similarly, the average number of days taken to settle a RPLI death claim is 64 days. In respect of death claim cases requiring inquiry, average number of days taken by majority of Circles to settle/reject the case is more than the prescribed 90 days. This has a negative effect on our business and consequently leads to downward business trends in PLI/RPLI business apart from having an adverse effect on our goodwill.

In order to expedite the process of settlement of death claim cases, it is decided that this specially designed Standard Operating Procedure (SOP) shall, henceforth, be followed by all concerned to facilitate our customers.

1. The period elapsed between date of acceptance of proposal and cause of death of the Insurant plays an important role in deciding the procedure for handling of the death claim cases. Death Claim cases of PLI/RPLI may be classified into following types:

   1.1 Based on the period of the Insurance Policy: -

   - Claims where Death occurs after completion of 3 years from the date of acceptance of proposal or date of revival of policy, whichever is later.
   - Claims where death occurs before completion of 3 years from the date of acceptance of proposal or date of revival of policy, whichever is later.

   1.2 Based on cause of Death of the Insurant

- Natural Death – All deaths except death by suicide, murder or accident.
- Un-natural Death – Death due to suicide, murder or accident.

2. **Manner of Submission of Claim by Claimant**

The Claim Application (Annex-I) along with the required documents can be submitted by the Claimant (Nominee(s) or Legal Heir(s) as the case may be) at any Post Office including Branch Post Offices or CPC.

3. **Action at Claim receiving Office**

3.1 The Claimant shall submit Claim Application (Annex-I) along with required documents at any Post Office or CPC. The BPM/SPM/Postmaster or CPC in-charge of the Office concerned, where the claim is submitted, shall scrutinise the Claim Application to ensure that the requisite details are duly filled in and the relevant documents are attached and the same is mentioned thereon. If required, the official concerned shall help the Claimant in filling up the Claim Application correctly by guiding and explaining the requirements.

3.2 All the ORIGINAL documents are required to be produced while submitting the Claim Application and the same will be returned to the Claimant after having been compared with the copies thereof being submitted along with the Claim Application. However, original Policy Bond shall be retained/submitted along with the Claim Application. Letter of Indemnity (Annex-III) and Indemnity Bond (Annex-VI) shall also be submitted in original.

The following documents are required to be submitted along with the Claim Application:

Sl.	List of Documents	Unnatural Death	Natural Death
1	Claim Application form	Yes	Yes
2	Original Policy Bond or Letter of Indemnity* (Format at Annex- III)	Yes	Yes
3	Self-Attested copy of Death Certificate (issued by Local Administration/Registrar of local board/village panchayat/Medical Practitioner or Certificate from Doctor who last attended the Insurant clearly mentioning reason of death)	Yes	Yes
4	Self-Attested copy of ID and Address proof of the Claimant (list of Documents acceptable as ID and Address proof is given in Annex-II) with the details of mobile number, e-Mail ID and his/her relationship with insurant	Yes	Yes
5	Cancelled Cheque for Bank mandate	Yes	Yes

Sl.	List of Documents	Unnatural Death	Natural Death
6	Self-Attested copy of Legal Documents in support of his/her claim (Letter of Administration or Succession Certificate or Probate of Will), if nomination is not available)	Yes	Yes
7	Self-Attested copy of FIR	Yes	No
8	Self-Attested copy of Post-mortem report	Yes	No
9	Indemnity Bond* (Annex-VI) from Claimant	Yes	No
10	Document of Credit ** (if Pay Policy)	Yes	Yes
11	Premium Receipt Book *** (If Cash Policy)	Yes	Yes

Note (*): Letter of Indemnity and Indemnity Bond, if any, must be Notarised from Public Notary on non-judicial stamp paper of value as prescribed in the State concerned.

Note (**) In case, premia payment is not updated in Pay Policies, a certificate from the Employer about deduction of premia and details/copy of premia schedule sent to India Post.

Note (***) In case, premia payment is not updated in Cash Policies, Premium receipt Book is mandatory for updation of Premia paid by Insurant on McCamish Software.

3.3 Wherever a self-attested copy of a document is submitted, the official accepting the same will compare it with the ORIGINALS and shall put his/her signature in token of having verified the copies with their originals.

3.4 The Office concerned will give an Acknowledgement (Part of Annex-I) for receipt of Claim Application to the Claimant.

3.5 **Action at Branch Post Office (BO)-** In case the Claim Application is received at BO, the BPM shall forward the Claim Application along with all the enclosures to its Account Office through Account Bag on the same day duly entered in their Daily Account/Daily Transaction report (DTR) after Indexing it in the RICT device, if possible.

3.6 **Action at Sub Post Office (SO)-** The Claim Application may be received at SO either directly or through BO. In both the cases, Indexing of the Claim Application shall be done at the SO itself (in cases Indexing not already done at BO for Application received at BO). After Indexing, the Claim Application shall be sent to the HO (CPC) concerned (with which the office is mapped with) on the same day through Account Bag duly entered in their Daily Account/Daily Transaction report (DTR).

3.7 **Action at HO (CPC) -** The Claim Application may be received at CPC either directly or through SO/BO. Indexing of the Claim Application shall be done before further processing (if Indexing not already done at SO/BO for Application received at SO/BO).

4. All Post Offices shall maintain a Register in the following format for

the Claim Application received-

Name of the Office _____

Sl. No.	Date of Receipt	Name of Insurant	Policy Number	Sum Assured	Type of Policy	Service Request No.	Date of dispatch to CPC	Sign of Official

5. **Processing of Claim Application**

5.1 Action at CPC on receipt of claim cases

All the Claim Applications so received shall be entered in a Register maintained for this purpose in the following format:

Sl	Service Request No. and date	Date of Receipt in CPC	Received from (Claimant/name of office)	Name of Insurant	Policy Number	Sum Assured	Type of Policy	Inquiry Required (Yes/No)	Sanction Amount and Date	Mode & Date of payment	Remarks	Sign of Official

5.1.1 In case any required document is found not submitted, a written communication (Annex-VII) will be sent immediately by the CPC through Registered AD to the Claimant requesting to submit the requisite document(s) within 15 days.

5.1.2 In case of non-receipt of requisite document(s) within 15 days, a reminder shall be sent to the Claimant through Registered AD intimating that if required document(s) are not submitted within next 7 days, the case will be closed.

5.1.3 In case required document(s) are still not received after expiry of the extended period, the claim application along with other document(s), so submitted, shall be returned to the Claimant through Registered AD. Remarks to this effect shall be made in the Register maintained for this purpose (as prescribed in para 5.1 above).

5.1.4 The CPC shall check to ensure that entries of all the documents are made correctly while Indexing, Scanning and Data Entry of the death claim application along with all the enclosed documents.

5.1.5 Once the Claim Application is found to be complete in all respects including receipt of required documents, the CPC in-

charge will check the category of claim i.e. whether claims pertain to category (i) where Death occurred after completion of 3 years from the date of acceptance of proposal or date of revival of policy, whichever is later or (ii) where death occurred before completion of 3 years from the date of acceptance of proposal or date of revival of policy, whichever is later, and shall take time bound action accordingly.

5.2 Death occurs beyond 3 years from the date of acceptance of proposal or date of revival of policy, whichever is later

5.2.1 As per the Insurance market regulator in India (IRDAI) the insurer has only 3 years window for calling a policy in question on the ground of misrepresentation or suppression of a material fact not amounting to fraud, from the date of issuance of Policy or date of commencement of risk or date of revival of policy or date of rider of the policy, whichever is later. It is regardless of whether claim has arisen or not and when it is intimated. Once this period of 3 years is over, the policy cannot be called in question. Accordingly, if a death claim in respect of policy arises after 3 years from the date of acceptance of proposal or date of revival of policy, whichever is later, there is no need of Inquiry.

5.2.2 Therefore, all PLI/RPLI death claims which are presented after 3 years from the date of acceptance of proposals or date of revival of policy, whichever is later, there is no need for carrying out any Inquiry in the matter.

5.2.3 CPC will send all the documents including the death claim application duly signed on checklist (Annex IV) with full name (of CPC incharge), Designation, and date to Approving Authority, under whose jurisdiction the CPC lies, for approval. The case shall also be submitted in McCamish, simultaneously.

5.3 Death occurs within 3 years from the date of acceptance of proposal or date of revival of policy, whichever is later

5.3.1 Where death of insurant occurs within 3 years from the date of acceptance of proposal or date of revival of policy, whichever is later, the CPC shall submit all the documents including the death claim application duly signed on checklist (Annex-IV) with full name (of CPC incharge), designation and date to Approving Authority, under whose jurisdiction the CPC lies, for death claim inquiry and processing. The case shall also be submitted in McCamish, simultaneously.

6. **Action by Approving Authority**

6.1 In case Claim Application does not require Inquiry: -

6.2 The Approving Authority shall go through the Claim Application and shall approve/reject the case after scrutiny by making appropriate remarks on checklist (Annex IV). A copy of Annex IV is retained by office of the Approving Authority. Original checklist and all the enclosed documents are returned to CPC concerned for further action.

6.3 In case Claim Application requires Inquiry: -

6.3.1 The Approving Authority shall send the case to the Inquiry Officer concerned if the place of Inquiry (which would be primarily decided based on the place of death) lies within jurisdiction of the Approving Authority.

6.3.2 In case the place of Inquiry is beyond jurisdiction of the Approving Authority, the case shall be sent to the Division concerned (under whose jurisdiction place of inquiry lies) for Inquiry through McCamish.

6.3.3 On receipt of Inquiry report from the Inquiry Officer, the Approving Authority concerned shall either approve or reject the case.

6.3.4 Approving Authority shall maintain details of Inquiry cases in the following format:

Sl.	Service Request No. and date	Date of receipt in O/o Approving Authority	Policy No.	Date of sending case for Inquiry	Name & designation of Inquiry Officer (in case place of Inquiry lies within jurisdiction of Approving Authority)	Name of the Division to which case sent for Inquiry (in case place of Inquiry lies outside the jurisdiction of Approving Authority)	Date of receipt of Inquiry Report	Date of Approval/ Rejection of the Claim

6.3.5 In case of rejection, the reasons for rejection shall be stated in writing.

6.3.6 The Approving Authority concerned should ensure returning the checklist (Annexure – IV) to the CPC duly signed along with his/her name, designation and date on the checklist, after approval/rejection for further processing.

7. **Manner of Inquiry**

7.1 The Inquiry Officer shall be nominated by the Approving Authority or the Divisional Head, as the case may be.

7.2 Any Inspector Posts/Assistant Superintendent of Posts/PRI (P)/Marketing Executive etc. may be nominated as Inquiry Officer. He/she may obtain assistance of any postal official for the purpose, if considered necessary.

7.3 While inquiring into the death claim, the Inquiry officer must check, if the insured has died due to any disease and if so, whether the insurant was aware of that disease prior to taking the policy.

7.4 Inquiry officer should clearly mention this fact along with supporting document(s) in his report that insurant was aware of the disease prior to taking the policy and insurant has suppressed the material fact about the disease at the time of taking the policy. In case, no such supporting document is available with investigating officer in support of his claim, he should clearly mention it in his report that no document(s) to this effect are available.

7.5 In case of unnatural death, the Inquiry officer shall inquire with the Hospital/Doctor and Police Station concerned to verify the genuineness of the Post-mortem report, FIR etc. Additionally, he/she shall inquire about any update/amendment in the Post-mortem/FIR and shall obtain a copy of such update/ amendment, if any.

7.6 Inquiry officer is required to submit his/her report (Annexure V) complete in all respect within 21 days (15 days for Inquiry into the case and 6 days for preparation and submission of report).

8. **Action at CPC on receipt of Approval/Rejection of the Claim from Approving Authority**

8.1 In case of Approval

- Shall generate Sanction Letter
- Shall send a copy of Sanction Letter to Postmaster for crediting the sanctioned amount into the Account details submitted by the Claimant in the Claim Application. One copy of Sanction Letter shall be sent to the Claimant through Registered AD.
- In case of account details not given by the Claimant or any technical problem arising due to incomplete/wrong information about the account, a Crossed Cheque shall be drawn by the Postmaster. The Crossed Cheque along with the Sanction Letter shall be sent to the claimant through Registered AD.

8.2 In case of Rejection

- If claim is rejected, CPC shall send Rejection Letter (generated through McCamish) to the Claimant through Registered AD by the next working day giving him/her the reasons of rejection.

9. **Time limit prescribed (in working days)**

9.1 In case **No Inquiry** is required

Sl.	Activity	Time Limit (Max.)
i.	Receipt and forwarding of Claim Application by BO	1 day
ii.	Receipt, Indexing and forwarding of Claim Application by SO	1 day
iii.	Indexing and Scanning (ECMS) in CPC	2 days
iv.	Data Entry in CPC	1 day
v.	Quality Checking in CPC	1 day
vi.	Approval	3 days
vii.	Sanction Letter generation in CPC	1 day
viii.	Sanction amount transfer through Bank mandate by Postmaster	2 day
ix.	Drawing Cheque of the Sanction amount by Postmaster, in case account details not provided	1 day
x	Dispatch of Sanction Letter with/without Crossed Cheque	1 day
Total No. of Days		14 days

9.2 In case **Inquiry** is required

Sl.	Activity	Time Limit (Max.)
i.	Receipt and forwarding of Claim Application by BO	1 day
ii.	Receipt, Indexing and forwarding of Claim Application by SO	1 day
iii.	Indexing and Scanning (ECMS) in CPC	2 days
iv.	Data Entry in CPC	1 day
v.	Quality Checking in CPC	1 day
vi.	Claim Inquiry	21 days
vii.	Approval	15 days
viii.	Sanction/Rejection Letter generation in CPC	1 day
ix.	Sanction amount transfer through Bank mandate by Postmaster	2 days
x	Drawing of Cheque for the Sanction amount by Postmaster, in case account details not provided	1 day
Dispatch of Sanction Letter with/without Crossed Cheque		1 day
Total No. of Days		47 days

Appeal in
PLI/RPLI Death Claim cases

Appeal in PLI/RPLI Death Claim cases

Standard Operating Procedure

Background

As per PLI Directorate letter no. 25-1/2020-LI dated 21.08.2020, approver limits for settlement of death claim cases have been revised as under:

1. (i) PLI/RPLI Death Claim cases involving no investigation (to be settled within 30 days)

Approving Authority	**Amount Limit (single or aggregate sum assured)**
Postmaster (HSG-I/HSG-II), Sr. Postmaster (Gr. B), Dy. Chief Postmaster (Gr. B), AD of HO (Gr B) headed by Director	Upto Rs. 20 lakhs
Head of Division (Gr A/ Gr B), Chief Postmaster (Gr A), Dy. Director of HO (Gr A) headed by Director	More than Rs. 20 lakhs and upto Rs. 50 lakhs

(ii) PLI/RPLI Death Claim cases involving investigation i.e. death within 3 years of acceptance of policy (to be settled within 90 days)

Approving Authority	**Amount Limit (single or aggregate sum assured)**
Director GPO (JAG)/ Director (HQ)/ Regional DPS (JAG)	All cases irrespective of Sum Assured

2. In order to further improve the quality of customer services, it has been decided to introduce a provision of Appeal in all such death claim cases where the approving authority concerned has not found the claim fit for approval and has rejected the claim. An appeal can now be preferred by the claimant (nominee/legal heir etc) against rejection of a death claim case in respect of PLI/RPLI. The Standard Operating Procedure in this regard is laid out as under:-

2.1 **Cases where Appeal can be made**

An appeal can be submitted by the claimant against rejection of 'Death Claim' case.

2.2 **Appellate Authority**

Appeal against rejection of death claim cases shall lie with the authority, who is the next higher authority of the Approving Authority as detailed under:

	Approving Authority	Appellate Authority
	Postmaster (HSG-I/HSG-II), Sr. Postmaster (Gr. B)	Divisional Head
	Dy. Chief Postmaster (Gr. B)	Chief Postmaster (Gr A)
	AD of HO (Gr B) headed by Director, Dy. Director of HO (Gr A) headed by Director	Director (GPO)
	Head of Division (Gr A/ Gr B), Chief Postmaster (Gr A),	Director Postal Services (Region/HQ)
	Director Postal Services (Region)	Postmaster General
	Director Postal Services (HQ)	Chief Postmaster General

2.3 In case the post of Appellate Authority is lying vacant or incumbent is on leave, the appeal shall lie with the officer who is holding the charge of the Appellate Authority.

2.4 Details of the Appellate Authority shall be mentioned on the rejection letter issued to the claimant. The following shall be mentioned on the rejection letter:

"In case you are not satisfied with the decision of the authority concerned, you may file an appeal against the decision within 90 days of receipt of this communication to the following:-

Designation of the Appellate Authority

Postal Address with pincode

Email id:xxxxxxxxx@xxxx.xx"

The appeal should be supported by relevant rules and documents etc., as applicable."

3. **Time limit to file the Appeal**

3.1 The Appeal may be submitted by the claimant herein after called appellant to the Appellate Authority within 90 days of receipt of the rejection letter.

3.2 The Appellate Authority may condone the delay in filing the appeal within prescribed time of 90 days, if she/he is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

4. **Manner of submission of Appeal**

4.1 The appellant may submit his appeal in writing to the Appellate Authority either in person or through post/email.

4.2 Alternatively, appeal may also be submitted at any CPC. The CPC shall immediately forward the appeal to the Appellate Authority concerned by Registered Post or by proper entry.

4.3 The appellant should elaborate the grounds for appeal and relevant documents etc. be enclosed in support of the same.

5. **Action by Appellate Authority**

5.1 An Appeal Register shall be maintained at the office of the Appellate Authority in the following format:

Sl.	Date of receipt of Appeal	Name & Address of the Appellant	Grounds of Appeal in brief	Date of decision on Appeal	Date and particulars of dispatch of Appellate Order

5.2 On receipt of appeal, the Appellate Authority may take one or more than one of the following steps, if deemed necessary:

5.2.1 May call for additional information/documents from the Appellant

5.2.2 May call for detailed report from the Approving Authority / CPC

5.2.3 May give personal hearing to the Appellant

5.3 The Appeal shall be decided within 45 days from the date of receipt of appeal by the appellate authority.

5.4 The order passed by the Appellate Authority shall be reasoned order containing detailed justification, rulings, documents etc. which were relied upon while deciding the appeal.

5.5 The order passed by the Appellate Authority shall be conveyed to the appellant by authorized mode of transmission. A copy of the order shall also be marked to the Approving Authority, against whom the appeal was made for information and record.

PART – V

Forms

Affix here Spouse's recent passport size photograph (In case of YS Proposal only)

Affix here Proponent's recent passport size photograph

DEPARTMENT OF POSTS
PROPOSAL FORM FOR POSTAL LIFE INSURANCE

(All entries should be filled in CAPITAL letter)

[Questions 12, 12.1, 13 & 14 relate to proposals for Sum Assured/Aggregate Sum assured above ₹20 lakh]

FOR OFFICIAL USE ONLY

Name of the Development Officer/ FO/ Agent/ Postal Employee (ASP/ IPO/ PM/ PA/ SA/ Postman/ Mail Guard/ MTS/ GDS BPM/ GDS DA/ GDS MC)

DO/FO/Postal Employee/GDS/Agent/Sales Force Code

Proposal No.

Date of Receipt

No. of LI-7(a)

Amount deposited ₹

Post Office at which deposited

Receipt No. and Date

Policy No.

Proposal Date (DD/MM/YYYY) / /

Date of Declaration (DD/MM/YYYY) / /

Product/ Policy Type WLA ☐ CWA ☐ EA ☐ AEA ☐ YS ☐

1. Proposer's Details

i. Name of Proponent (Mr./ Mrs./ Ms.)

First Name | Middle Name | Last Name

ii. Father's Name

iii. Husband's Name **(In case of married female proponent)**

iv. Gender M ☐ F ☐

v. Marital Status (Married/ Unmarried)

vi. Date of Birth (DD/MM/YYYY) / /

vii. Age Proof: [Tick (√) whichever is applicable]

Birth Certificate ☐ Matriculation Certificate ☐ Driving License ☐ Passport ☐ PAN ☐

Certificate extract from Service register in the case of Govt. Employees ☐ Identity card issued by Defence Department ☐

No.

viii. Aadhaar No.

ix. Nationality

x. **FOR FEMALE PROPONENT ONLY/ FEMALE SPOUSE (in case of Yugal Suraksha)**

Number of Children

Are you Pregnant now? **Yes** ☐ **No** ☐

Date of last Delivery / /

If pregnant, expected month of delivery / /

Have you had any abortion or miscarriage or caesarean section? If so, give details.

2. Spouse Details **(In case of Yugal Suraksha policy only)**

i. Spouse Name

ii. Spouse Date of Birth (DD/MM/YYYY) / /

iii. Spouse Age Proof: [Tick (√) whichever is applicable]

Birth Certificate ☐ Matriculation Certificate ☐ Driving License ☐ Passport ☐ PAN ☐

Certificate extract from Service register in the case of Govt. Employees ☐ Identity card issued by Defence Department ☐

No.

viii. Aadhaar No.

ix. Nationality

3. Proposer's Address Details

i. Communication Address (If Permanent Address is same as Communication Address please √ in the box (☐)

Village | Taluka
City | District
State | Country | **PIN**

ii. Permanent Address

Village | Taluka
City | District
State | Country | **PIN**

4. Proposer's Contact Details

i. Phone No. with STD Code

ii. Mobile No.

iii. E-mail ID (If any)

5. Proposer's Employment Details

i. **Occupation:**

Central Govt ☐ State Govt ☐ PSU ☐ Railway ☐ Bank ☐ Telecom ☐ Contractual ☐ Joint Venture ☐
Defence ☐ Para Military Force ☐ Cooperative Society ☐ Deemed University/ Educational Institution ☐

Other (Please specify) _____

ii. Name of Organization:

iii. Designation

iv. Date of Entry in Service / /

v. Designation of Immediate Superior

vi. PAN No.

vii. Monthly Income ₹

viii. DDO Code

ix. Office Address

Village | Taluka
City | District
State | Country | **PIN**

x. Office Phone No. with STD Code

xi. Official E-mail ID (If any)

xii. Qualification

Post Graduate ☐ Graduate ☐ Diploma ☐ Se. Sec. Education ☐ High School ☐ Middle Class ☐ Primary Education ☐
Illiterate ☐ Other ☐ (furnish detail)

6 . Particulars of beneficiary, if policy is proposed to be taken under Married Women Property Act 1874 . (Nomination in such cases not allowed)
Give details of beneficiary(ies) (maximum three) like Beneficiary Name, his/ their Date of Birth, Relationship, whether minor or not, %age of their share (if more than one beneficiaries) on a separate page

6 A. Particulars of trustee, if policy is proposed to be taken under Married Women Property Act 1874 . (Nomination in such cases not allowed)
Give details of Trust like Individual or Corporation, Name of Trust, Name of Trustee (only in case of Individual Trust), Trustee Relationship, Communication address, Trustee Phone No. and E-mail ID (if any) on a separate page.

7. Nomination Details (refer Section 39 of Insurance act 1938) (Not applicable in case of policy under MWPA 1874)

a. State particulars of the nominees (not more than three Nominees)

i. Sole/ First Nominee Details- (Mr./ Mrs./ Ms.)

First Name | Middle Name | Last Name

Relationship: Brother ☐ Sister ☐ Son ☐ Daughter ☐ Mother ☐ Father ☐ Spouse ☐
Father-in-law ☐ Mother-in-law ☐ Others ☐

Share %age: % Gender: M F

Date of Birth: / / Age: Years

Communication Address

Village Taluka

City District

State Country **PIN**

Phone No. E-mail ID (If any)

ii. Second Nominee Details- (Mr./ Mrs./ Ms.)

First Name Middle Name Last Name

Relationship: Brother Sister Son Daughter Mother Father Spouse

Father-in-law Mother-in-law Others

Share %age: % Gender: M F

Date of Birth: / / Age: Years

Communication Address

Village Taluka

City District

State Country **PIN**

Phone No. E-mail ID (If any)

iii. Third Nominee Details- (Mr./ Mrs./ Ms.)

First Name Middle Name Last Name

Relationship: Brother Sister Son Daughter Mother Father Spouse

Father-in-law Mother-in-law Others

Share %age: % Gender: M F

Date of Birth: / / Age: Years

Communication Address

Village Taluka

City District

State Country **PIN**

Phone No. E-mail ID (If any)

b. Appointee Details (If nominee is minor)

First Name Middle Name Last Name

Relationship: Gender: M F

Date of Birth: / / Age: Years

Communication Address

Village																Taluka														
City																District														
State																Country						PIN								

Phone No.

E-mail ID (If any)

8. Additional Policy(ies) Details

i. Particulars of other PLI/ RPLI policies already held, if any:

	Policy No.	Type	Sum Assured (in ₹)	Maturity Date
1.				
2.				
3.				
4.				
5.				
6.				
	Total: (in ₹)			

ii. Particulars of life insurance / health & non life insurance policies of other companies already held, if any:

	Policy No.	Type	Insurer	Sum Assured (in ₹)	Maturity Date
1.					
2.					
3.					
4.					
5.					
6.					
	Total: (in ₹)				

9. Coverage Details

i. Premium Ceasing Age/ Age at Maturity ☐☐ **Years**

ii. Policy Term ☐☐ **Years**

iii. Sum Assured ₹ ☐☐☐☐☐☐☐/-

10. Premium Details (Service/Sales Tax, if any, will be extra)

i. Premium ₹ ☐☐☐☐☐☐/-

ii. Initial Premium Payment Mode ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
(Cash/ Cheque/ Credit Card/ Debit Card/ Salary)

iii. Subsequent Premium Payment Mode ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

iv. Premium Payment Frequency:

Monthly ☐ Quarterly ☐ Half Yearly ☐ Yearly ☐

11. Proponent's Health Information

a. Are you and your spouse in sound health at present? **Yes** ☐ **No** ☐ **(Spouse information in case of YS policy)**

b. Have you and/ or your spouse (spouse in case proposal is of Yugal Suraksha) ever suffered/ suffering from any of the following?

(Say Yes or No)

			Proponent		Spouse (if Yugal Suraksha)	
(i)	Tuberculosis, Asthma, Bronchitis, Blood Spitting, or other respiratory disorders	:	Yes ☐	No ☐	Yes ☐	No ☐
(ii)	Cancer, Tumor, Cysts or any other growth	:	Yes ☐	No ☐	Yes ☐	No ☐
(iii)	Paralysis	:	Yes ☐	No ☐	Yes ☐	No ☐
(iv)	Insanity	:	Yes ☐	No ☐	Yes ☐	No ☐
(v)	Any disease of heart and lungs, chest pain, palpitation, rheumatic fever, heart murmur, heart attack, shortness of breath, or any other Heart related disorders	:	Yes ☐	No ☐	Yes ☐	No ☐
(vi)	Kidney disease prostrate, hydrocele and urinary system	:	Yes ☐	No ☐	Yes ☐	No ☐
(vii)	Any disease of brain, depression, mental/ psychiatric ailment, multiple sclerosis, stroke, nervous system, stroke, parkinsonism	:	Yes ☐	No ☐	Yes ☐	No ☐

(viii)	HIV Positive/ AIDS or any other sexually transmitted diseases	:	Yes ☐	No ☐		Yes ☐	No ☐	
(ix)	Hepatitis-B or C or A	:	Yes ☐	No ☐		Yes ☐	No ☐	
(x)	Epilepsy	:	Yes ☐	No ☐		Yes ☐	No ☐	
(xi)	Nervous disorder, Gastritis, Stomach or duodenal Ulcer, Hernia	:	Yes ☐	No ☐		Yes ☐	No ☐	
(xii)	symptoms /ailment relating to liver or reproductive system	:	Yes ☐	No ☐		Yes ☐	No ☐	
(xiii)	Leprosy	:	Yes ☐	No ☐		Yes ☐	No ☐	
(xiv)	Any physical deformity or handicap	:	Yes ☐	No ☐		Yes ☐	No ☐	
(xv)	Any other serious disease	:	Yes ☐	No ☐		Yes ☐	No ☐	

c. Has any of your family members (Father, Mother, Brothers or Sisters) living or dead suffered from any hereditary or infectious disease like, Insanity/ Epilepsy/ Gout/ Asthma/ Tuberculosis/ Cancer/ Leprosy etc?

Yes ☐ No ☐

If yes, give details: _____

d. Have you availed any kind of leave on medical ground or hospitalized during the last 3 years? If so, furnish the following information.

	Kind of leave	Period of leave	Ailment	Name of Hospital	Period of Hospitalization	
					From	To
1.						
2.						
3.						

e. Do you have any physical deformity or congenital by birth defects? (Yes/ No) _____

i. If yes, Type of deformity (Congenital/ Non-Congenital): _____

ii. In case of congenital deformity, please state whether it is Blindness/ Deafness/ Dumbness/ Orthopaedic Handicap of One Limb/ Loss of one limb/Midgets/Hunchback _____

iii. In case of non-congenital deformity, please state whether it is Blindness/ Deafness/ Dumbness/ Orthopaedic Handicap of One Limb/ Loss of one limb _____

iv. In case of congenital/ non-congenital deformity, please state whether it is Orthopaedic Handicap of both Limbs/ Loss of both limbs/ Mentally retarded having mental age of 14 or above/ Weakness or deformity/ Paralysis due to Polio/ Any other deformity of non-neurological origin _____

f. Particulars of the family doctor, if any: _____

12. Additional Health Information *(Required in case of Sum Assured/ Aggregate Sum Assured is above ₹20 lakh)*

			Proponent		Spouse (if Yugal Suraksha)	
(i)	Are you currently undergoing/have undergone any tests, investigations, awaiting results of any tests, investigation or have you ever been advised to undergo any tests, investigations or surgery or been hospitalised for general check-up, observations, treatment or surgery	:	Yes ☐	No ☐	Yes ☐	No ☐
(ii)	Diabetes/ High Blood Sugar	:	Yes ☐	No ☐	Yes ☐	No ☐
(iii)	High/ Low Blood Pressure	:	Yes ☐	No ☐	Yes ☐	No ☐
(iv)	Have you ever been referred to an Oncologist or cancer hospital for any investigation or treatment	:				
(v)	Did you have any ailment/injury/accident requiring treatment//medication for more than a week	:	Yes ☐	No ☐	Yes ☐	No ☐
(vi)	Have you ever suffered Thyroid dis- order or any other disease or disorder of the endocrine system	:	Yes ☐	No ☐	Yes ☐	No ☐
(vii)	Ave you undergone/have been recommended to undergo Angioplasty , bypass surgery, brain surgery, Heart valve surgery Aorta surgery or organ transplant	:	Yes ☐	No ☐	Yes ☐	No ☐

(viii)	Have you ever suffered disorders of eye, ear, nose, throat, including defective sight speech or hearing & discharge from ears	:	Yes ☐	No ☐		Yes ☐	No ☐
(ix)	Have you ever suffered Anaemia, blood or blood related disorders	:	Yes ☐	No ☐		Yes ☐	No ☐
(x)	Have you ever suffered musculoskeletal disorders such as arthritis, recurrent back pain, slipped disc or any other disorder of spine, joints, limbs or leprosy	:	Yes ☐	No ☐		Yes ☐	No ☐

12.1 Additional Health Information for Female Proponent ***(In case of Sum Assured or Aggregate Sum Assured exceeding ₹20 lakh)***

i.	Have you ever have any abortion, miscarriage or ectopic pregnancy	:	Yes ☐	No ☐
ii.	Have you ever undergone any gynaecological investigations, internal checkups, breast checkups such as mammogram or biopsy	:	Yes ☐	No ☐
iii.	Have you ever consulted a Doctor because of an irregularity at the breast, vegina, uterus, ovary, fallopian tubes, menstruation, birth delivery, complications during pregnancy or child delivery or a sexually transmitted diseases?	:	Yes ☐	No ☐

13. Personal habits of the proponent impacting health ***(Required in case of Sum Assured/ Aggregate Sum Assured is above ₹20 lakh)***

If Yes, Whether Frequently or Occasionally

(i)	Do you Smoke/ Consume Tobacco?	:	Yes ☐	No ☐	Frequently ☐	Occasionally ☐
(ii)	Do you Consume Alcohol?	:	Yes ☐	No ☐	Frequently ☐	Occasionally ☐
(iii)	Do you Consume Drugs?	:	Yes ☐	No ☐	Frequently ☐	Occasionally ☐
(iv)	Do you have any habits, which can adversely impact your health?	:	Yes ☐	No ☐	If yes, furnish details_____	

14. Suitability Analysis(*Required in case of Sum Assured/ Aggregate Sum Assured is above ₹20 lakh*)

i. Affordable Contribution

YEAR	Last Year	Current Year	Next 5-10 Yrs	Next 10-15 Yrs	Next 15-20 Yrs	Next 20-25 Yrs	Next 25-30 Yrs
a. Yearly							
b. Monthly							

ii. Income/ Expenditure – Current and Projected (in ₹)

YEAR	Last Year	Current Year	Next 5-10 Yrs	Next 10-15 Yrs	Next 15-20 Yrs	Next 20-25 Yrs	Next 25-30 Yrs
a. Income							
b. Expenditure							

iii. Financial Details (in ₹)

a.Value of Savings and Assets	
b.Details	

iv. Family/ Dependent Details

Particulars	1	2	3	4
a. Names of family members/ dependents				
b .Male/ Female				
c. Relationship				
d. Date of Birth				
e. Occupation				
f. Whether financially dependent				

15. Declaration of Proponent/ Spouse ***(Spouse signature is required in case of Yugal Suraksha Policy)***

(A) I/ We do hereby declare that (a) no proposal of insurance on my/ our life/ lives has ever been adversely treated by any insurance company (b) the foregoing statements made are true to the best of my/ our knowledge and belief (c) in case it is found that I/ we have wilfully made any untrue statement or have concealed any relevant circumstances then all the premia which shall have been paid by me/ us, shall be forfeited and this contract rendered absolutely null and void (d) I/ We understand that my/ our life/ lives shall be insured from the date my proposal is accepted (e) I/ We have gone through the terms and conditions for insurance with PLI, a copy of which has been given to me/ us and explained to me/ us in my language. I/ We hereby agree to abide by them.

*I further declare that:

a) The contents of surrender table and instructions for admissibility of surrender value have been explained to me before taking policy and I abide by the same.
b) Surrender of a policy is not admissible before completion of thirty six months of the policy and the amount deposited shall be forfeited if I surrender the policy within thirty six months.
c) On surrender, the policy shall attract proportionate bonus on reduced sum assured up to the date for which premium has been paid. However, no bonus shall be payable before completion of 5 years of the policy.
d) The discontinued policy shall not attract bonus with effect from the date from which the premium is discontinued.
e) The reduced sum assured shall be calculated by multiplying the sum assured with the number of instalments paid and dividing the same with the total number of premiums to be paid.
f) The surrender value shall be calculated by multiplying the sum of reduced sum assured plus the proportionate bonus, if any, with the surrender factor as applicable on the attained age on the date of surrender of the policy.

*Surrender is applicable for WLA, CWA, EA & YS policies.

(B) I/We_____Son /wife /daughter of _____ aged _____years & _____ Son /wife /daughter of _____ aged _____ years do hereby declare that:

I/We am/are not suffering from Hypertension & Diabetes and not taking any treatment for Hypertension & Diabetes.

OR

I/We have been suffering from Diabetes/Hypertension for the Last _____ years but with proper medical advice & medication it is with in control and no complication has surfaced so far posing any threat to my life.

(C) I/ We hereby agree to pay the fee of ₹_____ (per individual) for the medical examination if our proposal is not accepted.

Spouse's Signature:_____ Proponent's Signature:_____

Dated: The _____Day of _____ 20____

16. Certificate of Immediate Superior

Certified that _____ is a permanent/ temporary employee in _____ and information furnished against column No. 1 to 5 & 11 (d) of this proposal form is correct as per his/ her service records.

Date : _____ Signature: _____

Place: _____ Name : _____

Designation/Seal: _____

17. To be filled in by DO/ FO (PLI)/ Agent/ Sales Force

i. **In case Sum Assured/ Aggregate Sum Assured is less than/ equal to ₹20 lakh**.

I _____ Agent Code No./ ID _____ certify that the information in the proposal form has been furnished by the proponent and it has been signed by him/ his thumb impression has been taken in my presence. All columns have been completed and are correct and no question is left un-answered. The proposal is recommended for acceptance.

Date: _____ Agent's Signature: _____

ii. **In case Sum Assured/ Aggregate Sum Assured is above ₹20 lakh**.

1. Life Stage	Childhood/ Young unmarried/ Young married/ Young married with children/ married with older children/ post-family or pre-retirement/ retirement
2. Protection needs	Life & Health/ Savings and Investment/ Pension
3. Appetite for risk	Low/ Medium/ High
4. Policy recommended, including name of insurer	
5. Details of commitment for the current and future years	
6. Whether all risk elements and details of charges to be incurred and all other obligations have been explained?	
7. Why do you think this policy is most suited for the proposer?	
8. Whether product proposed is: i. Based on need ii. Based on demand iii. Based on Agent's recommendation	

iii. Details to be entered in all cases by Agent/DO/FO (PLI)/Sales Person/ Broker.

Policy Type:_____ Sum Assured:_____ Age at entry:_____ Premium rate:₹_____
Receipt LI-7(a) No. :_____ Date:_____/_____/20_____ Amount Collected from Proponent:₹_____
Name of Medical Officer:_____ Code No. of Medical Officer:_____
Post Office where payment is being deposited: _____

DO/FO (PLI)/Agent/ Sales person's / Broker's Certification:

I/We hereby certify that I/we believe that the product(s) recommended by me/us above is suitable for the proposer, based on the information submitted by him/her, as recorded above. I/We declare that the policy recommended has been fully explained to the proposer, including about the terms and conditions, exclusions, premium commitments and various charges, as applicable.

Dated: _____ (Signature of Agent/DO/FO (PLI)/Sales Person/ Broker)

Proposer's Acknowledgement

The above recommendation is based on the information provided by me. I have been explained about the features of the product and I believe, it would be suitable for me based on my insurance needs and financial objectives.

Dated: _____ (Signature/Thumb Impression of Proposer)

18. Medical Examiner's Certificate:

Certified that I have carefully examined Shri/ Smt. _____ the proponent,

and Shri/ Smt. _____ the spouse,

whose signature is/ are given below today the _____ Day of _____ 20_____.

On careful examination of the proponent and after going through the information furnished by him/ her under column 12 and reports of prescribed medical tests, I find the proponent/ spouse to be medically fit. He/ She/ They does/ do not suffer from any terminal or other serious health hazard which would be risk to his/ her/ their life. I recommend acceptance of his/ her/ their proposal of Postal Life Insurance policy.

OR

The proponent and spouse is/ are medically unfit. I do not recommend acceptance of his/ her/ their proposal for Postal Life Insurance policy.

Signature of Proponent:_____

Signature of Medical Examiner: _____
Name: _____
Seal : _____
Date : _____
ID/ Code : _____

Signature of Spouse:_____
(In case of Yugal Suraksha)

NOTE FOR MEDICAL OFFICER

a) If the proponent is overweight or has doubtful family history an electrocardiogram and a report on the scanning of the chest would be required.

b) If the proponent is underweight and has family history of TB, an X-Ray of the chest would be required.

c) Expense of the above mentioned tests will have to be borne by the proponent.

Tests required in case Sum Assured or Aggregate Sum Assured is more than ₹20 lakh

d) Supplementary Bio- Chemical Tests [SBT -13]
1. Fasting Blood Sugar- Method_____ , 2.Total Cholesterol, 3. High Density, Lipid [HDL], 4.Low Density Lipid [LDL] 5. S Triglycerides, 6 S Creatinine,7. Blood Urea Nitrogen - a. Albumin, b Globulin, 8. © AG Ratio – S Bilirubin- a .Direct, b. Indirect c Total 9. SGOT [AST], 10. GGTP [ALT] 11. S Alkaline Phosphate, 12 Hbs AG [Australia antigen] & 13. Elisa for HIV [Method_____].

e. Following tests are required to be conducted:

Age up to 35 years-	ECG, Routine Urine Analysis, SBT 13, Hb %
Age between 36 to 45	ECG, Routine Urine Analysis, SBT 13, Hb %. CTMT, Hemogram
Age between 46 to 55 years	ECG, Routine Urine Analysis, SBT 13, Hb %. CTMT, Hemogram, Hb Alc
Age of 56 years & above [Policy Revival cases]	ECG, Routine Urine Analysis, SBT 13, Hb %. CTMT, Hemogram, Hb Alc X ray of chest

List of documents to be enclosed

1. Age proof (self-attested copy of any of the following documents)
   - 1.1 Birth Certificate
   - 1.2 School Certificate/Mark sheet
   - 1.3 PAN Card/PRAN Card
   - 1.4 Passport
   - 1.5 Driving Licence

2. Address Proof (self-attested copy of any of the following documents)
   - 2.1 Aadhar Card/Voter Id
   - 2.2 Passport
   - 2.3 Driving Licence
   - 2.4 Ration Card
   - 2.5 Allotment letter of Govt. Accommodation
   - 2.6 Electricity Bill/Water Bill
   - 2.7 Certificate issued by Competent Authority

3. ID proof (self-attested copy of any of the following documents)
   - 3.1 Photo Identity card issued by employer
   - 3.2 Service Certificate
   - 3.3 Professional degree/diploma (for professionals)

4. Income proof
   - 4.1 Upto Rs. 20 Lakhs of aggregated Sum Assured of PLI/RPLI Policies-Self declaration of income.
   - 4.2 Above Rs. 20 Lakhs of aggregated Sum Assured of PLI/RPLI Policies (current self-attested copy of any of the following documents)
     - Salary slip
     - Bank Statement
     - ITR

5. Medical Reports: - For proposals above Rs. 20 Lakhs of aggregated sum assured of PLI/RPLI Policies, as prescribed in the proposal form, indicated below:

Tests required in case Sum Assured or Aggregate Sum Assured is more than ₹20 lakh

Supplementary Bio- Chemical Tests [SBT-13]

1. Fasting BloodSugar-Method_____, 2. Total Cholesterol, 3. High Density, Lipid[HDL], 4. Low Density Lipid [LDL] 5. S Triglycerides, 6. S Creatinine, 7. Blood Urea Nitrogen - a. Albumin, b Globulin, 8. c. AG Ratio – S Bilirubin- a. Direct, b. Indirect c Total 9. SGOT [AST], 10. GGTP [ALT] 11. S Alkaline Phosphate, 12 Hbs AG [Australia antigen] & 13. Elisa forHIV[Method_]

Following tests are also required to be conducted:

Age up to 35 years-	ECG, Routine Urine Analysis, SBT 13, Hb%
Age between 36 to 45	ECG, Routine Urine Analysis, SBT 13, Hb %. CTMT, Hemogram
Age between 46 to 55 years	ECG, Routine Urine Analysis, SBT 13, Hb %. CTMT, Hemogram, Hb Alc
Age of 56 years & above	ECG, Routine Urine Analysis, SBT 13, Hb %. CTMT, Hemogram, Hb Alc [PolicyRevivalcases] X ray ofchest

6. Marriage Proof (for Yugal Suraksha Policy only)-self attested copy of any of the following documents

   6.1 Marriage Certificate

   6.2 Affidavit

   6.3 Certificate issued by employer or any other document proving marital relationship

Affix here your recent passport size photograph

DEPARTMENT OF POSTS
PROPOSAL FORM FOR RURAL POSTAL LIFE INSURANCE (RPLI)

(All entries should be filled in CAPITAL letters)
Agent/Advisor Code: _____

Agent/ Sales person Name: _____ Group Leader Name & Code: _____

Proposal Date d d / m m / y y y y

Date of Declaration d d / m m / y y y y

Product/ Policy Type: ☐ WLA ☐ CWLA ☐ EA ☐ AEA ☐ GY
Do you already have any PLI/RPLI policy: Yes / No
Customer ID _____ (for existing customers)

1. Proposer's Details:

i. Name of Proponent ☐ Mr. ☐ Mrs. ☐ Ms.)

First Name	Middle Name	Last Name

ii. Aadhaar No._____ **(optional)** iv. PAN _____ **(optional)**

iii. ☐ Father's Name **OR** ☐ Mother's Name

First Name	Middle Name	Last Name

iv. Gender ☐ M ☐ F ☐ Others

v. Date of Birth (dd/mm/yyyy) d d / m m / y y y y

vi. Marital Status ☐ Married ☐ Unmarried ☐ Others

vii. Age Proof: [Tick (√) whichever is applicable]
(Standard Age Proof)
☐ Birth Certificate ☐ Matriculation Certificate ☐ Driving License ☐ Passport ☐ PAN ☐ **Others**
Non standard Age Proof: _____ (please specify)

vi. **FOR FEMALE PROPONENT ONLY**

Number of Children	Are you Pregnant now?		If pregnant, expected month of delivery
	Yes	No	

2. Contact Details

i Correspondence Address

Tick here if permanent address is same (√) ☐

Correspondence Address:	Permanent Address:
Village/Locality: _____ Post Office: _____ Taluka/District: _____ State: _____ Pincode: Mobile No: _____ Email address: (if any)	Village/Locality: _____ Post Office: _____ Taluka/District: _____ State: _____ Pincode: Mobile No: _____ Email address: (if any)

3. Proposer's Occupation and Income Details:

Occupation: _____

PAN No. (if any)	
Monthly Income	

4. Nomination Details (refer Section 39 of Insurance act 1938)

a. Details of Nomination (Not more than 3 nominees)

	Name & address of the Nominee(s)	Gender (M/F/Other)	Date of Birth (DD/MM/YYYY)	Aadhaar No. (optional)	Relationship	Share of Nominee(s) %	Mobile & email ID
1.							
2.							
3.							

b. Appointee Details (If nominee is minor)

First Name | Middle Name | Last Name

Relationship. Gender M ☐ F ☐

Date of Birth d d / m m / y y y y

Mobile No. _____

C. Particulars of beneficiary(ies), if policy is taken under Married Women Property Act 1874, (nomination in such cases are not allowed).

_____

5. Additional Policy Details, if any:

i. Particulars of other PLI/RPLI policies already held, if any:

Sl. No.	Policy No.	Type	PLI/RPLI/Others	Sum Assured (in ₹)	Maturity Date
1					
2					
3					
4					
			Total: (in ₹)		

*Present aggregated sum assured limit for RPLI Policies is Rs.10,00,000/- (including the existing proposal) and aggregated sum assured limit for PLI/RPLI Policies both is Rs.50,00,000/-.

6. Coverage Details

i. Age at Maturity/ Premium ceasing age **Years**

ii. Policy Term **Years**

iii. Sum Assured ₹

7. Premium Details

i. Premium ₹ / -

ii. Initial Premium Payment Mode (Cash/Cheque/Credit Card/Debit Card)

iii. Subsequent Premium Payment Mode **Cash / Online**

iv. Premium Payment Frequency Monthly ☐ Quarterly ☐ Half Yearly ☐ Yearly ☐

8. Proponent's Health Information

a. Are you in sound health at present? **Yes** ☐ **No** ☐

b. Have you ever suffered/suffering from any of the following? (Say Yes or No)

			YES		NO	
(i)	High blood pressure, angina, heart attack, stroke or any other disorder of heart or circulation?	:				
(ii)	Diabetes, Kidney or liver problem?	:				
(iii)	Colitis or any other stomach, bowel or bladder growth?	:				
(iv)	Asthma, bronchitis, pneumonia, TB or any other respiratory or lung disorder?	:				
(v)	Ulcer, chronic diarrhea, hepatitis or jaundice?	:				
(vi)	Congenital disorder, anaemia, bleeding or blood disorder?	:				
(vii)	Disorder of Skin or Lymph glands?	:				
(viii)	Mental or nervous illness (including depression) lasting for more than 3 months and/or requiring more than 10 consecutive days off work?	:				
(ix)	Reproductive organ or prostrate disorder?	:				
(x)	Arthritis, gout or joint pain, muscle, bone fracture or disorder?	:				
(xi)	AIDS OR AIDS related complication or test indicating presence of HIV?	:				
(xii)	Any form of cancer, tumour or growth?					
(xiii)	Any other illness, surgery or inquiry?	:				
(xiv)	Any physical deformity or handicap?	:				
(xv)	Epilepsy	:				
(xvi)	Paralysis	:				

c. Have you ever been hospitalized during the last 3 years? If so, furnish the following information.

Sl. No.	Name of Hospital	Period of Hospitalization	Reason for hospitalization
1.			
2.			
3.			

d. Do you have any physical deformity or congenital by birth defects? : **Yes** ☐ **No** ☐

If Yes, please provide details below:

9. Declaration of Proponent

I_____ do hereby agree and declare that these statements and this declaration shall be the basis of the contract of assurance between me and the Department of Posts and that if any untrue averment be contained therein, the said contract shall be absolutely null and void and all moneys which shall have been paid in respect thereof shall stand forfeited to the Department.

Notwithstanding the provision of any law, usage, custom or convention for the time being in force prohibiting any doctor, hospital and/or employer from divulging any knowledge or information about me concerning my health or on the grounds of secrecy I, my heirs nominee, executors, administrators and assignees or any other persons or persons having interest of any kind whatsoever in the policy contract issued to me, hereby agree, that such authority, having such knowledge or information shall at any time be at liberty to divulge any such knowledge or information to the Department.

And I further agree that if after the date of the submission of the proposal but before the acceptance of the proposal, (i) any change in my occupation any adverse circumstance connected with my financial position or the general health of myself or that of any member of my family occurs or (ii) if a proposal for assurance or an application for revival of a policy on my life made to any office of the Department has been withdrawn or dropped, deferred or declined or accepted at an increase premium or subject to a lien or a term other than as proposed, I shall forthwith intimate the same to the Department in writing to reconsider the terms of acceptance of assurance. Any omission on my part to do so shall render this assurance invalid and all moneys which shall have been paid in respect thereof forfeited to the Department.

a) The contents of surrender table and instructions for admissibility of surrender value have been explained to me before taking policy and I abide by the same.
b) Surrender of a policy is not admissible before completion of thirty-six months of the policy and the amount deposited shall be forfeited if I surrender the policy within thirty-six months.
c) On surrender, the policy shall attract proportionate bonus on reduced sum assured up to the date for which premium has been paid. However, no bonus shall be payable before completion of 5 years of the policy.
d) The discontinued policy shall not attract bonus with effect from the date from which the premium is discontinued.
e) The reduced sum assured shall be calculated by multiplying the sum assured with the number of instalments paid and dividing the same with the total number of premiums to be paid.
f) The surrender value shall be calculated by multiplying the sum of reduced sum assured plus the proportionate bonus, if any, with the surrender factor as applicable on the attained age on the date of surrender of the policy.
g)

I _____Son/ Wife/ Daughter of _____ aged ____ years do hereby declare that:

i. I _____ am not suffering from Hypertension & Diabetes and not taking any treatment for Hypertension & Diabetes.

OR

I have been suffering from Diabetes/Hypertension from the last _____ years but with proper medical advice & medication it is with in control and no complication has surfaced so far posing any threat to my life.

I_____ hereby agree to pay the fee of ₹ _____ (per individual) for the medical examination if my proposal is not accepted.

The above recommendation is based on the information provided by me. I have been explained about the features of the product and I believe, it would be suitable for me based on my insurance needs and financial objectives.

Proponent's Signature / Thumb Impression
(in case proposer is illiterate)

Dated: d d / m m / y y y y

10. Declaration in case the proposer is illiterate, and form is filled by person other than proposer

I_____ hereby declare that I have explained the content of this form to the proposer in _____(Language) which he/she easily understands and that the proposer has affixed the thumb impression above after fully understanding the contents there of. I have carefully filled up the proposal form.

Signature:

Declarant's Name: _____

Address: _____

_____

Date: d d / m m / y y y y

11. Declaration by Agent/Sales Person

I _____Agent Code No./ID _____working as_____in _____BO/SO under_____Division declare that the information (personal, financial & medical) in the proposal form has been furnished by the proponent and it has been signed by him/his thumb impression has been taken in my presence. All columns have been completed and have been verified and found correct to best of my knowledge. I am fully aware about financial/physical/mental situation concerning proposer which makes him suitable/unsuitable for the consideration of his Insurance proposal. The proposal is recommended/not recommended for acceptance. I further undertake that I have carried out required verification and completed the confidential report & enclosed with this proposal form.

Date: d d / m m / y y y y

Signature with Stamp:

Mobile Number: -……..

Email Id: -…….

11. Medical Examiner's Certificate

Certified that I have carefully examined Shri/Smt. ____ the proponent, whose signature/thumb impression is given below today the______ Day of ____________________________20 _____.

On careful examination of the proponent and after going through the information furnished by him/her under column 8 & 9, I find the proponent to be medically fit. He/ She does not suffer from any terminal or other serious health hazard which would be risk to his/her life. I recommend acceptance of his/her their proposal of Postal Life Insurance policy.

OR

The proponent is medically unfit. I do not recommend acceptance of his/her proposal for Postal Life Insurance policy.

Signature of Medical Examiner:

Signature of Proponent: ______________________________

Name: ____

Seal:

Date: d d / m m / y y y y

ID/Code: ____

Note for Medical Officer

a) If the proponent is overweight or has doubtful family history an electrocardiogram and a report on the scanning of the chest would be required.
b) If the proponent is under weight and has family history of TB, an X-Ray of the chest would be required.
c) Expense of the above-mentioned tests will have to be borne by the proponent.

FOR OFFICIAL USE ONLY	
Proposal No.	Date of Receipt / /
No. of LI-7(a)	Amount Deposited
Policy No.	
PLI Proposal Receipt No.	Premium: ________________ GST: ___________________ Paste Receipt Here

Notes/Instructions for filling up the Proposal Form (Not to be scanned & uploaded)

1. Please provide valid proof of your age. In case you are not having any valid proof of date of birth you may produce any of the following documents (non standard age proof)* :
    a. Self-declaration attested by Panchayat member/gram Pradhan.
    b. Medical officer's appropriate age certificate.
    c. Voter ID bearing age.
    d. Aadhar Card

    (*policy(ies) taken on non standard age proof will be charged 5% additional premium)
2. Please mention your mobile number, email ID at appropriate place. Mentioning mobile number and email address will help us in sending SMS and e-mail alerts to you for various services of .
3. Nomination in Policy will help in timely and hassle-free settlement of claim, if a policy becomes a claim before date of maturity. Therefore, it is advisable to give nominee (s) details in each case.
4. In case policy is taken under Married Women Property Act 1874, nomination in such case is not required. In such case name of the beneficiary (i.e. wife) should be mentioned at serl 4 © of proposal form
5. Mentioning Aadhar/ PAN is optional. However, it would facilitate us to provide better after sales services.
6. In case of change of address/nomination, proponent is advised to notify the same to nearest CPC concerned.
7. In case, nominee is minor, particulars of person as appointee should be given at appropriate place.
8. Please mention your Bank Account No. or Post Office Account, if any.
9. Willful concealment of any material information will render the contract voidable at any time.
10. Change of communication address, mobile number or email address may be brought to information of Department to avail better after sales service.
11. In case the proposer is illiterate the thumb impression of the proposer should be attested by a person of standing whose identity can easily be established but unconnected with the Deptt. and this declaration should be made by him.

List of documents to be enclosed

1. Age proof (self-attested/thumb impressed copy of any of the following documents

   1.1 **Standard Age proof**

   - Birth Certificate
   - School Certificate/Mark sheet
   - PAN Card/PRAN Card
   - Passport
   - Driving Licence

   1.1 **Non-Standard Age Proof (Conditions apply. Refer to Rule 9 of POLI Rules, 2011.)**

   - Aadhar Card
   - Voter-id
   - Elder's declaration
   - Medical Examiner's approximate age certificate
   - Declaration by insurant counter signed by panchyat Member

2. Address/Identity Proof (self-attested/thumb impressed copy of any of the following documents)

   2.1 Aadhar Card/Voter-id

   2.2 Passport

   2.3 Driving Licence

   2.4 Ration Card

   2.5 Electricity Bill/Water Bill

Affix here Child's recent passport size photograph

DEPARTMENT OF POSTS
PROPOSAL FORM FOR CHILDREN POLICY

All entries should be filled in CAPITAL letter:

FOR OFFICIAL USE ONLY

Name of the Development Officer/ FO/ Agent/ Postal Employee (ASP/ IPO/ PM/ PA/ SA/ Postman/ Mail Guard/ MTS/ GDS BPM/ GDS DA/ GDS MC)

Agent Code

Proposal No.

Date of Receipt

No. of LI-7(a)

Amount deposited ₹

Post Office at which deposited

ACG-67 Receipt No. and Date

Policy No.

Proposal Date (DD/MM/YYYY) / /

Date of Declaration (DD/MM/YYYY) / /

Product/ Policy Type PLI ☐ RPLI ☐

1. Child's Details

i. Name of Child

First Name | Middle Name | Last Name

ii. Father's Name

iii. Mother's Name

iv. Gender **M** ☐ **F** ☐

v. Date of Birth (DD/MM/YYYY) / /

vi. Parent's Policy Number

vi. Age Proof: [Tick (√) whichever is applicable] **(Standard Age Proof)**

Birth Certificate ☐ Matriculation Certificate ☐ Driving License ☐ Passport ☐ PAN ☐

(Non-Standard Age Proof) (In case of RPLI only)

Horoscope ☐ Elder's Declaration ☐ Aadhaar Card ☐ Medical Examiners Approximate age certificate ☐

Dec by insurant counter signed by Panchayat Member ☐ Only month year of Birth is known ☐

vii. Nationality

2. Address Details

i. Communication Address (If Permanent Address is same as Communication Address please √ in the box ☐)

Village | Taluka

City | District

State | Country | **PIN**

ii. Permanent Address

Village | Taluka

City | District

State | Country | **PIN**

3. Contact Details

i. Phone No. with STD Code

ii. Mobile No.

iii. E-mail ID (If any)

4. Parent's Employment/ Occupation Details

i. **Occupation:**

Central Govt ☐ State Govt ☐ PSU ☐ Railway ☐ Bank ☐ Telecom ☐ Contractual ☐ Joint Venture ☐
Defence ☐ Para Military Force ☐ Cooperative Society ☐ Deemed University/ Educational Institution ☐
Agriculture ☐ Teacher ☐ Carpenter ☐ Labour ☐ Tailor ☐ Blacksmith ☐ Doctor ☐ Cobbler ☐
Fisherman ☐ Postmaster ☐ Goldsmith ☐ Canner ☐ Priest ☐ Mason ☐ Potter ☐ Electrician ☐
Housewife ☐ Weaver ☐ Dhobi ☐ Barber ☐ Milk vendor ☐ Business ☐ Vegetable vendor ☐ Driver ☐
Mechanic ☐ Mid wife ☐ Govt employee ☐ Private employee ☐ Un-employed ☐ Student ☐ Taper ☐
Toddy worker ☐ Other ☐ (Please specify)

ii. Name of Organization:

iii. Designation

iv. Date of Entry in Service (__/__/____)

v. Designation of Immediate Superior

vi. PAN No.

vii. Monthly Income ₹

viii. DDO Code

ix. Office Address

Village | Taluka
City | District
State | Country | **PIN**

x. Office Phone No. with STD Code

xi. Official E-mail ID (If any)

xii. Qualification
Post Graduate ☐ Graduate ☐ Diploma ☐ Se. Sec. Education ☐ High School ☐ Middle Class ☐ Primary Education ☐
Illiterate ☐ Other ☐ (furnish detail)

5. Additional Policy Details Held by Parents

i. Particulars of other PLI/ RPLI policies already held, if any:

	Policy No.	Type	Sum Assured (in ₹)	Maturity Date
1.				
2.				
3.				
4.				
5.				
6.				
		Total: (in ₹)		

ii. Particulars of life insurance policies of other companies already held, if any:

	Policy No.	Type	Insurer	Sum Assured (in ₹)	Maturity Date
1.					
2.					
3.					
4.					
5.					
6.					
	Total: (in ₹)				

6. Coverage Details

i. Age at Maturity (____) **Years**

ii. Policy Term (____) **Years**

iii. Sum Assured ₹

7. Premium Details

i. Premium ₹ ____/-

ii. Initial Premium Payment Mode
(Cash/ Cheque/ Credit Card/ Debit Card/ Salary)

iii. Subsequent Premium Payment Mode

iv. Premium Payment Frequency
Monthly ☐

8. Health Information

a. Are you and your child in sound health at present? **Yes** ☐ **No** ☐

b. Has your child ever suffered/ suffering from any of the following? (Say Yes or No)

			Child	
(i)	Tuberculosis	:	Yes ☐	No ☐
(ii)	Cancer	:	Yes ☐	No ☐
(iii)	Paralysis	:	Yes ☐	No ☐
(iv)	Insanity	:	Yes ☐	No ☐
(v)	Any disease of heart and lungs	:	Yes ☐	No ☐
(vi)	Kidney disease	:	Yes ☐	No ☐
(vii)	Any disease of brain	:	Yes ☐	No ☐
(viii)	HIV Positive	:	Yes ☐	No ☐
(ix)	Hepatitis-B	:	Yes ☐	No ☐
(x)	Epilepsy	:	Yes ☐	No ☐
(xi)	Nervous disorder	:	Yes ☐	No ☐
(xii)	Liver	:	Yes ☐	No ☐
(xiii)	Leprosy	:	Yes ☐	No ☐
(xiv)	Any physical deformity or handicap	:	Yes ☐	No ☐
(xv)	Any other serious disease	:	Yes ☐	No ☐

c. Has any of family members of child (Father, Mother, Brothers or Sisters) living or dead suffered from any hereditary or infectious disease like, Insanity/ Epilepsy/ Gout/ Asthma/ Tuberculosis/ Cancer/ Leprosy etc?

Yes ☐ No ☐

If yes, give details: _____

d. Have child hospitalized during the last 3 years? If so, furnish the following information.

	Ailment	Name of Hospital	Period of Hospitalization	
			From	To
1.				
2.				
3.				

e. Does the child any physical deformity or congenital by birth defects? (Yes/ No) _____

i. If yes, Type of deformity (Congenital/ Non-Congenital): _____

ii. In case of congenital deformity, please state whether it is Blindness/ Deafness/ Dumbness/ Orthopedic Handicap of One Limb/ Loss of one limb/ Midgets/ Hunchback _____

iii. In case of non-congenital deformity, please state whether it is Blindness/ Deafness/ Dumbness/ Orthopedic Handicap of One Limb/ Loss of one limb _____

iv. In case of congenital/ non-congenital deformity, please state whether it is Orthopedic Handicap of both Limbs/ Loss of both limbs/ Mentally retarded having mental age of 14 or above/ Weakness or deformity/ Paralysis due to Polio/ Any other deformity of non-neurological origin _____

f. Particulars of the family doctor, if any:_____

9. Declaration of Parent

(A) I do hereby declare that (a) no proposal of insurance on life of above named child has ever been adversely treated by any insurance company (b) the foregoing statements made are true to the best of my knowledge and belief (c) in case it is found that I have wilfully made any untrue statement or have concealed any relevant circumstances then all the premia which shall have been paid by me, shall be forfeited and this contract rendered absolutely null and void (d) I understand that child's life shall be insured from the date my proposal is accepted (e) I have gone through the terms and conditions for insurance with PLI, a copy of which has been given to me and explained to me in my language. I hereby agree to abide by them.

(B) I hereby agree to pay the fee of ₹_____(per individual) for the medical examination if our proposal is not accepted.

Parent's Signature:_____

Dated: The _____Day of _____ 20____

10. Certificate of Immediate Superior

Certified that _____ is a permanent/ temporary employee in _____ and information furnished against column No. 1 to 4 of this proposal form is correct as per his/ her service records.

Date : _____ Signature: _____

Place: _____ Name : _____

Designation/Seal: _____

11. To be filled in by DO/ FO (PLI)/ Agent

I _____ Agent Code No./ ID _____ certify that the information in the proposal form has been furnished by the proponent and it has been signed by him/ his thumb impression has been taken in my presence. All columns have been completed and are correct and no question is left un-answered. The proposal is recommended for acceptance.

Date: _____ Agent's Signature: _____

12. Medical Examiner's Certificate:

Certified that I have carefully examined Master/ Shri/ Ms. _____ the proponent whose signature is given below today the _____ Day of _____ 20_____.

On careful examination of the proponent and after going through the information furnished by him/ her under column 11, I find the proponent to be medically fit. He/ She does not suffer from any terminal or other serious health hazard which would be risk to his/ her life. I recommend acceptance of his/ her proposal of Postal Life Insurance policy.

OR

The proponent is medically unfit. I do not recommend acceptance of his/ her proposal for Postal Life Insurance policy.

Signature of Child:_____

Signature of Medical Examiner: _____
Name: _____
Seal : _____
Date : _____
ID/ Code : _____

NOTE FOR MEDICAL OFFICER

a) If the proponent is overweight or has doubtful family history an electrocardiogram and a report on the scanning of the chest would be required.

b) If the proponent is underweight and has family history of TB, an X-Ray of the chest would be required.

c) Expense of the above mentioned tests will have to be borne by the proponent.

13. Confidential Report (Applicable only in case of Children Policy under RPLI)

This will consist of information not revealed in the proposal form. SDI/ ASP report is not only required for granting a policy but will also be required when claim arises, to check the correctness of data in proposal form. This will be completed by SDI/ ASP after proposal form is completed by proposer. Content of the report should not be discussed with the proposer or divulged to him.

(The form should be completed by SDI/ ASP)

1.	Are you related to the proposer?	:	Yes		No	
2.	Are you aware of any financial/physical/mental situation concerning proposer which makes him unsuitable for consideration of his Insurance proposal?	:	Yes		No	
3.	In case of any doubt, please visit the concerned police station and verify if the proponent was ever arrested/ convicted in the criminal case. If yes, give details.	:	Yes		No	
4.	Has he signed proposal/Declaration form?	:	Yes		No	
5.	Any other matter you would like to bring to the notice of Proposal accepting authority.	:	Yes		No	
6.	Do you recommend the acceptance of the proposal?	:	Yes		No	
7.	If not recommended, give reasons.	:	Yes		No	
8.	Please confirm that :-					
	(1) Confidential report has been written by you after completion of proposal form by proposer.	:	Confirmed		Not Confirmed	
	(2) Confidential report has not been divulged to proposer/ or discussed with him.	:	Confirmed		Not Confirmed	

:

Signature of SDI/ ASP
Full Name With Stamp

List of documents to be enclosed

1. Documents required for PLI/RPLI proposal, as the case may be.
2. Age proof for child

1.1 **Standard Age proof (For PLI/RPLI)**

- Birth Certificate
- Matriculation Certificate
- PAN Card
- Passport
- Driving Licence

1.1 **Non-Standard Age Proof (Only for RPLI. Conditions apply)**

- Horoscope
- Aadhar Card
- Elder's declaration
- Medical Examiner's approximate age certificate
- Declaration by insurant counter signed by panchyat Member

REQUEST FOR REGISTRATION/ CHANGE OF NOMINATION IN RESPECT OF PLI/ RPLI POLICY

(refer Section 39 of Insurance act 1938) (Not applicable in case of policy under MWPA 1874)

(Please fill in the columns in CAPITAL letters)

1. Name of Insurant (Mr./ Mrs./ Ms.)

First Name | Middle Name | Last Name

2. Occupation

3. Communication Address

Village | Taluka

City | District

State | Country | **PIN**

4. Particulars of Policy:

i. Policy No. | ii. Policy Type

iii. Sum Assured ₹ / - | iv. Date of Acceptance / / | v. Premium Ceasing Age **Years**

5. **a. State particulars of the nominees (not more than three Nominees)**

i. Sole/ First Nominee Details- (Mr./ Mrs./ Ms.)

First Name | Middle Name | Last Name

Relationship: | Share %age: % | Gender: M F

Date of Birth: / / | Age: Years

Communication Address

Village | Taluka

City | District

State | Country | **PIN**

Phone No. | E-mail ID (If any)

ii. Second First Nominee Details- (Mr./ Mrs./ Ms.)

First Name | Middle Name | Last Name

Relationship: | Share %age: % | Gender: M F

Date of Birth: / / | Age: Years

Communication Address

Village | Taluka

City | District

State | Country | **PIN**

Phone No. | E-mail ID (If any)

iii. Third Nominee Details- (Mr./ Mrs./ Ms.)

First Name	Middle Name	Last Name

Relationship: Share %age: % Gender: M F

Date of Birth: / / Age: Years

Communication Address

Village		Taluka	
City		District	
State		Country	**PIN**

Phone No. E-mail ID (If any)

b. Appointee Details (If nominee is minor)

First Name	Middle Name	Last Name

Relationship: Gender: M F

Date of Birth: / / Age: Years

Communication Address

Village		Taluka	
City		District	
State		Country	**PIN**

Phone No. E-mail ID (If any)

Date:_____

Signature of Insurant
Name:……
Phone no.: ……
Office:……
Residence: ……
Mobile no.: ……

Signature of Witness 1:
Name:……
Phone no.:……
Office:……
Residence: ……..
Mobile no.:……

Signature of Witness 2:
Name:……
Phone no.:……
Office:……
Residence: ……..
Mobile no.:……

List of documents to be enclosed

1. Original Policy Bond
2. KYC documents of insurant

FORM OF EXERCISING OPTION FOR CONVERSION OF CWA POLICY INTO EA POLICY

(after completion of five years but within sixth year)
(Please fill in the columns in CAPITAL letters)

1. Name of Insurant (Mr./ Mrs./ Ms.)

First Name	Middle Name	Last Name

2. Occupation

3. Communication Address

Village		Taluka	
City		District	
State		Country	**PIN**

4. Particulars of Policy which has to be converted

i. Policy No.

ii. Sum Assured	iii. Date of Acceptance	iv. Premium Ceasing Age
₹ / -	/ /	**Years**

5. Term of Endowment Assurance the insurant opts to convert the CWA policy by exercising the option

EA **(Fill here 50/ 55/ 58 in case of PLI or 50/ 55/ 58/ 60 in case of RPLI policy)**

I, _____ (Name) the holder of aforesaid policy agree to pay the premium on enhanced rate towards my policy on conversion to Endowment Assurance and also abide to accept the terms & conditions prescribed in Post Office Life Insurance Rules-2011, as amended time-to-time by Director General of Posts.

Date:_____

Signature of Insurant
Name:……
Phone no.: ……
Office:……
Residence: ……
Mobile no.: ……

Documents attached:

a) Policy document duly
b) Premium Receipt Book
d) Certificate of Pay Disbursing Officer regarding recovery of premia from pay for the last six months.

APPLICATION FOR REVIVAL OF POSTAL/ RURAL POSTAL LIFE INSURANCE POLICY

(Please fill in the columns in CAPITAL letters)

1. Name of Insurant (Mr./ Mrs./ Ms.)

First Name	Middle Name	Last Name

2. Communication Address

Village		Taluka	
City		District	
State		Country	**PIN**

3. Particulars of Policy

i. Policy No.

ii. Sum Assured ₹ ____ / -

iii. Date of Acceptance __ / __ / ____

iv. Date of Maturity __ / __ / ____

v. Premium Payment Frequency

Monthly ☐ Quarterly ☐ Half Yearly ☐ Yearly ☐

6. Period for which premia is due: _____

_____

7. Reason for non-payment of premiums if any

_____

_____

8. Name of the Post Office at which premia are desired to be paid

i. Name of Sub Post Office

ii. Name of Head Post Office

I hereby declare that I continue to be in good health since the date, the first unpaid premium had become due in respect of above mentioned policy till this date.

Date:_____

Signature of Insurant
Name:
Phone no.:
Office:
Residence:
Mobile no. :

ONLY FOR PLI POLICIES

CERTIFICATE OF EMPLOYER

Certified that Shri/Smt. _____ had not taken any leave on medical grounds for the diseases like Insanity, Epilepsy, Gout, Asthma, Tuberculosis, Cancer, Leprosy, Diabetes etc. as per medical certificate produced by him from time to time during the period from the date, the first unpaid premium had become due in respect of PLI Policy No._____ held by him till this date.

Date:_____

Signature of Employer
with designation stamp

List of documents to be enclosed

1. Medical Certificate.

APPLICATION FOR SURRENDER OF POSTAL/ RURAL POSTAL LIFE INSURANCE POLICY

(Please fill in the columns in CAPITAL letters)

1. Details of Policy to be surrender

i. Policy No.

ii. Sum Assured ₹ / -

iii. Date of Acceptance / /

iv. Date of Maturity / /

2. Name of Insurant (Mr./ Mrs./ Ms.)

First Name | Middle Name | Last Name

3. Communication Address

Village | Taluka

City | District

State | Country | **PIN**

4. Details of loan taken on policy, if any

i. Sanction Date: / /

ii. Amount of Loan: ₹ / -

iii. Date of repayment of loan: / /

5. Reasons/ circumstances for surrendering policy _____

6. Name of the Post Office (if it is Sub Office, write the name of Head Office as well) at which the payment is desired.

i. Name of Sub Post Office

ii. Name of Head Post Office

7. For payment of surrender value through cheque, please provide following information about your Post Office/Bank account:-

i. Account No.

ii. Name of Post Office/ Bank

iii. Branch Name:

8. (i) Designation and Address of Drawing and Disbursing Officer during last six months

Village | Taluka

City | District

State | Country | **PIN**

ii. Name of the Post Office where premia were paid during last six months.

a) b) c)

d) e) f)

Date:_____

Signature of Insurant
Name:
Phone no.:
Office:
Residence:
Mobile no. :

Documents attached:

(a) Policy document.
(b) Loan Repayment Receipt Book relating to previous loan.
(c) Premium Receipt Book.
(d) Certificate of Pay Disbursing Officer regarding recovery of premia from pay for the last six months.

ECS Mandate Form

Postal Life insurance of India

1 Name of the Policy Holder----------

2 Policy Details :

S.NO.	New proposal/Policy number	Name of Insured

3 Contact information

a	Residence	----------
b	Office	----------
c	Mobile	----------
d	Email ID	----------

4 Particulars of Bank AC(Account from which you want to pay the premium)

a	Bank Name	----------
b	Branch Name & Address	----------
c	Name of account holder	----------
d	Account Type(Saving/Current/Cash or Credit)	----------
e	Account Number	----------
f	9 Digit MICR CODE Number of the bank and branch (Attach a photocopy/Cancelled cheque leaf)	----------

5 I/We agree that this Mandate will form an integral part of my/our proposal (Only for new proposals)

(2) If in future my/our Bank Account is transferred to a city where ECS facility is not available, a change of mode will be necessary which will involve change in premium.

(3) I / We hereby instruct the bank to debit my/our above Account No. and pay PLIPremium of Rs._____ as above/as per demand sent by PLI.

I/we, hereby, declare that the particulars given above are correct and complete. I/we being the holder/s of the above policy/policies express my/our willingness to remit the premium/s referred to above through participation in ECS of National Clearing Cell of Reserve Bank of India and hereby authorise the Life Insurance Corporation of India to raise the debits on my/our Bank Account towards the said premium/s due referred above. If any transaction is delayed or not effected at all for the reasons of incomplete or incorrect information or non-availability of funds or closure of Accounts etc. I would not hold PLIor the user institution responsible. I understand that the first transaction after authorization may take one month time in getting the process commenced. I also understand that I can pay the premium only on behalf of my near relatives as prescribed by the Income-Tax Act, 1961.

PLACE Date Signature of Policy Holder

Signature of Account Holder

APPLICATION FOR LOAN ON SECURITY OF PLI/RPLI POLICY

(Please fill in BLOCK letters)

Service Request No. : **(For Official only)**			
1	**Policy Details (particular of policy against which the loan is desired):**		
i	Policy No. :	ii	Name of Insurant : Name of Spouse (in case of Yugal Suraksha Policy) :
iii	Sum Assured :	iv	Date of Acceptance : (dd/mm/yyyy)
v	Date of Maturity: (dd/mm/yyyy)	vi	Amount of Loan required :
vii	Purpose for which Loan is required :		
2.	**Details of Previous Loan taken on this Policy (if any)**		
i	Amount of Previous Loan :	ii	Sanction No.:
iii	Sanction Date:	iv	Date of final repayment of previous Loan:
3.	**Missing Credit Premium Details (Please enclose supporting documents): ……**		
4.	**Communication Address :**		
	Address :		
	District :		State :
	PIN Code :		Contact Phone Number :
	Aadhar Number :		e-Mail ID :
5.	**Office Address of DDO (For Pay Recovery Policy only)**		
	Name & Designation of DDO :		Name of Organization :
	Office Address :		District & State :
	PIN Code :		Phone No. & e-Mail ID :
6.	**Account Details (if payment desired through NEFT/RTGS/Other Credit)**		
	Bank Account Details	OR	**Post Office Saving Bank Account Details**
	Account Number:		Account Number:
	Account Type:		Name of Account Holder
	Name of Account Holder:		Post Office Name :
	Name of Bank:		CBS Post Office (Y/N):
	Branch Name:		Pin code/SOL ID
	IFSC code:		First page of Pass Book Enclosed (Y/N)
	Cancelled Cheque Enclosed (Y/N):		

7. Assignment prescribed under Rule 31 of Estate Duty Rules, 1953, in respect of PLI/RPLI Policies assigned to the President for the purpose of paying Estate Duty:

"I …….. do hereby assign the benefit of all moneys to become payable under the Postal Life Insurance Policy/Rural Postal Life Insurance Policy No……. assuring the sum of `……..(Rs.) to the President of India for the purpose of paying Estate Duty in accordance with the provision contained in clause (f) of sub section (1) of Section 33 of the Estate Duty Act, 1953, which after my death my estate may become liable to pay to the Government of India.

Provided, however, that in the event of my surviving the date on which the said policy if so expressed would mature or the policy is surrendered by me, the benefit of the policy and the right to receive moneys there under shall revert to me as if this assignment had not been made. It is further agreed that if the policy matures before my death or is surrendered by me, then on my request the Insurer will upon the delivery of the policy pay all or so much or the sum due to me as may be specified in such request, to the Government of India under the head "K-Deposits and Advances- deposits bearing interest-other Deposits –Deposits towards payment of Estate Duty" for being treated as deposits of moneys for the purpose of paying estate duty as provided in clause (g) of Section 33 (1) of Estate Duty Act, 1953 and a receipt of the Government of India shall be an effectual discharge to the Insurer for the moneys so paid to them.

I undertake not to deal with the policy in any way so long as the above assignment is operative, except nominating any person to receive the balance of the insurance proceeds, after satisfying the Estate Duty demand.

I, hereby certify that no prior assignment of the within policy or any encumbrance against it exists.

Dated …… **(Signature/Thumbprint of Insurant)**
Place : ……
Witness : …….. Name & Address of witness:- ……..
……. (Copy of self attested ID and address proof of witness is enclosed)

8. Appointment of Messenger (if loan application submitted by messenger)*:

I hereby declare that I, ……(insurant name) am unable to visit post office , being medically unfit or outside India, for submission of loan application. I appoint Shri/Smt./Ms. ……. (Name of messenger) as a messenger for submission of my loan application and request you, please allow him/her for submission of the loan application along with necessary documents.

Name of Messenger ……
Signature of Messenger ……..
Signature or thumbprint of Insurant ……..

Signature/Thumbprint of Insurant

Documents Enclosed:		**Yes/No/ NA (Not Applicable)**
1	Self Attested copy of Policy Bond	☐
2	Document (s) of Credit (if pay policy) Or Premium receipt book (if cash policy) } In case, any premia payment is made in addition to the details available in loan quote	☐
3	Self Attested copy of ID proof of the Insurant	☐
4	Self Attested copy of address proof of the Insurant	☐
5	Loan Repayment receipt Book (in case any loan re-payment is made in addition to the detail available in loan quote)	☐
6	Cancelled Cheque of Insurant Bank Account for Bank Mandate Or self attested copy of POSB Passbook First Page	☐
7	Self-Attested Copy of ID and address proof of Messenger (if messenger appointed by Insurant for submission of Loan application form)	☐
8	Self-Attested medical certificate of insurant from Govt. Hospital/Govt. accredited Hospital Or Self-Attested copy of passport clearly showing date of departure from India } for Appointing a messenger	☐
9	Any other document(s), pls specify ……	

Date: _____

Signature/Thumbprint of Insurant

In case Insurant is illiterate, there should be two literate witnesses-

Witness	**Name & Address**	**Signature**
Witness 1		
Witness 2		

For Official Use

Certified that I have checked all the documents enclosed and compared with the original document produced by the Insurant/messenger and verified the averments made in the Loan application based on these documents and found no discrepancies.

Date:-

Signature of BPM/SPM/PM/ CPC in-Charge
Name:
Designation:
Office Stamp:

Acknowledgement Slip

(To be filled by BPM/SPM/Post Master/CPC in-charge and Handed Over to Insurant)

Loan Application for Policy No._____received on _____with Service Request No._____and following documents are received from the Insurant:

	Documents Enclosed:		**Yes/No/ NA (Not Applicable)**
1	Self Attested copy of Policy Bond		☐
2	Document (s) of Credit (if pay policy) Or Premium receipt book (if cash policy)	In case, any premia payment is made in addition to the details available in loan quote	☐
3	Self Attested copy of ID proof of the Insurant		☐
4	Self Attested copy of address proof of the Insurant		☐
5	Loan Repayment receipt Book (in case any loan re-payment is made in addition to the detail available in loan quote)		☐
6	Cancelled Cheque of Insurant Bank Account for Bank Mandate Or self attested copy of POSB Passbook First Page		☐
7	Self-Attested Copy of ID and address proof of Messenger (if messenger appointed by Insurant for submission of Loan application form)		☐
8	Self-Attested medical certificate of insurant from Govt. Hospital/Govt. accredited Hospital Or Self-Attested copy of passport clearly showing date of departure from India	for Appointing a messenger	☐
9	Any other document(s), pls specify ……		

Date:-

Signature of BPM/SPM/PM/ CPC in-Charge

Name :

Designation:

Office Stamp:

APPLICATION FOR ASSIGNMENT / RE-ASSIGNMENT (IF LOAN TAKEN FROM ORGANIZATION OTHER THAN INDIA POST):

Application for Assignment ☐ or Re-assignment ☐ (Tick whichever is applicable)

1	**Policy Details (particular of policy against which the loan is taken):**		
i	Policy No. :	ii	Name of Insurant :
iii	Sum Assured :	iv	Date of Acceptance : (dd/mm/yyyy)
v	Date of Maturity: (dd/mm/yyyy)	vi	Amount of Loan required :
vii	Purpose for which Loan is required Or was taken :		
2	**Details of Bank/Financial Institution etc. (from which loan is being taken Or was taken):**		
i	Name of Bank/Financial Institution etc.:	ii	Industry Type : Bank/Financial Institution/Capital Market Intermediary/Other
iii	Regulated By: IRDA/RBI/SEBI/Other	iv	Official Address of Bank/Financial Institution etc:
v	Contact No.:	vi	e-Mail ID :
vi	Loan Amount :	xv	Loan Sanction letter No. (Copy attached):
3	**Loan Sanction Letter No. & date (copy attached in case of assignment of the policy) :** **Or** **Loan Repayment letter No. & date (copy attached in case of Re-assignment of the policy) :**		

Terms & Conditions (in case of Assignment)

- All future premiums shall be paid by the Assignor (Insurant) of the Insurance policy.
- The assignor (Insurant) shall not exercise or hold any rights pertaining to services of the insurance policy including partial withdrawal/surrender without specific consent of the assignee (Bank/financial institution etc).
- The Assignor (Insurant) with suitable concurrence from the Assignee (Bank/financial institution etc) shall intimate India Post about its loan closure for suitable reassignment of the insurance policy to the Assignor (Insurant).

4(A) Declaration (in case of assignment)

This is to put on record that Shri/Smt./Ms …….. (Name of insurant) is taking loan of Rs…..……from ……..……. (Bank/Financial Institution etc name) for …….. (purpose) in terms of the Loan agreement dated ……..

I/We hereby declare that receipt of benefits arising under the policy by the Assignee (Bank/financial institution etc), shall be valid for sufficient discharge of the said loan. Policy servicing requests, as applied to the Policy prior to this Assignment, would continue unless specific instructions are provided to the Bank/Financial Institution etc by both the Assignor and the Assignee. I had by recognized the assignee (Bank/Financial Institution etc) as the only person entitled to the benefit under the policy until the policy is re-assigned.

I/We do hereby declare that I/we have read and understood the Terms & Conditions mentioned herein above and agree to abide by the same.

Date:

Place:

Signature of Assignor (Insurant) Signature of Assignee with stamp

4 (B) Declaration (in case of re-assignment)

This is to put on record that Shri/Smt./Ms …….. (Name of insurant) to whom …… (Bank/Financial Institution etc name) had been granted a Loan of Rs…… for ……..(purpose) in terms of the Loan agreement dated …… and has/have since repaid the same in full with all dues and that no amount is now due from him/her towards or in respect of the said loan.

In view of the above …….. (Bank/Financial Institution etc name) has no claim right, title or interest in respect of PLI/RPLI Policy.

I/We do hereby declare that I/we have read and understood the Terms & Conditions mentioned herein above and agree to abide by the same.

Date:

Place: Signature of Assignor with stamp Signature of Assignee (Insurant)

CLAIM FORM FOR MATURITY/SURVIVAL BENEFIT OF PLI/RPLI POLICY

(PLEASE FILL IN BLOCK LETTERS)

Service Request No. : **(For Official only)**			
1	**Policy Details :**		
i	Policy Type:	ii	Policy No. :
iii	Name of Insurant :	iv	Sum Assured :
v	Date of Acceptance : (dd/mm/yyyy)	vi	Premia Frequency (Monthly/Quarterly etc):
vii	Date of Survival Benefit Due : (dd/mm/yyyyy) (AEA Policy)	OR	Date of Maturity : (dd/mm/yyyyy)
viii	Loan taken against policy :	☐ Yes	☐ No
2.	If yes, Loan Sanction Amount :	Date of last Installment of Loan Repayment : (dd/mm/yyyy)	
	Outstanding Loan Amount :		
3.	**Missing Credit Premium Details: ……** (in case any premia paid is not included in the Intimation Letter)		
4.	**Communication Address :**		
	Address :		
	District :	State :	
	PIN Code :	Contact Phone Number :	
	Aadhar Number :	e-Mail ID :	
5.	**Name of Spouse (in case of Yugal Suraksha Policy):**		
6.	**Office Address of DDO (For Pay Recovery Policy only)**		
	Name & Designation of DDO:	Name of Organization:	
	Office Address:	District & State :	
	PIN Code :	Phone no & email id:	
7.	**Account Details (if payment desired through NEFT/Credit)**		
	Bank Account Details	OR	**Post Office Saving Bank Account Details**
	Account Number:		Account Number:
	Account Type:		Name of Account Holder
	Name of Account Holder:		Post Office Name :
	Name of Bank:		CBS Post Office (Y/N):
	Address or Branch Name:		Pin code/SOL ID

	IFSC code:		First page of Pass Book Enclosed (Y/N)
	Cancelled Cheque Enclosed (Y/N):		

Documents Enclosed: **Yes/No/ NA(Not Applicable)**

1. Original Policy Bond or Letter of Indemnity ☐
2. Self Attested copy of ID proof of the Insurant ☐
3. Self Attested copy of address proof of the Insurant ☐
4. Documents of Credit /Premium Receipt Book (D.O.C. if Pay policy or Premium Receipt Book if Cash Policy and all the paid premium not updated on McCamish Software) ☐
5. Loan Receipt Book (if outstanding loan amount as mentioned in Intimation letter and Loan Receipt book differs) ☐
6. Cancelled Cheque of Insurant Bank Account for Bank Mandate or self attested copy of POSB passbook ☐
7. Self-Attested Copy of ID proof of Messenger (if messenger appointed by Insurant for submission of Maturity claim form) ☐
8. Self-Attested Copy of Address proof of Messenger (if messenger appointed by Insurant for submission of Maturity claim form ☐
9. Self-Attested medical certificate of insurant from Govt. Hospital/Govt. accredited hospital

   Or

   self-attested copy of passport clearly showing visa details and date of departure from India ☐ In case messenger is appointed
10. Any other document(s), pls specify ……

Date : _____

Appointment of Messenger

(Required only if Maturity/Survival claim form is being submitted through Messenger)

I hereby declare that I ……(insurant name), am unable to visit post office**,** being medically unfit or outside India, for submission of Maturity/survival benefit claim form. I hereby appoint Shri/Smt./Ms. ……. (name of messenger), whose signature is given below, as a messenger for submission of my maturity/survival benefit claim form along with necessary documents.

Signature of Messenger ……..

Name of Messenger ……

Signature/Thumbprint of Insurant

In case Insurant is illiterate, there should be two literate witnesses-

Witness	Name & Address	Signature
Witness 1		
Witness 2		

For Official Use

Certified that I have checked all the documents enclosed and compared with the original documents produced by the Insurant/messenger and verified the averments made in the Maturity claim form based on these documents and found no discrepancies.

Date:-

Signature of BPM/SPM/PM/ CPC in-Charge
Name :
Designation:
Office Stamp:

Acknowledgement Slip

(To be filled by BPM/SPM/Post Master/CPC in-charge and Handed Over to Insurant)

Maturity/Survival Benefit Claim Form for Policy No._____with Service Request No._____ received on ……along with following documents:

Documents Enclosed:	**Yes/No/ NA(Not Applicable)**
1. Original Policy Bond or Letter of Indemnity	☐
2. Self Attested copy of ID proof of the Insurant	☐
3. Self Attested copy of address proof of the Insurant	☐
4. Document(s) of Credit or Premium Receipt Book	☐
5. Loan Receipt Book	☐
6. Cancelled Cheque of Insurant Bank Account for Bank Mandate or self attested copy of POSB passbook	☐
7. Self-Attested Copy of ID proof of Messenger	☐
8. Self-Attested Copy of Address proof of Messenger	☐
9. Self-Attested medical certificate of insurant from Govt. Hospital/Govt accredited hospital Or self-attested copy of passport clearly showing visa details and date of departure from India	☐
10. Any other document(s), pls specify ……	

Date:-

Signature of BPM/SPM/PM/ CPC in-Charge

Name :

Designation:

Office Stamp:

CLAIM APPLICATION FORM FOR PLI/RPLI (DEATH CASES)

(PLEASE FILL IN BLOCK CAPITALS)

Service Request No. : **(For Official Only)**			
1	**Policy Details :**		
i	Policy No. :	ii	Name of Insurant :
iii	Sum Assured :	iv	Date of Acceptance : (dd/mm/yyyy)
v	Date of Survival Benefit Due : (AEA Policy) (dd/mm/yyyy)	vi	Date of Maturity : (dd/mm/yyyyy)
vii	Loan taken against policy : ☐ Yes ☐ No (if yes please attach Loan Repayment Receipt Book& fill column 2)		
2.	Loan Sanctioned Amount :	Date of Loan Repayment : (dd/mm/yyyy)	
3.	**Details of Death of Insurant:**		
i	Date of Death : (dd/mm/yyyy)	ii	Cause of Death :
iii	Place of Death (Full Address with Pin Code) :		
4.(A)	**Details of Claimant-1:**		
i	Name of Claimant :	ii	Age of Claimant *: (if Claimant is minor please fill column 5)
iii	Relationship of Claimant with Insurant:	iv	Proof of Relationship ** :
v	Address:		
	District :	State :	
	PIN Code :	Mobile No :	
	e-Mail ID :	Share of Claim amount (%) :	
4.(B)	**Details of Claimant-2 (**if Claimant is more than one**):**		
i	Name of Claimant:	ii	Age of Claimant *: (if Claimant is minor please fill column 5)
iii	Relationship of Claimant with Insurant:	iv	Proof of Relationship ** :
v	Address:		
	District :	State :	
	PIN Code :	Mobile No :	

	e-Mail ID :	Share of Claim amount (%) :	
4.(C)	**Details of Claimant-3 (if Claimant is more than one):**		
i	Name of Claimant :	ii	Age of Claimant *: (if Claimant is minor please fill column 5)
iii	Relationship of Claimant with Insured :	iv	Proof of Relationship ** :
v	Address:		
	District :	State :	
	PIN Code :	Mobile No :	
	e-Mail ID :	Share of Claim amount (%) :	
5. (A)	**To be filled If Claimant is a minor (A) if minor Claimant is more than one:**		
i	Name of Guardian/ Appointee :	ii	Relationship with minor claimant :
iii	Is Father of minor claimant deceased (Y/N):	iv	Is Mother of minor claimant deceased (Y/N):
5. (B)	**To be filled If Claimant is a minor (B) if minor Claimant is more than one:**		
i	Name of Guardian/ Appointee :	ii	Relationship with minor claimant :
iii	Is Father of minor claimant deceased (Y/N):	iv	Is Mother of minor claimant deceased (Y/N):
v	If you are not father or mother of the minor claimant, have you been appointed guardian of the minor claimant by nomination or under any enactment in force in India? Please state and produce document in support of your claim **(Claimant A)** _____ **(Claimant B)** _____		
vi	Does the minor claimant resides with you : (Yes/No)	vii	Is the minor maintained by you (Yes/No) :
6.	**Account Details (if payment desired through Bank Mandate)**		
	☐ Post Office ☐ Bank	Account No. :	
	Name of Account Holder:		
	Name of Post Office/Bank:	Branch:	
	IFSC code:	Cancelled Cheque Enclosed (Y/N):	

(*) Age of Claimant in completed years.

(**) Provide any valid document for proof of relationship between Insurant and Claimant.

Documents Enclosed: **Yes/No/ NA(Not Applicable)**

1. Original Policy Bond or Letter of Indemnity (Format at Annex III) ☐
2. Self Attested copy of Death Certificate (issued by Local Administration/register of local board/village panchayat/Medical Practitioner or Certificate of Doctor, who last attended the insurer clearly mentioning reason of death) ☐
3. Self Attested copy of Succession Cert./Letter of Administration/Probate of Will, if nomination is not available ☐
4. Self Attested copy of ID proof of the Claimant(s) ☐
5. Self Attested copy of address proof of the Claimant(s) ☐
6. Self Attested copy of FIR (in case of unnatural death of Insurant) ☐
7. Self Attested Post-mortem report (in case of unnatural death of Insurant) ☐
8. Cancelled Cheque of Claimant(s)'s Bank Account(s) for Bank Mandate ☐
9. Documents of Credit or Premium Receipt Book (D.O.C. if Pay policy or Premium Receipt Book if Cash Policy and all the paid premium not updated on McCamish Software) ☐
10. Loan Receipt Book (if Loan taken on Policy) ☐
11. Indemnity Bond (in case of Unantural death) ☐
12. Any other document(s), pls specify ……

Date: _____

Signature/Thumbprint of Claimant/Guardian of Claimant

In case Claimant/Guardian of Claimant is illiterate, there should be two literate witnesses-

Witness	Name & Address	Signature
Witness 1		
Witness 2		

For Official Use

Certified that I have checked all the documents enclosed and compared with the original document produced by the claimant and verified the averments made in the claim form based on these documents and found no discrepancies.

Date:-

Signature of BPM/SPM/PM/ CPC in-Charge
Name :
Designation:
Office Stamp:

Acknowledgement Slip

(To be filled by BPM/SPM/Post Master/CPC in-charge and Handed Over to Claimant)

Claim Application for Policy No._____received on _____with Service Request No._____and following documents are received from the Claimant:

Documents Received:	**Yes/No/ NA (Not Applicable)**
1. Original Policy Bond or Letter of Indemnity	☐
2. Self Attested copy of Death Certificate (issued by Local Administration/register of local board/village panchayat/Medical Practitioner or Certificate from Doctor who last attended the insurer clearly mentioning reason of death)	☐
3. Self Attested copy of Succession Cert./Letter of Administration/Probate of Will if nomination is not available	☐
4. Self Attested copy of ID proof of the Claimant(s)	☐
5. Self Attested copy of address proof of the Claimant(s)	☐
6. Self Attested copy of FIR (in case of unnatural death of Insurant)	☐
7. Self Attested Post-mortem report (in case of unnatural death of Insurant)	☐
8. Cancelled Cheque of Claimant(s)'s Bank Account(s) for Bank Mandate	☐
9. Documents of Credit or Premium Receipt Book (D.O.C. if Pay policy or Premium Receipt Book if Cash Policy and all the paid premium not updated on McCamish Software)	☐
10. Loan Receipt Book (if Loan taken on Policy)	☐
11. Indemnity Bond (in case of Unantural death)	☐
12. Any other document(s), pls specify ……	

Date:-

Signature of BPM/SPM/PM/ CPC in-Charge
Name :
Designation:
Office Stamp:

LETTER OF INDEMNITY

(To be executed by the Claimant in absence of Original Policy document)

I..... held myself and my family bound to the Department of Posts (hereinafter called India Post), in the sum of ..... (sum assured of the policy) of lawful money to be paid on demand or without demand to India Post, its attorneys, successors or assignees for which I bind myself, my executors, administrators, successors, and representatives, firmly by this declaration.

Whereas on the ..... day of ..... Sh./Smt./Ms..... (the policy holder), purchased from India Post, a PLI/RPLI Policy Numbered.....of the sum assured Rs..... bearing a premium of Rs..... per.....(month/quarter/half year/year) payable up to the ..... (month & year) in his/her name AND Whereas I, as the nominee/legal heir have applied to India Post for the settlement of my claim and payment of money in respect of the said policy AND Whereas the policy has been lost and is not forth-coming AND Whereas I have not produced the said policy issued to ..... (name of the Insurant) by India Post AND Whereas I declare that the said policy has not been assigned or transferred to anybody or disposed of in any other way with such consideration as here under is written.

I hereby undertake to refund all the money with interest to India Post in case of wrong information furnished above leading to unjust payment to me.

Provided further that the liability of sureties hereunder shall not be impaired or discharged by reason of time being granted or any forbearance act or omission of India Post or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall be necessary for India Post to sue me (Claimant) before suing the sureties for amounts due hereunder.

Signature/Thumb Impression of the Claimant	
Name	
Complete Address	
Mob & email Id	

Signed sealed and delivered by the above

Witness	Name, Address and contact details	Signature
Witness 1		
Witness 2		

Sureties	Name, Address and contact details	Signature
Surety 1		
Surety 2		

Signed sealed and delivered by the above

Witness for Sureties	Name, Address and contact details	Signature
Witness 1		
Witness 2		

Note: Self Attested copy of ID proof and Address proof of all Sureties and Witnesses are to be enclosed with this Letter of Indemnity.

INDEMNITY BOND

(To be executed by the Claimant in case of Unnatural death of Insurant)

I..... hereby solemnly affirm and declare that, I am neither involved in nor responsible for, directly or indirectly, death of the Insurant for the policy number ..... for sum assured Rs. ..... I am neither named as suspect/ accused nor proposed to be named as suspect/accused by the Police in the death case of the Insurant.

I hereby held myself and my family bound to the Department of Posts (hereinafter called India Post) for the sum of ..... (sum assured of the policy) along with bonus amount to be paid on demand or without demand to India Post, its attorneys, successors or assigns or representatives for which I bind myself, my executors, administrators, successors, and representatives, firmly by this declaration.

I hereby undertake to refund all the money (sum assured along with bonus amount paid) with interest to India Post in case of wrong information furnished above or in case I am later convicted by the Court of Law in the death case of the Insurant.

Provided further that the liability of sureties hereunder shall not be impaired or discharged by reason of time being granted or any forbearance act or omission of India Post or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall be necessary for India Post to sue me (Claimant) before suing the sureties for amounts due hereunder.

Signature/Thumb Impression of the Claimant	
Name	
Complete Address	
Mob & email Id	

Signed sealed and delivered by the above

Witness	Name, Address and contact details	Signature
Witness 1		
Witness 2		

Sureties	Name, Address and contact details	Signature
Surety 1		
Surety 2		

Signed sealed and delivered by the above

Witness for Sureties	Name, Address and contact details	Signature
Witness 1		
Witness 2		

Note: Self Attested copy of ID proof and Address proof of all Sureties and Witnesses are to be enclosed with this Indemnity Bond.

DEPARTMENT OF POSTS, INDIA

Affidavit /Bond of Indemnity (for issue of Duplicate Policy Bond)

(To Be executed on e.stamp/Non judicial stamp paper worth Rs. 50/-)

We (A).....(holder) of Postal Life Insurance/ Rural Postal Life Insurance Policy No..... is held and firmly bound unto the President of India (hereinafter called The President) in the sum of Rs..... (Sum Assured of Policy) plus accrued bonus together with all costs, charges, losses, damages and expenses as hereinafter mentioned, to be paid to The President, his attorneys, successors or assigns for which the payment will truly be made as we bind ourselves, our heirs executors and administrators and representatives and everyone firmly which is presented and sealed with our respective seals dated..... day of.....in the year.

Whereas on around the day of..... The said (A)..... purchased from the Director General (Posts) (hereinafter called the Director General), Postal life Insurance (PLI)/ Rural Postal Life.....bearing monthly/ quarterly/ half- yearly/ yearly* premium of Rs..... payable upto the death/ age of .....

And Whereas the said (A)..... Has/ have represented to the Postmaster/ Manager..... (name of CPC/HO) that the aforesaid PLI/ RPI Policy Bond has been lost or misplaced or spoiled or mutilated while in the custody of the said (A).....

And Whereas the said (A)..... Has/ have further represented to the Postmaster/ Manager..... (name of CPC/ HO) that the aforesaid PLI/RPLI Policy Bond has not been transferred, sold, pledged or deposited or otherwise parted with by way of security or otherwise; and

Whereas the said (A).....declares that he/they is/are solely entitled to receive the money due on the aforesaid PLI/ RPLI policy and has/have applied for the issue of a Duplicate Policy Bond in respect of the aforesaid Policy Bond and

Whereas the Postmaster/ Manager..... (name of CPC/HO) on behalf of The President acceded to the said application on condition of the said (A)..... executing such bond as above written and agreed to execute the said bond with such condition as is hereunder written.

Now, the condition of the above written bond is such that if said (A)..... his/their heirs, executors, administrators and

representatives do and shall pay to The President, his successors or assigns the sum of Rs..... (Sum Assured of Policy) plus accrued bonus together with all costs between attorney and client and charges, losses. damages and expenses shall or may have been incurred to the President, his successors or assigns or any other government servant by any reasons by which the payment have been made of the amount due under the policy on the strength of such duplicate Policy Bond of aforesaid Policy Bond being issued and further if the said (A)..... .....his/her heirs, executors, administrators save, defend, keep harmless and indemnified. The President, his successors and assigns and officers and servants of the Government and each and every of them from and against all and in damages and expenses whatsoever which shall or may at any time hereafter be against or happen or be occasioned to The President, his successors or assigns or any of the officers or servants of the Government for or on account in respect of the aforesaid duplicate Policy Bond being issued. THEN the above written bond shall be void and no effect otherwise the same shall be and remain in full force and by virtue PROVIDED ALWAYS and it is hereby expressly declared and agreed by said (A)..... with and to The President, his successors and assigns that in defence and prosecution of any action, suit or other legal proceedings referred to in foregoing clause for indemnity or maintained in virtue thereof The President, his successor or assigns shall not be responsible or accountable to the said (A)..... or any or either of them, their or either of their heirs, executors, administrators and representatives for any act, omission or mistake in the defence or prosecution of such action suit or other legal proceedings and that in the defence of prosecution of such action, suit or other legal proceedings the President, his successors, or assigns and his and their officers and servants shall be required to do such acts and take such steps only as shall in that behalf be approved and advised by the Law Officers of the Government of India.

PROVIDED FURTHER that the liability of insurant hereunder shall not be impaired or discharged by reason of time being granted or any forbearance, act or omission of The President or any person authorized by him (whether with or without the consent or knowledge of the surety) nor shall it be necessary for The President to sue Shri/ Smt. / Ms..... for amounts due hereunder.

Deponent/ Signature of Policy holder.....

Address.....

Attested

Notary/ Oath Commissioner

List of Documents required as ID and Address proof for maturity / survival / loan / death claim cases

For Proof of Identity	For Proof of Address
Aadhaar Card	Aadhaar Card
Passport	Passport
Driving License	Driving License
Election Commission Voter ID Card	Election Commission ID Card
Ration Card with Photo, for the person whose photo is affixed	Ration Card with address
CGHS/ECHS Card	Photo Identity Card having address (of Central Govt./PSU or State Govt./PSU only)
Certificate of address having Photo issued by MP/MLA/ Group-A Gazetted Officer on letter head	Certificate of address having Photo issued by MP/MLA/Group-A Gazetted Officer in letterhead
Certificate of address with photo from Govt. recognized educational institutions (for students only)	Certificate of address with photo from Govt. recognized educational institutions (for students only)
Certificate of photo identity issued by Village Panchayat head or its equivalent authority (for rural areas)	Certificate of address issued by Village Panchayat head or its equivalent authority (for rural areas)
Income Tax PAN Card	Water Bill (not older than last three months)
Caste and Domicile Certificate with photo issued by State Govt.	Telephone Bill/mobile post paid bill (not older than last three months)
MGNREGA card issued by Govt.	Electricity Bill (not older than last three months)
Smart card (with photo) issued by CSD, Defence/Paramilitary	Income Tax Assessment Order
Current passbook of Post Office/any scheduled bank having photo	Vehicle Registration Certificate
Photo Identity Card (of Central Govt./PSU or State Govt./ PSU only)	MGNREGA card issued by Govt.

Photo Identity Card issued by Govt. recognized educational institutions (for students only)	Current Passbook of Post Office/any Schedule Bank
Pensioner Card having photo	Caste and Domicile Certificate with address and photo issued by State Govt.
Kisan Passbook having photo	Pensioner's Card with address
	Credit Card Statement (not older than three months)
	Kisan Passbook with address

PRESCRIBED INQUIRY FORM
FOR INQUIRY OFFICER IN EARLY DEATH CLAIMS

To be completed by Inquiry officer
PLI / RPLI Policy No :- ..... Policy Type:-.....
Name of Insurant:- .....
Date of Acceptance of policy:- .....
Date of Death:- ..... Cause of Death:- .....
Place of death (full address).....
Premium (in Rs.):- ..... Premium Frequency: (Monthly/HY/Quarterly/Annually)
Last premium paid on:- .....
Premium paid up to the month of :- .....
Name of Claimant: - .... Contact No. .....
Full address of Claimant :- .....
.....
Relationship with Insurant :- .....

Inquiry related with Death

DETAILS OF DEATH

1. Reason of Death _____
2. Died at: ☐ Home ☐ Hospital ☐ Road ☐ Elsewhere, Pls specify _____
3. If in hospital, details of hospital:
4. Name of the Hospital _____
   Address _____
   _____ Contact Nos. _____
   Date of Admission D D M M Y Y Y Y Date of Death D D M M Y Y Y Y
   Name of Attending Doctor _____
5. What was the disease which caused death _____
6. Date of Death D D M M Y Y Y Y
7. Place of Death _____ Time of Death _____
8. Cause of Death (other than disease) _____
9. Who certified the cause of death? _____
10. Was the death reported to police? ☐ Yes ☐ No

    If Yes - Please provide details (Name, address & contact no. of police station where reported along with the copy of FIR and result of inquiry made with police station concerned, if any)

    _____

    _____

11. Was a Post Mortem Examination performed? ☐ Yes ☐ No

    If Yes - Please provide details (Name of Hospital, date, time, and contact no. e-mail and result of inquiry along with the copy of Post-mortem report, if any made with Hospital concerned)

    _____

    _____

12. Mention any critical information related to health and habits of the insurant gathered during the enquiries (information from Relative, Friend, Neighbor and Employer etc)

13. Are you satisfied with the identity of the claimant? ☐ Yes ☐ No

If No- Please provide the reason with full particulars

14. On the basis of the enquiry made and the information obtained, are you satisfied that the insurant was well aware of the disease prior to submitting PLI/RPLI proposal, if so, cite and enclose supporting documents, if any ?

Name of the Inquiry Officer:

Designation and present posting:

Place:

Date : **Signature with seal**

FORMAT FOR COMMUNICATION TO CLAIMANT IN CASE ANY DOCUMENT IS NOT SUBMITTED OR REQUIRED

(IN CASE OF LOAN CASES)

To

Shri/Smt./Ms……
……
.....
……. Pincode……..

Dear Sir/Madam,

Loan Application for Policy No._____ submitted by you on _____with Service request no. …….. was scrutinized, It is observed that the following document(s) are wanting. In order to enable us to process your claim case further. you are requested to submit the requisite following documents within 07 (seven) days of receipt of this letter to your nearest Post Office, along with original document(s).

(Tick whichever document is required to be submitted)

1	Self Attested copy of Policy Bond		☐
2	Document (s) of Credit (if pay policy) Or Premium receipt book (if cash policy)	In case, any premia payment is made in addition to the details available in loan quote	☐
3	Self Attested copy of ID proof of the Insurant		☐
4	Self Attested copy of address proof of the Insurant		☐
5	Loan Repayment receipt Book (in case any loan re-payment is made in addition to the detail available in loan quote)		☐
6	Cancelled Cheque of Insurant Bank Account for Bank Mandate Or self attested copy of POSB Passbook First Page		☐
7	Self-Attested Copy of ID and address proof of Messenger (if messenger appointed by Insurant for submission of Loan application form)		☐
8	Self-Attested medical certificate of insurant from Govt. Hospital/Govt. accredited Hospital Or Self-Attested copy of passport clearly showing date of departure from India	for Appointing a messenger	☐
9	Any other document(s), pls specify ……		

Date:-

Signature of CPC in-Charge
Name :
Designation:
Office Stamp:

DEPARTMENT OF POSTS
POSTAL LIFEINSURANCE
Maturity/Survival Benefit Claim Intimation

(Name & Address of CPC)

To, Dated: ……

Shri/Smt./Ms……
……..
……..
……
Email id……..
Mob. No……..

Subject: Maturity/Survival Benefit claim intimation on your policy.

Dear ……..,

We are pleased to inform you that your following policy is going to reach maturity on ……(date in dd/mm/yyyy)….:

Policy Number	
Type of Policy (PLI/RPLI-EA/WL etc)	
Sum Assured	
Mode of payment of premia (Cash/Pay)	
Frequency of Premia payment	
Premium Paid up to	
Date of Last Payment of Premia	
Outstanding Loan Amount, if any	

2. Please submit documents listed below, at your nearest Post Office, at the earliest to get the maturity/survival benefit on time.

a) Maturity/Survival Benefit Application form (Blank form enclosed)

b) Original Policy Bond or Letter of Indemnity (if Original Policy Bond is not available, Letter of Indemnity in the format enclosed)

c) Document(s) of Credit (if Pay Policy)
or
Premium Receipt Book (if Cash Policy)

In case, any premia payment is made in addition to the details given above.

d) Loan Receipt Book (in case Loan repayment is made in addition to details given above)

e) Self-Attested Copy of ID proof of Insurant

f) Self-Attested Copy of Address proof of Insurant

g) Cancelled Cheque of Insurant Bank Account for Bank Mandate/POSB account Passbook Details

h) Self-Attested Copy of ID proof and Address proof of Messenger

i) Self-Attested medical certificate of insurant from Govt. Hospital/ Govt. accredited hospital
Or
self-attested copy of passport clearly showing the date of departure from India

Only in case Messenger is appointed for submission of the Maturity/Survival Benefit Claim Form

3. In case, you are unable to visit post office, being medically unfit or outside India, for submission of Maturity claim form, you may authorize any adult literate person of sound mind, who is not an insolvent, as a messenger for submission of the maturity/survival benefit claim form along with necessary documents. However, in case of being medically unfit to visit post Office, a self-attested medical certificate to this effect need to be submitted from Govt. hospital/ Govt. accredited hospital and in case you are being abroad, a self- attested copy of passport clearly showing the date of departure from India would be required to be submitted.

4. Once the Maturity/Survival Benefit Claim Form along with necessary documents are submitted, you will not be able to pay any premia or repay loan, if any. Therefore, you are advised to make payment of premia or repayment of loan, if any before submission of Maturity/Survival Benefit Claim Form along with necessary documents. However, in case of Anticipated Endowment Assurance Policies, payment of premia/repayment of loan will be allowed after payment of Survival Benefits and till final maturity.

5. In case of Anticipated Endowment Assurance, the bank details submitted shall be used for transfer of your current and subsequent terminal benefits (if any) and final maturity amount as well.

6. After receiving all the required documents, we shall process your maturity claim and transfer the amount due to you in your Bank/POSB account on Maturity.

Thank you for choosing Postal Life Insurance for your life insurance needs. If you have any queries pertaining to your life insurance coverage, please contact your Agent or nearest Post Office or our customer service center at 1-800-180-5232/155232.

Sincerely,

Signature of CPC In-Charge

PO Name : ……

PO Address: ……

Contact Number : ……

FORMAT FOR COMMUNICATION TO INSURANT IN CASE ANY DOCUMENT IS NOT SUBMITTED OR REQUIRED

(IN CASE OF MATURITY/SURVIVAL BENEFIT CASES)

To

Shri/Smt./Ms.....
.....
.....
..... Pincode.....

Dear Sir/Madam,

Maturity/Survival benefit Claim for Policy No._____submitted by you on _____ with Service request no. ..... was scrutinized and it is observed that the following document(s) is/are wanting. In order to enable us to process your claim case further. you are requested to submit the requisite following documents within 15 (fifteen) days of receipt of this letter to your nearest Post Office, along with original document(s).

(Tick whichever document is required to be submitted)

1. Original Policy Bond or Letter of Indemnity ☐
2. Self Attested copy of ID proof of the Insurant ☐
3. Self Attested copy of address proof of the Insurant ☐
4. Documents of Credit /Premium Receipt Book (D.O.C. if Pay policy or Premium Receipt Book if Cash Policy and all the paid premium not updated on McCamish Software) ☐
5. Loan Receipt Book (in case Loan repayment is made in addition to details given above) ☐
6. Cancelled Cheque of Insurant Bank Account for Bank Mandate ☐
7. Self-Attested Copy of ID proof of Messenger (if messenger appointed by Insurant for submission of Maturity claim form) ☐
8. Self-Attested Copy of Address proof of Messenger (if messenger appointed by Insurant for submission of Maturity claim form ☐
9. Self-Attested medical certificate of insurant from Govt. Hospital/ Govt. accredited hospital

   Or

   Self-attested copy of passport clearly showing visa details and date of departure from India

   for Appointing a messenger ☐
10. Any other document(s), pls specify .....

Date:-

Signature of CPC in-Charge
Name :
Designation:
Office Stamp:

FORMAT FOR COMMUNICATION TO CLAIMANT IN CASE ANY DOCUMENT IS NOT SUBMITTED OR REQUIRED

(IN CASE OF DEATH CLAIM CASES)

To

Shri/Smt./Ms.……

……

……

…… Pincode.……..

Dear Sir/Madam,

Claim Application for Policy No._____submitted by you on _____ with Service request no. …….. was scrutinized and the following documents are not found. You are requested to submit the requisite following documents within 15 (fifteen) days of receipt of this letter.

(Tick whichever document is required to be submitted)

1. Original Policy Bond or Letter of Indemnity ☐
2. Self Attested copy of Death Certificate (issued by Local Administration/register of local board/village panchayat/Medical Practitioner or Certificate from Doctor who last attended the insurer clearly mentioning reason of death) ☐
3. Self Attested copy of Succession Cert./Letter of Administration/Probate of Will if nomination is not available ☐
4. Self Attested copy of ID proof of the Claimant(s) ☐
5. Self Attested copy of address proof of the Claimant(s) ☐
6. Self Attested copy of FIR (in case of unnatural death of Insurant) ☐
7. Self Attested Post-mortem report (in case of unnatural death of Insurant) ☐
8. Cancelled Cheque of Claimant(s)'s Bank Account(s) for Bank Mandate ☐
9. Documents of Credit or Premium Receipt Book (D.O.C. if Pay policy or Premium Receipt Book if Cash Policy and all the paid premium not updated on McCamish Software) ☐
10. Loan Receipt Book (if Loan taken on Policy) ☐
11. Indemnity Bond (in case of Unantural death) ☐
12. Any other document(s), pls specify ……

Date:-

Signature of CPC in-Charge
Name :
Designation:
Office Stamp:

FORMAT FOR REMINDER TO INSURANT
(IN CASE OF LOAN CASES)

To

Shri/Smt./Ms…….
……
.....
……. Pincode……..

Dear Sir/Madam,

This is with reference to Loan Application for a loan of Rs. _____ on your PLI/RPLI Policy no. ……. Our letter dated …….. may kindly be referred to in this regard wherein you were requested to submit additional document(s).

2. This is to inform that we will not be able to process your case further for payment of loan amount till the required document(s) is submitted by you at any of the nearest Post Office.

Date:-

Signature of CPC in-Charge
Name :
Designation:
Office Stamp:
Contact number and email id:

Thank you for choosing Postal Life Insurance for your life insurance needs. If you have any queries pertaining to your life insurance coverage, please contact your Agent or nearest Post Office or our customer service center at 1-800-180-5232/155232.

FORMAT FOR REMINDER TO INSURANT
IN CASE CLAIM FORM/DOCUMENT(S) IS NOT SUBMITTED)

(IN CASE OF MATURITY/SURVIVAL BENEFIT)

To

Shri/Smt./Ms…….
……
.....
……. Pincode……..

Dear Sir/Madam,

This is with reference to Maturity/Survival benefit Claim for your PLI/RPLI Policy no. ……. maturing/matured on …….. Our letter dated …….. may kindly be referred to in this regard wherein you were requested to submit Maturity/Survival benefit Claim Form or additional document(s) (strike off whichever not applicable).

2. This is to inform that we will not be able to process your case further for payment of Maturity/Survival benefit claim till the required document(s) is submitted by you at any of the nearest Post Office.

Date:-

Signature of CPC in-Charge
Name :
Designation:
Office Stamp:
Contact number and email id:

Thank you for choosing Postal Life Insurance for your life insurance needs. If you have any queries pertaining to your life insurance coverage, please contact your Agent or nearest Post Office or our customer service center at 1-800-180-5232/155232.

CHECK LIST FOR QUALITY CHECKING (IN CASE OF LOAN)
(TO BE FILLED BY CPC IN-CHARGE)

Loan Application form for Policy No._____ and Loan amount applied for Rs._____ received on _____with Service Request No._____. The following documents are received enclosed with the Claim Form:

	Documents Received:	**Yes/No/NA (Not Applicable)**
1	Filled in Loan Application	☐
2	Self Attested copy of Policy Bond	☐
3	Document (s) of Credit (if pay policy) Or Premium receipt book (if cash policy) } In case, any premia payment is made in addition to the details available in loan quote	☐
4	Self Attested copy of ID proof of the Insurant	☐
5	Self Attested copy of address proof of the Insurant	☐
6	Loan Repayment receipt Book (in case any loan re-payment is made in addition to the detail available in loan quote)	☐
7	Cancelled Cheque of Insurant Bank Account for Bank Mandate Or self attested copy of POSB Passbook First Page	☐
8	Self-Attested Copy of ID and address proof of Messenger (if messenger appointed by Insurant for submission of Loan application form)	☐
9	Self-Attested medical certificate of insurant from Govt. Hospital/Govt. accredited Hospital Or Self-Attested copy of passport clearly showing date of departure from India } for Appointing a messenger	☐
10	Any other document(s), pls specify ……	

The Loan application for Amount Rs ……. (in Words ……) is complete in all respects and is in order/ not in order due to …….

Date:-

Signature of CPC in-Charge

Name:

Designation:

Approved/Rejected…….

Reasons for rejection (if rejected)……

Signature of Approver

Name:

Designation:

Office Stamp:

Date:

CHECK LIST FOR QUALITY CHECKING
(N CASE OF MATURITY/SURVIVAL BENEFIT)

(TO BE FILLED BY CPC IN-CHARGE)

Maturity/Survival benefit Claim Form for Policy No._____ received on _____with Service Request No._____. The following documents are received enclosed with the Claim Form:

Documents Received: **Yes/No/NA (Not Applicable)**

1. Maturity Claim Application Form ☐
2. Original Policy Bond or Letter of Indemnity (Format at Annex IV) ☐
3. Self Attested copy of ID proof of the Insurant ☐
4. Self Attested copy of address proof of the Insurant ☐
5. Documents of Credit /Premium Receipt Book (D.O.C. if Pay policy or Premium Receipt Book if Cash Policy and all the paid premium not updated on McCamish Software) ☐
6. Loan Receipt Book (in case Loan repayment is made in addition to details given in Intimation Letter) ☐
7. Cancelled Cheque of Insurant Bank Account for Bank Mandate ☐
8. Self-Attested Copy of ID proof of Messenger (if messenger appointed by Insurant for submission of Maturity claim form) ☐
9. Self-Attested Copy of Address proof of Messenger (if messenger appointed by Insurant for submission of Maturity claim form ☐
10. Self-Attested medical certificate of insurant from Govt. Hospital/ Govt. accredited hospital Or self-attested copy of passport clearly showing visa details and date of departure from India for Appointing a messenger ☐
11. Any other document(s), pls specify ……

CALCULATION	Amount in Rs.
Face Value	
Maturity Value Including Bonus plus Terminal Bonus	
Terminal Bonus	
Balance of Outstanding Amount on the Previous Loan Principal O/S Interest O/S Loan Account No (if any)-	
Arrear Premium Including Interest(-)	
Excess/Short	
NET AMOUNT PAYABLE	

The Maturity claim of Net Payable Amount Rs ……. (in Words ……) is complete in all inputs and is in order/ claim is not in order due to …….

Date:-

Signature of CPC in-Charge

Name :

Designation:

Approved / Rejected…….

Reasons for rejection (if rejected)……

Signature of Approver

Name :
Designation:

Office Stamp:
Date:

CHECK LIST FOR QUALITY CHECKING (FOR DEATH CLAIM CASES)
(TO BE FILLED BY CPC IN-CHARGE)

Death Claim Application for Policy No._____ received on _____with Service Request No._____. The following documents are received enclosed with the Claim Application:

Documents Received:	**Yes/No/NA (Not Applicable)**
1. Death Claim Application Form	☐
2. Original Policy Bond or Letter of Indemnity	☐
3. Self Attested copy of Death Certificate (issued by Local Administration/register of local board/village panchayat/Medical Practitioner or Certificate from Doctor who last attended the insurer clearly mentioning reason of death)	☐
4. Self Attested copy of Letter of Administration or Succession Certificate or Probate of Will (if nomination is not available)	☐
5. Self Attested copy of ID proof of the Claimant(s)	☐
6. Self Attested copy of Address proof of the Claimant(s)	☐
7. Self Attested copy of FIR (in case of unnatural Death of the Insurant)	☐
8. Self Attested Post-mortem report (in case of unnatural Death of the Insurant)	☐
9. Cancelled Cheque of Claimant(s)'s Bank Account(s) for Bank Mandate	☐
10. Documents of Credit or Premium Receipt Book (D.O.C. if Pay policy or Premium Receipt Book if Cash Policy and all the paid premium not updated on McCamish Software)	☐
11. Loan Receipt Book (if Loan taken on Policy)	☐
12. Indeminity Bond (in case of unnatural death of the Insurant)	☐

13. Any other document(s), pls specify ……

The claim is complete in all inputs and is in order/ claim is not in order due to …….

Date:-

Signature of CPC in-Charge

Name :

Designation:

Approved / Rejected…….

Reasons for rejection (if rejected)……

Signature of Approver

Name :

Designation:

Office Stamp:

Date:

PART – VI

Core Insurance Solution

Core Insurance Solution at a Glance

Core Insurance solution (CIS) is an integrated online solution for PLI and RPLI products listed below:

For PLI: Whole Life Assurance (Suraksha), Endowment Assurance (Santosh), Convertible Whole Life Assurance (Suvidha), Anticipated Endowment Assurance (Sumangal), Joint Life Assurance (Yugal Suraksha), Children Policy (Bal Jeevan Bima)

For RPLI: Whole Life Assurance (Gram Suraksha), Endowment Assurance (Gram Santosh), Convertible Whole Life Assurance (Gram Suvidha), Anticipated Endowment Assurance (Gram Sumangal), 10 Years Rural PLI (Gram Priya), Children Policy (Bal Jeevan Bima)

It caters to the procurement of new business, issuing of policies, acceptance of premium through Cash, cheque at counters, pay deduction (by Pay disbursing authorities), all disbursements (claims, loan etc) and after sale services.

Overview of Core Insurance Solution

Functions catered by Core Insurance Solutions are as follows:

1. **Product Information:** Provides all information related to all the PLI and RPLI products for use by post office users.
2. **New Business Quote:** Post office users can generate new proposal quotes at the counter, based on product type, sum assured and age of the proponent for use of agent / proponent. The quote gives details of the amount of premium to be paid (based on frequency of premium payment i.e. monthly, quarterly, half yearly & annualy) against the sum assured opted by proponent.
3. **Quote :** Post office users can generate the quote for revival, surrender, commutation, conversion , loan based on the policy status.
4. **New Business Indexing:** New proposal form along with requisite documents is submitted at the counter by proponent / agent. The post office user indexes the proposal with basic data entry in this user interface. The proposal number is generated against which initial premium is accepted and receipt in duplicate is generated.

In Central Processing Centres, proposal form and supporting documents are scanned and uploaded in the Enterprise Content Management System, and after that workflow management is activated for further processing.

5. **Inbox:** This is used by users with roles like Data Entry & Quality Checker at Central Processing Centres, approvers at head post office,

division and circle level. Data Entry user enters all the mandatory details and Quality checker checks these details and forwards / submits the proposal, claim & service requests for approval. Approvers at all levels can approve, reject or redirect the proposal, claim and service requests through inbox.

6. **Service Request Indexing:** There are two types of service request financial (claims, surrender, commutation, loan etc) or non-financial (change of address, nominee, agent etc). Service requests are indexed at the counter when customers visit and submit the form with supporting documents. The form along with supporting documents are forwarded to Central Processing Centres. In Central Processing Centres, form and supporting documents are scanned and uploaded in Enterprise Content Management System, after that workflow management including Data Entry, Quality Check & Approval is processed, and letter is generated and disbursed in case of claims, surrender, loan.
7. **Collection:** Post office user at the counters, collects initial/ renewal/ revival premium and loan repayment at counter.
8. **Policy Search:** Using policy search the post office user helps insurant to search policy, its details, history, download duplicate receipts and premium paid certificates for Income Tax Return (ITR). Post office users can also search the status of all the policy service requests submitted by insurant.
9. **Customer Search:** Customers can be searched through customer ID and some basic details of the customer.
10. **System Admin:** This module helps in up keep of user accounts at circle/region/division and head post office levels. System admin can create users, update user profiles, reset password, unlock the user, transfer the user from one Post Office to another and allocate the different groups/roles and queue.
11. **Agent Management:** This module is used at division level and helps in management of advisors / agents & medical examiners, which includes creation, deleting, deactivating, activating of agents and also deals with renewal of licenses. Agent maintenance is part of PMACS (Producer Management & Compensation system) which is a component of Core Insurance Solution. In addition post office users can generate the medical examiner fee report.
12. **Suspense Maintenance:** This is used for managing & viewing the suspense amount against policy, proposal and group number (DDO codes). In case any counter user accepts premium/ loan amount against any wrong proposal /policy, then circle level system admin

can transfer amount collected against one policy/ proposal to another policy/ proposal on approval of appropriate authority.

13. **Bulk Policy upload / group policy maintenance:** This is used for bulk updating of pay recovery policy through .CSV files as well as for the updation of pushback cases or cash policies.

14. **Pending Disbursement:** It is used by post office users for the payment of sanction amount to customers against the voucher presented by them. Post office users also keys in Payment mode (Cash or Cheque) and all the disbursement details (Cheque number, date, amount etc.).

15. **Reports:** This module helps in generation of 86 types of useful reports required for accounting as well as for monitoring. Most commonly used reports are day end collection report, premium collection report, PLI receipt payment report, service request indexing report etc.

16. **Adhoc Scheduling:** Using this module post office users can schedule different types of reports based on the periodicity and requirement. These reports are accessible through the report admin module and is easily configurable.

17. **Report Admin:** This is a repository of all reports whether Batch or Adhoc scheduled reports. Reports can be downloaded by different level users as per requirement / access granted to them.

18. **SMS and Email** are triggered for information of insurant on various events like Generation of Proposal No, Various payments etc during the life of policy.

19. **Customer Relationship Management (CRM) Toll Free Inquiry Helpline– 1800-2666-868:** Dedicated call centres are located at Varanasi and Patna. PLI CRM has been made operational and queries such as status of any request/maturity/claims, surrender, pending loan amount, complaint status etc. can be obtained through PLI CRM. Complaints can be lodged which will get allocated to concerned offices for resolution. Mobile no. and email id can also be updated in policies through CRM. In addition to this, duplicate receipt can be requested through CRM which will be emailed to insurant. Customers can also obtain contact details of Agents based on their PIN code.

20. Interactive Voice Response (IVR) – Toll Free Inquiry Helpline– 1800-2666-868: Using IVR service, customers will be able to enquire product details, policy/Claim/request status.

Rural Information and Communication Technology (DARPAN PLI App)

In rural areas, operations are undertaken in Branch post offices (BOs) where Gramin Dak Sewaks (GDS) / Branch Postal Master (BPM) perform PLI and RPLI related work through hand-held RICT devices with DARPAN PLI App which is at par with CIS. Devices have tie up with three network providers & are compatible for 2G & 3G only.

Following activities are preformed:

- Renewal Premium Collection
- Indexing a claim request (PLI and RPLI)
- New Business Quote (PLI and RPLI)
- Quote for Loan, Surrender and Revival/Reinstatement
- New Proposal Indexing (PLI and RPLI)
- Indexing a service request for Loan, Maturity Surrender, Death Claim, Commutation, Conversion, Reduced Paid Up, Revival, Survival Claim
- Status of claim request
- Ascertain status of proposal.
- View policy details
- Generating Cashbook
- Partial Payments for Cheque or Cash
- Print of Duplicate receipts
- Summary Report

Customer and Agent Portal:

Customer Portal: It is meant for use of insurant and customers.

https://pli.indiapost.gov.in/CustomerPortal/PSLogin.action

A customer can perform following activities:

- Generate quote based on proposed sum assured, product type & age
- Fill an online proposal form, generate proposal number
- Pay initial premium
- Download Forms
- Search the set of agents after entering the PIN code
- The customer will download filled proposal forms and submit at any nearby Post office for further processing.

An existing insurant can do the following activities:

- Registration (Since the portal allows login based access, thus registration is required to generate customer ID and password to

access and avail various services on portal. Mobile no. and eMail id should be registered with policy for registration at portal)

- View profile & policy summary
- Quote generation of new proposal, loan, revival & surrender
- New proposal submission
- Can make initial /renewal premium payment & partially and full Loan repayment through net banking, UPI, credit, debit card & wallets
- Raise request for Loan/Revival/Surrender/Maturity
- Download various proposal & service request forms.
- Search the set of advisors/agents after entering the PIN code.

Agent Portal: *https://pliagent.indiapost.gov.in/AgentPortal*

The below operations & activities are performed at agent portal by Agents.

- Agent Registration
- Quote Generation of new proposal/loan/surrender
- Follow up notice for maturity & renewal premium due.
- New Proposal Submission on behalf of customer
- Download various proposal & service request forms.
- Search customers to check the policy & premium payment history.

Organization Roles & Responsibilities in "Core Insurance Solution"

Office	Roles
Circle & Regional Office	They act as approvers in workflow for claims
Division & Sub- Division Office	1. Responsible for appointment of agents & licenses. 2. Act as approvers in workflow for new business & claims.
Head Post Office	**Head Post Office Counter:** Collection of initial/ renewal / revival premium and loan repayment Initiate indexing for generation of proposal number for PLI policies in McCamish. It undertakes all types of policy servicing request & forwards maturity claims requests to Central Processing Centre.
Head Post Office	**Central Processing Centre** The Central Processing Centre is located at Head Post Office where document upload & other policy issuance/servicing operations are undertaken for PLI & RPLI policies. Scanning and document upload like proposal/loan/ claim forms in Enterprise Content Management System. Workflow management including Data Entry, Quality Check& Approval for New Business/ Claims and policy servicing requests in McCamish is processed at Central Processing Centres. Printing & dispatch of policy issuance documents post approval. Physical receipt, documents & vouchers are stored. It processes all maturity claims like sanction, payment disbursement.

Sub Post Office	Collection of initial/ renewal / revival premium and loan repayment Initiate indexing for generation of proposal number for PLI/RPLI policies in McCamish. It undertakes all types of policy servicing requests & forwards requests to Central Processing Centre.
Branch Post Office	The RICT devices used by Branch Post Office facilitate proposal number creation, basic data entry, quote generation, service request indexing, maturity requests, initial /renewal premium/ loan repayment collection along with receipt generation. Mandatory documents are collected here and forwarded to Central Processing Centres for processing through SO

PART – VII

Miscellaneous

General Information

- **Purchase of Policy:** Customers can purchase Postal Life Insurance (PLI) and Rural Postal Life Insurance (RPLI) by submitting filled in Proposal Form along with requisite documents and first premia in any of the following modes:
  - Online: At PLI Customer portal at https://pli.indiapost.gov.in/CustomerPortal/loadQuotePage.action
  - Post Office: By visiting any Post Office – Head Post Office, Sub Post Office or Branch Post Office.
  - Sales Force: Through any of the Sales Forces who work as Agent for procurement of PLI & RPLI policies.

- **Premia Deposit:** Insurant can deposit premia for his/her policy through any of the following manners:
  - Online: Premia may be paid online by using Credit Card/Debit Card/Internet Banking/Wallet/UPI at https://pli.indiapost.gov.in.
  - Post Office: Premia may be paid, in cash or through cheque, at any nearby Post Office Head Post Office, Sub Post Office or Branch Post Office.
  - Pay Recovery: Premia can be paid through Pay Recovery system.

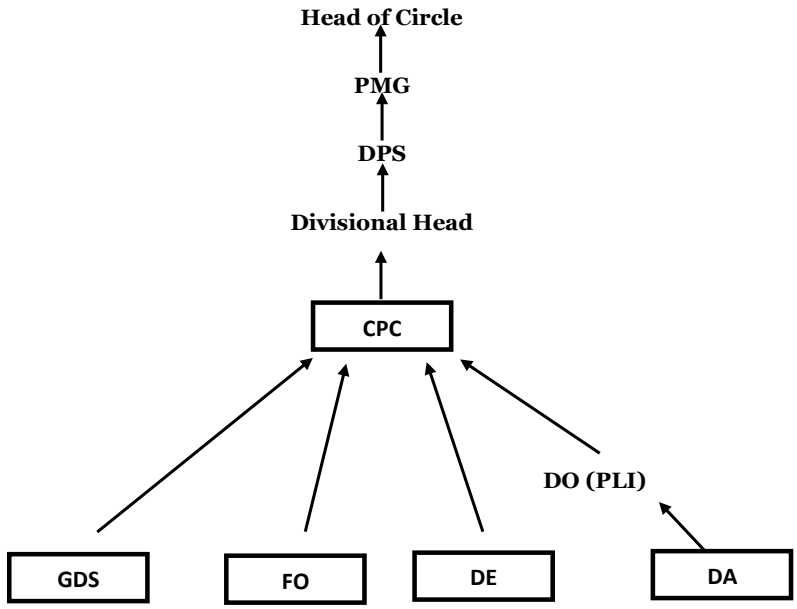
- **Grievance Handling:** Customers can lodge their grievance through multiple channels
  - Online: Grievance can be lodged online at https://www.indiapost.gov.in/VAS/Pages/ComplaintRegistration.aspx.
  - Phone: Grievance can be lodged through phone by contacting at Toll Free no. 18002666868 (9:00 AM - 6:00 PM, except Sundays & Gazetted Holidays).
  - Email: Issues in connection with online transactions may be reported at srpmsmho-dl@indiapost.gov.in.
  - Post Office: Grievance can also be lodged in writing, at any nearby Post Office Head Post Office, Sub Post Office, or Branch Post Office.

- **Information:** Customers/Insurants may get information related to PLI & RPLI through any of the following modes:
  - Website: http://www.postallifeinsurance.gov.in .
  - Post Office: From any nearby Post Office -Head Post Office, Sub Post Office or Branch Post Office.
  - Sales Force: Employees of Department of Posts, Gramin Dak Sevaks, Field Officers and Direct Agents.
  - Mobile App: Post info
  - Service Desk URL: http://servicedesk.indiapost.gov.in
  - Servicer Desk Call Center Number: 022-68775600

New Promotional (Sales) Structure of PLI/RPLI

Annexure-I

New Promotional (Sales) Structure of PLI/RPLI



Salient features of new promotional structure:

1. The post of Group Leader has been rechristened as **Development Officer**.

2. Each Postal Division will have one Development Officer.The responsibility of these Development Officers will be to take thecharge of their Postal Division for development of PLI/RPLI business. Their responsibilities include marketing of PLI/RPLI business, meeting prospective clients,training and nurturing of Direct Agents in the Division and procuring PLI/RPLI business through Direct Agents.

3. Sales force of PLI and RPLI comprise of Direct Agents, Gramin Dak Sevaks, Field Officers and Departmental Employees.

4. For procuring PLI/RPLI business, Departmental employees will also include Inspector of Posts (IP) and Assistant Superintendent of Post Offices (ASP).

5. Sales force of PLI/RPLI can procurebusiness from anywhere in the Postal Division. However, in exceptional circumstances, the sales force can procure PLI/RPLI business from outside the Postal Division with the permission of concerned ADM/DDM (PLI) at Regional/Circle Office level. In such cases, the PLI/RPLI policy will be indexed at the CPC where the insurant resides.

Annexure-II

Selection and duties of Development Officer

1. Every Postal Division will have one post of Development Officer, who will perform exclusively and only PLI/RPLI related work.

2. The existing post of Group Leader will be re-designated as Development Officer.

3. Presently, there are 185 sanctioned posts of Development Officers in Circles. The remaining posts of Development Officers in a Circle will be manned by diversion of the existing posts of PA Circle Office Cadre meant for PLIrelated work to Postal Divisions, failing which one of the posts of PA cadre in the sanctioned strength of the Postal Division will be earmarked for Development Officer. In the case of post of Development Officer being earmarked from the sanctioned strength of the Postal Division, their salary and other related costs will be borne from PLI/RPLI fund.

4 The Development Officer will be a part of the Divisional Office. DO will report to the Divisional Head and will assist Divisional Head in achievement of business targets and after-sales related issues of PLI/RPLI.

5 APAR of DO will be written by the Divisional Head.Leave and TA/DA of DO will be sanctioned by the Divisional Heads.

6. Selection of DO:

6.1 Eligibility -All Postal Assistants cadre officials (including TBOP/BCR/MACP/LSG)of a Postal Division are eligible for selection as DO.

6.2 Age limit - Candidate should be minimum 25 years old and should not be above 45 years (on the date of calling of applications).

6.3 Work Experience –The candidate should have minimum 5 years of continuous service in Department of Posts in PA cadre as on the date of calling of applications.

6.4 Selection process–

6.4.1 The Head of Postal Division will issue a notice calling for willingness of PA cadre officials interested to work as Development Officer in the Postal Division.The notice will be given wide publicity and shall be displayed in Divisional Office, Sub-Divisional Office and all post offices.

6.4.2. DO will be selected through a two-stage process, comprising ofa written examination followed by interview at Divisional level.

6.4.3. The written examination will contain objective questions and will be of 80 marks, consisting of 20 questions of 4 marks each.One mark will be deducted for each wrong answer. The duration of the examination will be of 30 minutes. Question paper of written examination will be prepared and checked at Divisional level. The overall responsibility of conducting of written examination will lie with the Divisional Head.

6.4.4. The written examination will be followed by an interview comprising of 20 marks. The interview will be carried out by a committee consisting of Divisional Head as the Chairman and two other members from IP/ASP cadre of the Division.

6.4.5. The syllabus of written examination and interview will include knowledge of Post Office Life Insurance Rules 2011, knowledge of PLI/RPLI products, Core Insurance Solution, Marketing skills and claims management.

7. The selected DO will be imparted 5 days in-house training in insurance and office procedure related work by ASP/IP of the Division. The applicant selected as Development Officer will be required to clear the licentiate examination as prescribed by the Department within one year of appointment, failing which the appointment will be terminated. The Development Officer may avail a maximum of two attempts to clear the licentiate exam.

8. Development Officer will be appointed for a tenure of three years.After completion of 3 years,the tenure of Development Officer may be extended for a period of two more years by the Divisional Head depending on his/her performance. The post of DO will be advertised afresh after a period of three or five years, as the case may be.

9. On selection as Development Officer, the selected Postal Assistant will continue drawing the same scale of pay as he/she was drawing prior to selection as DO.

10. Duties and responsibilities of Development Officer: The responsibility of Development Officers will be to takecharge of their Division for development of PLI/RPLI business. Their responsibilities include marketing of PLI/RPLI business, meeting prospective clients, training and nurturing of Direct Agents in their Division and procuring PLI/RPLI business through them.

(i) Development Officer shall not procure PLI/RPLI business directly. Instead, DO will procure PLI/RPLI business through Direct Agents under their jurisdiction.

(ii) DO will develop a team of Direct Agents in her/his Division. DO will act as a mentor and guide in procurement of new business to the Direct Agents working under her/him.

(iii) All the PLI/RPLI proposals procured by Direct Agents will be routed to CPC through the Development Officers.

(iv) DO will also be responsible for training of the Direct Agents working under her/his jurisdiction. DO will provide assistance to Direct Agents in clearing the licentiate examination.

(v) DO will act as a link between Direct Agents and Department and will be responsible for handholding of Direct Agents of the Postal Division.

(vi) DO will be paid incentive depending on the total business procured by the Direct Agents working under her/his jurisdiction.

(vii) The jurisdiction of DO(PLI) will be the establishment area of the Postal Division, where they have been appointed.

(viii) DO in consultation with Divisional Head/CPC Manager shall follow up the pendency in claims/proposals on daily basis and submit a weekly report to Divisional Head regarding the actions initiated for clearing the pendency of claims/proposals.

Annexure-III

Engagement and duties of Field Officer

1 Definition of Field Officer.A Field Officer means an Insurance Agent selected from retired Central /State government official including Group A / Group B officers.

2 Eligibility for engagement as Field Officer:

2.1. Age: A retired government officer/official can apply for engagement as FO till she/he attains 65 years of age.

2.2. Categoriesof Applicants: Any Central/State Government retired officer/official including Group A/Group B officers. Persons applying for FOs should not have any pending official/disciplinary inquiry pending against her/him.

3. Method of Engagementof Field Officers:

3.1. Calling for Applications: For engagement of Field Officers, the Head of Postal Division will publish advertisement in local newspapers. A notice containing the advertisement will be displayed in Divisional Office, Sub-Divisional Office, all post offices and at prominent public places in the Division. The advertisement will give a minimum of 15 days' time for conducting walk-in-interview of persons willing to apply as Field Officers.

3.2. Walk-in-interview:The willing eligible persons will attend "walk-in-interview" along with the application form and required certificates on the given date and time. The Interview Board shall comprise of (a) an ASP of the Division as the Chairman, (b) Development Officer and (c) an official of the Division as nominated by the Divisional Head. The walk-in-interview will include questions on knowledge of life insurance industry in India, knowledge of PLI/RPLI products and knowledge of marketing / servicing of insurance products. Candidates will be short listed on the basis of their performance in "walk-in-interview". After the interview, name of candidates recommended by the Interview Board will be put up before the Divisional Head for approval. After approval by Divisional Head, name of successful applicants will be notified by the Division. The overall responsibility of engagement of Field Officers will lie with Head of the Postal Division.

3.3. Each Postal Division will advertise the intention of the Department to engage Field Officers at least once in six months. If required, more such advertisements may be taken out in order to increase the PLI / RPLI business of the Division.

4 **Security Deposit.**

A cash security of Rs. 5,000/- will be required to be furnished by the selected Field Officer in the form of National Savings Certificate (NSC) / Kisan Vikas Patra (KVP) to be pledged to the President of India as security. This security will be released on termination of the engagement of the person as Field Officeror after his death, whichever is earlier, provided no dues is outstanding against the Field Officer. The NSC or KVP will be kept in the custody of the Divisional Head after entering details in a register to be maintained for the purpose.

5 **Training:** Each short-listed Field Officerwill be imparted training as under: -

5.1. **In-house training** for 3 days to be conducted at Divisional level. In-house training will be imparted by Development Officer /ASP / IP. All short-listed candidates will be provided agents guide book/study material before the training starts, as prescribed by PLI Directorate.

5.2. **Practical training**for 3 days on insurance business at CPCs in the Division. Practical training will be imparted by CPC in-charge and Development Officerunder the guidance of IP / ASP concerned.

5.3. After completion of **in-house** and **practical**training, Field Officerswill be required to clear the licentiate examination,as approved by the Department, within 3 years of engagement as Field Officer. There would be no limit on the number of chances a Field Officermay take for passing the licentiate examination. The requisite exam fee shall be deposited by the candidate taking examination on each occasion.

6 **Issue of License, Agent Code, ID Card to Field Officers:**

6.1. Applicants, engaged as Field Officer, shall be issued **license, agent code** and **identity card** by the Divisional Head for the purpose of procuring PLI / RPLI business.

6.2. Initially, Field Officerswill be issued provisional license, which will be converted into a permanent license on passing the licentiate exam.

6.3. The permanent license will be valid for a period of 5 years from the date of engagementof the Field Officer, which may be renewed by the Head of Postal Division every year thereafter, on the basis of satisfactory business performance by the Field Officer.

6.4. The agency will stand terminated if the Field Officerfails to clear licentiate examination within a period of 3 years of engagement. The agency will also be terminated if the permanent license is not renewed every year after 5 years of engagement as Field Officer.

6.5. A shortlisted Field Officerwill be required to deposit a fee of:

(i) Rs 50 /- for issue of provisional license,

(ii) Rs. 100/- for issue of permanent license,

(iii) Rs. 50/- for issue of duplicate license / renewal of permanent license.

6.6. The Development Officer shall maintain a Register showing the name, address and agent code of every Field Officerengaged in the Postal Division, the date from which the Field Officerhas started working in the Division, and the date on which the license of Field Officerhas been terminated.

7. **TA/DA:**No TA/DA shall be admissible to the Field Officerfor procurement of PLI/RPLI business.

8. Payment of commission: The Field Officer will be paid procurement/renewal commission for the PLI/RPLI business procured by her/him at the rate prescribed by Department of Posts. No procurement/renewal incentive on policies procured earlier will be payable to the Field Officerafter the termination of her/his license.

9. <u>Power of cancellation of License</u>:

Divisional Head, on the basis of a report given by Development Officer, can cancel the agency of the Field Officerat any time, if she/he is involved in criminal offence, criminal misappropriation, criminal breach of trust, cheating, forgery, abetment of or attempt to commit any criminal offence, misrepresentation, dishonesty, misconduct, fraud, theft etc.

10. Retention of Field Officers.: Field Officers so engaged and who have passed the licentiate examination shall be retained till 75 years of age, ifshe/he achieves the allotted target year by year. Permission to procure PLI/RPLI business will be granted by Divisional Head beyond 75 years of age, if Field Officers is doing well in procuring PLI/RPLI business, not suffering from any heart /chronic disease and physically fit to act as Field Officer (PLI/RPLI). In such cases, Divisional Head will personally interview the person and accord approval for further retention.

Annexure-IV

Engagement and Duties of Direct Agents

1 Definition of Direct Agent. A Direct Agent means an Insurance Agent engaged from the open market,who receives payment by way of commission in consideration of her/his procuring PLI/RPLI business including business relating to the continuance, renewal or revival of life insurance policies, if any.

2 Eligibility for engagement as Direct Agents:

2.1. Age: The minimum and maximum age of the applicant shall be 18 years and 50 years respectively on the date of "walk-in-interview".

2.2. Educational Qualification: The applicant must have passed 10th standard or equivalent examination conducted by a Board recognized by Central/State Government.

2.3. Categoriesof Applicants: Unemployed/self-employed youth, Ex life advisors/Ex-agents of any insurance company, Ex-servicemen, Anganwadi workers, Mahila Mandal workers, Ex-Servicemen, Retired school teachers, SHGs, Gram Pradhan, Members of Gram Panchayat and any other person as considered suitable by the Head of Postal Division.

3. Method of Engagementof Direct Agents:

3.1. Calling for Applications: For engagement of Direct Agents, the Head of Postal Division will publish advertisement in local newspapers. A notice containing the advertisement will be displayed in Divisional Office, Sub-Divisional Office, all post offices and at prominent public places in the Division. The advertisement will give a minimum of 15 days' time for conducting walk-in-interview of persons willing to apply as Direct Agents.

3.2. Walk-in-interview:The willing eligible persons will attend "walk-in-interview" along withthe application form and required certificates on the given date and time. The Interview Board shall comprise of (a) an ASP of the Division as the Chairman,(b) Development Officer and (c) an official of the Division as nominated by the Divisional Head. The walk-in-interview will include questions on knowledge of life insurance industry in India, knowledge of PLI/RPLI products and knowledge of marketing of insurance products. Candidates will be short listed on the basis of their performance in "walk-in-interview". After the interview, name of candidates recommended by the Interview Board will be put up before the Divisional Head for approval. After approval by Divisional Head, name of successful applicants will be notified by the Division. The overall responsibility of engagement of Direct Agents will lie with Head of the Postal Division.

3.3. Each Postal Division will advertise the intention of the Department to engage Direct Agents at least once in six months. If required, more such advertisements may be taken out inorder to increase the PLI / RPLI business of the Division.

4 **Security Deposit.**

A cash security of Rs. 5,000/- will be required to be furnished by the selected Direct Agent in the form of National Savings Certificate (NSC) / Kisan Vikas Patra (KVP) to be pledged to the President of India as security. This security will be released on termination of the engagement of the person as Direct Agent or after his death, whichever is earlier, provided no dues is outstanding against the Direct Agent. The NSC or KVP will be kept in the custody of the Divisional Head after entering details in a register to be maintained for the purpose.

5 Training: Each short-listed Direct Agent will be imparted training as under: -

5.1. In-house training for 3 days to be conducted at Divisional level. In-house training will be imparted by Development Officer /ASP / IP. All short-listed candidates will be provided agents guide book/study material before the training starts, asprescribed by PLI Directorate.

5.2. Practical trainingfor 3 days on insurance business at CPCs in the Division. Practical training will be imparted by CPC in-charge and Development Officerunder the guidance of IP / ASP concerned.

5.3. After completion of **in-house** and **practical**training, Direct Agents will be required to clear the licentiate examination,as approved by the Department, within 3 years of engagement as Direct Agent. There would be no limit on the number of chances a Direct Agent may take for passing the licentiate examination. The requisite exam fee shall be deposited by the candidate taking examination on each occasion.

6 Issue of License, Agent Code, ID Card to Direct Agent:

6.1. Applicants, engaged as Direct Agent, shall be issued **license, agent code** and **identity card** by the Divisional Head for the purpose of procuring PLI / RPLI business.

6.2. Initially, Direct Agents will be issued provisional license, which will be converted into a permanent license on passing the licentiate exam.

6.3. The permanent license will be valid for a period of 5 years from the date of engagementof the Direct Agent, which may be renewed by the Head of Postal Division every year thereafter, on the basis of satisfactory business performance by the Direct Agent.

6.4. The agency will stand terminated if the Direct Agent fails to clear licentiate examination within a period of 3 years of engagement. The agency will also be terminated if the permanent license is not renewed every year after 5 years of engagement as Direct Agent.

6.5. A shortlisted Direct Agent will be required to deposit a fee of:

(i) Rs 50 /- for issue of provisional license,

(ii) Rs. 100/- for issue of permanent license,

(iii) Rs. 50/- for issue of duplicate license / renewal of permanent license.

6.6. The Development Officer shall maintain a Register showing the name, address and agent code of every Direct Agent engaged in the Postal Division, the date from which the Direct Agent has started working in the Division, and the date on which the agency of Direct Agent has been terminated.

7. **TA/DA:**No TA/DA shall be admissible to the Direct Agents for procurement of PLI/RPLI business.

8. **Payment of commission:**The Direct Agent will be paid procurement/renewal commission for the PLI/RPLI business procured by her/him at the rate prescribed by Department of Posts. No procurement/renewal incentive on policies procured earlier will be payable to the Direct Agent after the termination of her/his agency.

9. **Power of cancellation of Agency:**

Divisional Head, on the basis of a report given by Development Officer, can cancel the agency of the Direct Agent at any time, if she/he is involved in criminal offence, criminal misappropriation, criminal breach of trust, cheating, forgery, abetment of or attempt to commit any criminal offence, misrepresentation, dishonesty, misconduct, fraud, theft etc.

10. **Retention of Direct Agents.:** Direct Agents so engaged and who have passed the licentiate examination shall be retained till 65 years of age, ifshe/he achieves the allotted target year by year. Permission to procure PLI/RPLI business will be granted by Divisional Head beyond 65 years of age, if the Direct Agent is doing well in procuring PLI/RPLI business, not suffering from any heart /chronic disease and physically fit to act as Direct Agent. In such cases, Divisional Head will personally interview the person and accord approval for further retention.

Annexure-V

New Incentive Structure

1. Premium received in respect of first 12 months of a PLI/RPLI policy is procurement premium. The incentive payable on the procurement premium will be procurement incentive.

2. Premium received from 13th month onwards in respect of a PLI/RPLI policy is renewal premium. The incentive payable on renewal premium will be renewal incentive.

New Incentive Structure of PLI

3. Procurement Incentive:

3.1 Procurement Incentive rate for PLI policies other than Anticipated Endowment Assurance(i.e. WLA, CWLA, EA, Children Policy and Yugal Suraksha):

Premium paying term	**Incentive Structure**
Up to and equal to 15 years	4% of first year premium income
More than 15 years but less than or equal to 25 years	10% of first year premium income
More than 25 years	20% of first year premium income

3.2 Procurement Incentive rate for PLI Anticipated Endowment Assurance Policies:

Premium paying term	**Incentive Structure**
less than or equal to 15 years	5% of first year premium income
with term beyond 15 years	7% of first year premium income

3.3 Procurement Incentive rateon PLI policy for Development Officer (DO):

DO will be paid incentive **@ 1%** of total PLI new business premium (NBP) procured by Direct Agents attached to that DO.

4. Renewal Incentive:

4.1 Renewal incentive @ 1%of renewal premium will be payable to all sales force of PLI.

4.2 No renewal incentive on PLI policies will be paid to Development Officer.

New Incentive Structure for RPLI

5. Procurement Incentive

5.1. For all types of RPLI policies, each category of sales force will get procurement incentive @ 10% of procurement premium.

5.2. DO will be paid procurement incentive **@ 1%** of total RPLI new business premium (NBP) procured by Direct Agents attached to that DO.

6. Renewal Incentive:

6.1. For all types of RPLI policies, each category of sales force will get renewal incentive **@ 2.5%** of renewal premium.

6.2. No renewal incentive on RPLI policies will be paid to Development Officer.

7. Incentive on Online/Cash/Pay policies:

7.1 Procurement incentive at the rate prescribed above will be payable on PLI/RPLI policies in case of online/cash/pay policies.

7.2 Renewal incentive at the rate prescribed above will be payable on PLI/RPLI policies in case of online/cash policies. No renewal incentive will be payable in case of pay policies.

8. Termination of Agency/Superannuation/Discharge from service:

8.1 No procurement/renewal incentive will be payable to sales force of PLI and RPLI after the termination of her/his agency.

8.2 No procurement/renewal incentive will be payable to Departmental Employees/GDS after superannuation/discharge from the service of the official.

9. The group incentive system, as introduced vide PLI Directorate OM No. 28-06/2014-LI dated 03.05.2017, has been done away with.

10. The revised incentive structure of PLI and RPLI will come into force from 01.07.2020.

Annexure VI

Code of Conduct to be followed by Sales Force of PLI/RPLI

Each category of sales force of PLI and RPLI shall be required to adhere to the following code of conduct:

1. **Each PLI /RPLI sales personnel shall:-**

(i) Disclose his identity card to prospective insurant on demand

(ii) Disseminate the requisite information in respect of PLI/RPLI product offered for and take into account the needs of the client while recommending a specific insurance plan.

(iii) Disclose the rate of bonus in respect of the insurance product offered for sale.

(iv) Indicate the premium to be charged for each scheme of the insurance product offered for sale.

(v) Explain to the prospective client the nature of information required in the proposal form and also the importance of disclosure of material information in the purchase of an insurance contract

(vi) Inform promptly the prospective insurant about the acceptance or rejection of the proposal by the Department.

(vii) Obtain requisite documents at the time of filling the proposal form; and other documents subsequently asked for by the Department for completion of the proposal;

(viii) Render necessary assistance to the policyholders or claimants or beneficiaries in complying with the requirements for settlement of claims.

(ix) Offer necessary assistance to the policyholder in effecting nomination, assignment, change of address and other financial / non-financial service requests.

(x) Immediately deposit the first premium /renewal premium obtained from the proposer in post offices and hand over to him/her the requisite cash receipt/premium receipt book received from the post office.

(xi) Make attempt to ensure timely payment of premium by the policyholders.

(xii) Give feedback to the Development Officer / Heads of Divisions about the business procured by him.

2. <u>No PLI /RPLI sales personnel shall:</u>-

(i) Procure PLI/RPLI business without holding a valid /provisional licence.

(ii) Procure or canvass for any other insurance company except PLI/RPLI.

(iii) Induce the prospective insurant to omit any material information in the proposal form.

(iv) Induce the prospective insurant to submit wrong information in the proposal form or documents submitted to the department for acceptance of the proposal.

(v) Behave in a discourteous manner with existing /prospective insurant.

(vi) Interfere with any proposal introduced by any other insurance agent.

(vii) Offer different rates, advantages, terms and conditions other than those offered by PLI/RPLI schemes.

(viii) Demand or receive a share of proceeds from the policyholder/claimant/beneficiary under an insurance contract.

CITIZEN'S CHARTER
FOR
POSTAL LIFE INSURANCE
&
RURAL POSTAL LIFE INSURANCE

Nature of work	**Qualifying Description**	**Service Standards**
Issue of acceptance letter Issue of policy bond	Time taken from the receipt of completed documents	15 Days
Maturity claim settlement/Paid up value of policy/ Survival benefit payment	Time taken from the receipt of completed documents	15 Days
Settlement of PLI/RPLI death claims	With/without nomination (Time taken from the receipt of completed documents)	30 Days
	Involving investigation	90 Days
Revival of policy Conversion of policy	Time taken from the receipt of completed documents	15 Days
Loan against policies	Time taken for settlement on receipt of request	10 Days
Change of address		5 Days
Change of nomination		10 Days
Assignment of policy		10 Days
Issue of duplicate policy bond		10 Days

MINISTRY OF COMMUNICATIONS

(Department of Posts)

(DIRECTORATE OF POSTAL LIFE INSURANCE)

GAZETTE NOTIFICATION ON ISSUE OF DUPLICATE PLI/RPLI POLICY BOND

New Delhi, the 8th February, 2019

F. No. 25-5/2007-LI (Part).—In partial modification of provisions under clause 68 (Chapter X) of the Manual for Circle Offices on Postal Life Insurance (corrected up to 31-7-1985) and further to Gazette Notification No. 223 [No. 25-05/2007-LI (Part), dated 04.06.2008], dated 25 June, 2008, the President of India directs that existing rules relating to issue of duplicate Policy Document of Postal Life Insurance and Rural Postal Life Insurance in the event of loss or destruction of Policy Document from the custody of insurant will be substituted as under: -

i. *Advertisement in newspaper about loss of a PLI/RPLI policy is dispensed with irrespective of sum assured;*

ii. *The clause regarding carrying out discrete inquiry is dispensed with. It is substituted by an undertaking by the insurant concerned, to the effect that policy has been lost irrecoverably and has not been mortgaged or assigned or submitted anywhere for any purpose.*

iii. *Fee for issue of Duplicate policy is enhanced from Rs. 50/- to Rs. 100/-;*

iv. *Issue of duplicate policy document upto Rs.10 Lakh sum assured may be approved at CPC level and Head of Division is authorized to approve issue of duplicate policy document above Rs.10 Lakh of sum assured;*

2. The order shall be applicable with effect from the date of issue of Gazette Notification.

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VISIT

Website: postallifeinsurance.gov.in
Toll Free: 1800 266 6868
Grievance Portal: https://www.indiapost.gov.in/VAS/Pages/ComplaintRegistration.aspx

ग्रामीण डाक जीवन बीमा
Rural Postal Life Insurance

Insuring Lives, Assuring Happiness.