

Website: <http://www.kwa.kerala.gov.in>



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KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram-695033
Kerala

No. 791/E11/2021/KWA

Dated: 10.01.2022

CIRCULAR

Sub:- KWA – Admn - Group Health Insurance Scheme for the Employees of Kerala Water Authority –Dependents Addition - General Instruction issued regarding:-

Ref :- Nil

The Group Health Insurance Policy for the Employees of Kerala Water Authority is continued for the last few years. As per terms and conditions with the insurance company, the complete data relating to the employees and their eligible dependents who are to be insured need to be handed over to the insurance company before the renewal date of the policy. Also the mid term inclusions/additions can be done in the policy in the following conditions only; as herein given below:

- 1) Newborn baby immediately (Succeeding month) / within 90 days from Date of Birth.
- 2) Newly married spouse immediately (Succeeding month) / within 30 days from Date of Marriage.
- 3) Addition of In laws immediately after the death of parents (Succeeding month)/ within 30 days.

On detailed examination of the proforma submitted by the employees, it is seen that the request for mid term inclusions /additions were not submitted in time. The insurance company has also reiterated their inconvenience to accept the inclusion/addition other than the above conditions. Therefore, henceforth all the employees are hereby directed to submit the details of their dependents in time as mentioned above and belated submission of data will be considered only in the renewal time of the policy.

SETHUKUMAR S
Chief Engineer (HRD&GL)

To

All Chief Engineers
All Superintendent Engineers
All Executive Engineers

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