

HINDUSTAN AERONAUTICS LIMITED
CORPORATE OFFICE: BANGALORE

No.HAL/P&A/13(5)/13/01

11th September 2013

Sub: Group Personal Accident Insurance Scheme in respect of the employees of the Company.

**Ref : i) Personnel Circular No. 697 dated 1.5.13
ii) Circular No.HAL/P&A/14(11)/12/ dated 22.7.13**

Proposed introduction of the HAL Group Personal Accident Insurance Scheme to cover cases of death & disablement arising out of accidents in respect of the employees of the Company was notified vide the Circular at reference (i) above.

2. Annual Premium for the first year was recovered from the Salary paid for the month of July 2013 in respect of employees who had enrolled to become members of the Scheme by then, as per the letter at reference (ii) above.
3. On receipt of the list of the employees and the Premium recovered as at para-2 above through Control Account Transfer from all the Divisions/ Offices, the Company has paid the Premium to M/s New India Assurance Company Ltd. on 5.9.13 to operationalize the Scheme. Accordingly, the Scheme has come into effect from 1630 hrs on 5.9.13 and will be effective till 2400 hrs on 4.9.14. The list of employees covered under the Scheme will be hosted on the HAL website.
4. Copies of the draft Policy document, salient features of the Scheme including Terms & Conditions for Claim Settlement and general information about the Scheme in the form of FAQs are enclosed as Annexures-I to III. The prescribed Format for submission of Claims will be issued separately.
5. All concerned employees as at para-2 above may be intimated accordingly.
6. Divisions/ Offices are requested to nominate a 'nodal Officer', who will liaise with the Insurance Company for all intimations, submission of Claims etc. The Name, Designation, contact Nos. (Landline & Mobile) & email id of the Officer may be intimated to Corporate Office by 20.9.13.
7. The date from which the Policy will come into force in respect of employees who had enrolled to become members subsequently and in respect of whom the Premium was recovered from the Salary of August 2013, will be intimated later.
8. No further mid term enrollment of existing employees will be allowed. However, new employees will be allowed to join the Scheme during the currency of the Policy Period. Premium will be charged on pro-rata basis in such cases.


(A.K.Tyagi)
General Manager (HR)

Distribution:
P.T.O

Distribution:

ED (Engines & IMGT), BC

GM, Aerospace / Aircraft / Overhaul / IJT-LSP/ F&F

CoP, Engine / Aircraft, Offg. GM,(LCA/LSP & ASC) / FMD / MMRCA

CTP (FW) / CoMS, BC

ED(MRO), Mig Complex, Nasik, Offg. ED (ED&SED), Koraput

GM, AMD/ AOD/ AURDC, Nasik / SED, Koraput / Offg. GM, ED, Koraput / Offg.CoP, SED, Koraput/ Offg.

GM(Projects), MC

GM, Lucknow / Korwa/ASERDC / Hyd / TAD, Kanpur / Offg. GM SLRDC, Hyd.

ED(DC), GM, ARDC / MCSRDC, Offg.GM, AERDC / Offg. CD, ARDC

OSD(HC), GM, Helicopter/ Barrackpore / CTP(RW) / CoP, Helicopter

Offg. GM, MRO / CMD / RWR&DC

ED(HMA) / CM(HR, PR & Trg.), HMA

ED(F), BC/DC, GM(F), MC/HC, AGM(F),AC

AGM(HR) BC / AC / DC / MC/ Aircraft, DGM(HR),HC

DGM(HR) Barrackpore / ARDC / Kanpur / Koraput / Hyderabad / RWR&DC / Engine / AMD-Nasik /

AOD-Nasik

CM(HR) Helicopter/ Aerospace/ Korwa/ MRO / FMD / Lucknow / F&F / CMD/ Overhaul

M(HR) IJT-LSP / M&H / LCA-LSP/ MCSRDC

DM(HR) ASC / AERDC / HRO, IMGT

RM, Moscow / London / Delhi / Mumbai / Vizag / Chennai

Copy to: MD(BC) / D(D&D) / MD(M)/ MD(HC)/ MD(A)

Internal:

D(HR) / D(CP&M) / DF

ED(Co. Secy.)/ Offg. ED (Plg&Proj)/ CVO/ GM (CS)/ GM(Plg)/ GM(FIN)/ GM(QA)/ Offg.GM(IMM)/

AGM(Indgn)/ AGM(SYA)/ AGM(HR)-J/ AGM(IT)/ DGM(MS)/ DGM(HR)-V/ DGM(HR)-D/ DGM(MKTG)/

DGM(OL)/DGM(HR)-R/ CM(S&F)/ CM(IR)/ CM(Legal)/ M(HR)-FM / VDSO

Cc : SO to CH