

# SINDH AGRICULTURE UNIVERSITY TANDOJAM

NO. HRM/HFC-SAU/ 87

of/2021

Dated: 18.01.2021

## CIRCULAR:

it is to inform that one year of agreement with M/S TPL Life Insurance Company Ltd will complete on 30.04.2021. As such, indoor health coverage policy is supposed to be revived for next term effective from 01.05.2021.

Accordingly, all regular employees working in BPS-01 & above at SAU, SZABAC, KACET and SAU Sub-Campus at Umerkot campus and retired employees (up to 65 years age), are hereby directed to provide following information (fresh and/ or revised, if any) of their dependent family members on separate paper(s) in the following format.

Sr #	Name of Employee/ Dependent family members (Spouse, Parents, Children)	Date of Birth	CNIC #	Relation	Marital Status

## Signature of Employee Concerned

The relevant information, already provided and included in TPL Life Insurance Health Card for last year and no change/ error is pointed out by concern employee, will be incorporated for next term accordingly.

Otherwise, relevant information may be furnished latest by 1<sup>st</sup> February, 2021, failing which the names of dependent family members will not be included/ considered for medical coverage/ hospitalization for next term. The employee concern shall be responsible at his/ her own risk.

The sectional heads are requested.

- To ensure circulation of this notice to all staff working in their departments/ sections and employees retired from their section.
- To collect relevant information from concerned staff and send to this office within due date.

Note: Documentary evidence i.e NADRA birth certificate, CNIC, school certificate showing date of birth in respect of each family member(s) must be attached.

  
Assistant Director-HRM

Copy to:

- All Departmental/ Sectional Heads, SAU Tandojam
- The Principal, KCAET, Khairpur Mir's.
- The Principal, SZABAC, Dokri.
- The Director Campus, SAU Sub-Campus at Umerkot.
- The Incharge, Networking & Computerization, SAU for placing on SAU webpage.
- The Secretary to Vice Chancellor, SAU Tandojam.
- Office File.