

Group Insurance Scheme



SINHGAD TECHNICAL EDUCATION SOCIETY[®]

(Regd. No. MAH / 199-93 / Pune dt. 07/93 & F-8282 (Pune) dt. 12/6/93)

19/15, Eranikwani, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Telefax : (020) 2645 4008 Email : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, PH.D.
FOUNDER SECRETARY

STES/GSLI-635353/Renewal/2017-18/2762

Date: 13/11/2017

To,

All Directors / Principals
STES Institutes / Colleges.

**Subject : LIC - Group Insurance Scheme-Master Policy No. GSLI - 635353,
Annual Renewal as on 01.12.2017.**

L.I.C. Group Insurance Master Policy No. GSLI-635353 is renewed every year on 1st December, for which details of the employees subscribing to scheme as on 30th November every year is required to be submitted to the LIC by 10th December.

In view of the instructions received from LIC you are informed to submit required information of the employees (in prescribed format) in two separate parts as follows, :


List No. 1:- Employees working in regular scale i.e. Pay Band + Grade Pay and drawing salary accordingly for the month of November 2017.

List No. 2:- Employees resigned / left / expired during the period from 01/12/2016 to 30/11/2017.

Soft copy of above information may be sent on email pndt_anita@sinhgad.edu positively by 10/12/2017 followed by Hard Copy duly authenticated by Head of the Institute / College / School.

Accuracy should be maintained while submitting the information. No change in the information once submitted will be allowed later on. Please note that in case of discrepancy Head of the Institute will be held responsible.

Encl.: Proforma.


((M. N. Navale)
PRESIDENT

13/11

*Forwarded to
Mr. Mahesh Shinde
and Mrs. Sushma Kumbhar.
Send the required information
Shinde
16/11/2017*

P.T.O.

(5)



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.
Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/GSLI-635353/Renewal/2016-17/ 2760

Date: 03/11/2016

To,

All Directors / Principals
STES Institutes / Colleges.

Subject : LIC - Group Insurance Scheme-Master Policy No. GSLI - 635353.
Annual Renewal as on 01.12.2016.

L.I.C. Group Insurance Master Policy No. GSLI-635353 is renewed every year on 1st December, for which details of the employees subscribing to scheme as on 30th November every year is required to be submitted to the LIC by 10th December.

In view of the instructions received from LIC you are informed to submit required information of the employees (in prescribed format) in two separate parts as follows :

List No. 1:- Employees working in regular scale i.e. Pay Band + Grade Pay and drawing salary accordingly for the month of November 2016.

List No. 2:- Employees resigned / left / expired during the period from 01/12/2015 to 30/11/2016.

Soft copy of above information may be sent on email pndt_anita@sinhgad.edu positively by 10/12/2016 followed by Hard Copy duly authenticated by Head of the Institute / College / School.

Accuracy should be maintained while submitting the information. No change in the information once submitted will be allowed later on. Please note that in case of discrepancy Head of the Institute will be held responsible.

Encl.: Proforma.


((M. N. Navale)
PRESIDENT

*Forwarded to
A/c Section.
Hid
10/11/2016*

P.T.O.

(4)

Group Insurance Scheme
Master Policy No. GSLI - 635353
Renewal as on 01/12/2016

Name of the Institute :

List No. 1 - Employees working on Pay in Pay Band / Scales in the Month of Nov.2016.

List No. 2 - Employees resigned / left / expired etc during 01/ 12 / 2015 to 30/ 11 / 2016.

S.No.	Employee Code No.	Name of Employee (Surname first)	Category and amount at the time Joining	Change in Category and amount	Date of Category changed	Amt. of Contribution	Date of Birth	Date of first Apptt. (from Service Book)
1	2	3	4	5	6	7	8	9

Category: **

<u>Pay in Pay Band / Scale</u>	<u>Category</u>	<u>Rate of Contribution</u>
PB-2 Rs. 9300 - 34800	A	Rs.150/-
PB-3 Rs.15800 - 39100		
PB-4 Rs.37400 - 67000		
PB-1 Rs.5200 - 20200	B	Rs.100/-
-1S Rs. 4400-7440	C	Rs. 75/-



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B.A., MPM, Ph.D.
FOUNDER SECRETARY

CIRCULAR

STES / Personnel / EDLI / 2015-16 / 1753

Date : 05.09.2015

To,

All Directors / Principals / Dean / CEO's
Sinhgad Technical Education Society,
Pune.

Subject : LIC - Group Insurance Scheme in Lieu of Provident Fund's Employees

Deposit Link Insurance Scheme (EDLI).

Renewal as on date 01.10.2015.

Submission of data to LIC

Reference: Master Policy No. EDLI - GINP / 709000321.

The Master Policy mentioned under reference on the above noted subject is due for renewal as on 01.10.2015. It is therefore, necessary to submit the recent data as on 30.09.2015 to the LIC.

Please note that the information in following proforma therefore should be submitted "only in respect of the employees contributing towards Provident Fund (including maids)". Information in respect of (a) Existing employees as on 30.09.2015 (b) Newly appointed during last year i.e. from 01.10.2014 to 30.09.2015, (c) Employees Transferred or left the Institute (Terminated / Resigned/Death) during the year i.e. from 01.10.2014 to 30.09.2015 should be furnished in the following proforma :

Sr. No.	PF A/c No.	Full Name (Surname First)	Date of Birth	Date of Appointment	Salary (Pay in P.B. + G.P. + D.A. or Consolidated	Remarks
1	2	3	4	5	6	7

The date of Appointment should be the same as mentioned in the Service Book.

The list should be prepared on the basis of salary for the month of September 2015. Please, ensure the submission of above information to Mrs. Anita Pandit,A.O., Erandwane, Pune-411 004 on or before 10th October 2015. Soft copy of the same shall also be forwarded on the E-mail address pndt_anita@sinhgad.edu along with the hard copy in confirmation.

Forwarded to office
1) Asha Bansode
Col. 3, 4, 5
2) Mahesh Shinde
Col. 6 and 7.

Shinde
9/9/2015

Chief Administrative Officer (Personnel)

3



Sinhgad Institutes

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B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/GSLI-635353/Renewal/2014-15/213

Date: 03/12/2014

To,

All Directors / Principals
STES Institutes / Colleges.

Subject : LIC - Group Insurance Scheme-Master Policy No. GSLI - 635353.
Annual Renewal as on 01.12.2014.

L.I.C. Group Insurance Master Policy No. GSLI-635353 is renewed every year on 1st December, for which details of the employees subscribing to scheme as on 30th November every year is required to be submitted to the LIC by 10th December.

LIC has now informed that the employees who are already covered in the existing Scheme of Group Insurance can be continued in the same scheme to be renewed from 01.12.2014. Employees appointed during 01/12/2013 to 30/11/2014 are not allowed to join exiting scheme.

In view of the instructions received from LIC you are informed to submit required information of the employees (in prescribed format) in two separate parts as follows. :

- (A) Details of the Employees who are already registered in the existing scheme of GIS are to be submitted immediately before 10th December 2014. (as per proforma enclosed)
- (B) Details of the Employees who are appointed after 01/12/2013 and have not been registered in the existing GIS Scheme , their details are to be submitted (as per proforma enclosed) by 15th December 2014.

Soft copy of above information may be sent on email pndt_anita@sinhgad.edu by due date followed by Hard Copy duly authenticated by Head of the Institute / College / School.

Accuracy should be maintained while submitting the information. No change in the submitted information will be allowed at the later date. Please note that in case of discrepancy Head of the Department will be held responsible.

*Forwarded to
Mr. Mahesh Shinde.
Pl. send the required
information before 15/12/2014*

Encl.: Proforma.

*Shinde
6/12/2014*

(M. N. Navale)
PRESIDENT

2

**Group Insurance Scheme
Master Policy No. GSLI - 635353
Renewal as on 01/12/2014**

Name of the Institute :

List No. 1 - Employees working on Pay in Pay Band / Scales in the Month of Nov.2014.

List No. 2 - Employees resigned / left / expired etc during 01/ 12 / 2013 to 30/ 11 / 2014.

S.No.	Employee Code No.	Name of Employee (Surname first)	Category and amount at the time Joining	Change in Category and amount	Date of Category changed	Amt. of Contribution	Date of Birth	Date of first Apptt. (from Service Book)
1	2	3	4	5	6	7	8	9

Category: **

<u>Pay in Pay Band / Scale</u>	<u>Category</u>	<u>Rate of Contribution</u>
PB-2 Rs. 9300 - 34800	A	Rs.150/-
PB-3 Rs.15800 - 39100		
PB-4 Rs.37400 - 67000		
PB-1 Rs.5200 - 20200	B	Rs.100/-
-1S Rs. 4400-7440	C	Rs. 75/-



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B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/GSLI-635353/Renewal/2013-14/ १३

Date: **29 OCT 2013**

To,
All Directors / Principals
STES Institutes / Colleges/schools.

Subject : LIC - Group Insurance Scheme-Master Policy No. GSLI - 635353.
Annual Renewal as on 01.12.2013.

The Annual Renewal of Group Insurance Scheme - Master Policy No. GSLI-635353 is due on 01.12.2013.

You are, therefore, requested to submit the information **IN DUPLICATE (Hard Copy)** and also soft copy on Gmail address pndt_anita@sinhgad.edu in enclosed proforma, (overleaf on page 2) as detailed below.


List No. 1 - All employees working on pay in Pay Band / Scales and drawing salary accordingly for the month of November 2013.

List No. 2 - Employees resigned / left / expired during the period from 01/12/2012 to 30/11/2013.

This information may be sent to Mrs. Anita Pandit, Administrative Officer, Society Corporate Office, on or before 10th December 2013.

- N. B. 1. GIS contributions for the month of November 2013 of all the employees in List No.1 above as per their categories, shall be done as per prescribed rate e.g. Rs.75, 100 & 150 etc.
2. Please ensure that no any addition in the form of any increase either in the number of employees or in the rate of GIS contribution till the date of next renewal of the policy i.e. 01.12.2014 be made.

Encl.: Proforma.


(M. N. Navale)
PRESIDENT

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P.T.O.

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**Group Insurance Scheme
Master Policy No. GSLI - 635353
Renewal as on 01/12/2013**

Name of the Institute :

List No. 1 - Employees working on Pay in Pay Band / Scales in the Month of Nov.2013

List No. 2 - Employees resigned / left / expired etc during 01/ 12 / 2012 to 30/ 11 / 2013.

S.No.	Employee Code No.	Name of Employee (Surname first)	Category and amount at the time Joining	Change in Category and amount	Date of Category changed	Amt. of Contribution	Date of Birth	Date of first Apptt. (from Service Book)
1	2	3	4	5	6	7	8	9

Category: **

Pay in Pay Band / Scale

PB-2 Rs. 9300 - 34800
PB-3 Rs.15800 - 39100
PB-4 Rs.37400 - 67000

PB-1 Rs.5200 - 20200

-1S Rs. 4400-7440

Category

A

B

C

Rate of Contribution

Rs.150/-

Rs.100/-

Rs. 75/-

Personal Accident Insurance Policy



Sinhgad Institutes

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004. Tel. : (020) 2543 4582 Email : cjanawathe@sinhgad.edu

SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7198-53 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

* Corporate Office *

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DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

C. J. NAWATHE
B.Com., A.C.A.
DIRECTOR (FINANCE)

एसटीइस / अविपॉ / २०१७-१८/संचालक/ फायनान्स / २३०

दिनांक : १२/०६/२०१७

परिपत्रक

वैयक्तिक अपघात विमा पॉलीसी - विमा रक्कम १ लाख रुपये

सिंहगड टेक्निकल एज्युकेशन सोसायटीमध्ये कार्यरत असलेल्या सर्व कर्मचा-यां करीता वैयक्तिक अपघात विमा पॉलीसी (अपघाता नंतरच्या हॉस्पिटल मधील उपचारांच्या खर्चासह) विमा रक्कम एक लाख रुपये इकी दिनांक १ मे २००९ पासून लागू करण्यात आली आहे. सदर पॉलीसी सिंहगड टेक्निकल एज्युकेशन सोसायटीचे नावाने असून पॉलीसी अंतर्गत मिळणारा एक लाख रुपये कश्हरचा फायदा एस.टी.इ.एस. चे संस्थांमधील कर्मचा-याला, भारतात कॅम्बोही, कोठेही दुर्दैवाने अपघात झाल्यास मिळणार आहे. पॉलीसीचे दिनांक १०/०५/२०१७ पासून दिनांक ०९/०५/२०१८ पर्यंत पुढील एक वर्षाचे कालावधी करीता नूतनीकरण करण्यात आले आहे.

सदर वैयक्तिक अपघात विमा पॉलीसीची (१ लाख रुपये विमा रक्कम) ठळक वैशिष्ट्ये खालील प्रमाणे आहेत.

१. पॉलीसी मध्ये एस.टी.इ.एस. चे सर्व संस्थांमधील सर्व कर्मचा-यांचा समावेश आहे.
स्वतः कर्मचा-या व्यतीरिक्त कुटुंबातील इतर कोणाचाही पॉलीसी मध्ये समावेश नाही.
२. फक्त अपघात झाल्या नंतरच हॉस्पिटल मध्ये उपचारा दरम्यान झालेला खर्च पॉलीसी अंतर्गत अनुज्ञेय आहे. इतर कोणत्याही आजारा संबंधी हॉस्पिटल मध्ये झालेला कोणताही खर्च अनुज्ञेय नाही.
३. वर नमूद केलेल्या उपचारावर हॉस्पिटलमध्ये खर्च केलेल्या रकमे व्यतीरिक्त, जर दुर्दैवाने उपचारा दरम्यान कर्मचा-याचा मृत्यु झाल्यास, कर्मचा-याचा कायदेशीर वारस, विम्याची १ लाख रुपये इकी रक्कम मिळण्यास पात्र असेल.
४. अपघातामुळे दोन्ही डोळ्यांची पूर्ण दृष्टी गेल्यास अथवा दोन्ही हात किंवा दोन्ही पायांना पूर्ण अपंगत्व आल्यास किंवा एका डोळ्याची पूर्ण दृष्टी गेल्यास आणि एक हात किंवा एक पाय पूर्ण

कु.मा.प....२

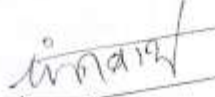
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- अपंग झाल्यास, १००% विन्याची रक्कम रु. १ लाख मिळण्यास संबंधीत कर्मचारी पात्र असेल.
५. अपघातामूळे एका डोक्याची दृष्टी गेल्यास किंवा एक हात किंवा पाय अपंग झाल्यास ५०% विन्याची रक्कम (रु. ५०,०००/-) मिळण्यास संबंधीत कर्मचारी पात्र असेल.
६. अपघातामूळे कायमचे अपंगत्व आल्यास १००% विन्याची रक्कम (रु. १ लाख) मिळण्यास संबंधीत कर्मचारी पात्र असेल.
७. पॉलीसीचा वार्षिक प्रिमियम इ.एम.बी.एफ. चे वर्गणी मधूनच भरण्यात येतो. कर्मचा-यांच्या पगारातून वेगळी अतिरिक्त कपात पॉलीसीचे प्रिमियम करीता करण्यात येत नाही.

एस.टी.इ.एस. च्या सर्व संस्थां प्रमुखांनी या योजनेला पुन्हा योग्य प्रसिध्दी घावी. कर्मचा-यांना अपघात घडल्यास ताबडतोब संचालक (फायनान्स) कार्यालयास अवगत करावे. त्यानंतर आवश्यक ती माहिती शक्य तितक्या लवकर सोबत ओडलेल्या विहित प्रपत्रात भरून, संचालक (फायनान्स) कार्यालयाकडे सादर करावी. सोबत अपघातानंतर हॉस्पिटल मधील औषधोपचारा दरम्यान झालेल्या खर्चाची सर्व देखके दाखल्यासह पाठवावीत जेणे करून संबंधीत विमा कंपनी (युनायटेड इंडिया इन्शुरन्स कंपनी ली) कडून त्या रकमेची प्रतिपूर्ती करता येईल.

परिपत्रकाची प्रत सर्व संस्था प्रमुखांनी त्यांचे कार्यालयीन सूचना फलकावर लावून सर्व कर्मचा-यांना योजने बाबत माहिती घावी. अपघात प्रसंगी योजने अंतर्गत उपलब्ध आर्थिक सहाय्या बाबत कर्मचा-यांना व्ययक्तीक रित्या अवगत करावे.


संचालक (फायनान्स)

प्रत : सर्व संबंधीतांना



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

■ Corporate Office ■

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B.A., MPM, Ph.D.
FOUNDER SECRETARY

C. J. NAWATHE
B.Com., A.C.A.
DIRECTOR (FINANCE)

URGENT

STES/Director (Finance)/PAP-2016-17/13

Date : 16.04.2016

To,
All
Director / Principal
STES Institutes.

Subject: Information of employees-contributing towards EMBF.

Reference: Personal Accident Policy with Hospitalization expenses cover - Insured amount Rs.1, 00,000/- (Rs.One Lakh)

The proposal to renew the above mentioned policy under reference for a further period of one year w.e.f. 10.05.2016 to 09.05.2017 is under active process. The annual premium against the policy shall be paid from EMBF account. To complete the renewal formalities an upto date list of employees to be covered under the policy, is to be prepared **URGENTLY**.

Kindly, therefore submit a list of all employees working in your institute and contributing towards EMBF each month in the following format on pndt_anita@sinhgad.edu. The employees who are on payroll as on 30.04.2016 and contributing towards EMBF should be covered. Also submit two hard copies of the list to Mrs. Anita Pandit.

Name of the Institute:-

Sr.No.	Name of the Employee	Employee code No.	Age		Remarks
			Years	Months	
1	2	3	4	5	

Treat this as **MOST URGENT**.


Director (Finance)

4



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(Regd. No. MAH / 7198-93 / Pune dt. 6/7/93 & F-3282 (Pune) dt. 12/8/93)

■ Corporate Office ■

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DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

C. J. NAWATHE
B.Com., A.C.A.
JOINT DIRECTOR (Accounts & Audit)

URGENT

STES/Jt. Dir(A/cs and Audit)/PAP-2014-15/140

Date : 22.04.2014

To,
All
Director / Principal
STES Institutes.

Subject: Information of employees-contributing towards EMBF.

Reference: Personal Accident Policy with Hospitalization expenses cover - Insured amount Rs.1, 00,000/- (Rs.One Lakh)

The proposal to renew the above mentioned policy under reference for a further period of one year w.e.f. 10.05.2014 to 09.05.2015 is under active process. The annual premium against the policy shall be paid from EMBF account. To complete the renewal formalities an upto date list of employees to be covered under the policy, is to be prepared **URGENTLY**.

Kindly, therefore submit a list of all employees working in your institute and contributing towards EMBF each month in the following format on pndt_anita@sinhgad.edu. The employees who are on payroll as on 30.04.2014 and contributing towards EMBF should be covered. Also submit two hard copies of the list to Mrs. Anita Pandit

Name of the Institute:-

Sr.No.	Name of the Employee	Employee code No.	Age		Remarks
			Years	Months	
1	2	3	4	5	

Treat this as **MOST URGENT**


Jt. Director (Accounts and Audit)

3



SINHGAD TECHNICAL EDUCATION SOCIETY™

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

■ Corporate Office ■

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004. Tel. : (020) 2543 4582 Email : cjnawathe@hotmail.com

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

C. J. NAWATHE
B.Com., A.C.A.
JOINT DIRECTOR (Accounts & Audit)

URGENT

STES/Jt. Dir(A/cs and Audit)/PAP-2013-14/ 11

Date : 30.04.2013

To,
All
Director / Principal
STES Institutes.

Subject: Information of employees-contributing towards EMBF.

Reference: Personal Accident Policy with Hospitalization expenses cover - Insured amount Rs.1, 00,000/- (Rs.One Lakh)

The proposal to renew the above mentioned policy under reference for a further period of one year w.e.f. 10.05.2013 to 09.05.2014 is under active process. The annual premium against the policy shall be paid from EMBF account. To complete the renewal formalities an upto date list of employees to be covered under the policy, is to be prepared **URGENTLY**.

Kindly, therefore submit a list of all employees, contributing towards EMBF per month and working in your Institute **immediately**, in the following format, on yahoo address **pndt_anita@yahoo.com**. The employees who are on payroll as on 30.04.2013 and contributing towards EMBF should be covered. Also submit two hard copies of the list to this office.

Name of Institute:-

Sr.No.	Name of Employee	Employee code No.	Age		Remarks
			Years	Months	
1	2	3	4	5	

Treat this as **MOST URGENT**.

*Forwarded to A/c section.
N. N.*


Jt. Director (Accounts and Audit)

②



SINHGAD TECHNICAL EDUCATION SOCIETYTM

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

PROF. M. N. NAVALE
M.E. (ELEC.) MIE., MBA.
FOUNDER PRESIDENT

Dr.(MRS.)SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

RATNAKAR R. KULKARNI
I.A.S. (RETD.)
DIRECTOR (ADMINISTRATION)

एसटीइएस / अविर्षो / २०१२-१३/संचालक(प्रशासन)/५३

दिनांक : 13 JUN 2012

परिपत्रक

वैयक्तिक अपघात विमा पॉलीसी - विमा रक्कम १ लाख रुपये

सिंहगड टेक्निकल एज्युकेशन सोसायटीमध्ये कार्यरत असलेल्या सर्व कर्मचा-यां करीता वैयक्तिक अपघात विमा पॉलीसी (अपघाता नंतरच्या हॉस्पिटल मधील उपचारांच्या खर्चासह) विमा रक्कम एक लाख रुपये इतकी दिनांक १ मे २००९ पासून लागू करण्यात आली आहे. सदर पॉलीसी सिंहगड टेक्निकल एज्युकेशन सोसायटीचे नावाने असून पॉलीसी अंतर्गत मिळणारा एक लाख रुपये कव्हरचा फायदा एस.टी.इ.एस. चे संस्थांमधील कर्मचा-याला , भारतात कॅव्हाही, कोठेही दुर्दैवाने अपघात झाल्यास मिळणार आहे. पॉलीसीचे दिनांक १०/०५/२०१२ पासून दिनांक ०९/०५/२०१३ पर्यंत पुढील एक वर्षाचे कालावधी करीता नूतनीकरण करण्यात आले आहे.

सदर वैयक्तिक अपघात विमा पॉलीसीची (१ लाख रुपये विमा रक्कम) ठळक वैशिष्ट्ये खालील प्रमाणे आहेत.

१. पॉलीसी मध्ये एस.टी.इ.एस. चे सर्व संस्थांमधील सर्व कर्मचा-यांचा समावेश आहे.
स्वतः कर्मचा-या व्यतीरिक्त कुटुंबातील इतर कोणाचाही पॉलीसी मध्ये समावेश नाही.
२. फक्त अपघात झाल्या नंतरच हॉस्पिटल मध्ये उपचारा दरम्यान झालेला खर्च पॉलीसी अंतर्गत अनुज्ञेय आहे. इतर कोणत्याही आजारा संबंधी हॉस्पिटल मध्ये झालेला कोणताही खर्च अनुज्ञेय नाही.
३. वर नमूद केलेल्या हॉस्पिटल मधील उपचारावर खर्च केलेल्या रकमे व्यतीरिक्त, जर दुर्दैवाने उपचारा दरम्यान कर्मचा-याचा मृत्यु झाल्यास, कर्मचा-याचा कायदेशीर वारस, विम्याची १ लाख रुपये इतकी रक्कम मिळण्यास पात्र असेल.
४. अपघातामूळे दोन्ही डोळ्यांची पूर्ण दृष्टी गेल्यास अथवा दोन्ही हात किंवा दोन्ही पायांना पूर्ण अपंगत्व आल्यास किंवा एका डोळ्याची पूर्ण दृष्टी गेल्यास आणि एक हात किंवा एक पाय पूर्ण

कृ.मा.प....२

*Seen
Kishu*



अपंग झाल्यास, १००% विम्याची रक्कम रु. १ लाख मिळण्यास संबंधीत कर्मचारी पात्र असेल.

५. अपघातामूळे एका डोळ्याची दृष्टी गेल्यास किंवा एक हात किंवा पाय अपंग झाल्यास ५०% विम्याची रक्कम (रु. ५०,०००/-) मिळण्यास संबंधीत कर्मचारी पात्र असेल.

६. अपघातामूळे कायमचे अपंगत्व आल्यास १००% विम्याची रक्कम (रु. १ लाख) मिळण्यास संबंधीत कर्मचारी पात्र असेल.

७. पॉलीसीचा वार्षिक प्रिमियम इ.एम.बी.एफ. चे वर्गणी मधूनच भरण्यात येतो. कर्मचा-यांच्या पगारातून वेगळी अतिरिक्त कपात पॉलीसीचे प्रिमियम करीता करण्यात येत नाही.

एस.टी.इ.एस. च्या सर्व संस्थां प्रमुखांनी या योजनेला पुन्हा योग्य प्रसिध्दी द्यावी. कर्मचा-यांना अपघात घडल्यास ताबडतोब संचालक (प्रशासन) कार्यालयास अवगत करावे. त्यानंतर आवश्यक ती माहिती शक्य तितक्या लवकर सोबत जोडलेल्या विहित प्रपत्रात भरून , संचालक (प्रशासन) कार्यालयाकडे सादर करावी. सोबत अपघाता नंतर हॉस्पिटल मधील औषधोपचारा दरम्यान झालेल्या खर्चाची सर्व देयके दाखल्यासह पाठवावीत जेणे करून संबंधीत विमा कंपनी (युनायटेड इंडिया इन्स्युरन्स कंपनी ली) कडून त्या रकमेची परिपुर्ती करता येईल.

परिपत्रकाची प्रत सर्व संस्था प्रमुखांनी त्यांचे कार्यालयीन सूचना फलकावर लावून सर्व कर्मचा-यांना योजने बाबत माहिती द्यावी. अपघात प्रसंगी योजने अंतर्गत उपलब्ध आर्थिक सहाय्या बाबत कर्मचा-यांना व्यैकतकीक रित्या अवगत करावे.

3
संचालक (प्रशासन)
93/11/2012

प्रत : सर्व संबंधीतांना

Maternity Leave

12-13

Sinhgad Technical Education Society's
SKN Sinhgad School of Business Management
Sr. No. 10/1, Ambegaon, Pune-41.

APPLICATION FOR MATERNITY LEAVES

Name: Mrs. Anamika Singh Designation: Asst. Professor

Sir / Madam,

Kindly sanction me 180 days leave from 17/03/2012 to 15/03/2013

Prefix / Suffix (being Sunday / Holiday): — Total Period: 180 days

I will be reporting my duty on: 16/03/2013

I am in continuous service of STES since :
01/09/2010 (1st September, 2010)

Alternative arrangement made during the leave period:

Sr. No.	Name of alternative Staff Member	Teaching Load / Duty	Signature
1.	Prof. Manjula Dhulipala	—	<u>Manjula</u>
2.	Prof. Sangeeta Jangle	—	<u>Sangeeta</u>
3.	Prof. Jyotsna Jadhav	—	<u>Jyotsna</u>

Thanking you,

Yours faithfully,

Date: 03/09/2012

Anamika
Signature of Applicant

Verified AB (Mrs. Bansode Asha)

Mrs. Anamika Singh is entitled for maternity leaves of 180 days
is Full Pay / Half Pay/ Leave without Pay. May be Sanctioned.

Sanctioned/ ~~Not Sanctioned~~

[Signature]
Head of Institute
Stamp/ Seal

[Signature]
PRESIDENT / SECRETARY

Director
S.K.N. Sinhgad School of Business Management
Sr. No. 10/01, Ambegaon (Bk), Pune-411041

SKN Sinhgad School of Business Management
Sr. No. 10/1, Ambegaon, Pune-41.

14-15

APPLICATION FOR MATERNITY LEAVES

Name: Azehana S. Mahamuni Designation: Asst. Prof.

Sir / Madam,

Kindly sanction me 180 days leave from 2/08/2014 to 28/01/2015

Prefix / Suffix (being Sunday / Holiday): Sunday/Holiday Total Period: 180

I will be reporting my duty on: 29/01/2015

I am in continuous service of STES since: 01/07/2013

Alternative arrangement made during the leave period:

Sr. No.	Name of alternative Staff Member	Teaching Load / Duty	Signature
1.	Anamika Singh		Anamika
2.	Yatin Bokil		Yatin
3.	Arvind L. Busande		Arvind

Thanking you,

Yours faithfully,

Azehanas

Signature of Applicant

Date: 05/08/2014

Verified MS. Asha Bansode (Jr. Clerk) AS

Mrs. Azehana S. Mahamuni is entitled for maternity leaves of 180 days

is Full Pay / Half Pay / Leave without Pay. May be Sanctioned.

Sanctioned

[Signature]
Head of Institute
Stamp/ SECRETOR

Smt. Kashibai Navate
Sinhgad School of Business Management
Sr. No. 10/1, Ambegaon (Bk.), Pune-411 041.

[Signature]
PRESIDENT / SECRETARY



Sinhgad Technical Education Society's
Smt.Kashibai Navale Sinhgad School of Business
Mangement

17-18

Leave Type:- ML		From Date:- Jul 01,2017			To Date:- Jun 30,2018				
Sr.No	Employee Name	From Date	To Date	No of Days Counted within period	Admin Status	Alt Reporting Manager Status	Reporting Manager Status	Sanctioning Authority Status	Total
1	Asst. Professor Dipika Sonawadekar (SINSGDH MBA)	Jan 03,2018	Jul 01,2018	179.0	Verified	Recommended	Recommended	Approved	179.0
2	Asst. Professor Sadhana Ogale (SINSGDH MBA)	Sep 18,2017	Mar 14,2018	180.0	Verified	Recommended	Recommended	Approved	180.0
3	Mrs. Manisha Phate (SINSGDH MBA)	Jul 25,2017	Jan 20,2018	180.0	Verified	Recommended	Recommended	Approved	180.0

Generated By : Mrs. Asha Banode

Generated on : Fri, Jan 12, 2018 03:47 PM



Sinhgad Technical Education Society's
Smt.Kashibai Navale Sinhgad School of Business
Mangement

Leave Type:- Maternity half pay		From Date:- Feb 02,2016			To Date:- Jul 30,2016				
Sr.No	Employee Name	From Date	To Date	No of Days Counted within period	Admin Status	Alt Reporting Manager Status	Reporting Manager Status	Sanctioning Authority Status	Total
1	Asst. Professor Hema Parskar (SINSGDH MBA)	Feb 02,2016	Jul 30,2016	180.0	Verified	Recommended	Recommended	Approved	180.0

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Generated on : Fri, Jan 12, 2018 04:27 PM



Sinhgad Technical Education Society's
Smt.Kashibai Navale Sinhgad School of Business
Mangement

15-1

Leave Type:- ML		From Date:- Jan 01,2015			To Date:- Dec 31,2015				
Sr.No	Employee Name	From Date	To Date	No of Days Counted within period	Admin Status	Alt Reporting Manager Status	Reporting Manager Status	Sanctioning Authority Status	Total
1	Asst. Professor Sadhana Ogale (SINSGDH MBA)	Aug 10,2015	Dec 30,2015	143.0	Verified	Recommended	Recommended	Approved	
2		Dec 31,2015	Feb 05,2016	1.0	Verified	Recommended	Recommended	Approved	144.0

Generated By : Mrs. Asha Banode

Generated on : Fri, Jan 12, 2018 03:32 PM

Staff Quarters



SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

S. No. 44/1, Vadgaon (Budruk), Off Sinhgad Road, Pune - 411 041. Tel. / Fax : (020) 2435 4721 Email : stes@sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

ESTATE DIVISION

STES/ Estate / FQ / 2011-12 /

To,

Ms. Phate Manisha C.

Designation: Asst. Professor

Sub: Allotment of Staff Quarters (02 BHK) in STES Ambegaon Campus.

1. You have been allotted the following accommodation in the campus w.e.f. 13th Dec. 2011.

LOCATION (BLOCK)

South Block
Central Block
West Block
North Block
Ambegaon Block

TYPE OF QUARTERS

Type I
Type II
Type III
Type IV
Type V.

Flat No- **107**

2. The following amounts will be deducted from your monthly salary.

a) HRA Deduction	:	100%
b) License Fees	:	300/-
c) Service Charges	:	100/-
d) Reimbursement of Electricity charges	:	Actual

M N NAVALE
PRESIDENT

CC:
SKNSSBM -

You are instructed to deduct above charges from the salary of the individual as above on monthly basis. Reimbursement of electricity charges will be deducted at your end as and when charges for consumption of electricity are received from Estate Office.

Estate Office : For necessary action as above.

Seen
Handwritten signature

Received on 21/12/2011. spoke to ms phate. S.c
Received on 28/01/12. will continue fees as
28/01/12



SINHGAD TECHNICAL EDUCATION SOCIETY™

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

ESTATE DIVISION

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/ Estate / FQ / 2014-15 /

639

24/11/2014

To,
Mrs. Sadhana Ogale

Institute: SKNSSBM

Designation: Asst. Professor

Special Status / Campus Duty: Nil

Sub: Allotment of Staff Quarters (2 BHK) in STES Ambegaon Campus.

1. You have been allotted the following accommodation in the campus w.e.f. ^{15th} Dec. 2014.

LOCATION (BLOCK)

South Block	<input type="checkbox"/>
Central Block	<input type="checkbox"/>
West Block	<input type="checkbox"/>
North Block	<input type="checkbox"/>
Ambegaon Block	<input checked="" type="checkbox"/>

TYPE OF QUARTERS

Type I	<input type="checkbox"/>
Type II	<input checked="" type="checkbox"/>
Type III	<input type="checkbox"/>
Type IV	<input type="checkbox"/>
Type V.	<input type="checkbox"/>

Chaugule B. S.
RESIDENT OFFICER

Flat No- 101

2. The following amounts will be deducted from your monthly salary.

- | | | |
|---|---|---|
| a) HRA Deduction | : | } Deduct as per Circular No.
STES/Director/2012-13/1188 Dated-
16/11/2012 |
| b) License Fees | : | |
| c) Service Charges | : | |
| d) Reimbursement of Electricity charges | : | |

DR. (MRS.) SUNANDA M. NAVALE
FOUNDER SECRETARY

S. L. Ogale
Received

CC:

SKNSSBM:-

You are instructed to deduct above charges from the salary of the individual as above on monthly basis. Reimbursement of electricity charges will be deducted at your end as and when charges for consumption of electricity are received from Estate Office.

Estate Office : For necessary action as above.



SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel : 020 2545 9750/51/52/53 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

ESTATE DIVISION

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/ Estate / FQ / 2011-12 /

30/09/2011

To,

Mrs. Kumbhar Sushma

Institute: SSDRPS

Designation: Dorm Mistress

Special Status / Campus Duty: Nil

Sub: Allotment of Staff Quarters in STES Ambegaon Campus.

1. You have been allotted the following accommodation in the campus w.e.f. 26th Sept. 2011.

LOCATION (BLOCK)

South Block
Central Block
West Block
North Block
Ambegaon Block


TYPE OF QUARTERS

Type I
Type II
Type III
Type IV
Type V.

Flat No- 204

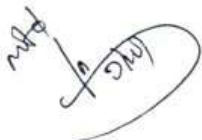
2. The following amounts will be deducted from your monthly salary.

a) HRA Deduction : Nil
b) License Fees : 25/-
c) Service Charges : 25/-
d) Reimbursement of Electricity charges : Actual


M N NAVALE
PRESIDENT

CC:
SSDRPS:-

30.9.
You are instructed to deduct above charges from the salary of the individual as above on monthly basis. Reimbursement of electricity charges will be deducted at your end as and when charges for consumption of electricity are received from Estate Office.
Estate Office : For necessary action as above.




15/10/11



(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel : 020 2545 9750/51/52/53 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

ESTATE DIVISION

STES/ Estate / FQ / 2011-12 /

08/10/2011

To,

Mr. Rajgire Tanaji

Institute: SKNSSBM

Designation: Driver

Special Status / Campus Duty: Nil

Sub: Allotment of Staff Quarters (1 RK) in STES Ambegaon Campus.

1. You have been allotted the following accommodation in the campus w.e.f. 18th Oct. 2011.

LOCATION (BLOCK)

TYPE OF QUARTERS


South Block
Central Block
West Block
North Block
Ambegaon Block

Type I
Type II
Type III
Type IV
Type V.

Flat No- 603

2. The following amounts will be deducted from your monthly salary.

- | | | |
|---|---|--------|
| a) HRA Deduction | : | 100% |
| b) License Fees | : | 50/- |
| c) Service Charges | : | 50/- |
| d) Reimbursement of Electricity charges | : | Actual |


M N NAVALE
PRESIDENT

CC:

SKNSSBM:-

You are instructed to deduct above charges from the salary of the individual as above on monthly basis. Reimbursement of electricity charges will be deducted at your end as and when charges for consumption of electricity are received from Estate Office.

Estate Office : For necessary action as above.






SINHGAD TECHNICAL EDUCATION SOCIETY (Kondhwa Campus)

S. No. 40/4A+4B/1, Near PMC Octroi Post, Kondhwa-Saswad Road, Kondhwa (Bk.), Pune - 411 048
Tel.: (020) 2693 4546 Telefax: 020-2693 4547 E-mail: stes@sinhgad.edu Website: www.sinhgad.edu

Prof. M. N. Navale
M.E. (ELEC.) MIE, MBA
FOUNDER PRESIDENT

Dr. (Mrs.) Sunanda M. Navale
B.A., M.P.M., Ph.D.
FOUNDER SECRETARY

Pratap D. Patil
M.A., LLB.
CHIEF EXECUTIVE OFFICER

ESTATE DIVISION

STES/Estate/FQ/2011/12

01.02.2012

To,

Mr. Vitthal Annaso Sudnye

Institute: Sinhgad City School Secondary

Designation : Lab Asst.

Sub: Allotment of Staff Quarters in STES Kondhwa Campus.

1. You have been allotted the following accommodation in the campus Flat no 102-B w.e.f : 01/02/2012. With a condition to work in Hostels.
2. The following amounts will be deducted from your monthly salary.

A) HRA Deduction	: 1546/-
b) License Fees	: 200/-
c) Service charges	: 75/-
d) Reimbursement of Electricity charges: Actual	


P.D. Patil

CEO

CC: Sinhgad City School Secondary

You are instructed to deduct above charges from the salary of the individual as above on monthly basis. Reimbursement of electricity charges will be deducted at your end as and when charges for consumption of electricity are received from Estate Office.

Estate Office : For necessary action as above.