

## **NOTICE**

### **THE BGES SCHOOL (ICSE)**

**7<sup>th</sup> AMENDMENT – School Information Book – dated 12 Nov 2024**

***Page 58– To read as***

### **INSURANCE FOR STUDENTS AND STAFF ACCIDENTAL INJURY**

The School has insured all students and staff for Accidental injury. Guidelines for claim management as given by Tata AIG General Insurance Co Ltd. is given below:

- In Personal Insurances sentiment and emotions play a major role. These policies have been designed as user- friendly covers and a high degree of tact and power of persuasion is vital in handling such claims.
- The Guidelines given accordingly recommend a broad framework to be judiciously utilized in day to-day operations in merits.
- Generally, the scrutiny of following documents is important whilst processing all PA claims duly completed claim form.
- Report of attending Doctor either as a separate document or on the reverse of claim form if provision is made therefor.
- Investigation reports like laboratory test, x-rays and reports essential for confirmation of the injury.
- Police Reports.
- Certificate of proof of age of dependent child in case the claim is under education grant provision.
- Payment made for carriage of dead body may be considered on the basis of declaration by the claimant.
- Medical bills corresponding to doctor's prescription where Medical extension is granted.
- Self-declaration if Policy diary was not lodge (i.e., except Road accident)
- Vitamins and tonics deemed medicines ONLY if prescribed by the Doctor as a part of treatment.
- In addition, for fatal claims, following documents need scrutiny:

- i) Death Certificate
- ii) Post Mortem Report wherever available
- iii) Coroner's Report
- iv) Inquest Report

**On requirement of preferring a claim parents are requested to photocopy the form given in the School diary, complete all columns and along with documents required submit the form to the school reception. For any guidance Mr. Nitesh Shah whose number is given on the form can be contacted.**

To  
The Branch Manager  
Tata AIG General Insurance Co Ltd.  
Godrej Genesis,  
Unit No. 604, 6th Floor,  
Sector V, Kolkata 700091,

(Through Mr. Nitesh Shah)  
Sub : First Information of Accident Injury to insured covered under the  
Policy No.....  
The Bhawanipur Gujarati Education Society School.

Dear Sir,

Please find below details of injuries sustained by one of the insured members under the above policy.

Name of Person sustaining Accidental Injury /Death.	:
Date and Time of Occurrence	:
Place of Occurrence	:
Brief of Accident Occurrence	:
Contact Number	:
Name of Insurance Co.	: Tata AIG General Insurance Co Ltd.
Issuing Office	: Sec V Branch
Address	: Godrej Genesis, Unit No. 604, 6th Floor, Sector V, Kolkata 700091,
Tele / Fax/ Mail	: 033-40445226
E-mail	: harsh9.dhulia@tataaig.com
Agent	: Nitesh Shah 98300 59388
Period of Insurance	: From 16.04h on ____/____/20____ to Midnight of ____/____/20____
Coverage	: Group Personal Accident Policy for ____ Insured including Students, Teachers, Staff & Management
Policy No.	:

This is for your information and necessary action please.

Trustee  
The Bhawanipur Gujarati Education Society



Brij Bhushan Singh  
Principal

12-11-24