



Health Insurance Unit  
Branch Office:31D  
Division: \_\_\_Delhi-I\_\_\_\_\_

Date: 03.11.2009

**Work Status Report for the Month of JULY 09**

Sl.No	NEW BUSINESS	Data/Comments
	<b>Number of:</b>	
1	Health Plus proposals received during the month	Nil
2	Health Plus proposals completed during the month	Nil
3	Health Plus policies completed on substandard lives with Extra premium	Nil
4	Policy bonds dispatched during the month	Nil
5	Policy bonds yet to be dispatched during the month	Nil
6	Confirm whether K-6 OPTION is run and the NB figures are tallied with DHU and HI Division, Hyderabad figures?	Yes
7	Health Plus policy docketts sent to the DHU during the month	Nil
8	Health Plus policy docketts to be sent to the DHU.	Nil
9	Undelivered policy bonds received up to the month	Nil
10	Undelivered Health Cards referred from the DHU	Nil
11	Undelivered health cards and Policy bonds matching with each other	Nil
12	Undelivered Health Cards and Policy bonds disposed off upto the month	Nil
13	Policies in which cooling off action has been taken	Nil
15	Policies with errors which cannot be rectified through RFMs i.e., affecting Premium DOB, Sex etc.,	Nil
16	Policies under which the other beneficiaries were excluded due to	
	i) Dropping of lives due to underwriting reasons (Refer DO – Underwriting cases)	Nil
	ii) Inadvertent dropping of lives: (These cases are to be referred by the DHU back to Branches, while checking the photo addendums so that branches may avoid recurrence of the same).	Nil
17	Agents actively involved in the sale of Health Plus policies:	3

<b>POLICY SERVICING</b>		
<b>Number of:</b>		
1	RFMs received by the Branch	Nil
2	RFMs registered and sent to the DHU by the Branch	Nil
3	RFMS approved by the DHU	Nil
4	RFMs yet to be approved by the DHU.	Nil
5	RFMs cancelled by the DHU - Reasons for cancellation	Nil
6	Revivals received by the branch	Nil
7	Revivals effected by the Branch	Nil
8	Death Claims RFMs registered by the Branch	Nil
<b>ACCOUNTS</b>		
<b>Number of:</b>		
1	FP cheque dishonours during the month (HI Policies)	Nil
2	Cheque dishonours during the month (other than FP) (HI Policies)	Nil
<b>GENERAL</b>		
<b>Number of:</b>		
1	Complaints of Health Plus policy registered	Nil
2	Pending complaints under Health Plus policy	Nil
3	Complaints attended with a time lag of more than 2 days	Nil

ADMINISTRATIVE OFFICER

BRANCH MANAGER.

**Note: 1. If the name of the policyholder is keyed in wrongly at the time of data capture, the same can be corrected through NB module option before policy issue.**

**2. Other details viz., Bank Account, Address and PINCODE can also be corrected by registering RFM.**

**3. A copy of the registration along with the file, through a marking in the K6 output lists should be sent to the DHU (used as a covering letter for forwarding the dockets)**

