



# **ASTHA School of Management**

## **Bhubaneswar**

*(Managed by: Shree Panchamukhi Educational & Charitable Trust)*



## **PERFORMANCE APPRAISAL AND WELFARE MEASURES POLICY & PROCEDURE**



## 1. INTRODUCTION

ASTHA School of Management, a leading B-School in the State of Odisha since 2008, is managed by Shree Panchamukhi Educational & Charitable Trust and runs two-year full-time Master of Business Administration (MBA) program, approved by All India Council for Technical Education (AICTE), New Delhi and is affiliated to Biju Patnaik University of Technology (BPUT), Odisha, with a present approved student intake of 180. Its modernity and uniqueness are visible in the way students get transformed into industry-ready- professionals, who in turn are highly acknowledged by the industry.

ASTHA School of Management is adored by the students, parents, academicians, entrepreneurs, industry experts and Govt. recognized body for its Teaching-Learning Process, Training & Innovation, Value Added Courses, Extension & Outreach Activities, Business Incubation, Placement Activities and Education system with Universal Human Values.

### 1.1 Vision, Mission, Quality Statement & Core Values of the Institute

#### **Our Vision:**

To create a forward-looking dynamic institution that can produce globally competent management professionals and entrepreneurs who are committed to develop the State of Odisha and ever willing to contribute to the regional & national growth in all possible ways.

#### **Our Mission:**

To promote research, innovation and entrepreneurship through professional and technical education with a purpose to ensure sustainable development of industry, agriculture & allied services.

#### **Quality Statement:**

To provide responsible management education and research for global excellence through a vibrant learning organization, embedded self-evaluation, continuous improvement process and to develop transformational future leaders.

#### **Core Values:**

- Competency based education
- Commitment to excellence
- Community Service
- Good Governance
- Service to the Nation
- Service to the Divine



## **2. PROCESS OF PERFORMANCE APPRAISAL FOR TEACHING & NON-TEACHING STAFF**

After end of each Academic Year (August-September) the teaching and non-teaching staffs are required to fill up the standardised appraisal form and submit the same to the Principal, ASTHA School of Management within a stipulated time period. For the non-teaching staffs a self appraisal format is circulated among the employees. To facilitate Class-3 & Class-4 employees the self appraisal forms are received in regional language.

- Principal evaluates the appraisal form and submits her recommendation to the ED-cum-Secretary.
- The ED-cum-Secretary constitutes a committee where each form is evaluated and verified.
- After the due recommendation of committee, ED-cum-Secretary incorporated it in agenda of the Governing Board or Trust Board meeting.
- Normally the recommendation given by the committee gets approved and the same is being communicated to each teaching and non-teaching members through an office order.
- Normally the outcomes of the appraisal come into force by the first day of each annual year.

## **3. WELFARE MEASURES FOR TEACHING & NON-TEACHING STAFF**

Employee welfare means “the efforts to make life worth living for workmen”. It includes various services, facilities & amenities provided to employees for their betterment over and above the wages paid.

The teaching and non-teaching staff at ASTHA School of Management benefit from effective welfare measure. The output & selfless contribution of any staff is reflected in the welfare measures made toward them by the college or institution.

Faculty and staff welfare schemes have been defined:

- Creating a harmonious and conducive work environment for effective functioning of all faculty and staff members across its campus.
- Ensuring high level of efficient and effective support system to meet the requirements of the faculty & staff.
- Ensuring compliance of the guidelines by the Government Statutory Bodies.
- Streamlining the administrative functioning of faculty and staff welfare issues.



### 3.1 Faculty & Staff Welfare Schemes

The Institute has adopted measures to promote the welfare of the employees.

- One time financial reward to the Faculty for successful completion of Ph.D. degree, to encourage others.
- Freedom to attend/ organize national/international workshops/ conferences.
- Financial Assistance to attend FDP, Workshop, Conferences and Seminars.
- Automation of attendance and leave using biometric system
- The faculty members have given permission to act as a Resource Person.
- Skill development courses are held for both teaching and non-teaching staffs to improve their skills in the work place.
- Medical leave & Maternity leave are available for eligible staff members.
- Special health and fitness programme, such as Yoga, are offered.
- Faculty Development Programmes (FDP) & Staff Development Programme (SDP) are held on a regular basis.
- The management organises a staff trip once a year. The trip allows the staffs to re-energise and refresh their mind and bodies.
- Non-doctoral staff members are encouraged to enrol and finish their Ph.D. programmes.
- The management recognises and appreciates the works of the faculty members who improve their research work through high quality publications over the academic year.
- Sports for teaching and non-teaching staffs are organised.
- Security services, identity card, photocopy services are provided for both the teaching and non-teaching staff members.
- Food court and canteen facilities have been made available for food and refreshment at subsidized rate.
- Financial support to faculty and staff members in emergency situation.
- A group accidental insurance up to Rs. 5 lakh with other benefits has provided to all the staff members of the institute.
- Computerised digital lab to enhance the use of digital platforms.
- Staff members have access to a gym, internet & Wi-Fi on campus.
- Staff members can also receive motivation through counselling in order to establish a healthy working environment. This not only improves the employee's work-life balance, but it also help-s us increase production and allows our employees to work effectively and with great satisfaction.

*Prepared by*  
Junior Administrative Officer  
ASTHA School of Management

**JAO**  
Astha School of Management



*Approved by*  
ED-cum-Secretary  
ASTHA School of Management

**EXECUTIVE DIRECTOR  
CUM  
SECRETARY  
ASTHA SCHOOL OF MANAGEMENT**



# ASTHA School of Management Bhubaneswar

## ACADEMIC ACHIEVEMENT RECORD

1. Name :
2. Designation :
3. Year of Joining  
ASTHA School of Management :
4. Total Year of Experience in Academy :
5. PhD Information
  - a) Completed :
  - b) Registered :
  - c) Not Registered :
6. If Registered
  - a) Date & Year :
  - b) Name of the University :
  - c) Topic or Tentative Topic :
7. If Completed
  - a) Year of Completion :
  - b) Department & University :
  - c) Topic :

## **PUBLICATION INFORMATION**

### **A JOURNAL**

1. No. of Publication in International / National Journals (Total)
  - i) No. of Publications in Indexed journal like ABDC/Scopus / Springer etc.  
Give details:
    - a) Journal Name :
    - b) ISSN :
    - c) Impact Factor :
    - d) Topic :
    - d) Volume & Year :
  - ii) No. of Publication in UGC Care Journals  
Give details:
    - a) Journal Name :
    - b) ISSN :
    - c) Impact Factor :
    - d) Topic :
    - e) Volume & Year :

*Tharunika*  
Principal  
Astha School Of Management

iii) No. of publications in other Journals

Give details:

- a) Journal Name :
- b) ISSN :
- c) Impact Factor :
- d) Topic :
- e) Volume & Year :

2. No. of Journal publication during your tenure at Astha School of Management

**B) BOOKS**

1. No. of books published as a single

Give details:

- a) Name :
- b) ISSN :
- c) Year :
- d) Publisher :
- e) Book Type :

2. No. of Books published as a co-author

Give details:

- a) Name :
- b) ISSN :
- c) Year :
- d) Publisher :
- e) Book Type :

3. No of books published during your tenure at ASTHA School of Management

Give details:

- a) Name :
- b) ISSN :
- c) Year :
- d) Publisher :
- e) Book Type :

**C) CHAPTERS IN BOOKS**

1. No. of Chapters in Books

Give details:

- a) Chapter No & Name :
- b) Book Name :
- c) ISSN :
- d) Year :
- e) Publisher :
- f) Editor :

2. Please mention as to how many chapters from the above were a part of seminar / conference proceedings.

**D) MONOGRAPHS / ARTICLES IN NP/ MAGAZINE**

- 1. (i) Topic
- (ii) Date / Month / Year of publication
- (iii) Name of the NP/ Publishing House

*Tharnila*  
Principal

Astha School Of Management

2. How many of the articles were published during your tenure at ASTHA

**E. CONFERENCE / SEMINAR PROCEEDINGS**

Please give details of any publication of conference / seminar proceedings not mentioned in any other column.

**F. WEB PUBLICATION**

1. Please give details of your writings in the digital platform like blogs / articles for e-paper / e-magazine
2. In case of you have a web-portal or YouTube channel provide details.

**G. MOOCs**

1. Please provide details of the courses you have enrolled / completed through MOOCs
  - a) Name of the course:
  - b) Enrolled year / Time
  - c) Date of Completion/ likely completion
  - d) If completed , Result
2. Please provide a short description of the relevance of the course to your current job role
3. How many course enrolled for were during your tenure at Astha school of Management

**H. FDPs / MDPs**

- a) No. of FDPs attended (Total)
- b) No. of FDPs during your tenure at Astha school of Management
- c) Please give details of FDPs attended during your tenure at Astha school of Management
  - (i) Name / Topic of FDP
  - (ii) No. of days
  - (iii) Conducting Agency
  - (iv) Online / Offline
- d) Please give details of MDPs attended during your tenure at Astha school of Management
  - (i) Name / Topic of FDP
  - (ii) No. of days
  - (iii) Conducting Agency
  - (iv) Online / Offline
- e) Please give a short description of the relevance of the FDP / MDP to your current Job role / Assignment during your tenure at Astha school of Management

  
Principal  
Astha School Of Management



# ASTHA School of Management Bhubaneswar

## EMPLOYEE PERFORMANCE EVALUATION

### Self-Appraisal

Name

Date

Job Title

Date of Review

Department:

Appraiser (Supervisor) Name

#### I Self Review -

Major Responsibility Areas:

Write a brief summary of your Performance in the past one year:

How does this support the Department/ Organisational goals?

Performance Rating on a Scale of 10:



**II Supervisor's Review -**

Major Responsibility Areas of the Employee:

Write a brief note on Expected Level of Performance:

Sample Copy

Write a brief note on Actual Performance Results:

Sample Copy

Has the performance helped in achieving Department/Organisational goals? Y/N

**Rate the Performance on a scale of 10**

Signature



## Group Accident Guard Policy Group Policy Schedule

<p><b>Policyholder Details</b>                  Policyholder name : <b>ASTHA SCHOOL OF MANAGEMENT</b>                  Policyholder Address : 261,PANCHAMUKHI VIHAR,ATALA,                  BALIANTA,BHUBANESWAR                   BHUBNESHWAR-752101                  ORISSA                  INDIA                   Cust GSTIN number:</p>	Policyholder Contact No.:  Policyholder E-mail id:
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Intermediary code: 4302398  
 Intermediary Contact No: 9437064400  
 Intermediary Name: BISMITA SAHOO

Policy Number 0239796200 Renewal Number: 00 Endorsement Number: Place of Supply: ORISSA State Code: 21	Business Description: Service Industry
Number of Lives Covered: 59	Territory Limit: Worldwide
Policy Type: Named	Operative Time:: 24 Hrs
Relationship Type: Employer Employee	Sum Insured Basis: Fixed
	Loan Type:
Sum Insured Type: Fixed	Total Sum Insured: INR 29500000
Maximum Sum Insured: INR 500000	Aggregate limit for any one accident: INR 7375000 Aggregate limit for any one year: INR 0
Age Group: 18 years to 70 years	Payment frequency: Annual
Policy Period: From 03/07/2024 00:01 Hrs To 02/07/2025 23:59 Hrs	

Premium details	
Net Premium (Rs):	18,979
UGST/SGST 9% (Rs.)	1,708
CGST 9% (Rs.)	1,708
Gross Premium (Rs)	22,395

GSTIN: 21AABCT3518Q1Z8-ORISSA, Service Accounting Code: 997133

Insured Description: Service Industry

Sr. No.	Category Description	No. of Insured	AD	DM	PTD	PPD	Fixed Medex OPD	Fixed Medex IPD	Fixed Medex OPD and IPD	Variable Medex	Remarks
1	Category_1	59	500,000	500,000	500,000	500,000			60,000		
2	Category_1	59	500,000	500,000	500,000	500,000			60,000		

Insurance is the subject matter of the solicitation. For more details on risk factors, terms and conditions , please read sales brochure carefully, before concluding a sale.

### TATA AIG General Insurance Company Limited

Regd Office: 15th Floor, Tower A, Peninsula Business Park, G. K. Marg, Lower Parel, Mumbai - 400 013, Maharashtra, India.

Toll Free No. (24x7): 1800 266 7780 OR 1800 229966 (For Senior Citizens) | Email: customersupport@tataaig.com

IRDA of India Registration No: 108 | Website: www.tataaig.com | CIN: U85110MH2000PLC128425 | UIN: TATPAGP23093V032223

**Coverage Details:**

Sr No.	Coverages	Average SI Per Person	Deductible	Co pay(%)	Remarks
1	Repatriation Of Remains	2500			Upto Rs 2500 or Actuals, whichever is lower.
2	Family Transportation Benefit	10000			Upto Rs. 10000 or Actuals, whichever is lower.
3	Temporary Total Disability	1000			1% of AD SI or INR 1000 or actual weekly salary for 104 Weeks whichever is less
4	Funeral Benefits	2500			Rs 2500
5	Coma	5000			Rs. 5000
6	Ambulance Services	1000			Upto Rs. 1000 or Actuals, whichever is lower.
7	Home Alteration and Vehicle Modification Benefit	5000			Rs. 5000
8	Permanent Total Disability	500000			covered
9	Accidental Medical Expenses	60000			Fixed INR 60000 for IPD with Sublimit of INR 30000 for OPD or actual claims , whichever is lower.
10	Fractures/Dislocation/Burns	10000			Rs. 10000
11	Terrorism	500000			covered
12	Education Benefit	10000			10% of Principal SI or upto Rs 10000 or Actuals, whichever is lower for maximum 2 eligible children.
13	Permanent Partial Disability	500000			covered
14	Accidental Death	500000			Only Permanent Employees of the company are covered.
15	Accidental Dismemberment and Paralysis	500000			covered

**Conditions if any :-**

- In consideration of additional premium, Point No. 10 under Section 3- General Exclusions pertaining to Act of Terrorism stands deleted.
- Under Temporary Total Disability, such period of disability commences within <<30 Days>> after the date of the Accident causing such Injury.
- The Benefits which are mentioned in this Schedule shall only be available under the Policy.

**Important Exclusions:**

The Policy does not provide benefits for any loss resulting in whole or in part from, or expenses incurred, in respect of:

1. Any Pre-existing Condition, any complication arising from it;
2. Any claim of Insured Person arising from:
  - a. suicide or attempted suicide
  - b. wilful self-inflicted illness or injury except injury in self-defence or to save life; or
3. Being under the influence of intoxicating liquor or drugs or other intoxicants except where the insured is not directly responsible for the injury / accident though under influence of intoxication.
4. Participation in an actual or attempted felony, riot, crime, misdemeanor (excluding traffic violations) or civil commotion

*This is only a summary of the product features/terms/conditions/exclusions. For more details, please refer our website [www.tataaig.com](http://www.tataaig.com).*

- i. Commencement of risk cover under the policy is subject to receipt of premium by Tata AIG General Insurance Company Limited.
- ii. Stamp Duty of Rs.100/- is paid as provided under N/A of Indian Stamp Act, 1899 and included in Consolidated Stamp Duty Paid to the Government of Maharashtra Treasury vide Order of Addl. Controller Of Stamps, Mumbai at General Stamp Office, Fort, Mumbai - 400001., vide this Order No. LOA/ENF1/CSD/13/2024/2289 Validity Period Dt.30/05/2024 To Dt.09/05/2027/2289 Date:10/05/2024

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**General Conditions:**

- You have a period of 15 Days from the date of receipt of the **Policy** document to review the terms and conditions of this **Policy** and if you have any objections you have the option of cancelling the **Policy** stating the reasons for cancellation and the premium paid after adjusting the amounts spent on any medical check-up, stamp duty charges and proportionate risk premium shall be refunded.
- There will be no premium refund in case of cancellation due to non-disclosure of material facts, mis-representation or fraud. In case of non-cooperation, premium shall be refunded on short rate table basis as specified in the policy.
- Any product revision/modification/future withdrawal will be done with the approval of Insurance Regulatory & Development Authority of India and will be intimated to you at least 3 months in advance. In case of withdrawal, you have an option to migrate to our similar health insurance product.
- This Policy Schedule in original must be surrendered to the Company in case of cancellation of the Policy Schedule.

**Claims Administrator Detail:** Insured Person(s) can notify a **Claim** by sending an SMS **CLAIMS** to **5616181** or by calling **The Company's** 24x7 toll free helpline **1800-266-7780** or **1800-229966** (only for **senior citizen Policy** holders). Please use the **Claim** Intimation Form for intimation of a claim.

**Policy Servicing/Grievances/Complaints:**

- The Company is committed to extend the best possible services to its customers. However, if you are not satisfied with our services and wish to lodge a complaint / claim, please feel free to call our 24X7 Toll free number 1800-266-7780 or you may email to the customer service desk at [customersupport@tataaig.com](mailto:customersupport@tataaig.com). Senior citizens can call our dedicated line at 1800-22-9966. Please refer The Company's Website for the grievance redressal policy.

**Prohibition of Rebates – Section 41 of Insurance Act, 1938 as amended by Insurance Laws (Amendment) Act, 2015:**

1. No person shall allow or offer to allow, either directly or indirectly, as an inducement to any person to take out or renew or continue an insurance in respect of any kind of risk relating to lives or property in India, any rebate of the whole or part of the commission payable or any rebate of the premium shown on the policy, nor shall any person taking out or renewing or continuing a policy accept any rebate, except such rebate as may be allowed in accordance with the published prospectuses or tables of the insurer.
2. Any person making default in complying with the provisions of this section shall be liable for a penalty which may extend to ten lakh rupees.

Date: 03/07/2024  
Place: BHUBANESHWAR

For Policy wordings, please scan the below QR code :



**For TATA AIG General Insurance Company Limited**  
Digitally Signed by: Malpa Devi Maharana  
Date: 17/07/2024  
Location: Mumbai

**Policy Servicing Address**

Peninsula Business Park, Tower A, 15th Floor, Ganpatrao Kadam Marg, Lower Parel, MUMBAI, MAHARASHTRA-400013

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## RECEIPT

Receipt No. : 104301077902645

Receipt Date : 03/07/2024

Policy No : 0239796200

Received with thanks from ASTHA SCHOOL OF MANAGEMENT a sum of Rs. 22395 (Rupees Twenty-Two Thousand Three Hundred Ninety-Five And Paise Zero Only only) Cash Deposite, Bank Name - , towards.

Sr. No.	Policy Number	Total Premium	Utilized from the receipt for policy	Balance
1	0239796200	22395	22395	0

## Note:

1. This is a computer generated receipt and does not require a signature.
2. Upon issuance of this Receipt, all previously issued temporary receipts, if any, related to this Policy shall be considered null and avoid.
3. Amounts received by cheque shall be subject to realisation.
4. Any amount received in excess of the Premium is being/shall be refunded by the Company.

**GSTIN : 21AABCT3518Q1Z8-ORISSA Service Accounting Code : 997133**

Revenue (consolidated) Stamp Duty duly paid vide challan No. date for applicable cases.

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Attached to and forming part of Policy No 0239796200

List of Insured Annexure "1"

Sr. No.	EMP.ID/ Unique I D	Name of Insured	Category	Tata AIG Ref No	Sum Insured (Rs.)							
					AD	DM	PTD	PPD	Fixed Medex OPD	Fixed Medex IPD	Fixed Medex OPD and IPD	Variable Medex
1	ASMACA D005020 22	Dr Sthitipr agyan Bis wal	Category _1	0239796 200ASMA CAD0050 20228	500,000	500,000	500,000	500,000			60,000	
2	ASMACA D006220 23	Ms Subha mitra Nay ak	Category _1	0239796 200ASMA CAD0062 20239	500,000	500,000	500,000	500,000			60,000	
3	ASMACA D007520 23	Dr Jyoti Ra njan Moh anty	Category _1	0239796 200ASMA CAD0075 202310	500,000	500,000	500,000	500,000			60,000	
4	ASMACA D007720 23	Mr Dibya Omm Mo hanty	Category _1	0239796 200ASMA CAD0077 202311	500,000	500,000	500,000	500,000			60,000	
5	ASMACA D007620 23	Ms Subha smita Nay ak	Category _1	0239796 200ASMA CAD0076 202312	500,000	500,000	500,000	500,000			60,000	
6	ASMACA D007920 23	Mr Satyan ath Moha patra	Category _1	0239796 200ASMA CAD0079 202313	500,000	500,000	500,000	500,000			60,000	
7	ASMACA D008320 24	Mr Manoj Kumar Be hera	Category _1	0239796 200ASMA CAD0083 202414	500,000	500,000	500,000	500,000			60,000	
8	ASMACA D008920 24	Dr Anindit a Das	Category _1	0239796 200ASMA CAD0089 202415	500,000	500,000	500,000	500,000			60,000	
9	ASMACA D008820 24	Dr Prafull a Kumar P adhi	Category _1	0239796 200ASMA CAD0088 202416	500,000	500,000	500,000	500,000			60,000	
10	ASMACA D009020 24	Ms Anany a Swain	Category _1	0239796 200ASMA CAD0090 202417	500,000	500,000	500,000	500,000			60,000	
11	ASMACA D008620 24	Ms Priyan ka Jena	Category _1	0239796 200ASMA CAD0086 202418	500,000	500,000	500,000	500,000			60,000	
12	ASMACA D008720 24	Mr Kalipra sad Satpat hy	Category _1	0239796 200ASMA CAD0087 202419	500,000	500,000	500,000	500,000			60,000	

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13	ASMADM N001820 08	Mr Hruda nanda Pra dhan	Category _1	0239796 200ASMA DMN001 8200820	500,000	500,000	500,000	500,000			60,000	
14	ASMADM N001920 09	Mr Sanjib Kumar Mi shra	Category _1	0239796 200ASMA DMN001 9200921	500,000	500,000	500,000	500,000			60,000	
15	ASMADM N002020 09	Mr Uma S ankar Swa in	Category _1	0239796 200ASMA DMN002 0200922	500,000	500,000	500,000	500,000			60,000	
16	ASMADM N002820 16	Mrs Jhara na Rout	Category _1	0239796 200ASMA DMN002 8201623	500,000	500,000	500,000	500,000			60,000	
17	ASMADM N008220 23	Mr Suren dra Naray an Satapa thy	Category _1	0239796 200ASMA DMN008 2202324	500,000	500,000	500,000	500,000			60,000	
18	ASMADM N002120 11	Mr Ashok Ku Nayak	Category _1	0239796 200ASMA DMN002 1201125	500,000	500,000	500,000	500,000			60,000	
19	ASMADM N002420 14	Mr Mihir P rasad Mis hra	Category _1	0239796 200ASMA DMN002 4201426	500,000	500,000	500,000	500,000			60,000	
20	ASMADM N002520 15	Mr Basant Kumar Pa dhi	Category _1	0239796 200ASMA DMN002 5201527	500,000	500,000	500,000	500,000			60,000	
21	ASMADM N002720 15	Mr Ashok Ku Mishra	Category _1	0239796 200ASMA DMN002 7201528	500,000	500,000	500,000	500,000			60,000	
22	ASMADM N005320 22	Mr Naraya n Samal	Category _1	0239796 200ASMA DMN005 3202229	500,000	500,000	500,000	500,000			60,000	
23	ASMADM N006520 23	Mr Tikan Mohapatr a	Category _1	0239796 200ASMA DMN006 5202330	500,000	500,000	500,000	500,000			60,000	
24	ASMADM N006720 23	Mr Kabibh usan Acha rya	Category _1	0239796 200ASMA DMN006 7202331	500,000	500,000	500,000	500,000			60,000	
25	ASMADM N009120 24	Ms Nihari ka Mahar ana	Category _1	0239796 200ASMA DMN009 1202432	500,000	500,000	500,000	500,000			60,000	
26	ASMADM N002620 15	Mrs Dolly Pradhan	Category _1	0239796 200ASMA DMN002 6201533	500,000	500,000	500,000	500,000			60,000	

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27	ASMADM N006820 23	Ms Lita Pa ttanaik	Category _1	0239796 200ASMA DMN006 8202334	500,000	500,000	500,000	500,000			60,000	
28	ASMADM N002220 13	Mr Ashok Kumar Be hera	Category _1	0239796 200ASMA DMN002 2201335	500,000	500,000	500,000	500,000			60,000	
29	ASMADM N008420 24	Mr Manor anjan Sah oo	Category _1	0239796 200ASMA DMN008 4202436	500,000	500,000	500,000	500,000			60,000	
30	ASMADM N008520 24	Mr Pradip Kumar Sa hoo	Category _1	0239796 200ASMA DMN008 5202437	500,000	500,000	500,000	500,000			60,000	
31	ASMSS00 412018	Mr Jnana Ranjan Ra th	Category _1	0239796 200ASMS S004120 1838	500,000	500,000	500,000	500,000			60,000	
32	ASMSS00 352012	Mr Ganes h Sethy	Category _1	0239796 200ASMS S003520 1239	500,000	500,000	500,000	500,000			60,000	
33	ASMSS00 342012	Mr Prakas h Bhoi	Category _1	0239796 200ASMS S003420 1240	500,000	500,000	500,000	500,000			60,000	
34	ASMSS00 322009	Mr Deben dra Bhoi	Category _1	0239796 200ASMS S003220 0941	500,000	500,000	500,000	500,000			60,000	
35	ASMSS00 392016	Mr Sangra m Keshari Barik	Category _1	0239796 200ASMS S003920 1642	500,000	500,000	500,000	500,000			60,000	
36	ASMSS00 432019	Mr Padma nava Naya k	Category _1	0239796 200ASMS S004320 1943	500,000	500,000	500,000	500,000			60,000	
37	ASMSS00 542022	Mr Badrin arayan Da sh	Category _1	0239796 200ASMS S005420 2244	500,000	500,000	500,000	500,000			60,000	
38	ASMSS00 922024	Mr Sankar Bhoi	Category _1	0239796 200ASMS S009220 2445	500,000	500,000	500,000	500,000			60,000	
39	ASMSS00 782023	Mr Hema nt Kumar Mania	Category _1	0239796 200ASMS S007820 2346	500,000	500,000	500,000	500,000			60,000	
40	ASMSS00 372012	Mr Ghana shyam Kh untia	Category _1	0239796 200ASMS S003720 1247	500,000	500,000	500,000	500,000			60,000	

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41	ASMSS00402017	Mr Pratap Kumar Mishra	Category _1	0239796200ASMS0040201748	500,000	500,000	500,000	500,000			60,000	
42	ASMSS00332012	Mr Maheswar Sahoo	Category _1	0239796200ASMS0033201249	500,000	500,000	500,000	500,000			60,000	
43	ASMSS00362012	Mr Hemanta Kumar Nayak	Category _1	0239796200ASMS0036201250	500,000	500,000	500,000	500,000			60,000	
44	ASMSS00472022	Mr Sebak Panda	Category _1	0239796200ASMS0047202251	500,000	500,000	500,000	500,000			60,000	
45	ASMSS00932024	Mr Bhanu pratap Behera	Category _1	0239796200ASMS0093202452	500,000	500,000	500,000	500,000			60,000	
46	ASMSS00442020	Mr Amit Gochhayat	Category _1	0239796200ASMS0044202053	500,000	500,000	500,000	500,000			60,000	
47	ASMSS00382015	Mr Pradip Gochhayat	Category _1	0239796200ASMS0038201554	500,000	500,000	500,000	500,000			60,000	
48	ASMSS00692023	Mr Sushanta Kumar Bhoi	Category _1	0239796200ASMS0069202355	500,000	500,000	500,000	500,000			60,000	
49	ASMSS00702023	Mr Biranchi Narayan Das	Category _1	0239796200ASMS0070202356	500,000	500,000	500,000	500,000			60,000	
50	ASMSS00942024	Mr Raju Gochhayat	Category _1	0239796200ASMS0094202457	500,000	500,000	500,000	500,000			60,000	
51	ASMSS00452021	Mr Harekrushna Bhoi	Category _1	0239796200ASMS0045202158	500,000	500,000	500,000	500,000			60,000	
52	ASMSS00952024	Mr Sanjay Behera	Category _1	0239796200ASMS0095202459	500,000	500,000	500,000	500,000			60,000	
53	ASMACA D00032013	Dr Sharmila Subramanian	Category _1	0239796200ASMACAD000320131	500,000	500,000	500,000	500,000			60,000	
54	ASMACA D00172022	Mr Ashok Kumar Panda	Category _1	0239796200ASMACAD001720222	500,000	500,000	500,000	500,000			60,000	

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55	ASMACA D000420 13	Mr Jinasis Mohanty	Category _1	0239796 200ASMA CAD0004 20133	500,000	500,000	500,000	500,000			60,000	
56	ASMACA D000120 09	Mr Manoranjan Nayak	Category _1	0239796 200ASMA CAD0001 20094	500,000	500,000	500,000	500,000			60,000	
57	ASMACA D001420 21	Dr Bishnu prasad Kar	Category _1	0239796 200ASMA CAD0014 20215	500,000	500,000	500,000	500,000			60,000	
58	ASMACA D001020 21	Mr Dipan Kumar Jena	Category _1	0239796 200ASMA CAD0010 20216	500,000	500,000	500,000	500,000			60,000	
59	ASMACA D000920 18	Md Asif Khan	Category _1	0239796 200ASMA CAD0009 20187	500,000	500,000	500,000	500,000			60,000	

Annexure 3

**Accidental Dismemberment And Paralysis**

"The Percentage (%) of Sum Insured under (B2) Accidental Dismemberment and Paralysis as mentioned below shall supersede the policy wordings.

Nature of Losses	Up to Percentage(%) of Sum Insured
Both Hands or Both Feet	100
Sight of Both Eyes	100
One Hand and One Foot	100
Either Hand or Foot and Sight of One Eye	100
Speech and Hearing in Both Ears	100
Permanent and incurable insanity	100
Permanent Total Loss of the Central Nervous System or the thorax and all abdominal organs resulting in the complete inability to engage in any job and the inability to carry our Daily Activities essential to life without full time assistance	100
Either Hand or Foot	50
Sight of One Eye	50
Speech or Hearing in Both Ears	50
Hearing in One Ear	25
Thumb and Index Finger of Same Hand	25
Quadriplegia	100
Paraplegia	50
Hemiplegia	50
Uniplegia	25
Permanent Total Loss of Mastication	100

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**Permanent Partial Disability**

"The Percentage (%) of Sum Insured under (B2) Accidental Dismemberment and Paralysis as mentioned below shall supersede the policy wordings.

Nature of Losses	Up to Percentage(%) of Sum Insured
Loss of toes all	20
Great Toe	5
other than great toe if more than one toe lost each	1
Loss of ring finger	5
Loss of middle finger	6
Loss of index finger	10
Loss of thumb	15
Loss of four fingers	25
Loss of four fingers and thumb of one hand	40
Loss of hearing one ear	25
Loss of hearing both ears	50
Loss of little finger	4

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