

SINDH EDUCATION FOUNDATION  
HUMAN RESOURCE DEPARTMENT

Date: 21<sup>st</sup> April 2014  
HR Note Ref...NIL

NOTE FOR THE MANAGING DIRECTOR, SEF, GoS, KHI

SUBJECT: PREMIUM FOR THE INCLUSION OF EMPLOYEES IN GROUP HEALTH INSURANCE POLICY (EAST WEST LIFE INSURANCE)

Attached please find the approval for the attainment of Group Health Insurance solely for the SEF employees, their spouses & children. It is understood that all the employees of SEF working on contractual basis should be included in the health policy excluding the employees at the age of retirement (depends on the policy of insurance company), personnel on wages & interns.

First bill as per the tender has been processed/paid to M/s East West Life Insurance being the lowest successful bidder. The second running bill as per the new induction of employees in SEF has also been received to this office in accordance with the data given by HR department, SEF, which also includes those existing employees who has never availed the health benefits in past with M/s NJI at their own discretion, but this time, all the employees & their families will be covered under health insurance as per the attached approval.

Variance has been seen upto 35% to 40% regarding inclusion of health insurance beneficiaries that needs to be accommodated in legitimate consultation with the Procurement department, SEF, as per clause # 29.1 of the tender pertaining "right to vary quantities" which may be changed from 15% to 40% approximately on the basis of the approval from the MD, SEF (competent authority).

**It is requested that:**

a) The second running bill of M/s EWL amounting to Rs 944,073/= may please be approved for the payment in accordance with the following variance mentioned in the para ante duly verified the strength by the HR department, SEF:

- Strength of employees, their spouses & children given in the tender = 740 (1<sup>st</sup> Bill as per tender)
- Strength of employees, their spouses & children found after new inductions = 259 (2<sup>nd</sup> Bill)

b) Approval to vary the strength (quantities) upto 40% may also please be given to accommodate the remaining employees and their families under the approved budget of PKRs3.5 Million, so that the bills of M/s EWL could be paid gradually based on this approval.

For orders please.

Encl: (As stated above)

*21-04-2014*  
*Director (Admin & HR)*  
*Sen J 24/4*  
*MD, SEF*  
*24/4*