

Reference No: E109/26/57 ; **Date:** 31/10/57

Circular 21/1957:- Voluntary Health Insurance

A Dhuine Uasail,

1. I am directed by the Minister for Finance to say that he has been informed by the Voluntary Health Insurance Board that, subject to suitable arrangements being made, they are prepared to offer the benefit of group subscriber terms under the Voluntary Health Insurance Scheme to civil servant subscribers to the Board who arrange with their Departments for the deduction of subscriptions from pay and their transmission quarterly to the Board.

2. The arrangements proposed by the Board are as follows:

(a) The Board will send Departments on request supplies of a leaflet for issue to members of the staff informing them that application forms, etc., may be obtained from the Department. (Specimen leaflet attached). Each Department should as soon as possible tell the Board (Telephone No. 65453) how many leaflets they require.

(b) The Board will also send Departments supplies of the following documents (grouped in separate envelopes) for issue to officers who ask for them -

- (i) Brochure giving details of the scheme,
- (ii) Explanatory memorandum,
- (iii) Application Form (group), and
- (iv) Form of request for deduction of subscriptions from pay (specimen attached).

A civil servant who wishes to join the group scheme will be required to send the Board (direct) by 18th November, 1957, a completed application form and request form ((iii) and (iv) above.)

(c) The board will send the Accountant of each Department/Office by 11th January, 1958, an alphabetical list of civil servants in the Department/Office who have been accepted for insurance, showing the sums to be deducted from their pay. The completed forms of request for deduction from pay will be sent with the list.

3. The arrangements proposed for deductions of subscriptions from pay are as follows:

(a) In the case of staff paid monthly or twice monthly, the first year of insurance will commence on 1st January, 1958. The first quarterly deduction from pay will be deferred from the end of December, 1957, to the end of January, 1958, but subsequent deductions will fall to be made at the end of each quarter commencing with the March, 1958 quarter.

(b) Weekly paid staff will be given the option of a year of insurance commencing on 1st January, 1958, or one commencing on 1st April, 1958. Deductions from pay will in either case fall to be made on the last pay day of each quarter commencing with the March, 1958 quarter but in the case of the staff who opt for a year of insurance commencing on 1st January, 1958, the March, 1958 deduction will be double the normal quarterly deduction. Regard should be had to the quarterly deduction in fixing the officer's weekly pay.

4. The Minister concurs in these arrangements. He asks Departments to co-operate in the distribution of the various forms and authorises the making, without charge, of the necessary quarterly deductions on request and the transmission to the Board of the sums deducted.

Mise, le meas,
L.M.Fitzgerald.

Note

The specimens (leaflet/form) referred to in this Circular are not reproduced as they have since been revised.