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22/01  
22/1/2025

**Reliance General Insurance Company Ltd**  
**4th Floor, Imperial Trade Center, MG Road,**  
**Cochin-682035**

520  
R

Date: 11/01/2025

To

The Chairman

Cochin Port toll Booth, Indiarra Gandhi road,

Willington Island, Kochi

Pin: 682029



S/O's

**Subject: Requesting employment details Anijil K -22 S/o Manoj in accordance with a claim petition filed at MACT Ernakulam No.1811/2024 CL.NO: 2024215366**

Dear Sir,

This has reference to the above captioned claim application filed which is pending in the Motor Accident Claims Tribunal Mavelikkara by Anijil K -22 S/o Manoj, seeking compensation for injury sustained to him in an alleged Road Traffic Accident that occurred on 14/1/2024 at 2.00 am near Kattungal Temple. As per the said petition it has been claimed by the Claimant that he was doing "daily wages job" in your organization and drawing a salary of Rs 25,000/-

That the vehicle alleged to be involved in the Accident was insured with Reliance General Insurance Company limited and being an insurer the Company has been arrayed as one of the Respondent in above said claim application.

Since matter pertains to compensation under Motor vehicle Act, 1988 up to date as amended from time to time and assessment of compensation is based on the income, age, medical expenses due to injury arising out of said accident, we therefore request you to provide us the following attested documents related to Anijil K -22 S/o Manoj

1. Appointment letter & Designation at the time accident.
2. Date of Birth & retirement date as per office record
3. Nature of responsibilities and nature of job whether permanent/temporary/contractual
4. Compensation structure as on date of Accident or copy of CTC
5. Previous & Next six-month salary sheet.
6. Attested Salary slip for 6 months before accident date.

Amal  
Manoj  
Mukul  
Mishra  
Funda  
PM

Submitted on 12/02/2025

**Reliance General Insurance Company Ltd**  
**4th Floor, Imperial Trade Center, MG Road,**  
**Cochin-682035**

7. Attendance record from date of accident.
8. Details of paid & unpaid leave availed
9. Form 16 for two consecutive previous years including year of Date of Accident.
10. Detail of accident as per company record, if she/he was on leave or at work or travelling for official purpose on the date of accident.
11. Details of annual/half yearly/quarterly/monthly performance bonus if any
12. Perks, allowances and /or entitlements other than salary
13. Details of loans & reimbursements
14. Details of PA insurance Cover and name & relationship of beneficiaries with % share
15. Details of medical insurance coverage and reimbursements if any related this accident
16. Details of life insurance / Personal Accident policies as per office record and their maturity & disbursement details
17. Details of any declaration from the employee if she/he has suffered any disability (temporary or permanent arising out of accidental injury)
18. Health record, reimbursement of any illness treatment expenses if availed from the company
19. Details of income tax/TDS deducted
20. Copy PAN card/ PAN details as per company record.
21. PF number & details
22. Is your company covered under ex-gratia rules stated by Central Government or state Government , If yes, kindly provide the details of ex-gratia benefits and /or compensation provided by the company to Employee
23. If She/he has resumed his work then details of his current designation and joining month salary slip

As said details are essential requirement for the court proceedings your cooperation is highly appreciated which will also expedite the proceedings and grant of Compensation to the claimants.



**Yours faithfully**  
**For Reliance General Insurance Company Limited**  
Authorized Signatory

1156/2025/COP1  
Encl. No. RTI cell/1807/RI/2025-S Dt: 27/01/2025 SWO

Copy of RTI request is forwarded to All CPDs/HODs & HR Division of GAD for furnishing the details sought for by the applicant subject to the provisions under RTI Act, 2005 to the RTI cell on or before 31/1/2025. Please.

  
CPD (GAD)  
MS



Speed Post



ADMINISTRATIVE OFFICE,  
COCHIN - 682009

Dated: 20.02.2025

No. Secy./RTI Cell/VO/1807/2025-S

To

Shri. Varghese Oommen  
Reliance General Insurance Company Ltd  
4<sup>th</sup> Floor, Imperial Trade Center  
MG Road, Cochin - 682035

Sir,

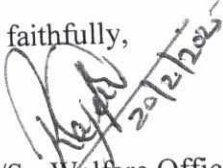
Sub : Information under the RTI Act, 2005- reg.  
Ref : Your application dated 11.01.2025 (received in this office on 20.01.2025)

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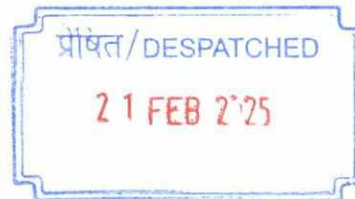
With reference to the above, it is informed that no employee named 'Anijil K' is working under Cochin Port Authority, W/Island.

If you are not satisfied with this reply, you may appeal to Deputy Chairperson, Cochin Port Authority, Cochin - 682009 being Appellate Authority against the same. The period within which an appeal could be preferred is 30 days from the date of this communication.

Yours faithfully,

  
CPIO/Sr. Welfare Officer  
General Administration Department  
Cochin Port Authority

bc



कोचिन पत्तन प्राधिकरण विलिंगडन आईलैण्ड कोचिन - 682 009 भारत  
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