PROCEDURE OF CLAIMING BENEFIT OF SWS-DGM

Who can claim benefits?

- The member shall make claims for his/her beneficiaries
- Nominated beneficiary for member

When can you claim benefits?

- Member requiring medical treatment
- Demise of beneficiary (s)
- Demise of a member
- Discontinue service with DGM

Apply for claim of SWS-DGM by filling up Form C with supporting documents and submit to working Committee

- The claim must be made within 30 days of the case.
- Referral letter from JDWNRH for medical treatment
- Office order from HRD, MoEA for refund
- Copy of death certificate in case of demise of a member or beneficiary (if cannot at the time of application, can be submitted later)

Acceptance or Rejection of Application

- The Working Committee shall verify the application along with supporting documents and process for entitled claims.

Release of Benefit and submission of complete set of documents

- The Working Committee shall make necessary payment of entitled claims.
- The complete set of supporting documents must be submitted within 60 days of case.