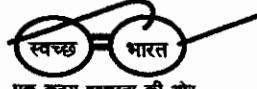




केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
Central Warehousing Corporation
(A Government of India Undertaking)



एक कदम स्वच्छता की ओर

No. CWC/FD- SG/Payroll/Circular/17-18

17th August 2017

CIRCULAR

Subject: Payment of Medical reimbursement through Payroll Application.

The payroll application has already been implemented in the Corporation and all the field offices are making the payments of salary and supplementary payment through payroll application.

2. A medical reimbursement module has been introduced in the payroll application and all the medical reimbursement should be now made through the medical module of the payroll application. It shall be ensured that all the payments of medical reimbursement to all the employees except quarterly medical allowance for group C & D employees should be paid through this module only.
3. The new medical module would also facilitate the analysis of the medical bills claimed by the employees by providing MIS reports to management and would bring transparency and accountability in the medical expenses claimed by the employees.
4. All the Regional Offices are also advised to review the medical expenditure at their level to ensure that the medical expenditure of the corporation is within the reasonable limits.
5. All the employees are being given access of medical module in their respective payroll application user ID for submission of medical reimbursement application form and submit the claim. The detail guidelines are enclosed in the Annex-I.

(R R Aggarwal)
GM(Finance)

Encl: Annex-I

Distribution:

1. All HODs, CWC, Corporate Office, New Delhi.
2. All RMs/EEs of Regional Offices/Construction Cell, CWC
3. PPS to MD/Sr. PA to Director (Pers.)/AM to Director (Fin)/Sr. PA to Director (M&CP), CWC, CO, New Delhi
- ✓ 4. GM(system), CWC, CO, New Delhi for uploading the circular on CWC Website.

CPK

Bahamy
18/8/17

User manual for Medical Reimbursement Module

For Employees: -

1. A new link for Medical re-imburement module has been provided in Login of CPF and Payroll at CWC's main website i.e. www.cewacor.nic.in > CPF and Payroll.
2. After Login, employee may see a new tab named - Medical.
3. On clicking the above tab, employee may go:
 - a. **Medical > Expense Request > Create**

Create In which employees may submit their claims for Medical re-imburement by filling their details as same as in paper form i.e. Name of employee, CPF Code, Consultation fee paid details by clicking on plus sign as "+", medicines purchased details by clicking on plus sign as "+" etc.

Before submitting all details, employee may check details of submitted claims by clicking on "Print Preview", then click on submit

- b. **Medical > Expense Request > Request Status**

Request Status Here employees can take print of their submitted claims by clicking on "print" or "view" and check the status of their claims.

After filling of online form, employees also have to submit a copy of online filled form along with all requisite documentary proof to Medical Section.

Medical Section of Corporate Office/Regional Offices

Two roles (i) Medical Verified and (ii) Medical Approver have been created for use by Medical Section. All the Regional Offices are requested to give the names of the officials dealing with Medical bills so that the requisite responsibilities can be assigned to them

1. **Medical Verifier**

- Employee > Medical Verifier**

In Medical verifier tab, Medical reimbursement bills submitted online by employees may be seen, checked and their status of pendency by authorized employees

(i) Employee > Medical Verifier > Medical > Expense Request > Verify

Verify: Medical reimbursement bills submitted online by employees may be verified by approving, editing for deduction or reject the bill for wrong claim in nature.

(ii) Employee > Medical Verifier > Medical > Expense Request > Request Status:

Request Status: Here employees can check the status of their claim

(iii) Employee > Medical Verifier > Medical > Expense Request > Expense Reports:

Expense Reports: Expense reports for Bank Transfer may be viewed or downloaded in HTML or MS-Excel format for Bank remittance of claim of Medical reimbursement after approved by Medical Approver.

2. Medical Approver:

Employee > Medical Approver

In Medical Approver tab, Medical reimbursement bills submitted online by employees may be finally approved for bank remittance in addition to all task performed by Medical Verifier described as above.

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