

CWC EMPLOYEES BENEVOLENT TRUST

**By Speed Post**

"WAREHOUSING BHAWAN"  
4/1, SIRI INSTITUTIONAL AREA  
HAUZ KHAS  
NEW DELHI-110016

CWC-EBT/Med. Reimb./2015-16

1844D

Dated 18/03/2016

The Regional Manager/EE/AGM(Fin.),  
Central Warehousing Corporation  
Regional Office


Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chennai, Chandigarh,  
Delhi, Kolkata, Hyderabad, Mumbai, Navi Mumbai, Patna, Raipur,  
Kochi, Guwahati, Lucknow, Panchkula, Jaipur, CC, Navi Mumbai,  
CC, Bhubneswar( Kolkatta), CC Delhi, CC Chennai,  
Finance Division, CO, New Delhi

**Sub: Scheme of Reimbursement of medical expenses for OPD treatment out of fund from CWC Employees Benevolent Trust for the financial year 2015-16 – Modification in procedure due to prescription in local language at some Regional Offices.**

Sir,

With reference to letter No. CWC-EBT/Med.Reimb/2015-16 dated 14/09/2015 and 656D dated 18/01/2016 regarding reimbursement of medical expenses for OPD treatment for chronic diseases, the procedure of making reimbursement has been reviewed due to prescription in local language at some Regional Offices and procedure given in para 3 & 6 of the circular No CWC-EBT/Med.Reimb/2015-16/656D dated 18/01/2016 is modified with the approval of Competent Authority, which is given below:-

- 1) Bills shall be checked & passed as per standing instructions, by concerned ROs/CCs/CO and a register for records of medical bills may be maintained at concerned units, but no entry to be passed for such bills in RO/CC/CO Books of Accounts.
- 2) After passing the bills and admitting the amount, the medical bills in original, indicating amount admitted against that bill in covering letter shall be forwarded by head of accounts section of concerned RO/CC/CO (SIO, Medical cell, Finance division) to EBT section, Corporate Office, New Delhi on fortnightly basis i.e. bills received from first to 15<sup>th</sup> of every month shall be sent, indicating progressive total of payment made to each employee till date, in 3<sup>rd</sup> week of the month and for the bills received from 16<sup>th</sup> to 30<sup>th</sup>/31<sup>st</sup> in 1<sup>st</sup> week of next month to EBT Section, for making reimbursement up to the prescribed limit, as per above circulars, alongwith bank account details for releasing e-payment (containing IFSC Code of Branch) of all the employees claiming the reimbursement. Copy of cancelled cheque of bank account of each employee/claimant should also be sent to EBT Section.

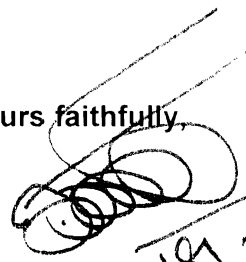
  
18/3/16

- 3) EBT section will check for the limit of reimbursement, obtain sanction from Secretary, EBT and release payment directly to the Bank accounts of the claimant employees.
- 4) EBT section will pass necessary entries in the Books of Accounts of Benevolent Trust.

The above procedure will be effective from financial year 2015-16 with immediate effect.

Hindi version of this circular follows.

Yours faithfully,

  
( A.K. Sharma )  
Secretary (EBT)

Copy to:-

- 1) GM(F&A)/Trustee, CWC, CO, New Delhi.
- 2) GM(Systems), CWC, CO, New Delhi (for placing the circular on website of CWC).
- 3) PPS to Chairman/ MD/AM to D(F)/Mgr. to D(P)/PS to CVO, CWC, CO, New Delhi.
- 4) All HODs of Corporate Office, New Delhi.
- 5) DGM(Pers.)/Trustee (Sh. R.K. Sadhwani), CWC, CO, New Delhi
- 6) Sh. B. Raghavendra Rao, JS & Trustee, RO, Bangalore
- 7) Sh A. Sivanand, JS & Trustee, RO, Hyderabad
- 8) Manager (Rajbhasha) with request to arrange Hindi version of the circular.
- 9) Notice Board of CWC, Corporate Office, New Delhi.