




केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No. CWC/FD-Ins./421-Renewal/2019-20

Sub : Medical Insurance for Retired Employees

It has been observed that during the last year, intimation to the retired employees requesting them to submit their applications alongwith necessary contribution towards Post Retirement Medical Benefit Facility was issued very late, i.e. during March, 2018, which resulted in delayed implementation of the scheme and ultimately we have received lot of complaints from retired employees.

In order to avoid such situation, Personnel Division is hereby advised to immediately issue necessary circulars to the retired employees, directing them to submit necessary application form in the appropriate format alongwith their contribution well in time. This process needs to be completed by all means by 15.02.2019 and no application should be entertained after this cut-off date so that the medical insurance scheme can be rolled out smoothly effective from 01.04.2019 for the year 2019-20.

It is further observed that the medical claim ratio is increasing year after year. Accordingly, in order to have effective control over the scheme/its utilization, etc., it is advised that all applications alongwith necessary contribution should be submitted "in person" by the employees alongwith their spouse to the RO near to their home town together with photographs of self and spouse, as the case may be. The retired employees, who prefer to submit their applications at CO, shall submit to Personnel Division, CO, New Delhi.

All applications should have the CPF Code No. of the employee. If the concerned employee is not aware of his CPF Code, the concerned RO/CO will have to ensure that the CPF Code No. of the concerned employee is traced from records and recorded on the face of the application. No application without CPF Code No. can be entertained for whatsoever reason.

All such applications received are to be scrutinized and should have the counter signature of the RM admitting the application for further processing.


A consolidated statement in the appropriate format needs to be prepared by each RO and to be signed by two officers; one of whom must be the RM and the statement so prepared will have to be forwarded to Personnel Division, CO, New Delhi alongwith copy of the applications for further processing by 25.02.2019.

Personnel Division, CO, New Delhi shall submit the consolidated statement so received from ROs after completing necessary checking/matching of CPF Code with employee details and other formalities to the Insurance Cell of Finance Division, CO, New Delhi by 05.03.2019. Insurance Cell shall submit the same to the insurance company after completing necessary formalities so as to ensure that the Insurance Card are issued by the insurance company to the retired employees before 31.03.2019.

Insurance Company may be advised to issue Photo I/Card to the retired employees to enable them to avail post retirement medical facilities.

Insurance Cell at CO may initiate process of inviting tender for insurance cover for various CWC assets and PRMS from now on so that the insurance tender for the year 2019-20 is finalized before 28.02.2019.

Issued for strict compliance by all concerned.


(S. Charles)
Director (Fin.)
26.11.2018

GGM (Personnel)
GGM (F&A)
All RMs



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No. CWC/MS-7/PRMCS/Admn

Dated: 18.12.2018

CIRCULAR

Reference is invited to our circular No. CWC/FD-Ins/421-Renewal/2019-20 dated 26.11.2018 advising all retired employees to submit their application for availing PRMB facility alongwith necessary contributions **in person** alongwith their spouse with a view to ensure that the application alongwith necessary contributions etc. is received in concerned RO/CO well in time without giving any room for misplacement/non receipt of application resulting in non issuance of Medical Insurance Card in time. We have been receiving lot of complaints during the past as the application alongwith the enclosures submitted by the retired employees either not received by the office or not found to be in order which has resulted in avoidable correspondences and delays .

Many retired employees have expressed difficulties in submitting the application form **in person** it has therefore, been declined in, as partial modification of Circular No. CWC/FD-Ins/421-Renewal/2019-20 dated 26.11.2018, wherever it is not possible for the employees to appear **in person** and submit the application, they are permitted to submit the **living certificate** in the prescribed format alongwith cheques/DD, with the application duly signed by the following authorities:-

1. Gazetted Officer (Officers Of Armed Forces, Central & State Governments Employees with Group A Service Rules, Scientists (In Govt. Funded Research Org), Vice-Chancellor to Assistant Registrars, Principals & Faculty Members Of Central & State Universities, Doctors, Engineers & Drug Controller (Central & State Services), Magistrate & Above In Judicial Service, Drugs Inspector (State Govt Service), SDO (Sub Divisional Officer), BDO (Block Development Officer), Circle Inspector, Tahsildars etc. In State Administration, Principal of Govt Schools, Income Tax & Revenue Officers,
2. Bankers certificate by the bank where the medical reimbursement shall be remitted.

The application form and the Living Certificate in the prescribed format alongwith cheques/DD should be sent preferably by registered post . In case the application has not been received or alongwith the Living Certificate in prescribed format within the stipulated time frame, the Corporation shall not be responsible for any such non -receipt/delay in this regard.

Note: All other terms and conditions of the Circular No. CWC/FD-Ins/421-Renewal/2019-20 dated 26.11.2018 remains unchanged.

Arvind
18-12-18

(Arvind Chaudhri)
Group General Manager (Pers)

Distribution:

1. All HoDs, CWC, CO, New Delhi
2. All Regional Manager, CWC - with a direction to forward the circular to all concerned.

Copy to:

1. PS to Chairman/ PPS to MD/PS to Dir (MCP)/SAM to Dir (Fin)/ PA to CVO - for information please.
2. GM (MIS), CWC, CO, New Delhi - for arranging to upload on CWC website.



No. CWC/MS-7/PRMCS/Admn

Dated: 19.12.2018

Corrigendum

In reference to the circular No.CWC/MS-7/PRMCS/Admn/579A dated. 18.12.2018, it is informed that the word "declined" at line no. 2 of para no. 2 shall be read as "**decided**".

Format of living certificate is also enclosed for ready reference please.

Neha
19/12/18

(Neha)

Sr. Assistant Manager (Admn.)

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LIVING CERTIFICATE TO BE SUBMITTED BY THE RETIRED EMPLOYEES

**Photograph of
retired
employee**

**Photograph of
retired
employee
spouse**

It is certified that I have seen the employee Sh./Smt.
_____ and his/her dependant spouse Sh./Smt.
_____ and both are alive or Sh./Smt.
_____ is alive on this date.

Signature of the retired employee

CPF code of the retired employee

Spouse's Signature _____

Aadhar No. of the retired
employee & Spouse

Name of authorized officer

Place _____

Designation of the officer

Date _____

Seal _____

ACKNOWLEDGEMENT(For Office use only)

It is confirmed that Sh./Smt. _____ has submitted
his/her living certificate for the financial year 20_____

Date

Signature of the Authorised officer
(Warehouse/Regional Office/Corporate Office)

Place