

CWC EMPLOYEES BENEVOLENT TRUST

By Speed Post
"WAREHOUSING BHAWAN"
4/1, SIRI INSTITUTIONAL AREA
HAUZ KHAS
NEW DELHI-110016
Dated 18/01/2016

CWC-EBT/Med. Reimb./2015-16 / 656 ①

The Regional Manager/EE,
Central Warehousing Corporation
Regional Office

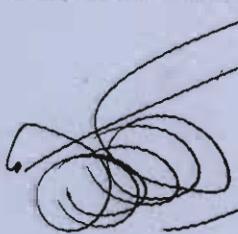
Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chennai, Chandigarh,
Delhi, Kolkata, Hyderabad, Mumbai, Navi Mumbai, Patna, Raipur,
Kochi, Guwahati, Lucknow, Panchkula, Jaipur, CC, Navi Mumbai,
CC, Bhubneshwar(Kolkatta), CC Delhi, CC Chennai

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.

Sir,

With reference to letter No. CWC-EBT/Med.Reimb/2015-16 dated 14/09/2015 regarding reimbursement of medical expenses for OPD treatment for chronic diseases, the procedure of making reimbursement has been reviewed and is modified, which is given below. Following chronic diseases will be covered for reimbursement as were circulated vide circular No. CWC/MS-I/Medical Review/Admn./554D dated 19.09.2000 by CWC. These are reproduced as under:-

- 1) The name of diseases are:-
 - a) Heart Ailment
 - b) Diabetes
 - c) Cancer
 - d) Mental Diseases
 - e) Poliomyelitis
 - f) Tuberculosis
 - g) Leprosy
 - h) Gastritis
 - i) Bronchial Asthma/Bronchitis
 - j) Epilepsy
 - k) Paralysis
 - l) Renal Failure
- 2) CWC employees of Group A & B shall claim the reimbursement of medical expenses, either from CWC under its medical scheme OR from CWC Employees Benevolent Trust as per scheme circulated vide letter No. CWC-EBT/Med.Reimb/2015-16 dated 14/09/2015. The option in this regard, if claiming from CWC Employees Benevolent Trust, is to be submitted within first fortnight of the financial year or within 15 days from the date of issue of this circular.


18/01/2016

- 3) All the Regional Offices/Construction Cells/CO, Finance Division (Medical Cell) will forward all the medical claims(in original) received till date to the EBT Section, Corporate Office, New Delhi (including claims received and passed for payment for first Rs.10,000/-) alongwith photocopy of medical payment register (individual wise).
- 4) All the Regional Offices/Construction Cells/CO, Finance Division (Medical Cell) will claim the amount reimbursed to the employees till the date of issue of this circular for FY 2015-16 alongwith original bills, from EBT Section, Corporate Office, New Delhi. They will also send self attested copy (by the employee) of 1st diagnosis/consultation obtained regarding chronic diseases, from Govt./Govt. Recognised Hospitals, as required by above circular.
- 5) All the Regional Offices/Construction Cells/CO, Finance Division (Medical Cell) will forward the list of Govt. Hospitals and Govt. Recognised Hospitals of each warehouse/RO/CC, under their jurisdiction.
- 6) In future, concerned Regional Offices/Construction Cells shall forward the claim of their staff to EBT Section, Corporate Office, New Delhi on fortnightly basis i.e. bills received from first to 1st to 15th of every month shall be forwarded on 16th and from 16th to 30th/31st on 1st of next month to EBT Section for making reimbursement up to the prescribed limit, as per above circular, 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.
- 7) All the Regional Offices/Construction Cells/CO, Finance Division (Medical Cell) will forward verified copy of dependency certificates, given by each employee/claimant. This certificate is to be verified by Head of Admn. Section of RO/CC/CO alongwith their rubber stamp.

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

Hindi version of this follows.

Yours faithfully,

(A.K. Sharma)
Secretary (EBT)

Copy to:-

- 1) GM(F&A), 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) Manager (Rajbhasha) with request to arrange Hindi version of the circular.
- 6) Notice Board of CWC, Corporate Office, New Delhi.

Sharma
20/1/2016

Suptd(MIS) sek
J.S.(MIS)