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Azadi Ka
Amrit Mahotsav



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC/CO-PD0PLCY/17/2023-PERSONNEL

Dated: 27.03.2024

CIRCULAR

Subject: Submission of Medical Bills of treatment upto 31st March 2024 & guidelines for medical bills/prescription as per new scheme....reg.

Ref: CWC CO Circular No. CWC/CO-PD0PLCY/18/2023-PERSONNEL Dated: 01.02.2024

1. The revised Medical Attendance Scheme issued vide Circular No. CWC/CO-PD0PLCY/18/2023-PERSONNEL dated 01.02.2024 shall be effective w.e.f. 01.04.2024.
2. The bills of the treatment upto 31st March 2024 shall be submitted within 45 days w.e.f. 01.04.2024 i.e. latest by 15th May 2024 failing which the amount shall be adjusted against the entitled limits as per revised Medical Attendance scheme.
3. The dependency certificate is now onwards to be submitted by all the employees of the Corporation by 31st March of every year irrespective of the fact whether they had submitted said declaration in the previous year or not. However, dependency certificates submitted by employees after January 1st, 2024, may be considered for the financial year 2024-25.
4. The employees who have not submitted the dependency certificate for this year are advised to submit at the earliest along with income certificate, failing which the family member shall not be updated as dependents in the records.
5. Further for claiming medical reimbursement as per revised rule, scan copy of medical bills/prescription needs to be uploaded on portal. The original copy of bills/prescription needs to be retained by employees up to 5 years excluding the year during which treatment was undergone. The copies of bills have to be produced whenever asked for inspection & Audit.

N. Gupta
27/3/24
(Nikhil Gupta)

General Manager (General)

Distribution To:

1. All HoDs, CWC, CO, New Delhi
2. All Regional Managers, CWC, Regional Offices
3. PPS to MD/ PPS to Dir (M&CP)/ Sr. PA to Dir (Fin)/ PPS to Dir (Pers), CWC, CO, New Delhi
4. Secretary General, Federation of Central Warehousing Corporation Employees Union, New Delhi
5. AGM (MIS), CWC, CO New Delhi- for uploading the Circular on Website

C.O.: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.

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