

Human Resource Department
(Head Office)

Ref. No. HO/Pers/Estt/9

26th October 2016**CIRCULAR NO. 1700****Sub: Medical Assistance**

In continuation of Circular dated 30.06.2016 about claims of Medical reimbursement under Annual Medical ceiling / SMS, a Work Flow Application for applying online Special Medical Sanction (SMS) has also been developed in HRMS under Workflow applications.

SMS application can be submitted online and supporting documents i.e. Doctor's Prescription/Estimate of expenses etc. can be attached as scanned copy. Once, the application is submitted, an application Sequence Number will be generated automatically. The workflow application will be recommended/forwarded online by respective authorities and the application will reach online to HR Deptt (Medical Bill Section) for approval.

Even if, the scanning facility is not available to upload the documents online, the application has to be submitted online and supporting documents have to be submitted to the HR department immediately. Employee's name, personal number and computer generated application sequence number must be mentioned on top of the supporting documents.

The sanctioning authorities will accord approval online. Once approval is granted, the approved application will be accepted by HR department in HRMS, which will generate a unique SMS No. automatically. Employee will get message and e-mail alert about approval. He/She can refer this SMS Number for submitting medical bills as well as for enhancement of SMS Amount/Period of treatment etc.

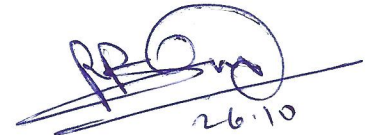
In emergency cases, where permission has been given to go for treatment, the HR department will enter the details directly into Medical Module of HRMS, on receipt of medical bills from the Hospital, thereby generating SMS Number. The Employee will get message after generation of SMS Sequence Number.

The Work Flow Application will be implemented w.e.f 7.11.2016. This will make application process paperless and time saving.

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Further, a summary page has been created under Annual Medical reimbursement workflow application. This page will be generated immediately after bills are entered in workflow, which will be available in Medical Reimbursement History, to print, at the time of submitting routine medical bills.



Handwritten signature of R P Singh with the date 26.10 written below it.

(R P Singh)
Director (HR & Legal)

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CC: General Secretaries of Recognised Employee's Union/Officer's Association of all Units/Div.

JGM – MDs Office - For kind information