

Human Resource Department
Head Office



Ref. No. : HO/Pers/Estt/9

Date : 30/06/2016

Sub.: Medical Assistance

In pursuit of computerization another Work Flow Application for submitting claims of Medical reimbursement for medical treatment under Annual Medical Ceiling and for SMS has been developed in HRMS which is being implemented w.e.f 1.7.2016.

Employees will now submit their claims online through workflow application under EIS. Once the claim is submitted a sequence No. will be generated automatically and the workflow application will move to P&A Deptt (Medical bill Section).

The employees have to mention this Sequence No. on first page of their supporting voucher for medical expenses and submit to P&A Deptt (Medical Bill Section) for reimbursement. P&A Deptt will verify and recommend the claim to F&A Deptt. Once the claim is processed & recommended for payment to F&A Deptt. online, an auto generated SMS will be passed on to the individual for information.


(R P Singh)
Director(HR&L)

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CC: JGM, MD's Office-For kind information.