


<p>दिल्ली ट्रांसको लिमिटेड (दिल्ली सरकार का उपक्रम) कार्यालय : सहायक प्रबन्धक (मा सं) नैति कोटला मार्ग, शक्ति सदन, नई दिल्ली -2 फोन: 23230152, 23232471</p>		<p>DELHI TRANSCO LIMITED (A Govt. of NCT of Delhi Undertaking) O/o HR Policy Kotla Road, Shakti Sadan, New Delhi 1100 02. Tel: 23230152, 23232471</p>
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No.F.DTL/108/17/2018/HR(Policy)/ 756

Dated:- 25.01.2018

OFFICE ORDER

In light of practice being adopted by Delhi Govt. for their employees in respect of reimbursement of their Medical expenses for Out Patient Department (OPD) and admission procedures, the Competent Authority has reviewed the existing practice in DTL for claiming/reimbursement of medical expenses made by DTL employee for self and their dependents and approved the following procedure for future:-

1. If an Employee or his/her dependent requires treatment, shall visit the DTL/erstwhile DVB dispensary or panel hospital for treatment/Medicine prescription. No referral from company Doctor is required in case employee visits panel hospitals for treatment/medical prescription.
2. After visiting the panel hospital/DTL dispensary employee shall get the treatment/tests done or if Medicine is required to be purchased employee shall purchase the medicine as per prescription of panel hospital/DTL dispensary.
3. On completion of treatment, employee shall submit the bills of Medicines, Tests & Consultancy, as the case may be, to Expenditure section of Finance department directly, for reimbursement.
4. Finance department shall verify/approve the bills and shall reimburse the same, as per applicable CGHS/ DGHS rules and regulations.

The above procedure is applicable for OPD claims only.

In case of in-patient and admission cases also, employee and his/her dependent shall visit empanelled hospital for getting treatment. No referral from DTL/erstwhile DVB dispensary doctor shall be required. However, in case of admission, employee will have to submit the details of admission and treatment in the Medical department for settlement of the bills.

For cashless treatment in empanelled hospitals, permissions will required to be taken from Medical department as per existing procedures.

This issues with the approval of competent authority.


(VASU DEV)

DY. GENERAL MANAGER (HR)

Copy to:-

1. Sr. PA to CMD.
2. PS to Director (HR).
3. DM (S) to Director(Fin.)/Director(Oprns.)
4. GM(HR)/DGM(HR)/CMO
5. Manager (IT)/ERP

For information please.

With a request to upload on ERP portal.

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No.F.DTL/108/17/2018/HR(Policy)/ 758

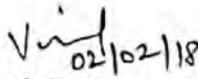
Dated: 02.02.2018

OFFICE ORDER

In view of the revised procedures adopted for reimbursement of Medical claims issued vide order No. F.DTL/108/17/2017/HR(Policy)/756 dated 25.01.2018, following works have been assigned to the Medical department:

- i) Medical Prescription for employees and their dependent, in case employees approach to Medical department for prescription.
- ii) Issuing new plastic medical smart cards for DTL employees and their dependents, in-line with the practice adopted by CGHS.
- iii) Maintaining the empanelment of hospitals wherein employees can get treatment.
- iv) Maintaining a list of panel hospitals and ensuring its display on ERP portal.
- v) Follow up with DGHS and CGHS to ensure name of Delhi Transco Limited is reflected in their list sent to all empanelled hospitals to avoid inconvenience to the employees and to ensure that they get treatment on empanelment rates only.
- vi) Supervising and monitoring the in-patient cases where an employee or its dependents are hospitalized. Company Doctors shall visit such cases on sample basis to ensure that proper procedures are being followed by the panel hospitals and employee is getting required treatment properly.
- vii) Verification of In-patient bills submitted to DTL directly by the panel hospitals or the employee, as the case maybe.
- viii) Verification of cashless medical bills claims in respect of Pension Trust.
- ix) Any other work as assigned by the Management.

This issues with the approval of competent authority,


(Vivek Kr. Sharma)
AM(HR) Policy

Copy to:-

1. Sr. PA to CMD.
2. PS to Director (HR)/ Director(Oprns.)
3. DM (S) to Director(Fin.),
4. GM(HR)/DGM(HR)/CMO
5. Manager (IT)/ERP

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