

<p>दिल्ली ट्रान्सको लिमिटेड (दिल्ली सरकार का उपक्रम) मानव संसाधन विभाग कार्यालय : जन सूचना अधिकारी (माओ सं०) 5वाँ तल, शक्ति सदन, कोटला मार्ग नई दिल्ली- 110002 फोन: 23230174</p>	  सूचना का अधिकार RIGHT TO INFORMATION	<p>DELHI TRANSCO LIMITED (A Govt. of NCT of Delhi undertaking) H.R. Department Office of PIO (HR) 5<sup>th</sup> Floor, Shakti Sadan, Kotla Road, New Delhi-110002 <b>RTI CELL-HR: 23230174</b> <b>INTERCOM: 322</b></p>
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No: F.DTL/1011/PIO-RTI/2025/ID#3480 /PIO(HR)/ 86

Dated: 16.06.2025

Sub: RTI Application ID# 3480 dated 26/05/2025 in r/o Sh. [REDACTED] received under RTI Act 2005.

Refer to your application dated 23.05.2025 under RTI Act 2005 registered in Delhi Transco Limited as ID # 3480 dated 26/05/2025. In this regard, the information as received from the concerned department is as under:

S.No.	Information Sought	Reply
1	An Office Order no. F.5 (11)/A&G/PRC/138 Dated 07-02-2002 passed by the office of Administrative Officer (General) w.r.t. Office Order No. F.5(11)/A&G/PRC/217 dated 23-07-97, in pursuance to DVB's Resolution No. 03/2002/058A dated 31-1-2002 providing clarification regarding the entitlement of the employees who retired on or after 23.7.1997 to the time bound promotional scale scheme introduced w.e.f. 1.4.1994.	The information provided by the EB/PRC section of HR wing in DTL is, "Relevant documents 04 pages enclosed."
2	A latest proforma for reimbursement of Medical bills for OUT DOOR PATIENT for the employees who retired from their services in DELHI VIDYUT BOARD.	The information provided by the office of Executive Director (Medical) is, "Copy of Proforma for reimbursement of Medical Bills for Out Door Patient for the DVB retirees allotted to DTL is enclosed herewith (03 pages)"

As per Section 19 of CRTI Act-2005, you can appeal to the First Appellate Authority, i.e. Office of Manager (HR)-II/FAA(HR), Delhi Transco Limited, 6<sup>th</sup> Floor, Shakti Sadan, Kotla Marg, New Delhi-110002 within 30 days of issue of this information.

Encl: As above.

  
 (Savitri Rabha)  
 Public Information Officer (HR)-DTL

DELHI VIDYUT BOARD

No.F.5(11)/A&G/PRC/138

Dated: 07-02

OFFICE ORDER

Vide office order No.F.5(11)/A&G/PRC/217 dated 23.7.97 the time-bound promotional scale scheme was introduced in Delhi Vidyut Board w.e.f. 1.4.94. Later on doubts have been raised as to whether the retired/died employees are to be considered for the purpose of the time-bound promotional scale or otherwise.

With the approval of DVB vide its resolution No.03.2002/05 dated 31.1.2002 it is hereby clarified that the employees/officers who have died/retired on or after 23.7.97 i.e. the date of the issue of the office order relating to the time-bound promotional scale scheme shall be entitled for the time-bound promotional scale as per eligibility in accordance with the scheme introduced w.e.f. 1.4.94 provided he fulfills the conditions for required number of year of service and met the other eligibility conditions.

AAO/420 (F)

Filed  
7/2

On

(G. SRINIVASAN)

ADMINISTRATIVE OFFICER (GENERAL)

Copies to:-

1. Secy. to the Chairman.
2. Member (TI & II)/Member (A)/Member (F)
3. AGM(A)/AGM(HQ)/CPO/Secy. DVB
4. All Head of Deptt./Sections.
5. All APOs(B)/AOs(E).
6. Recognised Union/Associations.

प्रमाणित किया जाता है कि यह प्रतिलिपि जारी की जा रही है

3480 Date 26/5/25

DM(F)/EB



DELHI VIDYUT BOARD

NO.F.3(11)/A&G/PRC/ 217

DT: 23.07.1997

OFFICE ORDER

The Delhi Vidyut Board vide its Resolution No. 213 dt. 16.7.97 has been pleased to approve the introduction of time-bound promotional scale in Delhi Vidyut Board as detailed below:

i) All the employees / officers of Delhi Vidyut Board shall be entitled for the first time-bound promotional scale on completion of 10 years regular service as the subordinate/ministerial staff members of group 'A' office.

ii) The second time-bound promotional scale shall be given on completion of further 8 years of service, i.e. 18 years of service, in all from the date of induction of official/officer at the base level on regular basis subject to the condition that in the case of class-I officers, the time-bound promotional scale shall be given to such officers who have been appointed on regular basis as per recruitment rules in their own right to the promotional grade.

2. Time-bound promotional scale to be allowed under the scale shall be the next higher scale available as per the channel promotion or in case where either a selection or trade test has been provided as condition precedent to promotion, then the available scale shall be the time-bound promotional scale of the category.

3. The benefit of time-bound promotional scale shall not confer on the employee the higher designation of the promotional post nor will it dilute the Service Rules recruitment/promotion to such post according to his entitlement due course.

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3480 26/5/25



4. The benefit of time-bound promotional scale shall be given to all the employees of D.V.B., placed in identical scales in the ministerial/subordinate cadres or in Group 'A' provided that the base level in each case shall be inductive recruitment, and not by promotion as such.

The Medical Officers and teaching staff or any category of the Board already enjoying the benefit of time-bound promotional scale too shall not be entitled for the above benefit.

Once an employee/officer enters into class-I service on right or in the time-bound promotional scale, he shall be at par with the direct recruits in that grade for the benefit of next promotional scales.

The above promotional scale of pay as mentioned above shall be given on the basis of seniority and requisite qualifying service which means that the period of Extra Ordinary leave for state affairs and dies-non period, if any, shall not be counted towards the requisite service for the following condition:-

- (i) Such employees are fit for promotion on the basis of overall performance on the recommendations of a D.P.C.
- (ii) This scheme will come into force w.e.f. 1.4.94 which means that such of the employees falling under any of the categories shall become eligible for the benefit of next promotional time scale provided they have put in the requisite service on a regular basis as on 1.4.94 or thereafter and when they complete the requisite period of service.
- (iii) Such employees will continue to perform the same duties and functions and carry the same designation though their pay under these orders will be fixed under FR 22(1)(a) till they are absorbed against regular vacancies in the line of their promotion and shall not be entitled to the benefit of any fixation of pay in that scale again.

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3480

26/5/2015

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DM (F&B)



iv) Such employees are not continuing in the same category of post as a measure of any disciplinary action against them. The cases of persons who were awarded punishment shall be considered after the punishment period is over. In cases of those who have been reverted to a lower post as a result of disciplinary action, their cases shall be considered after the revocation of reversion, if and when it takes place.

v) Such employees will also be entitled to the benefits such as Special Pay, Conveyance Allowance, uniform washing allowance including date of retirement, which they were drawing along with the lower post, i.e., in the present scale of pay.

vi) No anomaly of pay may be claimed by a senior employee vis-a-vis another junior employee merely on the strength of latter getting his placement into the time-bound promotional scale. However, the employee shall have the option to get the time-bound promotional scale on completion of the prescribed period or from the date following his next increment in his scale of pay.

The above scheme shall be in supersession of earlier Higher Scales scheme introduced vide Office Order No. F.2(40)/A&G/PBC dated 16.7.92.

(V.D. MERTHA)

ADMINISTRATIVE OFFICER (GENERAL)

Copies to:

Secretary to Chairman.

Member (Tech)/Member (Fin.)/AGM(A)/AGM(T)/Secretary, DVB.

All Heads of Depts./Sections.

Recognised Union/Associations.

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DNCEB



# DTL MEDICAL CHECK LIST

**Bills to be submitted once in a month only (Monthly bills to be submitted together)**

**List of documents to be enclosed at the time of submission of bills as per DGEHS/CGHS guidelines and DTL Medical policy.**

- |   |                 |
|---|-----------------|
| 1. Essentiality Form (Medical claim form) duly filled and signed by the card holder.  | <b>YES / NO</b> |
| 2. OPD & IPD Bills fill in separate Medical Claim form monthly basis.   | <b>YES / NO</b> |
| 3. Proof of identity – Photocopy of MPC( Front & Back side) / Identity Card.  | <b>YES / NO</b> |
| 4. Discharge summary/Prescriptions (MPC/Hospitals)– duly signed and stamped by Treating Doctor.   | <b>YES / NO</b> |
| 5. Original bills / Cash memo duly signed in the back side by the card holder.  | <b>YES / NO</b> |
| 6. Payment receipt/Advance receipt in case of IPD treatment   | <b>YES / NO</b> |
| 7. Details of medicines and investigations (with break-up & reports) in respect of amount shown in the original paid final bill/cash-memo   | <b>YES / NO</b> |
| 8. All Investigations, Photocopy of the Reports duly signed by the card holder  | <b>YES / NO</b> |
| 9. Investigations costing above Rs 2,000/- should be done from panel labs/hospital only   | <b>YES / NO</b> |
| 10. The investigation/procedure not listed in CGHS rate list must have Govt specialist advice and prior permission from o/o CMO-DTL.  | <b>YES / NO</b> |
| 11. Original Invoice and empty pouch of the High Value chemotherapy/immunotherapy medicine and beneficiary must have to submit the opinion of Concerned Govt. specialist.   | <b>YES / NO</b> |
| 12. In case of PTCA – Empty Cover / Pouch of the stent with original Invoice of the stent with PTCA report duly signed by treating Doctor.  | <b>YES / NO</b> |
| 13. In case of Permanent Pacemaker (PPI), CRTD implantation beneficiary must have to submit the opinion of Concerned Govt. specialist also enclosed (procedure CD, pre & post ECG, X-ray or Holter repot etc.)  | <b>YES / NO</b> |
| 14. In case of Implants/IOL – Original invoice for single purchase / photocopy of the invoice for bulk purchase with certification from hospital of the implant duly verified with sticker.   | <b>YES / NO</b> |
| 15. Prior permission from the O/o CMO-DTL for treatment of Joint (Hip/Knee etc) & other special procedures with advice of concerned Govt specialist required. Functioning Report from treating doctor of hospital, wherever applicable. <i>(In case of Implants Original invoice for single purchase / photocopy of the invoice for bulk purchase With certification from hospital of the implant duly verified with empty pouch/sticker)</i> | <b>YES / NO</b> |
| 16. Completion report from treating doctor in cancer case for Radiotherapy (IMRT / IGRT etc).   | <b>YES / NO</b> |

**Essentiality Form**

**MEDICAL CLAIM FORM FOR DVB PENSIONERS ALLOTTED TO DTL**  
**FOR CLAIM TOWARDS TREATMENT OBTAINED FROM DISPENSARY/HOSPITAL (ON OPD / IPD TREATMENT)**

**(Fill Separate Essential form for OPD and IPD bills and for each beneficiary)**

NAME OF MEDICAL CARD HOLDER.....  
EMP. NO & PPO No..... DATE OF RETIREMENT.....  
COMPANY ..... CATEOORY OF ROOM ...General/Semi Pvt/Pvt  
(From which retired)

PATIENT NAME..... RELATION WITH CARD HOLDER.....

Bank A/c No..... Contact No.(Mob).....  
Address for correspondence.....

**CLAIM TOWARDS TREATMENT OBTAINED FROM DISPENSARY**

DATE	Dispensary	Doctor	OPD No.	Medicines (Rs.)	Investigations (Rs.)	Annexure	Total

Claim to be supported with documents as per attached checklist

**CLAIM TOWARDS TREATMENT OBTAINED FROM HOSPITAL (ON OPD BASIS)**

DATE	Hospital Name	Medicines (Rs.)	Investigations (Rs.)	Consultations (Rs.)	Procedure and other	Total

Claim to be supported with documents as per attached checklist

**CLAIM TOWARDS INDOOR TREATMENT OBTAINED FROM HOSPITAL (Without credit facility).**

Date of Admission & Date of Discharge	Hospital Name	Total Amount (Rs.)

Claim to be supported with documents as per attached checklist



### Declaration-

I hereby declare that the statements made in the claim form/application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependent on me. I am erstwhile DVB Pensioner allotted to DTL for Medical Facilities and having a valid medical prescription card. In case of hospital treatment, it is declared that I have attended the Govt. / Panel hospital only. I have enclosed all mandatory documents as per the check-list. All medicines / investigations have been purchased / done on or before the date of completion of the treatment (In cases where the treatment is for 10 days or more, then latest by the 10th day from the date of commencement of treatment / prescription.) Investigations costing above Rs.2000/- have been got done from the panel hospital/Govt/panel diagnostic centre on advise of specialist of Govt/panel Hospital. **I agree for the reimbursement as per DTL Medical Policy.**

I have incurred medical expenditure of Rs..... in the month of .....till date

**Dated:**

.....  
**Signature of card holder with name.**

**Emp. No.....**

**PPO No.....**

**Note:** Misuse of medical facilities is a criminal offence. Strict action including cancellation of card shall be taken in case of willful suppression of facts or submission of false statements.

**\*Bills to be submitted once a month only (Monthly bills to be submitted together).**