



BHARAT SANCHAR NIGAM LIMITED

(A Government of India Enterprise)

Corporate Office

Admn.I Section,
Statesman House,
New Delhi 110 001
Dated: August 23, 2006

No. BSNL/Admn.I/1 (Pt)

Sub: Procedure for reimbursement of medical claims for Retired employees of BSNL under BSNLMRS.

The procedure for reimbursement of medical claims for retired employees has been approved by the competent authority and is enclosed herewith for its implementation.

Encls: as above

(Amarjit Bhatia)

Assistant Director General (Admn.)

Tel. No. 23037241 fax No. 23734260

To

1. All CGMs, BSNL
2. PPS/PS to CMD/Directors, BSNL Board
3. All Sr. DDsG/DDsG, and CS & GM(Legal) BSNL CO

Copy to:

1. DG (Audit) P&T
2. The General Secretary, BSNL EU, Dada Ghosh Bhavan, No.1, Patel Road, Opp. Shadipur Bus Depot, New Delhi 110 008.

Procedure for reimbursement of Medical Claim for Retired Employees of BSNL

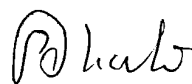
1.0 **General:**

- 1.1 **Eligibility:** (Presently defined as per clause 1.4 (ix) of Circular dated 28.02.2003 and amended vide order No.BSNL/ADMN.I/1 dated 03.06.04)
- (i) Employees retired after 01.10.2000, i.e after formation of BSNL, are only eligible.
 - (ii) Employees who were on deemed deputation to BSNL at the time of retirement and absorbed in BSNL subsequently.
 - (iii) Employees who were on deemed deputation to BSNL at the time of retirement, and whose cases of absorption have not been finalized so far after they have given option for absorption in BSNL. However, after the cases of absorption are finalized, only such retired employees as have been absorbed in BSNL shall be eligible for BSNLMRS.
- 1.2 **Registration for BSNLMRS:** (As per guidelines outlined in Para 3 of Office Order No. BSNL/ADMN/1 dated 22.04.03)

In order to avail the facility of BSNLMRS after retirement, all eligible employees may fill up the stipulated Registration form for BSNLMRS, 3 months prior to his scheduled date of retirement and submit to his controlling SSA office. The eligible employees who have already retired, may fill up the Registration form and submit it either to the SSA office from where he has retired or from where he is getting the benefits of BSNLMRS at present. A separate Registration form has been designed exclusively for the Retired employees (Annex. I). Provision for indication of choice for change of Circle/SSA has been made in the Registration form.

- 1.3 **Issue of BSNLMRS Card:** (As per guidelines issued vide Para 3 of office order No. BSNL/ADMN/1 dated 22.04.03 and BSNL/ADMN.i/15-4/04(Pt.) dated 15.10.04)

After due verification of the Registration form, the BSNLMRS Card will be issued to the eligible employees. The BSNLMRS Card shall contain the Registration No., details of self and dependent members, including photographs, and particulars of SSA office from which the benefits shall be taken, including space for indicating subsequent changes of place, if any.



1.3.1 **Annual verification:**

- (i) The medical card issued to the pensioner may be got revalidated every year by the beneficiary in the month of April. For this purpose, a certificate will be given by the pensioner/beneficiary that dependent members whose names were included in the card continue to satisfy the eligibility conditions as per the BSNLMRS.
- (ii) The retired employee, who is gainfully employed and where the spouse of the retired employee is serving and he/she is receiving medical facilities from the organizations of the spouse, he/she shall not be eligible for the medical facilities.
- (iii) The facilities under the scheme shall be liable to be withdrawn at any time for misuse or abuse of the facility under the scheme. Such facilities shall not be restored without the approval of Corporate Office.

1.4 **Change of place of settlement** (As per provision made vide Para 21 of Circular dated 22.04.03)

- (i) While registering for BSNLMRS, the retired employee may indicate his place of settlement after retirement. The Circle head of his office while in service, shall issue an Advice Memo [Proforma-I] indicating new Circle & SSA from which the benefit is intended to be taken. Based on such Advice Memo, new BSNLMRS Card shall be issued by the SSA.
- (ii) For any subsequent change of place of settlement, the retired employee shall apply to the Head of Circle, through the SSA office from which he is getting his medical reimbursement in the prescribed proforma. The office of Head of Circle after due verification, shall issue Advice Memo [Proforma – II] for change of Circle or SSA in favour of new Circle/SSA under intimation to Corporate Office. (Proforma Advice Memo enclosed)

1.5 **Mode of Payment:**

All payment, i.e. payment for outdoor treatment with/without voucher and payment for reimbursement of indoor treatment from non-empanelled hospitals may be made by account payee cheque, mentioning the A/c No. as declared by the retired employee. Such cheques should be sent to the retired employees by Registered Post. Wherever possible, the mode of electronic transfer of payment shall be implemented.

1.6 **Accessibility of information regarding BSNLMRS:**

All Circulars of BSNLMRS relevant to the Retired employees shall be made available in BSNL Website, i.e. www.bsnl.co.in in a suitably created section.

Phato

2.0 **Outdoor Treatment:**

2.1 **Payment of Outdoor treatment expenditure without voucher:**

(Presently, as per provisions of Para 2.1.1 of Notification No.BSNL/ADMN/1 dated 28.02.03 and guidelines issued dated 22.04.03)

As per provision in Para 2.1.1 of BSNLMRS Notification No.BSNL/ADMN/1 dated 28.02.03, the payment are presently made to such retired employees, who have opted for 'reimbursement under Para 2.1.1, i.e. without voucher' in four equal installments. Such payment shall, in general, be made through cheque and sent to the residence of the employee by the 1st week of each quarter. SSA Head shall make all necessary arrangement for this purpose.

2.2 **Settlement of claim for Outdoor treatment expenditure with voucher:**

(As per provisions of Para 2.1.0 of Notification No.BSNL/ADMN/1 dated 28.02.03 and guidelines issued dated 22.04.03)

Such claims shall be accepted only from those retired employees who have opted for 'Outdoor treatment expenditure reimbursement with voucher', while registering for the scheme. As per prevailing instructions dated 22.04.03, the claim should be submitted in stipulated form along with all supporting vouchers like copy of prescription, bills in original. The claim shall be admitted upto the prescribed limit, i.e. equal to the salary (Basic + DA) of last month of service, per annum. The claims may preferably be submitted each month for the preceding month. However, claims received within six months of incurring the expenditure will also be accepted.

3.0 **Indoor Treatment:**

- (i) In normal circumstances, indoor treatment should be taken only from BSNL empanelled hospitals and referral from a Doctor registered in the Allopathic system of medicine is essential.
- (ii) The retired beneficiary may approach the designated officer (not below the rank of STS or equivalent) in the SSA/Circle office for issue of authorization letter for the particular BSNL empanelled hospital. Advice of any Doctor registered in the allopathic system of medicine for hospitalization and copy of BSNLMRS Card have to be submitted as supporting documents for issue of authorization letter.
- (iii) The designated officer of the SSA office shall issue an authorization letter in prescribed format for treatment in the particular BSNL empanelled hospital.
- (iv) In general, empanelled hospitals shall send the bills to BSNL, as per agreement. However, in some cases, the empanelled hospitals may not extend such facility. In such cases, the payment has to be made by the

Pd hats

retired employee to the hospital and such expenditure may be claimed in stipulated form along with all supporting vouchers. Medical advance shall not be given in any case.

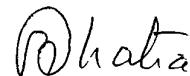
- (v) Retired employee may draw the attention of the designated officer in SSA/Circle office in case he/she faces any problem in getting proper treatment in the empanelled hospital.
- (vi) Retired employee or his dependent may take indoor treatment from non-empanelled hospitals only in cases of emergency. The designated officer in BSNL may be informed as early as possible regarding such treatment being taken in non-empanelled hospitals. However, reimbursement shall be restricted to prevailing CGHS rates only after due verification.
- (vii) Emergent cases are those which involve accident, serious nature of disease etc. In such cases only, the person on the spot may use his/her discretion for taking the patient for treatment in a private hospital in case no government or an empanelled hospital is available near than the private hospital. The administrative office will decide on merit of the case whether it was a case of real emergency necessitating admission in a private hospital.
- (viii) All controlling offices of BSNL shall ensure that all indoor expenditure reimbursement claim preferred by retired employee is settled within a maximum period of one month.

4. **List of empanelled hospitals & providing credit facilities:**

Lists of empanelled hospitals and those providing credit facilities shall be available with the respective Circle Office/SSA on their website. These lists would also be supplied on request.

No. BSNL/Admn.1/1 (Pt)

Dated: August 23, 2006



(Amarjit Bhatia)

Assistant Director General (Admn.)

Tel. No. 23037241 fax No. 23734260



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

BSNLMRS REGISTRATION FORM FOR RETIRED EMPLOYEES

1. Name of Retd. Employee: _____ 2. Father's Name _____
 3. Place of Last Posting _____ 4. Designation _____
 5. Last Month's salary: (i) Basic (ii) D.A. _____
 6. Address after Retirement: _____
 7. Telephone No: _____ 8. e-mail _____
 9. Nearest BSNL SSA Office _____
 10. Details of Family Members:

Sl.No.	Name	Date of Birth	Relationship with the employee	Blood Group if available

11. Option for Outdoor treatment (under BSNLMRS):
[tick either (i) or (ii)]

- i) Outdoor/Domiciliary treatment from RMPs: Reimbursement against voucher
(as per Para 2.1.0)
- ii) Outdoor/Domiciliary treatment: Entitlement without voucher
(as per para 2.1.1)

Declaration:

I hereby declare that above mentioned members of my family are fully dependent on me i.e. their income from all sources does not exceed Rs. 1,500/- per month. If the above information is found to be false at any time, company can take action against me as per Rules or as deemed fit.

Signature of Employee

.....

FOR OFFICE USE ONLY

Column 1 to 10 verified.

Advice Memo issued: No. Date

Signature of Issuing Authority.



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

O/o Chief General Manager
.....

No.

Date.....

ADVICE MEMO FOR BSNLMRS OF RETIRED EMPLOYEES

For 1st time Registration after Retirement

Shri/Smt. S/o D/o W/o Shri
Retired as from(place) on
.....(date) may be registered as retired beneficiary of BSNLMRS under
..... BSNL. The duly verified Registration Form is enclosed herewith.

Signature of Issuing Authority

Prabhu



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

O/o Chief General Manager
.....

No.

Date.....

ADVICE MEMO FOR BSNLMRS OF RETIRED EMPLOYEES

No.

Date

For change of office for availing of BSNLMRS

Approval of competent authority is granted for the change of Paying Office for BSNLMRS w.r.t. Shri/Smt. S/o D/o W/o Shri..... retired as(designation)from (present paying office) under CGM with immediate effect.

Signature of Issuing Authority

Pd hats