

Subject : NEEPCO CONTRIBUTORY SCHEME FOR POST-RETIREMENT MEDICAL FACILITIES

OFFICE ORDER NO.3

Dated: 05/05/2014

In continuation to the Office Order No.04 issued vide memo no. Pers/25/57/161-170 dated 2nd January, 2014, the existing NEEPCO Contributory Scheme for Post- Retirement Medical Facilities under clause 6.7 of Medical Attendance Rules is partially amended .Sub clauses under Clause no. 6.7 of Medical Attendance Rules shall be modified as under:

1. Sub clause 6.7.2.0

A sub clause 6.7.2.4 shall be inserted under the Eligibility at clause 6.7.2.0 as ‘**The benefits under the Scheme shall cover the spouse of an employee who dies while in service of the Corporation**’.

1. Sub clause no. 6.7.5.3

Sub clause 6.7.5.3 shall be read as ‘The TBS Cell, HR Department, Corporate HQ shall duly register the retired/separated employee concerned and issue a Medical Card to him in the form prescribed at Annexure-I, after receipt of the prescribed amount of contribution from the retired/separated employee. **The contribution amount will be payable by Cheque or Demand Draft in favour of NEEPCO drawn on any scheduled bank at Shillong, Meghalaya.** A copy of the medical card shall also be sent to the concerned Finance and Accounts Department.

1. Sub clause 6.7.6.1

Claim form for seeking reimbursement of medical expenses as per Annexure-II is modified in order to incorporate the modification made at Eligibility clause as mentioned at Sl.no.1 above and is appended herewith.

The modified scheme is enclosed herewith as **Annexure –A**

This issues with the approval of the Competent Authority.

(N.K. Meitei)

Sr.Manager (Policy)

1. Memo No. Pers /25/72/ 13-63

Dated, Shillong, the 5th May,2014

Annexure- A

6.7 NEEPCO CONTRIBUTORY SCHEME FOR POST-RETIREMENT MEDICAL FACILITIES

6.7.1.0 COVERAGE

The Scheme is framed with a view to provide medical benefits to the employees of NEEPCO and their spouses subsequent to their retirement, on contributory basis, subject to the provisions as detailed hereunder.

6.7.2.0 ELIGIBILITY

6.7.2.1 The Scheme will apply to the following categories of NEEPCO employees:

(i) Employees who separate from the Company on account of retirement on attaining the age of superannuation or are separated from the Company on medical grounds, provided that the concerned employees have completed a minimum qualifying period of ten years of continuous service in Central/State Government/ Public Sector Undertakings (including Central Govt. Undertakings in Cooperative Sector), out of which a minimum of 5 years shall be in NEEPCO Limited.

(ii) Board level appointees, on completion of their tenure/ attaining the age of superannuation or on separation on medical grounds.

1. 6.7.2.2 In case of death of the retired/separated employee who has been availing of the benefits under

the Scheme, his/her spouse will continue to avail the benefits under the Scheme subject to

his/her continuing to meet the terms and conditions of the scheme.

6.7.2.3 The benefits under the Scheme would be available to the concerned employee only if the employee concerned and his/her spouse is not availing any medical facilities from or through the Central/State Government/Public Sector Undertaking/Quasi-Government Body.

6.7.2.4 The benefits under the Scheme shall cover the spouse of an employee who dies while in service

of the Corporation.

6.7.3.0 BENEFITS

The medical benefits to the retired/separated employees and their spouses under the scheme will be admissible for the treatment taken only in India and shall be as under:

6.7.3.1 The retired/separated employees residing at places where NEEPCO has its empanelled hospitals would be allowed medical treatment facilities, including medicines as available in such hospitals.

6.7.3.2 In respect of such retired/separated employees who reside at places where NEEPCO does not have its own empanelled hospitals/full-fledged dispensaries, reimbursement of medical expenses incurred shall be regulated as under:

6.7.3.2.1 Indoor Treatment

Reimbursement of medical expenses incurred for indoor treatment will be allowed restricted to the rates of nearest authorised / approved hospital.

6.7.3.2.2 Out-patient/Domiciliary Treatment

a) For out-patient treatment/domiciliary treatment taken in empanelled hospitals wherever available, reimbursement may be allowed for the purpose of clinical tests and examinations as in case of regular employees. Further, the cost of medicines and other OPD expenses may be reimbursed as per actual subject to a ceiling of maximum of last basic of retired / separated employee, per annum, whichever is less.

b) In case of outpatient treatment/domiciliary treatment taken in other than empanelled hospitals, the reimbursement may be allowed subject to the ceilings as mentioned at (a) above.

c) The expenditure on medicines purchased against the prescriptions of Authorised Medical Attendant may be reimbursed subject to the annual ceiling stipulated at (a) above.

1. 6.7.3.3 The entitlement of medical benefits for the retired/separated employees, as above, shall be the same as admissible to serving employees of equivalent status/rank and shall be allowed as per NEEPCO Medical Attendance Rules as applicable for serving employees within India.

6.7.4.0 CONTRIBUTION

1. 6.7.4.1 Eligible retired/separated employees who intend to avail of benefits under the Scheme shall be required to pay a one time contribution of 2000/-. This is subject to revision from time to time. Eligible retired/separated employee who joins the scheme at any later date, shall pay full amount of 2000/-. In the event of death of the employee after retirement, the spouse may continue to avail the facility.
2. 6.7.4.2 The contribution once paid shall not be refundable even if the benefits under the scheme are not availed by the beneficiary or in the event of death of beneficiary/beneficiaries.
3. 6.7.4.3 Where a retired/separated employee joins scheme at later date and pays his contribution, he/she can seek advantage under the scheme from date of his joining the scheme by payment of one time contribution of 2000/-.

6.7.5.0 PROCEDURE

1. 6.7.5.1 An eligible retired/separated employee who intends to avail of the medical benefits under the scheme shall apply for this purpose to the TBS Cell, HR Department ,Corporate HQ giving his residential address and 3(three) passport size photographs of self & spouse.
2. 6.7.5.2 The TBS Cell, HR Department, Corporate HQ shall after scrutiny of the application and verification of the eligibility conditions as mentioned in Para 2.0 above, issue an office order permitting the beneficiary/beneficiaries to avail the benefits with copy to the Finance Department of Corporate HQ.
3. 6.7.5.3 The TBS Cell, HR Department, Corporate HQ shall duly register the retired/separated employee concerned and issue a Medical Card to him in the form prescribed at Annexure-I, after receipt of the prescribed amount of contribution from the retired/separated employee. The contribution amount will be payable by Cheque or Demand Draft in favour of NEEPCO drawn on any scheduled bank at Shillong, Meghalaya. A copy of the medical card shall also be sent to the concerned Finance and Accounts Department.
4. 6.7.5.4 The Medical Card will be valid for life time of eligible retired/separated employee and/ or his/her spouse.

6.7.6.0 CLAIM

1. 6.7.6.1 For claiming reimbursement of medical expenditure incurred by the beneficiaries covered under Para 6.7.3.2 above, the retired/separated employee shall prefer claim not more than once in a month to the TBS Cell, HR Department, Corporate HQ in the form prescribed at Annexure-II

6.7.6.2 The claim will be processed and reimbursed to the retired/separated employee by the Finance Department of Corporate HQ after verifying the Medical Card and the benefits admissible to the retired/separated employee concerned under the scheme.

6.7. 7.0 GENERAL

1. 6.7.7.1 In case any doubt arises regarding the genuineness or otherwise of the claims preferred by the retired/separated employee, the Corporation reserves the right to direct the beneficiary to present himself before a Medical Board and that no reimbursement will be made till the recommendations of the Medical Board are received in this regard.

6.7.7.2 If, on reasonable belief or on the basis of recommendations of the Medical Board, it is found that there is misuse of the benefits under the Scheme by any beneficiary, he may be summarily debarred from the benefits under the Scheme.

1. 6.7.7.3 The Company reserves the right to amend, modify or discontinue the Scheme, in part or full.

1. 6.7.7.4 In respect of any matter not covered herein, specific reference will be considered by Corporate HR Deptt. and decision of CMD shall be final.

MEDICAL CARD

(Under Contributory scheme for Post-retirement Medical Facilities)

Registration No. _____

(To be filled in by TBS Cell, HR Department, and Corporate HQ)

1. Name of the retired/separated employee and employee number:

1. 2. Date of retirement: _____ :

2. 3. Designation at the time of retirement _____ :

3. 4. Scale of pay and basic pay as on the date of
retirement : _____

4. 5. Office/Project from which
retired/separated : _____

5. 6. Permanent
address : _____

6. 7. Present
address : _____

7. 8. Validity period of the
card : _____

Name of the beneficiaries:

(i)(Retired/Separated employee) (age)

(ii)(Spouse) (age)

Specimen signature of the

Retired/separated employee

Specimen signature of the spouse of

Retired/separated employee

Signature of the issuing officer

ANNEXURE-II

**Claim form for Reimbursement of Medical Expenses incurred by the Retired/Separated Employee
/Spouse of Expired Employee while in service**

(Under Contributory scheme for post retirement medical facilities)

(Outdoor/Indoor Treatment)

Medical Card Number :

Name & grade of the retired/separated/expired :

employee(in block letters) :

Employee No. :

Last Pay Drawn :

Medical Card valid :

upto

Present address at which the cheque/DD is to be :

sent

1. Name of the patient :

2.Relationship with the retired/separated/expired :

employee

3. Place at which patient fell ill :

4.If treatments taken at place other than the place:

of residence, give reasons

5. Name of the doctor or hospital from where :

treatment taken

6.Qualification of the doctor :

Note :

1. Doctor's prescription and cash memos in original should be attached
2. Receipts for amounts claimed should be enclosed
3. Separate claim should be prepared for each patient and each spell of treatment

(To be certified by the retired/separated employee/spouse of employee)

I hereby declare that:

- i) The statements made in the claim are true to the best of my knowledge and belief.
- ii) I am a member of Contributory Scheme for Post-retirement Medical Facilities _____
- iii) I continue to fulfill the conditions of eligibility for availing the benefits under the scheme.
- iv) The medical expenses were incurred for self/spouse.
- v) I fully understand that the Company may refuse/terminate my membership of the Scheme at any time without assigning any reasons.

Date: _____

Signature of the retired/

separated/spouse of expired Employee while in service

(To be filled in by the Accounts Department)

Claim passed for payment Rupees (in words) _____ (in figures)

1. Accountant

Sr. AO/AO

Dated:

.....

Received rupees (in figures) _____ (in words)

Dated: _____
retired/
while in servi

Signature of the
separated/spouse of expired Employee

Close