

11 Department

Inward / Dispatch

Diary No.: 174

Date: 17/12/19

**INDRAPRASTHA POWER GENERATION COMPANY LTD.**

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**PRAGATI POWER CORPORATION LIMITED**

(An Undertaking of Govt. of NCT of Delhi)

(Regd. Office: Himadri, Rajghat Power House Complex, New Delhi-110 002)

Corporate Identity Number (CIN) – U40103DL2001SGC111530

Tele Fax No. 011-23273565; Website : www.ipgcl-ppcl.gov.in

No. : CMO/19-20/F-1/168

Date : 17.12.2019

**C I R C U L A R**

**Sub.: Annual Health Check-up/Periodical Medical Examination of employees of IPGCL-PPCL.**

1. It has been decided that all the officers/officials of IPGCL-PPCL have to undergo Annual Health Check-up/Periodical Medical Examination. The list of investigations and specialist's examinations required to be conducted as part of the package for Annual Health Check-up/Periodical Medical Examination of IPGCL-PPCL employees is enclosed as Annexure-I. The package rates for these investigations and specialist's examinations are @ Rs.2,000/- per male employee and @ Rs.2,200/- per female employee which are as per CGHS package rates.

2. The officers/officials can go to any of the hospital/clinic as specified in the list enclosed as Annexure-II, without any referral from the IPGCL/PPCL Dispensary. The payment for the above said tests/ investigations to the concerned hospital/clinic shall be made by the employee directly, without any involvement of the organisation i.e. IPGCL/PPCL which will be reimbursed as per following procedure.

3. After getting the Tests/Investigations done, the officers/officials shall consult the respective In-charge/Doctor on Duty of the Dispensary providing medical services (hereinafter called Medical Officer), to the particular power plant/RPH office complex/SKK Colony in which the officer/official is working along with the reports of specialist's examination(s)/Investigations/Tests, Medical Prescription Card and the Medical Claim Form duly filled-up. The said Medical Officer shall analyse the said reports and take required pro-active/re-active steps including treatment/ follow-up/advice/counselling etc apart from recording the findings of the said tests/investigations in the Medical Book of the concerned employee and shall also maintain Form No. 17 Health Register as per statutory provisions contained in "The Delhi Factories Rules-1950". Thereafter, the Medical Claim Form and the bill(s) shall be signed by the said Medical Officer for enabling the employee to claim reimbursement from the Finance department. The employee shall enclose the original bill(s) and the photocopies of all the investigations and specialist's examinations with the Medical Claim Form.

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4. The above scheme of Annual Health Check-up/Periodical Medical Examination is open ended with a deadline of 03 months in which all the employees will have to get their Annual Health Check-up/Periodical Medical Examination done. The same shall be co-ordinated and ensured by respective plant heads/Head of the departments.
5. The employees going for Annual Health Check-up/Periodical Medical Examination will be considered as on duty for one working day only.
6. Since Periodical Medical Examination is a mandatory statutory requirement as per "The Factories Act, 1948" and "The Delhi Factories Rules, 1950", therefore, all the officers/officials are required to undergo the above Annual Health Check-up/Periodical Medical Examination positively since the same has been linked with ACR/PAR like Annual Property Return to achieve compliance by all the employees.
7. The above scheme of Annual Health Check-up/Periodical Medical Examination is a standing scheme to be followed every year (Calendar year i.e. January to December). The rates & investigations/specialists' examinations under this health check-up plan will be guided as per CGHS norms in their Annual Medical Examination package (may vary time to time and as per CGHS guidelines which is currently @ Rs.2,000/- per male employee and @ Rs.2,200/- per female employee). From medical point of view i.e. to avoid unnecessary/ avoidable exposure to radiation, X-Ray Chest should not be repeated before five years unless until otherwise indicated, however, the reimbursement will be as per CGHS package rates from time to time even if X-Ray Chest has not been got done.
8. This issues with the approval of the Competent Authority.

*K. B. Gupta*  
17.12.2019  
(Dr. K. B. Gupta)  
Chief Medical Officer

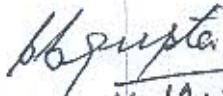
Copy to :-

- Sr. PS / PS to CMD.
- ES to MD. -
- Sr. PS / PS to Dir.(HR) / Dir.(Tech.) / Dir.(Fin.).
- Sr. PS/PS to ED (Company Secretary).
- GM(HR)/ AGM(HR).
- All GMs (Tech.) / GM (Fin) / GM (RH) / ~~GM~~
- GM(ERP) : With the request to upload the same on official website of IPGCL-PPCL. *h*
- ACO, PPS-I / ACO (I/C), RPH Disp. / ACO (L/R), RPH Disp. / ACO (I/C), PPS-III Disp. / ACO (I/C), SKK Disp. / Sr. MO Gr. I (I/C), GTPS Disp.
- Security Incharge - RPH.
- All 13 Hospitals/Clinics as per Annexure II.
- All Notice Boards.

ANNEXURE-I

The following Investigations and specialists' examinations are required to be conducted as part of the package for Annual Health Check-up of IPGCL-PPCL employees:-

1. Detailed General Physical and Systemic Examination by a Medical Specialist. (Respiratory System, CVS, Abdomen, CNS, Locomotor System)
2. Dental Examination.
3. Eye Examination (Distant Vision, vision with Glasses, Near Vision, vision with Glasses, Colour Vision, Tomometry, Fundus Examination, Local Findings, Diagnosis and Advice).
4. ENT Examination (Oral Cavity, Nose, Throat, Larynx, Diagnosis and Advice).
5. For Women – Gynecological Examination (Local Examination, Per Vaginum i.e. P/V, Per Speculum i.e. P/S), Breast Examination, PAP Smear, Mammography.
6. For Men – PSA, Urological Examination, Per Rectal Examination.
7. X-Ray Chest (PA view).
8. ECG
9. Ultrasound (Full Abdomen).
10. TMT.
11. Lab. Tests Blood:-
  - i) Haemoglobin, TLC, DLC, ESR, Peripheral Smear.
  - ii) Blood Sugar (F&PP).
  - iii) Kidney Function Test – Blood Urea, S. Creatinine, S. Uric Acid, Sodium, Potassium.
  - iv) Lipid Profile – Total Cholesterol, HDL, LDL, VLDL, Triglycerides.
  - v) Liver Function Test – S. Bilirubin (Total, Direct, Indirect), SGOT, SGPT).
  - vi) Cardiac Profile (CK-MB, CRP, LDH, SGOT)
  - vii) Urine Examination (Routine and Microscopic Examination).

  
17.12.2019  
(Dr. K. B. Gupta)  
Chief Medical Officer  
IPGCL-PPCL

Annexure-II

The list of IPGCL-PPCL empanelled hospitals which have given their consent for conducting Annual Health Check-up/Periodical Medical Examination at CGHS rates (these hospitals are also on the panel of DGEHS except Sl. No. 09 & 10) i.e. @ Rs.2,000/- for male employees and Rs.2,200/- for female employees.

Sr. No.	Name of the Hospital	Location	Remarks	Contact Person
1.	Kalra Hospital SRCNC Pvt. Ltd.	Tulsi Dass Kalra Marg, Kirti Nagar, New Delhi-110015	Complete health check-up <b>except Mammography</b>	Mr. Raman Chaddha, 9990073456
2.	Dharamshila Narayana Superspeciality Hospital	Dharamshila Marg, Vasundhra Enclave, Near New Ashok Nagar Metro Station, Delhi-110096	Complete health check-up.	Mr. Prem Shankar 9811644360
3.	MGS Super Speciality Hospital	Rohtak Road, West Punjabi Bagh, New Delhi-110026	Complete health check-up <b>except Mammography</b>	Mr. Sanjay Sharma 8130512303
4.	Yashoda Super Speciality Hospital	H-1, Kaushambi, Near Dabur Chowk, Ghaziabad-201010	Complete health check-up.	Mr. Gaurav Pandey 9811778998
5.	Metro Hospital & Heart Institute	Multispeciality Wing, L-94, Sector-11, Noida-201301	Complete health check-up <b>(Mammography will be done at Metro Hospital &amp; Cancer Institute, Preet Vihar).</b>	Health Check-up Department 9910988866
6.	Metro Hospital & Cancer Institute, Preet Vihar	Preet Vihar	Complete Health Check-up.	Health Check-up Department 01149286666
7.	RLKC Hospital & Metro Heart Institute	Naraina Road, Sadipur Depot, New Delhi	Complete health check-up <b>(Mammography will be done at Metro Hospital &amp; Cancer Institute, Preet Vihar).</b>	Health Check-up Department 9910488472

*Signature*  
17.12.2019

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8.	Asian Institute of Medical Sciences	Badkal Flyover Road, Sector-21A, Faridabad-121001	Complete health check-up	Mr. Vipin 9650099181
9.	Asian Clinic (not on panel of DGEHS)	Sector-9, Faridabad <b>(Mammography will be done at Asian Institute of Medical Science)</b>	Complete health check-up	Mr. Vipin 9650099181 Dr. Subhash 9650099245
10.	Asian Clinic (not on panel of DGEHS)	GK-1, New Delhi	Complete health check-up	Mr. Vipin 9650099181 Dr. Nitin 9650080790
11.	Sarvodaya Hospital & Research Centre	YMCA Road, Sector-8, Faridabad	Complete health check-up	Mr. Amit Kumar 9953350323
12.	Sumitra Hospital	A-119A, Sector-35, Noida-201301	Complete health check-up <b>except Mammography</b>	Mr. Vikas 9999131775
13.	Mata Chanan Devi Hospital	C-1, Janak Puri, New Delhi-110058	Complete health check-up	Mr. K. K. Ganguly 01145582000 / 9818276105 Mrs. Geeta Gambhir (Front Desk Manager & Cash) 01145582006

*S. Gupta*  
17.12.2019

SUMMARY OF HEALTH REPORT

Name : Mr./Mrs./Miss

Employee No. :

Sex : Male / Female

Age (in yrs.) :

Marital Status : Married / Unmarried / Widow / Widower / Divorcee

Hospital's Reference No. :

1.	Overall health of the employee		
2.	Any other remarks based on the Health Check-up		
3.	Health profile grading		

Date :

Place :

Signature of Physician with seal