

INDRAPRASTHA POWER GENERATION COMPANY LIMITED
PRAGATI POWER CORPORATION LIMITED

(HR DEPARTMENT)

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

Corporate Identity Number (CIN) – U40103DL2001SGC111530

Website: www.ipgcl-ppcl.gov.in

No.DM(HR)Policy/2020-21/ 21

Dated: 22nd October, 2020

CIRCULAR

The Standard Operating Procedure for verification of applicable bills in the Office of CMO shall be as follows:

1. The employees will send their medical claims for verification by CMO Office preferably in the succeeding month on any of the first working day of the relevant week by Dak.
2. The medical bills so received by CMO Office shall, after verification of the same, be sent to Finance Department for reimbursement procedure on or before the first day of the consecutive week of submission of the medical claim to CMO Office.
3. The list of the bills forwarded to Finance Department shall be got uploaded by CMO Office on the website of the Company through IT Department for the information of concerned employees.
4. In case of objection on bills, if any, the bills will be sent back to concerned office / sectional head / Plant head for handing over the same to medical beneficiary who in turn shall arrange removal of objection on his own as the case may be.

This has approval of competent authority.

Anil Taneja
(Anil Taneja)
Dy. Manager (HR)
Policy

Copy for information to:

1. ES to Managing Director
2. Sr. PS to All Directors
3. Sr. PS to AGM (HR) / All GMs / CMO
4. Sr. Manager (IT): For uploading in the website of the Company. [SOP medical bills]
5. Notice Board

22/10/20
Sr. Rouse