

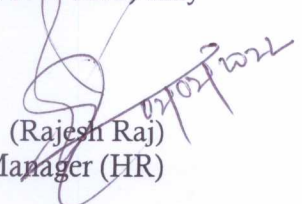


OFFICE MEMORANDUM

REC-CO-Human Resources- Medical Claim- 133 - Dated 02 February, 2022

Subject: Change in the procedure for Claiming Medical Reimbursement – Retired Employees

- 1.0 An Online Medical Portal has been developed for use of Retired Employees on the same lines as regular employees, which is already operational. This is a step to move towards a digital Office and submission of claims by retired employees from the security of their homes. The same shall be operational on trial basis by the **15 February 2022**. All retired employees are encouraged to upload their bills on the said portal and once the bills are uploaded, no physical submission of bills shall be required. With effect from **1st April 2022**, submission of the bills through the portal shall be mandatory. **In case of any difficulty, concerned Regional Office from where the medical reimbursement is claimed or Sh. Charanjeet Singh, A.O (HR) (Mob. No.7838068693) of HR Division or Sh. Deepankar Rana, D.O (F&A) (Mob. No. 9818895461) of Finance Division, C.O may be contacted.**
- 2.0 User ID and a Password shall be shared shortly for use of the retired employees through registered email and also through Speed Post. As the same is confidential the same should not be shared with anyone. Retired employees will be required to log in using the User ID and password through the retired employee portal.
- 3.0 All are required to check their personal details, details of dependents entered in the portal and details of the limits when they are logging in for the first time to ensure that they are entered correctly. In case of any discrepancy, Mr. Charanjeet Singh, A.O (HR), C.O may be contacted on his mobile at 7838068693.
- 4.0 In their own interest, the retired employees are advised to change the password during their first login.
- 5.0 A small clip and a detailed User Manual explaining the process is being prepared, which shall be uploaded on the Retired employee's portal of the Internet for reference and guidance.
- 6.0 It is also proposed to have user familiarization workshops through Video Conferencing after due notification. All are requested to please join in to clear doubts.
- 7.0 Supporting documents (Bills as well as prescription) are required to be duly signed and scanned by the employee concerned before uploading the same on the portal. After submission of documents through the portal, submission of physical copies of the documents will not be required.
- 8.0 The original uploaded documents are mandatorily required to be physically retained in personal custody for a period of **three years**. These may be required to be produced in case of any audit or vigilance query.
- 9.0 In case of any further assistance in the matter, Sh. Deepankar Rana, Dy. Officer (F&A) (Mob. No. 9818895461) or Sh. Deepak Dutt, Officer, C.O (Mob. No. 9717976412) may be contacted.


(Rajesh Raj)
Sr. General Manager (HR)

Distribution: Overleaf

Distribution:

- (i) Notice Board- NIC e-office
- (ii) General Secretary, REC Officers Association, REC Corporate Office, Gurugram
- (iii) President, REC Retired Officers Welfare Association, W-99, Chander Shekhar Azad Gali, Babarpur, Shahdara, Delhi-110032 with request to bring the circular to the notice of all members / retired employees.
- (iv) Sr. GM (IT) with a request for uploading the Circular on REC Intranet / Retired employees tab on REC website.
- (v) Office Copy/ Master File