

V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT

No.FIN-OFFAO-MED-CORRE-V1-16 / D 2810

Date: 08.12.2016

CIRCULAR No. 19 /2016

It has been brought to notice by various union leaders and also the pensioners that the Medical Department is repeatedly asking for the copy of the following documents, while submitting the claim for medical reimbursement.

The following documents are not required to be produced each and every time, once the same has already been submitted and to be recorded by Medical Department in the system.

1. Bank Account details copy
2. Medical Card copy
3. Aadhar Card copy - This would have been already available before sanctioning of payment of pension and repeatedly requesting to submit from the same employee may not be correct. In case of fresh pensioners also Aadhar card No. has to be entered in the Medical Card along with the copy of the same.

Also revised check list has been issued dated 1.10.2016 with the approval of Competent Authority, which should only be used and filled up by the Pensioners and the earlier format is dispensed. The same is also published in the Port website to enable the pensioners to download the form whenever required enabling them to submit the bill and the pensioners are informed that no other form is to be used, for submission of medical bills.


Financial Adviser and
Chief Accounts Officer

To

1. All Heads of the Department- for vide circulation to Officers & Staffs
2. All Unions
3. Pensioners Association

Copy to

1. PS to CPT
2. PS to Dy.CPT