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**BHARAT SANCHAR NIGAM LTD.**  
(A Govt. of India Enterprise)  
Office of the Chief General Manager Telecom.  
Assam Telecom. Circle, Panbazar, Guwahati-781 001.

No. ESTT/BSNL/ASM/1-66/9

Dated at Guwahati the 06.02.2012

To

- 1-7. The Sr. GMTD/GH/BGN/NGG/JRT/DR/SC/TZ
- 8-11. The Sr. GM(NWO-CM)/(NWP-CM)/(EB & BP)/(S & M.), CO/GH
12. The GM( NW-CFA), Circle Office, Guwahati
13. The General Manager (Finance), Circle Office, Guwahati
14. The Chief Engineer (Civil), Guwahati
15. The Chief Engineer (Electrical), Guwahati
16. The Chief Architect, Guwahati
17. The Sr. Principal, RTTC, Guwahati
18. The Principal, CTTC, Guwahati
19. The SDE I/C, CTSD, Guwahati
20. The Accounts Officer(A&P), Circle Office, Guwahati

Subject:- Detail guidelines for processing and settling of medical claims.

In view of the constrains faced for speedy processing of the cases for permission/authorization for indoor medical treatment as well as for speedy settlement of the indoor medical claims, a committee was formed for the purpose. The observations of said committee duly approved by the Chief General Manager, BSNL, Assam Circle, Guwahati is enclosed herewith for strict compliance.

The power conferred on SSA heads in respect of authorization, permission etc. will be dealt as usual as per BSNLMRS guidelines.

Any referral to the Head of Circle must be submitted with specific recommendation of the SSA heads for SSAs and SAG level officers for other units.

Enclo:- As above

(M. Biswas)  
Asstt. General Manager (HR)

- Copy to:-
1. The Circle Secretary, BSNLEU, Assam Circle, Guwahati
  2. The Circle Secretary, AIBSNLEA, Assam Circle, Guwahati
  3. The Circle Secretary, SNEA, Assam Circle, Guwahati

(M. Biswas)  
Asstt. General Manager (HR)

M/C

- (ii) For Bills more than 2(two) months basic pay which is required to be approved by the Head of the Circle, the Annexure-I need to be filled and signed by IFA and SSA Head for SSAs and IFA and SAG level Officers for other units. Similarly check-list provided at Annexure-II should be signed accordingly.

**E. General Conditions:-**

- (i) Where no CGHS rates have been prescribed, the rates will be governed by Corporate Office, New Delhi letter No. BSNL/Admn.I/14-2/09(pt) dated 29.10.09 and BSNL/Admn.I/1-1/07, dated 23.04.2007.
- (ii) If any employee desire to get treatment in empanelled/Govt. hospital outside the state, even if the treatment is available in the station of posting, he/she can do so with prior permission of the Head Of Circle. But in such cases no TA/DA will be admissible and the claim will be settled as per CGHS rates vide Corporate office , New Delhi letter No. 18-395/06-L&A dated 24.11.2006.
- (iii) For undertaking outdoor treatment outside the place of posting /State, permission of the competent authority is not required (vide Corporate Office No. BSNL/Admn-1/14-2/09, dated 30<sup>th</sup> Dec'2009). No TA/DA is allowed for journeys. However, outstation permission has to be sought as per administrative procedure in the case of employee.
- (iv) Any other item not covered in this letter will be governed by the letters issued by the Corporate Office, New Delhi under BSNLMRS policy from time to time.

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