



(PERSONNEL DIVISION)

Date: 02.04.2018

CIRCULAR NO. - 10 /2018

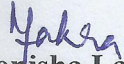
Subject: Reimbursement of medical expenses to regular/ retired employees under PEC Medical Scheme -submission of requisite documents thereof reg.

All beneficiaries are advised to submit the bills of Doctors/Chemists for reimbursement of medical expenses within the stipulated period, as under, failing which bills will not be processed for reimbursement :-

- (i) **Retired employees : within six months** of the date of bills.
- (ii) **Regular employees : within three months** of the date of bills

However, bills in respect of a financial year should be submitted latest by **15th April 2018** for reimbursement so that income tax, if any, can be deducted and deposited by 30th April, as per Income Tax Act subject to the condition of the ceiling.

2.0 This issues with the approval of the Competent Authority.


(Monisha Lakra)
Joint General Manager (P&A/HR)

DISTRIBUTION:

All regular employees

All retired employees.