

NAGPUR METRO RAIL CORPORATION LTD

NO. NMRCL/HR/OMA/2016/1419

Dated: 21-06-2016

OFFICE ORDER

Sub:- Implementation of Medical Attendance Rule.- Corrigendum.

- Ref:- 1.NMRCL/HE/OMA/2015/3044 dt. 20-11-2015
2. NMRCL/MAR/04/2016 dt. 18-01-2016
3. NMRCL/HR/OMA/2016 dt. 08-03-2016.
4. NMRCL/HR/MAR/2016/388 dt. 16-03-2016.
5. NMRCL/HR/OMA/2016/953 dt. 10-05-2016.

The partial modification of Office Order no. NMRCL/HR/OMA/2016 dt. 08-03-2016, the para 13 of Annexure –C circulated vide this office order under reference is modified as under.

“13. RE-IMBURSEMENT OF MEDICAL EXPENSES

To claim the re-imbursement, an employee has to submit all documents(a to j of para-13 of Annexure-C of Office order dated 08-03-2016) along with his/her claim to **Finance** department for verification, detailed scrutiny of permissible reimbursement, Sanction and further payment.”

And also find revised formats claiming expenses for outdoor & indoor treatment are attached as mentioned below .

- 1). Application for Re-imbursment(Outdoor)(Annexure-A 2 Pages)
- 2). Application for Medical Re-imbursment (Indoor) (Annexure –,B,C,D 4 pages)

The copies of all above 5 office orders as mentioned in reference are also enclosed herewith for ready reference.

Rest of other points of the above office orders may be treated as unaltered.


AM(HR) 21/06/16.

Copy to:-

- 1) DP- for kind information please
- 2) DRS&S – for kind information please
- 3) JGM(F&A)- for kind information & necessary action please
- 4) All HODs/Dy.HODs- for information please
- 5) Dy. CPM(S&T) -1- for up loading in Intranet / HR Folder
- 6) PA to MD- for kind information of MD please
- 7) Notice Board of all NMRCL offices.
- 8) Office order file