



File No. WBTC/Dy.GM/HR (A)/Misc./2021-22/COVID Advance

Dated 04/05/2021

Sub Medical advance towards expenses on hospitalization for treatment of Covid affected employees and their dependent family members under BSNLMRS.
Ref D.O. No. BSNLCO-ADMN/11(15)/2/2021-ADMN dated 29/04/2021

On the above referred letter and subject, the undersigned is directed to mention that the claim for advance towards the expenses on hospitalization for the treatment of Covid affected employees and their dependent family members under BSNLMRS in accordance to the Corporate office D.O. letter No. BSNLCO-ADMN/11(15)/2/2021-ADMN dated 29/04/2021 may be submitted to circle office Admin section as per table mentioned below duly approved by the Accounts officer pertaining to the concerned section.


The advance request may be obtained from the employee or the dependant family members or by his Controlling officer if the employee is unable to submit the same due to health condition. The consolidated fund request may be sent to CBB from Finance section.

Sl. No.	Name of the employée and dependents	Perner No.	Type of the hospital	Category of city X/Y/Z	Empanelled /Non Empanelled /Approved/ Non approved/ Govt./Private	Estimate given by the hospital	CGHS Rate	Any previous advance pending against the employee	Amount of advance approved by the accounts officer	Remarks.

The sanctioning authorities are mentioned as under:-

1. For BA/SSA-BA Head & IFA (upto JAG level)
2. For Circle Office-Vertical Head & IFA (upto JAG Level) and cases beyond above will require approval of CGM & Sr. GM (F)
3. Medical advances may be directly credited to the salary account of the affected employees on receipt of the fund from BSNL Corporate office.

This is issued with the approval of the competent authority.


Sutapa Pal
DGM (HR/A)
04/05/21

Copy to:

- 1) All Vertical Heads in Circle Office, WBTC
- 2) All BA/ OA / Unit Heads, WBTC
- 3) All Unions and Associations
- 4) Sancharika