

Reliance Industries Limited
Maker Chamber-IV, 2nd Floor, West Wing, Nariman Point, Mumbai-400021

Date : 03.04.2025

Dear Mr. Badavath Pavan Nayak
Emp No : 55074491
Company: Jio Platforms Limited
CellNo : +919390124795
Location: Bangalore

As per group policy, you are required to undergo a periodic medical check-up every year. Your medical check-up is due in this month. The details of the tests required to be done are as follows:

Category A : Age under 40 years

1. CBC with ESR
2. Urine Routine
3. Blood Sugar - Fasting & PP
4. Serum Creatinine
5. BUN
6. Uric Acid
7. Lipid Profile
8. Chest X-ray
9. ECG
10. Gynaec Examination with Pap Smear (for females)
11. History / Examination (Reports should contain the following details):
 - (i) History -
Family History: HT /DM / IHD Past History: HT / DM / IHD
Personal History: Alcohol-Y/N Tobacco-Y/N Smoking-Y/N Exercise: Regular Y/N
Any other relevant history
 - (ii) General Examination (Height in cms, Weight, Pulse, Blood Pressure)
 - (iii) Systemic examination - RS. CVS,CNS,PA
12. Eye Check Up by eye specialist.

You are required to undergo the same at any of the empanelled centers mentioned in **ESS-> Self Service-> Payroll, Reimbursement and Compensation-> Insurance/ PME-> PME Tie -up Centres**, where you will not be required to make any payment for the Checkup. You need to take prior appointment for health checkup. Please carry your Company Identity Card along with a printout of this letter when you go for PME checkup. Hospital will directly send your check-up reports to the **Group Medical Advisor's office at Reliance Industries Limited, Maker Chamber-IV, 2nd Floor, West Wing, Nariman Point, Mumbai-400021**

You may however, undergo this medical check-up at any center of your choice on direct payment basis to the maximum reimbursable limit of Rs. 2,700 and courier the check-up reports to the **Group Medical Advisor's office at Reliance Industries Limited, Maker Chamber-IV, 2nd Floor, West Wing, Nariman Point, Mumbai-400021** along with a copy of this letter

Trust you will undergo the medical check-up at earliest. This letter is valid for this month only.

Sincerely yours,
Dr. R. RAJESH
Group Medical Advisor

This is system generated letter.

Note: For Mumbai and Navi Mumbai locations, Sir H.N. Reliance Foundation Hospital and Research Centre is the only center for cashless facility. For employees less than 40 years, they can avail the cashless facility at Medical Center, near Gate B, Reliance corporate park, Navi Mumbai also.

If you do not get a System generated mail about your health status within fortnight of undergoing PME Health Check-up, kindly contact the following,

RCP : Dr.Jyothykumar S (Jyothykumar.S@ril.com) / Dr. Vivek Malpure (vivek.malpure@ril.com)
Contact No : 022-44776694

Mumbai : Dr. Hitendra Wagle (hitendra.wagle@ril.com) /Dr. Sujit Shukla (sujit.shukla@ril.com) /
/ Dr Prashant1 Dubey (Prashant1.Dubey@ril.com) Contact No. : 022 22785334/ 22785333

Other than RCP & Mumbai: Dr. Ratnakar Koyande (ratnakar.koyande@ril.com)
Contact No. : 022 44788514

For any Queries, please write mail to corporate.medicalservices@ril.com

GUIDELINES FOR PERIODICAL MEDICAL EXAMINATION & REIMBURSEMENT

If you undergo this check-up at non-panel center, you will be reimbursed the cost of this medical check-up on submission of a receipt, subject to a **maximum of Rs.2700.00** .

If checkup done at non-panel centres, courier the check-up reports to the **Group Medical Advisor's office at Reliance Industries Limited, Maker Chamber-IV, 2nd Floor, West Wing, Nariman Point, Mumbai-400021**, or respective location doctor, along with a copy of this letter. Option for reimbursement will appear in ESS after 48 hours on entry of reports in medical system, by our doctors.

PME reimbursement option will be available only once in a stipulated time. Please enter the amount against expenses, upload the scanned copy of bills and generate claim voucher.
Once reimbursement claim has been generated, PME reimbursement option will be withdrawn from ESS.

Path for reimbursement in ESS : Payroll, Reimbursements and Compensation ->Reimbursement claims-> Create Claim Entry -> Periodical Medical (Select from Dropdown menu)

INSTRUCTIONS:

1. Minimum of 12 Hrs. fasting is essential prior to the check up
2. May drink water during fasting. Refrain from alcohol at least 12 Hrs. prior to the check up
3. Consult your physician before consuming any medicines on the day of the PME
4. Please carry your regular daily medicines if any along with you