**Sub: Medical reimbursement in favor of Smt. Mousumi Singh, AM/Civil/CO (EC- 100246)**

Ref: Employee’s claim dated 03.01.2025.

  A request for sanctioning the medical claim for the indoor treatment of Smt. Mousumi Singh, (EC- 100246), AM/Civil/CO, has been received. Details are provided below:

|  |  |  |
| --- | --- | --- |
| 1 | Name of the employee & Designation | Smt. Mousumi Singh, AM/Civil/CO |
| 2 | Employee Code | 100246 |
| 3 | Scale of Pay & Basic Pay | 60,000-1,80,000/- & 60,000/- |
| 4 | Name of the patient | Self |
| 5 | Relationship with the employee | Self |
| 6 | Family declaration from SAP enclosed Yes/No | Yes |
| 7 | Disease diagnosed | Pregnancy |
| 8 | Name of the Hospital  (With Registration Number) | Cloudnine Hospital |
| 9 | Whether Hospital is Empaneled (Yes/No) | Yes |
| 10 | Whether Admissible discount availed (Yes/No) | Yes |
| 11 | Date of Admission | 06.12.2024 |
| 12 | Date of Discharge | 07.12.2024 |
| 13 | Advance Taken, if/any  Account Submitted, if/any | No |
| 14 | Amount Claimed | Original Amount claim-1,61,106/- |
| 15 | Amount Admissible | Amount Admissible-Rs. 1,57,690/- |
| 16 | Sanction Authority as per Revised SOP (Para - E.6.2 (ii)) (CP-166) | As per SOP Concurrence of Finance is required for amount exceeding Rs.1,00,000/-.  GGM/GM is competent Authority for sanction for all Medical Reimbursements & Advances Upto Rs. 2,00,000/- |

2.  Cloudnine Hospital is in the list of empaneled hospitals in circular no. 04/2024 dated 23.01.2024. In accordance with Circular No. 1/2024 dated 23.01.2024, If treatment is taken at an empanelled hospitals, reimbursement will be made on actual basis. Processing sheet is placed a CP-125

3.  In light of above, Medical claim of Smt. Mousumi Singh, AM/Civil/CO amounting to Rs. Rs.1,57,690/-(Rupees One Lakh Fifty Sven Thousand Six Hundred Ninety Only) is submitted for Finance concurrence and approval of GM/HR pl.

**DGM/HR**

**DGM/Fin/PR**

**GM/HR**