

If a CPRMS Medical Card is lost/ soiled/ mutilated or misplaced the following procedure may be followed to obtain the duplicate Medical Card:

- 1. An application requesting for issue of duplicate Medical Card by the Ex-employee, (in case the ex-employee is expired application may be submitted by the spouse) to be forwarded through proper channel**
- 2. Documents to be enclosed:**
 - i) Annexure I & Annexure II (available below)**
 - ii) FIR filed with respective Police Station SHO in Original (FIR obtained from Mee-seva will also be considered) for lost/ misplaced cards.**
 - iii) Self attested copy of relevant Medical Card**
 - iv) Demand Draft Rs 300/- in favor of SCCL payable at Kothagudem.**
 - v) Self attested copy of Aadhaar Card of the applicant**

THE SINGARENI COLLIERIES COMPANY LIMITED

(A Government Company)

Application for issuing duplicate /fresh Medical Card in case Original Smart Medical issued under CPRMS-NE/ CPRMS-E is lost/misplaced/stolen damaged/mutilated/broken

(To be submitted in Triplicate)

Date: _____

To
The General Manager (Per), EE, Wel & CSR
The Singareni Collieries Company Ltd.

//Through Proper Channel//

Sir,

Sub: -Request for issue of a fresh CPRMS-NE/CPRMS-E Smart Medical Card in place of lost/misplaced/stolen/mutilated/Soiled/damaged smart card— Reg.

Ref: - 1) Circular No.CRP/PER/IR/CPRMS/375 dated: 23.03.2018

2) Circular No.CRP/PER/C/06/1752, dated: 04.07.2013

I have taken membership in CPRMS-NE/ CPRMS-E and a Smart Medical Card No. _____ has been issued to me. I request to arrange to issue me a fresh/duplicate Medical card in place of existing one for the following reason.

- 1) I have lost/misplaced/got my card stolen at _____ place on Date:_____ and I have lodged an FIR with _____ Police Station and I am hereby enclosing FIR (in original) along with Action Taken Report issued by Police Authorities/ I am enclosing an undertaking to return the medical card whenever the original medical card is found/traced.
- 2) My CPRMS-NE/CPRMS-E Smart Medical Card got mutilated/Soiled/damaged/broken due to regular usage

I am hereby enclosing a Demand Draft vide No._____ obtained from _____ Branch of _____ Bank in favour of SCCL payable at Kothagudem for Rs.300/- for issuing of fresh/duplicate CPRMS-NE/CPRMS-E Smart Medical Card.

Yours faithfully,

Signature of the Applicant

Name of the Applicant

Note: Please Strike off either point No.01 or 02, whichever is not applicable

UNDERTAKING TO BE SUBMITTED FOR ISSUE OF A DUPLICATE MEDICAL CARD
UNDER CPRMS-NE/CPRMS-E

DATE:

TO
THE GENERAL MANAGER (PER)
EE, WELFARE & CSR

"Through GM/Area"

Dear Sir,

In consideration of my request to issue me a duplicate Medical Card, in place of Medical card No:..... issued to me under CPRMS-NE/CPRMS-E which I have lost/ misplaced, on Date:..... . I hereby agree to hold you (THE SCCL) , indemnified against all the consequences that may arise in issuing me a duplicate Medical Card and against all losses, charges and expenses. I further undertake to hand over the said original Medical Card whenever it is traced\found.

Dated at this..... Day of

Yours faithfully,

.....

.....

Address & Mobile Number:

Witnesses:

1. Name:

EC:

Desig:

Place of work:

Signature:

2. Name:

EC:

Desig:

Place of work:

Signature: