



THE SINGARENI COLLIERIES COMPANY LIMITED  
(A Government Company)  
I.R.Wing, Corporate Personnel Department

Ref.No. CRP/PER/IR/CPRMS-NE(Modified)/ 1929

Dt. 11.12.2019.

**GMs of all Areas**  
**GM STPP**  
**HODs of all Corp. Depts.**

Sub: Introduction of Contributory Post Retirement Medicare Scheme for Non-Executives of SCCL (CPRMS-NE)(Modified) – Reg.

Ref: (1) Circular No. CRP/PER/IR/CPRMS-NE(Modified)/1728  
dt. 01.11.2019

(2) Circular No. CRP/PER/IR/CPRMS-NE(Modified)/1866, dt.  
27.11.2019

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In continuation to the above circulars communicating introduction of Contributory Post Retirement Medicare Scheme for Non-Executives of SCCL (CPRMS-NE) (Modified), procedural guidelines for implementation of the scheme are furnished hereunder.

**1.0 Action to be taken at Area /Corporate**

- 1.1 A non-executive/spouse, who intends to avail Medical benefits under the Scheme shall submit application in the prescribed proforma (preliminary application-A) to the Head of Mine/Department (Dept. includes Corporate departments also) from where he/she **exited from service** together with copy of termination letter (mode of exit from service) indicating his/her intention to join the "Contributory Post Retirement Medicare Scheme (Modified)" for Non-Executives and to inform the membership amount to be paid.
- 1.2 A non-executive/spouse (member of the Scheme), who intends to avail Medical benefits for his/her Divyang children under the Scheme (as per clause-2.1(h) of CPRMSE-NE (Modified) shall submit application in the prescribed proforma (preliminary application-B) to the Head of Mine/Department (Dept. includes Corporate departments also) from where he/she retired together with copy of termination letter (mode of exit from service) indicating his/her intention to join his/her Divyang Children in the CPRMS-NE(Modified) and to inform the membership amount to be paid
- 1.3 The Head of the Mine / Department after verification of the documentary evidence submitted by the ex-employee/spouse with the available company records shall ascertain the eligibility of the ex-employee/spouse & Divyang children (in case claims the same) for membership to the scheme as per 'clause No.2.0 of the scheme' and if eligible shall inform the membership amount to be paid through Demand Draft or the details of amount deducted (partly/fully) through his/her salary/arrears of salary towards membership/contribution, as per available data.
- 1.4 The Eligible non-executive/spouse who intends to avail, of Medical benefits under the Modified scheme shall apply for membership to the Head of the Mine / Department from where he / she has **exited** / has been terminated in the prescribed format (**Annexure.I**) along with the following documents:

- a) Demand Draft towards membership amount towards contribution to the scheme / Proof of deduction of contribution amount from salary / arrears of 10<sup>th</sup> Wage Agreement duly certified by the concerned Head of the Mine/Dept/AEPATB Cell.
  - b) Superannuation or termination letter or Name Removal letter.
  - c) 4 Copies of Passport size photographs
  - d) Self attested photo Identity of spouse and nominee (Aadhar card)
  - e) Copy of the Bank Account Book containing the Account No. and IFSC Code of member.
  - f) **Duly filled in Medical Card in the prescribed format(Annexure-A)**
- 1.5 To avail of Medical benefits for Divyang Children under the Modified scheme by non-executive/spouse (member of the Scheme), shall apply for membership to the Head of the Mine / Department from where he / she has retired in the prescribed format (**Annexure-II**) along with the documents mentioned at 1.4 (a to f) together with SADAREM Certificate.
  - 1.6 Unit W.O/O.S shall first scrutinize the particulars furnished in the application before uploading the data.
  - 1.7 The Head of Mine/Department should scrutinize the service particulars furnished in the application (**Annexure-I/Annexure-II**) and Medical Card (**Annexure-A**) certify regarding the authenticity of the particulars furnished therein and **documents enclosed**, duly attesting the photograph of the exited employee, spouse and nominee **and certifying regarding contribution of Rs.40,000/- in the application together with DD particulars in the CPRMS web program. Thereafter, the particulars entered in the web program should be approved by the Unit HOD.**
  - 1.8 Thereafter the application shall be forwarded along with Demand Draft/Certified statement showing the deductions made towards contribution of CPRMS-NE (**Modified**) from salary/10<sup>th</sup> wage arrears/**any other arrears such as PLR, Special Incentive etc.** together with **certified** enclosures to the Head of Area Personnel Department and I/c AEPATB Cell / I/c.AEPATB Cell at Corporate who shall be the 'Nodal Officer' of 'CPRMS for Non-Executives' for that Area/Corporate respectively for scrutiny of applications submitted and further verification of eligibility conditions as mentioned in the scheme.
  - 1.9 On receipt of the prescribed amount of contribution from the retired non-executive by DD drawn in favour of The Singareni Collieries Company Limited payable at the Area where they last worked or after ensuring the deductions of contributions from the salary/10<sup>th</sup> wage arrears/**any other arrears such as PLR, Special Incentive etc.** from the concerned Non-Executive Cadre Employee and after certification regarding their eligibility by the Nodal Officer, they will be admitted into the scheme. Thus membership under the scheme shall be reckoned from the date of payment of full contribution under the scheme.
  - 1.10 The Nodal Officer shall forward the D.D **to the Area/Corporate Finance dept.** for depositing the prescribed amount in Company's Account / CPRMS Trust's Account.
  - 1.11 On receipt of application in the prescribed format, the concerned Nodal Officer would scrutinize the same and check the eligibility for membership as per 'clause No.2.0 of the scheme.
  - 1.12 The concerned **ATB** Officer shall capture all the data / information / photographs / signature contained in the application form into the CPRMS Window/web program

which will be provided/already provided to all the Areas by the IT Dept., for capturing of information with regard to the applicants.

- 1.13 **The Nodal Officer shall thereafter scrutinize the particulars and authenticate the genuineness of the member (Ex-employee/Spouse/Divyang Child) for generating Medical Card with Unique Registration Number. Thereafter printing of Medical Cards will be done centrally at CPRMS Cell, Corporate and dispatched to respective Nodal Officers at Areas/Corporate Depts. The Medical Card shall be issued within one month of receipt of application together with DD at unit level.** The data captured in the CPRMS Web will be accessible to all stakeholders concerned involved in implementation of the Scheme. However, the entire database of CPRMS-NE can be accessed by the Office of CMO and CPRMS Cell, Corporate.
- 1.14 Declaration of nominee is required to be given by the retired non-Executive/Spouse, as the case may be, at the time of becoming member under the scheme for submitting the claim in absence of retired non-Executive and/or spouse. The retired non-Executives who have already become member under the scheme shall submit the name of the nominee separately, if necessary.
- 1.15 The Nodal Officer shall then register the retired non-executive/spouse & Divyang Children concerned and issue a 'Medical Card' to him/her (Annexure-A) under his signature which shall permit the beneficiary/beneficiaries to avail the benefits. Intimation to this effect shall also be given to CPRMS Cell Corp. and CMO, Main Hospital, Kothagudem.
- 1.16 The Nodal Officer will provide a copy of the Medical Card (Annexure-A) being issued to the applicant to the Head of Mine/Department/Area/Corp. Finance Dept., /CPRMS cell Corp /Area Medical Dept / Main Hospital and Area/Corp. AEPATB Cell.
- 1.17 All the retired non-executives and / or spouse / Divyang child will have to submit a "Life Certificate" every year in the month of December (Proforma enclosed) to the Nodal Officer concerned. The "Life Certificate" may be issued by anyone of the following persons:
  - i. The Branch Manager of the Bank where the concerned retired non-executive and/or spouse is maintaining the single-owned Saving Bank Account.
  - ii. A Gazetted Officer of Central Govt. or State Govt.
  - iii. A Registered Medical Practitioner.
  - iv. Head of the concerned mine/dept., where the ex-employee worked.
  - v. Area Personnel Dept. Head/ Incharge, AEPATB Cell of the concerned area.

The Medical Card issued will be revalidated on yearly basis on submission of life-certificate. Non-submission of 'Life Certificate will make the Medical Card invalid'.

The members of CPRMS-NE(Modified) are required to submit the Life Certificate every year in the month of December to the Nodal Officer concerned as per the method circulated vide Ir. No.CRP/PER/WEL/CPRMS-NE/5850, dt.19.11.2019.

- 1.18 **Time limit/last date to submit application along with the above documents by the Non-Executive Cadre employees exited prior to 01.07.2016 or on after 01.07.2016/their spouse is 29<sup>th</sup> February, 2020 as informed vide circular no. CRP/PER/IR/CPRMS-NE/Modified/1728, dt.01.11.2019.**

In respect of employees exited after 01.03.2020 they/their spouse should submit their application within 3 months from the date of exit.

1.19 Applications submitted after the due dates as mentioned above will not be entertained.

## 2.0 Procedure to avail medical treatment and reimbursement

2.1 The ex-employees/spouse/Divyang Child who intend to avail medical treatment having membership shall approach the SCCL Hospital/Govt. Hospital/empanelled hospitals mentioned in the SCCL website (<https://www.scclmines.com>) alongwith the medical card/Smart Medical Card.

2.2 The hospital authorities in turn based on the ailment of the ex-employee/spouse/Divyang Children shall submit online an estimate to Chief Medical officer (CMO), SCCL for approval to extend necessary treatment.

2.3 CMO in turn, based on their eligibility will accord approval for extending treatment online.

2.4 The CPRMS Cell, Corporate shall monitor the CPRMS-NE and CPRMS-NE (modified) from Corporate and also maintain Centralized data/repository with respect to CPRMSE-NE and CPRMS-NE (modified) apart from the authorities mentioned below.

2.5 The Special Cell consisting of Dy.CMO. PM & Sr.AO for monitoring CPRMS-Executives shall also monitor the CPRMS-NE by functioning from Main Hospital, KGM and also maintain Centralized data/repository with respect to CPRMSE-NE.

3.0 Reimbursement of claims shall be processed as enumerated at Clause No.6.0 in circular cited and reimbursement claims shall be submitted in **Annexure-B1 / Annexure-B2**.

## 4.0 General

4.1 Individual account for each member of the CPRMS-NE and CPRMS-NE(modified) based on the Unique Registration Number allotted to the member at the time of admission to the Scheme shall be maintained in SAP-HR.

4.2 As and when a member of the Scheme avails treatment and submits bills, message regarding the left over balance amount available in the member's account will be sent by PM-ERP.

4.3 The maximum amount reimbursable during the entire life for the retired Non-Executive Cadre employee and spouse put together is Rs. 8.0 lakh (Rupees eight lakh only). In case of death of spouse, the balance amount facility shall be extended to the surviving member.

4.4 In case, husband and wife both are employed in Non-Executive cadre in SCCL and have contributed full amount i.e. Rs. 40,000/- each as member's contribution, each one of them shall be entitled to avail benefit of Rs. 8.0 lakh (Rupees eight lakh only) as maximum amount reimbursable during their respective lives.

4.5 The maximum amount reimbursable during the entire life for the Divyang child would be Rs. 2.5 lakh (Rupees Two lakh fifty thousand only).

- 4.6 In case of critical diseases, as defined in the scheme, the benefit will be unlimited as per NIMS rates. However, the benefit will be extended after exhausting the limit of Rs.8.00 Lakh for member and spouse taken together.
- 4.7 In case of Company's Hospital / dispensaries, inpatient treatment will be provided to Members by charging 40% of treatment cost at NIMS tariff. This amount will be charged to their account of Rs.8.00 Lakhs.
- 4.8 The outpatient medical treatment will be extended at free of cost to all the members in company's hospitals and dispensaries only.
- 4.9 Nominee under the Scheme is not eligible for any benefit under the Scheme.
- 4.10 CMO to apprise all Area Medical Heads and also Empanelled Hospitals regarding the modalities for hassle free implementation of the Scheme and (ii) Area Personnel Dept. Head and Incharge AEPATB Cell and Nodal Officer to arrange to issue handout in Telugu along with Medical Card indicating the mode of availment of benefits and reimbursement, if any under the scheme.

It is requested to advise the concerned to follow the above procedure/modalities scrupulously for hassle free implementation.

  
Director (PA&W).

- Encl: 1) Proforma of initial Application (for eligibility) – Preliminary App. A & B  
2) Annexure-I & Annexure-II (application for membership)  
3) Annexure-A (Medical Card)  
4) Annexure-B1 & B2 (Claim forms)  
5) Proforma of Life Certificate

cc:

All Directors

GM (Cdn)/Hyd.

CMO : To initiate action as per clause mentioned at No.4.10 above.

GM(P)/Welfare & CSR

Chief (IT) – With a request to develop a web application for CPRMS-NE(Modified) capturing all the data/information of each ex-employee as mentioned at clause No.1.12 above.

PM ERP – To configure in SAP-HR for facilitating the actions at clause No.4.1 to 4.3.