



THE SINGARENI COLLIERIES COMPANY LIMITED

(A Government Company)

I.R.Wing, Corporate Personnel Department

Ref.No. CRP/PER/IR/CPRMS/416

Dt. 30.03.2018

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

Sub: Introduction of Contributory Post Retirement Medicare Scheme (CPRMS) for Non-Executives of SCCL – Reg.
Ref: Circular No. CRP/PER/IR/CPRMS/375 dt. 23.03.2018

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In continuation to the above circular communicating introduction of Contributory Post Retirement Medicare Scheme (CPRMS) for Non-Executives of SCCL, 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 preliminary application in the prescribed proforma 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 the "Contributory Post Retirement Medicare Scheme" for Non-Executives and to inform the membership amount to be paid.
- 1.2 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 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.
- 1.3 The Eligible non-executive/spouse who intends to avail of Medical benefits under the scheme shall apply for membership to the Head of the Mine / Department from where he / she has retired in the prescribed format (**Annexure.I**) along with the following documents:
 - a) Demand Draft towards membership amount as per their eligibility slot towards contribution to the scheme.
 - b) Superannuation or termination letter.
 - c) 4 Copies of Passport size photographs
 - d) Self attested photo Identity of spouse and nominee (PAN card/Aadhar card)
 - e) Copy of the Bank Account Book containing the Account No. and IFSC Code.

Time limit to submit application along with the above documents:

Sl.No.	Description	Last date
1	Ex-employees exited prior to 01.04.2018/their spouse	30 th June, 2018
2	Employees exiting after 01.04.2018/their spouse	Within 3 months from the date of exit

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

- 1.4 The Head of Mine/Department should scrutinize the service particulars furnished in the application and certify regarding the authenticity of the particulars furnished therein, duly attesting the photograph of the retired employee, spouse and nominee.
- 1.5 Thereafter the application shall be forwarded along with Demand Draft and 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 for scrutiny of application submitted and further verification of eligibility conditions as mentioned in the scheme.
- 1.6 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 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 contribution under the scheme.
- 1.7 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 and provide Unique Registration Number to the ex-employee.
- 1.8 The concerned Nodal Officer shall capture all the data / information / photographs / signature contained in the application form into the CPRMS Window/web program which will be provided to all the Areas by the IT Dept., for capturing of information with regard to the applicants. 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.
- 1.9 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.
- 1.10 The Nodal Officer shall forward the D.D. along with copy of application (Annexure-I) to the Area / Corporate Finance Department for depositing the prescribed amount in Company's Account.
- 1.11 The Nodal Officer shall then register the retired non-executive/spouse 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 G.M(F&A), Corp. and CMO, Main Hospital, Kothagudem.
- 1.12 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., Area Medical Dept / Main Hospital and Area/Corp. AEPATB Cell.

- 1.13 All the retired non-executives and / or spouse 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. Any Officer of the Company.

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'.

2.0 Procedure to avail medical treatment and reimbursement:

- 2.1 The ex-employees/spouse who intend to avail medical treatment shall approach the SCCL Hospital/Govt. Hospital/empanelled hospitals mentioned in the SCCL website (<https://www.scclmines.com>) alongwith the medical card.
- 2.2 The hospital authorities in turn based on the ailment of the ex-employee/spouse shall submit 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.
- 2.4 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 apart from the authorities mentioned above.


- 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 / B2**.

4.0 General

- 4.1 Individual account for each member of the CPRMS 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, the left over balance amount available in the member's account will be informed to him/her by PM-ERP
- 4.3 The maximum reimbursable amount which can be availed of by the employee and spouse put together is Rs.5 Lakhs and the amount can be interchangeable at their request.

- 4.4 Nominee under the Scheme is not eligible for any benefit under the Scheme.
- 4.5 CMO (i) to apprise all Area Medical Heads and also Empanelled Hospitals regarding the modalities for hassle free implementation of the Scheme and (ii) to arrange a handout in Telugu to be issued by the Nodal Officer 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/take the above procedure/modalities scrupulously for hassle free implementation.


Director (PA&W).

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

cc:

All Directors

ED STPP

GM (Cdn)/Hyd.

CMO

To initiate action as per clause mentioned at No.4.5 above.

GM(P)/Welfare & CSR: To alert the I/c. AEPATB Cells with plan of action for smooth implementation of the Scheme.

GM(IT) – With a request to develop a web application for capturing all the data/information of each ex-employee as mentioned at clause No.1.8 above.

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