



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
Corporate Office

Admn.I Section,
Statesman House,
New Delhi 110 001
Dated: June 3, 2004

No. BSNL/Admn.I/1

OFFICE ORDER

Sub: BSNLMRS – Guidelines for implementation and monitoring

The following guidelines are issued with immediate effect to monitor and control the expenditure under BSNLMRS.

1. **Guidelines to monitor the expenditure on indoor treatment:**
 - i) In case the cumulative expenditure in any financial year claimed for reimbursement under indoor treatment is more than two months basic pay + DA of the employee concerned, the reimbursement shall have to be approved by the respective CGM.
 - ii) In case it exceeds five times of the Basic Pay + DA of the employee, the approval of the Corporate Office shall be needed before making the reimbursement.

2. **Guidelines to monitor overall expenditure**
 - i) All the Circles shall submit a quarterly report indicating the expenditure during the quarter as per proforma given in Annexure I. The report shall positively be sent to Jt. DDG (Admn.) in BSNL Corporate Office by 15th July/October/January/April.
 - ii) Expenditure per employee for all SSAs within a Circle may be monitored at the Circle level. A team from the circle office may check the procedure for sanction of Medical expenses in respect of 15% of the constituent units subject to a minimum of one unit, whose average expenditure per employee is the highest in the Circle. This exercise must be done at least once a year and a detailed report indicating misuse, if any detected, along with corrective action and suggestion for improvement may be sent to Corporate Office, positively before end of 1st quarter of the financial year.

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- iii) Each month, SSA Head should get 1% of the paid bills (subject to min. of 5 & max. of 10) with the highest expenditure in respect of indoor treatment specially checked and send a detailed Report of such checking to the Circle Office. Similarly, action may also be taken for 1% of the highest cumulative accepted claims in the six-monthly periods ending 30th September and 31st March each year (subject to min. of 2 and max. of 5).

This issues with the approval of the Competent Authority.


(Amarjit Bhatia)

Assistant Director General (Admn.)

To

1. All CGMs, BSNL
2. PS to CMD, BSNL
3. PPS/PS to all Directors of BSNL Board
4. All Sr. DDsG/DDsG, CS&GM (Legal), BSNL Corporate Office
5. DG, P&T Audit
6. All recognized Associations/Unions of BSNL\

Annexure – I

Medical Expenses for the Quarter ending

1. Name of the Circle :
2. Total No. of employees :
3. (i) No. of employees opting for BSNLMRS :
(ii) No. of employees opting for CGHS :
4. Details of Expenditure under BSNLMRS

Qtr/ Month	Outdoor Treatment				Total O/D Exp.	Exp. On Indoor Treatment	Total Medical expenditure
	Under para 2.1.0		Under para 2.1.1				
	No. of Beneficiary	Expenditure	No. of Beneficiary	Expenditure			
Total							

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Signature
Name & Designation
Date