



संदर्भ संख्या. MCL/HQ/LEGAL/2022/215

दिनांक: 04-03-2022

// कार्यालय आदेश //

It has been decided to decentralize the submission, scrutiny and payment of **CPRMSE / CPRMSNEE** Claims of retired eligible Executive and Non-Executive Cadre Employee's w.e.f. 1st April 2022 onwards (for the claim for Quarter Ending-March'2022 and any arrear claims if any) and shall be processed at following places.

- | | |
|--------------------|--------------------------------------|
| (a) MCL, HQ, Burla | (c) MCL, Bhubaneswar Office. |
| (b) NSCH, Talcher | (d) Central Hospital, IB Valley Area |

01. It is upto the member of **CPRMSE / CPRMSNEE** respectively to opt the Place / office where they desire to submit their claims from among above four places for which they have to send the Option as per prescribed proforma (attached) to MCL, HQ, Burla by mail by 31-03-2022.

For CPRMSE by Executive through mail Id: mclcprmse@gmail.com

For CPRMSNEE by Non-Executive through mail Id: cprmsne.mcl@gmail.com.

02. At each office above there will be a **CPRMSE / CPRMSNEE Cell** under administrative Control of the HOD(MS) in case of HQ, GM,BBSR in case of MCL,BBSR, CMS I/C in case of NSCH,Talcher and CMS I/C in case of Central Hospital, IB Valley. The composition of such Cell are to be decided by respective HODs by posting exclusive manpower in Staff Cadre and a Help Desk has to function for the purpose to assist the members if approached.
03. When a member under **CPRMSE / CPRMSNEE** submits the bill for reiumbershment in person, the receipts section of Medical Department at MCL, HQ / Central Dispatch Section at HQ and receipts section at MCL, Bhubaneswar Office, NSCH, Talcher and Central Hospital, IB Valley Area have to **receive the bill and give them a Receipt Number with Date**. If received by Dak / Post also to be docketed with Receipt No. / Date and to be sent to respective **CPRMSE / CPRMSNEE Cell** for further required action.
04. The bills / claims so received at **CPRMSE / CPRMSNEE Cell** at above places / offices shall be scrutinized administratively through the concerned Unit **CPRMSE / CPRMSNEE Cell** Staff. If any correction / rectification or submission of documents are required the **CPRMSE / CPRMSNEE Cell** Staff has to contact the Claimant over phone for taking corrective action and thereafter may wait for their physical presence (if they consent) for correction or may send back to the retired Executive / Employee concerned for the re-submission with correction. On resubmission same procedure is to be followed.

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(Signature)
4/3/22



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05. **Once administratively found correct, the said bills / claims are to be sent to respective Medical Officers** duly authorized by HOD (MS), at MCL, HQ, MCL, Bhubaneswar Office, NSCH Talcher and Central Hospital, IB Valley Area **for its scrutiny as per relevant rules under CPRMSE / CPRMSNEE**. Proper record is to be maintained in prescribed format to be supplied by HOD(MS), MCL.

For checking of the medical bills, the following Doctors have been authorized by HOD(MS), MCL to scrutinize and pass the claims at respective offices;

At MCL HQ	:-	01. Dr. Neelima N., Sr. M.O., Med. Deptt, 02. Dr. Bibek. Sr. M.O., AV Hospital,
At MCL, BBSR	:-	01. Dr. Vijaykanth Chakrapani, Dy. CMO,
At NSCH, Talcher	:-	01. Dr. S. Swarnima, Med. Supdt., 02. Dr. Usha Ktanthi, Dy. Med. Supdt.,
At Central Hospital, IBVA	:-	01. Dr. S.C. Jha, Dy. CMO, 02. Dr. Sandhya Singh Sahai, Dy. CMO,

06. **After scrutinization, the bills / claims by Authorized Medical Officer** concerned are **to be sent to Associate Finance** in respective offices – MCL, HQ, MCL Bhubaneswar Office, NSCH Talcher & Central Hospital, IB Valley Area **for checking and passing the bills / Claim**, after making entries in ERP System and to send the Physical bills to Associate Finance for checking.
07. **After checking and passing of bills / claims by Associate Finance, necessary entries in ERP System is to be made and to be sent for the payment keeping an eye on the maximum limit admissible under CPRMSE /CPRMSNEE as the case may be.**
08. The General Manager(sys.), MCL will arrange allocating SAP / Transaction Code i.e. Login Credentials related to **CPRMSE /CPRMSNEE** to concerned executives and staff for making entries in SAP / ERP on the issue. A system generated mail / SMS is to be sent to the payee / member concerned when paid. Requisition from respective HOD will be sent to General Manager(Sys.), MCL for allocation of SAP Transaction Code for Login etc.
09. **The final payment as admissible is to be released by Associate Finance / Cash Officer at respective office through ERP.**

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4.3.22



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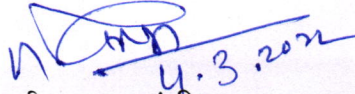
10. For cashless treatment at empanelled hospitals the HOD(MS), MCL has to take required action as per rule. The concerned member are to inform the HOD(MS), MCL seeking his permission for cashless treatment by mail in following IDs.

a. cms.mcl@coalindia.in

b. cmsmclhq@gmail.com

This issues with the approval of the Competent Authority.

संलग्नक: Copy of Option form


(सूर्य कुमार षडंगी)

म.प्र.(का.)/विभागाध्यक्ष (विधि),
एम्.सी.एल

प्रतिलिपि:

01. HOD(MS), MCL, HQ / General Manager, BBSR / CMS, NSCH Talcher / General manager, IBVA / CMS, Central Hospital, IBVA / Associate Finance, MCL, HQ / BBSR / NSCH Talcher / CH, IBVA - **for necessary action as above.**
02. All Area General Manager- MCL, HQ / Talcher / Lingaraj / Bharatpur / Kaniha / Jagannath / Hingula / Orient / Lakhanpur / IBVA / Basundhara / Mahalaxmi/ Subhadra / CWS, Talcher / CWS(X), IBV.
03. All GMs / HOD, MCL, HQ.
04. All Area Personnel Manager, Talcher / Lingaraj / Bharatpur / Kaniha / Jagannath / Hingula / Orient / Lakhanpur / IBVA / Basundhara / Mahalaxmi/ Subhadra / CWS, Talcher / CWS(X), IBV - **for wide publicity**
05. All Area Associate Finance, MCL, HQ / MCL, BBSR / NSCH- Talcher / CH-IBVA.
06. General Manager(Sys.), MCL, HQ - **request to publish copy of this order and Option Form in MCL Website and for allocation as at Point No.08.**
07. GM(P&IR/N-EE), MCL - **for required action for information to CPRMSNEE member from his end.**
08. Sri S.K. Satpathy, Dy. Manager(EE) / Nodal Officer(CPRMSE), MCL, HQ - **for necessary action in informing all the members.**
09. All authorized Medical Officers;
 - I. Dr. Neelima N., Sr. M.O., Med. Deptt, MCL, HQ
 - II. Dr. Bibek. Sr. M.O., AV Hospital, MCL, HQ
 - III. Dr. Vijaykanth Chakrapani, Dy. CMO, MCL, BBSR.
 - IV. Dr. S. Swarnima, Med. Supdt., NSCH, Talcher
 - V. Dr. Usha Ktanthi, Dy. Med. Supdt., NSCH, Talcher
 - VI. Dr. S.C. Jha, Dy. CMO, CH, IBVA
 - VII. Dr. Sandhya Singh Sahai, Dy. CMO, CH, IBVA

CC to:

01. TS to CMD / DT(O) / D(F) / D(P) / DT (P&P) / CVO for kind information
02. General Manager(Fin.), MCL, HQ - **for information and necessary advice to concerned Associate Finance for needful.**



MCL

MAHANADI COALFIELDS LIMITED

OPTION FORM

Option for submission of CPRMSE / CPRMSNEE Claim for payment at different offices / places.

With reference to the Office Order No.MCL/HQ/LEGAL/2022/215, Dt.04-03-2022,
I wish to opt for submission of my CPRMSE (*) / CPRMSNEE (*) Claim { * Strike out
whichever is not applicable } at the following places / offices;

(a) MCL, HQ, Burla

☐

(c) MCL, Bhubaneswar Office.

☐

(b) NSCH, Talcher

☐

(d) Central Hospital, IB Valley Area

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Tick from which office wish to submit claim.

Signature

Name :

Designation :

CPRMSE/CPRMSNEE Card No.:

EIS /NEIS No.:

Date: