ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA – 04

Cirular Memo.No.D(HR&IR)/CGM(Adm,IS&ERP)/DS(E)/AS(M)/PO-J/153/2022, dt.29.04.2022

Sub:- APGENCO – Medical – Necessary Documents and Information while sending Reimbursement Claim/ letter of Credit application to HQ – Certain Instructions- Issued.

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It is noticed by the undersigned that the reimbursement claims in respect of Employees/Service Pensioners/Family Pensioners are sending to HQ without giving correct availed amount and required documents & investigation reports for sanction, thereby causing delay in processing of the bills. Further, it is pertaining to mention that, before sending the bills to HQ, concerned section has to properly verify and confirm that all the relevant documents are enclosed by the applicant.

2) Therefore, the Station Heads/Functional Heads of Vidyut Soudha are requested to instruct the concerned wing to ensure the following information/documents shall be attached and furnished while sending the Reimbursement Claim/application of letter of credit in respect of Employee/Service Pensioner/Family Pensioner to the Head Quarters.

In case of Reimbursement Claim

i) Application Form duly attested by the Controlling Officer.
ii) Essentiality & Emergency Certificate from the Hospital duly signed by the Doctor.
iii) DME Certificate of the Hospital in case of DME Registered Hospital.
iv) Self Declaration form in case the treatment taken for the dependant family member.
v) Discharge/Death Summary in respect of the patient.
vi) Consolidated Bill in respect of the Patient.
vii) Detailed Breakup Bill with dates in respect of the Patient.
viii) Investigation Reports for the tests conducted for the patient.
ix) Controlling officer should certify, whether, the employee is on leave or not during the treatment period in the hospital.
x) Employee Id/ERP Id shall be furnished in the application form by the Employee/Pensioner/Family Pensioner.
xi) Correct availed amount by the employee/Pensioner/Family Pensioner should be furnished by category wise.
xii) The medical bills sanction in the generating stations are not being entering in the SAP system (9030) it shall be recorded in the SAP without fail.
xiii) In case the Employee/Pensioner/Family Pensioner has taken the treatment outside the state, Recommendation letter from the previous treated doctor in the the A.P is mandatory.
xiv) Non-Drawl Certificate attestation by the Disbursing officer.
xv) In case the applicant has undergone accident, RTA certificate from the concerned authority and Case Sheet from the hospital is mandatory.

In case of letter of Credit: (Please ensure to forward the credit card request Immediately being emergency nature)

I) Application counter signed by the Station Head/Concerned authority through proper channel.

ii) Essentiality Certificate.

iii) DME Certificate from the Hospital.

iv) Estimation letter from the Hospital.

v) Correct availed amount by the employee/Pensioner/Family Pensioner should be furnished by category wise.

vi) Self Declaration form in case the treatment taken for the dependant family member.

vii) While forwarding the Credit Cards applications, if the Chief Engineer/O&M is busy or readily not available, concern Superintending Engineer(Adm.)/Deputy Secretary/General Manager can also be submitted the proposal to the Head Quarters.

viii) For chemotherapy treatments, the cycles mentioned by the Hospitals authorities may be recommended to Head Quarters for necessary approval to avoid repeated procedure for the same treatment and from next chemo cycle i.e., second admission onwards, only representation along with estimation is required.

3) The timely furnishing of required documents and reports with regard to Reimbursement Claim / credit card request application by the units will go a long way in helping those employees /Pensioners in the medical distress.

BODDU SREEDHAR
CHIEF GENERAL MANAGER (ADM,IS&ERP)

To
All the Chief Engineers/Superintending Engineers.
All FA & CCAs/Dy.CCAs.
The Chief General Manager (Adm, Is & ERP)
AOs/SAOs/Disbursing Officers/Pay Officer.

Copy to the
Dy.EE(T) to the Managing Director/VS/VJA.
PO to the Director (HR & IR)/VS/VJA.
AO to the Director (Finance & Comm)/VS/VJA.
Dy.EE(T) to the Director(Thermal)/VS/VJA.
Dy.EE(T) to the Director (Hydel)/VS/VJA.
Dy.EE(T) to the Director (Coal & Logistics)/VS/VJA.
AS to the Chief of Vigilance & Security Officer/VS/VJA.
Stock file.

// FORWARDED BY ORDER //

ASSISTANT SECRETARY