


Calcutta Telephones Bharat Sanchar Nigam Limited (A Govt. of India Enterprise)		M.D. Naskar Dy. General Manager (HR & Admn.) Telephone Bhavan, 34, B.B.D. Bag , Kolkata- 700 001 ☎-2230-8080 Fax :2248-1220
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No. SUM-5000/REWA/CTD/45

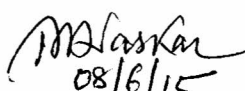
Dated at Kolkata-1, the 08.06.2015

To
All Addl GMs/DGMs,
Calcutta Telephones

CIRCULAR

As per decision of the competent authority of Calcutta Telephones District, the following guidelines is to be followed by the filed units in regard to Outdoor Medical Facilities of retired employees :-

1. Pensioners may send the claim forms by speed post or by courier and the tracking report will be considered as acknowledgement.
2. Claim forms are required to be filled in as per the norms laid down in BSNLMRS by Corporate Office. No local system other than what is prescribed in BSNLMRS should be introduced.
3. All outdoor medical claims received from serving employees and pensioners are to be processed simultaneously as per date of receipt. Any lapse in the claim forms resulting in non processing, should be intimated to the pensioners for necessary correction.
4. All payments to the pensioners should be through ECS only.


08/6/15
(M.D. Naskar)
DGM(HR & Admn)
Calcutta Telephones

1. TS to CGM for kind information of CGM, Calcutta Telephones
2. PGM(HQ), Calcutta Telephones
3. All Sr.GMs/ GMs, Calcutta Telephones
4. CE (Civil)/CE(Electrical)/Chief Architect Calcutta Telephones
5. All DEs/AGMs/CAOs/Calcutta Telephones
6. Medha Intranet/Calcutta Telephones