



From : Manoj Singh, SDGM (HR), BHEL, Corporate Office, New Delhi

To : All HR Heads/ Medical Heads / BHEL

AA:HR: MR1 (C)

Dated 23.04.2020

CORPORATE HR CIRCULAR NO. 032 OF 2020

SUB: Extension of Dates for Relaxation in Prior Approval for Treatment Purpose and purchase of Medicines regd.

1. Due to extension of lockdown by Govt. of India, the date mentioned in the below referred Corporate HR Circulars/IOMs are being extended forthwith as per the table below:

Circular / IOM Ref. No	Date of Circular	Subject matter	Relaxation notified as Per Circular/IOM	Relaxation extended upto
CORPORATE HR CIRCULAR NO. 015 OF 2020	23.03.2020	Preventive Measures To Contain The Spread Of Novel Coronavirus (Covid-19) Instruction on Medicines and permission for diagnostic lab.	14.04.2020	03.05.2020
CORPORATE HR CIRCULAR NO. 016 OF 2020	23.03.2020	Dispensary Timings at Delhi/ NCR	31.03.2020	03.05.2020
IOM AA:HR:MR1(C)	24.03.2020	Generation of referral letter by BHEL empaneled Hospitals through BHEL Unified Health Management system portal	04.04.2020	03.05.2020
IOM AA:HR:MR1(C)	24.03.2020	Referral of BHEL Medical beneficiaries to empanelled diagnostic lab – change in procedure regd.	14.04.2020	03.05.2020
CORPORATE HR CIRCULAR NO. 020 OF 2020	29.03.2020	Relaxation in Rules on Medical reimbursement with respect to the Serving employees and RECHS beneficiaries regarding reimbursement of OPD Medicines	30.04.2020	03.05.2020. The claim dates remains unchanged i.e. upto 31 st May 2020.

2. In case of any doubt, medical beneficiaries are advised to get in touch with the BHEL CMS, BHEL Delhi or authorized BHEL doctor for medical related issue.

This is issued with the approval of the Competent Authority.

(Manoj Singh)
SDGM (HR)

Encl: Referred circulars/IOM enclosed.

**BHARAT HEAVY ELECTRICALS LIMITED : NEW DELHI****Corporate Office**

From : Manoj Singh, SDGM (HR), BHEL, Corporate Office, New Delhi

To : All HR Heads/ Medical Heads / BHEL

AA:HR: MR1 (C)

Dated 25.03.2020

CORPORATE HR CIRCULAR NO. 018 OF 2020**SUB: 1. ADMISSIBLE RATES FOR CORONAVIRUS (COVID-19) VIRUS QUALITATIVE PCR TEST IN BHEL SCHEDULE OF RATES****2. EXTENSION OF DATES FOR RELAXATION IN PRIOR APPROVAL FOR TREATMENT PURPOSE.**

1. Diagnostic Test facility for Novel Coronavirus (COVID-19) has been permitted in certain Govt. approved laboratories both in Govt. and Private Sectors.

Accordingly, the ceilings of rates for COVID Qualitative PCR Test has been notified in Schedule 'E' of BHEL Schedule of rates as under:

SI No	Name of the Test	Admissible rates (Metro /Other cities)	Any other condition
01	COVID Qualitative PCR Test	Rs.4500/-	Currently on cash basis only / credit will be started in few days Home collection / as directed by local health/distt. Enforcement agency/ The test would be allowed only on approval of BHEL doctor.

The test would be admissible in Govt. notified labs only.

2. Further, pursuant to Ministry of Home (MHA) Order No. 40-3/2020-DM-I(A) Dated 24.03.2020, requirements of prior approval for administration of medical facilities (e.g. Referral letters for Inpatients treatment/ Diagnostic Tests/ Medicines from empaneled pharmacies etc.) has been relaxed till 14.04.2020::

Circular / IOM Ref. No	Date of Circular	Subject matter	Date of validity of mentioned EARLIER	REVISED Dates	Remark
CORPORATE HR CIRCULAR NO. 015 OF 2020	23.03.2020	PREVENTIVE MEASURES TO CONTAIN THE SPREAD OF NOVEL CORONAVIRUS (COVID-19) Instruction on Medicines and	04.04.2020	14.04.2020	Will be reviewed as per emerging situation on ground wrt COVID-19

		permission for diagnostic lab.		
CORPORATE HR CIRCULAR NO. 016 OF 2020	23.03.2020	Dispensary Timings at Delhi/ NCR	31.03.2020	14.04.2020
AA:HR:MR1(C)	24.03.2020	Generation of referral letter by BHEL empaneled Hospitals through BHEL Unified Health Management system portal	04.04.2020	14.04.2020
AA:HR:MR1(C)	24.03.2020	Referral of BHEL Medical beneficiaries to empanelled diagnostic lab – change in procedure regd.	14.04.2020	14.04.2020

Request for Referral Letters for approval of BHEL Doctors / BHEL Authorized Personnel can be generated by empaneled Hospitals in the integrated UHMS and that shall be approved by BHEL Doctors/ BHEL Authorized Personnel in the system. There is no need to visit BHEL Hospital/ Dispensary to collect a copy of such approval / referral letter.

Other terms and conditions of subject circulars/ IOM remain unchanged..

3. In case of any doubt, medical beneficiaries are advised to get in touch with the BHEL CMS, BHEL Delhi or authorized BHEL doctor for medical related issue.
4. Instructions / orders issued by the State Govt./ District Administration to prevent spread of COVID-19 shall have to be adhered to.

This is issued with the approval of the Competent Authority.



(Manoj Singh)
SDGM (HR)

Encl: Referred circulars/IOM enclosed.



BHARAT HEAVY ELECTRICALS LIMITED : NEW DELHI

Corporate Office

From : Manoj Singh, SDGM (HR), BHEL, Corporate Office, New Delhi

To : All Unit Heads/ HR Heads/ Medical Heads / BHEL

AA:HR:MR 1 (C)

Dated 23.03.2020

CORPORATE HR CIRCULAR NO. 015 OF 2020

**SUB: PREVENTIVE MEASURES TO CONTAIN THE SPREAD OF NOVEL
CORONAVIRUS (COVID-19)**

As per extant provisions under BHEL Medical Attendance Rules, serving employees are permitted to claim medical reimbursement of medicines etc. against prescription from AMA upto 5 days duration. Beyond 5 days duration, employees are required to get medicines issued from BHEL Hospitals / Dispensaries or claim reimbursement for further duration after obtaining 'not applicability' certificate from BHEL Hospitals / Dispensaries. Major Unit having BHEL hospitals and established mechanism of procurement of medicines provide such medicines which are not readily available in BHEL stocks after procuring them through Local Purchase.

In view of COVID-19 situation, it has been decided that serving employees may be permitted to claim reimbursement of medicines against the prescription of AMA for a duration of treatment beyond 5 days without obtaining 'non availability ' certificate from BHEL Hospitals/ Dispensaries upto 04.04.2020.

2. BHEL RECHS beneficiaries are currently issued medicines from BHEL Hospitals/ Dispensaries against prescription upto one month duration. In order to avoid crowding at hospitals / dispensaries and to take care of their health & safety, it has been decided that RECHS beneficiaries may be issued medicines for a duration of 2 months. This shall be reviewed after 04.04.2020.

3. Some of Units have empaneled pharmacy e.g. Apollo etc. and beneficiaries (serving & retired employees, both) are required to get approval of medicines from BHEL Doctors/ PTMCs before purchase such medicines so as to confirm admissible and inadmissible of items. It has been decided that such approval may be taken on WhatsApp or email or alternatively a list of inadmissible items may be made available to impaneled pharmacy e.g. Apollo. This shall be reviewed after 04.04.2020.

4. Further, BHEL beneficiaries (serving & retired both) are required to obtain prior approval of diagnostic tests etc. from BHEL Doctors, before getting it done from labs (incl. empaneled labs). It has been decided that such prior approval shall not be required till 04.04.2020.

5. It is again advised that personal visits are avoided to the extent possible and social distancing is to be observed.

This may be circulated to all employee/ beneficiaries.

This is issued with the approval of the Competent Authority.

(Manoj Singh)



BHARAT HEAVY ELECTRICALS LIMITED : NEW DELHI

Corporate Office

From : Manoj Singh, SDGM (HR), BHEL, Corporate Office, New Delhi

To : Unit Heads/ HR Heads/ Medical Heads of BHEL Delhi NCR

AA:HR:MR 1 (C)

Dated 23.03.2020

CORPORATE HR CIRCULAR NO. 016 OF 2020

**SUB: PREVENTIVE MEASURES TO CONTAIN THE SPREAD OF NOVEL
CORONAVIRUS (COVID-19)**

Due to COVID-19 situation, timing of BHEL Dispensaries shall be as under on regular working days:

ASIAD Dispensary : 09.00 AM to 01.00 PM

NOIDA Dispensary at Township:

09.00 AM to 01.00 PM and

4.30 PM - 6.30 PM

This arrangement is only up to 31 March 2020. Other dispensaries will remain closed.

This may be circulated please.

This is issued with the approval of the Competent Authority.

(Manoj Singh)



BHARAT HEAVY ELECTRICALS LIMITED : NEW DELHI

Corporate Office

Ref. No.AA:HR:MR1(C)

24.03.2020

Sir/Madam,

Sub: Generation of referral letter by BHEL empaneled Hospitals through BHEL Unified Health Management system portal

1. Your attention is invited to the communication issued by BHEL, Corporate Hospital in in Nov 2018 and January 2019 on providing a functionality for generation of referral letter by BHEL Health care partners i.e., BHEL empaneled hospitals, on being approached by BHEL Medical beneficiary.

2. The hospitals were shared along with a user manual (enclosed), the password to access this functionality and many of the hospitals had been using this facility in the past more than a year now. The access to the functionality is available on <http://ecare.bhel.in/jsp/> and the login password has been shared along with this communication.

Path:

<http://ecare.bhel.in/jsp/> → UHMS-Hospital login → select your hospital from dropdown list
→ use the password to login → key in the BHEL medical beneficiary staff no (employee id no.)
→ Generate referral letter → BHEL doctor approves the letter online

3. In view of the recent situation, the empaneled hospitals are advised to put the functionality to greater use since BHEL medical beneficiary in larger number may approach them who may not be having a signed referral letter.

4. The hospitals are advised to put the functionality to greater use to mitigate any inconvenience to the BHEL Medical beneficiary.

5. In case of any doubt, you are advised to get in touch with the BHEL CMS, BHEL Delhi or authorized BHEL doctor for any Medical related issue.

(Manoj Singh)
SDGM (HR)

Encl: a/a



BHARAT HEAVY ELECTRICALS LIMITED : NEW DELHI

Corporate Office

Ref. No.AA:HR:MR1(C)

24.03.2020

Sir/Madam,

Sub: Referral of BHEL Medical beneficiaries to empanelled diagnostic lab – change in procedure regd.

1. As per extant instructions, Patients can be provided by Empanelled Laboratories (Pathological/ Radiological Labs) only after the test prescribed by Panel Doctors/ Hospitals is further approved by BHEL Doctors except in case of Labs on BHEL RoundGlass Platform (likely to be available shortly) as it does not require a Medical Book and Consultation/ Diagnostic Tests shall be available through OTP based authentication. This is part of credit facility available to BHEL serving and Retired employees.

We are currently witnessing an unprecedented pandemic of COVID-19, and as such being a responsible and caring organization, following has been decided:

1. For a period upto 14.04.2020, requirement of prior approval of the Diagnostic Tests by BHEL Doctors has been relaxed. Serving employees and Retired Employees are permitted to directly visit Empanelled Hospitals/ Diagnostic Labs and based on copy of prescription they produce to lab, credit based Diagnostic Tests facility may be provided to BHEL beneficiaries.

The empaneled labs can then produce bills along with copy of Identity Card containing Staff No., Copy of prescription to claim payments from BHEL Unit/ Division. In case of BHEL RoundGlass, system integration does not require submission of separate bills (under development).

2. Alternatively, BHEL Empanelled Hospitals are part of Integrated Platform UHMS and they can directly generate a request for approval of a referral for Diagnostic Test in the system which shall be approved by BHEL Doctors from their Home/ Hospitals/ over Mobile and patient need not visit BHEL Doctors to obtain physical permission letters. A separate communication has been sent to all empaneled hospitals.
3. In case of any doubt, you are advised to get in touch with the BHEL CMS, BHEL Delhi or authorized BHEL doctor for any Medical related issue

(Manoj Singh)
SDGM (HR)



BHARAT HEAVY ELECTRICALS LIMITED : NEW DELHI
Corporate Office

From: Manoj Singh, SDGM (HR), BHEL, Corporate Office, New Delhi

To: HR Head of BHEL

(1) Bhopal (2) Trichy (3) HEEP & CFFP Haridwar (4) HPEP & PE&SD, Hyderabad (5) EDN Bangalore (6) ISG Bangalore (7) EPD Bangalore (8) CFP, Rudrapur (9) FSIP, Jagdishpur (10) IVP, Goindwal (11) Jhansi (12) Corp. R&D Hyderabad (13) BAP, Ranipet (14) HERP, Varanasi (15) EMRP Mumbai (16) PS-HQ(17) PS-Mktg, PMG/HBG/NBG/PCSG (18) PS-PEM (19) PS-TS & SSBG (20) PS- NR (21) PS- ER (22) PS-WR (23)PS- SR (24)IS,IO&TBG (25) ROD HQ (26) ASSCP- Gurgaon (27) Piping Centre, Chennai (28) HPVP, Visakhapatnam (29) PPPU, Thirumayam (30) Corp. Office

No. AA:HR:MR1(C)

Dated: 29.03.2020

CORPORATE HR CIRCULAR NO. 020 OF 2020

SUB: Relaxation in Rules on Medical reimbursement with respect to the Serving employees and RECHS beneficiaries regarding reimbursement of OPD Medicines

1. Due to unprecedented situation and lockdown declared by the Govt. of India on account of COVID-19, certain relaxation in rules/provisions on reimbursement of Medical expenditure and procedure for Medical benefits administration have been permitted vide Corporate HR circular no. 015 of 2020 dated 23.03.2020 and Corporate HR circular no. 018 of 2020 dated 25.03.2020 (copy enclosed).
2. In continuation to the above and in order to alleviate the hardships being faced by BHEL Medical beneficiaries, relaxations is further being extended for reimbursement of expenditure on Medicine, for both serving and RECHS beneficiaries, as under:

- a. **RECHS beneficiaries (other than Fixed OPD cases)**: As an exception to the existing provisions in BHEL RECH scheme, the reimbursement of expenditure on Medicine is being **permitted upto 30.04.2020.**

Procedure:

- Beneficiaries have to send the prescription to BHEL doctors on email/WhatsApp
- BHEL doctors would approve the medicine (each item)
- The medicines shall be purchased by the beneficiaries themselves and the reimbursement shall be claimed in the prescribed format for reimbursement of Medical expenditure on submission of bills.
- This relaxation is being permitted upto 30th April, 2020. Further, the reimbursement claims on account of these purchase may be submitted to BHEL doctors on or before 31st May 2020 at the place from where the RECHS benefits are being taken.

- b. **Serving Employees:** Serving employees may also purchase the medicine upto 30th April 2020 without obtaining "Non Availability certificate". The procedure for claiming medicine reimbursement shall remain unchanged.
3. These instructions shall come into force with immediate effect.
4. This is issued with the approval of the Competent Authority.



(Manoj Singh)
SDGM (HR)

Encls: a/a