



## 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

#### Medical Heads of BHEL

(1) Bhopal (2) Trichy (3) HEEP (4) HPEP (5) EDN (6) FSIP, Jagdishpur (7) IVP, Goindwal (8) Jhansi (9) Corp. R&D Hyderabad (10) BAP, Ranipet (11) PS- ER (12) HPVP, Visakhapatnam (13) Corp. Office

No. AA:HR:RE1

Dated: 11.07.2020

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#### Corporate HR Circular No. 056 /PPX/2020

#### **Sub: Payment Schedule for RECHS beneficiaries in respect of (i) OPD for FY 2020 21 and (ii) Emergency Medicines Reimbursement allowed for COVID 19 regd.**

1. As you might be aware that beginning FY 2018 19 onwards, payments **w.r.t.** RECHS Outpatient (OPD), both In-house and Fixed OPD, is being made centrally including quarterly payments for Fixed OPD cases from FY 2019 20. The payments are strictly made as per data available in RECHS portal. The critical data points are as under:
  - Personal details viz., Grade, Name of Self/Spouse (name as per BHEL records), type of beneficiary maintained (either Self, Spouse or Self & Spouse as the case may be), email id, mobile phone no.
  - Bank detail viz., Bank account no., IFSC code, Bank address,
  - Intimation of demise of any of the member to the concerned Unit HR within the same quarter.
2. The payment schedule that has been drawn for FY 2020 21 for Fixed OPD @Rs.4500/- every quarter and Emergency OPD payments @Rs.2000/- annually, is annexed.

The beneficiary/Unit HR must ensure that the correct bank details are updated/ available in the RECHS portal so make the payment successful. At this stage, no change is permissible in OPD Option exercised by the beneficiary.

3. It has been noticed that bank details of who retired recently, particularly in March / April 2020 has not been updated in RECHS system by Unit HR.

4. To avoid such a scenario in future, a new functionality of capturing the bank details mandatorily at the time of creating membership has been made functional on RECHS portal.
5. **Medicines Reimbursement allowed upto 31<sup>st</sup> July 2020 due to COVID 19:** Vide Corporate HR Circular No. 48 of 2020 dated 02<sup>nd</sup> June, 2020, the reimbursement of cost of OPD Medicines for RECHS beneficiaries was extended upto 31<sup>st</sup> July 2020.

Since the online claim module was made available, several retired employees have submitted their claims through the portal. These claims are gradually being processed by Unit Medical & Finance functionaries.

However, due to unprecedented number of claims and its verification process, it has been decided to allow verification by Unit functionaries' upto 31<sup>st</sup> July 2020 for release of payment to claims submitted till 20<sup>th</sup> July 2020. Based on the verified and approved claims in the system, the allocation based on the approved claims shall be made to the Units for payment to the beneficiaries. The payment shall be released in first week of August 2020.

Thereafter, periodic payment schedule shall be notified for claims which have been allowed to be submitted till 31<sup>st</sup> August 2020.

6. The RECHS beneficiaries are advised to be patient and not hamper the bill verification process undertaken by Medical and Finance functionaries at Units. Further, it has been brought to notice that some of the beneficiaries have submitted more than one bill in a single claims or bills are not clear / legible. Such claims shall be summarily rejected in the system. RECHS beneficiaries are requested to follow bill submission instructions for hassle free payment.



(Manoj Singh)  
**SDGM (HR)**

### OPD Payment Schedule for FY 2020 21

| List of Eligible beneficiaries– Schedule for FY 2020 21 |               |                  |               |                |
|---|---------------|------------------|---------------|----------------|
| Fixed OPD/ Inhouse OPD                                  | July,<br>2020 | October,<br>2020 | January, 2020 | April,<br>2021 |
| Quarter I - FOPD  | 15th July     |                  |               |                |
| Quarter II - FOPD                                       |               | 5th Oct.         |               |                |
| Quarter III - FOPD                                      |               |                  | 4th Jan       |                |
| Quarter IV - FOPD                                       |               |                  |               | 5th April      |
| <b>In-house OPD*</b>                                    |               |                  |               | 5th April      |

**Note:**

- a. Every Quarter List would be drawn on the dates referred above at 1000 hrs
- b. Beneficiary responsibility to maintain correct bank details of A/C No., IFSC code, Beneficiary name & Bank Address
- c. The bank name could be only of Retd employee or his/her spouse. No other name would be acceptable.  
In case Employee is alive, primary name of retd BHEL Employee
- d. The account no. should be live and not dormant
- e. After Batch I, only one payment of unsuccessful cases from Batch I shall be made as Batch II
- f. No past payments would be released. Need to be settled every quarter.

\*Decision to be taken at a later date

*Handwritten signature*

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