

No. RITES/PERS/40/MEDICLAIM/2025

Dated: 24.09.2025

OFFICE ORDER NO. : WL/56/2025

Sub:- Life Certificate for Retired Employees Under PRMS

All eligible retired employees covered under Post Retirement Medical Scheme are requested to fill in Life Certificate uploaded at RITES.COM [Ex-employee corner] for the purpose of updating records in connection with Medi-Claim policy for Calendar Year 2026. The Life Certificate may please be sent by Email / Whatsapp on or before 31.10.2025:

Email ID: Rajeev.sethi2@rites.com

WhatsApp No. 9953241425

OPD bills reimbursement & insurance for IPD will be made only for those employees who have contributed towards Medical Trust Fund @Rs. 100/- per month (Refer Circular No. Pers/PRMS/01/2025/01 dated 21st August 2025.



24/09/2025

AGM/ Welfare

BITES LTD.
SHIKHAR, PLOT NO. 1, SECTOR-29, GURGAON-122001

LIFE CERTIFICATE

AGM / Welfare
BITES Ltd.
Gurgaon

Employee No. _____

Particulars	Mr./Ms.	Alive As On Date (Please tick relevant box)
Employee Name		<input type="checkbox"/> Yes / <input type="checkbox"/> No
Spouse Name		<input type="checkbox"/> Yes / <input type="checkbox"/> No
Differently Abled Child name		<input type="checkbox"/> Yes / <input type="checkbox"/> No

Signature of employee

(Signature of spouse in case
employee is not alive)

Date:

Address:

Mobile No.

Email :

No. Pers/PRMS/01/2025/01
Date: 21.08.2025

OFFICE ORDER No. WL/53/2025

Sub: Amount to be deducted/recovered from the Employees/Beneficiaries towards periodic contribution to the Post Retirement Medical Scheme (PRMS) - reg.

Vide Office Order No WL/51/2025 dated 19.08.2025, it was communicated that in order to comply with the provisions of the Income Tax Act, 1961 for obtaining certificate of exemption under Section 10 (23 AAA), a fixed periodic non-refundable contribution of Rs. 50/- per month from the regular employees shall be made from the salary of eligible serving employees and Rs. 100/- per month from the eligible retired employees/beneficiaries shall be recovered on annual basis either from the first bill of the respective year or by way of direct payment from the concerned employee w.e.f. 01.08.2025.

It is further informed that, the retired employees/beneficiaries may make direct online payment in the RITES bank account. The bank details are detailed below.

Name of Trust	RITES Ltd. Retired Employees Medical Trust
Account No	6345185808
IFSC	KKBK0000261
Bank Name	Kotak Mahindra Bank

Kindly note that, the 1st payment may be made at one go for the duration from 01.08.2025 to 31.03.2026 (i.e. for 8 months) and subsequently, the next payments may be made Financial Year wise i.e. FY 2026-27 and so on.

Anju Saxena
(Anju Jigga Saxena) 21/8/25
General Manager (HR)

Distribution:
As per standard mailing list

Transforming to GREEN

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