

No. PERS/40/Medi-claim/2021
Dated: 3rd June, 2021

Sub: - Online submission of OPD & Prolonged Medical Bills of Retired Employees through Portal

Ref: - This Office Circular of even number Dated: 28.12.2020

An Online Application for reimbursement of OPD & Prolonged medical bills of retired employees has been developed. All eligible retired employees(who are member of the Post Retirement Medical Scheme of RITES as per the policy) will be required to fill their medical claim through this Portal which is uploaded at web site "www.rites.com" under the name "CHIRAYU".

This is an integrated application to facilitate quick process for reimbursement of OPD & Prolonged medical bills. The process encompasses the procedure for accounting the medical expenses and integration with SAP.

The system can be accessed from www.rites.com.

User Instruction Manual for "Ex Employee's Medical Reimbursement" is uploaded at "Ex Employee Corner" in www.rites.com and in portal itself.

For reimbursement, retired employees can submit medical bills by 7th of July 2021 on live "CHIRAYU" Portal and subsequent medical bills are to be submitted quarterly i.e bills for July to Sept 2021 by 7th of October 2021 and bills for the period from October to December 2021 by 7th January 2022 on Portal. The Original bills are to be sent to RITES Corporate office, Gurgaon once for first two quarters and subsequently also once for each quarter. Payment will be made within 30 days of receipt of original bills.

Once medical bill is submitted on the system, the employee is required to print a reimbursement form which is generated after clicking print button and attach original bills with the reimbursement form and send to Sh. PK Arora, 9810674313, RETIREMENT CELL at RITES BHAWAN, Corporate Office, Plot No.1, Sector 29, Gurgaon(Haryana)-122001 for further processing.

In case, an employee is not able to print reimbursement form then he can quote PRES.SLNO. Appearing on top of right side of reimbursement form which is generated after clicking print button, on a plain paper duly signed and attach original bills for submission to RITES office.

Employees who are not able to use portal may send their original bills at above mentioned address for further processing along with handwritten duly signed reimbursement form, format of which is available at the ex employee corner of www.rites.com

The reimbursement on diagnostic procedures, pathological/Lab tests shall be on actual basis subject to limits as prescribed by "Sir Ganga Ram Hospital, New Delhi "in respect of the respective category. The prescribed rates have also been provided in the portal itself. The rate for Consultation of a specialist is Rs. 1000/- and of an authorized medical attendant is Rs.500/-.

Further, for prolonged diseases, a essentiality certificate issued by any MBBS/BAMS/any Government/Railway Doctor/ RITES Consultant Doctor/ or by a doctor of a hospital empanelled by RITES, in support of the fact that the patient is suffering from any one of the

listed diseases has to be attached along with the medical reimbursement claim. The validity of the essentiality certificate will be two years. List of diseases included in the prolonged treatment is uploaded at Ex Employee Corner –www.rites.com. However, for essentiality certificate, due to pandemic and to avoid discomfort, it has been decided that in case of prolonged disease, declaration to be given by employee that medical expenses claimed under Prolonged Category are of prolonged disease only and for further claims in next quarter, prolonged certificate will be arranged by employee from Doctor and submitted to RITES for claiming reimbursement under Prolonged category.

Important Instructions for Users:-

1. Update Ex-Employee information by following instructions as mentioned below:-
 - (a) Enter Employee No. issued by RITES and default password as date of birth in DD/MM/YYYY format.
e.g. If Employee no. is 20 and Password is 31-Dec-1960. User is required to enter, Ex-Employee No. 20, Password: 31/12/1960(default password).
All users are requested to change their password to ensure safe credentials, using “RESET PASSWORD” link at login page.
2. All users are requested to update following information in the system after login

EX-EMPLOYEE DETAILS UPDATE
EX-EMPLOYEE DETAILS

Enter all the information in the input screen and attach a scan copy of cheque having Bank A/c No. where medical reimbursement is to be credited.

Ensure to choose “IS FINAL CHANGE” option as YES, if all information provided is correct. Once this option is chosen, then only medical reimbursement shall take place. Any changes at later stage may be notified to Retirement cell.

In case of any problem in submission of bills and/or medical bills related queries, the following may be contacted:-

1. Mrs. Jyoti Khurana, Manager/Finance, 9810982700
2. Mr. D Padmakumar, Asstt, Manager/Fin, 8527532555- For bill passing
3. Mr. Rajeev Sethi, Expert/PRMS, 9953241425-For submission of bills

This issues with the approval of competent authority.

(Rajeev Sethi)
Expert

To All concerned

GM/IT-Kindly arrange for uploading on RITES website-Ex-Employee Corner
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