

No. PERS/40/OPD/2026
Date: 16.04.2026

Office Order No: WL/15/2026

Sub: Submission of OPD claims in offline mode by RITES retired employees – reg.

Ref: RITES Office Order No. WL/66/2025 dated 09.12.2025

The online system for reimbursement of OPD bills through Chirayu portal for RITES retired employees was introduced w.e.f. 01.01.2026 vide above referred Office Order.

Post its implementation, representations have been received from some of the retired employees with a request to allow submission of OPD bills in the physical form instead of online bill submission through Chirayu portal citing their inability due to non availability of helping hand, discomfort with IT system/software, old age etc.

Considering the request of the retired employees coupled with the fact that the OPD reimbursement is a welfare measure, the offline mode of submission of OPD bills is re-introduced. However, the existing procedure of online mode of OPD bill submission as communicated vide RITES Office Order No WL/66/2025 dated 09.12.2025 shall continue and shall be applicable for other retired employees who have not availed the offline mode of OPD bill submission.

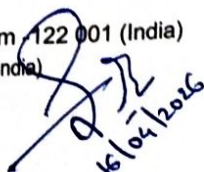
The option of physical submission of OPD bills may be exercised only once in a calendar year by the willing retired employees by filling the format as per **Annexure A** and by sending the same on email ID **retirement.cell@rites.com** latest by **23.04.2026 (EOD)** for the current calendar year. Henceforth option for exercising the offline option of OPD bill submission will be obtained every year from the retired employees in the beginning of the calendar year. No further request for offline submission of OPD bills shall be entertained after **23.04.2026**.

Those who have opted for offline mode of submission of OPD bills by the above timeline, may follow the following procedure:

- Retired employee may submit their bills in physical form to Shri Desh Raj, Consultant (HR), Retirement Cell, 2nd Floor, RITES Ltd., Shikhar, Plot No 1, Sector 29, Gurgaon, 122001.
- The online login of all such retired employees shall be disabled in order to avoid duplicacy of OPD claims.

Timelines for offline submission of OPD bills shall remain unaltered and are reiterated for information i.e. for reimbursement, retired employees have to submit actual bills of treatment quarterly by 30th of April 2026, 31st of July 2026, 31st of October 2026 & 31st of January 2027 i.e. bills for January 2026 to March 2026 by 30th of April 2026 and so on.

Transforming to GREEN


16/04/2026

In case of any query, please get in touch with **Shri Desh Raj, Consultant (HR), Retirement Cell, Mob. No: 09810958782** and email ID: retirement.cell@rites.com.

This issues with the approval of the Competent Authority.



(Swapnil Tahmankar)
Addl. General Manager (HR)/Welfare

Distribution:

RITES ex-Employee corner

Annexure A

Format for exercising option for offline submission of OPD Bills

I hereby give my consent for submission of OPD bills in physical format (offline mode) and the same shall be sent to Shri Desh Raj, Consultant (HR), Retirement Cell, 2nd Floor, RITES Ltd., Shikhar, Plot No 1, Sector 29, Gurgaon, 122001 for the calendar year 2026 as per the timelines mentioned in the circular.

I have understood and agree that, once I exercise the offline option of OPD bill submission, my online access of OPD bill submission shall be disabled for the entire calendar year.

Emp. No. : _____

Name: _____

Signature: _____

Date: _____