

No. PERS/40/OPD/2025

Dated: 09.12.2025

Office Order No: WL/66/2025

Sub: Submission of online OPD claims by RITES Retired Employees w.e.f. 01.01.2026 – reg.

With a view to streamline the existing process of submission of OPD claims of retired employees, it is hereby informed that the system of OPD reimbursement will be available in online mode with effect from 01.01.2026.

Retired employees need not submit original OPD bills to RITES, instead they need to submit bills in the Chirayu Portal as per the procedure detailed below:

a) Claim for reimbursement shall be submitted online through Chirayu portal along with uploading of bills and prescription (wherever applicable), with the following navigation:

<http://rites.com/> → Quick link → Ex-Employee Corner → Medical Reimbursement [Chirayu] .- login ID (Employees ID), Password – DOB (DD/MM/YYYY) after login go to "upload prescription" for more details kindly refer **Annexure-A**.

b) There will not be any requirement of sending physical document (hard copies) of OPD bills to RITES/Finance Division.

c) Timelines for online submission of bills shall remain unchanged (except the change of year from 2025/26 to 2026/27) as communicated vide OO No WL/03/2025 dated 03.01.2025 i.e. it is clarified that bills from Jan to June 26, bills from April to Sept 26 and bills from July to December 26 can be submitted by 31st July 26, 31st October 2026 & 31 st January 2027 respectively, however quarterly submission of bills is dispensed with.

d) Original documents shall be kept / retained by concerned employees, which shall be produced on demand by Finance Division at any time in future for Audit / Investigation etc.

e) In case, either the original bills are not received within 15 working days from the date of demand or any mismatch/discrepancies with already submitted claim are noticed, the entire amount paid shall stand recoverable from the employee concerned.

f) It will be the sole responsibility of the concerned employee to submit only genuine claims; otherwise, action will be initiated against him/her as per Company's HR Policy.

g) In case of any queries please get in touch with Shri Desh Raj, Consultant (HR), 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

Copy to: As per standard mailing list
RITES website Ex-Employees corner

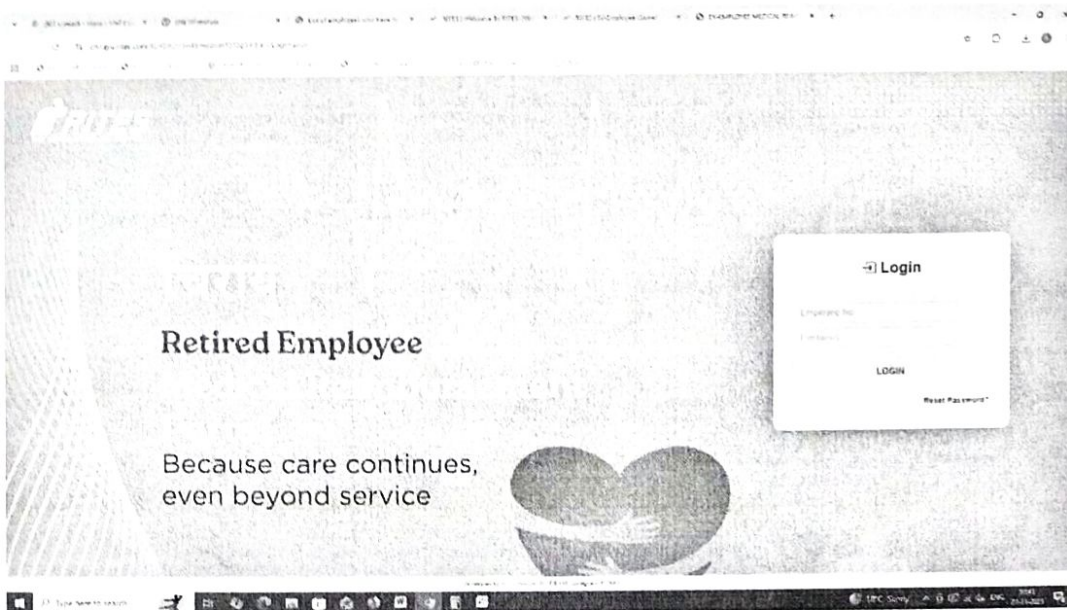
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कॉर्पोरेट कार्यालय: शिखर, प्लॉट नं. 1, सेक्टर-29, गुरुग्राम-122 001 (भारत), **Corporate Office:** Shikhar, Plot No. 1, Sector-29, Gurugram -122 001 (India)

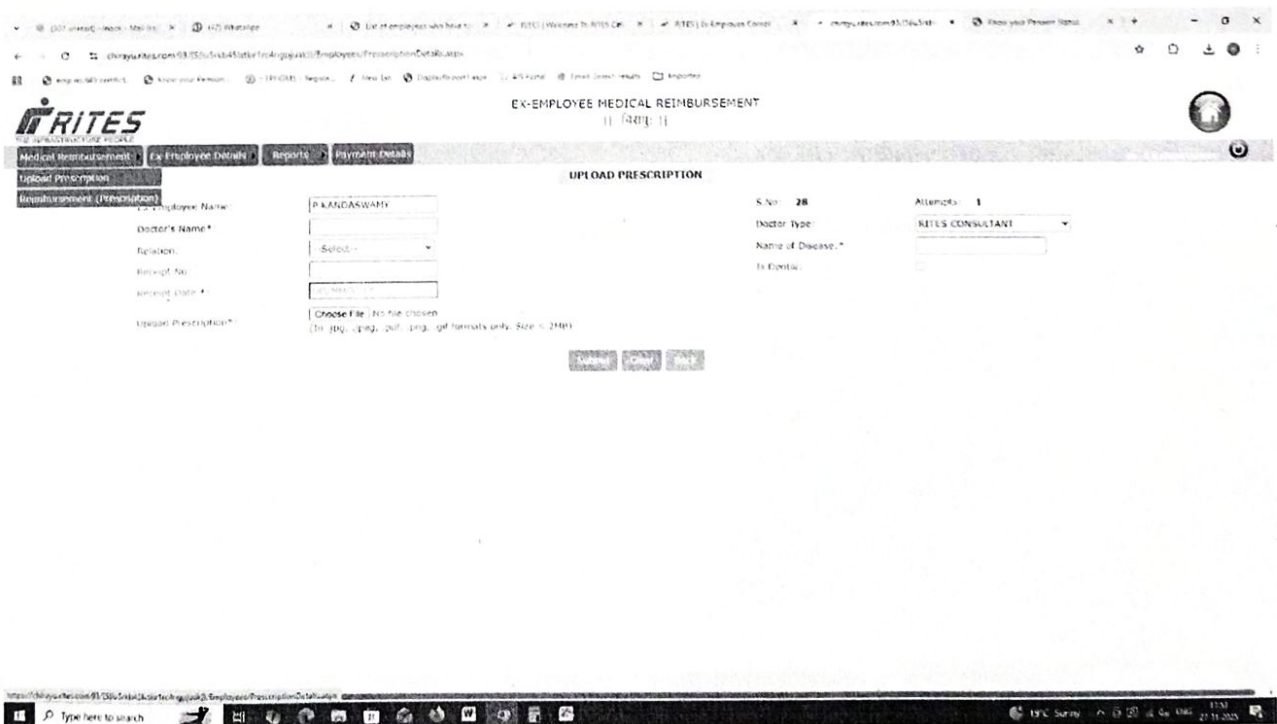
पंजीकृत कार्यालय: स्कोप मीनार, लक्ष्मी नगर, दिल्ली-110092 (भारत), **Registered Office:** SCOPE Minar, Laxmi Nagar, Delhi-110092 (India)

दूरभाष, (Tel.): (0124) 2571666 फैक्स, (Fax): (0124) 2571660, ई-मेल (E-mail) info@rites.com वेबसाइट (Website): www.rites.com

CIN: L74899DL1974GOI007227



After login, select the header-Medical Reimbursement, choose Upload Prescription, after that following screen will be displayed wherein enter Doctor's name, chose relation i.e. Self/Spouse, enter consultancy fees receipt no. enter receipt date, chose Dr. type i.e. MBBS/MD etc., enter type of disease, if disease is dental then tick Dental option, then click photo of Dr prescription in less than 2 MB in Jpg/pdf format etc. and upload the prescription. After which S.No. of prescription will be generated on right side above Dr. type which may kindly be noted. Then click the Submit button.



Again go to the header Medical Reimbursement, Choose Reimbursement (prescription), Select Prescription Serial No., Select Consultancy fee/ Lab & Path Test / Medicine bill/ Dental. In each column upload the relevant bill, after uploading each relevant bill, tick the declaration check box and press Submit button.

