

# User Instructions Manual

*for*

Ex-Employees Medical Reimbursement



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## **General Information**

This portal is designed to provide reimbursement of various Medical Expenses on account of OPD and Prolong diseases to Ex-Employees. The OPD & Prolong medical expenses can be Consultancy Fee, Various Lab/Pathological Tests, Medicines Cost and dental procedures incurred by Ex-Employees of RITES.

## **System Summary**

The system can be accessed from RITES website after clicking at link 'CHIRAYU'.

A user is allowed access to different menu options depending upon his role, which shall be described in later section.

## **Getting Started**

Portal comprise of following options:

### **Medical Reimbursement**

- Prolong Certificate Upload
- Upload Prescription
- Prolong Reimbursement
- OPD Reimbursement
- Self-Declaration for Prolong Certificate

### **Ex-Employee Details**

- UPDATE EMPLOYEE DETAILS
- UPDATE DEPENDENT STATUS

### **Reports**

Various Reports

## NAVIGATE TO PORTAL

Open RITES Website at [www.rites.com](http://www.rites.com)

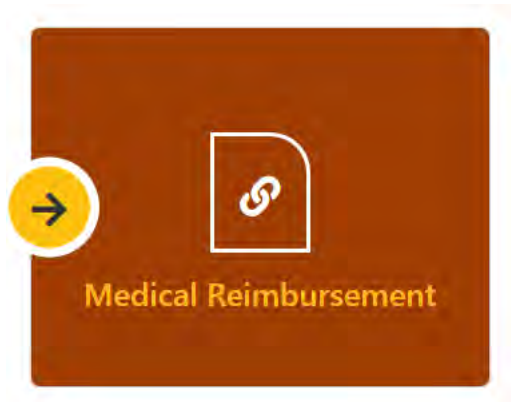
The screenshot shows the RITES website homepage. The header includes the RITES logo, contact information (+91 124-2571666, info@rites.com), and a navigation menu (Home, About RITES, Sectors Of Operation, Investors, Tenders, Career, News & Media, CSR, RTI, Employee). The main banner features the slogan "दवाई भी कड़ाई भी" (Dawai Bhi Kadai Bhi) and instructions for COVID-19 safety: "कोविड-19 का टीका लगवाने के लिए [www.cowin.gov.in](http://www.cowin.gov.in) या Aarogya Setu पर रजिस्टर करें". Below this are three circular icons: "Wear Your Mask Properly", "Wash Your Hands Regularly", and "Maintain Social Distancing". The "About Us" section states "We Have 47 Years Of Experience" and mentions RITES Ltd. was established in 1974. The "Updates" section shows "9 Apr 2021 Public Sector Day".

### Important Links

- Employee Portal
- Ex. Employee Corner
- Expert/ Agency Registration
- Expert Registration (MRTS)
- Inspection Corner
- Online Payment
- Railway Links
- Skill India Mission
- Samanvay
- Vigilance Corner

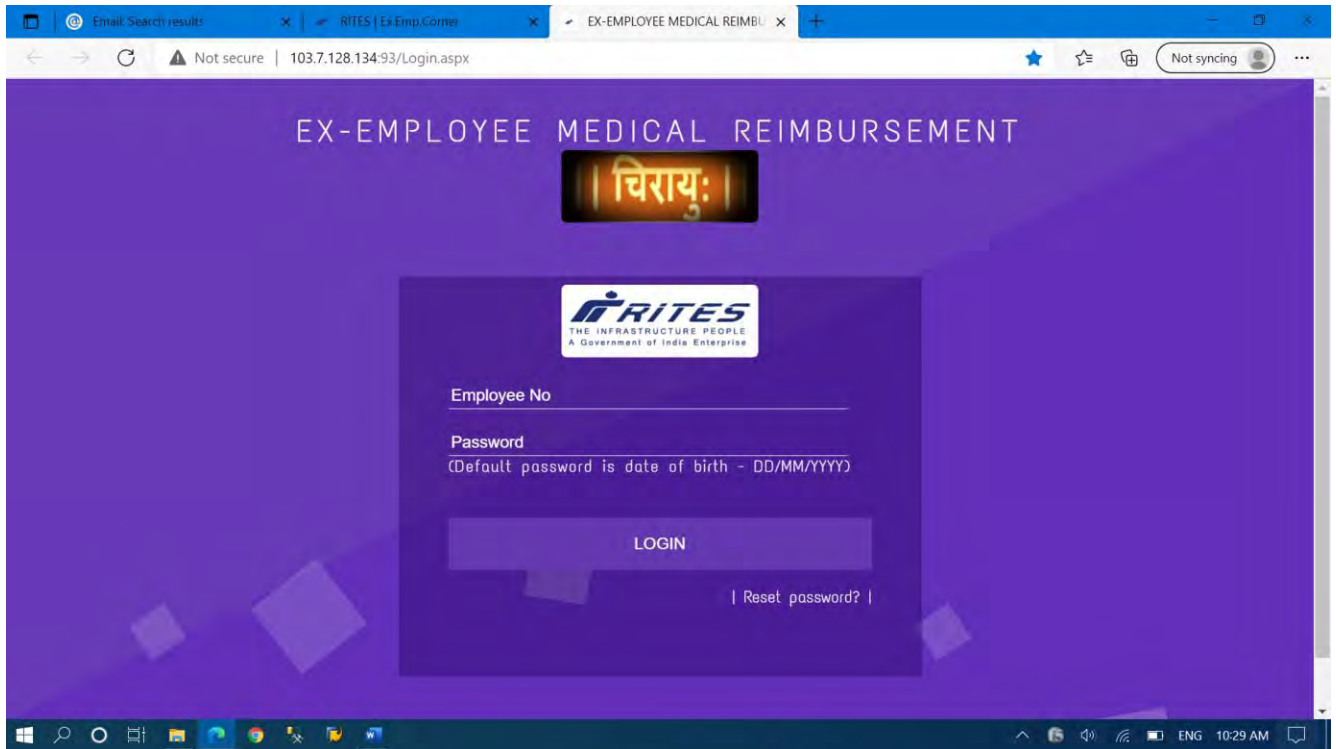
## **ACTION**

Click on Ex-Employee Corner option in Important Links. The screen shall comprise following link,



Click on “Medical Reimbursement” link as shown above.

## LOGIN



## ACTION

Field	Action	Length
User ID	Enter Employee No	5
Password	Enter date of Birth in DD/MM/YYYY format. (Caution: Change password using "Reset Password" option after first Logon to ensure safe credentials.)	

Click on "Login" button.

## RESET PASSWORD

The screenshot shows a web browser window with the URL `103.7.128.134:93/ResetPwd.aspx`. The page title is "EX-EMPLOYEE MEDICAL REIMBURSEMENT" and features a glowing orange "चिरायुः" logo. The RITES logo is also present. The form contains three input fields: "Employee No", "Password", and "New Password". A "Continue" button is located below the fields, and a "Login" link is at the bottom right. The browser's taskbar at the bottom shows the time as 10:33 AM.

### ACTION

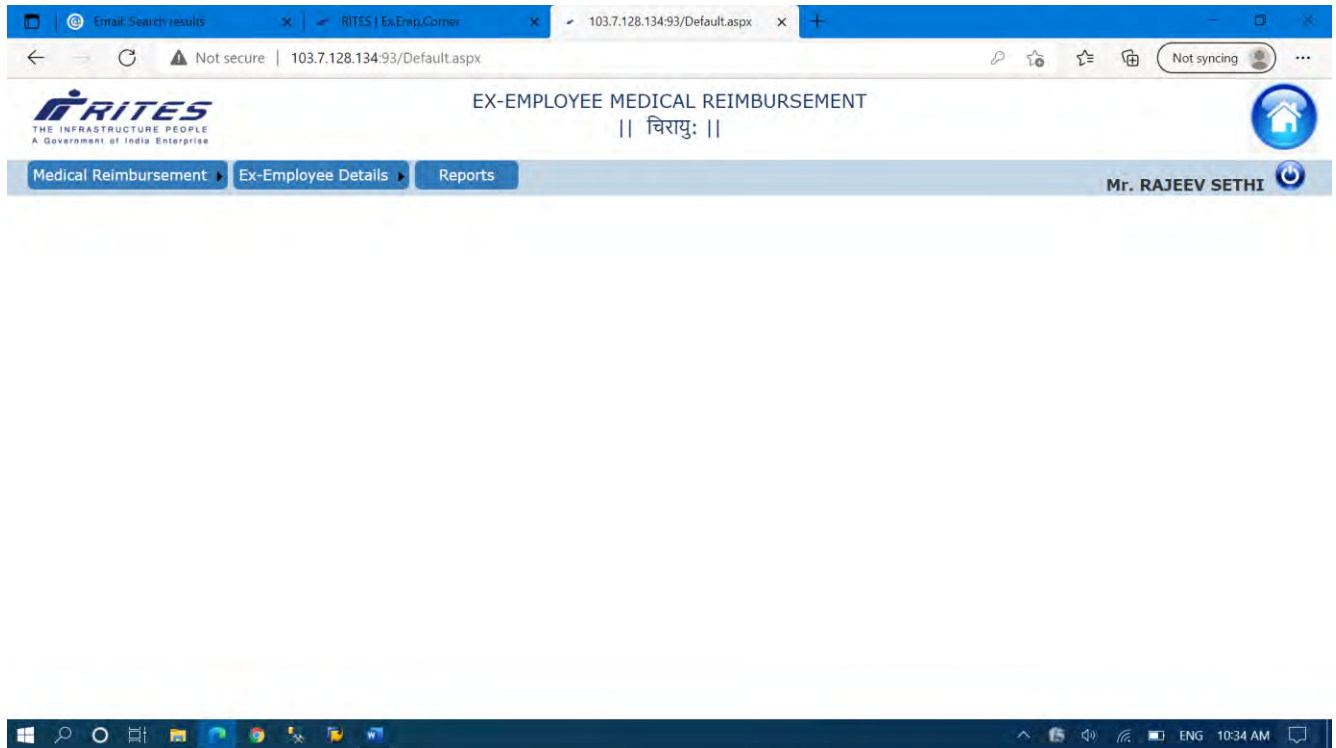
Field	Action	Length
User ID	Enter Employee No	5
Password	Enter date of Birth in DD/MM/YYYY format.	
New Password	Enter desired Password	

Click on "Continue" button.

Click on "Click here for Login" link to login.



## HOME SCREEN



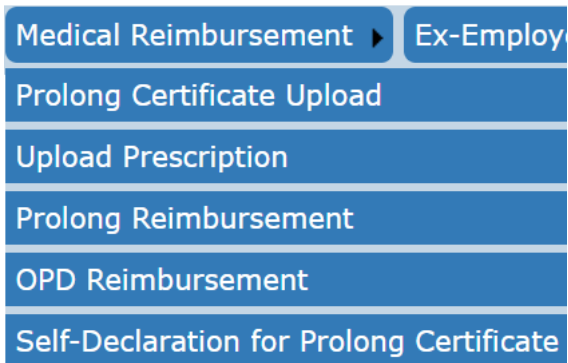
Home Screen comprise of following menu options,



Let us explore above menu option one by one.

## A. Medical Reimbursement

This section comprises following menu options:



- I. UPLOAD PROLONG CERTIFICATE
- II. PRESCRIPTION UPLOAD
- III. PROLONG REIMBURSEMENT
- IV. OPD REIMBURSEMENT
- V. SELF-DECLARATION FOR PROLONG CERTIFICATE

## UPLOAD PROLONG CERTIFICATE

Following screen shall appear after clicking “Medical Reimbursement → Prolong Certificate” menu option,

The screenshot shows a web browser window with the URL 103.7.128.134:93/Employees/ProlongCertificate.aspx. The page title is 'EX-EMPLOYEE MEDICAL REIMBURSEMENT' with the RITES logo and '|| चिरायु: ||' on the right. The user is logged in as 'Mr. RAJEEV SETHI'. The main heading is 'Upload Prolong Certificate'. The form contains the following fields and options:

- Ex-Employee Name: RAJEEV SETHI
- Doctor Type: Government
- Doctor's Name\*: [Empty]
- Relation\*: --Select--
- Issue Date\*: DD/MM/YYYY
- Prev. Validity: N/A Till: N/A
- Upload Certificate\*: Choose File | No file chosen
- S.No: 1
- Attempts: 1
- Doctor's Reg No: [Empty]
- Prolong Disease\*:
  - TUBERCULOSIS (TB)
  - HYPERTENSION
  - DIABETES
  - COR ARTERY
  - BRONCHIAL

Buttons: Submit, Clear, Back

## PURPOSE

To claim the prolong medical expenses, an employee is required to submit “Prolong Certificate”.

## ACTION

Field	Action	Length
Employee Name	Auto filled	
Doctor Type	Select from List “Government /Railway Consultant /Rites Consultant /MBBS-BAMS”	
Doctor Reg No	Enter Text	20 Char
Doctor Name	Enter Text	50 Char
Prolong Disease	Select Disease	

Relation	Select Active relation from List	
Issue Date	Enter/Select date in (DD/MM/YYYY)/Calendar	
Upload Certificate	Upload Scan document in .PDF format	

Click on “Submit” button to save the record.

Click on “Clear” button to clear the screen.

Click on “Back” button to return home.

## PRESCRIPTION UPLOAD

Following screen shall appear after clicking “Medical Reimbursement → Prescription Upload” menu option,

The screenshot displays the 'EX-EMPLOYEE MEDICAL REIMBURSEMENT' web application. The main heading is 'EX-EMPLOYEE MEDICAL REIMBURSEMENT' with the RITES logo and tagline 'THE INFRASTRUCTURE PEOPLE A Government of India Enterprise'. The user is logged in as 'Mr. RAJEEV SETHI'. The 'Upload Prescription' form contains the following fields and options:

- Ex-Employee Name: RAJEEV SETHI
- Doctor Name\*: [Text Input]
- Relation: [Dropdown]
- Receipt No: [Text Input]
- Receipt Date\*: DD/MM/YYYY
- Prolong Cert Valid Till: N/A
- Upload Prescription\*: Choose File (No file chosen)
- S.No: 0
- Doctor Type: Government
- Prolong Disease Name\*:
  - TUBERCULOSIS (TB)
  - HYPERTENSION
  - DIABETES
  - COR ARTERY
  - BRONCHIAL ASTHMA/LUNG DISEAS
- Attempts: 0

Buttons: Submit, Clear, Back

## PURPOSE

User is required to submit prescription in order to claim Prolong reimbursement.

## ACTION

Field	Action	Length
Employee Name	Auto filled	
Doctor Name	Enter Text	50 Char
Doctor Type	Select from List “Government/Railways / Rites Consultant/ MBBS/BAMS”	
Relation	Select from List	
Prolong Disease	Select disease.	
Receipt No	Enter Payment detail in text	30 Char
Receipt Date	Enter/Select date in (DD/MM/YYYY)/Calendar	
Upload Prescription	Upload Cash Memo in .PDF format	

Click on “Submit” button to save the record.

Click on “Clear” button to clear the screen.

Click on “Back” button to return home.

## PROLONG REIMBURSEMENT

Following screen shall appear after clicking “Medical Reimbursement → Prolong Reimbursement” menu option,

The screenshot shows a web browser window displaying the 'EX-EMPLOYEE MEDICAL REIMBURSEMENT' application. The page title is 'EX-EMPLOYEE MEDICAL REIMBURSEMENT' with the RITES logo and '|| चिरायु: ||' below it. The user is logged in as 'Mr. RAJEEV SETHI'. The main heading is 'Prolong Reimbursement'. The form contains the following fields and values:

- Ex-Employee Name: RAJEEV SETHI
- Prescription S.No.: [Dropdown menu]
- S.No.: 0
- AVAILABLE AMOUNT FOR PROLONG REIMBURSEMENT: 75000.00
- AVAILABLE AMOUNT FOR OPD REIMBURSEMENT: 50000.00
- TOTAL AMOUNT SUBMITTED FOR PROLONG TILL NOW: 0.00
- AMOUNT CLAIMED NOW: 0.00

Below the form, there are buttons for 'Print', 'Submit', 'Clear', and 'Back'. There are also tabs for 'CONSULTANCY FEE DETAILS', 'LAB & PATH TEST DETAILS', and 'MEDICINE DETAILS'. A message at the bottom states: 'You are not able to claim consultancy fee'. The Windows taskbar at the bottom shows the time as 10:39 AM and the language as ENG.

## PURPOSE

All expenses incurred on account of prolong disease is to be submitted in this screen.

## ACTION

Field	Action	Length
Employee Name	Auto filled	
Prescription S No	Select Prescription from List	

i) Consultancy Fee

Ref Receipt No	Ref Receipt Date	Claim Type	Dependent	Consultancy Type	Entitled Amount	Claim Amount
124	01/05/2021	SELF	M PARAMESWARAN	Consultancy Chg(Physician) ▾	500.00	0.00

Field	Action	Length
Ref Receipt No	Auto filled	
Ref Receipt Date	Auto filled	
Claim Type	Auto filled	
Dependant	Auto filled	
Consultancy Type	Select from List	
Entitled Amount	As per Rules-Auto filled	
Claim Amount	Enter Amount paid	

NOTE : Consultancy fee shall be reimbursed only once against a prescription.



ii) LAB & PATH TEST DETAILS

Ref Receipt No	Ref Receipt Date	Claim Type	Dependent	Test Title	Entitled Amount	Receipt No	Receipt Date	Claim Amount
124	01/05/2021	SELF	M PARAMESWARAN	CD Loading charges	500.00		DD/MM/YYYY	0.00
<input type="button" value="Add Row"/>								

Field	Action	Length
Ref Receipt No	Auto filled	
Ref Receipt Date	Auto filled	
Claim Type	Auto filled	
Dependent	Auto filled	
Test Title	Select from List	
Receipt No	Enter Payment Receipt No	20 Char
Receipt Date	Enter/Select date in (DD/MM/YYYY)/Calendar	
Claim Amount	Enter Amount Paid	

If more than one Lab/Path Test then Click on 'Add Row' button.

**NOTE :** An Ex-Employee shall take one time Lab/Path Test reimbursement against a prescription.

iii) MEDICINE DETAILS

Ref Receipt No	Ref Receipt Date	Claim Type	Dependent	Receipt No	Receipt Date	Claim Amount	Date From	No of Days
124	01/05/2021	SELF	M PARAMESWARAN	<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	0.00	<input type="text" value="DD/MM/YYYY"/>	0

Field	Action	Length
Ref Receipt No	Auto filled	
Ref Receipt Date	Auto filled	
Claim Type	Auto filled	
Dependent	Auto filled	
Receipt No	Enter Payment Receipt No	20 Char
Receipt Date	Enter/Select date in (DD/MM/YYYY)/Calendar	
Claim Amount	Enter Amount	
Date From	Enter/Select date in (DD/MM/YYYY)/Calendar	
No of Days	Enter number of days.	

Click on “Submit” button to save the record.

Click on “Print” button to print the current reimbursement submitted.

## OPD REIMBURSEMENT

Following screen shall appear after clicking “Medical Reimbursement → OPD Reimbursement” menu option,

EX-EMPLOYEE MEDICAL REIMBURSEMENT  
|| चिरायु: ||

Medical Reimbursement | Ex-Employee Details | Reports | Mr. RAJEEV SETHI

**OPD REIMBURSEMENT**

SELECT CLAIM FOR: RAJEEV SETHI (SELF) | DOCTOR TYPE: GOVERNMENT

AVAILABLE AMOUNT FOR OPD REIMBURSEMENT : 50000.00

AVAILABLE AMOUNT FOR PROLONG REIMBURSEMENT : 75000.00

TOTAL AMOUNT SUBMITTED FOR OPD TILL NOW: 0.00

AMOUNT BEING CLAIMED NOW :

Print | Submit | Modify | Clear

CONSULTANCY FEE DETAILS | LAB & PATH TEST DETAILS | MEDICINE DETAILS | DENTAL PROCEDURE

Receipt No.	Receipt Date	Consultancy Type	Entitled Amount	Claim Amount
<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	Consultancy Chg(Physician)	500.00	0.00

## PURPOSE

All OPD expenses incurred by an Ex-Employee is to be submitted in this screen.

## ACTION

Field	Action	Length
Select Claim For	Select from List	
Doctor Type	Select from List	

Click on Consultancy Fee tab.

i) Consultancy Fee

Consultancy Fee				
Receipt No	Receipt Date	Consultancy Type	Entitled Amount	Claim Amount
<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Consultancy Chg(Physician) v"/>	<input type="text" value="500.00"/>	<input type="text" value="0.00"/>

Field	Action	Length
Receipt No	Enter CM No for Consultancy	
Receipt Date	Enter CM Date	
Consultancy Type	Select from List	
Entitled Amount	As per Rules-Autofilled	
Claim Amount	Enter Amount paid	

NOTE : Consultancy fee shall be reimbursed once against a prescription.

ii) LAB & PATH TEST DETAILS

Test Receipt No	Test Receipt Date	Test Title	Entitled Amount	Claim Amount
<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	CD Loading charges	500.00	0.00
<input type="button" value="Add Row"/>				

Field	Action	Length
Test Receipt No	Enter CM No for Lab/Path Test	
Test Receipt Date	Enter CM Date	
Test Title	Select from List	
Entitled Amount	As per Rules-Autofilled	
Claim Amount	Enter Amount Paid	

If more than one Lab/Path Test then Click on 'Add Row' button.

NOTE : An employee shall take one time Lab/Path Test reimbursement against a prescription.

iii) MEDICINE DETAILS

Medi Receipt No	Medi Receipt Date	Date From	No of Days	Claim Amount
<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text"/>	<input type="text" value="0.00"/>

Field	Action	Length
Medi Receipt No	Enter Payment Receipt No	20 Char
Receipt Date	Enter CM date from Calendar	
Date From	Enter/Select date in (DD/MM/YYYY)/Calendar	
No of Days	Enter number of days.	
Claim Amount	Enter Amount	

If more than one Lab/Path Test then Click on 'Add Row' button.

NOTE : An Ex-employee shall take one time Lab/Path Test reimbursement against a prescription.

iv) DENTAL PROCEDURE

CONSULTANCY FEE DETAILS   LAB & PATH TEST DETAILS   MEDICINE DETAILS   DENTAL PROCEDURE

Dental Receipt No	Dental Receipt Date	Test Title	Entitled Amount	Claim Amount
<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	Composite filling	<input type="text" value="2000.00"/>	<input type="text" value="0.00"/>

Field	Action	Length
Dental Receipt No	Enter CM No for Lab/Path Test	
Dental Receipt Date	Enter CM Date	

Test Title	Select from List	
Entitled Amount	As per Rules-Auto filled	
Claim Amount	Enter Amount Paid	

If more than one Dental Procedure then Click on 'Add Row' button.

Click on "Submit" button to save the record.

Click on "Print" button to print the current reimbursement submitted.

Note : User can use "MODIFY" button option when he/she has entered partial reimbursement information and later updates remaining details.

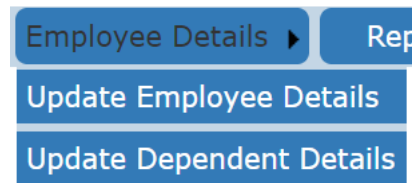
Example : User 'A' submits Consultancy Fee and submits other details like "Lab/Path Test" and "Medicine Details" later. He/She can do same using "Modify" button option, he/she is required to choose value for following :

SUBMITTED OPD'S

1-M PARAMESWARAN
▼

## B. Ex-Employee Details

This section comprises following menu options:



- UPDATE EX-EMPLOYEE DETAILS
- UPDATE DEPENDENT DETAILS



## UPDATE EX-EMPLOYEE DETAILS

Following screen shall appear after clicking “UPDATE EX-EMPLOYEE DETAILS → UPDATE EX-EMPLOYEE DETAILS” menu option,

The screenshot displays the 'CHANGE EX-EMPLOYEE INFO' form on the RITES portal. The form is pre-filled with the following data:

- Ex-Emp No: 338
- Ex-Emp Name: RAJEEV SETHI
- Date of Birth: 29/11/1960
- Gender: Male
- Address1\*: Flat No. 170A, A-2B, Ekta Apartments
- Address2: Paschim Vihar
- City\*: New Delhi
- PIN Code\*: 110063
- State\*: Delhi
- Mobile\*: 9953241425
- Telephone No: 0 0
- Email ID: RAJEEVSETHI\_RITES@YAH
- PAN No\*: 00
- IFSC Code\*: UTIB0000096
- Bank A/c No\*: 131010100006767
- Bank Name\*: Axis Bank Ltd
- Attachment\*: Choose File (No file chosen)
- Is Final Change?: Yes (selected)

Buttons for 'Submit' and 'Clear' are visible at the bottom of the form. A note states: 'All fields marks with \* are mandatory.'

## PURPOSE

All Ex-Employees are required to update their personal and Bank particulars for getting the reimbursement in this screen. Once Employee submit record with “IS FINAL CHANGE→YES” option then only his/her reimbursement would take place.

## ACTION

Field	Action	Length
Emp No	Auto filled	
Emp Name	Auto filled	
Date of Birth	Auto filled	
Gender	Auto filled	
Address1	Enter Text	100
Address2	Enter Text	100

City	Enter Text	40
PIN Code	Enter Numeric Value	6
State	Select from List	
Mobile	Enter Numeric Value	11
Telephone No	Enter STD then Contact No	6,11
Email Id	Enter Text	40
PAN No	Enter Text	10
BANK PARTICULARS FOR MEDICAL REIMBURSEMENT		
IFSC Code	Enter Text	11
Bank A/c No	Enter Text/Numeric Value	18
Bank Name	Enter Text	60
Attachment	Attach scanned cheque in PDF format	
Is Final Change	Select YES/NO	

Click on 'Submit' button to save record.

Click on 'Clear' button to clear screen.

## CHANGE DEPENDANT STATUS

Following screen shall appear after clicking “UPDATE EX-EMPLOYEE DETAILS → UPDATE DEPENDENT STATUS” menu option,

The screenshot shows a web browser window with the URL `103.7.128.134:93/Employees/EmployeeDependent.aspx`. The page title is "EX-EMPLOYEE MEDICAL REIMBURSEMENT" with the RITES logo and tagline "THE INFRASTRUCTURE PEOPLE A Government of India Enterprise". The user is identified as "Mr. RAJEEV SETHI". The navigation menu includes "Medical Reimbursement", "Ex-Employee Details", and "Reports". The "Change Dependent Status" section contains three buttons: "Inactive", "Clear", and "Back". Below this is a table of dependents:

Name	Gender	Date Of Birth	Relation	Status
RAJEEV SETHI	Male	29/11/1960	Self	Active
MOHINI SETHI	Female	09/01/1964	wife	Active

## PURPOSE

In this screen an employee can 'Inactive' one of his dependent status.

## ACTION

Select dependent record which is to be made 'INACTIVE'.

Click on “INACTIVE” button. The message shall appear 'Dependent Inactive successfully.'

## C. Reports

Various Reports shall be available in this section.



**END OF DOCUMENT**

