



No. BSNL/Admn.I/14-2/09

Dated: September 23, 2010

15/10/2010

Office Order

Sub: Guidelines for Issue of two separate medical cards.

To address the medical needs of the family members of employees who are residing in some other city due to transfer of the official on tenure posting or in difficult/remote places etc. it has been decided that two separate medical cards may be issued one for the employee and other for his/her family members. For issuing two separate medical cards following procedure shall be adopted.

- a) When the family members wholly dependent on the employee are residing permanently in some other city, the issuing authority i.e., officer at the place of posting of the beneficiary after ensuring the facts may issue two separate BSNLMRS Card (bearing same serial no.) – one for the employee and the other for his/her family member. BSNLMRS card will be issued from the office where the employee is posted. A superscription on cards may be made to indicate two cards are issued with the same number. [To be more clear, while numbering such cards, the Sl. No. be suffixed by letter A for the employee and B for the other family members residing in a different station e.g. For employee the Card No. will be 1 A for the employee at his place of posting, 1 B for the rest of the family residing in some other station (specifying the place)].
- b) The card shall be signed by an officer not below the rank of Assistant General Manager.
- c) The card shall be issued for a period not exceeding one year at a time and shall be renewed every year, if the employee furnishes a certificate that his family members are residing in the same city/area. The issue/renewal of such cards will be decided by the heads of SSAs where the employee is posted. It is not mandatory for the Issuing authority to renew the two separate cards if he is not satisfied with reasons assigned.

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- d) SSA unit where the family members are residing may also be informed about the arrangement. Prior permission should be obtained for all the indoor treatments in advance. However, in case of emergencies, intimation should be given immediately after hospitalization. An officer not below the rank of AGM in that city/area be designated to certify their hospitalization.
- e) All the claims indoor/outdoor should be preferred in the place of posting of the officer/official.
- f) The employee should not prefer any claim of Transfer TA for the eligible family members who will be staying at old HQ.

This issues with the approval of Competent Authority.


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To

1. All the CGMs, BSNL
2. PS to CMD, PPS/PS to all Directors/EDs of BSNL Board
3. All PGMs/Sr.GMs/GMs, CS & Sr. GM (Legal), BSNL Corporate Office
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