OFFICE ORDER

The Board of Directors of OMC Limited, in the 406th meeting held on 30.06.2014 have been pleased to approve enhancement of the monetary limit of the scheme Extension of Medical Facilities to the Retired Employees of OMC Limited implemented vide office order no.8555 dtd 21.04.2001.

The Board approved enhancement of financial limit from Rs.3,000.00 (Rupees Three Thousand) to Rs. 6,000.00 (Rupees Six Thousand) per annum towards medical expenses of a retired employee and his/her spouse. The amount shall be credited to the joint Bank Account of all retired employees during beginning of each year. However, the concerned employee shall submit life certificate in each year to OMC. In case of death of either beneficiary i.e. the retired employee or his/her spouse, the amount will be limited to Rs.3,000.00 (Rupees Three Thousand) per annum.

The following modalities shall be followed for disbursement of the amount to the joint accounts of the beneficiaries.

1. The retired employees are required to submit his/her personal data in the prescribed format as attached at Annexure-I and the Life Certificate to be issued by the peoples representative (Sarpancha, Panchayat Samiti Member/ Block Chairman/ Zilla Parishad Member/ Corporator/ M.L.A/ M.P etc / Revenue authority (not below the rank of Revenue Inspector)/ Branch Manager of the concerned Bank, in the prescribed format enclosed herewith at Annexure-II. They shall submit the Annexure-I and Annexure-II to the concerned Regional Manager from where He/She got retirement, and General Manager (P&A) in case of Head Office for the current financial year latest by 31st December, 2014.

Further, they are required to submit the Life Certificate bearing signature / LTI of the beneficiary (ies) in the month of January every year.

2. The beneficiaries are required to submit the details of Joint Bank Account i.e. copy of the bank pass book and NEFT form duly filled in.

3. The Personnel Section (Bio-Data) at Head Office shall verify the authenticity of the documents furnished by the beneficiary and after being satisfied, submit the same to the welfare wing. The Welfare wing shall process the same to General Manager (Finance) through General Manager(P&A) for remittance of the amount, as admissible, to the Bank Account of the beneficiary and keep / maintain necessary record.

4. The existing practice supply of medicine shall be discontinued. The Medical Officers of OMC Hospitals/Dispensaries are advised to stop supply of medicine to the retired employees w.e.f 1st October, 2014 and submit the list of beneficiaries with the amount towards supply of medicine for the current year to General Manager(P&A) through proper channel so that the same can be deducted from the total limit before disbursement of differential amount to the account of the beneficiary.
5. The Regional heads/ Establishment Heads are required to workout the number of employees already retired from their regions/ establishments and intimate the concerned retired employees /spouse for availing the above benefit.

6. The Personnel Section (Bio-Data) shall prepare a list of employees already retired and furnish the same with all the details including their permanent addresses.

7. The retired employees who are availing medicines may also submit their details before the respective Medical Officers, who will forward the same to the appropriate authority for further action.

8. The drawing and disbursing officer at Head Office shall take steps for remittance /transfer the amount to the joint account of the beneficiary through NEFT.

In case of any ambiguity on the above modalities, the General Manager (P&A) I/c may be intimated for clarification.

By order of Chairman-cum-MD

Encl: As above

General Manager (P&A) I/c

Memo No. 13228 OMC: PRSNL(LW) :14

Dtd. 26/08/14

Copy to all the Sectional Heads at Head Office/All Regional/Unit Heads/All Sr.Managers (Mining)/ Managers (Mining)/ All Sr.Manager (Geology)/ All Camp Officers, OMC Limited for information and necessary action.

Copy to Manager (Finance), OMC Ltd. Head Office for information and necessary action. Copy to Manager (Personnel), Bio-Data, Head Office for information and necessary action.

Copy to all Medical Officers of OMC Limited for information and necessary action.

General Manager (P&A) I/c
Annexure-I

INFORMATION SHEET IN RESPECT OF RETIRED EMPLOYEES
OF OMC FOR EXTENSION OF MEDICAL BENEFIT

1. Name of the Beneficiary Employee

2. Designation and Employee No.

3. Date of Retirement/Separation

4. Reasons for Separation
   (Superannuation/VRS/Death/Resignation etc.)

5. Name of the Spouse

6. Present Address

7. Contact Number Mobile/Phone

8. e-mail ID (if any)

9. Bank Details
   (i) Name of the Bank
   (ii) Name of the Branch
   (iii) IFSC Code
   (iv) Joint A/c Number

DECLARATION

Certified that the information furnished above are correct and true to the best of my
knowledge and belief.

Place:

Date:

Signature/LT I of Beneficiary

Signature/LT I of the Spouse
LIFE CERTIFICATE

This is to certify that Sri/Smt. _______________ S/o, / W/o ____________________________ is a permanent resident of village ____________________________ P.S. ____________________________ Tahsil ____________________________ Dist. ____________________________ and has been living alone / along with his/her spouse, after his/her retirement from Odisha Mining Corporation Limited.

This certificate is issued for submission before the authority of Odisha Mining Corporation Limited for drawing of medical benefit from under "Medical Benefits to the Retired Employees" Scheme.

Place:

Date:

Office Seal

Signature & Seal of the Authority

Name: ____________________________

Designation: ____________________________

1) Signature/LT of Sri/Smt. ____________________________ and ____________________________

2) Signature/LT of Sri/Smt. ____________________________ attested

Signature & Seal of the Authority