

राइट्स लि./RITES LTD.

प्रधान कार्यालय, गुड़गांव/ CORPORATE OFFICE, GURGAON

मानव संसाधन विभाग (कल्याण अनुभाग)

HUMAN RESOURCE DIVISION (WELFARE SECTION)

RITES/PERS/40/MEDICLAIM/2021

Dated: 23.12.2022

OFFICE ORDER NO. WL/16/2022

Sub: Updation of details of Dependent family Members - Group Medclaim Insurance Policy for the year 2023

RITES management has already initiated the process for Medical insurance coverage for RITES employee & their dependents for the year 2023 as per the definition of dependents as mentioned in the HRM Manual Chapter – VII of Medical Attendance Rules, Sec – I, Para – 3.1, which has been re-iterated as below:

“Family” will include

- i. *Wife or husband*
- ii. *Unmarried daughters/ step daughters/ sisters*
- iii. *Sons/ step sons of employees below the age of 25 years who are wholly dependent on the employee*
- iv. *Widowed daughters/ step daughters who are wholly dependent on the employee*
- v. *Dependent parents*
- vi. *Minor (below the age of 18 years) dependent brother*

Note:-

1. *The family members from S. No. (ii) to (vi) above should be wholly dependent on and residing with the employee and income from all the sources put together should not exceed Rs. 9,000/- p.m. (excluding dearness allowance/ reliefs on pension, if any).*
2. *If both husband and wife are employees of the Company, only one of them may avail of the benefits of these rules for the family according to their option.*
3. *All employees are required to give a declaration to this effect in the prescribed form in order to claim medical benefits.*

The details of the respective dependent family members who are included under Group Medclaim Insurance Policy for the year 2022 is available on the service provider site and can be accessed by following the below given steps.

Go to <https://www.paramounttpa.com/Home/InstantEcard.aspx> -> Select the Insurance Company (**The New India Assurance Co. Ltd**) -> Click on “Employee ID” -> Type Group Code as **RLTD** -> Enter your Employee No. -> Enter mobile number to receive OTP -> Click on Generate OTP button -> Enter received OTP and click on Submit button and you will find your dependent data along with their E-card in the next window.

The same data is also available on ESS Portal under “Medical Reimbursement Scheme” ----> “Update Dependent Data”. Employees are advised to go through the data available (in both TPA website and ESS Portal) and ensure that the details give therein are correct.



In case there is any non- dependent family member due to prescribed age, marriage, and dependency criteria detailed above, the employees are advised to inform for deletion by sending email at welfare.shikhar@rites.com latest by 1500 hours on 29.12.2022. As and when there is change in status of a dependent family member, the same should be communicated at the earliest on the email id indicated below.

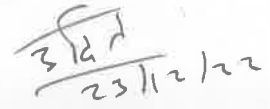
In case of any other addition/updation/ change in dependent details; employees may fill the “Dependent Declaration Form - 2023” (**Annexure-A**) and upload it alongwith supporting documents of dependency for each member on ESS Portal under “Medical Reimbursement Scheme” ----> “Update Dependent Data” latest by 1500 hours on 29.12.2022.

However, list of dependent sons who will be attaining the age of 25 years as on **31.12.2022** and are not eligible prima facie subject to rule position detailed above is enclosed as **Annexure-B** for the information of all concerned employees that the names of all such dependents shall be excluded without any further notice.

Similarly, employees who have already declared parents/ brothers/ sisters as dependent are required to submit duly filled “Dependency Declaration Form – 2023” (**Annexure-A**) alongwith supporting documents of dependency for each member over email at welfare.shikhar@rites.com latest by 1500 hours on 29.12.2022 failing which benefit of insurance coverage shall not be initiated by insurance provider at the time of treatment.

Submission of any false/incorrect dependent details or claims by employee(s) shall render them liable for action as per Company Rules.

All EDs/ Regional Heads/ SBU Heads are requested to kindly bring the contents of the circular to the notice of all employees working under their control for their information and further necessary action at their end on priotiy.



(Udit Pant)

Dy. General Manager(HR) Welfare

Encls: As above

Distribution:

As per standard mail list
Secy. CONCERT

CITO – To kindly get the above circular uploaded on RITES ESS portal

**SELF & DEPENDENT DETAILS FOR GROUP MEDI-CLAIM INSURANCE POLICY
FOR THE CALENDAR YEAR – 2023**

Employee Name	Employee No.
Designation	Division
Mobile No.	Controlling Officer/ SBU Head
Class of Entitlement	E-Mail Id
Place of Posting	Date of Joining

SN	Name (Including self)	DOB	Gender	Relation	Image	Whether working/ not working ** (if working, show monthly income)	PAN CARD No.
1							
2							
3							
4							
5							
6							
7							

DECLARATION

- I do hereby declare that my following dependent family members with relevant particulars shown against each for the purpose of Medclaim facilities are fully dependent upon me. I further declare that the dependents (excluding spouse) for whom reimbursement is being claimed is residing with me and their income from all sources put together does not exceed minimum family pension prescribed in Central Government (at present Rs. 9000) (Excluding dearness allowance/reliefs on pension, if any)
- I shall notify the changes in the dependency on any of the account, if any when arise.
- I will not avail the Medi-claim/Medical facility from Parent Organisation (in case of Deputationists)

Encl: Photocopy of the Employees Identity Card.

Date:

Signature of Employee:

Place:

Signature of Controlling Officer

Signature of SBU Head

Annexure - B

List of Sons above 25 years age as on 31.12.2022					
S. No.	Emp No	Beneficiary Name	Employee Name	Date of Birth	Age (as on 31.12.2022)
1	339	ANURAG J NAIR	M K JAYAN	08-03-1997	25.81
2	434	JATIN SINGH	SANT PRATAP SINGH	31-12-1997	25.00
3	536	RAHUL DHYANI	RAMESH CHANDER	05-06-1997	25.57
4	604	MOHIT CHAUHAN	KAMAL SINGH CHAUHAN	09-04-1997	25.73
5	2223	JETENDER SINGH	DEVENDER SINGH	19-12-1997	25.03
6	2490	NAVEEN SINGH	KESAR SINGH	18-11-1997	25.12
7	2591	YADURAJ GUPTA	ABHAS KUMAR	27-08-1997	25.34
8	2616	R ANIRUDH VISWANATH	M RAMANATHAN	17-10-1997	25.21
9	2675	MANISH KUMAR	PREM LAL	30-12-1997	25.00
10	2680	ANURAG KASHYAP	VIJAY KUMAR	29-01-1997	25.92
11	2708	VIPUL SHARMA	RAJEEV KUMAR SHARMA	30-12-1993	29.00
12	2741	SHUBHAM MISHRA	VIJAY SHANKER MISHRA	09-04-1997	25.73
13	2745	AMAN PATHAK	V K PATHAK	01-11-1997	25.17
14	2748	HIMANSHU MITTAL	A K MITTAL	29-09-1997	25.26
15	2839	PIYUSH AGGARWAL	R K AGGARWAL	18-06-1994	28.54
16	2839	HARSH AGGARWAL	R K AGGARWAL	21-07-1997	25.44
17	2842	VISHAL KAUL	SHADILAL KAUL	22-07-1997	25.44
18	2887	PRADEEP KUMAR	RAM SARIKHA PRASAD	05-10-1997	25.24
19	2894	ROHIT	JAGDISH	08-04-1997	25.73
20	2901	RANJAY KUMAR	BAIJ NATH RAM	08-12-1997	25.06
21	2910	GAURAV JHA	BHAIRAB JHA	12-03-1997	25.80
22	2920	GOPAL KUMAR THAKUR	DEBCHANDER THAKUR	30-06-1997	25.50
23	4048	JAIVEER SINGH RAWAT	S S RAWAT	17-08-1997	25.37
24	6013	S RAJESH KUMAR	M SUBRAMANIYAN	03-10-1997	25.24
25	6049	AMIT KUMAR PUJARI	SONU PUJARI	10-07-1997	25.48
26	6593	MANI SHANKAR PRADHAN	BASANT PRADHAN	05-10-1997	25.24
27	6636	AMAN SHARMA	GOPAL SHARMA	21-06-1996	26.53
28	6704	RAJNIKANT	KISHORI LAL	14-06-1997	25.55
29	6881	SHANTANU UPADHYAYA	ASHOK UPADHYAYA	27-01-1997	25.93
30	6996	SAURABH JHA	JATA SHANKAR JHA	14-03-1997	25.80
31	7000	ABHISHEK SINHA	SANJAY KUMAR SINHA	23-09-1997	25.27
32	8006	HEMANT JOHARI	ANIL KUMAR JOHARI	15-04-1997	25.71
33	9101	ABUZER RABBANI	MD P M FAKHRUDDIN	28-08-1997	25.34
34	9111	AJAY DABAS	JAGDISH CHAND	07-11-1997	25.15
35	10227	ABHISHEK HARI	SUDHIR HARI	16-09-1997	25.29
36	10820	ANSHUL DHULL	RANVIR SINGH DHULL	10-10-1997	25.23
37	10869	UTKARSH SRIVASTAVA	SHARAD SRIVASTAVA	15-05-1997	25.63
38	11231	JASDEEP SINGH MONGA	PARAMJIT SINGH MONGA	04-07-1997	25.49
39	11284	HARSHIT RAJ	SANJEEV KUMAR SINGH	20-03-1997	25.78
40	11376	SUMIT SINGH	GURU DAYAL SINGH	20-12-1997	25.03
41	11483	SAURAV KUMAR	AJAY KUMAR	25-02-1997	25.85
42	11640	HIMANSHU SANGWAN	SUMER SINGH	12-12-1997	25.05
43	11842	KARAN SINHA	KANHAIYA KUMAR	27-12-1997	25.01
44	12930	NILDIP SINHA	NIKHIL SINHA	30-05-1997	25.58
45	13013	HARSH BHAMA	VINAY KUMAR BHAMA	02-03-1997	25.83

46	13278	MANDEEP SINGH	CHARANJIT SINGH	27-10-1997	25.18
47	95049	LAKHAN GURUNG	KARAN BAHADUR GURUNG	15-02-1997	25.88
48	200100	UTKARSH YADAV	PREM SHANKAR YADAV	16-04-1997	25.71
49	200182	AKASH YADAV	SUBHASH CHANDER YADAV	03-01-1997	25.99
50	200182	SAGAN YADAV	SUBHASH CHANDER YADAV	01-01-1998	25.00