

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA : : HYDERABAD**

Cir. Memo.No.JS(P)/DS(Estt)/AS(M)/PO(M)/16/2017-2,Dt: 27.02.2017.

Sub: Estt-APGENCO- Issue of Credit card through E-mail - Details of Dependents -Reg

Ref: 1. G.O.O.No.28/CGM(IR)/2009, Dt:27.04.2009
2.Cir.Memo.No.JS(P)/DS(Estt)/AS(M)/PO(M)/16/2017-1,Dt: 27.02.2017.

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The attention of all CEs and SEs in charge of generating stations and JS(Personnel) is invited to the reference 2nd cited and they are requested to arrange to update the sanctions so far accorded in terms of G.O.O. 1st cited to the Employees/Pensioners/Family pensioners in respect of Medical reimbursements and credit card sanctions (w.e.f 27.04.2009 to till date) in Info type : 9030 of HCM-Module (SAP-ERP system) positively by 18.03.2017 for implementation of issuance of credit card through E-mail w.e.f. 01.04.2017 on receipt of requisition from the Employee/Pensioner/Family pensioner.

2) Further, it is directed to update the future payment of medical reimbursements in infotypes: 9030 & 0015 and credit card sanctions data in infotype : 9030.

**K.VIJAYANAND
MANAGING DIRECTOR**

To
All the Chief Engineers/Superintending Engineers
In-charge of Generating Stations
Copy to the:
Pay Officer/VS/Hyd.
Pay drawing Officers/Generating Stations/Head Quarters
PA to JS(Per)/VS/Hyd.
Stock file/Spare.

// FORWARDED :: BY ORDER //


PERSONNEL OFFICER

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA : : HYDERABAD**

Cir. Memo.No.JS(P)/DS(Estt)/AS(M)/PO(M)/16/2017-1,Dt: 27.02.2017.

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It has been brought to the notice that the Employees working in Generating Stations specifically situated in Remote areas are facing hardship in getting the credit card immediately after admitting the patient in the hospital, for undergoing treatment whenever medical exigency arises, for self or their dependents.

2. The issue has been examined and explored the possibility of issue of credit card through E-mail for obtaining treatment in the Empanelled Hospitals of APGENCO. Therefore, it is observed that the information as detailed below is required from the employees for issuing the credit card through E-mail.

S. No	Name of dependent	Date of Birth	Relationship	Gender	Occupation/Status (Self/Spouse/Parents/adoptiveparents/children/adopted children/Mentally retard/Physically Challenged/in-laws or parents of women employee)	Photo	Aadhar Number

Dependents in relation to employee means;

- a) Spouse
- b) Children including adopted children.
- c) Parents/adoptive parents who are wholly dependents on employee i.e., having no source of income, and in-laws in respect of women employee or parents.

3. **A declaration of dependence** in respect of dependents of the employees, parents and in-laws in respect of women employee, shall be submitted by the employee duly enclosing "No income certificate" issued by the respective District/Mandal /village Revenue officer i.e. RDO/Thasildhar/MRO along with details of siblings if any.

Age limit for dependents:

1. Son : Till starts earning or attains the age of 25 years whichever is earlier.
2. Daughter: Till starts earning or gets married irrespective of the age limit, whichever is earlier.
3. Son suffering from any permanent disability or any kind (Physical or mental) : Irrespective of age limit (The certificate issued by the respective Medical Boards shall be furnished)
4. Dependant divorced/abandoned or separated from their husband/widow daughters and dependent unmarried/divorced/abandoned or separated from their husband/widowed sisters : Irrespective of age limit

The declaration of dependence shall be submitted by the employee to the concerned Officer in the month of March every Year for availing medical facility.

4. Therefore all the Employees working in Generating Stations are requested to furnish the information in the above prescribed proforma along with the required certificates as stated above to the respective station heads on or before **15th March, 2017**, so as to examine the issue of credit card through E-mail **w.e.f. 01.04.2017** .

5. Employees working at Head Quarters are requested to furnish the said information to the concerned Officer, who is authorized to maintain the Service Register i.e. Pay Officer/AS(Estt)/AS(Adm).

6. All the Employees/Pensioners/Family pensioners of APGENCO are henceforth requested to claim for credit card through on line in the prescribed proforma enclosed with this Memo. which is available in APGENCO website to mail ID **hospital@apgenco.gov.in**.

Enclosure: As above.

K.VIJAYANAND
MANAGING DIRECTOR

To

All CEs/SEs in charge of Generating Stations: They are requested to validate the details of dependents furnished by the employees working in respective Generating

Stations and update the same in the respective Employee organisation data and Personal Data.(Info type: 0000,0001 and 0021).

Pay Officer/AS(Estt)/AS(Adm)/APGENCO:

They are requested to validate the details of dependents furnished by the employees working at Head Quarters whose service registers are being maintained by them and update the same in the respective Employee organisation data and personal data.(Info type: 0000,0001and 0021).

Pay Drawing Officers/Generating Stations & Head Quarters:

With regard to pensioners, they are requested to communicate the Prescribed proforma as stated above to the Pensioners/Family Pensioners to the address available in the Latest Life Certificate submitted by them.

CGM(Adm,IS&ERP)/VS/Hyd.:

He is directed to organise the Training Programmes for updating the details furnished by the employees in the respective Employee ID and further maintenance of the medical data in the respective Info types.

All Functional Heads/VS/Hyd.
PA to JS(Per)/VS/Hyd.
Stock file/Spare.

// FORWARDED :: BY ORDER //



M. S. Ramesh
22/2/17

PERSONNEL OFFICER



ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

Medical Request Form

<u>FORMAT</u>		
1	Name and Designation of the Employee/Pensioner/Family Pensioner	
2	I.D.No/PPO.No	
3	Father's/Spouse Name	
4	Date of Birth of the Employee/Pensioner/Family Pensioner	
5	Present place of working (For Regular Employees)	
6	Pension Disbursing Officer (Pensioner/Family Pensioners)	
7	Name of the Patient and relationship with the Employee/Pensioner/Family Pensioner	
8	Aadhar Card Number (in case of dependents)	
9	Name of the Hospital Phone No: Email:	
10	Name of the Disease/Medical treatment and name of surgery involved, if any, is to be furnished along with estimate.	
11	In-Patient No. and date of admission	
12	Whether the case pertains to accident while on duty. If so, a detailed report on the accident is to be furnished.	
13	Whether the case pertains to road accident while on duty.	
14	Mail id of respective Hospital: (For issue of credit letter)	

Date:
Place:

Signature of the Employee