

**THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI**  
**(INDUSTRIAL RELATIONS GROUP)**

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December 27, 2012

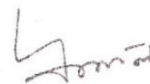
CIRCULAR No.IR/37/2012

**Ref: Circular No.IR/08/03-04 dated 10.4.2003**  
**Circular No.IR/14/2011 dated 23.6.2011**

**Sub : OPD medical claims beyond six months**

It was reiterated vide Circular No.IR/14/2011 dated 23<sup>rd</sup> June, 2011 that all employees at Corporate Office and Branches should prefer their OPD medical claims complete in all respect within three months meticulously from the date of completion of treatment. The bills pertaining to the period beyond three months from the date of completion of treatment would not be entertained for reimbursement.

The Competent Authority has now decided that OPD medical bills upto six months old will be accepted by 31<sup>st</sup> January only and thereafter the bills upto three months old will be accepted by Finance Division latest by 15<sup>th</sup> March every year for reimbursement.



**(P.K. NAGPAL)**

**DY. GENERAL MANAGER (PERS.)**

- Exe. Secy. to CMD
- Exe. Secys. to Director/CVO
- PS to All CGMs
- GM, Internal Audit Division
- JGM(Fin.)(A&E)
- All BMs
- SG, Fed. Of STCEUs, New Delhi
- SG, Fed. Of STCOAs, New Delhi
- SG, All India Fed. Of STC SC/ST Emp. Association, New Delhi
- Secy. Cell
- Notice Board