



Oil and Natural Gas Corporation Limited

Medical Services

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Ref No. ONGC/DLI/MS/O.O. - 1/2022

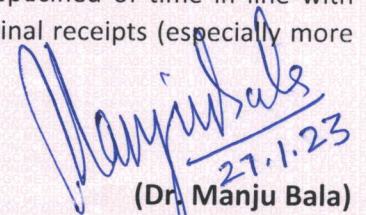
Date: 27/01/2023

OFFICE ORDER

Subject: Advisory for Medical Reimbursement claims.

In accordance to the observations given by Corporate Vigilance on Medical Reimbursement Claim (MRC), the office of CGM-CMS forwarded the instructions for the same to this office for strict compliance. Accordingly all ONGC beneficiaries are requested to follow the following Advisory:-

- To submit the proper receipt against the OPD consultation charges. OPD consultation charges written on prescription paper will not be entertained.
- To submit the proper Pharmacy receipt against the doctor's prescription. In case of Allopathic treatment medicine dispensed from the doctor's clinic indicating their price on prescription paper will not be entertained.
- To submit the proper Pharmacy receipt with prescription/ Doctor's receipt with prescription indicating duration of period of availed treatment (if medicines dispensed from there clinic), In case of Homeopathic treatment.
- To submit the proper Pharmacy receipt indicating generic name with prescription & proper receipt of OPD consultation charges In case of Ayurvedic treatment.
- To submit their physiotherapy receipt with detailed break-up of treatment taken indicating the duration of service availed along with the advice of Authorized medical practitioner. Consultation charges & medicines prescribed by the physiotherapist are not allowed.
- To submit the final proper receipt for dental treatment with the prescription of treating doctor indicating the procedure has been done in respective tooth. Beneficiaries are being advised to claim the consolidated bill after completing the dental procedure. No part payment will be allowed. In case of high cost treatment (More than Rs.20, 000/-) a Pre & Post dental OPG is mandatory for reimbursement.
- To submit their bill at the last month of the specified period /if they have purchased of regular medicines for more than 1 month, failing which claim will be liable for rejection.
- **To submit their claim with clearly readable scanned original receipts certifying on the original receipt stating that he/she is claiming this for first time with supportive documents, preferably with in 15 line items in SAP/Bandhan/ Webice. Claims with unreadable & uncertified scan will be liable for rejection.**
- Beneficiaries are also requested to keep original bills for a period of ONGC specified of time in line with spectacles reimbursement. The beneficiaries may be asked to submit the original receipts (especially more than 10,000/- of single receipt) at any time for the cross examination.


27.1.23

(Dr. Manju Bala)

GM – I/c Medical Services
DUB, ONGC, N. Delhi

Copy for Information:

- GGM – Head Coordination, ONGC, New Delhi
- CGM-Chief Medical Services, ONGC, New Delhi
- HCSS - OVL, Vasantkunj, New Delhi
- I/c HR-ER, DUB, ONGC, Vasantkunj, New Delhi
- For publications on Delhi Intranet & Bandhan.