

टीएचडीसी इंडिया लिमिटेड THDC INDIA LIMITED

(भारत सरकार एवं उ. प्र. सरकार का संयुक्त उपक्रम) (A Joint Venture of Govt. of India & Govt. of U.P.) CIN: U45203UR1988GOI009822



17 June 2022

No:THDC/RKSH/CHR/Policy/111/252

CORPORATE HR CIRCULAR No.06/2022

Reg: Paper less medical Claims for Retired Employees via. Online Retired Employees Web Portal

THDCIL has been digitalizing various Employee Self Service claims and reimbursement. In doing so a Retired Employee Web Portal has been launched and made live w.e.f. 17.06.2022.

Further, it has been decided by the Mangement to simplify the medical claim process for the employees and make it more user-friendly and paperless. Therefore, like in case of regular employees, retired employees while making their medical claims through retired employees web portal will be exempted from submitting the bills, prescription and other enclosures in hard copies.

The ex-employees may submit their claims by enclosing self attested scanned copies of the medical bill, prescription and other enclosures. However, if the scanned copies uploaded by the employees are not proper/legible, the claim shall be liable to be rejected. Ex-employees should ensure not submitting duplicate claims both through portal and hard copies till hard copies bills are completely banned.

The Medical Claims submitted by the employees may be subject to scrutiny by Internal Audit/Statutory Audit. The hard copies of the paperless medical Claims(bills/Prescriptions etc. in original) claimed during the Financial Year shall be required to be retained/kept by the employees till 30th June of the next F.Y.(i.e. upto additional one quarter in new F.Y.). Management shall have the right to ask for physical copies of the bills, reports and other enclosures used for making medical reimbursement within such period and in case an ex-employee fails to produce the same, Management shall have the right to recover the reimbursements made.

The ex-employees shall have to furnish an undertaking to this effect while submitting their claims online:

"The bill may be settled as per entitlement and I also undertake to pay THDCIL any inadmissible charges in excess. If it is found that there is misuse of the benefits under the Scheme by me I shall be summarily debarred from availing the benefits under the scheme."

An internal check shall be incorporated in Claim portal for checking the submission of duplicate claims by the ex-employee for self/dependents due to dispensation of submission of hard copies for making claim. Further, a concept of bill/s(expenditure) period shall be introduced by Finance Deptt relating to date of bills i.e. expenditure incurred date wherein an ex-employee shall be required to submit entire bills for expenditure incurred up to a particular date in a single go.

In all cases the responsibility of raising duplicate claim shall lie with the ex-employee.

The circular shall be effective from 17.06.2022.

This issues with the approval of the Competent Authority.

(Veer Chief General Manag

Encl: User Manual Distribution: Standard

सूचना का अधिकार RIGHT TO INFORMATION प्रधान कार्यालय : गंगा भवन, प्रगतिपुरम, बाई पास रोड, ऋषिकेश-249 201 Corporate Office : GANGA BHAWAN, PRAGATIPURAM, BYPASS ROAD, RISHIKESH -249201 पंजीकृत कार्यालय :- भागीरथी भवन (टॉप टेरिस) भागीरथीपुरम, टिहरी - गढ़वाल -249124 Regd. Office : Bhagirathi Bhawan (Top Terrace), Bhagirathipuram, Tehri-garhwal-249124 टेलीफैक्स- 0135-2439463, Telefax : 0135-2439463, Website Address : www.thdc.gov.in (''हिन्दी को राजभाषा बनाना, भाषा का प्रश्न नहीं अपितु देशभिमान का प्रश्न है'')



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THDCIL RETIRED EMPLOYEES

WEB PORTAL

Disclaimer: This user guide is aimed to provide guidance in logging into the retired employee's web portal and provide step by step assistance in availing facilities. The user guide shall be revised from time to time in case of any modification in the web portal.



THDCIL Retired Employees Web Portal USER Guide

1. Login in to Web Portal

Purpose: This process will allow Authorized ex-employee or dependants (in case of ex-employee's demise) to login in to Retired Employees Web Portal with ex-employee's THDCIL employee number and the provided password.

Note: Path: THDCIL Official portal <u>https://thdc.co.in/en</u> -> Retired Employee Desk -> Retired Employee Portal.



2. Contact THDCIL Officials

Purpose: This feature provides ex-Employees and their dependants with an access to connect with THDCIL officials for generation of password/activation of account etc.

Note: In addition to this, contact details of respective nodal officers has also been displayed on home page to nudge them for any help if required.

CONTACT 05	
Enter Employee Number	
Enter Availed Location	
Enter Mobile Number	
Tell us about your message	

OUR TEAM

Post Retirement Medical Benefits Scheme (PRMBS) Contact Details of HR and Finance Personnel with Address



3. Grievance Reporting

Purpose: This feature enables ex-employee or their dependant to lodge grievance if any on contact number or mail id provided under the head **CONTACT INFO.**

Note: The mentioned mail id and contact number may be utilized if point no. 2 does not serve the purpose.



4. Home page Screen

Purpose: The home Screen depicts different options available to apply for claims or for updating of information. Employee can get an instant glimpse of Pending, Approved, Rejected and Returned application too.

Note: Employee can track current status of their claim application by entering application number in the option provided on home page.

The screen will also flashes message, circulars, news and events pertaining to company in respective heads from time to time.



5. Change of Password and Logout

Purpose: The command button provided at the top right side is available to change password and to log out from application.

Note: Ex-employee/Ex-Employee's dependant is required to put in old password in order to set in the new password.

Ram Bahadur	=	RETIRED EMPLOYEES INFORMATION S	YSTEM 🔎 🛓
Гпара			😃 Change Password
A Home	Application Number	Enter Application Numbe	U Logout

🗥 Home	Change F	Password
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🕒 Claims 🗧	Old Password	
≤ Inbox -	Employee Old Password	
	Password	
	Employee Password	
	Confirm Password	
	Employee Confirm Password	
 Restrigutor Snp 	RTRMJ6 (1) Please enter the string as shown	above:
	Enter Above Code	

6. Notification

Purpose: The Bell icon present at the top right corner indicates application messages pertaining to action taken on the raised claim by the concerned stake holders.

Note: Employee may get ping of current status of the raised claim.

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Inapa		88 Notifications
		88 Application messages
😭 Home	Application Number Enter Application Numbe Track	O Other messages

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7. Profile

Purpose: The two options available under profile tab are as follows -

(a) **View -** Employee may view profile details on PRMB portal under the heads-Employee Information, Employee Address, Bank details.

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View		×	
Profile Informat	tion Rectangular S	Snip	
Request		-	
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Employee Profile

Employeee Information



Employee Address	
Permanent Address	Present Address
Address	Address
NO. 66, INDIRA NAGAR, RISHIKESH, DISTT. DEHRADUN (U.P.)	NO. 66, INDIRA NAGAR, RISHIKESH, DISTT. DEHRADUN (U.P.)
City	City
State	State
PINCODE	PINCODE

Basic Info Update Request

Bank Update Request

Address Update Request

Dependent Update Request

Requisition for Guest House/Transit guest House

Upload Life Certificate

Bank Details	
Employee Bank Details	
Bank Name	Account Number
IFSC Number	Branch Name
Dependent Bank Details	
Bank Name	Account Number
IFSC Number	Branch Name

Dep	endent Details								
SLNo	Name	Date of Birth	Age	RelationShip	Occupation	Communication Address	Marital Status	Mobile No	Email id:
1	Smt.Kamla Thapa		56	Wife			Married		

(b) **Request-** This option is to facilitate change in the profile details mentioned under the above heads. This option is designed to provide ex- employees with quick access of booking Guest **House** and upload of Life Certificate.

Note: Any requested change in the profile of ex- employee will reflect post due verification from concerned nodal officers.

(i) **Basic Info Update Request:** Select Update Type from drop down, enter the desired value, do save and submit. Reference ID will be created upon submitting the request. User can view the officer's name and designation to whom request has gone for approval.

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	Employee Number*	Employee Name *		Availed Location*			^
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aman@gmail.com	89900000006
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Lifetime ~	Rishikesh ~
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	RETIRED	EMPLOYEES INF	FORMATIO	N SYSTEM	.	
		Basic Infor	mation			
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Basic Information						
Employee Number*		Employee Name *		Availed Location*		
2295857		Ram Bahadur Thapa		Rishikesh		
	Request Id Basic Information Employee Number* 2295857	RETIRED Your Request Kequest Id SI Kequest Id SI Kequest Id SI Kequest Id SI SI	RETIRED EMPLOYEES INIT Request is Saved Successfully Your Request is Saved Successfully Kequest Id 81 Request Date Basic Information Employee Number* Employee Name * 2295857 Ram Bahadur Thapa	RETIRED EMPLOYEES INFORMATIO Basic Information Your Request is Saved Successfully and Generated Re Request Id 81 Request Date 23:MBy:20/2 Basic Information Employee Number* Employee Name* 2295857 Ram Bahadur Thapa	RETIRED EMPLOYEES INFORMATION SYSTEM Basic Information Your Request is Saved Successfully and Generated Reference ID :81 Your Request Date Saved Successfully and Generated Reference ID :81 Kequest Id Status Employee Number* Employee Name* Availed Location* Z295857 Ram Bahadur Thapa	

aman@gmail.com		89900000006	
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Lifetime	~	Rishikesh	~
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	2295857	Ram Bahadur 1	hapa	Rishikesh	

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(ii) **Bank Update Request:** Select Update Type from drop down, enter the desired value, do save and submit. Reference ID will be created upon submitting the request. User can view the officer's name and designation to whom request has gone for approval.

	Request Id	117	Request Date	29-Apr-2022	Status	Inprogress
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	Employee Number*		Employee Name *		Availed Location*	
	2295857		Ram Bahadur Thap	ba	Rishikesh	
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	IFSC Number			Branch Name		
	ut7899			iinnkllddf		

Bask Name	Account Number
Axis Bank	99887889999
IFSC Number	Branch Name
UTBIOOBBBN	Mumbai
Bank Name	Account Number
Bank Name	Account Number
IFSC Number	Branch Name
IFSC Number	Branch Name

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Dependent Bank Details	Account Number							
HDFC	6667777880							
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	Employee Number*		Employee Name *		Availed Location*		
	2295857		Ram Bahadur Thapa		Rishikesh		
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(iii) Address Update Request: Select Update Type from drop down, enter the desired value, do save and submit. Reference ID will be created upon submitting the request. User can view the officer's name and designation to whom request has gone for approval.

M Inbox -	Address Details		
	Employee Number	Employee Name	Availed Location
	2295857	Ram Bahadur Thapa	Rishikesh
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Address*	
NO. 66, INDIRA (U.P.)	NAGAR, RISHIKESH, DISTT. DEHRADUN
City*	
Rishikesh	
State*	
Uttarakhand	

Rishikesh	Rishikesh	
State*	State*	
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	2295857	Ram Bahadur Thapa	Rishikesh							

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	2295857		Ram Bahadur Thapa		Rishikesh				

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Copyright	© 2022 THDC India Lim	ited . All rights reserved.		Version 3.0.5			

- (iv) **Dependent Update Request:** This functionality has two options, one is to add dependent, another is to edit the existing details of dependent.
- (a) Adding dependent: Filling up the asked details for new dependent in the system. Further to this, do save and submit the request for necessary action of the approving authority.

Dependent Name	Gender	
ABC	Male	~
Date Of Birth	Age	
10-05-2005	17 years, 13 days	
Occupation	Marital Status	
Student	Single	~
Mobile Number	Email Free-form 3	
9667888888	Abc@gmail.com	
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Flat#887, Ganesh <u>Vihar</u> , Ganga Nagar, Rishikesh	Son	~

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	2295857		Ram Bahadur Thapa		Rishikesh					



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		Employee Number*		Employee Name *		Availed Location*			
		2295857		Ram Bahadur Thapa		Rishikesh			

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(b) Editing dependent: Fill up the asked details for new dependent in the system. Further to this, do save and submit the request for necessary action of the approving authority.

Action ↑↓ Document	†↓ Name †↓	Date of Birth ↑↓	Age ↑↓	Gender ↑↓	Marital Status î↓	Mobile No ↑↓
e Edit	cvll	12-08- 2021	10 days	F	Maried	9897979790
• Edit	Smt.Kamla Thapa	08-07- 1980	41 years, 22 days	F	Maried	4343546567
• Edit	Testing	10-08- 2021	21 days	F	Others	9899999999
Showing 1 to 3 of 3 entries				0	Rectangular Ship Pre	vious 1 Next
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	Showing I to 4 of 4 entr	ies			• Roc	Prev	vious 1 Next

(c) **Deleting dependent:** User has the access to delete dependant at his/her end on ceasing of spouse/child to be his dependent due to demise or any other reason whatever may it be.

• Edit	cvll	12-08- 2021	10 days	F	Maried	9897979790	
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e Edit	Testing	10-08- 2021	21 days	F	Others	98999999999	
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Show 10 ¢	entries		Search:

(v) Requisition of Guest House/ Transit Guest House: Fill up the asked details for booking of guest house. Further to this, do save and submit the request for necessary action of the approving authority.

95857	Ram Bahadur T	hapa	Rishikesh
Request Details			
Location		Guest House N	lame
Rishikesh		~ Triveni	
No. of rooms	Mobile no		Mail Id
1	9889988999		abc@gmail.com
Period from Date		To Date	
		24-May-202	2

Bank Update Request	-Request Details				
Address Update Request	Location		Guest House Name	e	
Dependent Update Request	Rishikesh	~	Triveni		~
Requisition for Guest	No. of rooms	Mobile no		Mail Id	
House/Transit guest House	1	9889988999		abc@gmail.com	
Upload Life Certificate	Period from Date		To Date		
🕻 Claims 🗸 🗸	22-May-2022		24-May-2022		
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🕻 Claims 🗸	Request Id	91	Request Date	23-May-2022	Status	Inprogress
∑ Inbox •	Guest House Re	equest				
	Employee Number	*	Employee Name	•	Availed Location*	
	2295857		Ram Bahadur Th	napa	Rishikesh	

Rishikesh	~	Triveni		~
No. of rooms	Mobile no		Mail Id	
1	9889988999		abc@gmail.com	
Period from Date		To Date		
22-May-2022		24-May-2022		
Save				
Submit				
Copyright © 2022 THDC India Limited . All	l rights reserved.			Version 3.0.5

Ram Bahadur Thapa	=	RETIRED	EMPLOYEES INFO	RMATIO	N SYSTEM	@ 1
🖀 Home			Guest House R	eauest		
Profile	0	Your Request	is Submitted Successfully an	d Generated	Reference ID :91	
🕯 Claims 🗸 🗸	Request Id	91	Request Date	23-May-2022	Status	Pending
≤ Inbox -	Guest House Reques	st				
	Employee Number*		Employee Name *		Availed Location*	
	2295857		Ram Bahadur Thapa		Rishikesh	
						1

 Guest Hou Triveni	se Name	~	Account Number	
For USE BY	′ ІТ			
Employee Name	Hari Nand Uniyal	Designatio ^{DGM} n	Remarks	3
				ular Srip
Print				
Copyright ©	2022 THDC India Limit	ted . All rights reserved.		Version 3.0.5

(vi) Upload Life Certificate : Fill up the details in the format of Life Certificate as shown below. Then get the same certified as indicated in the form. Upload the certified Life certificate form in the portal for the chosen finacial year. Ex-Employee can avail the medical facilities only after the upload of the valid life certificate.

Contributory Scheme for Post Retiremen	t Medical Facilities	
	THDC INDIA LIMITED	
		From 'D'
	LIFE CERTIFICATE	
This is to certify	that Shri./Smt	S/O, D/O
Shri./Smt	wife/husband	of
Sh./Smt	residing a	atat the time of
issuing this certificate. T domiciliary treatment und Facilities.	he certificate is issued for release er THDCIL Contributory Scheme	se of payment for outdoor/ for Post Retirement Medical
The signatures/thumb ir hereunder.	npression of the above mention	ed persons is/are attested
Signature of Retired er	nployee:	
Signature of Spouse:		
	Signature of Registered Medical P OR Gazetted Officer at Central/Sta Manager of the Bank where the re holding Saving Bank Account or Ar from where the Medical Facility is of	Practitioner with regd. No. ate Govt. OR The Branch stired Executive/Spouse is ny Officer of the Company btained.
	Nith Seal/Stamp/ Emp No./Desigr Officer	nation in case of THDCIL
Date:		
Registration Number	of Medical Card:	
Note:Signature/ Thu membership. In case declaration about his employee	mb impression of spouse is ma claim is also being made for depe s/her eligibility and being alive st	andatory in case couple ndent children a separate nall be submitted by ex-
Declaration The feet	to mentioned above are true to mu	heat of knowledge and in

Ram Bahadur Thapa		RETIRED EMPLOYEES I	NFORMATIO	N SYSTEM	Jan 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997
		Upload Life	Certificate		
	Employee Number	Employee Name		Availed Location	
	2295857	Ram Bahadur Thaj	ра	Rishikesh	
View	Financial Year/वित्तीय वर्ष*		Remarks/टिप्पणियों		
Request	2022-2023	~	Life Certificate		
Basic Info Update Request					
Bank Update Request	Upload Life Certificate Do	cument/जीवन प्रमाणपत्र दस्तावेज़	Choose File Map.	pdf	
Address Update Request	SIZE - I MB & TO	srmat – JPG/ PNG/Pat)*			
Dependent Update Request	Submit				

0	You have already submitted	for this financial year
	Upload Life Ce	ertificate
Employee Number	Employee Name	Availed Location
2295857	Ram Bahadur Thapa	Rishikesh
Financial Year/वित्तीय वर्ष*	Rem	narks/टिप्पणियों*
Select	✓ En	ter Remarks Rectangular Snip
Upload Life Certificate Do अपलोड करें (Size – 1 MB & fo	cument/जीवन प्रमाणपत्र दस्तावेज़ ormat – JPG/ PNG/Pdf)*	oose File No file chosen
Submit		

8. Claims Request



(a) **IPD Claim:** Fill up the IPD form for reimbursement of claim along with the upload of requisite documents. Further to this, do save and submit the request for necessary action of the approving authority.

This option may be utilized in the case where the option of treatment in empanelled hospitals could not be availed.

Employee	Information				
Employee Number	2295857	Employee Name	Ram Bahadur Thape	Place of posting	Rishikesh
Availed Location	Rishikesh	Grade	W-4	Basic pay	23120
Pay Scale	22000-3%-OPEN ENE	Mode of Separatio N	Retirement	Date of Separatio n	30-Apr-2012
nancial Yea	ar/वित्तीय वर्ष•				



Ram Bahadur Thapa	=	RETIRED	EMPLOYE	ES INFORMATIC	ON SYSTE	M 🧢 🛓
		Your Request	is Saved Succe	essfully and Generated R	eference ID :1	31
🗥 Home	Claim Number	131	Request Date	24-May-2022	st St	atus Inprogress
🖴 Profile 🚽	CLAIM FOR REIM	SURSEMENT OF IPD			e en Rectangul	ar onlip
🖞 Claims 🗸 🗸	Employee Info	ormation				
✓Inbox ✓	Employee 22 Number	295857	Employee Name	Ram Bahadur Thapc	Place of posting	Rishikesh
	Availed Ri	shikesh	Grade	W-4	Basic pay	23120

Choose File No file chosen Hospital's Bill/अस्पताल का बिल (Max Size upto – 5 MB & format – JPG/PNG/Pdf) Choose File No file chosen	Hospital's Bill
Certified that: I hereby declare that the details furnished above are true and correct to the best of my knowledge of	ind belief .
Save Submit Copyright © 2022 THDC India Limited . All rights reserved.	Version 3.0.5

Ram Bahadur Thapa		RETIRE	D EMPLOYE	ES INFORMATI	ON SYSTEI	М	e 🔺
	1	Vaur	Dogwoot is Submitt		internet ID (121		
🗥 Home	Claim Nu	imber 131	Request is Submitte	e 24-Mi	erence 1D : 131 ny-2022	Status	Pending
L≡ Profile -	CLAIM FOR R	EIMBURSEMENT OF IP	D				
💾 Claims 🗸	Employee	Information					
_ ∑Inbox ▼							
	Employee Number	2295857	Employee Name	Ram Bahadur Thapa	Place of posting	Rishikesh	
	Availed	Rishikesh	Grade	W-4	Basic pav	23120	

Certified that: I hereby declare that the details For USE BY HR	furnished above are true and correct	to the best of my knowledge o	and belief.
Employee Vinod Uniyal Name	Designati Sr. Asstt. on	Remarks	
Print		9 Rectangular Spin	
Copyright © 2022 THDC India Limite	d . All rights reserved.		Version 3.0.5

(b) **OPD-Claim:** User may have the facility to reimburse for outpatient claim through the mentioned option. User needs to fill up the OPD form and claim the amount subject to upper ceiling specified in the Annual OPD Ceiling & Balance Amount of Claim.

Further to this, do save and submit the request for necessary action of the approving authority.

	CLAIM FOR R	EIMBURSEMENT OF OPD				
😭 Home						
💵 Profile 🛛 👻	Employee	Information				
💾 Claims 🚽	Employee	2295857	Employee	Ram Bahadur Thapa	Place of	Rishikesh
🖬 Inbox 🗸	Number		Name		posting	
	Availed	Rishikesh	Grade	W-4	Basic pay	23120
	Location		Mode of	Retirement	Date of	30-Apr-2012
	Pay Scale	22000-3%-OPEN ENE	Separatio	Rouiomone	Separatio	Ship
			n		n	
	Financial Yea	ır/वित्तीय वर्ष*	Annual OPD C	ceiling(w.e.f-	Balance Amo	ount Of Claim/दावे की शेष
	2022-2023	~	01/01/2017)/व	ार्षिक ओपीडी सीमा	राशि	
			85000		85000	

Choose File No life Chosen Hospital's Bill/अस्पताल का बिल (Max Size upto – 5 MB & format – JPG/ PNG/Pdf)	
Choose File No file chosen	
Certified that:	
Certified that: I hereby declare that the details furnished above are true	e and correct to the best of my knowledge and belief.
Certified that: I hereby declare that the details furnished above are true	e and correct to the best of my knowledge and belief.
Certified that: I hereby declare that the details furnished above are true	e and correct to the best of my knowledge and belief.

Ram Bahadur Thapa		RETI	RED EMPLOYE	ES INFORMATIO	ON SYSTE	M 🧔 🛓
0		Your I	Request is Saved Succ	essfully and Generated	Reference ID :1	32
A Home	Claim Nu	mber 132	2 Request Date	24-May-202	22 S	tatus Inprogress
🖽 Profile 🗸 🗸	CLAIM FOR R	EIMBURSEMENT O	FOPD		- Rectangu	
🖞 Claims 👻	Employee	Information				
■ Inbox •	Employee Number	2295857	Employee Name	Ram Bahadur Thapa	Place of posting	Rishikesh
	Availed	Rishikesh	Grade	W-4	Basic pay	23120

Choose File No file chosen	
Hospital's Bill/अस्पताल का बिल (Max Size upto – 5 MB & format – JPG/ PNG/Pdf)	
Choose File No file chosen	
Certified that:	
I hereby declare that the details turnishea above are true and correct to	o the best of my knowledge and belief .
	b the best of my knowledge and belief .
Save Submit	b the best of my knowledge and belief.

Ram Bahadur Thapa		RE	TIRED	EMPLOYE	ES INFORMA	TION SYSTE	М	۵ ک
0			Vour Pog	act is Submitt	od Sussessfully and	Peference ID :122		
A Home	Claim Nu	ımber	132	Request Dat		24-May-2022	Status	Pending
	CLAIM FOR R	EIMBURSEMEN	IT OF OPD					
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🖞 Claims 🗸 🗸	Employee	Information						
✓Inbox •	Employee Number	2295857		Employee Name	Ram Bahadur Tha	Place of posting	Rishikesh	
	Availed	Rishikesh		Grade	W-4	Basic pay	23120	
	Certified I hereby dee	l that: clare that the c	details furnis	shed above are	e true and correct to	o the best of my kno	wiedge and b	elief.
	For USE BY	HR						
	Employee Name	Vinod Uniyal		Designati on	Sr. Asstt.	Remarks		
						Rectangul	ar Snin	
	Print							
с	opyright © 20	22 THDC India	Limited . All	rights reserved	d.			Version 3.0.5

(c) IPD Referral Generation: User may have the facility to avail cashless treatment in the empanelled hospital through the mentioned option. User needs to fill up the IPD referral generation form. Further to this, submitting of the request for necessary action of the approving authority.

Alleres	IPD Referral	Generation				
A Home	Employee	Information				
	employee					
🖥 Claims 🗸 👻	Employee	2295857	Employee	Ram Bahadur Thapa	Place of	Rishikesh
≤ Inbox -	Number		Name		posting	
	Availed	Rishikesh	Grade	W-4	Basic pay	23120
	Location					
	Pay Scale	22000-3%-OPEN ENI	Mode of Separatio	Retirement	Date of Separatio	30-Apr-2012
	,		n		n	
	Patient Name	e/रोगी का नाम*	Relation/सम्ब	न्ध *	Nature Of Tre	atment/उपचार की प्रकृति*
	Smt.Kamla	Thapa ~	Spouse	~	Allopathic	~
	Hospital Nam	∧/थयाताल का ताय ∗		Hospital Address	थियात्राल का गताः	•

Diagnosis/बीमारी का विवरण•	
Typhoid	
Upload Document/दस्तावेज़ अपलोड करें	
Medical Report/चिकित्सा विवरण (Max Size upto – 5 MB & format – JPG/ PNG/Pdf)	
Choose File Map.pdf	
Save	
Copyright © 2022 THDE India Limited - All rights reserved.	Version 3.0.5

Ram Bahadur Thapa	=	RE	TIRED EN	MPLOYE	ES INFORMATIC	N SYST	EM	.
0		Yo	our Request is	Saved Succe	essfully and Generated R	eference ID :	135	
A Home	Claim Nu	mber	135	Request Date	24-May-2022		Status	Inprogress
🖭 Profile 🗸	IPD Referral (Generation						
🕒 Claims 🗸 🗸	Employee	Information						
ĭ∎ Inbox •	Employee Number	2295857		Employee Name	Ram Bahadur Thapa	Place of posting	Rishikesh	
	Availed	Rishikesh		Grade	W-4	Basic pay	23120	

Typoid Upload Document/दस्तावेज़ अपलोड करें	ĥ
Medical Report/चिकित्सा विवरण (Max Size upto – 5 MB & format – JPG/PNG/Pdf) Choose File No file chosen	Medical Report
Save Submit	
Copyright © 2022 THDC India Limited. All rights reserved.	Version 3.0.5

Ram Bahadur Thapa		RET	FIRED E	MPLOYE	ES INFORMATIO	ON SYSTEM	N	ء 🖷
•			Your Reque	st is Submitte	d Successfully and Ref	erence ID :135		
A Home	Claim Nu	mber	135	Request Date	24-Ma	ny-2022	Status	Pending
💵 Profile 🗸 🗸	IPD Referral C	Seneration						
Li Claims -	Employee	Information						
✓ Inbox 🗸	Employee Number	2295857		Employee Name	Ram Bahadur Thapa	Place of posting	Rishikesh	
	Availed	Rishikesh		Grade	W-4	Basic pay	23120	

	Rajiv Gandhi Cancer Institute & Resea	rch Centre, Sec: 🗸	II/90 , Dehradun,		1.
	Entitled Room*		Referral Date*		
•	General Ward		25-May-2022		q
	Employee ^R ajiva Name	Designati ^{DCMC} on)	Remarks	
	Print				
c	Copyright © 2022 THDS India Limited . All	rights reserved.			Version 3.0.5

9. Reports:



(a) **IPD Referral Generation:** User can view referral details and download referral letter upon approval from all the concerned officers.

🛠 Home			IPD Referro	al Report			
L≡ Profile -				•			
L' Claims	From Date		Т	o Date			
≤ Inbox	24-May-2022			25-May-2022			
	Show				Rectangul	lar Snip	
	Show 10 🗢 entries				Searc	:h:	
	Application SNo ↑↓ Number ↑↓	Availed Location ↑↓	Employee Info	†↓ Patient Name †↓	Relation ↑↓	Approved Date ↑↓	Status ↑↓
	1 126	Rishikesh	2295857-RAM BAHADUR	R Smt.Kamla	Spouse	24-May-	Approved

Ram Bahadur Thapa	=	RETIRED EMPLOYEES I	NFORMATION SYSTEM	🥮 🛓
🖀 Home		IPD Refer	ral Report	
≛ ≣ Profile ▼		II D Kelen		
🕒 Claims 🗸 🗸	From Date		To Date	
✓Inbox	24-May-2022		25-May-2022	
	Show			



Show	entries				Searc	ch:	
SNo †↓	Application Number ↑↓	Availed Location ↑↓	Employee Info ↑↓	Patient Name ↑↓	Relation †↓	Approved Date	Status ↑↓
1	126	Rishikesh	2295857-RAM BAHADUR THAPA-W-4-Concurrent Audit-Rishikesh	Smt.Kamla Thapa	Spouse	24-May- 2022	Approved
Gener	ate Referral Ger	nerate Referra	ıl				
 2	129	Rishikesh	2295857-RAM BAHADUR THAPA-W-4-Concurrent Audit-Rishikesh	Smt.Kamla Thapa	Spouse	24-May- 2022	Approved
Showing	g 1 to 2 of 2 entrie	es				Previous	1 Next

Show	entries				Searc	ch:	
SNo †↓	Application Number ↑↓	Availed Location ↑↓	Employee Info ↑↓	Patient Name ↑↓	Relation 1	Approved Date ↑↓	Status †↓
•	126	Rishikesh	2295857-RAM BAHADUR THAPA-W-4-Concurrent Audit-Rishikesh	Smt.Kamla Thapa	Spouse	24-May- 2022	Approved
Gener	ate Referral Ger	nerate Referra					
2	129	Rishikesh	2295857-RAM BAHADUR THAPA-W-4-Concurrent Audit-Rishikesh	Smt.Kamla Thapa	Spouse	24-May- 2022	Approved
showing	g 1 to 2 of 2 entrie	es				Previous	1 Next

S T	HDC INDIA LIM	ITTED	टीएचडीसी इ	ण्डिया लिमिटेड	S
(A.	loint venture of Govt. of India & G	Sovt. of UP)	(भारत सरकार एवं ७० प्र० इ	रदेश सरकार का संयुक्त उपक्रम)	_
Previous Page					
Claim Request Numbe	er	126	Request Date	24-May-2022	
To,					
The Medical Superinte	endent				
Fortis Flitz Rajan Dh	al Hospital Vasant Kunj, Ne	ew Delhi,			
Sub: Reference of Th	IDC Employee/Dependent	for Treatmen	t		
Dear Sir,					
We are	referring Mr. Smt.Kamla Th	apa (Spouse)	Emp.No-2295857 ,Name	-Ram Bahadur Thapa	
, Grade-W-4 . Hospital on 25	-May-2022 as recommende	Who has been ed by Medical	/ Will be admitted for Inc Cosulttant/CMO_THDCI	loor Treatment in your	
patient may be	provided/ rendered best p	ossible treatm	ent/ service.		
The bill	s of treatment along with all	supporting d	ocuments, medical consu	Itations, medical bills,	
discharge sum	mary etc. duly signed/ veri	fied by the en	ployee and the consulting	ng doctor, may please	
be sent to this	office in duplicate for arrang	ging payment.			
He is er	titled for General Ward Ac	comodation.Ex	penses over and above t	he entitled class of	
accommodatio	in, food bills & Telephone bi	ills, if any shou	ld be recovered from the	e patient/ employee	
Delote dischar	le.		eren eren eren eren eren eren eren eren		
This ref	erence letter is valid for pres	sent admission	only.		
Thankin	ig you,				
				Varue faithfully	
				tours taitnirully,	
				100	
				Mehaik sharma	
				(Mehak Sharma)	
				Sr. Officer(HR)	

(b) IPD Claim Report: User can view IPD claim on selecting status type from drop down or on selecting certain time duration.

Ram Bah Thapa	adur 🔳	RETIRE	D EMPLOYEES INFO	ORMATION SYSTEM	e ±
A Home			IPD Claim F	Report	
L∎ Profile	Status	•	From Date	To Date	
Inbox	Appr Appr Penc Rejec Inpro	oved oved ding cted ogress	DD-MN-YYYY	DD-MM-YYYY	

Ram Bahadur Thapa	≡	RETIRED EMPLOYEES INFO	DRMATION SYSTEM	# ±
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L∎ Profile -		II D'Oldiffica		
🕒 Claims 🚽	Status *	From Date	To Date	
⊠Inbox -	Approved	DD-MM-YYYY	DD-MM-YYYY	
	Show	ģ		

Ram Bahadur Thapa	=	RETIRED	EMPLOYEES INFO	DRMATION SYSTEM	a
🛠 Home			IPD Claim R	eport	
L∎ Profile ▼					
🕻 Claims 🗸	Status *		From Date	To Date	
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Show	entries				Sear	ch:	
SNo †↓	Application Number ↑↓	Availed Location ↑↓	Employee Info †↓	Patient Name ↑↓	Relation 1	Date	Status ↑↓
•	100	Rishikesh	2295857-RAM BAHADUR THAPA-W-4-Concurrent Audit-Rishikesh	RAGINI DEVI	Spouse		Pending
View	View				Rectange	dar Snip	
 2	126	Rishikesh	2295857-RAM BAHADUR THAPA-W-4-Concurrent Audit-Rishikesh	Smt.Kamla Thapa	Spouse	24-May- 2022	Approved
3	129	Rishikesh	2295857-RAM BAHADUR	Smt.Kamla	Spouse	24-May-	Approved

SNo †↓	Application Number †1	Availed Location	Employee Info 斗	Patient Name †	Relation †4	Approved Date †↓	Status †↓
1	100	Rishikesh	2295857-RAM BAHADUR THAPA-W-4-Concurrent Audit-Rishikesh	RAGINI DEVI	Spouse		Pending
View	View						

			(भारत सरकार एव ७० ३	० प्रदरा सरकार का संयु	(क अपक्रम)
Previous Page Claim Number	126	Request Date	24-May-2022	Status	s Approved
CLAIM FOR RE	IMBURSEMENT OF IPD				
Employee In	formation				
Employee	2295857	Employee	Ram Bahadur Thapa	Place of	Rishikesh
Employee Number	2295857	Employee Name	Ram Bahadur Thapa	Place of posting	Rishikesh
Employee Number Availed	2295857 Rishikesh	Employee Name Grade	Ram Bahadur Thapa W-4	Place of posting Basic pay	Rishikesh 23120
Employee Number Availed Location	2295857 Rishikesh	Employee Name Grade	Ram Bahadur Thapa W-4	Place of posting Basic pay	Rishikesh 23120
Employee Number Availed Location	2295857 Rishikesh	Employee Name Grade Mode of	Ram Bahadur Thapa W-4 Retirement	Place of posting Basic pay Date of	Rishikesh 23120 30-Apr-2012

(c) OPD Claim Report: User can view IPD claim on selecting status type from drop down or on selecting certain time duration.

Home		OPD Claim	Penort
Profile	-		Ткерон
Claims	Status *	From Date	To Date
Inbox	Approved Approved	✓ DIV-MM-YYYY	DD-MM-YYYY
	Pending Rejected Inprogress		
	Show 🔫 🗢 entries		Search:
	Application SNo ↑ Number ↑	Availed Location †1 Employee Info	Approved

A Home		OPD Claim F	Report
L' Claims	Status *	From Date	To Date
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	Show		 Rectinguar sop
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	SNo ↑↓ Number ↑↓ I	Location ↑↓ Employee Info ↑↓	Patient Name Image: Constraint of the state

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	Show		Rectangular Snip						

				OPD Claim R	Report			
▲■ Profile ▼								
🕻 Claims 🗸 🗸	Status *			From Date		To Date		
⊾Inbox -	Approve	d	~	23-May-2022		26-May-2	022	
	Show							
	Show 10	entries				Searc	ch:	
	SNo †↓	Application Number †↓	Availed Location ↑↓	Employee Info ↑↓	Patient Name ↑↓	Relation †↓	Approved Date †↓	Status †↓
	1	125	Rishikesh	2295857-RAM BAHADUR THAPA-W-4-Concurrent Audit-Rishikesh	Smt.Kamla Thapa	Spouse	24-May- 2022	Approved
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	Approve	d	```	23-May-2022		26-May-2	022	
INSOX								
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	SNo †↓	Application Number ↑↓	Availed Location ↑↓	Employee Info ↑↓	Patient Name ↑↓	Relation †↓	Approved ariSn Date ↑↓	Status ↑↓
	•	125	Rishikesh	2295857-RAM BAHADUR THAPA-W-4-Concurrent Audit-Rishikesh	Smt.Kamla Thapa	Spouse	24-May- 2022	Approved
	View	View	>					

Employee Infor	rmation				
Employee Number	2295857	Employee Name	Ram Bahadur Thapa	Place of posting	Rishikesh
Availed Location	Rishikesh	Grade	W-4	Basic pay	23120
Pay Scale	22000-3%-OPEN ENDED	Mode of Separation	Retirement	Date of Separation	30-Apr-2012
Annual OPD C	Celing(w.e.f-01/01/2017)	Balan	ce Amount Of Claim		

(d) **PF Statement:** Select the financial year for which ex-employee wants to view the PF statement.

Ram Bahadur Thapa	=	RETIRED EMPLOYEES INFORMATION SYSTEM	# ±
	Financial Year/वित्तीय वर्ष*		
🛠 Home	Select		
Profile -	Select 2021-2022 2022-2023	 Rectangular Snip 	
≤ Inbox -			

(e) **Pension Statement:** Select the financial year for which ex-employee wants to view the Pension statement.

Ram Bahadur Thapa		RETIRED EMPLOYEES WEB PORTAL	# ±
	Financial Year/वित्तीय वर्ष*		
🖀 Home	Select		
E∎ Profile -	Select 2021-2022 2022-2023		

						Emplo	oyees Per	sion Fund	I				
				Statemer	t of Pens	ion Accun	nulation F	or the Fin	ancial Yea	ar 2021-2	022		
Employee No.	: 2295	857	Nam	e	: RAM	BAHADUR T	НАРА		Policy No		: NGSCA/2	2044 4240	
Date of Joining	: 31-D	EC-1991	Depa	artment	:F&A	۱			Designation	l.	: ATTEND/	NT-Gr.II	
Date Of Birth	: 15-A	PR-1952	Date	of Retirem	ent : 30-A	PR-2012			LIC ID.		: 2114		
Annuity No	: 027M	070102635	5										
	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	To
Employee Contribu	tion					•	•						

Employer Contribution

			Summa	ry			
	Opening Balance(Inclusive of interest)	Contribution	Transfer In	Transfer Out	Interest	Purchase of annuity	Closing Balance
Employee Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Company Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00

10. Inbox:

(a) Status for the Request: This option provides user with the accessibility to check the current status of the raised request and to find out at what level and with which officer, the request is pending with.

me	Inbox for M Show 10	My Document Sto	atus			Search:		
	▼ Details †↓	Application Number †↓	Action Date 1	Approved Date †↓	Pending AT/ Forwarded TO 👔	Detail †↓	Current Status †↓	View †1
	•	136	24/05/2022		2301271-Rajiva -DCMO- Rishikesh	IPD Referral Request	Pending	View
	۲	135	24/05/2022		2301271-Rajiva -DCMO- Rishikesh	IPD Referral Request	Pending	View
	۲	134	24/05/2022		2298309-Vinod Uniyal-Sr. AssttRishikesh	IPD Claim Request	Pending	View
	۲	133	24/05/2022		2298309-Vinod Uniyal-Sr. AssttRishikesh	OPD Claim Request	Inprogress	View
	0	132	24/05/2022		2298309-Vinod Uniyal-Sr.	OPD Claim	Pending	View

Thapa			KE HIKEB			IJIJIEM	~	
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li Claims ≥ Inbox	۲	136	24/05/2022		2301271-Rajiva -DCMO- Rishikesh	IPD Referral Request	Pending	View
	136	24/05/2022	230127	1Rajiva -DCM Risl	10-Hospital/Dispensary- hikesh	IPD Referre Request	al Pend	ing
	٥	135	24/05/2022		2301271-Rajiva - DOMO- Rishikesh	IPD Referral Request	Pending	View
	0	134	24/05/2022		2298309-Vinod Uniyal-Sr.	IPD Claim	Pending	View

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	Inbo	x for N	ly Document Sto	atus			Search:		
A Home			Application		Approved			Current	
	Det	ails ↑↓	Number ↑↓	Action Date $\uparrow \downarrow$	Date ↑↓	Pending AT/ Forwarded TO $\uparrow \downarrow$	Detail ↑↓	Status ↑.	↓ View ↑↓
	0		136	24/05/2022		2301271-Rajiva -DCMO-	IPD Referral	Pending	View
						RISHIKESH	Request		\smile
		136	24/05/2022	230127	1Rajiva -DCN Ris	10-Hospital/Dispensary- hikesh	IPD Referr Request	al Penc	ding
	0		135	24/05/2022		2301271-Rajiva -DCMO- Rishikesh	IPD Referral Request	Pending	View
	0		134	24/05/2022		2298309-Vinod Unival-Sr.	IPD Claim	Pending	View

S	(A Joint venture of Govt. o	f India & Govt. of UP)	(भारत सरकार एवं उ० प्र	10 प्रदेश सरकार का संयु	क्त उपक्रम)
revious Page laim Number	136	Request Date	24-May-2022	Sta	atus Pending
CLAIM FOR RE	IMBURSEMENT OF IPD				
Employee Ir	formation				
Employee	2295857	Employee	Ram Bahadur Thapa	Place of	Rishikesh
Employee Number	2295857	Employee Name	Ram Bahadur Thapa	Place of posting	Rishikesh
Employee Number Availed	2295857 Rishikesh	Employee Name Grade	Ram Bahadur Thapa W-4	Place of posting Basic pay	Rishikesh 21 December Step 201 23120
Employee Number Availed Location	2295857 Rishikesh	Employee Name Grade Mode of	Ram Bahadur Thapa W-4 Retirement	Place of posting Basic pay Date of	Rishikesh 23120 30-Apr-2012
Employee Number Availed Location Pay Scale	2295857 Rishikesh 22000-3%-OPEN ENDED	Employee Name Grade Mode of Separation	Ram Bahadur Thapa W-4 Retirement	Place of posting Basic pay Date of Separation	Rishikesh 23120 30-Apr-2012