



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड

## BHARAT HEAVY ELECTRICALS LIMITED

भारत सरकार का उपक्रम (A Govt. of India Undertaking)  
पावर सेक्टर: पूर्वी क्षेत्र / Power Sector Eastern Region  
मानव संसाधन विभाग/ HUMAN RESOURCE DEPARTMENT

PSER/MED/18

Date : 30/10/2018

### C I R C U L A R

#### Sub : Guidelines for Hospitalization

All Regular and Retired employees are requested to adhere to the following guidelines for hospitalisation of the employees as well dependent/beneficiaries of the employees:-

- A) For pre-planned Hospitalisation, the employee concerned must approach our Company Doctor for getting his/her case recommended/referred for hospitalisation and thereafter obtain Referral Letter/Letter of Credit from Medical Department for admission to the Company empanelled Hospital.
- B) In case of hospitalisation (**for outside the district cases only**) in any of BHEL empanelled Hospitals for treatment, prior permission must be obtained from Medical Department, PSER : Kolkata by sending application in the prescribed format available at PSER-HR Intranet Site enclosing therewith the required Doctor's prescription.
- C) In case of any emergency admission, prior permission must be obtained over phone/mobile from either of the following Employees (already displayed in Janter Manter site w.e.f 23/10/2018 onwards.) and subsequent regularisation to be done by the employee concerned or his/her authorised representative at the earliest :-

S/Shri

1. Dr. Deepanita Ghosh, Medical Superintendent : Mob No. 9831023227
2. Sourav Basak, Dy. Engineer : Mob No. 9432800284
3. Provat Das, Astt. Officer, Gr-II : Mob No. 8583002725
4. Tapas Kumar Ganguly, Astt. Officer, GR-II : Mob No. 7003445236

All concerned employee are advised to contact Dr. Ghosh (SL No. 1) for medical purpose only, for Admission & other administrative purposes please contact persons in SL No. 2,3 & 4 ( as stated above)

*M. Mandal*

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प्लॉट सं डीजे -9/1 सेक्टर II सॉल्ट लेक सिटी, कोलकाता -700091, दूरभाष - 2321-1958

Plot No.DJ-9/1,Sector-II, Salt Lake City, Kolkata -700091  
पंजीकृत कार्यालय : बीएचईएल हाउस सिरी फोर्ट, नई दिल्ली - 110049  
Registered Office: "BHEL House, Siri Fort, New Delhi-110049  
हिंदी का सम्मान - राष्ट्र का सम्मान



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-:2:-

In case of admission to BHEL empanelled Hospitals without prior intimation/permission from the above employees, Referral Letter/Letter of Credit to the empanelled Hospital concerned will not be issued from BHEL and the concerned employee (both Regular and Retired) will have to settle the claim through Finance Department on his/her own accord as per BHEL Schedule of rates.

All concerned are requested to please strictly adhere to the above procedure.

Co-operation from all concerned is earnestly solicited.

*Mondal*  
(SOMNATH MONDAL)  
(GENERAL MANGER, HR, SCT & PUR)

### Distribution :-

- All concerned Regular employees, PSER
- All RECHS Members of PSER

All HOFs/HODs, PSER : Kolkata : They are requested to please circulate the  
All Construction Managers, PSER Sites : above amongst all the employees  
within their functional area

All Officials who looks after BHEL in  
Empanelled hospitals : For kind information

cc. Head (HR), PSER : For kind information

cc. All GMs, PSER : For kind information  
ED – PSER : For kind information

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