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INDIA TRADE PROMOTION ORGANISATION
Administration Division

16th March, 2015


OFFICE ORDER NO. ADMIN/256/2015

The Competent Authority has approved Restructured Medical Benefit Scheme for ITPO Employees. The salient features of the approved scheme are as follows:

- 1- ITPO will follow a non insurance based medical scheme w.e.f. 04.03.2015 to 31.03.2016.
- 2- ITPO will bear actual expenses on account of hospitalization and diagnostic tests through CGHS empanelled hospitals and labs on cashless basis.
- 3- The entitlements for hospitalization shall be as per the medical attendance rules of ITPO which were applicable prior to introduction of insurance based policy.
- 4- For OPD/general treatment - 1/12th of one month Basic pay will be paid along with along with monthly salary.
- 5- The overall ceiling of perks and allowances is 45% of basic pay instead of 50% of basic pay and it is inclusive of OPD charge. Employees have an option of availing remaining perks under cafeteria approach.
- 6- Employees are requested to give their option of Perks and Allowances as per the Annexure A.
- 7- Medical facilities can be availed from Government Hospitals also.
- 8- Information upon Hospitalization may be sent to medical@itpo.gov.in.
- 9- A consolidated list of hospitals and diagnostic centres along with procedural steps to be followed upon hospitalization is at Annexure B.

Note:

- Expenses incurred on the following dental treatment (A) Filling of teeth, (B) Scaling and Gum treatment, (C) Extraction, and (D) Root Canal Treatment will fall under OPD/General treatment category and not under hospitalization.
- Office order dated 04.03.2015 stands withdrawn with immediate effect.


(D K Jain)

Deputy General Manager (Admin.)

To: All Employees

Copy to:

1. PS to CMD
2. All HoDs/DGMs
3. Vigilance- for inspection of Medical Cases.
4. E-II/E-III- for processing of applications.
5. Notice Board/All Regional Offices/ Salary Section