


No. 5- ITPO (1)/E-I/2015 Vol -I  
INDIA TRADE PROMOTION ORGANISATION  
Administration Division

20.07.2015

OFFICE ORDER NO. ADMIN/601/2015

The Competent Authority has approved the following under restructured medical benefit scheme for ITPO Employees:

1. It is conveyed that Family Medical Identity Cards have been issued to all employees of ITPO. Hence, it has been decided that separate authorization letter for availing of medical facilities is not be required.
2. Employees can avail hospitalization/lab facility from empanelled hospital/labs upon production of Medical Card.
3. Information regarding hospitalization may be conveyed at the earliest by the employee/dependent/hospital at ITPO through email ([medical@itpo.gov.in](mailto:medical@itpo.gov.in)) /fax/phone. Hospital will send estimated expenditure via fax or mail to ITPO.
4. Labs will provide cashless facility on production of Medical ID card and valid prescription (by registered MBBS practitioner and should not be more than three weeks old) to employees/dependents of ITPO.
5. Other terms and conditions will remain the same.

  
(Surinder kumar)  
Manager (Admin.)

To: All Employees

Copy to:

1. PS to CMD
2. All HoDs/DGMs
3. Vigilance/E-II/E-III/Medical Unit.
4. Notice Board/All Regional Offices
5. ITPO Officer's Association/ ITPO Employees Union