



एन एच पी सी लिमिटेड  
(भारत सरकार का एक नवरात्न उद्योग)  
**NHPC Limited**  
(A Government of India Navratna Enterprise)

CIN: L40101HR1975GOI032564

संख्या: एनएच/HR-REFC/2026/101



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दिनांक: 09/01/2026

## परिपत्र

**विषय: सेवानिवृत्त कर्मचारियों के चिकित्सा बिल के निराकरण के लिए  
मानक संचालन प्रक्रिया (SOP)।**

सेवानिवृत्त कर्मचारियों के चिकित्सा बिलों के निराकरण की समय सीमा निर्धारित करने संबंधित  
मानक संचालन प्रक्रिया सूचना एवं आवश्यक कार्यवाही हेतु संलग्न है।

यह सक्षम प्राधिकारी की स्वीकृति से जारी किया जाता है।

  
(संजीव कुमार)  
उप महाप्रबंधक (मानव संसाधन)

**वितरण: मानक**

Power Behind Green Power



NH/HR-REFC/2026/101

Date: 09/01/2026

### CIRCULAR

**Subject: Standard Operating Procedure (SOP) for Disposal of Medical Bill of Retired Employees.**

The Standard Operating Procedure prescribing the time limit for disposal of Medical Bills of retired employees is enclosed for information and necessary action.

This Issues with the approval of Competent Authority.

  
(Sanjeev Kumar)  
Dy. General Manager (HR)

Distribution: Standard

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## Standard Operating Procedure: - REHS Medical Bill

<b>Particulars- Medical Bill</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Time line for disposal of claim</b>
REHS Medical Bill-OPD	Receipt of Medical Bill between <b>1<sup>st</sup> to 15<sup>th</sup></b> - through Sampark/e-Portal.	REHS Bill Section of Finance Division	30 <sup>th</sup> of the same month
	Receipt of Medical Bill between <b>15<sup>th</sup> to 30<sup>th</sup></b> - through Sampark/e-Portal.		15 <sup>th</sup> of the following month.
	Disbursement of payment of Medical bill.	Banking Section of Finance Division	Within 3 working days of receipt
REHS Medical Bill- Special Disease & Indoor treatment- through Sampark/e-Portal.	Finance Division will send to Medical Bill to Medical Division for comments.	REHS Bill Section of Finance Division	Within 5 working days of receipt, provided that all required documents are in order
	Recommendation of Medical Division.	Medical Division	Within 10 working days of receipt
	Disposal of Medical Bill on receipt of recommendation of Medical Division.	REHS Bill Section of Finance Division	Max. 15 working days from receipt from Medical division.
	Disbursement of payment of Medical Bill.	Banking Section of Finance Division	Within 3 working days of receipt
Delay in submission of REHS Medical Bill- Condone case- through Sampark/e-Portal.	Finance Division will send to Medical Bill to Medical Division for comments.	REHS Bill Section of Finance Division	Within 5 working days of receipt, provided that all required documents are in order
	Approval of competent authority on recommendation of Head of Medical Division.	Medical Division	Within 10 working days of receipt
	Disposal of the Medical Bill.	REHS Bill Section of Finance Division	Max. 15 working days from receipt from Medical division.
	Disbursement of payment Medical Bill.	Banking Section of Finance Division	Within 3 working days of receipt

