



PEC LIMITED  
(PERSONNEL DIVISION)

Dated: 26.03.2024

**CIRCULAR No. 05 /2024**

Subject : Reimbursement of medical expenses to regular/retired employees under PEC Medical Scheme – submission of requisite documents thereof – reg.

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All beneficiaries are advised to submit their bills of Doctors/Chemists for reimbursement of medical expenses & Affidavit/Form-16 within the stipulated period, as under, **failing which bills will not be processed for reimbursement :-**

- (i) Retired employees : (a) within six months of the date of bills and  
(b) Affidavits and Form-16 latest by 30<sup>th</sup> April'2024
- (ii) Regular employees : within three months of the date of bills

However, bills in respect of financial year 2023-24 (year ending on 31.03.2024), all employees (regular/retired) should submit their bills latest by **15<sup>th</sup> April, 2024** for reimbursement, so that income tax, if any, can be deducted and deposited by Finance Division, as per Income Tax Act, subject to the condition of ceiling.

This issues with the approval of the Competent Authority.

( Gian Chand )  
AM

**DISTRIBUTION**

All regular employees

All retired employees