



**DAKSHIN HARYANA BIJLI VITRAN NIGAM LTD**  
(A Power Distribution & Retail Supply Utility, Govt. of Haryana)  
AN ISO 9001:2008 Compliant Utility, CIN:-U99999HR1999SGC034165  
Regd. Office: Vidyut Sadan, Vidyut Nagar, Hisar-125 005 (Haryana)  
☎-01662- 223439(O), (Fax) 01662-223108; www.dhbvn.org.in  
Email-seadmn@dhbvn.org.in; usga@dhbvn.org.in

**Memo No.Ch- 17 /SE/Admn./Gen-96/Vol-II**

**Dated: 05.05.2019**

**To**

1. DGP-cum-Director/Vigilance, HVPNL, Panchkula.
2. All Chief Engineers in DHBVN.
3. Chief Technology Officer, DHBVN, Hisar.
4. Chief Financial Officer, DHBVN, Hisar.
5. All Superintending Engineers in DHBVN.
6. Controller of Store, DHBVN, Hisar.
7. Chief Auditor/FA & CAO(MM), FA & CAO/CBO, DHBVN, Hisar.
8. Chairman/CGRF, DHBVN, Hisar.
9. Company Secretary, DHBVN, Hisar.
10. Chief Communication Officer, DHBVN, Hisar.
11. All XENs in DHBVN.
12. All Sr. Medical Officers/Medical Officer in DHBVN.
13. All Under Secretaries in DHBVN.
14. All Sectional Head in Vidyut Sadan, DHBVN, Hisar.

**Subject: Procedure for dealing with limited cashless medical facility to regular Haryana Govt. employees, pensioners and their dependents.**

Please refer to the subject cited above.

The following procedure will be adopted for dealing with cashless medical facility to regular DHBVN employees, pensioners and their dependents in view of Haryana Govt. Health Department instructions dated 20.11.2017 and 04.04.2018:-

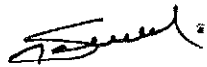
1. The concerned DDO in the Field offices and Nodal Officer (CAO, DHBVN, Hisar) in Head Office will issue the individual identity card to all the employees, pensioners and their dependents. The details of the dependents will be given on card of employees and pensioners. The sample format of cash less medical card is enclosed.
2. The database of all the employees and dependents is required to be published on the website of DHBVN. Therefore, the individual detail of every employee/dependent will be supplied by DDO to SE/IT, DHBVN, Hisar directly on the prescribed format, who will allocate unique employee ID and Identity card number under intimation to DDO, who will in turn fill the same in the individual form of every employee for its printing (Performa enclosed).
3. For printing of identity card for regular Haryana Govt. employees, pensioners and their dependents, the Standing Committee comprising of the officers i.e. SE/IT, DHBVN, Hisar, FA/HQ, DHBVN,

Hisar, Medical Officer, DHBVN, Hisar and XEN/M&P, DHBVN, Hisar shall collect quotations and finalize the vendor for which SE/IT, will take necessary action and convey the decision separately.

4. While submitting the details of dependents, the affidavit will have to be given by the employee for dependents/Spouse.
5. The database of the employee will be hosted on the website of DHBVN by the SE/IT through which the hospital can verify the correctness of the applicant.
6. The employees/pensioners/dependent shall carry the cash less medical facility card as well as Aadhaar card, while getting the treatment from the hospital. The pensioners shall carry the copy of PPO also for availing the cashless medical services.
7. The private empanelled hospitals are required to provide cashless services for treatment given under prescribed rates of Govt. of Haryana.
8. The original bill along with the discharge summary will be submitted by the Hospital to the Nodal Officer (Under Secretary/HR-II, DHBVN, Hisar) with in 7 days. The Nodal Officer will forward the bill/claim to the Medical Officer, DHBVN, Hisar for verification and the payment will be released by the concerned DDO within 60 days of the receipt of bill.

This issues with the approval of Chairman-cum-Managing Director,  
DHBVN.

**DA: As above**

  
S.E./Administration  
DHBVN, Hisar

**Endst. No. Ch-17 /SE/Admn./Gen-96/Vol-II**

**Dated: 05 .05.2019**

A copy of the above is forwarded to the following committee members and concerned Nodal Officers for taking further necessary action as required on their part. SE/IT, DHBVN, Hisar is also requested for uploading of above guidelines on the website of DHBVN:

1. SE/IT, DHBVN, Hisar.
2. FA/HQ, DHBVN, Hisar.
3. Nodal Officer-cum-CAO, DHBVN, Hisar.
4. Medical Officer, DHBVN, Hisar.
5. Nodal Officer-cum-Under Secretary/HR-II, DHBVN, Hisar.
6. XEN/M&P, DHBVN, Hisar.

  
Under Secy. Gen. Admn.  
DHBVN, Hisar

**Copy to:**

1. Sr. PS to the Chairman-cum-Managing Director, DHBVN, Hisar.
2. Sr. PS to the Director/ Operations /Projects, DHBVN, Hisar.
3. PA to Chief Engineer/HR & Admn., DHBVN, Hisar.

