

WORK ALLOCATAION IN MEDICAL SECTION

Sl. No.	Name of Cell / Section N	Name of Staff	Work allocate
(i)	Medical Section	Smt. Sadhna Jain	<ol style="list-style-type: none"> 1. Medical reimbursement claims of all employees & pensioners of CSIR Hqrs, pensioners of all extension centers of Delhi. 2. Doing ERP of all the medical claims, requests and all other documents. 3. Processing the request for credit facility requests and Medical Advance etc. 4. Processing and sending the CGHS contribution to CGHS R.K Puram for the annual renewal of CGHS cards of Pensioners 5. Processing the requests for new CGHS cards/renewal/additional/deletion of the Employees and Pensioners 6. Issue /Renewal of Indoor Treatment Certificate to Pensioners who retired from outside Delhi/NCR Labs. 7. Processing the Annual CGHS Contribution of employees. 8. Processing the Renewal / Appointment of AMAs.

