

WORK ALLOCATAION IN MEDICAL SECTION

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