

THE STATE TRADING CORPORATION OF INDIA LTD.: NEW DELHI
(PERSONNEL DIVISION)
(Estt. Section)

May 28, 2015

CIRCULAR

**Subject: Submission of Existence Certificate
by the ex-STC employees or his/her spouse**

.....
The Competent Authority has accorded its approval for submission of Existence Certificate, by the ex-STC employees or his/her spouse to the Personnel Division (Medical Cell), C.O. and Branches, as the case may be.

2. The Existence Certificate (as per the annexed format) requires to be certified by **HOD, Medical Cell, STC/ Class – I Officer/ Gazetted Officer/ Registered Medical Practitioner with Registration No. or Bank Manager with Seal** and submitted to Personnel Division (Medical Cell), C.O. and Branches, as the case may be, during the period **01st of November to 30th of November, every year**. For the first instance the same needs to be submitted by 18th of June, 2015.

3. In case the Existence Certificate is not available, after the prescribed time, in respect of any of the retired employees or his/her spouse, as the case may be, the payment towards him/her for OPD or issuance of Authorization letter for Hospitalization **shall be stopped w.e.f. 01st of January of the subsequent year and 19th of June, 2015** for the first instance.

4. Personnel Division (Medical Cell) shall maintain and update the data in MS Excel as per the format approved by the Competent Authority. The data so developed shall be shared with Finance as well as MSD by **08.07.2015, for the first instance, and by 07th of every subsequent month** thereafter so that accordingly, Finance or MSD can release or stop payment, based on availability/non-availability of Existence Certificate, towards Medical Expenditure.

5. Besides it is reiterated that there should be only **one Medical Card Number for a retired employee**. In case of issuance of duplicate card, if required, the same Medical Card Number shall be issued. In case of issuance of Medical Card to the spouse of the Retired Employees who have ceased to be in existence, the same Medical Card number shall be issued and the information/data to this effect shall be updated in the master data.

6. Branches shall maintain and update their data in line with the above so that data in the same Format is available across the Branches and C.O.

The above will come into force with immediate effect and stipulated timeline needs to be adhered to strictly.



(T.KERKETTA)

Jt. General Manager (Personnel)

To:

- Notice Board
- All Branch Offices
- STC Website

THE STATE TRADING CORPORATION OF INDIA LIMITED

EXISTENCE CERTIFICATE

**(TO BE SUBMITTED BY MEMBER OF
THE STC (RETIRED EMPLOYEES') MEDICAL BENEFIT SCHEME)
(TO BE FILLED IN CAPITAL LETTER)**

Manager (Medical Cell)
STC of India Limited

.....
.....

MEDICAL CARD NO.

EMPLOYEE NO......
(While in employment)

NAME OF THE EX-EMPLOYEE			
WHETHER THE EX-EMPLOYEE IS ALIVE		YES	NO
DESIGNATION AT THE TIME OF RETIREMENT		GENDER	M / F
DATE OF BIRTH		DATE OF APPOINTMENT	DATE OF RETIREMENT
WHETHER THE SPOUSE OF THE EX-EMPLOYEE IS ALIVE		YES	NO
NAME OF THE SPOUSE			
WHETHER SPOUSE IS AVAILING MEDICAL FACILITY		YES	NO
DATE OF BIRTH (SPOUSE)		GENDER	M / F
OTHER MEDICAL CARD NO (IF ANY DUPLICATE CARD ISSUED)			
ADDRESS			
Mobile No.	Email id:		

I, Shri/Smt _____
whose specimen signature is given below, is alive today, the _____ day of _____,
20..... and all the above information is true and correct to best of my knowledge and belief.

Signature of the Member

This is to certify that Shri/Smt _____
whose specimen signature is given above, is alive today, the ____ day of _____, 20.....

Certified By:

Signature: _____

Name: _____

Address/Seal: _____

**P.S.: The certificate is to be certified by HOD, Medical Cell, STC/ Class – I Officer/
Gazetted Officer/ Registered Medical Practitioner with Registration No. or Bank Manager
with Seal.**