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भारत संचार निगम लिमिटेड (BSNL)
सहायक महाप्रबंधक (योजना एवं प्रशासन),
टेलिफोन भवन, गांधीग्राम,
जुनागढ़ - 362 001
दूरभाष : AGM(PLG) (0285): 2675650

File No.: GJJND-11/22(17)/2/2021-GJJND-ADMIN-LEGAL Dated At Junagadh The 25.08.2025

Sub: Intimation to Controlling Officer/Administrative office regarding Indoor Treatment / Admission in Hospital

w.r.f to above cited subject, It is hereby intimated that as per BSNL Medical Policy / Guidelines, all employees are required to inform their respective Controlling Officer / Reporting Officer/ Administrative office immediately whenever they or their dependent family members are admitted for indoor treatment in any hospital, irrespective of the period of admission.

Accordingly, it is directed that in all cases of hospitalization, even if the admission period is less than 48 hours, intimation should compulsorily be given to the concerned Controlling Officer at the earliest possible time. This is necessary to facilitate timely processing of medical claims and compliance with medical reimbursement rules.

All officers / staff members are requested to strictly adhere to these instructions.

This is issued with the approval of competent authority.

विनोद दुबे

विनोद कुमार दुबे

सहायक महाप्रबंधक (प्रशासन),
म.प.दू.जि. कार्यालय, जुनागढ़

Copy to: (Through Gujarat Intranet Portal)

1. PS to GMTD, Junagadh
2. All Group A & B Officers /Staff of Junagadh BA
3. AO(Salary) / (TA) /Works, Junagadh
4. The District Secretary All Union/Association of JNDBA.
5. The Hatkesh Sarvajanik tabibichikitsa Kendra -Hospital, Junagadh-for information