DELHI JAL BOARD, GOVT. OF N.C.T. OF DELHI
DEPUTY DIRECTOR(LABOUR WELFARE),
'B' BLD.,VARUNALAYA, KAROL BAGH,
NEW DELHI-05.
E.Mail.I.D. lwodjb@gmail.com
Ph.No.&23678380&81&82 Extn.-253, 254

No.DJB/DD(LW)/Medical/2026/D 30149 Dated: 25/08/2026

## CIRCULAR

**Subject: Submission of monthly details regarding medical reimbursement claims of employees and pensioners.**

It has been observed that consolidated information regarding medical reimbursement claims of employees and pensioners, including pending claims, is required to be maintained regularly for monitoring and timely disposal of medical reimbursement cases.

Accordingly, all Drawing & Disbursing Officers (DDOs) are hereby directed to furnish the following information pertaining to their respective offices/divisions :

| Sr. No. | Total Number of Serving Employees Opted for DJBEHS | Total Number of Pensioner/ Family Pensioners Opted for DJBEHS | Total number of employees who submitted/took medical reimbursement claims during the preceding month. | Total number of pensioners/family pensioners who submitted/took medical reimbursement claims during the preceding month. | Number of medical reimbursement claims pending for more than one month, separately for: Employees & Pensioners | Remarks |
|---|---|---|---|---|---|---|
| | | | | | | |

The above information shall be furnished to the Labour Welfare Office in the prescribed format on or before the 10th of every month, invariably, so that the consolidated position may be reviewed and monitored at this end.

All DDOs shall ensure the accuracy, completeness and timely submission of the information. The responsibility for timely furnishing of the requisite information shall rest with the concerned DDO.

The matter may be treated as "Most Urgent".

Dy. Director (IT)
Delhi Jal Board, GNCTD
Dy. No. 1523 dt. 27/8/2026

Abha Jain
(Abha Jain)
Administrative Officer (LW)

All DDO

Copy to:-

1. PA to Member (Admn.) for kind information.
2. PA to Director (A&P) for kind information.
3. Dy. Director (LW) for kind information.

Pay I uploaded on Website

Abha Jain
Administrative Officer (LW)
31/8/2026

DD (IT)