

Circular to All Branches/Offices of Kolkata Zone

Madam/Dear Sir,

Re.: Scheme for health Checkup for full time confirmed employees- Addition of "Ruby General Hospital" for health checkup.

We refer to our earlier correspondence in the captioned matter & write to inform you that Bank has also entered into the tie up with the following Hospital for health check-up of eligible employees of our Zone:

Name of Hospital/Centre	Timing
RUBY GENERAL HOSPITAL, 576 Anandapur, Kasba Golpark, EM Bypass, Kolkata- 700107 Ms POULOMI HOSSAIN:9051433318(M. No.)	Monday to Saturday (Except Sunday and National Holiday) From 9.00 AM

We reiterate highlights of the scheme are as under:


➤ All employees and their spouses are eligible for Health Checkup as per the periodicity prescribed as under :

Area	Per person (in Rs.)	With Spouse (in Rs.)
Kolkata Metro	Rs. 4000/-	Rs.8000/-
Upto 30 years of age-once in two years	Above 30 years of age-every year	

- Health Checkup made mandatory for all employees.
- Health Check-up tests will be conducted by the Centre on all days The timing of diagnostic centre is from 8.00 am.
- Employee are advised to carry their ID card for identification.
- A system check in HR Connect is built to ensure that the employees undergo Health Checkups at prescribed periodicity.
- **Please find Annexure-I about the details of Health Check-Up**
- The concerned employee shall first pay health check-up charges at the cash counter on reporting at the Diagnostic centre/ hospital and obtain cash receipt from them. The claim will be made by the employees in prescribed format (as attached) alongwith receipt of payment & Payroll Supervisor will enter the claim in Payroll Module for approval.
- **No TA/DA will be payable for undergoing the medical check-up.**

Please bring the contents of this circular to the notice of all the staff members of your branch / office to enable the eligible staff members to take the benefit of above scheme.

Yours faithfully,



(D Das)
ZONAL HEAD


Annexure -I

Test as per Guidelines of Bank	
FOR MALE STAFF MEMBERS	FOR FEMALE STAFF MEMBERS
CBC	CBC
ESR	ESR
Blood Group & RH Factor	Blood Group & RH Factor
Blood and Urine Sugar Fasting	Blood and Urine Sugar Fasting
Blood and Urine Sugar PP	Blood and Urine Sugar PP
Stool Routine	Stool Routine
Lipid Profile	Lipid Profile
Total Cholesterol	Total Cholesterol
HDL	HDL
LDL	LDL
VLDL	VLDL
Triglycerides	Triglycerides
HDL/LDL ratio	HDL/LDL ratio
Liver Profile	Liver Profile
AST	AST
ALT	ALT
GGT	GGT
Bilirubin (total, direct, indirect)	Bilirubin (total, direct, indirect)
ALP	ALP
Proteins (T, Albumin, Globulin)	Proteins (T, Albumin, Globulin)
Kidney Profile	Kidney Profile
Serum Creatinine	Serum Creatinine
Blood Urea Nitrogen	Blood Urea Nitrogen
Uric Acid	Uric Acid
HBA1C	HBA1C
Routine Urinalysis	Routine Urinalysis
USG Whole Abdomen	USG Whole Abdomen
General Tests	General Tests
X Ray Chest	X Ray Chest
ECG	ECG
2D/3D ECHO	Thyroid Profile (T3,T4,TSH)
Stress Test	Mammography (as per Age Criteria-to be Specified)
Thyroid Profile (T3,T4,TSH)	PAP Smear
PSA Male	Physician Consultation
Physician Consultation	Gynae Consultation
Additional Benefits by Ruby General Hospital	
Free Cardiologist Consultation	Free Cardiologist Consultation
Free Dietician Consultation	Free Dietician Consultation
Free Eye Check Up (Above 40 years)	Free Eye Check Up (Above 40 years)

