



**STEEL AUTHORITY OF INDIA LIMITED  
SALEM STEEL PLANT**

**HUMAN RESOURCE DEPARTMENT**

Ref No: HR-1(14)

Date: 11/09/2024

**CIRCULAR**

**Distribution of Medical Booklet for SSP Ex-Employees**

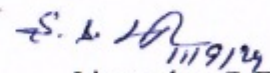
Subsequent to Circular vide PL-1(14) dated 18/07/2024, Ex-employees of SSP who have submitted their application for medical booklet(s) shall collect their medical booklet(s) as per schedule given below:-

<b>Venue</b>	<b>Date</b>	<b>Time</b>
Stainless Cultural Centre (Welfare Centre) near Gate No - 1	12/09/2024 to 14/09/2024	10 AM to 4.30 PM

**Note:-**

- *Ex-Employees who cannot collect their medical booklet(s) on the above dates, can get their booklet(s) from HR Department, on any working day.*
- *In case, Ex-Employees who cannot come physically and collect their medical booklet(s), can get their booklet(s) through authorised person (only regular or retired SSP Employee) subject to submission of authorisation letter. **Format for authorisation letter is enclosed as annexure.***
- *SSP Ex-employees who have not submitted their application for medical book can submit the application now at the above venue. **Application is enclosed as annexure.***

Co-operation of all on the above is highly solicited.

  
Lingadev S B  
Deputy Manager (HR)

**Distribution**

1. All Ex-employees through URAVU Portal

**AUTHORIZATION LETTER TO COLLECT MEDICAL BOOKLET(S)**

**From**

Name:  
SAIL/OLD EMP No.:  
Address with Mobile No:

**To**

AGM (HR)  
Human Resource Department  
Salem Steel Plant  
Salem-636013

**Subject: Authorization Letter to Collect Medical Booklet**

Dear Sir,

I, \_\_\_\_\_, hereby authorize  
\_\_\_\_\_, holding SAIL PNo. \_\_\_\_\_, to  
collect my medical booklet(s) from your office on my behalf. Due to personal  
reasons, I am unable to collect it in person.

Kindly hand over my medical booklet(s) to \_\_\_\_\_  
who carries this authorisation letter.

Thank you for your cooperation.

Sincerely,

Date:

Place:

[Name]  
[Signature]

(Make sure the authorized person carries a valid ID when collecting the  
booklet)



**APPLICATION FOR MEDICAL BOOK FOR  
SSP EX-EMPLOYEES**



To

HR Executive  
Human Resource Department  
Salem Steel Plant  
Salem-636013

**SELF**  
(Passport size  
photograph self  
attested)

**SPOUSE**  
(Passport size  
photograph attested  
by ex-employee)

Sir,

May please be issued Medical Booklet(s) to the following members meant for Ex-Employees and their spouse as per the medical facility rules for ex-employees.

	<b>EX-EMPLOYEE DETAILS</b> (As per official record)	<b>SPOUSE DETAILS</b> (As per official record)
<b>NAME</b> (in capital letters)		
<b>RELATIONSHIP</b>	<b>SELF</b>	<b>SPOUSE</b>
<b>BLOOD GROUP</b>		
<b>SAIL / OLD EMP No.</b>		
<b>MEDICLAIM NO.</b>		
<b>AADHAR NO.</b>		
<b>ADDRESS</b>		
<b>CONTACT DETAILS</b>		

**Please tick (✓) the check box(es), whichever applicable**

- I have been separated on account of \_\_\_\_\_ w.e.f \_\_\_\_\_ vide order No. \_\_\_\_\_ dated \_\_\_\_\_.
- I or my wife/husband are not included in any other Medical Benefits of any SAIL employee/SAIL Units and neither I nor my wife/husband are employed anywhere.
- My wife/husband died on \_\_\_\_\_ and thus this Medical booklet is only meant for me and I am not employed anywhere.
- If I or my spouse become dependent of any SAIL employee for availing medical facility, I will immediately inform Human Resource Department.
- I also undertake to inform if there is any change in status of above members for availing medical benefits from SSP immediately to HR Department when it occurs. I further note that furnishing of wrong information in the above declaration would make me liable to suitable legal action.

\_\_\_\_\_  
**Signature of Ex-Employee**

## Instructions for ex-employees (settled outside Salem)

1. The following documents are required to be submitted along with application for Medical book for SSP Ex-employees:

### Case 1: In case of Medclaim member

1. Copy of the service certificate issued at the time of Superannuation/VR/Death/Medical invalidation/Resignation after 58 years.
2. Photocopies of medclaim card of self and spouse.
3. Two set of photographs (One set to be pasted in the application as prescribed and another set to be enclosed).

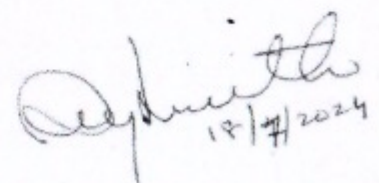
### Case 2: In case of Non Medclaim member

1. Copy of the service certificate issued at the time of Superannuation/VR/Death/Medical invalidation/Resignation after 58 years.
2. Two set of photographs (One set to be pasted in the application as prescribed and another set to be enclosed).
3. Aadhar Card Xerox Copies for both Self and Spouse.

2. Ex-employees (settled outside Salem) can download the application from "**SSP URAVU**" (<http://uravu.sailsalemsteel.in/>) portal and send the duly filled application, with all necessary documents to the following address:

To  
AGM (HR),  
HRDC Building,  
Room No:102,  
Salem Steel Plant,  
Steel Authority of India Limited,  
Salem-636013.

3. Ex-employees (settled outside Salem) those who have applied for medical booklet shall collect their medical book(s) from HR department whenever they visit Salem.
4. It is made mandatory to carry medical booklet to avail medical facility from SSP Hospital. So it is requested all Ex-employees including those settled outside Salem, to apply for medical booklet, without fail.
5. For any doubt/clarification, please contact: 0427 238 2284

  
18/7/2024