	<p>DELHI TRANSCO LIMITED (A Govt. of NCT of Delhi Undertaking) An ISO 9001:2015 Certified Company</p> <p>Office of Executive Director (Medical), Ground floor, Shakti Sadan, Kotla Road, New Delhi-110002. Email Id: cmodtl@dtl.gov.in Ph: 011-23234775, 011-23236603</p>	<p>दिल्ली ट्रांसको लिमिटेड (राष्ट्रीय राजधानी क्षेत्र दिल्ली का एक उपक्रम)</p> <p>कार्यकारी निदेशक (चिकित्सा), भूतल, शक्तिसदन, कोटला रोड, नई दिल्ली-110002. ईमेल आईडी: cmodtl@dtl.gov.in दूरभाष: 011-232234775, 011-23236601</p>	
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No. F.DTL/F- /2025-26/HR(Medical)/ 545

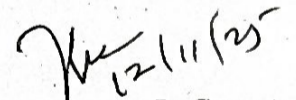
Dated: 12-11-2025

CIRCULAR

It has been observed that while providing medical facilities/ processing the medial claim, many of our beneficiaries has affixed the old family photographs, sometimes more than 10 yrs old This makes challenging for authorized medical facilities (Hospitals/ DTL Medical Department/Dispensaries) to accurately verify the identity of our beneficiaries as face is not matching with the affixed photographs on the Medical Card.

All DTL medical beneficiaries (Employee/Pensioner/Family Pensioner/ PRMS) are hereby instructed to:-

1. Update their family photograph periodically (preferably every two year) and get it attested by controlling officer (in case of working employee) or by the issuing authority (in case of Pensioner/Family Pensioner/PRMS).
2. Enclose the self attested photocopy of Departmental ID card of working employees and Pension book of DVB Pensioner allotted to DTL along with the Aadhar card of the patient, while availing the cashless medical facilities and submitting the medical claim for reimbursement.


(Dr. Kanagaraju c g Infimate)
E D(Medical)

Copy to:

1. PS to CMD – DTL
2. PS to Director (HR)
3. DM(S) to Director (Finance)
4. PS to Director (Oprns.)
5. GM(HR)/GM (Finance)
6. DM(HR) SAP – for flash/uploading on ERP Portal