

ASSAM PETRO-CHEMICALS LTD.

NAMRUP

Ref.No. APL/HR/623



Dated: 12-06-2024

CIRCULAR

**Sub: Implementation of Digital Payment Mode for OPD Treatment Bills and Reimbursements**

With reference to the minutes of the 380<sup>th</sup> Board Meeting and in accordance with the directive of the Honourable Board, effective from 1st July 2024, all employees and retired employees are required to submit digital payment proof/receipts (e.g., UPI transaction receipts, Credit/Debit card payment receipts, Internet banking statement, etc.) along with relevant medical bills.

It is mandatory to provide Digital Payment Proof (receipts) for all OPD Treatment Bills and Reimbursements.

This directive is aimed at streamlining the reimbursement process and promoting digital transactions for transparency and efficiency.

Thank you for your cooperation.

/

GM (HR) I/c

**Copy to:**

1. MD - for favour of kind information please.
2. DF -do-
3. GM (SD) -do-
4. GM(P&M) I/c -do-
5. All HODs/All Sec. Head - for information and onward circulation.
6. DGM (F&A) & L - for information and necessary action.
7. Regd. Office: Guwahati.
8. Boitamari, Raninagar, Kolkata Office.
9. ✓ Manager (System) - To upload the circular in Company website.

  
GM (HR) I/c