

BANK OF BARODA – MANDATORY HEALTH CHECK UP (CASHLESS)

1. Booking Reference number is an alpha numeric system generated code, an employee gets while applying for prior permission in **HR Connect**. *Example: 20M16006910000046E*
2. In HR Connect, two separate prior permission applications have to be made for availing cashless health checkup for self and spouse.
3. Employees have to submit the '**Booking Reference Number**' while booking appointment for cashless health check-up from **MEDIWHEEL**.
4. Employees have to submit copy of Bank Id card and permission letter to the Hospital / Diagnostic Centre at the time of availing health check-up.
5. **For generating permission letter for cashless health check-up in the HR Connect, the path to be followed is given below:**
 - a) **Employee Self Service-> Reimbursement-> Reimbursement application ->Add a New value ->Reimbursement Type: Mandatory Health Check-up - Click Add**
 - b) **Select Financial Year 2022-23, Self or Spouse, Claim Type - Cashless and Submit**
 - c) **After submission, click print button to generate 'Permission Letter'**

SAMPLE PERMISSION LETTER



LETTER OF APPROVAL / RECOMMENDATION

To,

The Coordinator,
Mediwheel (Arcofemi Healthcare Limited)
Helpline number: 011- 41195959

Dear Sir / Madam,

Sub: Annual Health Checkup for the employees of Bank of Baroda

This is to inform you that the following employee wishes to avail the facility of Cashless Annual Health Checkup provided by you in terms of our agreement.

PARTICULARS	EMPLOYEE DETAILS
NAME	
EC NO.	
DESIGNATION	
PLACE OF WORK	
BIRTHDATE	
PROPOSED DATE OF HEALTH CHECKUP	25-03-2021
BOOKING REFERENCE NO.	20M16006910000046E

This letter of approval / recommendation is valid if submitted along with copy of the Bank of Baroda employee id card. This approval is valid from **24-03-2021** till **31-03-2021** The list of medical tests to be conducted is provided in the annexure to this letter. Please note that the said health checkup is a **cashless facility** as per our tie up arrangement. We request you to attend to the health checkup requirement of our employee and accord your top priority and best resources in this regard. The EC Number and the booking reference number as given in the above table shall be mentioned in the invoice, invariably.

We solicit your co-operation in this regard.

Yours faithfully,

Sd/-

**Chief General Manager
HRM Department
Bank of Baroda**

(Note: This is a computer generated letter. No Signature required. For any clarification, please contact Mediwheel (Arcofemi Healthcare Limited))