

मुख्यालय  
कर्मचारी राज्य बीमा निगम  
पंचदीप भवन, सी.आई.जी.मार्ग  
नई दिल्ली-110002



Headquarters Office  
Employees' State Insurance Corporation  
Panchdeep Bhawan:  
C.I.G. Road  
New Delhi -110002.

**F.No U-16/30/584/2016-Pro.Cell (SST)/Misc. P II**

**Date: 25.11.2020**

**To,**

- निदेशक(चि.)/दिल्ली/निदेशक(चि.)नोएडा,
- चिकित्सा अधीक्षक – सभी क.रा.बी.निगम अस्पताल,
- क्षेत्रीय निदेशक/रा.चि.अ.(एसएमओ) – सभी राज्य
- डीन – सभी क.रा.बी. – पीजीआईएमएसआर चिकित्सा महाविद्यालय,
- निदेशक, बीमा चिकित्सा सेवाएं – सभी राज्य

**Sub:** Online/offline approval for extension of stay/additional procedure, etc-reg

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**Sir/Madam,**

I am to inform that there is an online provision in UTI system through which extension of stay or addition/modification in the treatment procedure, etc can be made. However, it is observed that various locations are still issuing offline extension of stays/additional procedures etc which is at times incomplete and/or not uploaded on the UTI Module resulting in frequent NMI's and pendency of bills.

In view of this, all are requested to adhere to online practise of issuing approval for extension of stay, addition/modification in the treatment procedure etc. However, in case offline approval of stay/additional procedure etc is issued, the Competent Authority to endorse signature, full name, designation and bill processing while handing over the hardcopy of approval to the IP/Beneficiary etc as required by TUH for rendering cashless treatment.

This is issued with the approval of Competent Authority.

Yours faithfully

*(Dr. Anita Sethi)*

**Deputy Medical Commissioner- SST**

**Copy to:**

1. UTI for information.
2. WCM with a request to upload on website

*(Dr. Anita Sethi)*  
**Deputy Medical Commissioner- SST**