

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT
O/o Commissioner & Director of
Municipal Administration Department, T.S.,
Hyd.**

CIRCULAR

Roc.No.E-494679/2022/H3, 25/10/2022

Sub:-MA Department- Medical Reimbursement Proposals of PH Worker & Health Assistant- Request for Reimbursement – Certain guidelines issued – Reg.

- Ref:-
1. Lr.Roc.No.C2/e-130575/2022, Dt.nil.09.2022 of the Addl., Commissioner, GWMC.
 2. Lr.Roc.No.C1/843/2022, Dt.28.09.2022 of the MC, Devarkonda.
 3. Circular.Roc.No.SPL/MA.B/2022, Dt.04.08.2022 of the Director of Medical Education, Telangana, Hyderabad.

The attention of all the MCs in the State are invited to the refs., cited, wherein the Director of Medical Education, Telangana, Hyderabad has stated that the Medical Reimbursement Bills of all State Govt Employees/Pensioners which are forwarded to DME, TS., for scrutiny purpose are not routing through proper chanel i.e., concerned Head of the Departments and most of the Bills are forwarding by their Sub-offices and are incomplete shape.

2. Basing above, requested all the HODs to cooperate and see that all Bills should be routed through proper channel only and also issue necessary directions to their Sub-offices that, the Medical Reimbursement Bills which will be forwarded by the sub-offices will not accepted by the office and it has to be routed through proper channel.

3. Therefore, all the MCs are hereby directed to submit the Medical Reimbursement Proposal to this office through the concerned appointing authorities i.e., Collector & District Magistrate concerned/ RDMA's for re-verification and scrutiny of all documents i.e., Representation Letter, Appendix-II, Emergency Certificate, Essentiality Certificate, Discharge Summary, Hospital Recognition, Medical Bills, Pension Payment certificate, Non-Drawal Certificate, Bank Details, Certification of regular Employee of the Municipality along with the Attested ID Card inclusive of employee/Pensioner ID No., etc., in original along with 2 sets of Xerox copies, (In case if employee is expired, the following documents shall be enclosed such as Death Certificate, Legal Heir Certificate, No-Objection from other family members, etc.,) so as to forward the same to the Director of Medical Education, TS., Hyderabad.

4. All the Original Medical Bills received from various MCs pertaining to sanitation personnel i.e., PH Worker/Health Assistant are returned herewith the above direction and requested to take necessary action.

Encl:-All medical Bills received from various MCs. Dr N Satyanarayana I
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ADMINISTRATION
To
All the MCs except GHMC.

DIRECTOR OF MUNICIPAL

Copy to the RDMA's of Hyderabad & Warangal Regions for information and necessary action.

Copy to all the AC, LBs for information.

Copy to all the Collector & District Magistrates for information & necessary action.