

MUNICIPAL ADMINISTRATION DEPARTMENT

***Office of the Commissioner & Director of
Municipal Administration, Telangana, Hyderabad***

CIRCULAR

Roc.No.1038/2015-M1

Dated:18.02.2015

Sub:- Estt – Medical Reimbursement – Check List prescribed to accord administrative sanction to the Medical Claim – Instructions – Issued.

Ref:- 1.G.O.Ms.No.68 Health, Medical & Family Welf (K1) Dept., Dated:28.03.2011.
2.This office Circular Roc.No.16886/2011-J3, Dated:24.02.2012.

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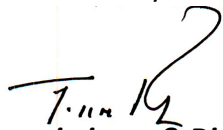
The attention of all the Commissioners of Municipalities and Municipal Corporations (except GHMC) in the State are invited to the subject and references cited.

2. In the reference 2nd cited, certain instructions were issued to all the ULBs to sanction the Medical reimbursement claim of the employees / pensioners of ULBs in the State.

3. Therefore, while re-iterating the same instructions all the Municipal Commissioners of ULBs in the State are instructed to sanction the Medical reimbursement amounts below Rs.50,000/- at their level by getting approval from the District Health authorities and for the amount above Rs.50,000/- to send the medical bills directly to the Director of Medical Education, Telangana State, Hyderabad and get the bills scrutinized as per Government orders issued vide reference 1st cited. After obtaining the Scrutiny Certificate the original Scrutiny Certificate along with checklist enclosed to this Circular shall be send to this office for sanctioning the amount as per rules in force.

4. Further it is directed that, all the Municipal Commissioners of ULBs in the State shall certify that the individual is a regular employee of the Municipality / Municipal Corporation drawing salary from head of account 010 and shall furnish attested identity certificate which is inclusive of employee / pensioner ID No.

Encl:- (Check list)


for Commissioner & Director

To

All the Municipal Commissioner of Municipalities and Municipal Corporation in the State (Except GHMC).

The Chairpersons and Mayors of all Municipalities and Municipal Corporations in the State (Except GHMC).

The Regional Director-cum-Appellate Commissioners of Municipal Administration of Warangal and Hyderabad.

Copy to All the Superintendents of this office.

Copy to all the Joint Directors of this office.

Copy to the Additional Director

Copy to the table of C&DMA

Copy to the Director of Treasuries & Accounts, Government of Telangana, Hyderabad.

Copy to the Director of Medical Education, Government of Telangana, Hyderabad.

CHECK LIST FOR MEDICAL REIMBURSEMENT

1	Name of the Employee	
2	Medical reimbursement is for self / dependent.	
3	Age of the patient	
4	Name of the Hospital	
5	Whether the hospital is recognized.	
6	Date of joining in the Hospital	
7	Nature of the disease	
8	Whether the treatment allowed based on referral letter of teaching hospital or the disease is in the exempted category	
9	Whether reimbursement are allowed without any ceiling and admissible as per the CGHS package rates (for NIMS reimbursement will be allowed as per the package rates of NIMS).	
10	Whether any advance is sanctioned for the earmarked diseases and for treatment of any diseases which was referred by teaching hospital.	
11	Whether the present proposal relates to other than emergency and earmarked diseases.	
12	Whether the claim is made within 6 months from the last date of treatment (otherwise 15% cut will be imposed after Government sanction)	
13	Whether cash memos. and essentiality certificate are countersigned by Medical Officer authorized to do so.	
14	Whether treatment simultaneously under both the modern and indigenous systems is done (if so not admissible)	
15	Whether the period of treatment and nature of illness is clearly indicated in the essentially certified by AMO.	
16	Any exemption is required in this case. If so details.	
17	Whether any information is received regarding double claims / bogus claims.	
18	Whether medical reimbursement is recommended or not.	

Signature of Drawing / Disbursing Officer