

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH, IBRAHIMPATNAM, VIJAYAWADA, AMARAVATHI.

Present : : K. SANDHYA RANI I.Po.S.,

Rc.No.222/MB-3/Online/2015

Dated:06/07/2017.

Sub:-School Education Department-Implementation of Online uploading of Medical Reimbursement Proposals who are applied medical reimbursement-Must apply in "cse.ap.gov.in"- Certain instructions issued - Regarding.

Ref:- Preparation for online application at APONLINE service in CSE Web site.

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All the Regional Joint Director of School Education and District Educational Officers in the Andhra Pradesh State are informed that it is decided that the Medical Reimbursement bills above Rs.50,000/- of MEO/Head Master/ Teaching/Non Teaching staff Retired and who are in Service through concerned forwarding authority to this office through online only and no manual and written Medical proposals shall be submitted hereafter.

In this context all the Regional Joint Director of School Education and District Educational Officers in the Andhra Pradesh State are informed to up-load the Medical bills online in "cse.ap.gov.in" through login facility provided the forwarding authority i.e DDOs (DEO Non Teaching retired Staff Only)/Dy.E.O/MEO/Head Master duly scanning the following documents(User id.=School Udise code/Password=Available in DDOs).

1. Application form for data Sheet (uploading).
2. Covering letter of DDO (DEO Non Teaching Staff Only)/Dy.E.O /MEO/Head Master.
(Model letter here with enclosed)
3. Appendix-ii.
4. Check list.
5. Availment Certificate.
4. Emergency Certificate.
5. Essentiality Certificate.
6. Discharge Summery.
7. Non Drawl Certificate.
8. **Dependent** Certificate(if treatment taken on dependents).
9. Final bill Abstract (Total claimed amount should be in the final bill).
10. Pension Payment Order (in case of Retired employees).
11. Death certificate(if patient death).
12. Family members certificate(if employee death).
13. Declaration of the DDO(DEO Non Teaching retired Staff Only)/Dy.E.O/MEO/Head Master)
(Model letter here with enclosed)
14. The DDO must stamped "Verified and found Correct" in all original bill before the submission of Online.
15. The all DDOs are instructed don't apply with Xerox bills/colour Xerox/fabricated bills/duplicated bills. If any deviation in this case they will be personally held responsible for the same above.

In view of the above, all the Regional Joint Director of School Education and District Educational Officers are requested to issue clear instructions to the forwarding authority under their control in the matter w.e.t.10/07/2017. And also for not upload the incomplete medical proposals. The password was already issued by the Andhra Pradesh Online authorities is to the concerned officers for uploading the Medical Bills. All the returned proposals also be resubmitted through online.

All above mentioned documents are to be verified, to confirm their Genuiness, then upload scanned proposals and submit to the concerned authority and issue instructions to all the concerned DDOs that Medical bills submitted manually will not be accepted on or after **10/07/2017** for the proposals. The Medical Bills Proposals submission only online and no need to submit original bills/ manual bills/Xerox bills in this office.

Encl: Proforma & Certificate copy

Sd/-K. SANDHYA RANI
Commissioner of school Education

To

The Regional Joint Director of School Education in Andhra Pradesh State.

The District Educational Officers in the State.

Copy to the Director Andhra Pradesh Online authorities for information and necessary action.

Copy to the IT Cell of this office for information.

Copy to CEO, NTR Vaidya Seva, Chuttugunta, Guntur for favour of information

//FORWARDED BY ORDER//


06/07
ASSISTANT DIRECTOR (MEDICAL)


6/7/17

CERTIFICATE

1. It is certified that all the Original Medical Bills above verified and found correct.
2. If any fraud Bills colour Xerox bills and duplicate bills claimed amount the I am the held fully responsibility of medical reimbursement.
3. I have uploaded all Medical Original Bills in Original 12 No of documents.
4. All the Original Medical Bills kept in ICS custody.

DDO Phone No.

DDO SIGNATURE

- Original discharge summary / Death summary (in case of death of the Beneficiary during treatment)
- Copy of DME approved proceedings (in case of approval hospital)
- Pension payment order in case of pensioners

Any other relevant documents.

Date

Signature of Sender with seal

GOVERNMENT OF ANDHRA PRADESH
.....**DEPARTMENT**

FROM
Concerned DDO

TO
The Commissioner of School Education,
IBRAHIMPATNAM,
Andhra Pradesh, Amaravati.

LR.NO.....DATED.....

Sir,

SUB: Submission of MR Bills ofrequest for scrutiny and sanctioning of admissible amountreg.

The detail of medical reimbursement bills submitted to you for scrutiny and sanctioning of admissible amount as per the existing G.O's are as follows:

Name of the patient/beneficiary :
Name of the Employee/pensioner :
Relation with beneficiary :
Claim submitted by :

Name

Relation with Employee/pensioner

Name of the hospital :

Whether the approved by DME or not: yes No

Date of Admission :DD/MM/YY

Date of discharge : DD/MM/YY

Amount claimed : Rs.....

I certify that the original bills are kept in my safe custody and physically verified and found correct the following documents submitted by the Employee/Pensioner

- Appendix – II
- Non-Drawal certificate
- Dependent Certificate
- Emergency Certificate
- Essentiality Certificate
- IP/OP Bills
- Consolidated IP/OP Bills