

Circular Memo.No.Rc/ENC(Admn.)/E1/M.R./01/2020/

Dated:10.06.2020

Sub: Establishment – Medical Attendance – Medical reimbursement claims and claims seeking Relaxation of APIMA Rules for the treatment obtained at unrecognized hospital Within and outside the State over and above the admissible amount – Further instructions – Issued – reg.

Ref: 1] T.O. circular Memo No. Rc/ENC(Admn.)/E1/MR/23/2005 Dated: 6.12.2018.
2] Engineer-in-Chief(Admn.)'s Circular Memo .No.RC/ENC/H3/23/2001, Dt.27.01.2005.
3] T.O.Lr.No.Rc/ENC(Admn.)/E1/M.R./Misc./2018, dt.11.10.2018 Communicated to the CE & DWRO, WRD, Kurnool.
4] G.O.MS.No.74 HM&FW(K1) Department, Dt.15.3.2005.
5] G.O.MS.NO. 105 HM&FW(K1) Department, Dt.9.4.2007.
6] G.O.MS.NO. 103 HM&FW(K1) Department, Dt.31.05.2014.

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All the Engineers-in-Chief, Chief Engineers and the Superintending Engineers are hereby informed that certain instances have come to the notice of the undersigned that proposals with regard to medical reimbursement claims and claims seeking relaxation orders from Government, in respect of unrecognized hospitals, within and the outside the state, over and above the admissible amount, are simply forwarded to this office, without proper scrutiny at Circle, Chief Engineer and Engineer-in-Chief level due to which they are being returned with remarks.

Further, in some cases the claims are being submitted belatedly for which the Government is returning the proposals duly asking for reasons/chronological events that led for delayed submission of the proposals and fix up the responsibility.

In this connection a proforma has been enclosed with this circular showing the documents to be submitted with the medical bills. Therefore, it is requested to submit/check the documents thoroughly before forwarding the medical claims and claims seeking relaxation orders from the Government, in case of unrecognized hospitals within and outside the State.

It is mandatory to fill and submit the above details properly and all the certificates to this office for processing the same. Otherwise, the proposals will be returned and action will be initiated against the concerned for causing unnecessary delay in processing the medical bills.

Further, vide this office circular cited, clear instructions were issued to all the circles/units stating that the medical reimbursement claims pertaining to the retired officers and working staff up to the cadre of Executive Engineer have to be referred to the Chief Engineer concerned of the unit and the Chief Engineer will take action as per the orders issued by the Government from time to time in the matter in settling of the medical reimbursement up to the cadre of Executive Engineer (both retired and in service) at their end without referring the same to this office. But, it is observed that the medical

reimbursement proposals in respect of Executive Engineers and below cadre (both retired and in service) are being referred to this office in spite of the clear cut instructions. Hence, it is once again requested not to refer any medical reimbursement claims in respect of Executive Engineer and below cadre (both retired and in service) to this office henceforth.

Encl: Proformas.

Yours faithfully,
Sd/-P.V.S.Varaprasad,
Engineer-in-Chief(Admn.)

To
All The Engineers-in-Chief/Chief Engineers/Superintending Engineers

Copy to the Deputy Executive Engineer (computers) of this office with a request to place the circular memo in the website.

G. Venkata Rao
for Engineer-in-Chief(Admn.)
SA
12/10/20

DOCUMENTS TO BE SUBMITTED ALONG WITH THE MEDICAL BILLS

S. No.	Documents Required from applicant/administrative head	Yes/No	Remarks
1.	Representation from the employee/pensioner/family pensioner (In case of relaxation orders from Govt are required, proper justification is to be given showing deserving circumstances)		
2.	General Check Slip (to be signed by the administrative head) (copy enclosed)		
3.	Appendix II (to be signed by the applicant and countersign by administrative head) (copy enclosed)		
4.	Non Drawl Certificate (to be signed by the applicant and countersign by administrative head) (copy enclosed)		
5.	Dependent Declaration (other than employee/pensioner) (copy enclosed)		
6.	Pension Payment Order (in case of pensioner/family pensioner)		

DOCUMENTS REQUIRED FROM HOSPITAL

7.	Essentiality certificate		
8.	Emergency certificate		
9.	I.P. Bills or Final Bill		
10.	Discharge Summary		
11.	Genuinity Certificate from hospital authorities confirming the genuineness of the treatment taken by the applicant		
12.	Hospital Proceedings, if it is recognized by Govt of A.P.		
13.	Scrutiny report from Medical Superintendent/Dr. YSR Trust		

DOCUMENTS REQUIRED FOR RELAXATION ORDERS FROM GOVERNMENT

14.	Check Slip as prescribed by General Administration Department.		
15.	Bona fide Certificate to be signed by administrative head and countersigned by SE, CE and ENC		

GENERAL CHECK SLIP SEEKING REIMBUSEMENT OF MEDICAL CLAIMS

1	Name	:	
2	Designation	:	
3	In case of Retired employee PPO No. and Name of the office where retired	:	
4	Date of Retirement	:	-
5	Name of the patient	:	
6	Relationship with the employee or retired official	:	-
7	Name of the hospital and the period of treatment	:	
8	Name of Disease/treatment taken	:	
9	Whether the above Hospital is recognized by the Govt.,	:	
10	G.O's applicable	:	
11	Amount claimed for reimbursement	:	
12	Whether the relevant documents are furnished in Original a. Appendix-II b. Emergency Certificate c. Essentiality Certificate d. Medical bills e. Discharge Summary f. Non drawl certificate g. Hospital recognition proceeding	:	

APPENDIX -II

APPLICATION FOR CLAIMING REFUND OF MEDICAL EXPENCES INCURRED IN CONNECTION WITH MEDICAL ATTENDANCE AND TREATMENT OF GOVERNMENT SERVANT/PENSIONER AND THEIR FAMILIES

1. Name of Designation & Section of :
(in Block letter)
2. Office in which employed/Retired. :
3. Pay of the Government servant/ Pensioner :
as Defined in FRs and other employments,
which should be shown in separately
4. Place of Duty/ Retirement :
5. Full residential Address with door No. and :
Name of the Mohalla.
6. Name of the Patient his/ her relationship to :
the Government servant in case of children
stage ago also.
7. Place at which the patient fell ill :
8. Nature of illness and its duration :
9. Details of amount claimed cost of Medicines :
cash Memos and essentiality certificate
should be attached each and Countersigned
by the treatment Doctor
- 10.Total amount Charges-----Rs. :
11. List of enclosures :

Designation & Signature
of the Government Servant.

I hereby declare that the statement in this application are true to the best of my knowledge and belief and that the person/ self for whom medical expenses were incurred is a member of my family as defined under the Government servant Medical attendance rules and fully dependent.

Signature of the Govt.Servant
and office to which attached.

NON DRAWAL CERTIFICATE

This is to certify that the claim of reimbursement of Medical Expenses incurred by
Sri/ Smt. -----working as/Retired as
----- towards the
treatment of self/his/her-----
undergone treatment for -----
----- from ----- to -----
for Rs.------(Rupees -----
----- only) was neither preferred nor drawn
previously.

Signature of Applicant.

//Counter Signed//

Drawing & Disbursing Officer.

DEPENDANT DECLARATION

I, Sri/Smt _____ Working as/Retired as
_____ do hereby declare that Sri/Smt _____, aged ____ Years is my
_____ undergone treatment for _____ at _____ Hospital from
_____ to _____ for Rs. _____/-(Rupees _____ only) is nowhere
employed nor getting any salary or pensioner benefits either State / Central / Quasi Governments or
from any other source and he/she is wholly dependent on me.

Place:

Signature of Applicant.

Date:

CERTIFICATE BY DRAWING & DISBURSING OFFICER

This is to certify that Sri/Smt _____ Working as/Retired as _____
has given family members declaration and entered in Service Book at Page _____. As per the family
member declaration Sri/Smt _____, _____ is dependant.

Signature of Drawing & Disbursing Officer.

CHECK LIST (AS PRESCRIBED BY GENERAL ADMINISTRATION DEPARTMENT) TO ACCOMPANY
PROPOSAL FOR EXEMPTION/RELAXATION OF RULES RELATING TO MEDICAL REIMBURSEMENT
PROPOSED BY VARIOUS DEPARTMENTS

1	Subject in brief	
2	Nature of relaxation with reference to rule position	
3	Amount of Medical Reimbursement claimed	
4	Admissible amount recommended by the scrutinizing authority	
5	Nature of disease for which treatment is obtained	
6	Whether the claim is within the time or belated	
7	Reasons for relaxation	
	(i) for treatment in unrecognized hospital	
	(ii) Exceeding Ceiling limit	
	(iii) Over and above the net admissible amount recommended by the scrutinizing authority	
	(iv) for treatment taken outside the State	
	(v) Others	
8	Whether the claim is for reimbursement of treatment to self/dependent as per the definition in rules/others	
9	Justification for relaxation showing deserving circumstances	
10	Remarks of HM & FW /Finance Department	
11	Recommendation of the HOD	Recommendation of the Secretary concerned
	Name	Name:
		Signature:
		Date:
12	Decision of the Standing Committee	