Through Website

To

All MES/Non-MES Units/Formation under Western Command

Subject: Checklist for commonly observed deficiencies in Medical claims & Regular/Sv. Pay bills.

It is observed that there is considerable high percentage of bills pertaining to Medical claim which are being returned to the Units/Formation for various reasons. This office has devised a checklist for medical reimbursement bills which will help you to check the necessary documents/requirements while submitting the claims to this office.

It is requested to kindly enclose the relevant documents according to the checklist with the bill being forwarding the claim to this office.

Copy to:
Col. FP
FP Branch
HQ, WC Chandimandir

With the request to issue the necessary instructions to the Units/Formation under your jurisdiction in the regard.

GROUP OFFICER(PAY)

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Checklist of Commonly observed deficiencies in Medical Claims

1. Medical Re-imbursement claims of Treatment from Private Hospital are often submitted without any Emergency Certificate from the treating doctor and Ex post facto sanction from Head of the office.

2. Time bar sanction in cases submitted after expiry of 6 months from treatment.

3. Prescription slip of the medicines purchased.

4. In case of Medical reimbursement of dependant parents, the dependency certificate duly countersigned by competent authority.

5. Non Availability Certificate (NAC) from Hospital if test are done from private labs.

Checklist of Commonly observed deficiencies in RPB/SPB

1. Periodical increment Certificate and DO Part II Office Order not enclosed where annual increment is to be given.

2. Income Tax not deducted regularly and Cess thereon is not reflected separately

3. NAC and HRA Claim Certificate not enclosed where HRA is claimed.